

MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION

Position: By-law Enforcement/Animal Control Officer	Date approved: September 24, 2025
Reports to: CAO/Clerk	Approved by: Council Res. No. 25-24-01

POSITION SUMMARY:

Under the direction of the CAO/Clerk, the By-law Enforcement/Animal Control Officer is responsible for the enforcement of municipal by-laws and related provincial legislation. The position involves investigating complaints, conducting inspections, issuing orders, and preparing documentation under the Provincial Offences Act (POA). The Officer also provides animal control services, including the capture, transportation, and care of animals as required by municipal by-laws. The role emphasizes both public education and enforcement to ensure compliance with community standards.

The position requires working closely with other municipal departments.

Major Duties and Responsibilities

- Enforce municipal by-laws (e.g., clean yards, noise, open burning, zoning, licensing).
- Provide animal control services: respond to calls, capture and transport animals, liaise with shelters or kennels, enforce licensing and animal welfare requirements.
- Receive, investigate, and document public complaints; conduct site inspections; gather evidence; and prepare reports.
- Issue Provincial Offences Act tickets, Orders to Comply, and other enforcement notices as authorized.
- Prepare documentation and provide testimony in court when required.
- Educate residents on municipal by-laws, promote voluntary compliance, and respond to general inquiries.
- Maintain accurate records of complaints, inspections, enforcement actions, and outcomes.
- Liaise with OPP, public health, animal shelters, and other agencies as necessary.
- Attend training, professional development, and safety sessions as directed.
- Perform other duties as assigned by the CAO/Clerk.

Education/Experience/Skills

Education:

- Post-secondary diploma or certificate in Law Enforcement, Police Foundations, Justice Administration, or a related field; or an acceptable combination of education and relevant experience.
- Certification in Municipal Law Enforcement (MLEO training) and/or Property Standards preferred.

Experience:

- Minimum two (2) years related experience in municipal enforcement, regulatory compliance, animal control, or law enforcement.

Skills:

- Sound knowledge of municipal by-laws, the Municipal Act, and the Provincial Offences Act.
- Strong investigative, problem-solving, and decision-making skills.
- Excellent interpersonal and communication skills (oral and written).
- Ability to defuse conflict and deal tactfully with the public.
- Good level of computer literacy, including enforcement or complaint-tracking software.
- Ability to work independently with sound judgment in the field.

Independence of Action

The work involves applying established procedures, relevant legislation, and by-law provisions. The Officer exercises independent judgment in investigations and enforcement, with direction from the CAO/Clerk, or designate, in complex or precedent-setting matters.

Impact of Errors

Errors in enforcement decisions or documentation could lead to liability for the Municipality, unsuccessful prosecutions, loss of public confidence, or increased risk to public safety. Accuracy, fairness, and discretion are essential.

Contacts

Frequent contact with the public in responding to complaints, conducting inspections, and providing education. Regular contact with municipal staff, Council, external agencies (OPP, public health, shelters), and legal counsel. Courtesy, tact, and diplomacy are required, particularly in confrontational or sensitive situations.

Leadership

This position does not normally have direct supervisory responsibilities but may provide guidance to part-time or contract staff, summer students, or contractors engaged in animal control or enforcement support.

Physical Demands/Sensory Demands

- Work requires both office and field duties.
- Visual and aural concentration required for report writing, computer entry, telephone inquiries, and in-person interactions.
- Field duties involve walking, driving, animal handling, and occasional lifting of medium-weight objects (kennels, equipment, animals).
- High demand on conflict resolution and interpersonal skills when dealing with non-compliant individuals.

Working Conditions

- Work is performed both in an office and outdoors, in all weather conditions.
- Frequent interruptions and requirement to respond to urgent or unpredictable situations.
- Regular exposure to confrontational situations with members of the public.
- Potential exposure to aggressive animals and related hazards.
- Flexible hours may be required, including evenings and weekends.