



Municipality of North Grenville

Report No.
PD-013-2020

File No.
C7-PD

Agenda Date:	May 19th, 2020 – Council Meeting
Subject:	Electronic Submission of Building Permit Drawings and Documents.
Attachments:	N/A

RECOMMENDATION

The following recommendation is provided for Council's consideration:

That Council approve Amendments to Municipal Building By-Law 14-98, as amended, to require electronic submission of building permit drawings and documents.

BACKGROUND

Section 3.3 of the Municipal Building By-Law 14-98, as amended, currently requires submission of "*one copy of plans drawn to scale upon paper or other acceptable materials*". Current practice has been to request two (2) copies of the drawings. This change in procedure has not been captured in previous amendments to the by-law.

Recently the Municipal Property Assessment Corporation (MPAC) has requested that the Municipality provide digital copies of drawings to them to assist them in their supplemental assessment process. Also during the current pandemic, digital submissions have been accepted by the Department in order to achieve the necessary physical distancing and to accommodate the closure of the Municipal Office to the public.

ANALYSIS

Up to this point, the Municipality's Building by-law has not addressed the capability for digital submission of building permit applications or drawings. Electronic building permit application submission capabilities are included in the Department's consideration for an updated building permit software system. The purchase of an updated building permit software system to improve operational efficiencies is currently included in the Department's capital budget.

Therefore, it is necessary to amend the Building By-Law in order to have the capability to accommodate electronic document submissions. It is the recommendation of staff that Council approve the proposed amendments to By-Law 14-98, as amended, to include provisions for the submission of electronic submissions of building permit applications and drawings.

The proposed wording for the amendment to Section 3.3. of By-Law 14-98, as amended, is as follows:

"Unless otherwise specified by the Chief Official, two (2) paper copies and one (1) electronic copy of the plans drawn to scale shall be submitted."

ALTERNATIVES

The alternative to staff's recommendation would be to leave the Building by-law as it is. This would mean that the Building Division would not be able to provide the requested customer service to external customers such as MPAC and that customer service delivery of the building permit application process would not be improved with the capability to address electronic document submissions.

FINANCIAL/STAFFING IMPLICATIONS

This item has been identified in the current budget: Yes ☐ No ☐ N/A ☒

This item is within the budgeted amount: Yes ☐ No ☐ N/A ☒

The financial implications of this recommendation will be to improve the timing of MPAC's ability to appropriately assess properties in the Municipality and therefore provide supplemental assessments in a timely manner. In addition, this will provide the opportunity for improved customer service delivery efficiencies for all clients of the Building Division.

Staffing implications, as they relate to implementing Council's decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

LINK TO COUNCIL WORK PLAN

These proposed amendments to the Municipality's Building By-Law helps to support Council's Collaborative Leadership goal to *"find efficiencies wherever possible, without compromising service to our community."*

Prepared by:

**Reviewed and
submitted by:**

**Reviewed and submitted
for Council
Consideration by:**

Original Signed By

Original Signed By

Original Signed By

Steven G. Leroux
Chief Building Official

Philip Gerrard
**Director of Planning
& Development**

Gary Dyke
CAO