

To: Chief Administrative Officer **Date:** June 17, 2024
From: Jay Jackman, Manager of Development Engineering
Subject: **Temporary Works Inspector 1 Posting 2024**

Recommendation(s)

1. That Council support the posting of a temporary Works Inspector 1 position for a 1-year time-durated position beginning in 2024; and
2. That associated costs be funded using surplus revenue collected via the Engineering Development Activity account.

Purpose

The purpose of this report is to request Council support to post and fill a time-durated Works Inspector 1 position as soon as possible, and to fund the position using surplus revenue realized from the Engineering Development Activity revenue collected in 2024.

Background

Mission has had two works inspectors for the past 30 years. This year with the provincial mandate to deliver more housing faster, and Loftus Village advancing to construction, it is anticipated that Mission will see more development activity than ever before. It is time to look at increasing the number of Works Inspectors from two to three. The Engineering and Public Works Department has seen a steady increase in development referrals over the last 10 years. The number has increased steadily from 33 referrals in 2014, to 172 referrals in 2023. Those numbers are an indicator of what the city can expect from a shovels-in-the-ground perspective, as many referrals result in development construction activity within the next two to three years. The current staffing level of two Works Inspectors will not be able to maintain service levels going into 2025.

Discussion and Analysis

There is a desire to bring on a junior works inspector this year on a trial basis and fund the trial using surplus revenue. While the trial period provides some short-term relief for the department, and an opportunity for internal staff to compete for and fulfill the role of Works Inspector, staff will be looking forward to 2025 for a permanent full-time position to be added to the budget. Staff are currently overseeing the servicing of 150 single family lots, 5 Multi-family sites, 3 townhouse developments, 2 Mixed Use developments, 2 Industrial sites, and 1 daycare site. Staff also provide support to the building department preparing building permit engineering fees and deposits and conducting pre-pour inspections, and final access inspections complete with deficiency lists and follow-up inspections. There are currently more than 150 active building permits.

This strategy aligns with Council's Strategic Plan with respect to Organizational Resourcing: Implementing recommendations within the Human Resources Strategy VI - Succession

Planning; and keeping up to date on staffing level needs based on levels of service priorities and needs.

Financial Implications

There is a projected budget surplus this year resulting from more than expected engineering administration fees collected. This surplus will offset any additional costs associated with the temporary Works Inspector job and will not adversely impact the 2024 approved budget. As of this writing, Engineering Development Activity account has an uncommitted surplus of \$102,000.

Communication

With the support of Council, the time-durated opportunity will be communicated to internal staff by Human Resources following the usual process for such internal postings.

The matter of funding a full-time permanent Works Inspector position will be deferred until the fall budget discussions.

Summary and Conclusion

Development activity in Mission has been increasing steadily over the last 10 years while staffing levels associated with Works Inspectors have been static for the last 30 years. Staff believe it is time to look at adding a third Works Inspector to maintain service levels going into 2025. There is a desire to provide a trial opportunity in the form of a time-durated position to internal staff for the remainder of 2024 while a permanent full-time position is considered in the upcoming 2025 budget. Staff are seeking Council's support to offer a 1-year time-durated opportunity this year and offset any associated costs using surplus revenue in the Engineering Development Activity account.

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Reviewed by: Tracy Kyle, Director of Engineering & Public Works

Approved for Inclusion: Mike Younie, Chief Administrative Officer