

*As a leader in modernization, innovation, and creativity, East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. Located along Highway 404 in northern York Region, East Gwillimbury is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data). EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.*

*The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!*

Reporting to the Manager, By-law Enforcement Services, the Municipal Law Enforcement Officer will identify and investigate alleged municipal by-law violations; negotiate compliance through verbal and written communication and proceed with legal action in accordance with applicable legislation and regulations. This position will inspect properties, vehicles, and buildings to ensure compliance with various by-laws and related provincial legislation, as well as conduct field and site inspections, and act as an expert witness on behalf of the municipality in legal proceedings. In addition, the Municipal Law Enforcement Officer will:

- Investigate and enforce Town by-laws such as Property Standards, Zoning, Parking, Licensing, Sign and other municipal by-laws and provincial regulations.
- Conduct patrols and inspections, carrying out investigations and audits, collecting evidence, identifying violations, issuing notices, tickets, orders, laying of information's, service of legal documents.
- Investigate and enforce offences related to the dog owners liability act and related provincial legislation.
- Follow up on written complaints of by-law infractions.
- Complete final inspections on all pool enclosure and sign permits.
- Investigate and enforce violations of Town sign by-law and remove illegal signs throughout the Town as required.
- Maintain accurate records and notes of all by-law investigations in CityView, Sharepoint, and other activity logging system.
- Prepare all necessary information for court action including the laying of information's, service of summons, preparing crown brief for prosecution office, and act as expert witness when required.
- Patrol the Town and issue parking tickets where required.
- Assist the public with general inquiries.
- Review business license applications, conduct inspections where required and issue license.
- Conduct weed inspections.
- Initiate legal proceedings.
- Deliver summonses for court action based on charges laid by the department or other departments.

The ideal candidate will have formal academic training in Law Enforcement that includes a two-year diploma/certificate in Police Studies/Foundations, Law & Security, Justice & Administration or related discipline, or combination of education and experience in by-law and licensing enforcement. Demonstrated experience of two years in progressive Municipal By-law Enforcement and Licensing positions or related enforcement experience (preferably in a municipal environment). Thorough working knowledge of the Provincial Offences Act, Highway Traffic Act, Municipal Act, Ontario Building Code and other pertinent legislation related to municipal by-law enforcement; and municipal by-law enforcement processes and practices including court documentation and proceedings. Class G Driver's License, in good standing. Ability to work evenings, nights and weekends. Certification as a Certified Property Standards Officer (CPSO) Ontario Association of Property Standards Officers in Ontario, and Certified Municipal Law Enforcement Officer through the Municipal Law Enforcement Officers Association of Ontario is considered an asset.



**Municipal Law Enforcement Officer**  
Permanent (Full-time)  
35 hours/week

**Salary Range: Band 6: \$80,717 - \$94,962**

**Deadline for applications is March 9, 2025**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.