



Staff Report for Council Meeting

Date of Meeting: February 12, 2020

Report Number: SRPRS.20.029

Department: Planning and Regulatory Services

Division: Building Services

Subject: **SRPRS.20.029 – Amendment to the Building By-law (By-law No. 55-19, as amended) respecting the appointment of a Chief Building Official and Inspectors pursuant to the Building Code Act**

Purpose:

To consider an amendment to Building By-law No. 55-19, as amended, so as to remove the appointment provisions of a Chief Building Official and inspectors pursuant to the *Building Code Act* and to enact a stand-alone by-law respecting these matters, including Council's delegation to the Chief Building Official to appoint inspectors.

Recommendation(s):

- a) That Council enact By-law No. 8-20, being a By-law to amend Building By-law No. 55-19, as amended, so as to remove provisions respecting the appointment of a Chief Building Official and inspectors pursuant to the *Building Code Act*; and,
- b) That Council enact By-law No. 9-20, being a By-law to appoint a Chief Building Official and inspectors pursuant to the *Building Code Act*, delegate Council's authority to appoint inspectors to the Chief Building Official and to set out a Code of Conduct for Building Officials.

Contact Person:

David Finbow, Director, City Building Division & CBO, Tel.:905-77-8800, ext. 6332

Report Approval:

Submitted by: Kelvin Kwan, Commissioner of Planning and Regulatory Services

Approved by: Neil Garbe, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner and City Manager. Details of the reports approval are attached.

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Background:

The *Building Code Act, 1992*, assigns the responsibility for enforcement of the *Act* to Council. Further, the *Act* requires that Council appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the *Act*.

Proposed Changes to the Building By-law

Building By-law No. 55-19, as amended, addresses matters related to the City's Building Code Program including submission requirements, permit fees, the appointment of the Chief Building Official and inspectors and their related Code of Conduct.

Staff changes occur from time-to-time that requires that Council enact amending by-laws to the Building By-law to appoint and/or remove inspectors pursuant to the *Act*.

Proposed by-law changes are the removal of the appointment provisions and related Code of Conduct from the Building By-law and for Council to enact a stand-alone by-law to appoint a Chief Building Official; delegate to the Chief Building Official Council's authority to appoint Inspectors; and, include within this stand-alone by-law the required Chief Building Official/Inspector Code of Conduct.

Council's delegation of the routine matter of the appointment of inspectors will eliminate repetitive Staff Reports and By-laws as staff changes occur and provide for immediate appointment/removal of inspectors upon their commencement of employment with the City or departure. Council will retain its authority to appoint the City's Chief Building Official.

The Chief Building Official will maintain a list of inspectors appointed and will provide a copy of this list to the City Clerk as it is amended/updated.

The proposed changes, including Council's delegation of the appointment of inspectors, are consistent with current municipal best practices and have been implemented in many municipalities including Brampton, Hamilton, London, Newmarket, Oakville, Oshawa and Vaughan.

Financial/Staffing/Other Implications:

The proposed changes will represent savings from an operational perspective.

Relationship to the Strategic Plan:

The administrative and enforcement roles of the City Building Division support the Strategic Plan Goals of Stronger Connections in Richmond Hill by maintaining a safe community.

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Conclusion:

The City of Richmond Hill continues to administer and enforce the *Building Code Act, 1992* and the Building Code in accordance with provincial legislation.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

- Appendix “A” - By-law No. 8-20, being a By-law to amend Building By-law No. 55-19, as amended, to remove provisions respecting the appointment of a Chief Building Official and Inspectors pursuant to the *Building Code Act*.
- Appendix “B” - By-law No. 9-20, being a By-law to appoint a Chief Building Official and Inspectors pursuant to the *Building Code Act* and delegate Council’s authority to appoint inspectors to the Chief Building Official.

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Report Approval Details

Document Title:	SRPRS.20.029 - Amendment to the Building By-law (By-law No. 55-19, as amended).docx
Attachments:	
Final Approval Date:	Feb 3, 2020

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

Kelvin Kwan - Feb 3, 2020 - 2:07 PM

Neil Garbe - Feb 3, 2020 - 2:19 PM