



**TOWN OF AURORA**  
**ADDITIONAL ITEMS**  
**FOR SPECIAL COUNCIL MEETING**

**Tuesday, March 1, 2016**  
**6 p.m.**  
**Council Chambers**

- **Item 1 – Memorandum from Director of Building & By-law Services**      pg. 1  
**Re: Appointment of an Acting Chief Building Official**

**RECOMMENDED:**

THAT the memorandum titled "Appointment of an Acting Chief Building Official" be received; and

THAT the Manager of Building Services be appointed Acting Chief Building Official to fulfill the duties of the Chief Building Official as set out in the *Building Code Act*, S.O. 1992, c. 23, during the absence of the Director of Building and By-law Services.



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**Town of Aurora  
Building and Bylaw Services**

## COUNCIL MEMORANDUM

**DATE:** March 1, 2016  
**TO:** Mayor and Council  
**FROM:** Techa van Leeuwen, Director of Building and Bylaw Services  
**RE:** Appointment of an Acting Chief Building Official

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### RECOMMENDATIONS

***THAT the memorandum titled "Appointment of an Acting Chief Building Official" be received; and***

***THAT the Manager of Building Services be appointed Acting Chief Building Official to fulfill the duties of the Chief Building Official as set out in the Building Code Act, S.O. 1992, c. 23, during the absence of the Director of Building and By-law Services.***

### BACKGROUND

The Town of Aurora Director of Building and By-law Services ("Director") is the Chief Building Official ("CBO") appointed by the Town under subsection 3(2) of the *Building Code Act*, S.O. 1992, c. 23 (the "Act"). When the Director is absent the Manager of Code Review and Inspections is normally the Acting CBO responsible for performing the CBO's statutory duties, including the issuance of emergency orders to protect the health and safety of residents. The Manager of Code Review and Inspections position is currently vacant.

### COMMENTS

In order to ensure that the Town is able to fulfill its duties under the Act, it is recommended that the Manager of Building Services be appointed Acting CBO whenever the Director is absent until a new Manager of Code Review and Inspections is appointed.