



**TOWN OF SHELBURNE
JOB POSTING
MUNICIPAL LAW ENFORCEMENT SUPERVISOR
WAGE RANGE - \$39.88 - \$46.91 (2026)**

The Town is seeking a Municipal Law Enforcement Supervisor to lead daily bylaw enforcement operations. Reporting to the Director of Legislative Services/Clerk, this position coordinates service requests, supervises Bylaw Services staff, and ensures compliance with municipal bylaws, Provincial legislation, and municipal agreements through education, investigation, and enforcement.

WHAT WE OFFER YOU!

- A competitive hourly wage of \$39.88 – \$46.91 (2026)
- Enrollment in the OMERS Pension Plan
- Access to an Employee Assistance Program (EAP) to support your health and well-being
- Unlimited access to live, interactive webinars through the Canadian Centre for Diversity and Inclusion (CCDI)
- Professional development opportunities to support your career growth

Reporting to the Clerk, general duties and responsibilities include but are not limited to:

- Leads and oversees the Town's municipal law enforcement program, ensuring effective service delivery and compliance with applicable bylaws and legislation.
- Investigates complex bylaw complaints, conducts inspections, gathers evidence, and determines appropriate enforcement action.
- Leads enforcement files through all stages, including notices, orders, Administrative Monetary Penalties (AMPS), and Provincial Offences Act charges.
- Prepares and maintains accurate documentation, records, and evidence to support legal proceedings and regulatory enforcement.
- Provides operational leadership, direction, coaching, and support to Bylaw Enforcement Officers.
- Coordinates daily operations, including workload assignments, scheduling, and service priorities.
- Administers the AMPS screening process and ensures compliance with legislative and procedural requirements.
- Provides education and guidance to residents, businesses, stakeholders, and community groups regarding bylaw compliance.
- Collaborates with internal departments, legal representatives, and external agencies to support effective enforcement outcomes.
- Reviews policies, procedures, and enforcement practices.

The following qualifications/information must be clearly identified in your resume:

- Two (2) year post-secondary diploma in Law Enforcement, Police Foundations, Justice, or related discipline (or equivalent combination of education and experience).
- Minimum two (2) years' supervisory or team-lead experience in an enforcement or regulatory environment.
- MLEOA Part I certification required; ability to obtain Part II (Advanced) within eighteen (18) months.
- Strong communication, leadership, conflict resolution, and problem-solving skills with knowledge of municipal bylaws and Provincial legislation.
- Valid Ontario Class "G" driver's licence, satisfactory Criminal Record Check, and ability to perform field enforcement duties.

A copy of the full job description is available at;
<https://www.shelburne.ca/town-hall/careers.aspx>

To apply for this position, please submit your resume by email to:
jobs@shelburne.ca no later than, Wednesday, August 5, 2026, at 1:00pm.

Please quote the job title in the subject line. Mail:

**Human Resources
Town of Shelburne
203 Main Street East
Shelburne, ON
L9V3K7**

**TO VIEW OTHER AVAILABLE
POSITIONS,
SCAN THE QR CODE BELOW.**



****We do not use artificial intelligence, automated decision-making, or algorithmic screening tools in our recruitment or hiring processes. All applications are reviewed and assessed by human recruiters and hiring managers****

****Only those selected for an interview will be contacted****

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

To select the best candidates to serve the Town of Shelburne and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job description qualifications.

The Town of Shelburne is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Shelburne, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Shelburne.