



**The Corporation of the  
Township of Ignace**  
34 Main St. P.O. Box 248  
Ignace, ON P0T 1T0  
Tel: (807) 934-2202  
www.ignace.ca

---

## EXTERNAL JOB POSTING

**The Township of Ignace is accepting applications for Chief Building & Compliance Officer. Hours of work are 40 hours per week, regularly from 7:30 a.m. to 4:30 p.m.**

### Job Description

<b>Title:</b>	<b>Chief Building &amp; Compliance Officer</b>
<b>Department:</b>	<b>Planning &amp; Building</b>
<b>Positions:</b>	<b>1 Permanent, Full-Time Positions</b>
<b>Group:</b>	<b>Non-Union</b>
<b>Wage:</b>	<b>\$90,000.00 - \$110,000.00</b>
<b>Direct Supervisor:</b>	<b>Chief Administrative Officer</b>
<b>Date:</b>	<b>March 24, 2025</b>

---

### POSITION SUMMARY:

The Township of Ignace is seeking a dedicated and skilled professional for the dynamic role of **Chief Building & Compliance Officer (CBCO)**. Reporting directly to the Chief Administrative Officer (CAO) and working closely within the Planning and Building department, the successful candidate will manage building permit applications, inspections, site plan reviews, and ensure comprehensive compliance with the Ontario Building Code, municipal bylaws, zoning regulations, and related provincial legislation. This key position promotes safe and sustainable community development through consistent enforcement of building standards, effective communication, and proactive collaboration with residents, developers, contractors, regulatory agencies, and municipal staff..

In addition, the CBCO will serve as the township's senior authority for municipal bylaw enforcement, responsible for maintaining community standards and public safety. This involves interpreting and enforcing bylaws related to property standards, zoning compliance, noise control, parking, animal regulations, and other local ordinances. The incumbent will handle complex investigations and challenging enforcement situations by employing advanced conflict resolution skills, sound judgment, and discretion. Given the diverse and essential responsibilities, flexibility between building-related duties and enforcement activities will be required to effectively support the Township's continued growth, safety, and community well-being.



**The Corporation of the  
Township of Ignace**  
34 Main St. P.O. Box 248  
Ignace, ON P0T 1T0  
Tel: (807) 934-2202  
www.ignace.ca

---

## EXTERNAL JOB POSTING

### KEY RESPONSIBILITIES:

#### Chief Building Official Responsibilities:

- Administer and manage the Township's building permit process, including meticulous review, issuance, and inspection of all building permits to ensure compliance with the Ontario Building Code, Ontario Plumbing Code Act, municipal zoning bylaws, and the Township's Official Plan.
- Conduct detailed technical reviews of complex architectural plans, site plans, engineering reports, and supporting documentation, evaluating their conformity to relevant codes, standards, and regulations.
- Perform comprehensive, stage-specific inspections (foundations, structural integrity, fire safety, plumbing, septic installations, accessibility, and final occupancy) to ensure compliance and quality assurance.
- Clearly identify and communicate violations, issue orders when necessary, and provide professional technical guidance to residents, developers, builders, and design professionals to achieve compliance efficiently.
- Collaborate closely with municipal planners, engineers, health units, and external regulatory bodies to ensure coordinated and consistent application of development standards and regulatory practices.
- Oversee septic system inspections, approvals, compliance monitoring, and enforcement under Part 8 of the Ontario Building Code, Nutrient Management Act, and applicable environmental legislation.
- Maintain accurate, organized electronic documentation of all permits, inspections, compliance issues, reports, and correspondence, ensuring timely reporting to Municipal Property Assessment Corporation (MPAC).
- Provide authoritative interpretation and guidance regarding regulatory requirements and building code issues to municipal administration, council, contractors, design professionals, and the general public.

#### Bylaw Enforcement Responsibilities:

- Serve as the township's principal bylaw enforcement authority, ensuring proactive and comprehensive enforcement of municipal bylaws relating to property standards, zoning compliance, noise, parking, animal control, and public nuisances.



**The Corporation of the  
Township of Ignace**

34 Main St. P.O. Box 248  
Ignace, ON P0T 1T0  
Tel: (807) 934-2202  
www.ignace.ca

---

## EXTERNAL JOB POSTING

- Investigate and respond effectively to complaints from residents and businesses, thoroughly documenting investigations, evidence collection, interviews, and resolution actions.
- Employ advanced conflict-resolution and negotiation strategies to secure voluntary compliance, managing complex and sensitive situations with tact, fairness, impartiality, and professionalism.
- Prepare and issue Provincial Offences Notices (PONs), Provincial Information Notices (PINs), compliance orders, and notices in strict accordance with municipal and provincial legal requirements.
- Represent the Township professionally in court proceedings and administrative hearings, preparing comprehensive court briefs, evidence packages, and providing credible expert testimony when required.
- Work collaboratively with other municipal departments (Fire Services, Public Works), external agencies, law enforcement, animal control services, and community stakeholders to facilitate cohesive enforcement efforts.
- Assist in reviewing, developing, updating, and refining municipal bylaws, ensuring clarity, enforceability, alignment with municipal objectives, and community needs.
- Maintain detailed, accurate, electronic records of enforcement actions, investigations, and outcomes, providing analytical reports to assist strategic planning and policy development.

### **QUALIFICATIONS:**

#### **Education & Experience:**

- Post-secondary diploma or degree in Architectural Technology, Applied Science, Municipal Law Enforcement, Law Enforcement, or a closely related field strongly preferred.
- Three to five years of progressively responsible municipal experience preferred, ideally encompassing building inspection, municipal bylaw enforcement, regulatory compliance, or closely related duties.
- Proven experience interpreting and applying relevant legislation, including the Ontario Building Code Act, Provincial Offences Act, municipal zoning and property standards bylaws, and related regulatory frameworks.

#### **Licensing & Certifications:**



**The Corporation of the  
Township of Ignace**  
34 Main St. P.O. Box 248  
Ignace, ON P0T 1T0  
Tel: (807) 934-2202  
www.ignace.ca

---

## EXTERNAL JOB POSTING

- Certification as a Chief Building Official (CBO) and/or Municipal Law Enforcement Officer (MLEO) strongly preferred. Candidates without certifications but committed to obtaining them will be considered, with training and certification assistance provided.
- Valid Ontario Class “G” Driver’s License and a clear driving abstract.
- Must successfully pass a Criminal Record Check prior to employment.

### **Skills & Abilities:**

- Strong analytical skills, including the demonstrated ability to interpret complex technical documents such as building codes, blueprints, site plans, engineering reports, and municipal bylaws.
- Exceptional interpersonal and communication skills, capable of interacting professionally and effectively with residents, businesses, contractors, municipal staff, elected officials, and external regulatory agencies.
- Proven ability to manage conflicts, resolve complex issues, and exercise sound judgment and discretion in challenging or sensitive situations.
- Excellent organizational, record-keeping, and time management skills, able to prioritize competing demands in a busy and dynamic municipal environment.
- Proficiency with computer software including Microsoft Office Suite, electronic records management systems, permit-tracking software, and reporting databases.
- Ability to work independently, demonstrate initiative, and maintain a high level of confidentiality, professionalism, and integrity at all times.

### **Additional Experience:**

- Experience working in small or rural municipalities, performing diverse municipal functions beyond building inspection and bylaw enforcement (e.g., public works, planning, municipal administration), is highly desirable.

### **Working Conditions:**

- Regular working hours are typically 8:30 a.m. to 4:30 p.m., Monday to Friday, with flexibility required to accommodate inspections, enforcement duties, council meetings, or public consultations outside regular hours.
- Required to be available on-call periodically to respond promptly to urgent bylaw enforcement situations, building safety concerns, and other municipal emergencies, including evenings, weekends, and holidays as necessary.



**The Corporation of the  
Township of Ignace**  
34 Main St. P.O. Box 248  
Ignace, ON P0T 1T0  
Tel: (807) 934-2202  
[www.ignace.ca](http://www.ignace.ca)

---

## EXTERNAL JOB POSTING

- Work involves frequent travel within the Township for site inspections, enforcement patrols, and attending off-site meetings.
- Position involves fieldwork that may include exposure to construction sites, uneven terrain, hazardous conditions, inclement weather, noise, dust, and varying temperatures.
- Must occasionally lift, move, or handle inspection equipment or items related to enforcement activities.
- Frequently required to engage professionally and effectively with residents, contractors, and other stakeholders, including addressing complaints, conflicts, or difficult interactions with tact, diplomacy, and discretion.

### How to Apply:

Interested candidates are invited to submit their resume and cover letter as indicated below. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Township of Ignace Township Office  
34 Main Street.  
Ignace, ON P0T 1T0  
[hr@ignace.ca](mailto:hr@ignace.ca)

**Closing date: Friday April 11<sup>th</sup>, 2025 at 3:00 p.m.**

### Equal Opportunity Employer Statement:

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.