



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
(705) 432-2355

By-Law and Animal Services / Animal Care Officer

Type of Position: Part Time – Permanent

Hours: 21-28 hours per week, including after hours, weekends, and holidays

Rate of Pay: \$25.94 / hour + 4% vacation pay

Location: 1 Cameron St. E, Cannington, Ontario (Off Site Locations)

The Township of Brock, having a population of 12,567, is primarily a rural municipality situated on the shores of Lake Simcoe and is home to three urban centres, Beaverton, Cannington, and Sunderland.

Reporting to and receiving direction from the Manager of By-law Enforcement and Animal Services, the successful applicant will provide support to key business areas at the Township and by identifying and investigating alleged municipal by-law violations, negotiating compliance through verbal and written communication and proceeding with legal action in accordance with applicable legislation and regulations as well as acting as an expert witness on behalf of the municipality in legal proceedings. This position is primarily in animal services and animal care but will require enforcement and investigation of other Township By-Laws. This role works closely with other departments, external partners, and residents.

Duties and Responsibilities:

- Responding to public inquiries, investigates complaints and requests for service with issues relating to animal control by-law and any other animal related By-Laws
- Investigate complaints, conduct inspections, gather evidence, prepare reports, and issue notices, orders, and provincial offence tickets as authorized.
- Respond to animal-related calls, including stray, injured, abandoned, deceased, and dangerous animals, and coordinate appropriate emergency responses.
- Provide daily care and humane handling of impounded, stray, and surrendered animals, including feeding, cleaning, exercising, monitoring, and administering medications as directed.
- Maintain accurate records of animal impoundments, licensing, adoptions, medical care, complaints, investigations, and enforcement activities.
- Facilitate animal reunification, adoptions, transfers, and referrals to veterinary services or appropriate animal welfare organizations.
- Educate and assist residents regarding municipal by-laws, responsible pet ownership, animal welfare, and community safety.
- Maintain the cleanliness, security, and safe operation of animal housing facilities, equipment, and vehicles.

Qualifications and Skills:

- Formal academic training and related experience in Law Enforcement that includes a two-year diploma/certificate in Police Studies/Foundations, Law and Security, Justice and Administration, Animal Care or related discipline would be considered an asset
- Working knowledge of the Provincial Offences Act, Highway Traffic Act, Municipal Act, Ontario Building Code and other pertinent legislation related to municipal by-law enforcement, and municipal by-law enforcement processes and practices including court documentation and proceedings.
- Experience in providing humane and skilled capture, handling and restraint of wild and domestic animals, including sick and injured, both in the shelter and in the field/community
- Class G Driver's License, in good standing
- Excellent interpersonal, problem solving, and organizational skills, with the ability to work independently or as part of a team and the ability to take and provide detailed and clear notes for reporting purposes.
- High level of attention, awareness, and strong attention to detail.
- Show compassion, diplomacy, and tact.

If this information is required in an accessible format,
please contact the Township at 705-432-2355.



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Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:00 p.m. on Tuesday, September 29, 2026** to:

Human Resources: hr@brock.ca

The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

hr@brock.ca

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

The Township of Brock does not utilize Artificial Intelligence during the hiring and interview process.