



Position Land Use Compliance Officer (2 Year Contract)
Department Corporate Services

Position Summary

Reporting to the Supervisor, Licensing & Enforcement Compliance, this position is responsible for the enforcement of the Town's Zoning, Site Alteration and Road Occupancy, Fouling, and Entrance Permits By-laws. This position is responsible for identifying, investigating, and reporting any alleged offences and monitoring compliance with such by-laws in accordance with applicable legislation. The successful candidate will possess a strong understanding of planning principles, building codes, engineering concepts, and environmental regulations to effectively investigate and resolve complex land use violations, particularly in rural areas with shared jurisdiction with agencies such as the Niagara Escarpment Commission and Conservation Halton

Key Responsibilities

Provides enforcement and compliance expertise to land use issues

- Carries out all the legislated and legal requirements of this position, including the interpretation and application of municipal By-laws, in a manner that is independent, neutral, and impartial.
- Undertakes enforcement and compliance activities in relation to land use issues, including zoning, property standards and other relevant by-laws.
- Conducts proactive and reactive inspections and investigations into land use violations with an emphasis on zoning, site alteration and road occupancy, including all related administrative duties.
- Employs appropriate investigative techniques guided by standard operating procedures to gather and analyze evidence and develop and implement investigative plans, including conducting interviews of complainants, offenders, witnesses and others having relevant information, conducting surveillance, and seizing, collecting, documenting and properly storing all evidence.
- Utilize municipal GIS mapping and databases to verify property zoning and permitted uses.
- Responds to inquiries from the public and/or other agencies related to land use violation inspections and investigations.

Prepares compliance documentation including notices, orders, reports and charges

- Resolve violations through discussions, removal, restoration, and/or the permit process where possible
- Issues and serves Notices of Violation, Orders, Administrative Penalties, Part III's offence notices and other documents for non-compliance of the Town's By-Laws
- Ensures compliance with contractors' remedial work related to any/all Notice of Violations and/or Order(s) issued.
- Recommends legal action, prepares court briefs for legal action and submits to the Supervisor for review.
- Attends court and other quasi-judicial proceedings to provide evidence including but not limited to: Provincial Offences Court, Committees of Council, Property Standards Appeals Committee, Administrative Penalty Screenings and/or Hearings

Collaboration with neighbouring jurisdictions and authorities facing similar land use issues

- Represents the Town's Licensing & Enforcement Unit at various meetings including but not limited to the public, public organizations, elected officials, and internal/external agencies, municipalities, professional organizations, public consultations, etc.
- Interacts with the public, other law enforcement agencies, property owners, tenants, contractors, solicitors, Town and other government officials/agencies.
- Engage with property owners, trucking businesses, and residents to educate them on relevant by-laws and compliance expectations.

Skills and Qualifications

- Post-secondary degree or diploma in Civil Engineering, Urban Planning, Environmental Studies, Architectural Technology, or an equivalent combination of education and experience
- Eligible for full membership as a Certified Engineering Technologist (CET) with the Ontario Association of Engineering Technologists and Technicians (OACETT) is preferred
- Familiar with municipal site alteration by-law requirements, Ontario Excess Soil Regulation O. Reg. 406/19 under the Environmental Protection Act, and associated guidelines
- Familiar with municipal zoning regulations, including but not limited to legal non-conforming use limitations
- Five (5) years of experience with Geographic Information Systems (GIS) software and data analysis and reading and interpreting surveys and architectural drawings for compliance with Zoning By-Laws.
- Knowledge of land-use compliance and enforcement, information gathering techniques and court procedures
- Five (5) years of experience collaborating with conservation authorities and with their regulations, particularly with respect to restrictions on new development within regulated areas and working with a technical engineering team in the context of site alteration violations
- In-depth knowledge of relevant provincial legislation, including the Environmental Protection Act, the Planning Act, and the Niagara Escarpment Planning and Development Act.
Five (5) years of proven experience in interpreting and applying complex technical drawings, plans, and specifications, including site plans, grading
- Familiar with the components of a typical grading plan, engineering site plans, experience in interpreting zoning by-laws, agreements, acts, regulations and other documentation (e.g. Planning Act, Building Code Act and development approval processes) and five (5) years of public sector experience is an asset
- Eligible for full membership as a Certified Engineering Technologist (CET) with the Ontario Association of Engineering Technologists and Technicians (OACETT), Certified Municipal Law Enforcement Officer (MLEO) designation and Ontario Association of Property Standards Officers certification is preferred
- Thorough understanding of civil infrastructure systems related to road structure, drainage, storm water management and inspection of same
- A valid Ontario Driver's License Class G with a satisfactory driving record
- Strong investigative, analytical, and conflict-resolution skills.
- Excellent communication and interpersonal skills to interact effectively with the public, businesses, and stakeholders.
- Proficiency in using enforcement software, GIS systems, and Microsoft Office applications.
- Satisfactory Criminal Record check

What We Offer

This 2 year contract is eligible for the following:

Annual Salary Range: \$75,374 - \$94,218 (35 hours/week) Eligible to participate in the OMERS pension plan

- Benefits in lieu
- Paid time-off (vacation and incidental time)

About Milton

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for Milton 2051: a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of

neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

How to Apply

Interested applicants should apply online at www.milton.ca under the Employment Opportunities section. This posting is posted until 11:59PM on May 18, 2025.

If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.