



Municipality of Huron Shores

REQUEST FOR PROPOSAL (RFP)

Contracted Chief Building Official (CBO) Services

Issue Date: September 25, 2025

RFP Number: 2025-08

Closing Date & Time: 4:00 p.m. Monday, November 3, 2025

1. Introduction

The Municipality of Huron Shores is seeking proposals from qualified firms or individuals to provide professional services of a **Chief Building Official (CBO)** on a contracted basis. The successful proponent will assume responsibility for carrying out all statutory duties of a CBO under the Ontario Building Code Act, as well as related municipal by-laws and policies.

The Municipality requires a service provider with the capacity, expertise, and qualifications to ensure full compliance with provincial and municipal legislation while providing professional, efficient, and responsive service to Council, staff, residents, and the development community.

2. Objectives

The objective of this Request for Proposals is to retain a qualified and experienced service provider to fulfill the statutory duties of the CBO under the Ontario Building Code Act and related legislation.

The Municipality seeks to:

- Ensure full compliance with the Ontario Building Code, Municipal By-laws, and applicable legislation.
- Provide timely, professional, and transparent building services to residents, contractors, and developers, including permitting, inspections, enforcement, and reporting.
- Maintain public safety and protect the interests of the Municipality by enforcing building and property standards consistently and fairly.
- Support Council and municipal staff with expert advice, reporting, and guidance on building code and enforcement matters.

3. Scope of Services / Service Levels

For ease of reference, the Scope of Services have been organized into subsections A through G. These letters are referenced throughout this document (e.g., Section 5 – Deliverables / Reporting Requirements) to link reporting obligations back to the related service areas.

The contracted service provider shall act as the Municipality's CBO as defined under the Ontario Building Code Act and shall be responsible for the following duties and deliverables, at a minimum:

A. Administration

- Act as the Municipality's CBO as defined by the Ontario Building Code Act.
- Provide management of all building services, including permit issuance, plan review, inspections, and enforcement.
- Develop and maintain policies, programs, and procedures necessary to carry out municipal responsibilities under the Building Code and related legislation.
- Ensure records are kept in compliance with MFIPPA and municipal records management policies.

B. Permit Administration

- Receive, review, and authorize building and demolition permit applications.
- Establish, maintain, and continually improve permit intake, review, approval, and closure processes.
- Actively advocate for the implementation and collection of pre-consultation fees, development fees, and other cost-recovery measures to ensure the building department remains financially sustainable.
- Ensure rigorous follow-through on permit applications, from initial intake to final occupancy and closure, including proactive communication with applicants where delays or deficiencies exist.
- Provide regular updates to the Municipality (monthly or as otherwise directed), including detailed reports on:
 - Number of permits received, approved, or denied
 - Status of open applications and follow-up actions required.
 - Revenue that the Municipality is anticipated to collect (including permit, development, and pre-consultation fees).

C. Plans Examination, Permit Inspections & Complaint Response

- Conduct thorough plan reviews for compliance with the Ontario Building Code, municipal by-laws, and other applicable regulations, with written review notes to be retained on file.

- Perform site inspections at all prescribed stages of construction in accordance with legislated timelines.
- Maintain electronic and field-based inspection records, including inspection date, time, photos (where appropriate) and written findings. Records must be accessible for municipal audit.
- Investigate complaints of non-compliance by attending the property and conducting a site inspection within three (3) business days of receipt (or sooner where public safety is at risk). Maintain a log of all complaints, inspection findings, and resolutions.
- Conduct re-inspections to confirm corrective actions have been taken before closing a file.
- Issue occupancy permits in accordance with the Building Code Act once compliance has been verified.

D. Enforcement

- Enforce compliance with the Building Code Act, Zoning By-law, and other applicable municipal by-laws.
- Where violations are identified, issue and enforce Orders to Comply, Stop Work Orders, and Notices of Violation without delay, and ensure documented follow-up until compliance is achieved.
- Conduct re-inspections of enforcement orders within 5 business days of a compliance confirmation request.
- Prepare documentation for legal proceedings and provide testimony in court where necessary.
- Provide monthly inspection and enforcement reports to the Municipality, detailing:
 - Number and type of inspections completed
 - Response time to complaint and enforcement actions taken
 - Status of outstanding enforcement cases

E. Council and Public Support

- Prepare reports and attend Council or Committee meetings only as requested by the Municipality.

- Provide professional advice to Council and staff on building and planning-related matters, including pending legislation, regulatory changes, and best practices.
- Respond to inquiries from residents, contractors, developers, and government agencies only when directed by the Municipality or through a pre-consultation process subject to applicable fees.
- Maintain a record of all consultations and inquiries attended, with associated costs identified, to ensure proper cost recovery.

F. Financial Responsibilities

- Provide recommended permit fee adjustments to support cost recovery.
- Recommend policies and procedures to implement and enforce pre-consultation fees and other mechanisms to ensure the Municipality does not subsidize private development or speculative inquiries.

G. Health & Safety

- Ensure compliance with the Occupational Health and Safety Act and all applicable workplace safety standards.
- Provide proof annually of WSIB coverage (or equivalent) and professional liability insurance.
- Acknowledge and comply with municipal health and safety policies when operating on municipal property or construction sites.
- Ensure any sub-consultants engaged in building services are bound by the same H&S requirements.

4. Credentials / Qualifications

Proponents must demonstrate the following minimum qualifications:

- Current designation as a CBO under the Building Code Act.
- Registration with the Ministry of Municipal Affairs and Housing (MMAH) with successful completion of required CBO courses (General Legal, CBO Legal, House, Small Buildings, Complex Buildings, Plumbing – All Buildings, Building Structural, Building Services).
- Demonstrated experience providing building services in a municipal setting, including plan examination, inspections, and enforcement.

- Comprehensive knowledge of the Ontario Building Code and related legislation, including the Building Code Act, Municipal Act, Occupational Health and Safety Act, and applicable municipal by-laws.
 - Ability to provide professional support to Council and staff, including the preparation of written reports and in-person presentations, as requested.
 - Adequate insurance coverage, including:
 - General liability insurance (minimum \$5 million).
 - Professional errors and omissions insurance (minimum \$2 million).
 - WSIB Coverage (or equivalent) for all employees/subcontractors.
 - Automobile liability insurance for vehicles used in the provision of services.
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5. Deliverables / Reporting Requirements

The successful proponent will be expected to:

- Provide monthly activity reports summarizing permit activity (B), inspections and complaint response (C), enforcement actions (D), and associated revenues (F).
 - Provide annual reports summarizing trends, compliance levels, recommendations for fee adjustments and process improvements (A, B, D, F).
 - Submit reports in a format acceptable to Council and attend Council or Committee meetings when requested (E).
 - Provide proof of required insurance and WSIB coverage annually (G).
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6. Term of Contract

The Municipality anticipates awarding a three (3) year contract, with the option to extend the agreement for an additional term of three (3) years, subject to satisfactory performance and at the sole discretion of the Municipality.

The Municipality also reserves the right to terminate the agreement prior to the end of the term if the Contractor fails to perform services to the satisfaction of the Municipality.

7. Proposal Requirements

Proposals should include:

- Company profile and relevant experience providing CBO services to municipalities.
 - Identification of the individual who will be designated as the CBO of record for the Municipality, along with proof of current MMAH qualifications.
 - Identification of a qualified alternate who will act as CBO in the absence of the designated individual.
 - Proposed approach to service delivery, including staffing availability, turnaround times for permit review and inspections, and communication protocols with the Municipality.
 - Fee schedule (retainer, hourly rates, per-inspection costs, or other pricing models).
 - Proof of insurance and WSIB coverage.
 - At least two municipal references for similar work.
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8. Submission Instructions

Proposals must be submitted no later than 4:00 p.m. Monday, November 3rd, 2025 to:

Natashia Roberts
CAO/Clerk
7 Bridge Street
P.O. Box 460
Iron Bridge, ON P0R 1H0

Via email: natashia@huronshores.ca

Late submissions will not be considered. The Municipality reserves the right to accept or reject any or all proposals.