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|  | <b>Report Title</b> | Building, Planning, By-Law Services CO-OP Student & Internship              |
|   | <b>Report No.</b>   | DCS 19-26   |
|   | <b>Author</b>       | Geno Vanhaelewyn, Chief Building Official                                   |
|   | <b>Meeting Type</b> | Council Meeting   |
|   | <b>Council Date</b> | SEPTEMBER 9, 2019   |
|   | <b>Attachments</b>  | DCS 19-21 - 2019 Second Quarter Report Building, Planning & By-Law Services |

## RECOMMENDATION

THAT Council receives Report DCS 19-26 Building, Planning, By-Law Services CO-OP Student and Internship, as information;

AND THAT Council continues to support the requirements set in the Ontario Building Code Act to ensure adequate staffing are in place to administer the Ontario Building Code;

AND FURTHER THAT Council direct staff to proceed in establishing the Building, Planning, By-Law Office Assistant – CO-OP Student and Building Services Inspector Internship positions and recruitment process.

## EXECUTIVE SUMMARY

Tillsonburg has continued to witness strong development and as a result staffing levels within the Building/Planning Department will be inadequate to maintain the required level of service required to support the development community's needs. Staff identified the need for additional support staff to ensure these demands can be maintained and therefore the Town must adjust quickly to ensure the development process is not stalled. This recommendation will ensure that the Town continues to display an inviting "open for business" impression to investors and the development community.

## BACKGROUND

Building & Planning Services is committed to maintaining the excellent level of service to the development community, residents and business owners. The department has maintained this service over the past few months with the assistance of two summer student positions, however, as of August 30<sup>th</sup> students returned to school and the additional administrative functions that assisted the Development Technician and Building Inspectors have been lost. As the Town has been experiencing a continued increase in the amount of development, particularly four large apartment developments, institutional church projects, along with the implementation of the Oxford County Amanda permitting system, continued management of planning applications, increased inquiries, etc. the current staffing levels are not adequate to maintain this level of service. As a result, staff has identified the need for additional administrative support roles to ensure the services that the Building, Planning Department provides to the community is not compromised. At this time it is uncertain if the continued development will continue over the long term and therefore it is recommended to establish the following two temporary positions rather than a permanent full time position:

1. Building, Planning, By-Law Office Assistant – CO-OP Student. This position would recruit from post-secondary school programs and would be reviewed on a co-op term/semester basis as required. The

main duties would be to support the Development Technician position with inquiries, permit entry, planning applications, open permit/deposit program, etc.

2. Building Services Inspector Internship. This position would be established based on the Ontario Building Officials Association recognized internship program which provides municipalities with applicants that come with industry related education and/or experience looking to enter the municipal building inspection field. The internship program requires an 18 month commitment between the municipality and the applicant. The position's main functions would be to assist building inspectors with inquiries, permit administration, project report organization, permit application review, etc. The program is also a way for the municipality to assist in training individuals along with building a resource pool within the industry which is in high demand to service our future needs.

## **FINANCIAL IMPACT/FUNDING SOURCE**

The proposed temporary CO-OP student position is recommended to be compensated with an hourly rate/range of \$16.00/hr and the Inspector Internship position to be compensated with an hourly rate/range of \$18.00/hr – \$22.00/hr.

The CO-OP students will be funded directly through the 2019 increase in permit and planning activity/revenue. Financial records for 2019 - Q2 recorded a surplus of \$179,150.00 and it is anticipated that surpluses will continue quarterly, therefore, the positions can be absorbed by the 2019 budget without any financial impact. An 18 month internship commitment can be funded from 2019/2020 permit revenue along with the Building Permit Reserve which currently sits at \$271,258.00 if required. The proposed positions will add two additional FTE counts.

## **COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

Objective 1 – Excellence in Local Government - Demonstrates accountability as Council continues to support the requirements set in the Ontario Building Code Act.

Objective 2 – Economic Sustainability - Demonstrates support of new and existing businesses.

## Report Approval Details

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|----------------------|--|
| Document Title:      | DCS 19-26 Building, Planning and By-Law Services CO-OP Student and Internship.docx |
| Attachments:         | - DCS 19-21 2019 Second Quarter Building, Planning and By-Law Services.docx        |
| Final Approval Date: | Sep 4, 2019  |

This report and all of its attachments were approved and signed as outlined below:

**Dave Rushton - Sep 4, 2019 - 10:29 AM**