



Manager By-law Enforcement

Date: January 12, 2026

Job Posting: Manager By-law Enforcement

Location: 4 Church Street, Parry Sound ON

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life.

Reporting to the Director of Development and Protective Services/Fire Chief, the Manager of By-law Enforcement will provide leadership, direction and supervision to the by-law enforcement team and will be appointed as a Provincial Offences Officer and Property Standards Officer for legal action on by-laws, provincial acts and regulations.

Responsibilities:

1. Manage and lead the by-law enforcement team, including recruitment, training, and professional development.
2. Assess, research and recommend updates to bylaws and enforcement practices in response to legislative changes and community needs.
3. Responds to complaints regarding alleged violations; conducts investigations into allegations; collects evidence; guides violators into compliance through persuasive discussions and written notices where possible, and if compliance is not achieved, initiates legal action.
4. Enforces by-laws through court action when necessary, including processing court documentation and presenting evidence.
5. Provides advice, interpretation and education regarding regulatory by-laws to the public and promotes voluntary compliance.
6. Acts in a public relations capacity such as providing information at public meetings, or with special interest groups, to promote compliance with by-laws and behaviour that is in the public interest.
7. Manages the West Parry Sound Impound Facility, acts as pound keeper and provides pound keeping services on behalf of the Town and participating municipalities.
8. Responsible for managing the municipal parking system.



Manager By-law Enforcement

9. Provides input towards departmental budget and manages expenses; makes expenditures in accordance with approved budgetary items and written procedures.
10. Schedules, organizes and monitors work for completion and ensuring compliance to organizational standards of full time Municipal Law Enforcement Officers, Hearing Officers, School Crossing Guards, Part-time Municipal Law Enforcement Officers and Kennel Attendants.
11. Provides oversight and direction to contract on call After Hours Officers.
12. Prepares and presents reports to senior management and Council.
13. Screens applicants and issues licences, such as taxi licences, dog licences and backyard hen licences.
14. In conjunction with the Chief Building Official, Director of Development & Protective Services/Fire Chief and Director of Public Works, initiates internal projects which affect duties, e.g. recommendation of no parking signs in areas posing problems for public works maintenance of roads.
15. Responsible for compliance with occupational health and safety procedures and is responsible to ensure such policies are applied to all staff within the By-law Enforcement Department.
16. Fosters a team environment of mutual respect, accountability and professionalism within the By-law Enforcement Department.
17. Performs such other duties as may reasonably be required by the Director of Development & Protective Services/Fire Chief.

Education, Experience, Knowledge, Skills:

1. Diploma or Degree in law and security, law enforcement or related field of study.
2. Minimum of five (5) years experience in by-law enforcement, with at least two (2) years in a leadership role.
3. Certified as a Municipal Law Enforcement Officer with the Municipal Law Enforcement Officer's Association of Ontario, maintaining active membership.
4. Certified Property Standards Officer with the Ontario Property Standards Officer Association, maintaining active membership.
5. Active member of the Animal Shelter Professionals of Ontario.



Manager By-law Enforcement

6. Comprehensive knowledge of municipal by-laws, relevant provincial legislation, legal
7. procedures and enforcement strategies.
8. Strong leadership, communication and conflict resolution skills.
9. Ability to navigate complex legal frameworks and manage sensitive community issues.
10. Exhibits a high degree of initiative and self direction.
11. Excellent computer, oral and written communication skills.
12. Good analytical and organizational skills.
13. Class G Drivers License.
14. Ability to provide a current and acceptable Vulnerable Sector Criminal Reference Check upon hire.

Compensation:

This is a full-time permanent Non-Union position, a 35-hour work week with a compensation range of \$89,362 - \$104,541 commensurate with experience. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package and subject to a successful six (6) month probationary period.

Application Process:

Email: In one document, please send your resume, cover letter, under the subject line "Manager By-law Enforcement to Pamela Langevin, Human Resources Manager at plangevin@parrysound.ca.

Deadline: February 2, 2026

*This position will remain open until filled.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.



Manager By-law Enforcement

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.