



Report to Council

Department: Development Services
Division: Development Services
Date: May 16, 2022
Prepared by: Lori Chadwick, Director, Development Services
Report Number: Development Services-2022-07
Subject: Contract Building Inspector
Number of Pages: 4 plus attachment

Recommendation(s)

That Development Services Report 2022-07 entitled Contract Building Inspector prepared by Lori Chadwick, Director, Development Services dated May 16, 2022 be received;

That Council approve an as-needed Contract Building Inspector from May 16, 2002 through to December 31, 2022; and

That By-law 2151, being a by-law to appoint Dan Boudreau as a Building Inspector for the Town of Essex, be adopted.

Purpose

Council approval is required for proposed spending outside of the approved Operating Budget.

Background and Discussion

As a result of an internal promotion to Deputy Chief Building Official, the position of Building Inspector has remained vacant since April 2022. Although Administration is in the midst of hiring for this position, the Building Services Division is seeking a Contract Building Inspector to assist with the daily on-site building inspections on an as-needed basis until a full-time employee is hired, during the initial training and learning stages of the new employee, and on an as-needed basis until year-end as a result of unprecedented construction activity within our municipality.

As depicted in Council's Monthly Building Reports, construction activity continues to increase at unprecedented rates. Three (3) residential subdivisions have either been issued building permits or will be issued in 2022 for a total of approximately 200 dwelling units (Phase 1 & 5 Essex Town Centre, Phase 1 Parkland Woods, Phase 1 Dalla Bona, and potentially Parnell Street Apartments). Each dwelling requires a minimum of 15 inspections, which are in addition to general inspections for structures such as decks, pools, garages, and building additions which are also in demand. Construction activity on numerous commercial developments is also in progress in 2022 and requires attention by the CBO and/or Deputy CBO (The Grove Motel, Liftow-Toyota, Dahl House, Sturgeon Woods RV Storage & Sales).

Given the current staffing constraints, as well as the ongoing implementation towards a full launch of the electronic permitting system, and in order to ensure legislative timeframes are met to avoid risk and liability, and while also maintaining an acceptable level of service due to this extraordinary construction activity, an as-needed Contract Building Inspector can assist with building inspections, meeting the required legislated time frames, and addressing the customer service demand.

Financial Impact

As of the date of writing of this report, revenues in the Building Service's Operating Budget are within 10% of meeting the forecasted revenue for the entirety of 2022. Furthermore, it is anticipated that approximately \$569,000 of additional revenue will be generated through the issuance of approximately 100 additional building permits before year-end (average of \$5691.00 in permit fees per dwelling unit). The additional revenue expected to be generated from this construction demand would be utilized to offset the cost of procuring a Contract Building Inspector on an as-needed basis until year-end for a maximum of \$50,000.00.

Consultations

Kevin Carter, Manager, Building Services/Chief Building Official

Kate Giurissevich, Director, Corporate Services/Treasurer

Link to Strategic Priorities

- Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Contract Building Inspector - Development Services-2022-07.docx
Attachments:	- By-Law 2151 to Appoint Building Inspector Dan Boudreau.docx
Final Approval Date:	May 12, 2022

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

A handwritten signature in black ink, appearing to read "Doug Sweet", with a long horizontal stroke extending to the right.

Doug Sweet, Chief Administrative Officer - May 12, 2022 - 3:19 PM