



Regular Council Meeting

To:	Mayor and Council
Date:	March 18, 2024
From:	Kyle Phillips, Chief Building Official
Report Number:	PEB 2024-15
Subject:	Building Inspector Appointment By-law – Sewage Systems

Recommendation:

That Council appoint Kathleen Shepherd as a Building Inspector for the Township of Cavan Monaghan.

Overview:

Part 8 of the Ontario Building Code (OBC) regulates sewage systems. This portion of the OBC has been administered by contract to the Peterborough Public Health Unit (PPH) since 1968. As of November 2024 PPH will no longer be providing this service. Cavan Monaghan is taking over this service as of April 1, 2024. This allows for a better transition period for applicants from April to November as it enables PPH to close out permits that have been applied for prior to the November stop dead date, as well as allowing room for other transitional administration to occur.

Though Building Department staff are working towards certification in this field, sewage systems are complex and require vast experience to properly understand and regulate. As such, Kathleen Shepherd has been obtained on a contract, as needed basis to carry out administration of this service. Kathleen has over 35 years' experience in this field and with PPH.

Section 3(1) of the Ontario Building Code Act states that "The council of each municipality shall appoint chief building official and such inspectors as are necessary for the enforcement of this Act in the municipality". Kathleen is certified as a Building Inspector under the Ministry of Municipal Affairs and Housing for Part 8 Sewage Systems."

Kathleen will be utilized on an as needed basis for permit review and inspection of sewage systems only.

Financial Impact:

\$50,000 has been budgeted in Building Department – Contracted Services 01-90-000-90000-6150. Administration of the Ontario Building Code is a cost recovery model. All expenses incurred by contracting Kathleen will be recovered through sewage system building permit fees. These fees have been carried over from PPH at the same rate to provide consistency for applicants and contractors.

Attachment:

Building Inspector Appointment By-law No. 2024-16

Respectfully Submitted by,

Reviewed by,

Kyle Phillips,
Chief Building Official/
By-law Enforcement Officer

Yvette Hurley,
Chief Administrative Officer