

**THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN**

**BY-LAW NO. 2019 - 20**

**Being a By-Law to appoint a Deputy Chief Building Official For Enforcing the Building Code Act within The Corporation of the Municipality of Magnetawan**

**WHEREAS** the *Municipal Act 2001, S. 2001, c.25* as amended, authorizes the Council of any municipality to appoint certain officers and employees as may be necessary for the purposes of the corporation, or for carrying into effect or enforcing any Act of By-Law of the Council;

**AND WHEREAS** the *Building Code Act, S.O. 1992, c.23 s.3(2)* provides that the Council of each Municipality shall appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act in the areas in which the Municipality has jurisdiction;

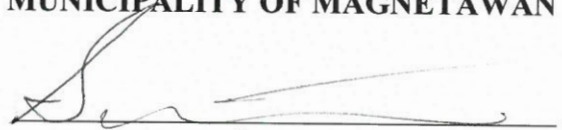

**AND WHEREAS** Clause 28(o) of the *Interpretation Act, R.S.O. 1990, c.I.11*, as amended, confers authority to Council to appoint a Deputy Chief Building Official;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Magnetawan enacts as follows:

1. That Matthew Clouthier is hereby appointed as Deputy Chief Building Official for the Corporation of the Municipality of Magnetawan;
2. That Matthew Clouthier, in his position of Deputy Chief Building Official shall fulfill all statutory requirements and carry out duties applicable to the Office of the Chief Building Official under the Ontario Building Code Act, the Ontario Building Code and Regulations;
3. That Matthew Clouthier continues in his appointment as a Building Inspector for the Municipality of Magnetawan and shall fulfill all statutory requirements and carry out all duties applicable to an Inspector;
4. That other duties may be assigned by the Chief Building Official to fulfill all statutory requirements and carry out duties applicable under the Ontario Building Act, the Ontario Building Code and Regulations;
5. That Schedule 'A', attached to hereto, shall form part of this By-Law as the job description for the position agreed to by both the Town of Kearney and the Municipality of Magnetawan.
6. That all By-Laws inconsistent with this By-Law are hereby repealed.
7. That this By-Law shall come into force and take effect March 1, 2019.

**READ A FIRST, SECOND AND THIRD TIME**, passed, signed and the Seal of the Corporation affixed hereto, this 13<sup>th</sup> day of March 2019.

**THE CORPORATION OF THE  
MUNICIPALITY OF MAGNETAWAN**

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Interim Clerk-Administrator



**Schedule 'A'**  
**to By-law No. 2019 - 09**

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**Key Duties and Responsibilities**

- Ensure compliance with the Building Code Act, Ontario Building Code and other applicable law through plans review and inspection services as defined by the Ontario Building Code, consistent with established policies, practices and procedures as directed by the Chief Building Official (CBO).
- Assist in leading, managing and overseeing the supervision of the Building Services Department Staff involved in the application of the Ontario Building Code including providing input on performance reviews and making recommendations related to training and development.
- Personal compliance with and assumption of appropriate supervisory responsibility for compliance with all health and safety practices in the work group in accordance with standard operating guidelines and the Occupational Health and Safety Act and related regulations.
- Assist in developing departmental policies and procedures, service levels and standards for consideration by the Chief Building Official.
- Provide verbal and written advice and/or information to the Building Permit process, Building Code Act, the Ontario Building Code, Zoning Bylaw and other applicable law and agreements.
- Liaise with other departments and agencies to minimize processing time of building permit applications.
- Make recommendations with respect to the issuance of Orders and legal proceedings pursuant to the Building Code Act.
- Prepare documentation for legal proceedings and provide evidence in court.
- Respond to written inquiries from solicitors with regard to occupancy, outstanding Orders, zoning by-law compliance and compliance with other applicable laws and agreements.
- Liaise with ratepayers and the public in an effective and courteous manner regarding the Ontario Building Code, municipal zoning by-law, applicable law, agreements and other programs, policies and procedures of the Department.
- Orientate, mentor and train new and existing departmental staff on departmental policies, practices and procedures.
- Display and promote positive Team Player attitudes and actions. This includes positive communications with supervisors and other Town Staff regarding ideas and initiatives to enhance workplace and Town services.
- Keep informed on municipal building, plumbing and related matters including legislation, regulations, practices, procedures, etc.
- Attend seminars, workshops, conferences and courses as required.
- Perform other duties as may be assigned in accordance with corporate objectives.