

# THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

## BY-LAW NUMBER 2026-

### BEING A BY-LAW TO APPOINT A CHIEF BUILDING OFFICIAL AND BUILDING INSPECTOR AND PROPERTY STANDARDS BY-LAW OFFICER TO ENFORCE THE BUILDING CODE ACT WITHIN THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

**WHEREAS** the Municipal Act, S.O. 2001 c. 25, as amended authorizes Municipalities to enter into an agreement;

**AND WHEREAS** the Building Code Act, S.O. 1992, c.23 Section 3 (1) that the council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act. 2002, c. 9, s. 6 (1);

**AND WHEREAS** the Building Code Act, S.O. 1992, c. 23 Section 3 (2) 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 1992, c. 23, s. 3 (2);

**AND WHEREAS** the Council of The Corporation of The Township of Papineau-Cameron deems it expedient to enact such a By-Law, approved by Resolution 2026-\_\_\_\_\_ passed by Council \_\_\_\_\_, 2026

**NOW THEREFORE**, the Council of The Corporation of The Township of Papineau-Cameron enacts the following:

1. That the Mayor or Deputy Mayor and Clerk be authorized to sign Schedule "A" (together with its schedules) which forms part of this By-Law.
2. That **COHEN LAMARCHE** be and is hereby appointed starting on November 27, 2026 to provide **Chief Building Official** enforcement services in accordance to the Ontario Building Code Act, S.O. 1992, c.23 as amended and any other Municipal related By-Law enforcement as required for The Corporation of The Township of Papineau-Cameron.
3. That **COHEN LAMARCHE** be and is hereby appointed starting on October 13, 2026 and ending on November 27, 2026 to provide **Deputy Chief Building Official** enforcement services in accordance to the Ontario Building Code Act, S.O. 1992, c.23 as amended and any other Municipal related By-Law enforcement as required for The Corporation of The Township of Papineau-Cameron. That in the absence of the Chief Building Official, the Deputy Chief Building Official shall be responsible for the duties of the Chief Building Official.
4. That **COHEN LAMARCHE** be and is hereby appointed starting on October 13, 2026 to provide **Building Inspector** enforcement services in accordance to the Ontario Building Code Act, S.O. 1992, c.23 as amended and any other Municipal related By-Law enforcement as required for The Corporation of The Township of Papineau-Cameron.
5. That **COHEN LAMARCHE** be and is hereby appointed starting on October 13, 2026 to provide **Property Standard Officer** enforcement services in accordance to the Ontario Building Code Act, S.O. 1992, c.23 as amended, and in accordance with the Municipalities Property Standards By-Law and any other Municipal related By-Law enforcement as required for The Corporation of The Township of Papineau-Cameron.
6. That in addition and including the August 6, 2026 Employment Agreement between Mr. Cohen Lamarche and The Corporation of The Township of Papineau-Cameron, that the terms, conditions, duties and responsibilities under which the appointment of **COHEN LAMARCHE** to the position of a Shared Chief Building Official & Building Inspector & Property Standards Officer shall be agreed upon are attached as Schedule "A" (together with its schedules) to this By-Law.
7. That By-Law 2018-19 being a By-Law to appoint Shane Conrad to provide Chief Building Official & Building Inspector & Property Standards By-Law enforcement services, be and hereby rescinded on November 27, 2026.
8. That this By-Law shall become ratified upon the signing thereof.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND PASSED BEFORE AN OPEN COUNCIL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
MAYOR

**DRAFT**

\_\_\_\_\_  
CAO / CLERK-TREASURER

Schedule "A" to By-Law 2026-\_\_\_\_

**TERMS, CONDITIONS, DUTIES AND RESPONSIBILITIES OF A SHARED CHIEF  
BUILDING OFFICIAL / BUILDING INSPECTOR / PROPERTY STANDARDS BY-LAW  
OFFICER**

THIS AGREEMENT made in triplet as of the \_\_\_\_\_ Day of \_\_\_\_\_, 2026

**BETWEEN:**

The Corporation of the Township of Papineau-Cameron  
having its principal office at  
4861 Highway 17, P.O. Box 630 Mattawa, ON P0H 1V0  
(herein after called "Papineau-Cameron")

OF THE FIRST PART

**AND**

The Corporation of the Municipality of Calvin  
having its principal office at  
1355 Peddlers Drive, Mattawa, ON P0H 1V0  
(herein after called "Calvin")

OF THE SECOND PART

**AND**

The Corporation of the Municipality of Mattawan  
having its principal office at  
947 Hwy 533, P.O. Box 610, Mattawa, ON P0H 1V0  
(herein after called "Mattawan")

OF THE THIRD PART

**WHEREAS** the Building Code Act, S.O. 1992, c.23 Section 3 (1) that the council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act. 2002, c. 9, s. 6 (1).

**AND WHEREAS** the Building Code Act, S.O. 1992, c. 23 Section 3 (2) that the council of each municipality shall appoint a Chief Building Official / Building Inspector and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction 1992, c. 23, s. 3 (2).

**NOW THEREFORE** this agreement witnessed that in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the parties hereto agree as follows:

- 1.0** That the terms, conditions, duties and responsibilities of this shared chief building official / building inspector / property standards by-law officer agreement are in addition to the August 6, 2026 Employment Agreement between Cohen Lamarche and The Corporation of The Township of Papineau-Cameron.
- 2.0 MAIN PURPOSE**  
Manage and supervise the work of all building, plumbing and mechanical inspectors to ensure that required inspections, certificates and approvals are issued expeditiously and according to Ontario Building Code requirements and timelines. To act on and perform the legislative duties of the Chief Building Official / Building Inspector / Property Standards By-Law Officer in relation to enforcement of the Ontario Building Code and relevant municipal By-laws.

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- 3.0 POSITION TITLE:** Shared Chief Building Official & Building Inspector & Property Standards By-Law Officer
- 4.0 EMPLOYER:** The Corporation of the Township of Papineau-Cameron
- 5.0 REPORTS TO:** The Council of Papineau-Cameron Township, and the Papineau-Cameron Township's CAO/Clerk-Treasurer  
The Council of the Municipality of Calvin, and the Municipality of Calvin's CAO/Clerk-Treasurer  
The Council of the Municipality of Mattawan, and the Municipality of Mattawan's Clerk-Treasurer  
Plus other future potential neighboring Municipal Council's that may join
- 6.0 CONDITIONS:** Must provide certification & registration from the Ministry of Municipal Affairs and Housing as having a Building Code Official (CBCO) Legal certificate, and any other related certificates to permit residential houses, small buildings, accessory buildings, and building additions.
- 7.0 BASE PAY RATE:** Starting at \$41.83 per hour as may be amended by the employers sole discretion. All regular source deductions shall apply.
- 8.0 VACATION PAY:** Starting at annually 6% of pay, as may be amended by the employers sole discretion. All regular source deductions shall apply.
- 9.0 BENEFITS:** Papineau-Cameron Township's Heath Benefit Plan and Pension Plan.
- 10.0 PROBATION PERIOD:** 6 months from start date of hire.
- 11.0 PAY PERIOD:** Bi-Weekly
- 12.0 PERSONAL VEHICLE:** Work related personal vehicle mileage will be reimbursed back to the employee from each separate Municipalities mileage rate.

**13.0 CHIEF BUILDING OFFICIAL / BUILDING INSPECTOR RESPONSIBILITIES**

1. To provide Chief Building Official / Building Inspector Services for the Township of Papineau-Cameron, The Municipality of Calvin and the Municipality of Mattawan.
2. Work in accordance with the Ontario Building Code, Building Code Act, Provincial Offences Act, Zoning By-Law, Minimum Property Standards By-Law, Site Plan By-Law, Lot Levies By-Law, U.L.C., C.S.A., the Fire Code, Ontario Plumbing Code, and any other applicable law.
3. To protect and promote public safety within the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan as it pertains to the Building Code Act and the Ontario Building Code.
4. To protect and further the interests of the Municipalities with regard to its legislated Building Code Act responsibilities.
5. Maintain a positive workplace.
6. Provide effective representation of the Building Department and the Municipalities.
7. Receive and review building permit applications to ensure the completion of applications including the required plans and all applicable laws and other approvals in compliance with applicable legislation and regulations.
8. Collect, track, record and forward development charges.
9. Manage the building inspection process to ensure that the requirements of relevant provincial codes, municipal by-laws and other applicable laws are upheld.
10. Ensure the exercise of due diligence in all areas of building inspection operations.
11. Enforce applicable municipal zoning by-laws and oversee field zoning and official plan compliance processes to ensure properties are in compliance with zoning and other municipal and site plan requirements, including, without limitation, examining various pieces of legal and technical information (e.g. assessment records, registered plans of survey, previous and current building permits, decision minutes from Committee of Adjustment etc.) to ensure overall conformance with by-laws and any other applicable legislation and/regulation.
12. Make decisions in all areas of responsibility within the scope of approved municipal policies, procedures, as delegated by the municipalities, subject to applicable law. In making decisions, assess and weigh numerous variables and making judgment calls based on technical expertise and knowledge of legislation, taking into consideration the seriousness of the situation and to determine the best course of action.
13. Provide assistance and information to public, designers, and builders concerning the requirements of the Ontario Building Code.

14. Ensure enforcement of the Building Code, including the preparation of summons, court briefs and representing the Municipalities in court proceedings under the general direction of the Municipal solicitor.
15. Provide comments on all planning applications as required as well as comments on planning development related applications such as site plans, minor variances, zoning by-law amendments, etc.
16. Provide monthly and yearly statistical reports, and when requested, attends Committee and Council meetings.
17. To perform such other duties as are assigned by the municipality.
18. Work safely in accordance with the Occupational Health & Safety Act.

#### **14.0 PROPERTY STANDARDS BY-LAW ENFORCEMENT OFFICER RESPONSIBILITIES**

1. Administer and enforce the Municipalities Property Standards By-Law.
2. Investigate complaints of By-Law infractions including site visits, witness interviews, consultation with property owner, and notify of contravention.
3. Follow up on each call to ensure compliance with By-Laws
4. If legal proceeding is necessary, prepare the brief and appear in court to represent the municipality.
5. Interpret municipal By-Laws and related practices for the public and other interested parties.
6. Maintain all required records and documentation of complaints and actions taken.
7. Act as a representative of the Municipality, promoting good public relations while ensuring consistent and fair enforcement of By-Laws.
8. Maintain liaison with police, court personnel, lawyers and others concerned with By-Law enforcement.
9. Conduct investigations, inspections, and respond to complaints in a professional and timely manner to achieve compliance by utilizing excellent customer service skills.
10. Take appropriate action based on investigative results, policies and procedures, including issuing notices, orders, penalties, tickets and summonses.
11. Ensure the highest standards of confidentiality and integrity at all times.
12. Co-operate with the municipal solicitor and court personnel in the preparation of prosecutions; appear as a witness in court actions to present facts regarding alleged infractions.
13. Co-operate with police force and other Ministries or agencies in the conduct of their inquiries.
14. Work safely in accordance with the Occupational Health & Safety Act.

#### **15.0 PHYSICAL SKILLS & EFFORT**

Capable of operating a digital camera and recorder, a calculator, a personal computer, inspection mirror, and a level; concentrated visual attention to examine photographs, prepare detailed reports, and to conduct non-standard inspections; daily walking, climbing, stooping, crouching, kneeling, and entering potentially vulnerable structures.

#### **16.0 OBLIGATIONS TO THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON, THE CORPORATION OF THE MUNICIPALITY OF CALVIN, AND THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN**

The Employee will be required to:

1. Perform all duties to the best ability at all times;
2. Act in the best interest to promote and protect the interests of the Municipalities; and
3. Follow all reasonable and lawful directions given to the Employee by the Municipalities, including complying with policies and procedures as amended from time to time.

#### **17.0 MUNICIPAL HUMAN RESOURCES POLICY MANUAL**

Employment Policy, Pay and Performance Policy, Benefits Policy, and Employee Relations Policy are identified in the Township of Papineau-Cameron's employee human resources policy manual that relate to the Chief Building Official / Building Inspector / Property Standards By-Law Officer employment position.

A copy of the Township of Papineau-Cameron's human resources policy manual is available for review at the Township's administrative building.

#### **18.0 CONFIDENTIALITY**

The Chief Building Official / Building Inspector / Property Standards By-Law Officer will work with confidential building permit information, inspection results, and related court proceeding information, public complaints, proposed developments and the purchase/mortgage of land. The Chief Building Official / Building Inspector / Property Standards By-Law Officer will work with confidential information, and Municipal staff.

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The Chief Building Official / Building Inspector / Property Standards By-Law Officer shall not, whether during the currency of this employment agreement or after its termination for whatever reason, use, disclose or distribute to any person or entity, otherwise than as necessary for the proper performance of their duties and responsibilities under this agreement, or as required by law, any confidential information, messages, or data acquired by the Chief Building Official / Building Inspector / Property Standards By-Law Officer in the course of performing their services under this agreement.

All work produced for the Township/Municipalities by the Chief Building Official / Building Inspector / Property Standards By-Law Officer under this agreement or otherwise and the right to the copyright and all other intellectual property in all such work is to be the sole property of the Municipalities.

**19.0 TERMINATION**

If either municipal party wishes to terminate this agreement, that party may do so by giving the other parties at least 60 days written notice, by registered mail, its intention to terminate.

**20.0 DECLARATION OF APPOINTED OFFICE**

I, **Cohen Lamarche**, do solemnly swear (or affirm) that I will and truly serve The Corporation of The Township of Papineau-Cameron, The Corporation of the Municipality of Calvin, and The Corporation of The Municipality of Mattawan in the office of Chief Building Official / Building Inspector / Property Standards By-Law Officer without favour or affection, malice or ill-will.

That I will truly, faithfully and impartially, to the best of knowledge and ability, execute the offices to which I have been appointed in the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan;

I declare that I will, to the best of my skill and knowledge, faithfully execute and discharge all of the statutory duties and responsibilities assigned to the Chief Building Official / Building Inspector / Property Standards By-Law Officer under the Ontario Building Code, Building Code Act, and all applicable municipal by-laws.

I further declare that I hold and will maintain all required provincial qualifications, certifications, and areas of competency required for the office of Chief Building Official / Building Inspector, and will adhere strictly to the established Confidentiality and Code of Conduct for Building Officials.

\_\_\_\_\_  
Cohen Lamarche, Appointee

\_\_\_\_\_  
Date

**IN WITNISS WHEREOF** the parties hereto have executed these presents under the hand of their officers duly authorized in that behalf at the date first above written. This agreement shall be binding upon the parties hereto and their successors.

**THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON**

By the Township of Papineau-Cameron on the \_\_\_\_\_ day of \_\_\_\_\_, 2026,  
by By-Law No. \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO/CLERK-TREASURER

**THE CORPORATION OF THE MUNICIPALITY OF CALVIN**

By the Municipality of Calvin on the \_\_\_\_\_ day of \_\_\_\_\_, 2026,  
by By-Law No. \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO/CLERK-TREASURER

**THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN**

By the Municipality of Mattawan on the \_\_\_\_\_ day of \_\_\_\_\_, 2026,  
by By-Law No. \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK-TREASURER

Schedule "A" to By-Law 2026-\_\_\_\_\_

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