

# **THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **STAFF REPORT**

**DATE:** June 20, 2023

**TO:** Committee of the Whole

**FROM:** Jon Wilson, Chief Building Official

**SUBJECT: Deputy Chief Building Official position**

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### **RECOMMENDATIONS:**

**THAT Committee of the Whole recommend that Council appoint Devon Staley and Gerald Moore of RSM Building Consultants as Deputy Chief Building Official for the Municipality until such time that an employee of the Municipality is appointed as a Deputy Chief Building Official.**

### **BACKGROUND:**

The Municipality has a responsibility to have sufficient staff appointed for the enforcement of the Building Code Act within the Municipality. When the current Chief Building Official was appointed in January 2023, the previous by-law appointing Devon Staley and Gerald Moore of RSM Building Consultants as Chief Building Official was automatically repealed.

As noted in the Lame Duck Period Information Report from March 15, 2022 it is best practice to appoint a deputy for all statutory positions, of which the Chief Building Official is one.

### **DISCUSSION:**

During the evaluation to fill the permanent position of Senior Plans Examiner/Deputy Chief Building Official as presented to Committee of the Whole on June 6, 2023, staff realized the auto-repeal of the previous by-law resulted in the current Chief Building Official being the only person with the authority to issue building permits within the Municipality with no deputy appointed to act in the event they are unavailable. As noted in the staff report of June 6, 2023, there is a plan to recruit someone to fill the role of Senior Plans Examiner/Deputy Chief Building Official but having a person operational in that position is not possible in the immediate future.

There may be situations where the current Chief Building Official is unavailable, such as annual vacation. When considering the Municipality's responsibility for continuity of

business operations and service to the public, having a person already appointed in the Deputy Chief Building Official role will eliminate interruptions to daily operations.

There is an existing agreement between the municipality and RSM Building Consultants to provide support services to the Building Department and the role of Deputy Chief Building Official fits within the parameters of that agreement.

It is the expectation that this appointment is an interim measure until the permanent full-time Senior Plans Examiner/Deputy Chief Building Official position for the Municipality is filled.

### **FINANCIAL IMPLICATIONS:**

Financial implications for this appointment will be limited and absorbed within the existing 2023 budget allocation.

### **SUMMARY:**

In order to ensure the continuity of business and that on an interim basis that the Municipality has a backup to the Chief Building Official staff are recommending that Council adopt a by-law to appoint Devon Staley and Gerald Moore of RSM Building Consultants as Deputy Chief Building Official.

Respectfully submitted by,



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Jon Wilson  
Chief Building Official

Reviewed by,



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Ken Kelly  
CAO