

ITEM	14
MANAGER'S REPORT NO.	18
COUNCIL MEETING	1978 03 06

Re: HOUSING INSPECTOR
RESIDENTIAL OCCUPANCY STANDARDS
(ITEM 28, MANAGER'S REPORT NO. 51, 1977 JULY 18)
(ITEM 9, MANAGER'S REPORT NO. 49, 1975 JULY 21)

Following is a report from the Chief Building Inspector regarding authority that is required by the recently appointed Housing Inspector relative to the performance of his duties and responsibilities.

Attached for the information of Council is a copy of the job description that was prepared for the Housing Inspector's position.

RECOMMENDATION:

1. THAT Mr. Neil Wainman, Housing Inspector, be appointed pursuant to Section 7.5 of Burnaby Zoning By-law No. 4742, with authority to enter at all reasonable times upon any property or premises to ascertain whether the provisions of By-law No. 4742 are being obeyed.

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1978 03 01

Mr. M.J. Shelley,
MUNICIPAL MANAGER.

Subject: Residential Occupancy Standards,
Housing Inspector

In 1977, August and September, Council dealt with the subject of Zoning By-Law amendments related to Residential Occupancy Standards. Item 28 of the Municipal Manager's Report No. 51, 1977, considered at a Special Council Meeting 1977 08 02, contained a number of recommendations including:

- "...5. THAT the Council approve the addition of a staff member to the Building Department in order to enforce the Zoning and Building By-Law regulations and provide for the collection of water and sewer service rates."

In order to carry out the duties directed by the above resolution, a job specification was prepared by the GVRD Classification Officer and the position of Housing Inspector introduced. The position was boarded, advertised, and filled by the appointment of Mr. Neil Wainman, effective 1978 02 20. Mr. Wainman has spent the time since February 20 making himself familiar with Burnaby Zoning By-Law and reviewing the report material dealt with by Council last year preparatory to undertaking his duties.

An inspection program, in accordance with the above resolution, is now commencing. The program will involve house-by-house survey in proselected areas of the municipality, with the objective being to bring the program to bear as quickly as possible on areas known from records to contain housing/occupancy

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abuses. At this time it is not practical to predict how long it will take to cover the entire municipality with the program.

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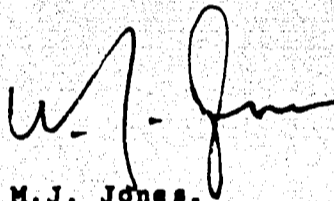
During Council's earlier consideration of this subject, the question came up over the Corporation's power of entry for survey purposes. Power of entry is provided for in the Zoning By-Law, Section 7.5, from the enabling legislation of Section 234 of the Municipal Act. To follow the provision of the Zoning By-Law for inspection authority and power of entry, it is necessary for Council to appoint the Housing Inspector, Mr. Neil Wainman, with authority to enter at all reasonable times upon any property or premises to ascertain whether the provisions of the Zoning By-Law are being obeyed.

It is therefore RECOMMENDED:

THAT this report be placed before Council for information purposes on the current status of the subject of Residential Occupancy Standards; and

THAT Mr. Neil Wainman, Housing Inspector, be appointed pursuant to Section 7.5 of Burnaby Zoning By-Law No. 4742 with authority to enter at all reasonable times upon any property or premises to ascertain whether the provisions of By-Law No. 4742 are being obeyed.

Respectfully submitted,



M.J. Jones,
CHIEF BUILDING INSPECTOR.

MJJ:lm

c.c. MUNICIPAL SOLICITOR
DIRECTOR OF PLANNING
MUNICIPAL TREASURER
MUNICIPAL ENGINEER

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District of Burnaby
Class Specification

Class No. 330
Prepared December 1977

HOUSING INSPECTOR

1. Nature and Scope of Work

This is technical, regulatory and enforcement work involving the investigation, inspection and evaluation of occupancies in single-, two-, and multi-family dwellings. An employee of this class inspects dwelling units and accommodation to determine their legal status relating to relevant zoning and building by-laws; prepares reports on by-law infractions and recommends or takes appropriate remedial action. Independence of action and judgement, investigative initiative, tact and diplomacy are exercised by the Inspector and work performance is evaluated in terms of effective inspectional regulatory and enforcement services rendered by a superior who may also advise on suitable action in cases of exceptional circumstances.

2. Illustrative Examples of Work

Investigates residential property in accordance with a predetermined program and/or receives complaints and obtains information regarding alleged illegal occupancies; contacts owners and/or tenants, gains entry and inspects for use and compliance with governing Municipal regulations.

Reports occupancies found by inspection to supervisor for establishing of appropriate classification for sewer and water utility charges.

Obtains and researches legal descriptions and titles at B.C. Assessment Authority and Land Registry Office; checks building and other permits, compiles information and documents; establishes files and prepares reports for use by building, plumbing, and electrical inspectors.

Prepares recommendations regarding corrective or legal action; submits documents to supervisor for processing; prepares and lays charges; checks relevant documents and evidence for accuracy and completion, attends court as Municipal representative and witness.

Maintains follow-up files regarding enforcement of by-laws relevant to illegal occupancies; may check applications related to strata title and subdivisions and performs inspectional work to determine standards of accommodation.

Performs related work as required.

3. Required Knowledges, Abilities and Skills

Considerable knowledge of Zoning By-Law as applicable to work performed.

Sound knowledge of policies and regulations related to quality, construction, alteration, and repair to housing structures.

Working knowledge of applicable sections of the Building, Electrical, Plumbing and Gas By-Laws.

Working knowledge of policies and regulations related to the use and development of real property.

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Working knowledge of heating systems, ventilation, drainage, and related factors in building construction.

Working knowledge of rules, regulations and procedures in Court hearings and of the rules of evidence.

Ability to investigate, inspect and evaluate the circumstances regarding alleged illegal occupancies in a variety of dwelling structures.

Ability to recognize infractions of a variety of by-laws, as they apply to standards of construction and building services.

Ability to prepare concise, factual reports; to recommend remedial action, to prepare and lay legal charges and represent the Municipality in Court.

Ability to perform investigative duties with firmness, tact and diplomacy.

4. Desirable Training and Experience

Completion of the 12th school grade, supplemented by technical courses related to building construction. Apprenticeship or considerable experience in the building trades and some experience in enforcement work, preferably related to the National Building Code or an equivalent combination of training and experience.

5. Required Licences, Certificates and Registrations

Valid B.C. Driver's Licence.