



**City of Kingston  
Report to Council  
Report Number 15-020**

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<b>To:</b>	<b>Mayor and Members of Council</b>
<b>From:</b>	<b>Lanie Hurdle, Commissioner, Community Services</b>
<b>Resource Staff:</b>	<b>Del Stowe, Manager, Building Services, Building &amp; Licensing</b>
<b>Date of Meeting:</b>	<b>December 16, 2014</b>
<b>Subject:</b>	<b>Appointment of Chief Building Official and Deputy Chief Building Official</b>

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**Executive Summary:**

Council is responsible for the enforcement of the Building Code Act and in accordance with Subsection (2) of Section 3 of the Building Code Act, R.S.O. 1992, Chapter B.13 provides that the Council of a municipality shall appoint a Chief Building Official and such Inspectors as are necessary for the purpose of the enforcement of the Building Code Act in which the municipality has jurisdiction.

Due to a recent retirement, the appointment of a new Chief Building Official and Deputy Chief Building Official is required.

**Recommendation:**

**That** a by-law be presented to Council to amend By-Law Number 98-8 "A By-Law to Appoint Statutory Officials of the Corporation of the City of Kingston", replacing Terry Willing in subsection 5 to read "Del Stowe is hereby appointed Chief Building Official for the purpose of enforcement of the Building Code Act, R.S.O. 1992, Chapter B.13, in the City of Kingston, effective December 16, 2014"; and

**That** a by-law be presented to Council to amend By-Law Number 98-8 "A By-Law to Appoint Statutory Officials of the Corporation of the City of Kingston", replacing Del Stowe in subsection 5 a) to read "Lisa Capener-Hunt is hereby appointed Deputy Chief Building Official for the purposes of the enforcement of the Building Code act, as amended, in the City of Kingston, effective December 16, 2014".

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

**Lanie Hurdle, Commissioner, Community Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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**Options/Discussion:**

Council is responsible for the enforcement of the Building Code Act under Section 3(2) which states that *“The Council of each municipality is responsible for the enforcement of this act in the municipality...”*

The Act also makes it mandatory under Section 3(2) that *“The Council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act...”*

The appointment of Del Stowe, Manager, Building Services, to act as Chief Building Official, and the appointment of Lisa Capener-Hunt, Supervisor, to act as Deputy Chief Building Official, is required in order to maintain continuous coverage for these statutory positions, especially during emergencies.

This change is necessary due to the retirement of Terry Willing, Chief Building Official, effective December 1, 2014.

**Existing Policy/By-Law:**

By-Law Number 98-8 Appointment of Statutory Officials

**Notice Provisions:**

Not required

**Accessibility Considerations:**

Not required

**Financial Considerations:**

Not required

**Contacts:**

Lanie Hurdle, Commissioner, Community Services 613-546-4291 extension 1231

**Other City of Kingston Staff Consulted:**

Not applicable

**Exhibits Attached:**

Exhibit A Draft By-Law Amendment

**By-Law Number 2015-XX**

**A By-Law to amend By-Law Number 98-8 "A By-Law to Appoint Statutory Officials of the Corporation of the City of Kingston".**

**Passed:** December 16, 2014

**Whereas** Council is responsible for the enforcement of the Building Code Act and in accordance with Subsection (2) of Section 3 of the Building Code Act, R.S.O. 1992, Chapter B.13 provides that the Council of a municipality shall appoint a Chief Building Official and such Inspectors as are necessary for the purpose of the enforcement of the Building Code Act in which the municipality has jurisdiction;

**Therefore be it resolved that** the Council of the Corporation of the City of Kingston hereby enacts as follows:

1. That By-Law Number 98-8 of the Corporation of the City of Kingston entitled "A By-Law to Appoint Statutory Officials of the Corporation of the City of Kingston", as amended, is hereby further amended:
  - a. Section 5 is hereby amended to delete the name "Terry Willing" and replace it with "Del Stowe" so that Section 5 shall now read as follows:

Del Stowe is hereby appointed as Chief Building Official for the purposes of the enforcement of the Building Code Act, as amended, in the City of Kingston effective December 16, 2014.
  - b. Subsection 5(a) is hereby amended to delete the name "Del Stowe" and replace it with "Lisa Capener-Hunt" so that Subsection 5(a) shall now read as follows:

Lisa Capener-Hunt is hereby appointed as Deputy Chief Building Official for the purposes of the enforcement of the Building Code Act, as amended, in the City of Kingston effective December 16, 2014.
2. This By-Law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: December 16, 2014

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**John Bolognone**  
**City Clerk**

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**Bryan Paterson**  
**Mayor**