

Re: Organization of Building Department

Your Manager is presenting to Council recommendations regarding organization for Building inspection, Municipal building design and construction, Building Department administration, and installation of a co-ordinated Municipal building maintenance program as a package report because adoption of recommendations under Section I will provide the means of installing a program of co-ordinated building maintenance and actual design of minor structures, as well as transfer of management of the Municipal Hall Precinct from the Purchasing Agent to the Chief Building Inspector.

Section I Building Department. Organization for Building Inspection, Municipal Building Design and Construction, Departmental Administration.

The Chief Building Inspector and the Work Study Analyst report that due to a combination of circumstances brought about by increased complexity of bylaws and increased volume of inspection load, the organization of the Building Department has been examined to determine how the Building Inspection function may best be maintained.

In essence, because the present volume of Building Inspections cannot be effectively met by the present complement of three Building Inspectors and, because of increasing complexity of the plan-checking function, the Deputy Inspector has had to assume a volume of field inspections, and must, because neither the Building Inspection unit nor the Plan Checking unit is headed by a working supervisor, provide close and direct supervision to both units. In contrast, both the Electrical and Plumbing and Gas Inspection units are each headed by a supervisor. (See attached organization chart). The degree of involvement with inspection and supervision has caused the Deputy's span of control to border on the excessive, and limits opportunity for the Deputy to provide the Chief Building Inspector with much-needed assistance with Departmental administration generally and, in particular, with the Chief Building Inspector's role as the Municipality's building project consultant and co-ordinator.

Factors contributing to the need for organizational change include:

- (a) Increased demands on the Building Inspection function arising out of:
  - (i) Increased construction activity demanding an increase in the number of inspections.

*Number of Building Inspections 1965-1971.*

1965	'66	'67	'68	'69	'70	1971	Increase 1971 Over 1965	
							Number	%
6545	6462	6149	7227	7381	8000	7378	833	12.7

Despite slight depressions during 1966 and 1967, inspections increased by 833, or 12.7% between 1965 and 1971.

During 1968, Progress inspections, necessary for application of the scope of the National Building Code and the Burnaby Zoning Bylaw, (i.e. those initiated and scheduled by the Department, and are in addition to inspections called by the permit holder) were introduced and account for the increase in inspections over the preceding years.

The reason for the peak inspection performance of 1970 was that, during the period of labour unrest of that year, demands for inspection of large or complex building units declined and Inspectors were able to concentrate on the less time-consuming inspections remaining.

Although an upward trend in construction activity is noticeable commencing as early as 1961, 1965 saw the start of a building boom in Burnaby which has every promise of continuing on its upward trend. This trend has placed and continues to place increasing demands on the Building Inspection and other units of the Department.

Continued.....

Re: Organization of Building Department (Cont'd)

Section I (Cont'd)

(a) (i) (Cont'd)

*Total Dollar Value of Construction, 1965 (Base Year) - 1971*

Construction Classification	\$ Value (M)							Increase	
	1965	'66	'67	'68	'69	'70	1971	1971 Over 1965 \$ (M)	%
<i>Residential</i>									
-Single Family	5.9	6.8	8.9	9.5	9.5	6.9	11.5	5.6	81.2
-Two Family	0.6	0.7	2.3	2.6	1.8	1.2	1.9	1.3	216.7
-Multiple Family	1.7	5.9	10.8	12.7	12.6	20.8	18.7	17.0	1000.0
<i>Commercial</i>	1.9	1.7	1.8	7.0	5.8	3.0	8.2	6.3	331.6
<i>Industrial</i>	3.1	7.2	5.5	6.7	7.7	3.2	6.5	3.4	109.7
<i>Public</i>	6.2	11.3	8.6	7.8	11.1	4.8	6.9	0.7	11.3
<i>Miscellaneous</i>	0.2	0.2	0.2	0.2	0.3	0.2	0.3	0.1	50.0
<i>Totals</i>	# 19.6	# 33.8	# 38.0	# 46.5	# 48.8	# 40.1	# 54.0	# 34.4	175.5%

With the exception of the slump during 1970, total dollar values have increased substantially over the seven year period (by \$34.4 M, or 175.5%). Construction of Multi-Family dwellings and Commercial buildings have provided major contributions to the increased dollar values.

Curtailement of activity, which reduced dollar values of all construction, with the exception of Multi-Family dwellings, during 1970, was the result of labour unrest which lasted during the six month period from February to July.

(ii) Changes in the type of building construction.

1965 saw the start of a dramatic change in the ratio of "less-complex" dwelling structures (single and two-family dwellings) to the "more-complex" dwellings (high rises, condominiums, three-storey apartment buildings). In 1965, 71.7% of all housing units were Single-Family structures, 22.1% were Multi-Family structures, with 6.2% as Two-Family structures. From 1965-1971, the percentage distribution of housing units constructed altered with the majority of housing units, 57.3%, as Multi-Family while 37.9% were of the Single-Family variety, and Two-Family construction remained virtually constant at 4.8%.

(iii) Impact of the 1965 Burnaby Zoning Bylaw which now requires inspection for post-construction requirements including landscaping, parking, paving, screening and other site development considerations.

(iv) Impact of the National Building Code with its new inspection demands, particularly as regards detail quality control requirements.

(b) Increased demands of the Municipal building construction program.

The Chief Building Inspector's role as project consultant and co-ordinator has increased considerably since initial assignment of the function. The time demand varies and at this instant this function now occupies approximately 90% of the Chief Building Inspector's time, curtailing his time to administer the Department generally, and curtailing time to prepare the Department to meet the impact of changing codes, regulations, and bylaws.

Considering the volume of building construction, renovation and repair projects anticipated (including the substantial program approved under the 1971 Parks' Money Bylaw), there is every reason to anticipate a sustained high level of involvement of the Chief Building Inspector with Municipal building projects.

Continued.....

Re: Organization of Building Department (Cont'd)

Section I (Cont'd)

(b) (Cont'd)

It should be noted that the Chief Building Inspector's efforts as regards Municipal building projects have recently been directed almost exclusively toward major new construction, repair and renovation with little time available for projects of less than major order. We propose that it would be to the benefit of the Municipality if the Chief Building Inspector provided design and other project consultant/co-ordinator services for all building projects. We envisage that in the case of minor structures he would take on the total design function and, in the case of major structures, he would work closely with the architect engaged for the project. Further, we propose increased utilization of the Chief Building Inspector and less reliance on consultants during certain phases of a building program. During the preliminary research stage, reliance on consultants to perform research can result in less efficiency than if performed by our staff...our staff must still feed information to consultants through meetings, interviews, and reports, all of which are time-consuming and create unnecessary duplication of effort. In addition, some savings can be realized by performing our own inspection during construction -- a service for which we now pay a fee. Although we propose increased utilization of the Chief Building Inspector, by virtue of work volumes and for other reasons, there will continue to be occasions when the Corporation may have to use the services of architects and other consultative bodies even on minor projects. In summary, co-ordination of minor as well as major projects, and assumption of certain services partially or totally provided by consultants at present will place additional demands for time on the Building Department.

In examining alternatives to provide additional Building Inspection man hours, and to release the Deputy in order to assist the Chief Building Inspector, we considered various proposals: vary work hours of Inspectors (use of overtime, adjust work hours to provide early start); eliminate or reduce services; improve practices and procedures; provide temporary inspection assist. While these alternatives have been explored and tried and do provide some relief, the Department is now faced with a volume of work which can only be effectively met first by staff addition, and subsequently, through release of the Deputy from detailed involvement with Building Inspection and Plan Checking functions. It should be noted that supervision and guidance of the Plan Checkers will continue for approximately one year when it is anticipated that the now-vacant supervisory Checker position will be filled from within the Plan Checking unit.

As regards additions to staff, we propose that two permanent positions be added to the Building Department with titles, duties and costs as follows:

Supervisor - Building Inspections.

- The position incumbent will be directly accountable to the Deputy Building Inspector and exercise supervision over four or more subordinate Building Inspectors.
- Supervision includes planning, scheduling, assigning, and reviewing the work of the unit. The Supervisor will: personally perform inspections of large and/or complex units; discuss problems with, offer advice, and interpret bylaws and regulations to owners, consultants, contractors and tradesmen; carry out special investigations as required; prepare a variety of technical reports; assist with drafting bylaw amendments; perform other related duties.
- Salary, Benefit and Transport Costs, \$1,095 per month (\$13,140 per annum). (This position is a new addition to our position classification system with value established in proper relationship to values of other supervisory positions.)

Building Inspector I.

- The position incumbent will be directly accountable to the Supervisor-Building Inspections.
- This is a trainee position with limited inspection duties and responsibilities with possibility for eventual reclassification upward to Building Inspector II.

Re: Organization of Building Department (Cont'd)

Section I (Cont'd)

(b) (Cont'd)

Building Inspector I. (Cont'd)

- Duties will include: conduct of site development, post building demolition, Business sign, and minor construction inspections; investigation of complaints; in a training capacity, plan checking duties at the beginning level.
- Salary, Benefit and Transport Costs, \$812 per month (\$9,744 per annum). (This position is presently included with our position classification system.)

Through additions to the Building Inspection unit we anticipate that the Deputy will be released of his detailed involvement with the Building Inspection function, in particular, in order to assist the Chief Building Inspector to a greater extent than presently possible with:

- (a) administration of the Department generally;
- (b) the Municipal Building Construction, Repair, Renovation program; and to assist the Chief Building Inspector with the following new functions proposed under Section II of this report:
  - (i) program design and implementation of a co-ordinated Municipal Building Maintenance program directed to all Municipal buildings;
  - (ii) management of the Municipal Hall Precinct (Municipal Hall, Justice Building).

Section II Municipal Building Maintenance Program.

In that there does not exist a co-ordinated program directed to maintenance of all Municipal buildings, structures and support plants, the Chief Building Inspector, Purchasing Agent and Work Study Analyst have examined building management provisions with intent to determine the need for such a program and how co-ordinated maintenance can best be provided.

In defining the scope of building management, we consider that the function is concerned with keeping facilities in good operating condition at optimum cost, i.e. neither over nor under-maintained, and with ensuring the availability of buildings, equipment, and services to the organization using the facilities. Primary management functions include: administration; maintenance (preventive and corrective as regards buildings, plants, utilities, and grounds servicing buildings); alterations and installation of additional or replacement facilities; inspection for condition and functional suitability; distribution of utilities; allocation of space. Secondary, or support, functions typically include: facility protection and cleaning; refuse disposal; snow removal; purchasing and stores keeping; salvage disposal; insurance administration; property accounting; service contract administration.

Although there are exceptions to the statement, in our organization, secondary management functions such as insurance administration and purchasing, are performed on behalf of our building managers, i.e. Department Heads and others charged with prime accountability for buildings, by specialists within the organization. Our study was not concerned essentially with secondary management functions but, rather, with the primary function of maintenance. Examination of our building inventory, in terms of dollar values and numbers and variety of structures was also necessary, as was examination of the distribution of accountability for buildings and of staff and others presently providing maintenance services.

A. Value of Buildings.

<u>Building Complex or Unit</u>	<u>Insurance Replacement Value (January 1971)</u>
1. Animal Shelter	\$ 38,435
2. Civil Defence Buildings	35,890
3. Engineering Buildings	824,195
4. Fire Stations	590,973
5. Library Buildings	412,220
6. Municipal Hall Precinct	3,236,935
7. Parks & Recreation Buildings	4,229,539
8. Miscellaneous Buildings (Ex-Pound, Horse Barn)	8,070
Total Replacement Value	<u>\$9,394,255</u>

Continued.....

Re: Organization of Building Department (Cont'd)

Section II Municipal Building Maintenance Program. (Cont'd)

A. Value of Buildings. (Cont'd)

<u>Residential ("Rental") Buildings</u>	<u>Market Value (Dec.1971)</u>
On Parks & Recreation Property (16 units)	\$ 169,770
On Other Municipal Property (58 units)	605,525
Total Market Value	\$ <u>775,295</u>

The \$9.4 M value noted above, is a minimum value. On today's market, building costs, (including cost of foundations and other non-insured building components, and with updating of values noted above) would be in the order of \$15 M, exclusive of value of Residential buildings discussed below. Buildings soon to be constructed, eg. Bonsor Pool (estimated cost of \$600,000) and construction included with the 1971 Parks' Money By-law, plus extensive modification of other Parks' structures will add substantially to total building value. Residential buildings, i.e. rental houses, are presented separately above with market values noted rather than replacement values. Land on which these buildings stand is acquired for future development purposes, and not as a means of providing housing. These buildings are not replaced in the event of extensive damage or destruction occurring before planned demolition. Consequently, nominal insurance only is carried. By the same token, minimal maintenance is provided.

B. Accountability for Buildings

Accountability is distributed between six jurisdictions, with delegation of accountability as follows:

Building Complex or Unit

- |                                                             |                                                                                                            |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. Animal Shelter                                           | -Chief License Inspector(for Municipal Treasurer)                                                          |
| 2. Civil Defence Buildings                                  | -Civil Defence Co-Ordinator(for Municipal Manager)                                                         |
| 3. Engineering Buildings                                    | -General Superintendent(for Municipal Engineer)                                                            |
| 4. Fire Stations                                            | -Assistant Fire Chief (for Fire Chief)                                                                     |
| 5. Library Buildings                                        | -Chief Librarian (for Library Board)                                                                       |
| 6. Municipal Hall Precinct                                  | -Purchasing Agent(for Municipal Treasurer)                                                                 |
| 7. Parks and Recreation Buildings                           | -Supt.-Parks Operations & Recreation Director (for Parks Administrator, for Parks & Recreation Commission) |
| 8. Residential Buildings<br>(On other than Parks' property) | -Land Agent(for Municipal Treasurer)                                                                       |

In examination of organizational alternatives, we considered feasibility of transferring accountability for management of all buildings to a central agency, however, with the exception of the Municipal Hall Precinct (two building units serving a variety of units including Council, the administrative body, and others providing services on behalf of the Municipality), the majority of buildings are special-purpose structures with management delegated according to purpose and function of the individual managing bodies. We are of the opinion that present accountability for management ("management" in the broad sense), except that for the Municipal Hall Precinct should not be disturbed.

As regards management of the Municipal Hall Precinct, we propose transfer of accountability to the Chief Building Inspector for the following reasons:

1. Building maintenance, i.e. ensuring adequate condition, availability and suitability of buildings, is a logical extension of design and construction, two functions the responsibility for which is vested in the Chief Building Inspector as Municipal building project consultant and co-ordinator. The professional and technical expertise, and the familiarity of the Chief Building Inspector with the structure of the Precinct and of its relatively complex support plant system place the Chief Building Inspector in a favorable position to effectively manage the Precinct.

Continued.....

Re: Organization of Building Department (Cont'd)

B. Accountability for Buildings (Cont'd)

2. It should be noted that the Chief Building Inspector, in an advisory capacity to the Purchasing Agent, is already heavily involved with maintenance of the Precinct in that the Purchasing Agent's Building Maintenance man seeks technical advice directly from the Chief Building Inspector as regards plant operation and maintenance; requests for building modification and alterations to Precinct offices included with individual Departmental budget submissions are referred by the Purchasing Agent to the Chief Building Inspector for advice as regards design and cost estimation; and the Service Centre Carpenter Foreman in performing work at the two buildings consults directly with the Chief Building Inspector.
3. Considering logical relationships of activities and grouping of such, there is more logic to assigning management to the Building Department than to the Purchasing Division.

In implementing transfer of accountability, we propose that all of the primary functions of Precinct management presently delegated to the Purchasing Agent be assigned to the Chief Building Inspector. Although administrative procedures require definition, such transfer can be implemented within a short period of time with little or no disruption of the Building Department providing that recommendations made under Section I of this report are approved.

We do not, however, recommend that we disturb present delegation of secondary functions. In particular, contracted Janitorial services and Food services should, for the present or until further study of administrative feasibility of transfer is possible, remain with the Purchasing Agent. Both of these services require somewhat unique administrative ability and experience and are somewhat removed from the pure building maintenance function (i.e. repairs, renovations, utility distribution, etc.)

With transfer of accountability we are recommending transfer of one Building Maintenance man position from the Purchasing Agent's staff to the Building Department. As referenced previously, functions of the position are directed essentially toward operation and maintenance of support plants within the Precinct buildings. With transfer of accountability for the Precinct, supervision over and direction of the Maintenance man can best be provided by the Chief Building Inspector.

C. The Concept of Co-Ordinated Building Maintenance.

In examination of building management practices and procedures of each of our building managers it is evident that the Municipality is at a stage in its development where co-ordination of building maintenance is required.

The following is provided in summary of evidence of the need for co-ordination:

1. The increasing number, variety, purpose, complexity, and substantial value, of buildings and support plant systems for all civic departments.
2. The fairly wide distribution of accountability for buildings, and differences as between individual building managers as regards status accorded the maintenance function and expertise required to maintain buildings in optimum condition.
3. The complexity of administering an effective building management program, with complexities arising out of the variety of functions typically associated with management.

Re: Organization of Building Department (Cont'd)

D. Organization for Co-ordinated Building Maintenance

We are of the opinion that co-ordination of the program should, most logically, be vested in the Chief Building Inspector as an extension, but an integral part of his role as Municipal building project consultant and co-ordinator.

In summary, the Chief Building Inspector's functions as building consultant and co-ordinator include:

- Provide design advice, including production of plans, sketches, and specifications;
- Provide cost estimates, and evaluate quotations for work submitted by Municipal forces and/or outside contractors;
- Assist with contract preparation, as required;
- Provide liaison between Municipal bodies concerned with construction within the Municipality (e.g. Engineering, Fire, Health, Treasury, Licence Departments/Divisions, and other bodies);
- Provide liaison between Municipal bodies, such as the Library Board and Parks and Recreation Commission, and consultants, architects, and contractors;
- Provide inspection and supervision of projects;
- Maintain budget control with particular attention paid to cost variances;
- Process progress claims, and contract correspondence;
- Maintain a central records file to include a Municipal building and support system inventory, and plans, sketches, and specifications of our building plant.

1. Role of Chief Building Inspector as Municipal Building Maintenance Co-ordinator

In co-ordination of maintenance of all Municipal buildings, we anticipate that the Chief Building Inspector's role will include the following:

- Prior to submission of provisional, final, and recast budgets to the Municipal Manager, all requests for alterations, repairs, or renovations of buildings and plants will be directed to the Chief Building Inspector for review. Similarly, all requests arising between budget submissions (as previously unanticipated needs possibly arising out of emergency) will be directed to the Chief Building Inspector.
- In review of requests, the Chief Building Inspector will assess needs, provide consultation and advice, and provide design, plans, specifications, and cost estimates.
- With approval of proposed expenditures, the Chief Building Inspector will:
  - Advise in the establishment of work priorities and work schedules;
  - Provide inspection and supervision of projects, as required;
  - Follow-up to ensure that projects are completed as designed and within budget limits.
- In co-ordinating a preventive maintenance program, the Chief Building Inspector will:
  - Recommend, provide advice and ensure liaison with individual building managers in the design, implementation, and assessment of maintenance programs designed to fit individual needs, and which will ensure the condition and functional suitability of buildings and support systems. The program will include, as key elements, planned inspection, repair, and servicing procedures.

In explanation of the concept of co-ordinated maintenance, it should be clearly understood that although operation and maintenance of certain structures, e.g. water pump stations, the Rink, and Swim Pools, are difficult to separate, the Building Department will in no way interfere with use of buildings for their intended purposes. The justification for creation of co-ordinated maintenance services is in ensuring optimum condition of buildings and of their support systems.

Re: Organization of Building Department (Cont'd)

D. Organization for Co-ordinated Building Maintenance

2. Staffing for Co-ordinated Building Maintenance

It should be appreciated that we are very much at the conceptual stage of installing a co-ordinated maintenance program in that a detailed program must be designed, tested and installed, and that it is difficult to predict staffing requirements. We suggest that only after a period of operation of possibly one year can we be more specific as to staff requirements.

In consideration of staffing for the program, the Parks and Recreation Department presently employ a Maintenance Co-ordinator - Parks Plant with the prime function of planning, implementing, and monitoring a preventive maintenance program for all Parks' buildings, plants, and structures, with the exception of the Ice Rink and Swim Pools which contain special purpose plants. To use the argument of logical grouping of functions to take advantage of specialization, we propose that it is logical to transfer the Maintenance Co-ordinator from the Parks Department to the Building Department to provide services and the benefit of his expertise to not only Parks structures but to all Municipal buildings. (Transfer will, of course, require approval of the Parks and Recreation Commission).

We propose that we commence operation as scheduled under Item D. 3, Implementation, following, with no additions to our Municipal staff complement.

Provision of two additional Building Inspectors, as proposed with Section 1 of this report, will release the Deputy to provide the Chief Building Inspector with assistance in administration of the Department generally, with the Municipal building construction program and, as new functions, assistance with management of the Municipal Hall Precinct, and in design and implementation of the building maintenance program.

Transfer of the Maintenance Co-ordinator - Parks Plant position incumbent (with position title amended) to the Building Department will, no doubt, provide assistance to the Deputy in detailed fact gathering, and in design and implementation of the maintenance program. The extent of assistance possible from the Maintenance Co-ordinator will, however, depend upon the latter's involvement with current and immediate future Parks Department building repair and renovation projects. It will be necessary to clearly define immediate and future expectations for the position.

3. Implementation

Because there exists a variety of matters (procedures, functional relationships, etc.) which must be considered before implementation of the total program is possible, we recommend phasing-in, as follows:

Phase 1. (Immediately following Council consideration and approval).

- (a) As recommended, Section 1 of this report, the addition of one Building Inspector 1 and one Supervisor-Building Inspections to permanent complement of the Building Inspection unit, Building Department.
- (b) Transfer of accountability for, or management of, the Municipal Hall Precinct from the Purchasing Agent to the Chief Building Inspector. Such transfer of accountability to be accompanied by transfer of the Building Maintenance position from the Purchasing Agent's staff.

NOTE: Full implementation of transfer of accountability will be phased-in over several weeks during which time the Chief Building Inspector, his Deputy, and the Purchasing Agent will be required to work in close co-operation.

- (c) Assignment of accountability to the Chief Building Inspector for the co-ordination of a building maintenance program provided to ensure optimum condition and functional suitability of all Municipal buildings and support plant systems.



Re: Organization of Building Department (Cont'd)

D. Organization for Co-ordinated Building Maintenance

3. Implementation

Phase 11 (Commencing approximately 5 June, 1972, if this report is adopted immediately)

- (a) Transfer of the Maintenance Co-ordinator-Parks Plant position from the Parks and Recreation Department to the Building Department.
- (b) Commence detail design of the co-ordinated building maintenance program which will define authority, functional relationships, organization, staffing, practices and procedures, and controls.

We propose that design will include study of the following items, not discussed with this report, but recognized during the course of study as items worthy of examination:

- (i) The feasibility of establishing a maintenance pool with staff accountable to the Chief Building Inspector, and provided to service buildings and support plant systems exclusively.
- (ii) The feasibility of increasing the Municipal Trades staff by the addition of an Electrical Maintenance and, possibly, construction unit, and by addition to our Plumbing staff. Study should also be made of the possible need for trades specialists in refrigeration, air-conditioning, and heating servicing. Most of this work is presently being done by outside forces.

We also propose study, but at some future time, of the feasibility of installing a central pool of janitorial and security staff, with administration of such to include administration of contracted janitorial services.

Continued.....

Re: Organization of Building Department (Cont'd)

Section III Salary Revision for Chief Building Inspector and Deputy Chief Building Inspector.

Upon reviewing all relevant information compiled by the Administrative Assistant to the Municipal Manager and the Work Study Analyst, the Municipal Labour Relations Bureau has reviewed, evaluated and compared the current duties, responsibilities, requirements, salaries, and pertinent salary relationships of the two positions both internally and externally and recommends that the value of the Chief Building Inspector position be raised from Pay Grade 35 (\$1,245 - \$1,487 per month) to 37 (\$1,362 - \$1,624 per month) and that of the Deputy Chief Building Inspector from Pay Grade 30 (\$1,013 - \$1,212 per month) to 32 (\$1,083 - \$1,302 per month). All salaries are 1971 figures. The Municipal Manager concurs in these recommendations.

The justification for these re-evaluations is:

1. The dramatic change in the ratio of less complex dwelling structures (single and two-family) to more complex dwellings (high rises, condominiums, and 3 story apartment buildings) which has occurred between 1968 and 1971. The trend in the construction of increasingly complex building structures is also a major factor that has expanded the Chief's and Deputy's total scope of responsibility.
2. Recognition of the Department Head and Deputy's involvement in the role of Municipal Building Consultant/Co-ordinator. The value of the Chief Building Inspector in this prime role has been amply demonstrated when one considers how well the Bonsor Park Pool project has proceeded.
3. Anticipation of the Department undertaking the actual design function for minor structures for all Municipal Departments.
4. Anticipation of the Department accepting responsibility for a co-ordinated Municipal building maintenance program.
5. Progressively higher levels of responsibility for the administration of bylaws and codes have been assumed by the Chief and Deputy between 1968 and 1971. Regulations governing construction practices have and are continuing to become more numerous and more technically complex.
6. The positions were last reviewed in 1968 when all exempt positions were reviewed as a group.

By increasing the value of the Chief Building Inspector classification to Pay Grade 37, the incumbent will be on a comparable level with the Assessor, Social Services Administrator and Parks and Recreation Administrator. Certainly with the additional duties proposed in this report, this position should be on the same level as these positions.

At the present time there is only a 2 pay grade differential between the Deputy's classification and the classification of the highest subordinate position (Supervisor-Electrical Inspections). This differential does not now adequately reflect the differences in relative responsibilities, let alone take into consideration the proposed additional responsibilities outlined in this report.

The proposed revised job descriptions for the Chief's and Deputy's positions are attached.

Since the Deputy Chief Building Inspector (Mr. Steve Gertsman) resigned effective February 21, 1972, to accept the position of Chief Building Inspector of Delta, and since we were in the process of investigating the feasibility of a coordinated building maintenance program and of possibly using the Chief Building Inspector to design some minor civic structures, we obviously had an ideal opportunity of making any changes in organization that we proposed. Ideally, we would have delayed recruitment of a new Deputy Chief Building Inspector until we had completed our study of the organization. However, because of the work load at this particular point in time, this was not practical or possible. Fortunately our studies had advanced to the point that we had a good idea of the qualifications of the man that we would want if we

Re: Organization of Building Department (Cont'd)

Section III Salary Revision for Chief Building Inspector and Deputy Chief Building Inspector. (Cont'd)

were to proceed as we recommend in this report. We therefore recruited on the basis of the present pay grade and position, but with an assurance to the successful candidate that we would be recommending to Council a change in the position and the pay grade as soon as our study was completed. We offered no guarantee that the pay grade would be changed, but we did ask that the successful candidate assist the Chief Building Inspector in his role of Municipal Consultant/Coordinator effective with his employment date. If the candidate took on the additional responsibilities, which he did, we agreed to recommend that any adjustment in pay grade be retroactive to his date of employment (March 1, 1972).

RECOMMENDATION:

THAT two permanent positions of Supervisor - Building Inspections and Building Inspector I be added to the complement of the Building Inspection unit, Building Department; and

THAT prime accountability for the Municipal Hall Precinct be transferred from the Purchasing Agent to the Chief Building Inspector with such transfer to be accompanied by transfer of the one Building Maintenance position from the Purchasing Division, Treasury Department, to the Building Department; and

THAT accountability for co-ordination of a building maintenance program provided to ensure optimum condition and functional suitability of all Municipal buildings and support plant systems be delegated to the Chief Building Inspector, such delegation of accountability to be accompanied by transfer of the one Maintenance Co-Ordinator - Parks Plant position from the Parks and Recreation Department to the Building Department; and

THAT the revised job descriptions of the Chief Building Inspector and the Deputy Chief Building Inspector be adopted; and

THAT the value of the Chief Building Inspector position be raised to Pay Grade 37 effective March 1, 1972; and

THAT the value of the Deputy Chief Building Inspector position be raised to Pay Grade 32 effective March 1, 1972.

**CHIEF BUILDING INSPECTOR**

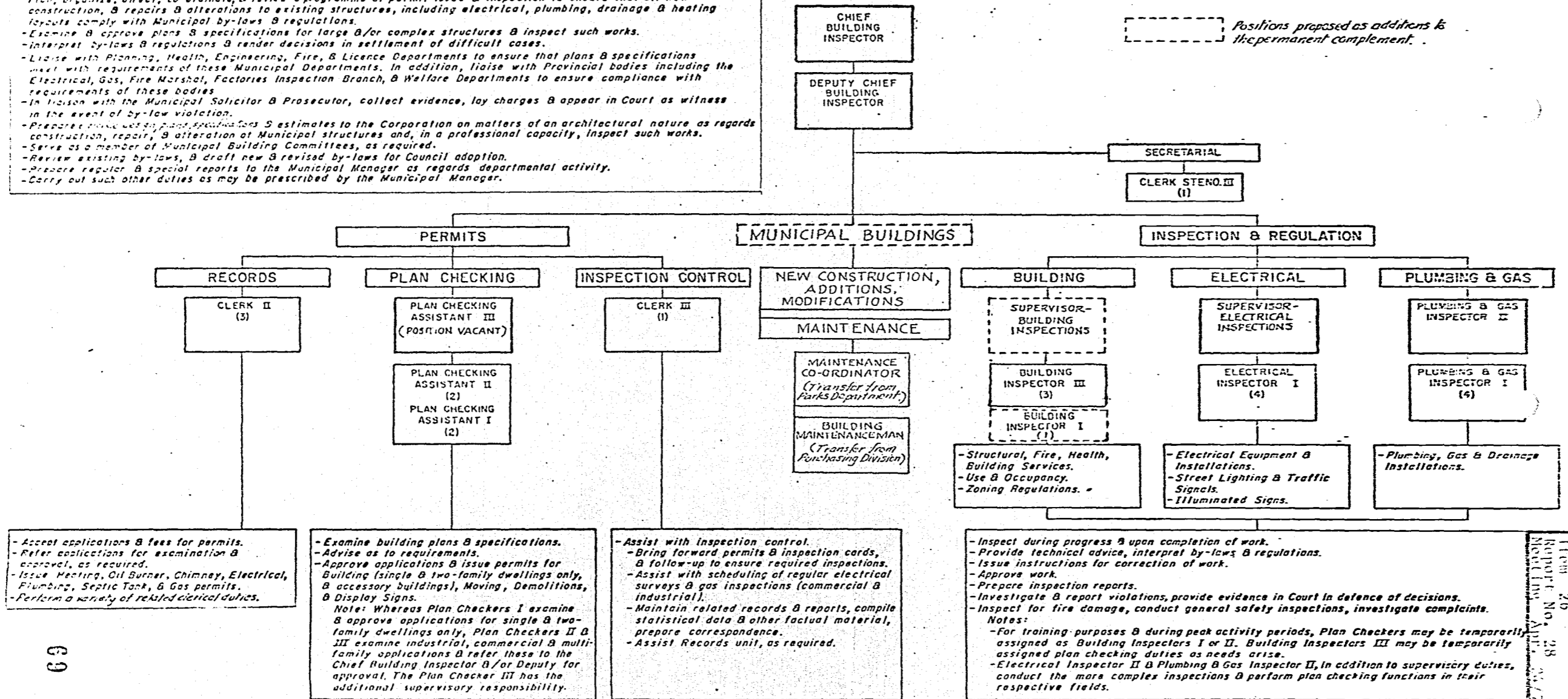
**APPOINTMENT, ACCOUNTABILITY, FUNCTION.**

- Appointed by the Municipal Council & receives administrative direction & control from the Municipal Manager.
  - In accordance with the power granted to Council by the Municipal Act, & subject to regulations of the Provincial Health, Fire Marshal, & Welfare Acts, the Chief Building Inspector, as Department Head, conducts an inspectional programme which emphasizes health, safety, & the protection of persons & property within the Municipality.
  - The Chief Building Inspector is responsible for administration & enforcement of the following By-Laws: Zoning (jointly with Chief Licence Inspector); Building; Electrical Inspection; Plumbing & Gas Fittings; Sign Regulation
- DUTIES**
- Plan, organize, direct, co-ordinate, & review a programme of permit issue & inspection to ensure that all new construction, & repairs & alterations to existing structures, including electrical, plumbing, drainage & heating layouts comply with Municipal by-laws & regulations.
  - Examine & approve plans & specifications for large &/or complex structures & inspect such works.
  - Interpret by-laws & regulations & render decisions in settlement of difficult cases.
  - Liaise with Planning, Health, Engineering, Fire, & Licence Departments to ensure that plans & specifications meet with requirements of these Municipal Departments. In addition, liaise with Provincial bodies including the Electrical, Gas, Fire Marshal, Factories Inspection Branch, & Welfare Departments to ensure compliance with requirements of these bodies.
  - In liaison with the Municipal Solicitor & Prosecutor, collect evidence, lay charges & appear in Court as witness in the event of by-law violation.
  - Prepare minutes of plans, specifications & estimates to the Corporation on matters of an architectural nature as regards construction, repair, & alteration of Municipal structures and, in a professional capacity, inspect such works.
  - Serve as a member of Municipal Building Committees, as required.
  - Review existing by-laws, & draft new & revised by-laws for Council adoption.
  - Prepare regular & special reports to the Municipal Manager as regards departmental activity.
  - Carry out such other duties as may be prescribed by the Municipal Manager.

**THE CORPORATION OF THE DISTRICT-OF BURNABY  
BUILDING DEPARTMENT**

PROPOSED ORGANIZATION  
22 APRIL 1972

*Positions proposed as additions to the permanent complement.*



Form 26  
Report No. 28  
Meeting Apr. 24/72

[Re Commission of the District of Coquitlam]  
March 1972

Definition:

This is professional, administrative and technical work managing the Municipal Building Inspection Department.

The Chief Building Inspector plans, directs and coordinates an inspectional program consisting of widely diversified residential, commercial and industrial construction and renovation projects. Included in the incumbent's responsibilities are design and contract construction activities and management of maintenance services in existing buildings.

Considerable independence, authority and discretion are exercised in achieving objectives and enforcing compliance with established codes, regulations and by-laws. Errors in judgment or in the administration of assignments could result in the initiation of legal liability proceedings that involve both the incumbent and the municipality.

General administrative supervision is received from the Municipal Manager who reviews work for program effectiveness, thoroughness, accuracy and professional competency.

Typical Duties and Responsibilities:

Oversees the work of inspectors engaged in inspecting buildings under construction and renovation to ascertain that all work is in compliance with the Municipal Building By-law and Provincial building regulations.

Oversees the work of plan checkers engaged in examining plans for a variety of buildings to ensure compliance with the Building By-law, Zoning By-law and other Municipal and Provincial regulations that are applicable to building construction.

Approves building plans to ensure that structural sufficiency, fire protection and public health requirements comply with Municipal and Provincial building regulations and the National Building Code of Canada.

Maintains liaison with any architectural consultant who is retained to provide design services for the Municipality; totally designs alterations and varied minor structures that are needed for municipal purposes.

Manages municipal building construction contracts and projects by maintaining liaison with consultants, contractors, Library Board, Parks and Recreation Commission and municipal departments; approves progress payments and obtaining necessary approval for contract changes; monitors compliance with the terms of the contract and reports variances and deviations to appropriate municipal officials.

Oversees the work of the Maintenance Branch and ensures through a deputy the adequacy of maintenance performed on municipal buildings.

Oversees the inspection of buildings that are damaged and in various stages of disrepair; may personally inspect structures that may or have become the subject of demolition proceedings.

Explains and interprets codes, regulations and by-laws; discusses details of building constructions, alterations and repairs with building inspectors, contractors, architects, engineers and the public.

Directs the preparation of and approves inspectional reports.

Makes final decisions on disputes and technical problems relating to the issuance of permits.

Prepares and recommends amendments and modifications to by-laws and regulations.

Oversees the preparation of complaints for legal action against persons who violate codes and regulations and confers with the Municipal Prosecutor regarding pending litigation.

Oversees the development of the annual budget and supervises the overall expenditure and accounting of funds.

Represents the Municipality on committees and before hearings on matters pertaining to codes, by-laws and regulations.

Initiates and approves studies conducted to assess the functional suitability of municipal buildings and the optimum use and efficiency of space; coordinates study results with architects, engineers and various municipal officials.

Performs related work as required.

Minimum Qualifications:

University graduation with courses in architecture or engineering; registered architect or professional engineer; seven years of highly responsible managerial and administrative experience, preferably in the field of municipal government; highly developed skills in the fields of design, construction and building inspection; OR an equivalent combination of education, training and experience.

British Columbia Driver's Licence.

Definition:

This is professional, administrative, supervisory and technical work assisting the Chief Building Inspector in managing the operations of the department.

An employee on this level is functionally responsible for the supervision of inspectors engaged in the physical inspection of a wide variety of construction and renovation projects, assisting in the management of municipal construction projects and overseeing the work of personnel engaged in providing maintenance services in municipal buildings. The Deputy supervises the work of clerical and stenographic employees and other subordinates engaged in reviewing plans and issuing permits for construction and renovation of residential, commercial and industrial buildings and structures. Considerable judgment, initiative and independent action are exercised but particularly difficult or unusual matters are referred to the Chief Building Inspector. The Chief Building Inspector reviews work for overall effectiveness, thoroughness, accuracy and professional competency.

Typical Duties and Responsibilities:

Plans, assigns, schedules, reviews and evaluates the work of inspectors engaged in inspecting buildings under construction and renovation to ascertain that all work is in compliance with the Municipal Building By-law and Provincial building regulations.

Plans, assigns, schedules, reviews and evaluates the work of plan checkers engaged in examining plans for a variety of buildings to ensure compliance with the Building By-law, Zoning By-law and other Municipal and Provincial regulations that are applicable to building construction.

Reviews building plans to ensure that structural sufficiency, fire protection and public health requirements comply with Municipal and Provincial building regulations and the National Building Code of Canada.

Assists in maintaining liaison with architectural consultants who are retained to provide design services for the Municipality; assists in designing alterations and varied minor structures that are needed for municipal purposes.

Assists in the management of municipal buildings contracts and construction projects by maintaining liaison with consultants and contractors; assists in monitoring compliance to the terms of the contract and reports variances and deviations to the Chief Building Inspector.

Oversees the work of the Maintenance Branch and ensures through a subordinate staff the adequacy of maintenance performed on municipal buildings.

Directs the inspection of buildings that are damaged and in various stages of disrepair; personally inspects all structures that may become the subject of demolition proceedings.

Explains and interprets codes, regulations and by-laws; discusses details of building constructions, alterations and repairs with building inspectors, contractors, architects, engineers and the public.

Prepares or directs the preparation of inspectional reports.

Assists with the preparation of amendments and modifications to by-laws and regulations.

Supervises the preparation of complaints for legal action against persons who violate codes and regulations; confers with the Municipal Prosecutor regarding pending litigation when directed by the Chief Building Inspector.

Assists in preparing the department's annual budget and in the supervision and control of the expenditure of funds.

Initiates studies to assess the functional suitability of municipal buildings and submits recommendations concerning the optimum use and efficiency of space.

Deputizes for the Chief Building Inspector and acts in his capacity during absences and holiday periods.

Performs related work as required.

Minimum Qualifications:

University graduation with courses in architecture or engineering; eligible for or have registration as an architect or professional engineer; five years of responsible administrative and supervisory experience, preferably in the field of municipal government; highly developed ability to lead, analyze and make sound analyses of complex situations; OR an equivalent combination of education, training and experience.

British Columbia Driver's Licence.