



City of North Bay Report to Council

Report No: CSBU-2025-040

Date: June 25, 2025

Originator: Beverley Hillier

Business Unit:

Community Services

Department:

Planning & Building Department

Subject: Staff Appointments and Administrative updates to 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 2025-040 by Beverley Hillier dated June 25, 2025.

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. The following amendments are proposed related to staff appointments:

- Max Emami has recently left his role as a Deputy Chief Building Official/Plan Examiner. This position has been filled by Brad Grasser, who was originally in the role of Building Inspector. The By-law amendment reflects these changes.
- Jason Bennett was employed as a Jr. Plan Examiner with the City. Jason has completed his qualifications as a Building Inspector and the By-law amendments reflect this appointment.
- Cohen Lamarche has been hired as a new Building Inspector. The By-law amendment formalizes his appointment as a Building Inspector.

The By-law is also proposed to be updated to reflect the administrative changes resulting from the implementation of the new online portal for building permit applications. The amendments remove reference to specific paper forms and submission of building permit application procedures.

Financial/Legal Implications

None.

Corporate Strategic Plan

- | | |
|--|---|
| <input type="checkbox"/> Natural North and Near | <input checked="" type="checkbox"/> Economic Prosperity |
| <input type="checkbox"/> Affordable Balanced Growth | <input checked="" type="checkbox"/> Spirited Safe Community |
| <input type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

- Promote and support public and private sector investment
- Work with community stakeholders to enhance safety and integration throughout the City

Options Analysis

Option 1:

That Council authorizes 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 2025-040 by Beverley Hillier dated June 25, 2025.

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

Option 2:

That Council not confirm the appointment.

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 authorizes 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 2025-040 by Beverley Hillier dated June 25, 2025.

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:

Beverley Hillier, MCIP, RPP

Manager, Planning & Building Services