



## Municipality of North Grenville

**Report No.**  
PD-018-2020

**File No.**  
C7-PD

<b>Agenda Date:</b>	<b>June 16<sup>th</sup>, 2020 - Council Meeting</b>
<b>Subject:</b>	<b>Building Official Appointment</b>
<b>Attachments:</b>	<b>Appendix 1: By-Law 74-18 to appoint Building Officials and Building Inspectors.</b>

### **RECOMMENDATION**

The following recommendation is provided for Council's consideration:

**That Council amend By-Law 74-18 to appoint Don Lewis as a Building Official for the Municipality of North Grenville.**

### **BACKGROUND**

The Building Division is requesting an additional contract Building Official be appointed at this time due the current maternity leave vacancy of one Building Official and to the current and anticipated increase of building permit applications resulting partially from the ongoing COVID -19 pandemic and the re-opening of the construction sites under the associated Provincial emergency orders.

### **ANALYSIS**

During May and June of this year, the Building Division has experienced a spike in building permit submissions. Building permit submissions received in May totaled 48 permit applications and have issued 31 permits. To date for 2020, we have been averaging 23.5 permit application submission per month. In the first two days of May we received 12 permit applications alone.

A portion of the applications were generated from property owners directly, which require a greater number of communications between the applicants and our staff to achieve a building permit issuance.

The increased review and communication process has created a backlog of permit applications which are now requiring over time hours to catch up.

The appointment of a contract Building Official to cover the vacancy of the maternity leave Inspector was anticipated in our budget for 2020. Therefore the wages for Building Inspector, Lindsay Brenning were included in the wages line of the Building Division 2020 budget.

## **ALTERNATIVES**

1. Not appoint an inspector. This is not recommended alternative as it would result in reduced service delivery, failure to meet provincially mandated timelines in the Building Code and increased overtime for existing staff.

## **FINANCIAL/STAFFING IMPLICATIONS**

This item has been approved in the current budget:	Yes <b>X</b>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
This item is within the approved budgeted amount:	Yes <b>X</b>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

As the building budget was proposed and approved with the inclusion of the maternity leave wages it was always anticipated that we would offer and fill the maternity leave position for the duration of that leave.

We have benefited for the last 5 months by not having to pay out the wages for the maternity leave position therefore there are sufficient budgeted funds for this position.

## **LINK TO COUNCIL WORK PLAN**

Council's Work Plan is silent on this issue.

### **Prepared by:**

Original Sign By

---

**Steven G. Leroux**  
**CBO**

### **Reviewed by:**

Original Sign By

---

**Phil Gerrard**  
**Director of Planning and Building**

### **Recommendation submitted for Council Consideration by:**

---

**Gary Dyke**  
**CAO**

**THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE**

**BY-LAW NO. 74-18**

*A By-Law to Appoint Building Officials and Building Inspectors*

**WHEREAS** the *Municipal Act 2001* authorizes a Council of a local municipality to select and appoint municipal officers;

**AND WHEREAS** the *Building Code Act* authorizes a Council of a local municipality to appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Act;

**AND WHEREAS** the Council of the Corporation of the Municipality of North Grenville deems it advisable to appoint Building Officials and Building Inspectors;

**NOW THEREFORE** the Council of the Municipality of North Grenville hereby enacts as follows:

1. Steve Leroux shall be appointed as Chief Building Official.
2. The following shall be appointed as a Deputy Chief Building Official:
  - Phil Gerrard
  - Erin Watson
3. The following shall be appointed as Building Officials:
  - Robert Garneau
  - Emily Harris
  - Liz Hilfrich
  - Lindsay Mahon
  - Don Lewis
4. The following shall be appointed as Building Officials for the purposes of enforcement of Part 7 under the Ontario Building Code:
  - Mike Finley
  - Jennifer Wallace
  - Dennis Evans
5. James Petersen shall be appointed as Building Inspector for the purposes of enforcement under the *Building Code Act*.
6. By-Law 56-10, as amended, is hereby repealed.

7. The Clerk of the Municipality of North Grenville is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
8. This by-law shall come into force and effect on the date of passing.

PASSED AND ENACTED  
THIS 23<sup>RD</sup> DAY OF JULY, 2018.

---

DAVID GORDON  
Mayor

---

CAHL POMINVILLE  
Clerk