



Municipal Law Enforcement Services Student Tay Township - Employment Opportunity

Student, Contract Position (On-Site) – Spring/Summer 2025

Tay Township, located on the sunset shores of Georgian Bay, is seeking driven individuals to join #TeamTay for the 2025 Summer Term (late April to August) as Municipal Law Enforcement Services Students. Tay Township proudly offers students a hands-on learning environment based on variety, development, and mentorship.

Reporting to the Manager of Municipal Law Enforcement Services, the Municipal Law Enforcement Services Student is responsible for ensuring enforcement and compliance concerning Municipal By-laws, canine control, and other legislation enforced by the Township.

Qualifications

- Active enrollment in post-secondary education in Law Enforcement, or other relevant discipline, at an accredited educational institution.
- Related cooperative education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Class 'G' or 'G2' driver's licence in good standing.
- Standard First Aid and CPR certification in good standing.
- Requires the ability to learn, understand, and explain the intent and content of the Provincial Offences Act and Municipal By-laws.
- Skill and ability to assist with the handling and capture of stray canines and respond to potentially hazardous/difficult canine situations without undue difficulty and/or apprehension.
- Strong computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment; established writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail; written and oral communication skills, and technical skills.

The pay rate for this Full-Time, Student Contract position is \$18.75 per hour with 70 hours per two-week pay period. This position is subject to variable days and hours of work; involves shifts on weekends and public holidays, and some overtime is required.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit (1) a cover letter and (2) a resume via email by **4:00 p.m., Friday, January 17, 2025**, to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**2025-004**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided.

Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2024-12-17



**POSITION DESCRIPTION
TAY TOWNSHIP**

Position Title: Municipal Law Enforcement Services Student	
Position Classification: Student	Pay Band: Student - 1
Department/Division: Protective and Development Services/Municipal Law Enforcement Services	Reports to (Directly): Manager of Municipal Law Enforcement Services
Direct Reports: None	Indirect Reports: None
Revision Date (s): December 2024; January 2024; January 2022; February 2021; January 2020	Hours Per Week: 35

Position Summary:

Reporting to the Manager of Municipal Law Enforcement Services, or their designate, the Municipal Law Enforcement Services Student is responsible for ensuring enforcement and compliance concerning Municipal By-laws, canine control, and other legislation enforced by the Township.

Learning Objectives:

- ❑ Gain an understanding of the structure and functions of Municipal Government, including the roles of various departments and officials.
- ❑ Develop skills in public communication, including conducting by-law enforcement activities, handling inquiries, and engaging with residents.
- ❑ Gain an understanding of managing Township records, in compliance with legislation.

Responsibilities:

1. Responds to public enquiries and By-Law enforcement complaints;

- reviews By-laws, gathers evidence, contacts witnesses/parties, prepares notices of violation, and works with property owners and/or contractors to ensure By-law compliance.
2. Participates in the promotion of By-law compliance including Canine Control By-law, Clean Yards By-law and other municipal regulatory By-laws through public education and information, community patrols and surveillance, contact and mediation with parties, issuance of fines under Part I, II and III of the Provincial Offences Act and, if necessary, legal action.
 3. Issues parking tickets and Part I (Provincial Offences Act) tickets as appropriate.
 4. Maintains detailed records of daily activities; prepares detailed occurrence reports as required.
 5. Assists with the coordination and implementation of canine control activities including but not limited to canine tag administration and compliance, handling and capturing stray canines, and responding to potentially hazardous/difficult canine situations.
 6. Responds to public inquiries via telephone, correspondence, and in-person, providing necessary information and routing general Township inquiries accordingly; answers telephone, records messages, screens, and redirects calls to convey and receive information. Assembles, collates, and distributes written and electronic materials, as required.
 7. Manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
 8. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
 9. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
 10. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
 11. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of

the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education and Training

- ❑ Active enrollment in post-secondary education in Law Enforcement, or other relevant discipline, at an accredited educational institution.
- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.
- ❑ Class 'G' or 'G2' driver's licence in good standing.
- ❑ Standard First Aid and CPR certification in good standing.

Experience

- ❑ Related cooperative education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.

Knowledge

- ❑ Knowledge of the Municipal Act, Provincial Offences Act, and other regulations is considered an asset.

Skills and Competencies

- ❑ Requires the ability to learn, understand, and explain the intent and content of the Provincial Offences Act and Municipal By-laws.
- ❑ Skill and ability to assist with the handling and capture of stray canines and respond to potentially hazardous/difficult canine situations without undue difficulty and/or apprehension.
- ❑ Strong computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment.
- ❑ Established oral and writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail.
- ❑ Ability to work independently in a safe, effective, and efficient manner, with the ability to problem solve.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.

- Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders.
- Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- Regular workweek – 70 hours per two-week pay period; position is subject to variable days and hours of work; involves shifts on weekends and public holidays, and some overtime is required.
- Performance of duties normally takes place in an indoor, office environment and outdoor environments to conduct community/site visits and/or inspections; environments also include out-of-office events/meetings; required to occasionally attend events, meetings, and/or training, at locations outside of Tay Township.
- Position involves physical exertion and efforts of crouching, driving, sitting, standing, walking/sprinting/running, and prolonged computer/office equipment use.
- Position involves handling and capturing stray canines and responding to potentially hazardous/difficult canine situations.
- Position requires considerable driving and travel, including but not limited to daily patrols throughout the Township, delivery of court documents and attending court proceedings; requires visual concentration and awareness; must be aware of other vehicles, pedestrians, animals, debris, and the public on or accessing roads.
- Position requires both mental and visual concentration with close attention to detail, including attentive listening as well as reading, analyzing, writing/documenting, providing, and presenting information involves contact with stakeholders that can include uncomfortable/sensitive situations; may be exposed to criticism from the Public.
- Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations.

- Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police
- Satisfactory Driver's Abstract