

**TOWN OF MINTO****DATE:** April 30, 2018**REPORT TO:** Mayor and Council**FROM:** Terry Kuipers, C.B.O**SUBJECT:** Appointment of Building Inspector

STRATEGIC PLAN:

9.1 Establish and maintain streamlined planning approval processes that use innovative and cost effective tools to protect Town and public interest and ensure development proceeds quickly and affordably

BACKGROUND:

The Town of Minto has seen an influx of development across all sectors in the past couple of years. In addition to this, the Building Department is dealing with a maternity leave which reduced the number of qualified Inspectors to just the Chief Building Official.

Staff had discussions to determine the best method to address this short term staffing issue and due to the lack of available Building Inspectors and the common elevated workload other local Building Departments are experiencing, it was decided that the best method would be to cross-train internal staff to provide coverage during this leave. During the recent months, Cam Forbes has been taking Building Code courses and exams, and has received his qualifications to be able to review plans and inspect residential buildings. He is now able to provide inspection coverage during until our current Building Inspector has returned and during vacations and other busy periods.

COMMENTS:

The residential construction sector has the highest demand on the Building Department, with each new house requiring 13-15 inspections each. New residential construction accounts for roughly 18.2% of the permits issued, but staff time allocation has been calculated to be roughly 21 weeks (5.25 months) per year in dealing strictly with this type of permit. Having Cam Forbes qualified in this category is a great benefit to the Building Department and the service levels it provides.

He will continue with By-Law Enforcement and Fire Prevention duties but will prioritize his time based on the demands in each area of responsibility. In the Building Department, inspections are prioritized above by-law enforcement. In the Fire Department, he will complete f his mandated duties, but unlegislated duties will be completed as time permits.

Staff is very pleased to continue to cross train within this Department. In addition to the duties noted above, staff took on Risk Management Inspection when Source Water

Protection was mandated a few years ago. Having a good mix of qualifications is of benefit to the Town and staff members.

FINANCIAL CONSIDERATIONS:

There is no financial consideration with this proposal at this time. In the event this changes the job classification through salary review, any increase in salary will be offset by permit fees which are to cover the cost of the service.

RECOMMENDATION:

That Council receives the Chief Building Official's report dated April 20, 2018, and considers a bylaw in regular session to appoint Gordon Cameron Forbes as a Building Inspector for the Town of Minto.

Terry Kuipers, C.B.O