



Job Posting – Permanent Full Time

Date of Posting: September 16, 2025

Position: Municipal Law Enforcement Officer

Department: Protective Services

The Township of Manitouwadge is located in Northern Ontario, nestled in the heart of the Boreal Forest with the rugged Canadian Shield as our backdrop. Situated 54 km north of the Trans-Canada Highway, and approximately 400 km east of Thunder Bay and 425 km west of Sault Ste. Marie, our community offers a unique blend of natural beauty, outdoor adventure, and small-town charm.

Manitouwadge is an ideal destination for year-round recreation. Surrounded by pristine lakes and forest, residents and visitors enjoy hiking the well-maintained trails, paddling through scenic canoe routes, relaxing at Lion's Beach or Prospector's Park, and swimming in the many lakes and rivers nearby. The 9-hole Municipal Golf Course provides a picturesque setting for golfers of all skill levels. Whether it's summer or winter, there's something for everyone—from fishing for walleye, pike, perch, brook, and lake trout, to skiing on our 10-run ski hill, snowmobiling, ATVing, canoeing, or kayaking.

With a population of approximately 2,000, Manitouwadge is a full-service community with a proud history rooted in both the forestry and mining sectors. We offer well-paying jobs, affordable housing, and some of the lowest residential and commercial property prices in Ontario.

We are currently hiring a Municipal Law Enforcement Officer to join our team. This role is ideal for someone who values community engagement, enjoys working independently, and is committed to maintaining a safe and welcoming environment for all residents. If you're looking for a meaningful career in a vibrant northern town, we encourage you to apply.

Job Function: The Municipal Law Enforcement Officer plays a proactive role in maintaining community standards and ensuring a safe, orderly, and well-managed environment across the municipality. This position involves investigating concerns raised by residents, enforcing a broad spectrum of local bylaws and provincial regulations, and promoting compliance through education and consistent enforcement practices.

Working both independently and collaboratively, the Officer helps safeguard public spaces, property, and quality of life by addressing infractions ranging from property maintenance to noise complaints. The role also includes preparing documentation for legal proceedings and supporting enforcement through the issuance of notices and court-related materials under the Provincial Offences Act.

Duties include, but are not limited to:

- Investigating complaints and suspected violations of municipal bylaws
- Enforcing bylaws related to:
 - Zoning and land use
 - Property standards
 - Keep Manitouwadge Attractive program
 - Fill, fence, and sign regulations
 - Animal control
 - Noise and Nuisance

- Enforcing applicable provincial legislation, including:
 - Fire protection and Prevention Act (as authorized)
 - Ontario Building Code Act
 - Other relevant Provincial Acts and regulations
- Educating the public on municipal standards and encouraging voluntary compliance
- Preparing evidence and documentation for legal proceedings
- Assisting in the development of Crown prosecution briefs
- Issuing offence notices, parking infraction certificates, and summonses under the Provincial Offences Act
- Attending court to support prosecutions and provide testimony when required

Required Skills:

- Certification or eligibility: Municipal Law Enforcement Officers' Association (MLEOA) & Ontario Association of Property Standards Officers (OAPSO)
- Post-secondary diploma/degree in Protection, Security & Investigation, Police Foundations, or related field (asset)
- Valid Ontario Class G Driver's License and clean driving record
- Criminal Record Check clearance
- Experience in animal handling (asset)
- Strong knowledge of municipal bylaws, provincial legislation, and enforcement procedures
- Effective written and verbal communication; professional documentation and report writing
- Conflict resolution, sound judgment, and discretion in sensitive situations
- Ability to work independently and collaboratively
- Courteous, tactful public interaction and community engagement
- Familiarity with Occupational Health and Safety Act
- Basic proficiency in Microsoft Word and Excel
- Willingness to complete mandatory training and development
- Comfortable working in varied indoor/outdoor environments and adverse weather

Hours per Week 35 hours per week and includes occasional evening, nights and weekend shifts as required.

Salary: To commensurate with experience.

Deadline for Applications: Thursday, October 9, 2025 at 4:00 pm

Submit cover letter and detailed resume marked "Confidential" to:

The Corporation of the Township of Manitouwadge
Attn: Marcel DeMars, Bylaw Enforcement Manager
1 Mississauga Drive, PO Box 910
Manitouwadge, ON P0T 2C0
Email: mleo@manitouwadge.ca

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, .S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you need assistance.