

**MUNICIPAL BY-LAW ENFORCEMENT OFFICER**

RECRUITMENT 2026-FIRE-14

The Town of Smiths Falls is a vibrant, progressive single-tier municipality with a population of 10,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town of Smiths Falls is seeking a highly motivated and detail-oriented **By-law Enforcement Officer** to join our team. Reporting to the Fire Chief the By-law Officer will be responsible for education, administration and enforcement of Municipal By-laws including but not limited to the Property Standards By-law, Safe Yards By-law, Parking By-law and Animal Control By-law

**Key Duties and Responsibilities:**

- Conduct regular patrols on foot and by vehicle of downtown areas, streets, municipal/private lots.
- Conduct investigation, education and enforcement as it relates to municipal by-laws.
- Issue parking tickets and orders as it relates to by-law infractions.
- Respond to public inquiries and complaints related to by-laws.
- Assist with collection of parking revenue.
- Maintain all records, prepare correspondence, reports and orders.
- Attend Provincial Court if required.
- Enforce all provisions of the Animal Control By-law including retrieval and transportation of stray animals and dangerous dogs.
- Participate in the evening and weekend on-call rotation for Animal Control and emergency situations.
- Enforce the winter parking restrictions on a rotational shift schedule.

**Skills and Qualifications:**

- College Diploma in Law Enforcement, Municipal Law Enforcement Officer Course I or equivalent combination of education and experience.
- Previous experience as a By-law Enforcement officer or law enforcement.
- Working knowledge of the Provincial Offences Act and Municipal By-laws
- Working knowledge of Microsoft Office Suite.
- Valid Class G License
- Provision of satisfactory Criminal Record Check and Driver's Abstract
- Ability to communicate clearly and tactfully, verbally and in writing.
- Strong organizational and coordination abilities with close attention to detail
- Excellent conflict resolution skills and interpersonal skills.
- Property Standards Officer or Municipal Enforcement Officer related certification would be an asset.
- Ability to work in a team environment and independently.

**Position Type:** Full-time, Permanent  
**Hours of Work:** 35 hours per week on a rotating shift schedule  
**Location:** Town Hall. 77 Beckwith St. North

**What we Offer:**

**Wages:** Band F (\$31.07/hr to \$36.12/hr)  
**Benefits:** A comprehensive benefit package, wellness plan, employee assistance program and enrolment into the Ontario Municipal Employees Retirement System (OMERS)

**How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2026-FIRE-14 by **Monday March 23, 2026 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [careers@smithsfalls.ca](mailto:careers@smithsfalls.ca)

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*



**SMITHS FALLS**

RISE AT THE FALLS

**TOWN OF SMITHS FALLS**

**JOB DESCRIPTION**

<b>POSITION:</b>	Municipal By-Law Enforcement Officer
<b>DEPARTMENT:</b>	By-Law
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	F
<b>SUPERVISOR:</b>	Fire Chief
<b>REVISION DATE:</b>	July2023

**POSITION SUMMARY AND SCOPE:** Enforce municipal by-laws (including but not limited to Parking, Property Standards, Safe Yards, Animal Control, Feeding of Wildlife, noise, Dumping, and Smoking. Responding to complaints, providing education and evidence gathering. Always act in the public interest, particularly with regard to the safety of building and structures.

**DUTIES AND RESPONSIBILITIES:**

***Parking Enforcement:***

- Conduct foot and mobile patrols of downtown areas, streets, municipal/private lots as directed by the Town for the issuance of tickets for parking and orders as it relates by-law infractions.
- Respond to in person inquiries, correspondence and complaints related to by-laws with professionalism and tact.
- Collect parking machine revenue and process as per our internal process including delivery of coin to the Town’s financial institution.
- Maintain, test and repair any/all parking equipment or make arrangements for repair.
- Complete reconciliation of fines, reporting as required and administrative duties as it relates to the processing of tickets.
- Conduct all administrative duties necessary regarding parking fines (submitting and/or downloading violation data and reviewing contested tickets and rendering a response and handling other customer complaints).
- Attend Provincial Court when parking tickets are contested in court.

***By-law Enforcement***

- Conduct regular patrols, investigation, education and enforcement as it relates to municipal by-laws including Property Standards and safe yards.
- Issue violation tickets/orders, and/or warnings, administration and the collection of fees in situations of non-compliance in accordance with our internal protocols.
- Arrange for contractors or other stakeholders as it works to work required for Property Standards compliance.

***Animal Control:***

- Enforce of all provisions in the Animal Control By-law as well as pick up, seizure for stray animals, dangerous dogs, and includes transportation of

dogs/cats to establishment supplied by the Town where the owner cannot be located, or Enforcement Officers have seized the animal.

- Collect documentation necessary to begin prosecutions for cases involving the Provincial Court and others; swears information and appears in Court as a Crown witness as required; investigate and gather evidence for presentation in court, including entering buildings or property; and stays informed on enforcement procedures used in other jurisdictions.

**Other**

- Maintain a record of ongoing activities.
- Participate in the evening and weekend on-call rotation for Animal Control and emergency situations.
- Act as a Backup Crossing Guard on occasion as requested.
- Overtime assistance may requested from time to time to assist with municipal priorities and special events.
- Other duties as assigned.
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**EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- Community College Diploma in Law Enforcement, Municipal Law Enforcement Officer Course I or equivalent combination of education
- Previous experience as a By-law Enforcement officer or related experience in municipal by-law or law enforcement (1-2 years)
- Working knowledge of Microsoft Office (Word, Excel), email.
- Valid Class G License
- Current Police Records Check.
- Property Standards Officer or Municipal Enforcement Officer related certification would be an asset.
- Experience with the OPS COM Parking Enforcement Tool an asset.

**SKILLS AND COMPETENCIES:**

- Working knowledge of the Provincial Offences Act, and other regulations deemed essential.
- Ability to communicate clearly and tactfully, verbally and in writing.
- Strong organizational and coordination abilities with close attention to detail
- Excellent conflict resolution skills and demonstrated ability to solve problems fairly and sensitively.
- Working knowledge of municipal bylaws.
- Ability to understand the intent and content of the Provincial Offences Act and municipal regulatory by-laws and to explain them clearly.
- Strong interpersonal skills and capable of dealing with all levels of Town staff, the business community, stakeholders, Emergency Services and the public in a diplomatic manner.

**WORKING CONDITIONS:** Onsite – Town Hall, 77 Beckwith St. North  
On location, private residents within the Town of Smiths Falls

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	Fire Chief, Support Staff
<b>EXTERNAL</b>	General Public, Stakeholders, Lanark Animal Welfare Society, SPCA, Smiths Falls Police Service