

The Town of Sylvan Lake is a thriving, connected lakeside community that is resident focused, visitor friendly and THE place to do business. Fifteen minutes from Red Deer, and an hour and a half from both Calgary and Edmonton, we offer the amenities of a larger center with the relaxed living atmosphere of a smaller community. With abundant year-round recreational and cultural activities, we have definitely earned the name of "Brilliant All Year!"

The Town of Sylvan Lake's mission is to deliver responsible municipal services and infrastructure that support an outstanding quality of life, unforgettable experiences, and a strong, diverse economy. We achieve that through our values of integrity, accountability, engagement, innovation, diversity and inclusion and our highly skilled workforce. We are currently recruiting for a vacancy within our Municipal Enforcement team:

Community Peace Officer
Wage Range: \$35.81 - \$42.76 per hour
40 Hours per week Averaged on a 4 on 4 off Schedule

SUMMARY OF FUNCTION:

- ✓ Preserve and maintain public peace by upholding and enforcing Municipal Bylaws and authorized Provincial Statutes.
- ✓ Conduct foot, vehicle bike and other patrols.
- ✓ Investigate Municipal Bylaw and Provincial Statute offences and complaints and all required reporting.
- ✓ Perform Traffic Enforcement duties, including traffic-stops, check-stops, directing traffic, issuing violation tickets, potential arrest of violent offenders in difficult circumstances.
- ✓ Prepare professional Court Briefs and documents, and present evidence in Trial when required.
- ✓ Liaise and work effectively with all Departments of the Town and Law Enforcement Agencies
- ✓ Rescue/Capture dangerous or distressed animals and provide humane care to those under your control.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

- ✓ Community Peace Officer Training (Solicitor General or equivalent)
- ✓ Enforcement Diploma (such as Justice Studies, Police Studies, Conservation) preferred
- ✓ Successfully complete a physical abilities evaluation (RCMP PARE Test - or equivalent)
- ✓ Good written and verbal communication skills are essential
- ✓ Ability to diffuse volatile situations with respect and focus on engagement and education
- ✓ Excellent interpersonal communication skills in dealing with staff, peers and the public
- ✓ Successfully clear a thorough RCMP Security Clearance

Candidates best suited will have a high level of organizational and professionalism in their work. Flexibility to work days, evenings and weekend schedules to ensure appropriate coverage is required. In addition to having a fantastic community culture and work life balance, the Town of Sylvan Lake offers training and development opportunities, competitive rates and a tremendous benefit package that includes:

Group Benefits including Health and Dental, Life and Disability - 100% coverage paid for by the Town
Pension is a Defined Benefit plan (LAPP 100% + Town matched)
Wellness Program – Wellness spending, paid wellness time and sick time

If this position intrigues you, please submit your resume and cover letter by November 9, 2025 by email to: employment@sylvanlake.ca with CPO in the subject line. To fill these positions as quickly as possible, we will be interviewing qualified candidates as resumes are received. We will continue to recruit until a suitable candidate is found.

The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however only those candidates who are selected for an interview will be contacted.