

*Located just 30 minutes north of Toronto along Highway 404, East Gwillimbury (EG) is Canada's fastest growing municipality\* focused on modernization, innovation, and creativity. Those joining Team EG will help shape the future of the community. As an award-winning organization, 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 Chief Building Official, the Manager of By-Law Enforcement Services is responsible for providing effective leadership and direction in the planning, coordination, and management of the Municipal Law Enforcement Branch including the animal control contractor. The Manager of By-Law Enforcement Services must effectively balance enforcement while maintaining the need for a strong customer service approach.

Key responsibilities include: administer, maintain and interpret municipal by-laws and Provincial Acts and ensure enforcement by the Municipal Law Enforcement Branch including, parking, property standards, licensing and other regulatory by-laws. Develop standard operating procedures, draft by-laws and by-law amendments, prepare Council reports, implement and administer annual operating budget for the branch, provide input for departmental business plans, liaise with other municipal departments and Council to address common issues, and with the public, contractors, and external agencies for the purpose of enforcement and/or facilitation of issues. Provide direction to staff, authorize vacation requests, overtime, and will be responsible for hiring, discipline, dismissals, performance appraisals and performance management, and training of staff. Performance of Municipal Law Enforcement Officer duties as required.

Preferred candidates will have seven (7) years' experience in Municipal By-Law Enforcement and Licensing positions, with a minimum of two (2) years of supervisory experience. The candidate will also have formal academic training in Law Enforcement that includes a two-year diploma/certificate in Police Studies/Foundations, Law & Security, Justice and Administration or related discipline. Certification as Certified Municipal Law Enforcement Officer (MLEOC) through the Municipal Law Enforcement Association of Ontario as well as a Certified Property Standards Officer (CPSO) through the Ontario Association of Property Standards Officers in Ontario. 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. Ability to deal courteously and effectively with the general public, staff and other levels of government and elected officials. Must have a valid Class 'G' Driver's License in good standing and the ability to work outside in inclement weather conditions.

**Salary Range: \$118,555-\$139,472 (Band 9)**

**Deadline for applications is May 5, 2024**

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.

*\*(based on 2021 Census data)*