



## **Municipal Law Enforcement and Licensing Coordinator**

Permanent Full-Time

J0125-0041

The Town of New Tecumseth is looking for a Municipal Law Enforcement and Licensing Coordinator to join our rapidly growing team.

### **Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

### **What we promise:**

- flexible work environment, including compressed work weeks/ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Manager, Municipal Law Enforcement, this position performs all administrative duties in support of the Municipal Law Enforcement function for the municipality; Oversees and processes various licenses within legislative requirements including but not limited to Lottery Licensing, Marriage Licenses, Death Certificates and registering of vital statistics; commissioning documents as per Provincial Guidelines; Performs civil weddings as per Provincial Guidelines and personal request; Prepares and processes licenses required by Municipal By-Laws including but not limited to business licenses and dog tags; Prepares reviews and analyses statistics and makes recommendations for service improvements, and; Monitors Municipal Law Enforcement complaints and coordinates enforcement activities. Prepares Agenda and Minutes for Committees, handles proceedings of committee as secretary in Clerk's place.

### **How you contribute to our organization:**

- Performs all administrative duties with respect to the Municipal Law Enforcement function. This includes but is not limited to responding to all incoming municipal law enforcement related telephone calls from the public and members of council, response to general inquiries, notification of Municipal Law Enforcement Officer of complaints to be addressed; following up on complaints; composing of correspondence and various reports and documents as required. Consults with Clerk/Manager of Administration, Municipal Law Enforcement Supervisor and Town Solicitor and other Town Departments to determine appropriate course of action in complex prosecutions. Provides administrative support to contracted Canine Control function.
- Maintains comprehensive complaint logs for Municipal Law Enforcement Division.
- Processes payments and maintains records for Parking Tickets pursuant to the MTO parking program. Prepares notices within required deadlines. Arranges court dates. Forwards payments to MTO.
- Determines Set Fines by evaluating severity and researching other municipalities.
- Schedules and attends property standards meetings, licensing appeal committee meetings and appeal committee relating to canine matters. Prepares agendas and minutes of such meetings ensuring appropriate distribution and notifications. Prepares notices for Property Standards purposes. Undertakes appropriate follow up.
- Conducts research on municipal by-laws as requested by the Clerk and the Municipal Law Enforcement Supervisor and provides summaries and analysis of other municipal legislation required in course of preparing Town by-laws.
- Completes forms with regard to Property Standards issues, Dog Bite issues, etc. Attends meetings with respect to appeals to dangerous dog declarations. Prepares agendas and minutes of such meetings ensuring appropriate distribution and notifications. Undertakes appropriate follow up.
- Takes applications for various licensing requests and processes within legislative requirements and in accordance with Town by-laws. Maintains required records and performs required follow up processes. These licenses will include but are not limited to Taxi, Tow Trucks, Hawkers and Pedlars, Kennels, Refreshment Vehicles, Dog Licenses and follow up with any expired licensed.

- Processes requests for designations of events of municipal significance and municipal information forms for the Alcohol and Gaming Commission of Ontario.
- Acts as Lottery Licencing Officer by processing and approving applications ensuring they are complete; receiving payments; reviewing lottery reports to ensure accurate accounting of lottery funds; monitoring documentation received from charities to ensure compliance with provincial regulation; recording licences in register and sending required reports to the Ministry.
- Schedules and performs duties as a Wedding Officiant as per the guidelines of the Registrar of Ontario as well as meeting the needs of the couple being married.
- Acts as Deputy Registrar by processing vital statistics for births and deaths. Prepares and processes Marriage applications and licenses. Forwards necessary information to the Registrar General.
- Reviews and recommends processes and appropriate software required for the By-law Enforcement and Animal Control functions.

**What you bring to the team:**

- Successful completion of Community College level certificate in Business Office Administration
- Applicable municipal related courses in Lottery and other types of Licensing and understanding By-law Enforcement processes.
- 3-4 years' experience in the Clerk's Office of a municipality.
- Ability to submit a clean Vulnerable Sector Check
- Word processing, spreadsheet and database computer skills required; familiarity with Parking Ticket software programs would be an asset.
- Must have a general understanding of municipal government with the ability to interpret policies and regulations of the Municipal Act, municipal by-laws and other legislation relevant to the position.

**Salary:** \$60,386.24 - \$75,478.13 plus employer paid benefits and OMERS pension plan

**Hours:** 35 hours per week, Monday – Friday, 8:30 am – 4:30 pm

**Location:** Town Hall, 24 Tupper Street West, Alliston

**Start Date:** February 3, 2025

**To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc) on [our website](#) by January 17<sup>th</sup>.**

**<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0125-0041&BRID=EX301946&SBDID=20651&LANG=1>**

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.