



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: Megan Goss, Human Resources Coordinator & Assistant to the CAO
Date: **Tuesday July 4, 2017**
Report: HR: 17-01
Subject: Addition of a Building Inspector Position

Recommendation

That the report of Megan Goss, Human Resources Coordinator and Assistant to the CAO dated July 4, 2017 regarding the addition of a Building Inspector position be received; AND

That Council authorize the Administration to proceed with the recruitment of a Building Inspector

Background & Analysis

Building services provided by municipalities in Ontario are required to meet prescribed timelines for service standards as mandated by the province under the Building Code Act. These include specific timelines for permit reviews and permit issuance which have become more complex with regulatory changes (i.e. Accessibility and code revisions for Energy Efficiency being two significant additions to the Building Code).

Due to an increase in permit volumes and ongoing management/inspections required, South Huron has been challenged to meeting these timelines while being expected to provide thorough comprehensive reviews on all development which occurs within the Municipality with a current complement of a Chief Building Official. It should be noted that the Municipality is no

longer able to achieve a two day review and turn around for completed permit applications to be approved.

South Huron has seen an increase in the number and complexity of permits issued. We have had a larger number of complex permits requiring follow up and there has been an increase in the number of compliance certificates being issued.

Below is a comparative of 2016 to 2017's to date Annual Permit Activity by type of permit.

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MUNICIPALITY OF SOUTH HURON
Annual Permit Activity by Type

Yearly activity up to the month of June

<u>2017 Permit Activity</u>				<u>2016 Permit Activity</u>			
Type	Count	Work Value	Fees	Type	Count	Work Value	Fees
01 - New construction	40	\$17,463,100.00	\$111,909.91	01 - New construction	22	\$6,109,400.00	\$53,122.03
02 - Addition	15	\$1,128,089.17	\$14,098.29	02 - Addition	19	\$1,366,566.56	\$17,447.49
03 - Alteration	8	\$595,981.68	\$5,352.52	03 - Alteration	5	\$127,950.00	\$1,279.50
10 - Deconversion 1-NonRes	3	\$26,500.00	\$600.00	10 - Deconversion 1-NonRes	4	\$25,500.00	\$800.00
Class 4-New Installation	1	\$0.00	\$533.00	12 - Installation PreFab	2	\$2,365.02	\$150.00
				Class 4-New Installation	1	\$0.00	\$533.00
	67	\$19,213,670.85	\$132,493.72		53	\$7,631,781.58	\$73,332.02

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In the first six months of 2017 almost triple the total work value has occurred in comparison to 2016. There are four different types of construction which escalate in complexity as the classification increases. Each class has legislated working days for turnaround of an application.

Permits are requiring greater care in the review process and more time completing inspections and follow up inspections. The department also is administering a larger number of site plan agreements which require consistent follow up with the applicant to ensure compliance and to protect the interests of the South Huron.

The establishment of a Building Inspector, the work load distribution and time allocations for application reviews would ensure that our service level demands would meet legislative requirements. The CBO would be able to commit more time to plans review and site plan administration while the inspector is able to spend time completing the inspections, following up with

residents and answering questions. This will allow for more detailed analysis regarding recommendations for Council considerations and a more thorough plans review for applications. This person would also be able to provide support to the administration staff for coverage.

Additionally, an inspector may allow the department to expand some services to offer Plumbing permits and inspection in-house. Currently residents must seek a permit through the Huron County Health Unit for plumbing inspections. Bringing this service in-house may be more cost effective for the residents and would provide a single point for all building services in South Huron.

As previously identified, there is a greater expectation of information from Council and Departments to make informed recommendations and decisions. It is also critical to recognize that the public is demanding more access to information and a quicker turnaround. The addition of the Building Inspector would ensure that we are able to meet these local service expectations and provide a higher level of customer service.

A South Huron job Description already exists. As a result, there is no requirement to conduct a job evaluation and the position would not have an impact on pay equity and/or maintenance.

Operational Considerations

1. Contract Position

An assessment was made to determine if the position could be looked at on a contract basis as budgeted. This option is not considered viable for the following reasons:

- Investment in training (i.e., software, municipal policies and procedures, familiarity with departments, budget process)
- Difficulty attracting potential candidates. The market for qualified candidates is currently a monopoly and there are few individuals that are willing to work part-time hours or a temporary position when so many full-time permanent positions are available.
- The need is not temporary.

2. Part-time Position

An assessment was made to determine if the position could be looked at on a part-time basis. This option is not considered viable for similar reasons outlined above.

Financial Impact

This position has been evaluated as a Grade 13 position which is a salary range of \$59,857 to \$70,419. In the 2017 budget \$48,756 was approved for benefits and wages to cover the contracted service of a part-time building inspector on an as needed basis. This budget line has not been used to date as the department has used our shared services agreement to fill in in the absence of the CBO/Manager. However, participating municipalities are not readily available to cover and this has been difficult to manage. Also it provides no coverage administratively.

It is anticipated that the position would be filled as of August 1, 2017. Based on a start date and using Grade 13, Step 3 and Grade 13, Job Rate as a comparator, the anticipated financial impact for 2017 would be as follows:

Building Inspector 2017 (5 months)			
COST CENTRE	AMOUNT	COST CENTRE	AMOUNT
Salary Grade 13 Step 3	\$27,112	Salary Grade 13 Job Rate	\$29,793
Benefits	\$8,134	Benefits	\$8,938
Total	\$35,246	Total	\$38,731

For 2018 based on one full year of service and using Grade 13, Step 3 and Grade 13, Job Rate as a comparator, the anticipated financial impact would be as follows:

Building Inspector 2018 (1 Year)			
COST CENTRE	AMOUNT	COST CENTRE	AMOUNT
Salary Grade 13 Step 3	\$64,082	Salary Grade 13 Job Rate	\$70,419
Benefits	\$19,225	Benefits	\$21,126
Total	\$83,307	Total	\$91,545

This modelling is for illustration purposes only and to derive a best estimate for the overall financial impact to meet prescribed service levels and providing a higher level of service to our Community.

It should be noted that Building Services does not have a tax levy implication on municipalities as all costs are recovered through permit fees.

Legal Impact

The legal implications are that the department/municipality may face an inability to meet legislated deadlines. In addition, there is a risk of not being able to provide thorough analysis when reviewing plans which could have legal implications.

Staffing Impact

As previously stated the building delivery services are maximized. In addition to support the CBO in completing inspections and providing administrative back-up, this position will assist in meeting ongoing expectations of the Ministry and Community. The gap in the provision of information to those respective stakeholders is at an analysis and application processing level which will be filled by having the CBO in office more frequently.

It is important to note that this position will allow for coverage for the CBO and Administrative Assistant. This has been an ongoing challenge and although the shared services agreement does cover the inspections, it provides no administrative support or customer support for questions and queries.

In addition, this position should alleviate the Department as a whole given the challenges the Department has faced regarding the legislative changes, compliance and the ability to process a greater volume and complexity of permits.

This position will also allow the municipality to explore the opportunity of bringing in plumbing inspections as an additional service and form of revenue.

Based on the above rationale, moving toward having a building inspector position will allow the organization to move forward, meet operational objectives and ensure legislative compliance.

Policies/Legislation

The addition of a Building Inspector position will result in the following:

- Exploration of an in-house plumbing inspection program could be explored. I
- Legislative compliance in an effective and timely manner will result.

South Huron's Strategic Plan

The recommendation(s) included in this Staff Report relate to the following goals identified in the 2015-2019 Council Strategic Plan:

1.1.1 Key Priority Areas and Strategic Directions

- Undertake a services and facility review
 - This includes a full facilities, program, services and infrastructures review with an emphasis on programs and service delivery that are feasible and achievable

1.1.2 Strategic Objectives

- Administrative Efficiency and Fiscal Responsibility
- Dedicated Economic Development Effort

Consultation

Finance Department
Development Services Department
Office of the CAO

Attachments

None

Respectfully submitted,

Megan Goss BA, CHRP,
Human Resources Coordinator & Assistant to the CAO

I concur with this report,

Dan Best MPA, BA
Chief Administrative Officer