



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

Title:	Chief Building & Compliance Officer
Department:	Planning & Building
Positions:	1 Permanent, Full-Time Positions
Group:	Non-Union
Wage:	\$90,000.00 - \$110,000.00 (commensurate with qualifications and experience)
Direct Supervisor:	Chief Administrative Officer
Date:	January 23, 2026

POSITION SUMMARY:

The Township of Ignace is seeking a qualified and experienced professional to serve as **Chief Building & Compliance Officer (CBCO)**. The CBCO is responsible for the administration and enforcement of the *Ontario Building Code*, the *Building Code Act, 1992*, municipal bylaws, and related provincial legislation in order to promote safe, orderly, and sustainable development within the community.

The CBCO serves as the Township's senior authority for building permit administration, inspections, and municipal by-law enforcement. The position requires the exercise of sound professional judgment, strong technical expertise, and the ability to manage regulatory and enforcement matters in a fair, consistent, and legally defensible manner. The role is critical to supporting the Township's ongoing growth, development, and community well-being.

REPORTING RELATIONSHIP & GOVERNANCE:

The Chief Building & Compliance Officer reports administratively and operationally to the Chief Administrative Officer.

The Chief Building & Compliance Officer exercises statutory powers and duties derived from authority delegated by Council, including powers delegated under the *Municipal Act, 2001*, and powers exercised pursuant to appointment under the *Building Code Act, 1992*. Such authority is administered within the Township's governance framework through the Office of the Chief Administrative Officer.

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In carrying out regulatory and enforcement functions, the Chief Building & Compliance Officer exercises independent professional and quasi-judicial discretion within the scope of delegated and statutory authority and is not subject to direction from Council or individual members of Council on specific permit, inspection, or enforcement matters. Council retains policy-setting and oversight authority, while operational and enforcement decisions are administered through the Office of the CAO.

For greater certainty, authority to administer and enforce the Ontario Building Code is exercised pursuant to appointment under the Building Code Act, 1992, while municipal by-law enforcement authority is exercised pursuant to delegation under the Municipal Act, 2001.

KEY RESPONSIBILITIES:

Chief Building Official Responsibilities:

- Administer and enforce the Building Code Act, 1992 and the Ontario Building Code, including the review, issuance, suspension, and revocation of building permits.
- Apply and enforce Part 9 (Housing and Small Buildings) of the Ontario Building Code, including residential construction, additions, alterations, and accessory structures.
- Apply and enforce Part 7 (Plumbing) of the Ontario Building Code, including the review and inspection of plumbing systems, fixtures, drainage, venting, and water supply systems.
- Apply and enforce Part 11 (Renovation) of the Ontario Building Code, where existing buildings are altered, and full compliance with Part 9 is not practicable.
- Review permit applications for zoning conformity and applicable law compliance, in coordination with planning staff and senior management.
- Conduct technical reviews of drawings, site plans, grading plans, and supporting documentation to determine compliance with applicable legislation, codes, bylaws, and municipal policies.
- Perform inspections at all required stages of construction, including structural, plumbing, fire and life-safety, accessibility, septic, and final occupancy inspections.
- Identify non-compliance and issue Orders, Stop Work Orders, Notices, and other enforcement instruments as authorized by legislation.
- Provide authoritative interpretation and guidance regarding Ontario Building Code requirements to applicants, contractors, consultants, municipal staff, and the public.

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- Maintain complete, accurate, and legally defensible records of permits, inspections, orders, correspondence, and decisions, including reporting to MPAC and other agencies as required.
- Coordinate building and inspection activities with Fire Services, Public Works, utilities, health units, and other external agencies, as applicable.

Bylaw Enforcement Responsibilities:

- Serve as the Township's principal by-law enforcement authority, ensuring proactive and comprehensive enforcement of municipal bylaws relating to property standards, zoning compliance, noise, parking, animal control, and public nuisances.
- Receive, assess, prioritize, and investigate complaints and requests for service from residents and businesses in accordance with municipal policies, legislation, and operational priorities.
- Conduct investigations including inspections, interviews, evidence collection, documentation, and resolution actions.
- Employ conflict-resolution and negotiation strategies to secure voluntary compliance where appropriate, managing complex and sensitive situations with tact, fairness, impartiality, and professionalism.
- Prepare and issue Provincial Offence Notices, Provincial Information Notices, compliance orders, and other enforcement instruments in accordance with municipal and provincial legal requirements.
- Represent the Township professionally in court proceedings and administrative hearings, preparing court briefs, disclosure packages, evidence, and providing credible testimony when required.
- Work collaboratively with other municipal departments (including Fire Services and Public Works), external agencies, law enforcement, animal control services, and community stakeholders to support cohesive enforcement efforts.
- Assist in reviewing, developing, updating, and refining municipal bylaws to ensure clarity, enforceability, alignment with municipal objectives, and responsiveness to community needs.
- Maintain detailed, accurate, electronic records of enforcement actions, investigations, and outcomes, and prepare analytical reports to support policy development and strategic planning.

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Advisory & Administrative Duties

- Provide technical and regulatory advice to senior management and Council through the CAO on building, compliance, and enforcement matters.
- Support growth-related development, complex projects, and infrastructure initiatives from a regulatory and compliance perspective.
- Ensure compliance with MFIPPA and evidence-handling standards in all regulatory and enforcement activities.
- Participate in departmental planning, reporting, and continuous improvement initiatives.
- Attend meetings, site visits, inspections, and hearings as required.

QUALIFICATIONS:

Education & Experience:

- Post-secondary diploma or degree in Architectural Technology, Building Science, Engineering Technology, Municipal Law Enforcement, or a related discipline.
- Minimum three (3) to five (5) years of progressively responsible experience in a municipal or regulatory environment, including building inspection, plans examination, by-law enforcement, or compliance-related duties.
- Demonstrated proficiency in the application and enforcement of Part 9 (Housing and Small Buildings) and Part 7 (Plumbing) of the Ontario Building Code is required.
- Knowledge of and experience with Part 11 (Renovation) and Part 3 (Large and Complex Buildings) of the Ontario Building Code is considered an asset.
- Experience working in a small or rural municipality, or in a multi-disciplinary role combining building and enforcement functions, is considered an asset.
- Must be willing and able to obtain and maintain additional Ontario Building Code qualifications (including Part 3 and Part 11) as required by the Township.

Licensing & Certifications:

- Qualified for appointment as a Chief Building Official (CBO) under the Building Code Act, 1992.
- Possession of a valid Building Code Identification Number (BCIN), or the ability to obtain and maintain a BCIN within a specified probationary period.

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- Certification as a Municipal Law Enforcement Officer (MLEO) is strongly preferred.
- Valid Ontario Class “G” Driver’s Licence and satisfactory driving record.
- Successful completion of a Criminal Record Check.

Skills & Abilities:

- Strong technical and analytical skills, including the ability to interpret and apply legislation, regulations, construction drawings, specifications, and technical reports.
- Demonstrated ability to exercise sound judgment, discretion, and independent professional decision-making in regulatory and enforcement contexts.
- Excellent written and verbal communication skills, with the ability to explain complex regulatory requirements clearly and professionally to a wide range of stakeholders.
- Proven conflict-resolution and interpersonal skills, including the ability to manage sensitive or contentious situations fairly and impartially.
- Strong organizational and time-management skills, with the ability to prioritize competing demands in a busy regulatory environment.
- Proficiency with electronic records management systems, permit tracking software, and standard office applications.
- Ability to work independently with a high degree of professionalism, integrity, and confidentiality.

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.
- 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.



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- 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

Closing date: Friday February 20th, 2026 at 3:00 p.m. CST

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.