CORPORATION OF THE MUNICIPALITY OF WEST GREY

BY-LAW NUMBER 55 - 2009

BEING, a By-law to appoint a Chief Building Official & By-law Enforcement/Property Standards Officer for the purpose of the enforcement of the Building Code Act S.O. 1992 c.23, as amended;

WHEREAS, Section 3 (2) of the Building Code Act S.O. 1992 c.23, as amended, establishes that the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction

AND WHEREAS, the Municipal Act, S.O. 2001, Chapter 25, section 227, establishes the role of the officers and employees of the municipality;

AND WHEREAS, subsection 15 (1) of the Police Services Act, R.S.O. 1990, c.P.15, provides that a municipal council may appoint persons to enforce the by-laws of the municipality;

NOW THERFORE, **THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST GREY ENACTS AS FOLLOWS:**

1. THAT Brian Marcell is hereby appointed as Chief Building Official and By-law Enforcement/Property Standards Officer, for the Municipality of West Grey.

2. THAT the said Brian Marcell, shall, with respect to the Municipality of West Grey and the administration of its affairs exercise all the authority, powers and rights and shall perform all the duties and obligations as Chief Building Official under the Building Code Act of the Statutes of Ontario, 1992, and as By-law Enforcement Officer under the Police Services Act, R.S.O. 1990, and as set out in Schedule "A" to this By-law, and that Schedule "A" shall form an integral part of this By-law.

3. THAT the Letter of Employment dated March 11, 2009 further establishes the terms of employment.

4. THAT all hours of work, payroll deductions and/or contributions shall be remitted by and shall be the responsibility of the Municipality.

5. THAT this By-law shall come into force and take effect on the date of passing thereof.

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Read a first and second time this 6th day of July, 2009.

Read a third time and finally passed this 6th day of July, 2009.

Mayor – Kevin Eccles	CAO/Clerk, Christine Robinson

SCHEDULE "A" TO BY-LAW NO. 55-2009

MUNICIPALITY OF WEST GREY
CHIEF BUILDING OFFICIAL/BY-LAW ENFORCEMENT/PROPERTY STANDARDS OFFICER

POSITION DESCRIPTION

REPORTS TO: CAO/Clerk **STATUS**: Full Time

WAGE RANGE: $45,842 to $56,781 – Salaried Position

HOURS: Forty hours per week or as required

SUMMARY OF DUTIES:
Under the general supervision of the CAO/Clerk, is responsible for administering the Ontario Building Code and Municipal By-laws pertaining to building practices and zoning and provides advice and services to Council, developers and to the public as requested;

Building Code Enforcement
Enforces the statutes and regulations of the Ontario Building Code and other applicable laws as they apply to building code.
Issues orders under OBC to ensure compliance with the Code.
Investigates problems and responds to complaints.
Researches legislation and history of precedent law when court action required.
Educates, informs and updates elected officials, municipal staff and public on building and bylaw enforcement.

Management
Reviews new and amended legislation that may apply to the Corporation in their area of responsibility and advises Council of the potential impact of the new legislation, regulations, policies and guidelines.
Recommends to Council any proposed fee changes, costs of zoning certificates or the way in which fees are calculated.
Provides recommendations and input into revised or new bylaws for Council approval.

Building Inspection
Performs building and plumbing inspections.
Conducts site inspections at each stage in the construction process as required by the Ontario Building Code to ensure conformity with regulations, code and safety requirements.
Reviews submitted building permit applications, plans and specifications prior to issuance of permits.
Provides information and advises building permit applicants on changes necessary to achieve conformity to building and zoning bylaws.
Advises builders on needed changes in cases of non compliance.
Issues building and demolition permits.
Researches Ontario Building Code for pertinent sections on regulations and verifies zoning and permitted uses of properties.
Prepares zoning certificates for public and legal by reviewing property files, zoning bylaws, zoning amendments and doing site inspections.
Prepares and submits monthly building activity reports to Council.
Calculates fees for building permits.
Ensures water and sewer connections are authorized.
Inspects and logs demolition work.
Prepares a consolidated report on building activity twice a year to evaluate trends.

Bylaw Enforcement
Receives complaints, contacts offenders and advises them of provisions of bylaw and requests compliance.
Takes appropriate legal (may appear in court) or other action in situations of continued non compliance to bylaws.
Reviews legal precedents and assists lawyers in preparing facts of law prior to trial.
Enforces Municipal bylaws, including zoning bylaws as they pertain to building.
Enforces property standards.
Recommends bylaw changes to CAO/Clerk, Council and planning committee.
Receives, processes and follows up on fire prevention inspections conducted by fire department.

Administration
Explains inspection procedures to applicants and ensures information is understood.
Develops and maintains a record keeping system for applications, permits, work orders, inspections and tests.
Prepares a variety of statistical reports for internal use and to meet regulatory requirements.
Answers telephone calls through contacts with the municipal office regularly.

Other
Complies with policies and procedures of the Municipality of West Grey.
Performs other tasks as assigned by management.