

Appointment of Chief Building Official and Executive Director, Toronto Building

Date: December 3, 2025

To: City Council

From: City Manager and Deputy City Manager, Development & Growth Services

Wards: All

REASON FOR CONFIDENTIAL INFORMATION

This report deals with personal matters about an identifiable individual who is being considered for appointment as Chief Building Official and Executive Director, Toronto Building.

SUMMARY

The purpose of this report is to recommend to City Council an appointment to the position of Chief Building Official and Executive Director, Toronto Building.

RECOMMENDATIONS

The City Manager and Deputy City Manager Development & Growth Services, recommends that:

1. City Council appoint the candidate identified in Confidential Attachment 1 to the position of Chief Building Official and Executive Director, Toronto Building for the City of Toronto, with such appointment to be effective January 1, 2026, subject to written acceptance by the candidate of the terms and conditions of a contract of employment offered by the City.
2. City Council authorize the appropriate City officials to take the necessary action to give effect thereto, including the introduction in Council of the necessary bills to appoint the approved candidate as the Chief Building Official and Executive Director, Toronto Building under the Building Code Act, 1992.

3. City Council authorize the public release of the name and Curriculum Vitae summary of the candidate identified in Confidential Attachment 1 upon approval of the appointment by City Council.

FINANCIAL IMPACT

There are no financial implications resulting from the adoption of the recommendations in this report, as the budget for the position of Chief Building Official and Executive Director was approved by Council and included in the 2025 operating budget.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

Subsection 3(2) of the Building Code Act, 1992 S.O. 1992, c 23, as amended provides that the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction.

Additionally, Chapter 169-6 of the Municipal Code provides that the Chief Building Official shall be appointed by Council on the recommendations of the City Manager.

In January 2025, a recruitment process commenced to select a new Chief Building Official.

COMMENTS

Under subsection 3(2) of the Building Code Act, 1992 S.O. 1992, c 23, the City is required to appoint a Chief Building Official, whose powers, responsibilities and duties are set out in the Building Code Act. Additionally, Chapter 169-6 of the Municipal Code provides that the Chief Building Official shall be appointed by Council on the recommendations of the City Manager.

The Phelps Group (Phelps), one of the City's approved vendors for executive search services was retained to carry out the search for a new Chief Building Official and Executive Director, Toronto Building.

A comprehensive recruitment process was undertaken to identify interested and qualified candidates. The position was posted internally and externally for six weeks and closed on February 24, 2025.

The Chief Building Official and Executive Director, Toronto Building provides strategic leadership to ensure newly constructed commercial and residential buildings meet

provincial and municipal standards and regulations. The role oversees the issuance of licenses and permits for construction in Toronto, ensuring compliance with technical standards and regulatory frameworks. In this role, the Chief Building Official and Executive Director, Toronto Building will drive operational excellence, policy development, and service improvements to support the City's growth and development.

A comprehensive, North American-wide recruitment process was undertaken to identify interested and qualified candidates.

A key focus for the search and selection process was ensuring a diverse and inclusive candidate pool. To ensure broad reach, the position was posted and/or shared with members of multiple organizations including but not limited to Phelps' job site, City of Toronto, LinkedIn, BILD Careers, Civic Jobs, Ontario Building Officials Association, Ontario Municipal Administrators' Association and Select Leaders job board.

During the recruitment processes of proactively identifying and sourcing qualified candidates, Phelps conducted research, networking and direct recruitment with approx. 286 candidates across North America. A combined total of 54 applicants applied to the position and a long list of nine (9) candidates were assessed further by Phelps and members of the selection panel. Following this evaluation, four (4) shortlisted candidates participated in in-depth interviews with the panel. References and background checks for the successful candidate were conducted. The interview panel members included Councillor Perks, Deputy City Managers Jag Sharma and Will Johnston and Director Talent Acquisition Tobie Mathew.

The selection process for the position of Chief Building Official and Executive Director, Toronto Building has been thorough, comprehensive, open, fair and objective.

A confidential summary of the curriculum vitae of the candidate is attached as Confidential Attachment 1.

CONTACT

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SIGNATURE

Paul Johnson
City Manager

Jag Sharma

ATTACHMENTS

Confidential Attachment 1 - Appointment – Chief Building Official and Executive Director
Building and Curriculum Vitae Summary