

This document can be made available in other accessible formats as soon as practicable and upon request



AGENDA

Joint Building Services Committee Meeting

206 Toronto St. S., Markdale, ON
JULY 21, 2017 - 9:00 am

Page

- 1 Call to Order
- 2 Declaration of Pecuniary (Financial) Interest, Direct or Indirect and the General Nature Thereof
- 3 Approve or Amend the Agenda
 - 3.1 **That the Agenda of July 21, 2017 be approved as circulated/ amended, including any items added to the Agenda.**
- 4 Adoption of Minutes and Business Arising
 - 4.1 **That the Minutes of April 21, 2017 Joint Building Services Committee be approved as presented/ amended.**
- 5 Items for Discussion
 - 5.1 Radon Gas Mitigation Program
 - 5.2 Joint Building Services Organizational Chart
 - 5.3 Payment and Collection of Municipal & County Development Charges
 - 5.4 Replacement of the Director of Building and Facility Services
- 6 Reports
 - 6.1 Draft Code of Conduct
 - 6.2 2nd Quarter Financial Update Report
 - 6.3 Quote Results for a 2017 All-Wheel Drive Vehicle
 - 6.4 Building Reports

Page

7 Next Meeting

8 Adjournment

8.1 Recommendation

**That the Joint Building Services Committee adjourn
until the Call of the Chair.**

Time:

THE CORPORATION OF THE MUNICIPALITY OF GREY HIGHLANDS

ECONOMIC DEVELOPMENT MEETING – April 21, 2017

MINUTES

Present:

Municipality of Grey Highlands
Mayor Paul McQueen
Deputy Mayor Stewart Halliday

Administrative Support
Rob Adams, CAO
Karman Krueger, Director
Rod Leeson, Director
Bev Fisher, CBO
Cassandra Dillman, Municipal
Services Assistant

Municipality of West Grey
Mayor Kevin Eccles
Deputy Mayor John Bell

Municipality of Southgate
Mayor Anna-Marie Fosbrooke

Guests
Larry Adams, CAO
Dave Milliner, CAO

Municipality of Chatsworth
Mayor Bob Pringle
Deputy Mayor Scott Mackey

Absent
Patti Sinnamon, CAO
Debbie Robertson, Director
Megan Goss, Assistant to the
CAO
Norm Jack, Deputy Mayor

- 1. Call to Order**
The Chair, Anna- Marie Fosbrooke, called the meeting to order at 9:02 AM
- 2. Declaration of Pecuniary (Financial) Interest, Direct or Indirect and the General Nature Thereof**
No declarations with the items listed on the agenda.
- 3. Approve or Amend the Agenda**
 - 3.1 Recommendation
JBSC-17-09
McQueen-Halliday

That the Agenda of April 21, 2017 be approved as circulated, including any items added to the Agenda.

CARRIED.

4. Adoption of Minutes

4.1 January 20, 2017

JBSC-17-10

Mackey- Halliday

That the Minutes of January 20, 2017 Joint Building Services Committee be approved as circulated.

CARRIED.

5. Items for Discussion

5.1 Joint Building Services Logos

JBSC-17-11

Pringle- Halliday

That the Joint Building Services Committee authorize staff to move forward with Logo Version 1 and cap the total expenditure at \$1000.00 to outfit all vehicles.

CARRIED.

5.2 Radon Gas Mitigation Program

- The CBO will amend the program and circulate it along with a resolution of support to each member municipality.
- Literature will be provided to home owners at the building permit stage.
- That the Grey Bruce Health Unit be notified.

JBSC-17-12

Halliday-Mackey

That staff are directed to proceed with Option 1 from the "Radon Gas Mitigation Program," as amended to exclude mandatory gas testing.

CARRIED.

5.3 Unaudited Final Expenditure Report 2016

Municipality of Grey Highlands' Treasurer in attendance.

JBSC-17-13

Bell-Mackey

That the Committee receives the 'Joint Building Services: Non-Audited 2016 Financial Report' for information.

CARRIED.

5.4 First Quarter Financial Results

JBCS-17-14

Holiday-McQueen

That the Committee receives the 'Joint Building Services: 1st Quarter 2017 Financial Report' for information.

CARRIED.

5.5 Building Officials Code of Conduct

Chair reads section 7.1 (1) and (2) of the Building Officials Code of Conduct.

JBSC-17-15

Halliday-McQueen

That the CAO's of each Municipality further review the Building Officials Code of Conduct.

CARRIED.

5.6 Discussion

Further discussion about the potential future growth and impacts in the coverage areas of Joint Building Services.

6. Next Meeting

July 21, 2017 at 9:00 AM in the Grey Highlands Council Chambers.

7. Adjournment

7.1 Recommendation

JBSC-17-16

That the Joint Building Services Committee adjourn until the Call of the Chair.

Time: 10:58AM

CARRIED.



Joint Building Services Code of Conduct for Chief Building Official's and Building Inspectors

Purpose:

The Code of Conduct for Building Officials is enacted in accordance with Section 7.1 of the Building Code Act 1992 ("the Act") which requires a code of conduct for the following purpose;

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or *Building Code*.
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official, Deputy Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the *Building Code*.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act* or *Building Code* by the Chief Building Official, Deputy Chief Building Official and Building Inspectors.

Application

This Code of Conduct applies to the Chief Building Official, Deputy Chief Building Official and Building Inspector(s) as appointed by each respective Council for the Municipality of Grey Highlands, Township of Southgate, Municipality of West Grey and Township of Chatsworth (Joint Building Services).

Enforcement Guidelines

Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official, Deputy Chief Building Official and Building Inspector appointed under the Building Code Act. Any appointed



Chief Building Official, Deputy Chief Building Official or Building Inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action or dismissal appropriate to the seriousness of the breach. All allegations concerning a breach of this Code of Conduct Policy shall be made in writing and shall be confidential.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of Department Management to whom the Chief Building Official reports and the Joint Building Services Committee, if necessary.

Any Chief Building Official or Department Management who receives information in writing concerning a breach of this Code of Conduct shall review the allegations of breach and, where justified, shall direct an investigation. Where appropriate, the Chief Building Official or Department Management shall recommend disciplinary action or dismissal in accordance with the employment standards of the place of work in consultation with the Joint Building Services Committee. All communications received by a Chief Building Official or Department Management concerning a breach of this Code shall be held in confidence. All breaches of this Code of Conduct shall be reported in Closed meeting to the Joint Building Services Committee however only details of the allegations, investigation process and outcome of the investigation shall be reported to protect the identity of both the complainant and the rights of the Employee.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Joint Building Services member CAO's in consultation with the Chief Building Official and/or Department Manager and may include the Chief Building Official and will be based on the severity and frequency of the violation in accordance with employment laws and standards and relevant Joint Building Services policies.

Code of Conduct

1. Shall act in the public interest, particularly with regard to the safety of buildings, safety to the public, designated structures and related works.

Created: May 19, 2017

Revised:



2. Shall not act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Shall act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist.
4. Shall administer and enforce all relevant building laws, codes and standards appropriately without favour and without influence of interested parties.
5. Shall not accept any personal benefit which may create a conflict with their duties.
6. Shall not perform duties where a personal interest may create a conflict.
7. Shall comply with the provisions of the Building Code Act, the Ontario Building Code and any other Act or Law that regulates or governs Building Officials or their functions.
8. Shall perform inspections and plan review duties impartially and in accordance with the highest professional standards.
9. Shall not act beyond their level of competence or outside of their area of expertise or qualifications as a registered Building Official. Shall maintain their knowledge and understanding of the best current building practices, the building laws and regulations relevant to their level of training, knowledge and experience as it applies to each Building or project.
10. Shall maintain current accreditation to act as an Ontario Building Official and the related duties assigned to them.
11. Shall not divulge any confidential or sensitive information or material that they became privy to in the performance of their duties, except in



accordance with laws governing freedom of information and protection of privacy.

12. Shall extend professional courtesy at all times and conduct themselves with fairness and good faith towards customers, colleagues and their co-workers.
13. Shall exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.
14. Shall recognize the appointment under the Building Code Act as a symbol of good public faith.
15. Shall comply and maintain their knowledge of safe working practices in accordance to the requirements of the Occupational Health and Safety Act and established municipal health & safety policies.
16. Shall adhere to the Joint Building Services Employee Conduct Policy in force and affect in addition to this Code of Conduct and all other applicable employee policies.

Joint Building Services: 2nd Quarter 2017 Financial Report

Expenditure Report: January to June 2017				For Comparison Only - Unaudited	
Account Name	Total Expenses	2017 Total Budget	Variance	2016 Total Budget	2016 Total Expenses
Salaries & Wages	184,253	396,062	47%	366,553	343,806
Legislated Payroll & Benefit Costs	52,540	124,196	42%	102,028	91,605
Building Cleaning Services	1,025	2,250	46%	2,080	2,312
Mileage/travel	427	800	53%	350	751
Telephone & Wireless	1,407	4,400	32%	1,350	4,281
Conferences/Conventions	630	2,000	32%	2,000	-
Office Supplies & Equipment	5,396	11,000	49%	10,611	8,178
Education & Training	6,271	20,000	31%	10,000	9,266
Hydro	700	4,140	17%	4,140	2,565
Heat	485	800	61%	800	356
Postage and Courier	47	100	47%	100	67
Memberships/Licenses/Dues	679	2,500	27%	2,500	2,474
Advertising	-	200	0%	200	134
Office Equipment Lease	879	4,800	18%	-	1,758
Other materials and supplies	288	4,000	7%	2,500	1,304
Internet Charges/IT Licensing	1,457	1,500	97%	2,154	1,295
Premises Lease	4,200	8,400	50%	8,400	8,400
Safetywear / Clothing Expense	191	1,200	16%	1,200	257
Small Capital	-	9,000	0%	-	-
Vehicle Expenses	4,710	10,983	43%	9,125	12,350
Administration Fee	6,628	15,208	44%	-	6,702
Transfer to Capital Fund	5,312	12,137	44%	10,742	9,829
TOTAL Expenses	277,524	635,676	44%	536,833	507,975

Refer to the Joint Building Services Agreement - Schedule B Financial Administration, for details.

This statement was prepared strictly for the purposes of allocating shared expenses.

Additional information relating to individual entities should be obtained from each Municipal Treasurer.

Expenses have not yet been allocated among the Building partners pending final permit numbers from 2016.

Municipality of West Grey

Permit Revenue collected at Grey Highlands	\$	56,376
DCs collected at Grey Highlands	\$	38,425
County DCs collected at Grey Highlands	\$	57,500

Township of Chatsworth

Permit Revenue collected at Grey Highlands	\$	56,484
County DCs collected at Grey Highlands	\$	114,850

Township of Southgate

Permit Revenue collected at Grey Highlands	\$	107,156
Local DCs collected at Grey Highlands	\$	167,049
County DCs collected at Grey Highlands	\$	59,675

Staff Report

To: Rob Adams, Chief Administrative Officer

From: Bill Klingenberg, Deputy Chief Building Official

Date: July 21st, 2017

Report: DCBO.01.2017

Subject: Request to purchase 2017 All-wheel Drive Vehicle

Recommendation:

That report DCBO.01.2017 regarding Quote Results for a 2017 All-Wheel Drive Vehicle is received;

And That the award of received quote for a 2017 All-Wheel Drive Vehicle is awarded to Owen Sound Kia for a total upset of \$29,937.02 including HST;

And that the cost will be shared by the respective Joint Building Services Partners as specified by the joint building services agreement.

Background and Analysis:

The purpose of this staff report is to support the purchase of an additional vehicle for the Joint Building Services, and to provide a summary and analysis of the quotes received for the supply and delivery of a 2017 All-Wheel Drive Vehicle.

Building permits have been increasing steadily since 2015, with this trend anticipated to continue in 2017. There are several potential developments affecting each of the four municipalities promising that the number of building permits will rise.

The combined population of the four municipalities totals more than 35,000, and the geographical service area encompasses approximately 3,000 km². To provide sufficient levels of service to the four municipalities, the Joint Building Services Department has increased the staff complement to a total

of 5 inspectors including the Chief Building Official. The current fleet of vehicles is three. By adding a fourth vehicle, inspections will be able to be completed efficiently and on time.

The purchase of the vehicle was not included in the 2017 budget presented to the Joint Building Services Committee; however, given the expected increase in permit revenue it is felt that it is a necessary addition.

The quotes were requested by invite and three quotes were received.

The received quotes are as follows:

Submitted by:	Vehicle:	Quote: including HST	Warranty	Comment:
Hanna Motors	Ford Escape SE 4WD	\$34,399.74	5 year 100,000	Snow tires included
Owen Sound Kia	Kia Sorento LX AWD	\$29,937.02	5 year 100,000	Snow tires included 5 year unlimited roadside assistance
Baywest Nissan	Nissan Rogue S AWD	\$32,158.14	3 year 60,000	Snow tires included 5 year 100,000 drive train

Grey Highlands Procurement of Goods and Services Policy.

2.7 Where the requirement of goods or services is estimated to exceed \$10,000.00 but is less than \$ 50,000.00, the purchase may be made on the authority of the Department Head provided he has obtained three written quotations AND has presented those quotations to Council in a written report with a recommendation of a preferred supplier. The lowest quotation received may be acceptable, providing it meets all the specifications and all other prerequisites. The written report must be retained for inspection by the auditors. Where three written quotations cannot be obtained, the report must indicate that situation, and approval to purchase must be given by Council.

Operational Considerations:

A budget variance will be considered for the 2017 budget.

Grey Highlands' Strategic Plan:

The recommendation(s) included in this Staff Report support the following goals identified in the 2013-2018 Strategic Plan:

"4.3 Maintain a realistic approach in terms of balancing municipal revenues with expenditures. Grey Highlands will consistently work to ensure that the needs of its residents are met while working within a practical and responsible fiscal framework."

The Municipality is applying responsible procurement practices by following procurement policies and competitive pricing ensuring the needs of its residents and partners are met.

Financial Impact:

The balance will be allocated based on percentage of 2016 building permits per municipality as per the Joint Building Services Committee Agreement.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Policies/Legislation:

A09-A-03 Procurement of Goods and Services Policy

Consultation:

Chief Administrative Officer, Rob Adams

Deputy Treasurer, Anna McCarthy

File or Reference:

RFT-F18-2015-10

Attachments:

There are no attachments with this submitted report.

Respectfully submitted by,

Bill Klingenberg, Deputy Chief Building Official

I concur with this report.

Rob Adams
Chief Administrative Officer