

THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 2660

A BY-LAW TO APPOINT A CHIEF BUILDING OFFICIAL, MUNICIPAL BY-LAW ENFORCEMENT OFFICER, TILE DRAINAGE INSPECTOR, ZONING ADMINISTRATOR

WHEREAS the Building Code Act, R.S.O. 1990 Chapter B13, Section 3(2) directs that each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purpose of the enforcement of the Act in areas in which the municipality has jurisdiction;

AND WHEREAS the Police Services Act, R.S.O. 1990, Chapter P15, Section 15 authorizes the Council of any municipality to appoint one or more municipal by-law enforcement officers to enforce the by-laws of the municipality;

AND WHEREAS the Tile Drainage Act, R.S.O. 1990, Chapter T8, Section 4 requires that the Council of a municipality employ an inspector of tile drainage.

AND WHEREAS the Planning Act, R.S.O. 1990, Part 1, Section 5(1) authorizes Council to appoint an officer to be responsible for the planning matters of the Township;

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1. That Marcel Lavigne shall be appointed Chief Building Official, Tile Drainage Inspector, Municipal By-Law Enforcement Officer and Zoning Administrator effective April 30, 2007.
2. That Marcel Lavigne shall do all things and perform all duties pursuant to the statutory authority quoted heretofore and the Terms of Reference set down on Schedule "A" of this by-law.
3. By-law 2462 is hereby repealed.

Read a first time this 14th day of May, 2007.

Read a second time this 14th day of May, 2007.

Read a third time and passed this 14th day of May, 2007.

REEVE

CLERK

SCHEDULE "A"

POSITION TITLE

Chief Building Official, Building Inspector, Plumbing Inspector, Tile Drain Inspector, Zoning Administrator, Municipal By-Law Enforcement Officer.

REPORTING RELATIONSHIP

Report to the CAO/Clerk, who in turn reports to Council. Be present at Council meetings to advise Council regarding the different departments when requested.

- A. The Building Code Act, R.S.O. 1990, Chapter B13, Section 3(2) and regulations thereunder directs that each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purpose of the enforcement of the Act within the municipality.
- B. The Police Act, R.S.O. 1990, Chapter P15, Section 15 authorizes Council to appoint one or more Municipal By-Law Enforcement Officers.
- C. The Tile Drainage Act, R.S.O. 1990, Chapter T8, Section 4 requires that the Council of a municipality employs an inspector of tile drainage.
- D. The Planning Act, R.S.O. 1990, Part 1, Section 5(1), authorizes Council to appoint an officer to be responsible for planning matters within the Township.

RESPONSIBILITIES

A. CHIEF BUILDING OFFICIAL

1. The enforcement of the Building Code Act, R.S.O. 1990 Chapter B13, and Regulations thereunder as amended by:
 - a) a thorough knowledge of the Building Code and Regulations thereunder;
 - b) the preparation, approval and issues of each Building Permit for structures within the municipality ;
 - c) the preparation, approval and issues of each Demolition Permit for structures within the municipality.
2. Ensure applicable law has been met prior to issuance of building permits; eg., roadway access permits from Township, County or Provincial Road Engineer; health permits for septic systems; setbacks from Hydro lines' MNR approval if within 1:100 year flood line on the St. Lawrence River; etc.
3. The maintenance of office files for
 - a) building permits issued;
 - b) demolition permits issued;
 - c) matters in each specific instant of the enforcement of the Building Code and Regulations thereunder;
 - d) the monthly compilation of statistical returns required for issue to Statistics Canada, in the matter of building and demolition permits issued, CMHC for building and demolition permits issued, Assessment Office for building and demolition permits issued, Ministry of Labour for building and demolition permits issued;
 - e) the annual compilation of all building and demolition permits issued for the year ending December 31.
4. Membership in and attendance at conferences and/or seminars of the Ontario Building Officials Association.
5. The submission of recommendations for the improvement of Building Code administration for the municipality.
6. Responsible to the CAO/Clerk.

ZONING ADMINISTRATOR

1. A thorough knowledge of the Planning Act, R.S.O. 1990, Part 1 as amended.
2. Research and respond to all enquires on conformity of land and/or structures with the Official Plan in force and effect; O.P. amendments passed but awaiting approval of the Chairperson, Planning Advisory Committee.

3. Request the opinion of the Municipal Solicitor and/or Planning Consultant concerning any planning matter deemed necessary upon approval of the Chairperson, Planning Advisory Committee.
4. Research and advise Council on each application for consent/severance for the recommendation to the Land Division Committee.
5. Review and recommend applications for Minor Variance to the Secretary-Treasurer of the Committee of Adjustments. Prepare the necessary documentation as per the Planning Act, R.S.O. 1990, Part 1.
6. Co-operate and co-ordinate with the Clerk as to the administrative matters necessary to process planning matters pursuant to the Planning Act, R.S.O. 1990, as amended.
7. Maintain office files of all planning matters.
8. Attendance at conferences and/or seminars of the Ministry of Municipal Affairs.
9. Submit recommendations for the improvement of the administration of Planning Matters.
10. Responsible to the CAO/Clerk.

MUNICIPAL BY-LAW ENFORCEMENT OFFICER

1. The investigation, resolution by mutual acknowledgement or laying of information for the enforcement of all municipal by-laws for which lack of compliance is enforceable pursuant to the Provincial Offences Act, R.S.O. 1990, Chapter P33 as amended.
2. The maintenance of office files for matters in each specific instant of the enforcement of municipal by-laws.
3. Membership in attendance at conferences and/or seminars of the Municipal By-Law Enforcement Officers Association (Ontario).
4. The submission of recommendations for the improvement of Municipal By-Law Enforcement.
5. Responsible to the CAO/Clerk.