

Supplementary Budget – Briefing Note

2020 Budget

Building Services Assistant

Briefing Note required for:

-items >\$50,000

-changes in FTE

Dept	Division	Business Unit	Item	Base Supp	Amount	FTE Impact
CD	B.E.S.	12103	New Building Services Assistant, grade 5.6 including labour burden	B	\$69,672	1
CD	B.E.S.	12103	Building permit volume increase to offset Building Services Assistant costs	B	(\$69,672)	
			Total		\$0	1

Background:

Prior to 2019, inspectors were located at outside service centres, including Chatham. Each inspector would provide intake for building permits and schedule their own inspections. In an effort to improve consistency in the role of the inspector and the process of how building permits were issued and inspected, all inspectors are now housed at the Civic Center. The new Building Services Assistant is responsible for all permit intake which includes reviewing that the appropriate documentation is complete, customer walkins, taking payments for permits from individuals, and scheduling the inspectors for inspections. This model has streamlined our processes and has worked well, customers like that they have one number to call for inspections, and we have found improved consistency in permit review and inspections.

Comment:

This role mainly falls under the building umbrella, however there is some intake and scheduling of by-law. I would suggest that bylaw incorporates 1% of the duties. This position is to be within permitting budget line. It is proposed that 2020 wages be taken out of Bill 124, and that permit fees be raised to cover this position. Depending on what the percentage increase amounts to, the permit increase could be phased in over three years. This scenario was done when the directors AA was created.