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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Bylaw Enforcement Officer/Licensing Officer

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$85,251.00 - \$106,563.89

Vacancy Reason: Permanent Replacement

Closing Deadline: April 13, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Supervisor, Bylaw Services, the Bylaw Enforcement Officer/Licensing Officer will be responsible for enforcement of various Town bylaws, including, responding to complaints regarding infractions, identifying infractions, resolving and reporting offences, issuing Notices of Violations, Orders and the laying of charges in situations of non-compliance for both property and business licensing offences. This position will also liaise with all levels of government and other agencies on common issues and new initiatives to ensure compliance with new legislation and enforcement procedures and provide occasional back up animal control support.

Responsibilities

- Respond to and resolve inquiries and complaints from the public, staff, Council, and external agencies, providing interpretation and guidance on municipal by-laws, regulations, policies, and procedures.
- Investigate potential by-law infractions by conducting inspections, gathering evidence, documenting findings, and taking appropriate enforcement action, including issuing notices, orders, or charges.
- Patrol the municipality (on foot, vehicle, bicycle, or other means) to monitor compliance with by-laws related to property standards, parking, licensing, noise, and community standards.
- Conduct scheduled and random inspections to ensure compliance with licensing and regulatory requirements.
- Prepare comprehensive reports and documentation for legal proceedings, including court briefs, evidence packages, and summonses.
- Attend court and administrative hearings to present evidence and support prosecution of by-law and licensing matters, liaising with legal counsel as required.
- Support and provide guidance to by-law enforcement staff, including acting as backup when necessary.
- Administer and adjudicate matters under the Alternative Monetary Penalty System (AMPS) as a Screening Officer.
- Collaborate with internal departments, external agencies, and all levels of government, and participate in committees, working groups, and tribunals to address enforcement issues and support new initiatives.

Qualifications

- Completion of a diploma/certificate in Police Studies/Foundations, Law & Security, Justice and Administration or related discipline.

- Two (2) to Four (4) years of related enforcement experience, preferably in a municipal environment.
- Certified Municipal Law Enforcement Officer and Certified Property Standards Officer (CPSO) designations are preferred.
- Thorough working knowledge of the Provincial Offences Act, Highway Traffic Act, Municipal Act 2001, Canada Evidence Act, Statutory Powers Procedures Act, Ontario Building Code Act and other pertinent legislation
- Familiarity with court documentation and proceedings.
- Excellent interpersonal, investigative, report-writing, problem-solving, and organizational skills.
- Knowledge of Microsoft Office Suite and Cityview software.
- The ability to deal courteously and effectively with the general public, staff, other levels of government, and elected officials.
- Availability to perform shift work including evenings and weekends and/or overtime as may be required.
- Class "G" Driver's license in good standing and reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Police Vulnerable Sector Check** and **Driver's Abstract** that are satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.