



Job Posting: Municipal Enforcement Officer

Location: District of Lakeland

Employment Type: Full Time Hours, Permanent

The District of Lakeland No. 521 is committed to ensuring the safety, well-being, and quality of life of our residents. We are seeking a dedicated and motivated Municipal Enforcement Officer to join our team. This role is key in enforcing municipal bylaws, promoting public safety, and supporting our community through education and engagement.

Position Summary:

The Municipal Enforcement Officer (MEO) is responsible for enforcing municipal bylaws, responding to complaints, investigating incidents, issuing tickets or orders, public education, and participating in court proceedings. Administrative duties include record-keeping, report preparation, and participation in bylaw review and budget management.

Key Responsibilities:

- Conduct regular municipal patrols to ensure safety and bylaw compliance
- Respond to citizen and business complaints and investigate incidents
- Enforce bylaws through voluntary compliance, issuing tickets/orders, or arranging corrective action
- Prepare evidence and testify in court for bylaw offences
- Conduct animal control duties, including capture, impoundment, and enforcement of related bylaws
- Deliver public education programs to promote safety and awareness
- Maintain detailed records of incidents, infractions, permits, and reports
- Ensure personal safety and the safety of others in all duties

Qualifications:

- High school diploma or GED
- Valid Class 5 driver's licence with a clean driving record
- Clean Police Record and Vulnerable Sector check
- Strong communication skills, including negotiation, conflict resolution, public speaking, and report writing
- Proficient in Microsoft Word, Excel, and Email
- Knowledge of self-defense and regulatory bylaws
- Ability to work independently and as part of a team
- Strong ethics, discretion, and organizational skills

Preferred Qualifications:

- Certificate, Diploma, or Degree in a relevant field
- 3–5 years of experience in law enforcement or related fields
- Current Standard First Aid Certificate
- Knowledge of investigation and evidence-gathering techniques, court processes, public education programs, emergency response, and crowd/animal control

Work Conditions:

- Driving and travel required (municipal vehicle provided)
- Shift work, overtime, and weekend availability may be required
- Exposure to outdoor conditions, hazardous situations, and physical/psychological hazards
- Ability to lift/move up to 50 lbs and maintain manual dexterity for computer use

Why Join Us:

- Be part of a team dedicated to public safety and community service
- Opportunities for professional growth and skill development
- Supportive and collaborative work environment

How to Apply:

Please submit your resume, cover letter, and any relevant certifications to:

Tracey McShannock

CAO

District of Lakeland No. 521

Email: cao@lakeland521.ca

In person: 48 Main St W, Christopher Lake SK S0J 0N0

Application Deadline: January 2, 2026

We thank all applicants for their interest; however, only those selected for an interview will be contacted.