EMPLOYMENT OPPORTUNITY

#26.17 – By-Law Enforcement Officer (Full Time)

Department of Fire, Emergency & Protective Services

The Town of Renfrew invites applications for the position of By-Law Enforcement Officer. Under the supervision of Director of Fire, Emergency and Protective Services/Fire Chief, the By-Law Enforcement Officer is responsible for conducting public education, enforcing municipal by-laws, and achieving resolutions to bylaw infractions through voluntary compliance or prosecution. This will be accomplished by patrolling on foot and car to monitor Town spaces, gather evidence, conduct investigations, and issue tickets for by-law infractions.

Competency Profile:

- Post-secondary education in Criminology, Police Foundations, or a related field.
- Minimum two (2) years of experience in by-law enforcement.
- Certification as a Municipal Law Enforcement Officer and Property Standards Officer is an asset or willingness to obtain.
- Sound knowledge of the Provincial Offences Act, including Part I and Part III procedures, to support enforcement activities, court file preparation, and related legal documentation.
- Knowledge of legislation related to municipal by-law enforcement.
- Demonstrated knowledge of municipal animal control by-laws, the Pounds Act, and other applicable Ontario legislation governing domesticated animals, with the ability to apply that knowledge in investigations, enforcement, documentation, and related court processes.
- Ability to remain current on new legislation and informed of all relevant matters, regulations, practices, procedures and developments.
- Proficient in computer applications including the Microsoft Office suite.
- Ability to work independently in a fast paced, time sensitive and political environment, while processing and managing a high volume of work.
- Must be physically fit and able to perform the essential duties of the position.
- Highly effective communication and customer service skills.
- Exceptional organizational skills with the ability to prepare, manage, and submit accurate documentation for court matters.
- Good judgement and calm demeanour in assessing potential by-law infractions.
- Ability to effectively de-escalate conflict situations.
- Demonstrated problem solving and decision-making skills.
- Must possess a valid Class “G” drivers license in good standing.
- Successful candidate will be required to submit a clear Criminal Record Check.
- Must be available to work evenings and weekends if required.

In addition to a competitive salary of $34.35 - $40.41 per hour (2026 rates) and a comprehensive benefit package, the Town of Renfrew offers exemplarily values, a strong community spirit, a rural quality of life, well maintained infrastructure, and an outdoor recreation paradise, all of which help to create a productive environment for personal growth and success.

Qualified applicants are invited to submit their resume, stating “Town of Renfrew – By-Law Enforcement Officer”, by 4:00 p.m., Wednesday June 3rd, 2026, to:

Town of Renfrew, Attn: Compensation/HR Specialist, 127 Raglan Street South, Renfrew, ON K7V 1P8
EMAIL: hr@renfrew.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.