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Date: June 17, 2020

To: Mayor and Council

Author: Ryan McLeod, CPA, CA

RE: Appointment of Property Standards Officer / Building Inspector

Report No.: FS-2020-13

AIM

To appoint Wayne Mills as a property standards officer and inspector for the purposes of enforcing the Building Code Act on behalf of the Town of Kingsville.

BACKGROUND

As per Section 3 of the Building Code Act, 1992 S.O. 1992, c. 23, each municipality is responsible for the enforcement of the Ontario Building Code, and has the responsibility to appoint inspectors, as necessary, to do so.

For the past several years, the Town of Kingsville, has fulfilled its obligations under the Building Code through a combination of full-time and part-time contract inspectors. Part-time contract inspectors are considered a cost effective alternative to managing peak demands in construction cycles, which typically arise in the late spring and summer months.

DISCUSSION

Based on a recommendation from the Town's Chief Building Official (CBO), Peter Valore, Administration is seeking to appoint Wayne Mills as a contract property standards officer and building inspector.

Wayne Mills retired as CBO for the Town of Essex in November 2018, after nearly 30 years of service. His qualifications have been reviewed on the public registry maintained by the Ministry of Municipal Affairs and Housing, confirming that he is a fully qualified building official.

With limited full-time staff, it not uncommon for the building department to be under immense pressure to issue permits and perform inspections in a timely manner, during the busy summer construction season. The demands on building department staff are further compounded by COVID-19 and the emerging issues with migrant worker housing, which is clearly a top municipal priority at this time.

Council should be aware that Administration is currently in the process of finalizing the terms of the contract with Mr. Mills. If management is unable to come to agreeable terms with Mr. Mills, Administration will seek Council's authority to repeal the appointment by-law.

LINK TO STRATEGIC PLAN

To promote a safe community.

Support growth of the business community.

FINANCIAL CONSIDERATIONS

The 2020 Building department budget includes \$65,000 for contracted services. There are no budgetary concerns at this point in time.

CONSULTATIONS

Rob Frias, Acting CBO

RECOMMENDATION

To appoint Wayne Mills as a property standards officer and inspector for the purposes of enforcing the Building Code Act on behalf of the Town of Kingsville.

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial Services