

**CHIEF BUILDING OFFICIAL/PLANNING COORDINATOR  
PROVINCIAL OFFENCES OFFICER**

**Reporting Relationship:** CAO/Clerk and direction of Council

**Purpose of Position:**

To inspect buildings under construction to ensure compliance with the Ontario Building Code. To research and review planning issues and implement suitable planning programs, and to process and administer building/development applications for the municipality. To ensure that certain municipal by-laws are enforced.

**Major Responsibilities:**

(a) Chief Building Official

Program Service

- in accordance with statutory requirements, manages the enforcement of the Provincial Statutes and regulations thereunder of the Building/Plumbing Code and all other applicable laws as they apply to buildings and structures
- in accordance with municipal requirements, manages the enforcement and interpretation of the provisions of the zoning by-laws as they apply to the use and occupancy of any building or piece of land
- supervises the issuance of building permits, and collection of fees and levies
- ensures that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated. Inspection of septic systems.
- ensures the timely and appropriate response and subsequent action to all political enquiries
- initiates and performs the repairs and services as required to the municipal building
- responds to all directives from Council and CAO/Clerk in a prompt manner, and provides for the issuance of reports as required
- measurements of properties as required under 9-1-1 procedures to ensure proper signage
- provide monthly reports to Council regarding all building activities
- attends the monthly Protection to Persons and Property Committee meeting

(b) Planning Coordinator

**Program/Service**

- conducts various departmental review and control processes and programs including zoning by-laws and amendments, development applications and permits, consents and minor variances
- is a member of and secretary-treasurer of the Committee of Adjustment, receives application for presentation to the Committee, prepares agenda, records minutes and necessary notices under the Planning Act
- conducts site inspections as required to obtain information regarding development applications
- processes and monitors plans of subdivisions applications for submission to final approval
- arranges and attends meetings between interested parties, authorities to obtain information for development of applications and special reports, or to discuss and resolve problems of mutual concern
- receives and responds to telephone, letter and counter enquiries from the general public, developers, agencies and other levels of government pertaining to such development matters as the processing of subdivision applications, official plans and zoning amendments. Provides all background information relative to same
- compiles statistics and basic materials on land use within the municipality, for use by the Planning Committee and Council
- participates in programs, conferences, courses which foster professional or technical development
- undertakes other activities as may be required to conduct the planning function in the municipality
- secretary of the Property Standards Committee. Inspects properties, prepares notices and orders as required, attends meetings and records minutes
- attends the monthly Planning Committee meeting

- Secretary of the Economic Development Committee, monitors and collects fee for sign renewals

(c) Provincial Offences Officer

- responsible for overseeing the contract of the Animal Control Officer to ensure that the Animal Control By-Law is enforced
- enforces municipal by-laws pertaining to the Building Code, land use, plumbing code according to procedures and provisions of the Provincial Offences Act
- consults the CAO/Clerk, Council and Solicitor on proposed court actions
- represents municipal interests in court proceedings
- evening and weekend random checks regarding parking and watering by-laws.

**Human Resources**

- responsible for overseeing the contract of the Animal Control Officer's services

**Financial Resources**

- assists in the preparation of budgets and monitors expenditures

**Material Resources**

Proper operation and care of a computer, statistical software application and instruments owned by the municipality.

**Skill and Effort**

Knowledge

- knowledge of the Property Standards By-Law, the Ontario Building Code, the Ontario Plumbing Code, municipal by-laws and applicable federal and provincial laws
- knowledge of construction techniques to carry out inspections and determine inadequacies relative to building standards

- knowledge of cost estimating including specification writing and materials, and tendering procedures
- knowledge of the Fire Code to assess safety of buildings
- communication skills to advise the public of violations to existing by-laws, provide assistance and direction with respect to alternative options
- knowledge of the development control system as set out in the various statutes e.g. Planning Act, Municipal Act, Environmental Act
- thorough knowledge and understanding of planning theory, principles and processes and the ability to apply planning applications
- ability to operate a personal computer
- organizational skills to prioritize and complete projects with a minimum of supervision, and within appropriate time frames
- excellent oral and written communication skills to prepare and present reports, provide information on planning applications, etc.

#### Physical Skill and Effort

- requires adequate physical condition to conduct safety inspection of buildings

#### **Decision Making and Judgement**

Work is performed under the general supervision of the Mayor and Council with access to the Solicitor, the CAO/Clerk, and the Fire Department for advice and guidance in the performance of duties. The incumbent also has access to applicable standards and by-laws, such as the Property Standards by-law, Ontario Building Code, Departmental Policies, Official Plan, Zoning By-Law and the Planning Act.

Judgement is exercised in:

- interpreting the provisions of zoning by-laws as they apply to the use and occupancy of buildings and lands

- resolving disputes and dealing with situations where there has been a disregard of ordinances
- ensuring that all policies and levels of service and standards are implemented upon approval or direction of Council
- reviewing and analyzing proposed subdivision applications, official plan amendments, zoning by-laws, etc. and preparing detailed technical reports and recommendations on same
- communicating with interested parties and authorities to provide guidance, interpret planning policy information and to resolve problems of mutual concern
- establishing priorities to meet work program deadlines

### **Interpersonal Skills/Contacts**

Interpersonal skills to deal with members of the public, municipal staff and government agencies.

#### Internal

- excellent interpersonal skills to interact with staff, Council, public and government officials

#### External

- with the Ministry of Housing to discuss specific programs
- with the general public, developers, consultants, lawyers, to provide information, respond to complaints and enquiries regarding the standards, by-laws and specific municipal programs
- with politicians to respond and act on expressed concerns
- with Land Division Committee staff, provincial ministries, Board of Health, Ontario Hydro Services, for discussion and consultation regarding development applications and planning matters and to implement municipal policy

## Working Conditions

The following are occupational exposures for the CBO:

### **Construction sites**

- Often outdoors in varying weather performing on-site inspections
- Construction sites performing on-site inspections
- Working at heights while performing on-site inspections
- Loud noises, ear protection may be required
- Exposure to heavy construction equipment
- May include sitting, standing, kneeling for extended periods of time

### **Office Environment**

- Climate controlled
- Sitting for extended periods of time

### **Compensation**

- Commensurate with experience
- Group Benefits
- Pension Plan