

**Report to Council**

Re: Appointment of Designated CBO  
Building Department-2025-05

From: Don Helleman

Date: May 6, 2025

**Recommendation:**

That the report Building Department-2025-05, dated May 6, 2025, regarding the Appointment of a Designate CBO be received, that Council directs the current Chief Building Official to utilize the services of RSM Consultants for the issuance of building permits when required and that the required By-law be approved.

**Overview:**

During certain times of the year, or with certain projects, the Chief Building Official (CBO) may require additional support to complete their regulated duties and assigned tasks. Additionally, the Building Code Act and Regulations require specific tasks be carried out, solely, by the Chief Building Official. These tasks, in the absence of the CBO, would typically be administered by the Deputy Chief Building Official (DCBO). The Building Department does not have a DCBO appointed.

The Department currently has a building permit application that requires the attention of the CBO or designate. Given the current workload and complexity of the submission, the Chief Building Official is looking to utilize a third-party Code consultant to review and issue the permit.

The Chief Building Official is proposing to use RSM Consultants to complete the review and issuance of the building permit.

**Conclusion:**

RSM Consultants is a trusted third-party firm that specializes in assisting municipalities with department coverage for Chief Building Officials and Building Officials alike.

Utilizing the services of RSM will allow the department to service the applicant in a timely manner.

Council will need to appoint RSM as a designate CBO through by-law.

**Financial Impact:**

The 2025 budget allocated \$6500.00 for third party review and CBO coverage. The final cost, though not fully established, will not surpass the budgeted amount.

## Township of Douro-Dummer Strategic Plan 2023-2027



### **Service Modernization and Innovation**

Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.



### **Business Attraction, Expansion, and Retention**

Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.



### **Infrastructure Renewal**

Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

### Report Approval Details

Document Title:	Appoint Designate CBO - Building Department-2025-05.docx
Attachments:	
Final Approval Date:	May 1, 2025

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis