

THE MUNICIPALITY OF LAMBTON SHORES

Report CAO 03-2024

Council Meeting Date: February 27, 2024

TO: Mayor Cook and Members of Council
FROM: Steve McAuley, CAO
RE: County of Lambton Building Services Agreement

RECOMMENDATION:

THAT Report CAO 03-2024 entitled County of Lambton Building Services Agreement be received; and

THAT By-Law 17 of 2024 authorizing the execution of the Building Services Agreement be approved.

SUMMARY

The current Chief Building Official (CBO) is retiring at the end of April. This report presents a building services agreement with the County of Lambton to provide the required building services to Lambton Shores.

BACKGROUND

Since 2007 Lambton Shores has employed their own full-time CBO and has relied on help from the County of Lambton to fill in during times when the CBO is out of the office or when the volume of work is simply too much for one person. The County has provided those services on a fee for service basis through a service agreement between Lambton Shores and the County. This arrangement has been very beneficial to Lambton Shores in order to offer efficient and timely building services.

The position of the CBO is a statutory position required by the Ontario Building Code Act. Specifically, the Act contains the following language:

Chief building official, inspectors

(2) The council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction. 1992, c. 23, s. 3 (2).

In order to fill the vacancy that will be left when the current CBO retires, Staff is recommending engaging the services of the County of Lambton to undertake all building services for Lambton Shores. This is the system used by all the other municipalities in Lambton County with the exception of Sarnia.

The Building Services Manager at the County, Ms. Corinne Nauta, has confirmed that the County would be willing and happy to provide full building services to Lambton Shores on a full-time basis. Generally speaking, the service would include the following:

- Full time inspector/CBO stationed in Lambton Shores office
- New agreement would include a 90 days exit clause for either party
- Service would be provided on a fee for service basis, currently \$70.00/hr
- They are willing to use our software and systems, or we can utilize the county system
- Vehicle could be provided, or mileage charged at the current County rate

In order to engage the Service of the County, a new Service Agreement is required and is attached for Council's review. The attached agreement is the result of collaboration between Lambton Shores staff and the County Building Service Manager and is representative of the service agreements signed by other municipalities using the County building services. In addition to executing a new service agreement, a new appointment by-law will be required appointing Ms. Nauta as our CBO and naming other staff as inspectors. This by-law will be presented once the agreement is executed by both parties.

ALTERNATIVES TO CONSIDER

Council has two alternatives available to fill the impending CBO vacancy, that of hiring a Lambton Shores replacement CBO or entering in an agreement with the County to provide those services. Staff is recommending executing the attached agreement that would engage the service of the County to provide building services to Lambton Shores.

RECOMMENDED ACTIONS

Staff recommend entering into an agreement with the County of Lambton for building services.

FINANCIAL IMPACT

The current salary range for the CBO position is \$95,276 to \$119,094. In addition to the salary, benefits including healthcare benefits, OMERS, and Federal and Provincial deductions cost another 30%. In total this makes the salary costs of the CBO position \$123,858 to \$158,822. In addition to these costs, the County support we receive was budgeted at \$45,000 for 2023 and \$30,000 for 2023 as contract services.

If the County were engaged to provide building services, we would be charged based on an hourly rate. The rate is currently \$70/hr. Based on this rate, a full-time CBO/inspector in our office would equate to \$127,000 with no benefit burden. It should be noted that as an hourly County employee, Lambton Shores would have no responsibility for vacations, sick time, statutory holidays, training, etc.

Based on the two financial scenarios above, there is a slight financial advantage to contracting with the County for building services.

In speaking to Ms. Nauta, she confirmed that the Municipality could choose to pay a mileage fee of \$0.58/km or supply a vehicle for the position. The current building services

vehicle is scheduled for replacement. Staff is currently evaluating alternatives for its replacement and will consider the option of paying mileage to the County.

It should be noted that building services for permits, inspections, etc., remain under the purview of Lambton Shores through the Fee By-law. Any changes would need to be authorized by Council as they have been in the past.

CONSULTATION

Stephanie Troyer-Boyd, Director of Corporate Services
Corinne Nauta, Manager, Building Services, County of Lambton