



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641
BONFIELD ON P0H 1E0 Fax: 705-776-1154
Website: <http://www.bonfieldtownship.com>

The Township of Bonfield is currently seeking an experienced and highly motivated individual to assume the responsibilities of a

Chief Building Official / Bylaw Enforcement Officer

Bonfield is a rural municipality with a population of 2,146 and 114 kms of roadway in the District of Nipissing, located along Highway 17 East. The community is experiencing residential growth as the trend continues for people wanting to move to a quieter lifestyle while maintaining the quality of life enjoyed being surrounded by nearby cities. There are several lakes within our community and plenty of recreational and cultural facilities allowing for diverse and exciting experiences for all ages.

Reporting to the Chief Administrative Officer this position is responsible for the Building Department processes including examining plans, building and plumbing inspections and issuing permits, all in the administration of the provision of the Ontario Building Code and the Township of Bonfield bylaws and policies, and other applicable legislation. This position also acts as the Bylaw Enforcement and Property Standards Officer for the Township.

A full description is available on the website www.bonfieldtownship.com.

The ideal candidate will possess the following:

- College diploma or certificate in a related discipline from an accredited college / university, or equivalent experience
- Province of Ontario qualified Chief Building Official and Inspector designation, Valid BCIN
- Completed or willingness to complete Municipal Law Enforcement and Property Standards Officer level 1 training.
- Demonstrated experience in political acuity, decision making, customer service delivery, conflict resolution and confidentiality
- Thorough understanding of Ontario Building Code and Act, Planning Act, Municipal Act, Provincial Offences Act, Municipal Freedom of Information and Protection of Privacy Act and other pertinent legislation related to the position including the Administrative Monetary Penalty System.

This position offers a comprehensive benefit package including OMERS as provided in the Collective Agreement. The current compensation rate is \$36.23/hr based on a 40-hour work week. Compensation will be commensurate with education and experience.

Please submit cover letter and resume to the undersigned. Applications will be accepted until Friday February 9, 2024.

Nicky Kunkel
CAO Clerk Treasurer
365 Hwy 531 Bonfield ON P0H 1E0
Cao.clerk@bonfieldtownship.com
Fax: 705-776-1154

We thank all applicants for their interest in this position, however, only those selected to be interviewed will be contacted. Please respond by one method of application only. The Township is an equal opportunity employer. Please notify of any accommodation at time of interview. All information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

**Job Description: Chief Building Official / Bylaw Enforcement Officer/
Building Inspector**

Date: July 2023

Position Overview

Reporting to the Chief Administrative Officer this position is responsible for the Building Department processes including examining plans, building and plumbing inspections and issuing permits all in the administration of the provision of the Ontario Building Code and the Township of Bonfield bylaws and policies, and other applicable legislation. This position also acts as the Bylaw Enforcement and Property Standards Officer for the Township.

Duties

CBO

- Process and issue construction/demolition/change of use permits for of single family dwellings, dwelling units, industrial, commercial and institutional and accessory buildings
- Examines permit applications, plans and specifications in review with applicable law and safety standards to issue permits and calculate fees
- Conducts mandatory site inspections for open permits as required under the Ontario Building Code
- Responds to inquiries related to building construction and grading from a variety of stakeholders
- Prepares and submits building permit reports within required timelines for MPAC, Tarion, CMHC, StatsCan and Council and maintains municipal records as applicable to department
- Provides comment on compliance letters and planning applications as requested
- Enforces Ontario Building Code to ensure buildings and construction within the Township are maintained to a OBC standards to protect public health and safety
- Prepares and files information with legal, and be an expert witness in court prosecutions as required
- Recommends changes to municipal bylaws, policies and procedures to remain current with best practices and legislation
- Support Township is municipally owned building maintenance activities
- Participates in emergency response and management program for Township as required
- Attends evening meetings as a technical resource for Council and Committees as requested
- Such further duties as may be determined by the CAO from time to time

By-law Enforcement

- Responds to inquiries and complaints from Council, the public and agencies pertaining to the interpretation and enforcement of Township bylaws and related regulations, policies and procedures. Provides education to public on bylaw to reach and/or maintain compliance
- Manages enforcement matters while pursuing compliance as a first option and adhering to the municipal complaint system policy.
- Investigates complaints and recommends action where appropriate by reviewing risk assessment of challenges and benefits to taking action. Documents all actions.
- Liaises with CAO and Solicitor to inform best approach to enforcement matter. Escalates matters as necessary. Prepares court briefs as required
- Prepares reports for Council providing recommendations regarding bylaws to ensure they are kept current and relevant
- Maintains municipal records in accordance with the records retention bylaw
- Attends evening meetings as requested
- Such further duties as may be determined by the CAO from time to time



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Job Description: Chief Building Official / Bylaw Enforcement Officer

Date: July 2023

Required Abilities, Knowledge, and Skills

- Strong interpersonal and public relations skills, interact effectively and courteously with all stakeholders with excellent communication skills
- Exercise discretion and judgment in order to make sound decision and to problem solve, resolve conflict and have a high level of confidentiality and professionalism
- Work under pressure to meet deadline and /or peak period workloads
- Demonstrated experience in political acuity, decision making, customer service delivery, conflict resolution and confidentiality
- Thorough working knowledge of investigations, report writing, problem solving, organizational skills and court proceedings
- Thorough understanding of Ontario Building Code and Act, Planning Act, Municipal Act, Provincial Offences Act, Municipal Freedom of Information and Protection of Privacy Act and other pertinent legislation related to the position including the Administrative Monetary Penalty System.
- General knowledge of construction regulations and the Ontario Occupational Health and Safety Act
- Must have and maintain an Ontario Drivers "G" License

Education and Experience

- Minimum college diploma or certificate in a related discipline from an accredited college / university
- Province of Ontario qualified Chief Building Official and Inspector designation, Valid BCIN
- Completed or willingness to obtain Municipal Law Enforcement Officer and Property Standards Officer Level 1 training
- Five (5) years municipal experience