



City of North Bay Report to Council

Report No: CSBU-2024-013

Date: March 25, 2024

Originator: Beverley Hillier, Manager, Planning & Building Services

Business Unit:

Department:

Community Services

Planning & Building Department

Subject: Staff Appointments under Building By-law 2018-53

Closed Session: yes no

Recommendation

That Council authorize an amendment to City of North Bay By-Law 2018-53, being a By-Law to Regulate the Administration of Building Permits, as amended, as set out in Report to Council CSBU 2024-013 by Beverley Hillier dated March 25, 2024.

Background

Council adopted By-law 2018-53 on August 14, 2018. The *Building Code Act, 1992*, SO 1992, c 23 requires that Council appoint the Chief Building Official and various inspectors as necessary to regulate and enforce the provisions of the Act.

The proposed amendment reflects staff and administrative updates within the Building Department. It has been determined to be best practice to appoint a Deputy (Acting) Chief Building Official by Council to carry out the duties and powers of the Chief Building Official in their absence. These duties are currently assigned to the Plan Examiner position; however, they have not been formally appointed by By-law. The proposed by-law change reflects the administrative requirement to appoint this position as the Deputy (Acting) Chief Building Official.

The following amendments are proposed:

- Aaron Lott has transitioned roles to a Fire Prevention Officer with the City. As a result of this change, Max Emami has been hired as the new Deputy

CBO/Plan Examiner.

- Satish Kumar has recently left the City for a new role in a different municipality. This position is currently vacant and additional amendments to the By-law will be brought forward when this position is filled.
- Kristin VanDerGeld has recently left the City for a new role in a different municipality. This position is currently vacant and additional amendments to the By-law will be brought forward when this position is filled.

Financial/Legal Implications

There are no financial implications as a result of the proposed amendment. The proposed amendment ensures that the City is meeting its obligations under the *Building Code Act*.

Corporate Strategic Plan

- Natural North and Near
- Affordable Balanced Growth
- Responsible and Responsive Government
- Economic Prosperity
- Spirited Safe Community

Specific Objectives

- Promote and support public and private sector investment.
- Work with community stakeholders to enhance safety and integration throughout the City.
- Strive to be the employer of choice for highly qualified employees and maintain positive labour/ employee relations.

Options Analysis

Option 1:

That Council authorize an amendment to City of North Bay By-Law 2018-53, being a By-Law to Regulate the Administration of Building Permits, as amended, as set out in Report to Council CSBU 2024-013 by Beverley Hillier dated March 25, 2024.

The amendment to By-Law 2018-53 confirms the appointment as required under the Act.

Option 2:

That Council not confirm the appointments.

This option is not recommended as Council is required to appoint the staff necessary to regulate and enforce the provisions of the Act and Building Code.

Recommended Option

That Council authorize an amendment to City of North Bay By-Law 2018-53, being a By-Law to Regulate the Administration of Building Permits, as amended, as set out in Report to Council CSBU 2024-013 by Beverley Hillier dated March 25, 2024.

Respectfully submitted,

Name: Beverley Hillier, MCIP, RPP

Title: Manager, Planning & Building Services

I concur with this report and recommendation

Name: Ian Kilgour, MCIP, RPP

Title: Director, Community Services

Name: John Severino, P.Eng., MBA

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Beverley Hillier, MCIP, RPP

Title: Manager, Planning & Building Services