

**Recommendation:**

That the Building Department-2022-11 report, dated September 6, 2022, regarding Sept 2022 Building Department Update be received and that Council welcome our new Building Official.

**Overview:**

As provided by Council through a previous Staff report from June 7<sup>th</sup>, 2022, the Municipality posted for 2 Building Official Positions. Following this, we receive an application from a well qualified individual who will be commencing employment on a permanent basis on September 6, 2022.

This will allow for the Building Dept to have staff available on a Monday to Friday basis. We will also be able to more efficiently and effectively respond to our continued growth of inquiries and resume additional service offerings that were offered in previous years.

As noted in previous staff reports, our 2021-year end permit volume and revenue exceeded our expectations and expenses, which provided a balance reserve of \$315,294. Our 2022 revenue to date has also already exceeded our expenses and we anticipate that we will add a reasonable amount to our reserves at the end of 2022.

A new Customer Service Policy with associated workflows has been drafted to improve internal processes and measures which we have begun to implement and will continue to do so internally over the next few weeks. This policy will be brought forward at an upcoming Council meeting for information and review and we will then be in a position to update our website/educational material and provide better workflow information to all individuals that require the services of the Building Department.

**Conclusion:**

We were able to fill one of our Building Official positions and look forward to implementing our new workflow to provide better and more efficient service.

**Financial Impact:**

While there is a cost to additional staffing levels, the Building Department operates on complete cost recovery, with the costs covered by building permit fees.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:** N/A

### Report Approval Details

Document Title:	Sept 2022 Building Department Update.docx
Attachments:	
Final Approval Date:	Aug 30, 2022

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

Martina Chait-Hartwig

Elana Arthurs