



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2024-M-166

Staff
 Committee

Subject:	Proposal for Chief Building Services (CBO)
Agenda Date:	October 10th 2024
Attachments:	Appendix 1: RSM Service Proposal Appendix 2: Cloud Permit Software Agreement

RECOMMENDATION

WHEREAS the Municipality of Temagami’s contract for Chief Building Official (CBO) services with Timiskaming Shores will end on October 31, 2024, and efforts to secure alternative services locally have been unsuccessful;

AND WHEREAS RSM Building Consultants offers a comprehensive, turnkey solution designed for small and remote municipalities, including CBO services and the use of Cloud Permit software for efficient permit processing;

AND WHEREAS the implementation of Cloud Permit will enhance service delivery, reduce administrative workload, and provide remote access for residents;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Temagami directs staff to move forward with the service proposal from RSM Building Consultants as a viable option for providing Chief Building Official (CBO) services;

AND FURTHER THAT the Cloud Permit software be implemented as part of a turnkey Building Services solution for the Municipality.

INFORMATION

The Municipality of Temagami has been contracting the CBO services of Timiskaming Shores since 2019, with the cost of services ranging from \$50K per year to \$65K in the current year. During this period, the number of building permits issued has varied, resulting in the cost per permit increasing annually, as detailed in the table below:

Year	CBO Service Cost	Number of Permits	Cost per Permit
2021	\$50,000	45	\$1,111.11
2022	\$55,000	30	\$1,833.33
2023	\$60,000	31	\$1,935.48
2024	\$65,000	24	\$2,708.33
Total	\$230,000	130	\$1,769.23 (average)

Due to the building permit growth in Timiskaming Shores, the CBO contracted services are ending on October 31, 2024. Staff have reached out to surrounding municipalities and the inspectors for the unorganized areas but have not been successful. Due to the overwhelming demand for building inspectors and CBOs throughout the province, the market tends to attract

the talent to the larger municipalities. The Ontario Building Code allows for private individuals to operate as Registered Code Agencies (RCA).

Unfortunately, there are not any RCAs within proximity of Temagami who offer CBO services. However, there is one company located in Cambridge that provides a full range of CBO services including a virtual process. RSM Building Consultants has been working with municipalities providing building plans review, building inspection and CBO services. They have served 114 communities including small and large municipalities.

RSM building Consultants has a unique service specifically designed for remote and small municipalities where attracting qualified building officials is a challenge. RSM offers a Turnkey option where they provide complete start to finish CBO services. Including CBO services, zoning review, applicable law review and virtual inspections. The application process for the permits is through electronic application using Cloud Permit software. The company has professionals ranging from Zoning Plans Examiners to CBOs. The partnership with the municipality includes virtual inspections conducted by the Municipal Law Enforcement Officer (MLEO) who would act as eyes and feet for the CBO and building officials through the use of IPAD s and cameras. In some instances, the applicant may provide the information required by the building officials.

RSM Building Consultants use the Cloud Permit software exclusively. Currently the Municipality is using the services of CGIS for the building permit software. The software is updated through staff input and connected to the municipal address file via CGIS. The cost of the CGIS building module \$2700 annually. The Cloud Permit software includes electronic building permit application portal and administrative data entering into the system which saves time and allows for application day and night. The cost of Cloud Permit is \$1000 implementation fee and \$3200 for the first year with a 3-year contract.

RSM Building Consultants do not charge the Municipality for their services but there will be have an integration fee of \$5600 which will be discounted 50% as they will be providing the full building services. This fee is to cover the integration of RSM and the Municipality of Temagami with Cloud Permit with a model configured for the Ontario Building Code as well as the Municipal needs. RSM fees are paid through the building permit application process. To achieve this the Municipality of Temagami Fees and Charges By-law 24-1760 and the Building By-law 21-1544 will be required to reflect the appropriate fees and charges.

RSM Building Consultants will require an appointing by-law to appoint a Chief Building Official, 2 Deputy Chief Building Officials and a team of Building Officials. The Chief CBO will be the Municipality's primary CBO and the 2 Deputy Chief CBOs will be available to provide services in the event that the Chief is unavailable. The team of Building Officials ensures that any given time there will be resources available to meet and/or exceed the timelines set out in the Ontario Building Code. This has been a concern raised by many residents regarding past practices which causes delays in projects and numerous complaints.

In keeping with Council's request, this model provides an all in one staff option of MLEO/ Building Services in that the MLEO is the eyes, ears for what is happening in the Municipality. Not only does the MLEO perform the inspections virtually but also ensures that the CBO is kept apprised of any work that is occurring without the benefit of a permit. There is cost savings to the Municipality as only one staff member is required.

The benefits of this model will be reduced processing time as the Turnkey Model provides a complete application process from zoning review to permit approval. Virtual inspections minimize cost and allows for the MLEO to perform multiple tasks. Increased accessibility as residents can submit applications on line, remotely thereby improving the service for remote locations.

CONCLUSIONS

The turnkey package provided by RSM Building Consultants offers a cost-effective solution for small remote municipalities, combining innovative technology with professional services. The initial investment is justified and will result in substantial long-term savings and increased efficiency. This not only provides a cost-effective system but it also modernizes and enhances the Municipality of Temagami's service delivery and presents a viable option that can effectively address the unique challenges we face.

Respectfully Submitted
Daryl Bell
Municipal Law Enforcement Officer

Reviewed and Approved
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