



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Planning & Development

Report Number: Planning & Development-2025-046

Submitted By: Marnie Venditti

Approved By: Stephen Donachey

Subject: Appointment of Deputy Chief Building Official

Recommendation:

That the Committee of the Whole recommend that Council grant three readings and final passage to By-law No. 2025-034 attached to report 2025-046 as Exhibit A, being a By-law to appoint a Deputy Chief Building Official, Steven Miller, for the purpose of enforcing the *Building Code Act* and By-laws of the Township.

Background:

As per the *Building Code Act* 3(2), the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the administration and enforcement of the Act in the areas in which the municipality has jurisdiction.

The Township has never appointed a Deputy Chief Building Official and has relied on the authority of the Chief Building Official. The implication of this is that there is no appointed back up to the Chief Building Official when they are out of the office. In many situations inspectors have needed to contact the Chief Building Official when they are out of the office on holidays or due to illness to be able to issue orders or take action under their authority. The appointment of a Deputy Chief Building Official will ensure that there is a qualified and appointed official in the office to address these situations and build additional competency within the Building Division.

Analysis:

The Deputy Chief Building Official, under the direction of the Chief Building Official, will primarily be responsible for assisting in supervising and coordinating building services, including compliance with the *Building Code Act*, Ontario Building Code, and applicable regulations. The role will provide leadership and guidance to employees, represent the

Chief Building Official (CBO) when required, and assume the CBO's role and responsibilities in their absence. The Deputy CBO will also attend court and other legal proceedings to represent the Township regarding Building Code Enforcement matters.

An internal recruitment process for the Deputy Chief Building Official position was completed and Steven Miller was selected as the successful candidate.

The appointment of a Deputy Chief Building Official will not result in any new staff within the Planning and Development Department this is an allocation of existing staff resources.

Financial Implications:

There are no financial implications. The position of Deputy Chief Building Official was evaluated through the compensation review and is included in the compensation grid for Township employees. The wage will be paid through the current operating budget.

Relevant Policy or Legislation:

Building Code Act

Strategic Plan Alignment:

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- ☒ Delivering Effective and Accountable Government
- ☐ Promoting Quality of Life and Environmental Stewardship
- ☐ Growing a Liveable Community with Great Services
- ☐ Fostering Jobs and Economic Development

Consultations:

This report was reviewed in consultation with:

Attachments:

Exhibit A- By-law to Appoint Deputy Chief Building Official