



The Town of Minto is seeking a By-law Enforcement and Community Standards Officer

Join our team!

The Town of Minto is seeking a full-time By-law Enforcement and Community Standards Officer to join our diverse and talented team starting in January 2026. But before we tell you about the job...

Allow us to Introduce Ourselves

The Town of Minto is located in the north-western boundary of Wellington County and is composed of the former Towns of Harriston and Palmerston, the former Village of Clifford and surrounding rural area of the former Minto Township. In Minto, you're only an hour from the major centres of southern Ontario – including Kitchener-Waterloo and Guelph – and popular recreational areas along the eastern shore of Lake Huron and southern Georgian Bay.

We are an innovative and forward-thinking municipality that offers many services aimed at helping to create a friendly, safe, affordable, and family oriented rural community. Our mission is important to us - we are committed to providing cost effective and responsive local government through superior customer service, internal stability, and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

But it's not just what we do that's important to you as a prospective employee, it's how we do it. We are optimistic, supportive, and down to earth. We do great work, and we have fun doing it. We are committed to excellence, and to learning and growing in everything that we do. We have a fabulous workplace culture, and an established reputation as thought leaders and agents of change.

Your Opportunity

This is your opportunity to contribute to the success of our team, and our community. There are three core functions to this role: By-law and Legislative Enforcement, Animal Control and Public Safety, and Legal and Procedural Administration. Key accountabilities in each of the three functions include:

By-law and Legislative Enforcement

- Investigate and resolve complaints related to municipal by-laws and applicable provincial legislation through site visits, interviews, and communication with property owners.
- Maintain accurate documentation of enforcement actions and ensure compliance with legal standards.
- Interpret and explain municipal by-laws, policies, and regulations to the public and stakeholders.

Animal Control and Public Safety

- Respond to animal control matters, including dogs at large, licensing, and incidents under the Dog Owners' Liability Act (DOLA).
- Collaborate with external agencies such as the OPP and local health units to address animal-related concerns.
- Enforce Town by-laws and policies at community events and inspect Town-owned facilities for compliance with community standards.

Legal and Procedural Administration

- Prepare and issue Provincial Offences Act (POA) notices, APS notices, tickets, orders, and other legal documents with accuracy and adherence to legislative requirements.

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- Act as a Peace Officer under the Police Services Act, fulfilling statutory responsibilities in accordance with municipal and provincial law.

What it Takes to do the Job

To excel in this role, you should possess:

- Post-Secondary degree or diploma in a relevant field (e.g. Protection, Security & Investigation Administration or Police Foundations).
- Certification as a Municipal Law Enforcement Officer with the Municipal Law Enforcement Officers Association of Ontario and/or Ontario Property Standards Association.
- Valid G driver's license.

What You Bring to the Team

Those are just the basics. Your personal attributes are as important to us as your qualifications. We are seeking someone with:

- Strong analytical and problem-solving abilities.
- Advanced knowledge of municipal by-law enforcement, provincial legislation, and legal procedures.
- Excellent communication and interpersonal skills for presenting complex regulations and enforcement decisions to diverse audiences.
- Ability to work collaboratively and independently.
- Highly developed planning and organizational skills.
- Ability to work under pressure and meet deadlines.
- Enthusiasm, curiosity, and the ability to be part of a team.

What We Offer

This is a great opportunity to join a growing municipality. We provide:

- Interesting, high-quality work with great staff and volunteers.
- The collegiality and lifestyle benefits of a small town.
- A great, inclusive, and supportive workplace culture.
- Competitive wages, a comprehensive benefits package and enrollment in the OMERS pension plan.

The 2026 pay range for this position is \$64,896 – \$86,521.50 annually.

Hours of work are Monday–Friday 8:30AM – 5:00PM, totaling 37.5 hours weekly with an unpaid 60-minute lunch.

We Would Love to Hear from You

We want to learn about your unique talents and how they would help you succeed in this role. The best way to do that is to send your resume and cover letter before 12:00 PM Friday December 5, 2025 to:

Quinn Gorecki
Deputy Clerk/Manager, People and Culture
5941 Hwy 89, RR 1
Harriston, ON NOG 1Z0
Or fax: 519-338-2005
Or e-mail hr@town.minto.on.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. Applications will be treated in strict confidence. Any personal information that is collected under the Municipal Freedom of Information and Protection of Privacy Act will be used only for job selection purposes. Please note: In accordance with the **Accessibility for Ontarians with Disabilities Act**, please contact the Accessibility Coordinator with accommodation inquiries at 519-338-2511 ext. 246.