



# Staff Report

## Finance and IT Services

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**Report To:** Committee of the Whole  
**Meeting Date:** June 26, 2017  
**Report Number:** PDS.17.61  
**Subject:** Building Division Additional Vehicle  
**Prepared by:** Michael Benner, Director of Planning and Development

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### A. Recommendations

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THAT Council receive Staff Report PDS.17.61, entitled "Building Division Additional Vehicle"; and

THAT Council authorize the creation of a budget item of \$25,000 for the purchase of a vehicle for the Building Division, with the budget item to be funded from the Building Rate Stabilization Reserve Fund.

### B. Overview

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This is a request for additional funding to purchase a vehicle for the Building Division.

### C. Background

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The staff compliment of the Building Division is made up of 3 building inspectors, including the CBO, a Plans Examiner and a Building and Zoning Coordinator. As Council is aware, this division is experiencing an ever-increasing workload completing 544 inspections by the end of the first quarter of this year. As of June 19th, this division completed 1,205 requested inspections which is up 65% over last year. This does not include any site meetings, follow up inspections or Building Code Act investigations. The Division has issued 135 dwellings YTD which is up from the 80 issued to the end of June 2016 or 69%. 12 month accumulated dwelling starts are at an historic high of 217 dwellings under construction (total value of \$130 million). In 2015 at this time the Town had 89 accumulated dwelling starts. In two years, the number of dwellings under construction has increased 150%. These do not reflect any commercial or multi-residential permits.

Under Section 3 of the Building Code Act, 1992 - it is the responsibility of the Council of each municipality to appoint such inspectors as are necessary for the enforcement of the Act in the area in which the municipality has jurisdiction. While the Town has an agreement in place with Meaford for assistance with inspections, they too have a high volume of inspections and are unable to assist. Alternatively, RSM Consultants, whom the Town has a contract with to assist with building plans review, will charge approx. \$1,500/day for inspections.

To maintain the current level of service, all three inspectors need to be in the field on an almost full time basis. However, the building division only has two vehicles to conduct inspections. Therefore, one of the inspectors would need to use their personal vehicle for inspections. The use of personal vehicles for building inspections is problematic in that mileage is compensated, the use of personal vehicles to attend construction sites has insurance implications for the vehicle owner and the personal vehicles are not properly equipped (emergency lighting) or labelled for Town use.

Therefore, staff are requesting the purchase of an additional vehicle for Building Division inspection activities.

#### **D. Analysis**

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As part of the 2017 Budget process, the Water Services Division proposed the purchase of a crossover SUV. The project had a budget of \$25,000. Although the actual vehicle bids received were slightly lower than budget, additional equipment such as a light bar and snow tires would also need to be purchased. Accordingly, Staff are requesting that a \$25,000 budget item be added to the Building Division budget to cover the purchase of the additional vehicle.

#### **E. The Blue Mountains' Strategic Plan**

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Goal #4: Promote a Culture of Organizational and Operational Excellence  
Objective #4: To Be a Financially Responsible Organization

#### **F. Environmental Impacts**

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The replacement vehicle would meet and/or exceed NRC ratings.

#### **G. Financial Impact**

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Staff are recommending that the additional \$25,000 for the purchase of the vehicle be funded from the Building Rate Stabilization Reserve Fund. The operating cost of the vehicle, fuel, repairs etc., will be funded from the Building Divisions 2017 budget.

#### **H. In consultation with**

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Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets  
Serena Wilgress, Manager of Purchasing & Risk Management

#### **I. Attached**

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n/a

Respectfully submitted,

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Michael Benner, MCIP RPP  
Director of Planning and Development Services

For more information, please contact:

Greg Miller, Chief Building Official

[gmillier@thebluemountains.ca](mailto:gmillier@thebluemountains.ca)

519-599-3131 extension 261