

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 5, 2021

TO: Committee of the Whole

FROM: Ken T. Kelly, Chief Administrative Officer

SUBJECT: Appoint a Chief Building Official

RECOMMENDATION:

THAT, the Committee of the Whole recommend to Council to appoint Mark Jeffrey as Chief Building Official for the Municipality and appoint Dan Prest as a part time Deputy Chief Building Official.

BACKGROUND:

Mr. Prest has expressed his desire to retire from full time duties with the Municipality. Both Mr. Prest and the Municipality want to ensure an orderly transition to a new Chief Building Official. A process to select a new CBO was completed with Mark Jeffrey as the successful candidate. Mr. Jeffrey has agreed to assume the position as of October 4, 2021.

To ensure that we have a continuity of services in the Building Department Mr. Prest will continue with the Municipality on a part time basis. This will allow for a smooth transition of knowledge and allow additional resources to perform inspections and address enforcement issues until all positions are staffed.

The process to replace Shane Atkinson as a building inspector has been started and the process to select a full time Deputy Chief Building Official will begin shortly. The part year funding for the Deputy CBO role was budgeted in 2021. These funds and the vacant building inspector position salary will be used to fund the part time role in 2021.

The Building Department is a self-financing division of the Municipality through the collection of fees for the services performed and any additional costs will be drawn from the Building Department reserve.

In the absence of the full time Chief Building Official the Deputy Chief Building Official will assume the duties and responsibilities to ensure the continuity of business.


FINANCIAL IMPACT:

The are no budget implications for the appointment of the Chief Building Official. The Deputy Chief Building Official was included in the 2021 budget as a new position starting June, 2021.

SUMMARY

I recommend Council appoint Mark Jeffrey as Chief Building Official for Mississippi Mills and Dan Prest as part time Deputy Chief Building Official.

All of which is respectfully submitted,


Ken Kelly
Chief Administrative Officer

Attachment

- 1) Bylaw to appoint Chief Building Official