

Manager of Bylaw Enforcement

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the Manager of Bylaw Enforcement position. We look forward to your application!

Core Responsibilities

- Lead and supervise bylaw enforcement staff, including scheduling, training, and performance management.
- Oversee daily enforcement operations, investigations, complaint resolution, and contract administration with external providers.
- Develop and implement operational plans, enforcement strategies, and service delivery improvements.
- Review, draft, and update municipal bylaws and enforcement policies to ensure clarity and legal alignment.
- Promote and uphold community standards, including public education, proactive enforcement, and licensing oversight.
- Act as a Bylaw Officer when required, conducting inspections, issuing orders, and attending court or hearings.
- Prepare and present reports and recommendations to senior management and Council on enforcement matters.
- Engage with stakeholders, including interdepartmental teams, regulatory agencies, and community groups.
- Support strategic initiatives through research, planning, and continuous improvement of enforcement practices.
- Ensure compliance with health and safety legislation, privacy regulations, and Township policies.

Experience

- Minimum 5 years of progressive related experience, including knowledge of enforcement and the practices and procedures of the Ontario Court System.
- Minimum 4 years supervisory experience.

Qualifications & Skills

- Post-secondary education in law enforcement, public administration, or a related field.
- Strong knowledge, interpretation and application of Municipal By-laws and Provincial Legislation; knowledge, interpretation, and application of Property Standards legislation.
- Experience managing the application, issuance, renewal and appeal processes in a licensing services, permit and administration environment.
- Excellent communication, leadership, and conflict resolution skills.
- Valid Ontario Class G Driver's License.
- Excellent interpersonal skills including the ability to communicate with the public using dispute resolution and mediation, elected officials and other staff and agencies in a professional and courteous manner.
- Ability to manage competing priorities and make sound decisions under pressure with minimal supervision.

Salary

\$101,575 - \$118,828

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**Manager of Bylaw Enforcement**" addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca. Please be advised, this posting will remain open **until November 9, 2025**, at 4:30 p.m.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.