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Date July 5, 2022 **Report No.** 2022-382

To Chair and Members
Human Resources Committee

From Heidi de Vries
General Manager – People, Legislated Services & Planning

1.0 Type of Report

Consent Item []
Item For Consideration [x]

2.0 Topic Increase to Building Services Staff Complement – (Net Financial Impact \$0)

3.0 Recommendation

- A. THAT Report 2022-382, titled “Increase to Building Services Staff Complement”, BE RECEIVED; and
- B. THAT staff BE DIRECTED to implement the position and people resource changes as outlined in Staff Report 2022-382.

4.0 Executive Summary

This report addresses current resource challenges in the Building Services Division of the Building Department. To meet operational demands and the Ministry of Municipal Affairs and Housing mandated timeframes for inspections and permit issuance, staff are recommending to the Committee to add two (2) new positions to the Building Services Division with the ability to inspect and review increasingly complex developments within the City, and to meet the rapid growth the City is currently experiencing.

5.0 Purpose and Overview

The purpose of this report is to present to the Human Resources Committee staffing recommendations required to ensure the City has adequate resources to meet the operational demands and Ministry of Municipal Affairs and Housing mandated timeframes for permit issuance and inspections and to seek approval from the Committee to implement the proposed position changes set out in this Report.

6.0 Background

On May 11, 2021, Report 2021-357 entitled “Restructuring and Expansion of Building Services Technical Staff” was approved by Special City Council. This report provided for a restructure of the Building Services technical staff as well as the creation of four (4) new positions within the business unit. The approved change and additional positions were implemented in 2021. At that time, staff committed to an annual review of the staff complement within Building Services to that the division was resourced sufficiently to meet operational demands.

7.0 Corporate Policy Context

The recommendations set out in this report will further Council priority #5 – “Growth is successfully accommodated in expansion lands”.

These recommendations are also in keeping with the legislative requirements of City Council as set out in the *Building Code Act, 1992*, specifically:

Section 3. Enforcement by municipalities

(1) The council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act. 2002, c. 9, s. 6 (1).

Chief building official, inspectors

(2) The council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction. 1992, c. 23, s. 3 (2).

8.0 Input From Other Sources

This report was circulated to the Human Resources, Legal and Finance Departments for comments.

9.0 Analysis

The City of Brantford has seen progressively increasing amounts of development in recent years, with 2021 having a 50% increase in building permits issued over 2020. During the first 5 months of 2022 the City has exceeded the number of permits issued by 15% for the same timeframe in 2021.

Currently, the Building Services Division is finding it increasingly difficult to meet the Ministry of Municipal Affairs and Housing timeframes for permit issuance. Staff have been required to work overtime in an attempt to meet the applicants' expectations at a cost of over 120 hours in the first five months of the year. This imbalance is a result of the large volume of permits and the temporary displacement of staff for various leaves. Further exasperating the issue is the fact that Building Services has been unsuccessful in recruiting contract staff for replacing staff that are off on leave. Two current contract positions have been posted four times consecutively with no successful candidates. This is due to a shortage of qualified staff in the industry and an excessively high demand for full time qualified staff.

As the Building Code Act requires the council of the municipality to appoint the number of inspectors as necessary for enforcement of the Act, and as the Ontario Building Code sets timeframes for permit issuance and inspection, it is recommended that these two (2) additional positions be implemented to meet the rapid growth the City is currently experiencing. It should be noted that one of these FTE positions will be offset by gapping for a position that is on leave for 12 months and it is projected that, upon that staff member's return, the workload will be sufficient to warrant the additional position.

10.0 Financial Implications

The actual increase in operating expenses (to be offset by revenue) is anticipated to be \$255,292 annually. This cost includes wages and benefits for the two (2) new MBO 3-5 positions and the additional clothing/training/hardware and mobile devices. This represents an increase of approximately 8.5% to the existing 2022 budgeted operating expenses of \$2,874,726 for Building Services.

The operating budget for Building Services is a net zero budget, as it is a user rate funded business unit. The revenue from user rates offsets expenses, and any difference is transferred to/from the Building Services Reserve; therefore there would be no financial implications to the net budget or to the tax levy if the recommendations of this report are approved. According to the Building Code Act, permit revenues may only be used to offset the costs of administering and

enforcing that Act. The use of the Building Services Reserve to fund these positions is in compliance with this requirement of the Act.

A breakdown of the anticipated costs is as follows:

Wages and benefits for two (2) new positions (MBO 3-5)	\$244,292
Clothing, training, hardware, mobile devices	\$11,000
Estimated total increase to operating budget	\$255,292

The total amount in the Building Services Reserve is approximately \$7.8million.

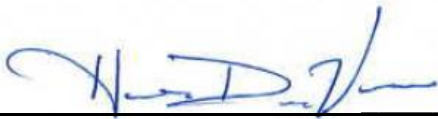
It should be noted that approval of the recommendations in this report may trigger a need to acquire additional vehicles for the Building Services fleet, which would be brought forward as part of the capital budget for 2023.

11.0 Climate and Environmental Implications

There are no climate or environmental implications as a result of this report.

12.0 Conclusion

This report presents to the Human Resources Committee staffing recommendations to meet the increasing operating demands as a result of the volume of development with the City. This report recommends two new positions to grow the Building Services Division and create the capacity to manage both existing and anticipated increases in building permit applications.



Heidi de Vries

General Manager - People, Legislated Services and Planning

Prepared By:

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Chief Building Official – Director of Building Services

Attachments: none

Copy to:

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required ☐ yes ☒ no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk ☐ yes ☒ no

Is the necessary by-law or agreement being sent concurrently to Council? ☐ yes ☒ no