THE TOWNSHIP OF MINDEN HILLS
IN SEASON, EVERY SEASON

Employment Opportunity

Chief Building Official (CBO)

The Township of Minden Hills, located in the heart of Haliburton County, is home to the sub-communities of Lochlin, Gelert, Irondale, and the Town of Minden. With a permanent population of approximately 7,000 that grows significantly during the summer months, Minden Hills is considered the gateway to the Haliburton Highlands - where natural beauty meets vibrant community life. Surrounded by rivers, lakes, and trails, our township offers an exceptional quality of life for residents and visitors alike, with year-round opportunities to enjoy the outdoors, arts, culture, and community events.

Due to an upcoming retirement, we are seeking a highly motivated and energetic Chief Building Official (CBO) to join our leadership team. Reporting directly to the Chief Administrative Officer, the CBO provides proactive leadership in the interpretation and enforcement of the Ontario Building Code Act, Plumbing Code, Planning Act, Municipal Act, other applicable provincial legislation, and municipal by-laws. This role carries the statutory duties defined under the Building Code Act and contributes directly to ensuring safe, sustainable growth in our community.

The CBO will also be responsible for overseeing the investigation complaints and enforcement of municipal by-laws.

Key Responsibilities:

- Provide strategic leadership in building services, by-law enforcement, and compliance.
- Develop and implement policies, procedures, and programs to support regulatory compliance and community growth.
- Oversee staff, contractors, and external stakeholders, ensuring adherence to legislation and best practices.
- Represent the Township in legal and court proceedings related to property standards and by-law enforcement.

Minimum Qualifications:

- Completion of Chief Building Official qualifications as per the Ontario Building Code Act and Ministry of Municipal Affairs and Housing.
- Minimum of five (5) years' progressive experience in building services and experience in by-law enforcement (mandatory), with exposure to municipal planning (preferred).
- Minimum of one (1) year of supervisory and administrative experience.
- In-depth knowledge of building codes, construction theory, techniques, and best practices.
- Strong understanding of related legislation including the Building Code Act, Municipal Act, Technical Standards and Safety Act, OHSA, etc.
- Proven leadership, organizational, and supervisory skills, including experience applying employment policies and collective agreements.
- Experience with legal and court matters related to property standards and by-law enforcement.

- Proficiency in Microsoft Office and database applications.
- Valid Class “G” Driver’s License.

Preferred Qualifications:

- Municipal By-Law Certification eg Certified Municipal Law Enforcement Officer (MLEO) designation is desirable.
- Post-secondary education in a related field is an asset.

This position involves both office work and field/site inspections, requiring travel and outdoor work in varying conditions.

To request a copy of the job description for this position, please email Human Resources at hr@mindenhills.ca.

The successful candidate will be required to provide, at their own expense, a Criminal Background Check (OPP or equivalent) and Driver’s Abstract prior to final selection.

The current salary range for this position is $105,355.34 to $123,815.60.

How to Apply:

Interested candidates are invited to submit a cover letter and resume by **12:00 noon on November 20, 2026** to:

By Mail or In-person:
Chief Building Official
7 Milne Street, PO Box 359
Minden, ON
K0M 2K0

By Email:
To the Attention of: Shannon Prentice, Human Resources Coordinator hr@mindenhills.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The Township may begin reviewing applications and scheduling interviews during the posting period.

We thank all who apply for this position; however, only those selected for an interview will be contacted. The Township of Minden Hills is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact the Clerks Department. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.