

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW 2023- 29

Being a By-law to Appoint Building Officials from RSM Consulting for Inspections and Plans Review Services

**WHEREAS** the Building Code Act, 1992, SO 1992 Chapter 23 Sec. 3(2) provides that the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purposes of the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS** Council recognizes and will be in compliance with the changes to the Building Code Act, 1992 and Building Code resulting from the Building Code Statute Law Amendment Act, 2002, specifically Bill 124 will be met with this appointment By-law;

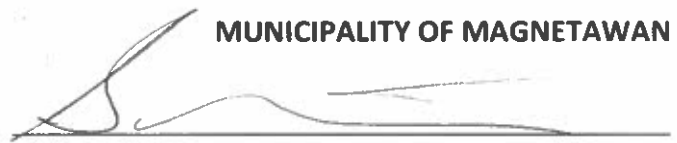
**AND WHEREAS** the Municipality of Magnetawan is entering into an agreement with RSM Building Consultants (RSM) to provide inspection and plans review services as may be required by its Building Department;

**NOW THEREFORE** the Council of the Municipality of Magnetawan hereby enacts as follows:

1. That the Chief Building Official and CAO/Clerk are authorized to enter into an agreement with RSM to procure building department services as required;
2. That the following staff of RSM are hereby appointed as Building Officials (BO) for the Municipality of Magnetawan for inspections and plans review services: **Gerald Moore, Barbara Mocny, Laura Elliott, Devon Staley, John 'Kip' Rennick, Mike McKean, and Grant Schwartzentruber.**
3. That the appointments shall be effective upon the date of passing of this bylaw;

**READ A FIRST, SECOND, AND THIRD TIME**, passed, signed and the Seal of the Corporation affixed hereto, this 12th day of July 2023.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN



Mayor



CAO/Clerk



## SERVICE PROPOSAL

---

DATE:

July 5th, 2023

PREPARED FOR:

Township of Magnetawan  
4304 Hwy #520, P.O. Box 70  
Magnetawan, ON P0A 1P0

PREPARED BY:

RSM Building Consultants  
44 Saltsman Drive, Unit 9  
Cambridge, ON N3H 4R7

Gerald Moore, CET, CBCO, CRBO  
President

Building Code Qualified #19949  
[gerald@rsmbuildingconsultants.com](mailto:gerald@rsmbuildingconsultants.com)

## **INTRODUCTION**

---

RSM Building Consultants is pleased to submit this proposal to the Township of Magnetawan. Our company will provide the necessary resources and knowledge to carry out the provincially mandated enforcement of the Building Code Act as assigned.

## **SERVICES REQUESTED**

---

### **1. Electronic Plans Examination**

RSM will provide plans examination services to the Township of Magnetawan, to review for compliance with the Ontario Building Code.

- All plans will be uploaded to the Consultant's e-Portal by the Municipality to initiate the review process.
- Review each plans examination and corresponding documents, identifying and noting any Ontario Building Code items.
- When there are notable building code deficiencies, the Consultant will issue a status letter to the applicant through the e-Portal.
- The Consultant will correspond with the applicants related to the deficiencies. I.e. Outstanding information or changes required to meet the Ontario Building Code.
- Any amended drawings submitted based on deficiencies will be reviewed by the Consultant.
- Once this information is received and the Consultant is satisfied with the review, the Consultant will mark up/ redline the drawings and provide a stamp indicating that it has been reviewed by RSM.
- Upon completion of the review, notification will be sent to the Municipality enabling them to upload all plan review documentation, including an approval letter, identified and completed deficiency/status report, reviewed drawings and the communication log for the Municipality's records.
- Recommendations to issue the permit will be communicated to the Chief Building Official based on the technical review portion of the permit.
- The Consultant will complete required applicable law, however the Municipality is responsible for all zoning reviews.
- A workflow setup of services will be created and discussed to ensure municipal and consultant teams understand roles and requirements to ensure efficiency.

### **2. Onsite Inspection**

RSM will provide onsite inspection services to the Township of Magnetawan, for all building permits issued. Legislation in the Ontario Building Code Act permits this type of inspection.

- The Consultant will receive the required inspection list the day prior from the Municipality to prepare their inspection day.
- Provide onsite inspections to monitor for visual building code compliance, identifying deficiencies.

- Ensure the proper documentation is received from the design consultants, manufacturers and testing agencies to provide compliance with the OBC.
- Provide inspection reports to the site and Municipality. The consultant can upload the reports to the Municipal system if requested.
- Recommendations will be provided to the Chief Building Official regarding occupancy of the building.
- On-site Inspections will be determined at the discretion of the Chief Building Official and dependent on the availability of the consultant.
- Twenty-four (24) hour notice is required to cancel an inspection shift. A minimum of three (3) hours per shift is required.

### 3. Virtual Inspection

RSM will provide virtual inspection services to the Township of Magnetawan as a backup for onsite inspections, for all building permits issued. Legislation in the Ontario Building Code Act permits this type of inspection.

#### Div C, 1.3.5.3. Prescribed Inspections

**(1)** Except as provided in Sentence (2), an *inspector or registered code agency*, as the case may be, shall, not later than two days after receipt of a notice given under Sentence 1.3.5.1.(2), undertake a site inspection of the *building* to which the notice relates.

**(2)** Where a notice given under Sentence 1.3.5.1.(2) relates to matters described in Clause 1.3.5.1.(2)(l) or (m), an *inspector or registered code agency*, as the case may be, shall, not later than five days after receipt of the notice, undertake a site inspection of the *sewage system* to which the notice relates.

**(3)** When undertaking an inspection required under Sentence (1) or (2), the *inspector or registered code agency*, as the case may be, may consider reports concerning whether the *building* or a part of the *building* complies with the Act or this Code.

**(3.1)** For greater certainty, when undertaking an inspection required under Sentence (1) or (2), the *inspector or registered code agency*, as the case may be, may choose to not attend at the physical site of the *building* and may instead undertake the inspection using other means.

The following services are included:

- RSM will work with the applicant to dispatch inspections and assign a qualified inspector for this activity. Confirming the date and time of the inspection,
- Virtual inspections will be set up as a Microsoft Teams link between the contractor and the remote inspector,
- Qualified staff will direct the applicant or contractor to review specific items throughout the project to determine compliance,
- The consultant will ensure the proper documentation is received from the design consultants, manufactures and testing agencies to provide compliance with the OBC,
- Inspection notes will be provided to the applicant and the Municipality, to include deficiencies, pictures if relevant, and comments.

- Recommendations will be provided to the Chief Building Official regarding occupancy of the building.
- Inspection services are based on the availability of the consultants at the time of the request.
- Twenty-four (24) hours' notice is required to cancel an inspection shift.

## **STAFF FOR PROJECT**

---

### **Gerald Moore, CET, CBCO, CRBO (President)**

Gerald Moore has over 25 years' experience in the building inspection field. He is a graduate of Construction Engineering Technology and has inspected thousands of buildings. He has had the role of plans examiner, inspector, and chief building official for large and small municipalities.

Gerald has guided RSM Building Consultants for over 10 years in supporting small and large municipalities in providing their mandated duty to enforce the Ontario Building Code. During this time RSM has completed thousands of plans reviews that included residential to complex care occupancies.

### **Barbara Mocny (Building Official)**

Barbara Mocny is RSM's senior plan examiner with more than 10 years' experience in the industry. She has the experience needed to provide excellent service on a variety of reviews from residential to large buildings. In addition, Barbara provides building code technical assistance to our examination team, assists with zoning and applicable law reviews and addresses inquiries from applicants and municipalities.

### **Devon Staley (Building Official)**

Devon Staley is an experienced senior building official with over 16 years' experience in building department plans examination, inspection and administration. A certified municipal manager with the Ontario Municipal Management Institute helps her to understand the municipal environment and provide expert advice on the operations of a building department. In addition, her experience includes working with a large homebuilding company and a design firm providing a well-rounded experience in our industry.

### **Mike McKean (Building Official – Virtual Inspector)**

Mike McKean has 35+ years' experience in the construction industry, a majority of it was spent with the City of Waterloo Building Department. Mike has specialized in the inspection of many complex and large buildings. Prior to this Mike inspected residential buildings. With his extensive experience, Mike is a proven mentor for young team members in the municipalities he has worked in.

### **Grant Schwartzenruber (Building Official – Virtual Inspector)**

Grant Schwartzenruber is an experienced field inspector that has been in the industry for over 35 years. He has the experience needed to communicate with contractors and homeowners on their obligations within the building code.

### **John "Kip" Rennick (Building Inspector)**

Kip Rennick is a building official veteran with over 30 years inspection experience. This experience includes all categories of construction including work as a chief building official. Many years working in a municipality which included rural and urban areas has exposed Kip to many types of construction projects.

### ***Key RSM Support Personnel***

Beth Moore – Chief Operating Officer  
Barb Gardham – Manager of Finance  
Skylar Gaudreau – Operations Co-Ordinator  
Karri-Anne Read – Municipal Service Manager  
Maggie Lawson – Permit Co-Ordinator & Plans Examiner  
Laura Elliott – Senior Plans Examiner  
Gage Sachs – Plans Examiner & Special Projects  
Megan Opersko – Plans Examiner

### ***Additional Plans Examination Support Staff***

RSM has an additional twenty (20) part-time plans examiners on our team. Each consultant is qualified and experienced in the areas that they provide services, allowing RSM to offer experienced reviewers in all aspects of the Ontario Building Code. Projects will be assigned to plans examiners based on the required qualifications and experience needed. All projects will be under the supervision of the President.

### **INSURANCE CERTIFICATES**

RSM will provide the necessary insurance certificates and WSIB coverage for staff provided in this contract.

1. Commercial General Liability Insurance – Named Certificate - \$5 million,
2. Professional Liability Insurance - Errors & Omissions Certificate - \$2 million, and
3. WSIB Clearance Certificate – available quarterly.

### **MUNICIPAL RESPONSIBILITIES**

#### **1. Communication**

The Municipality shall provide instructions, guidance and assistance to the Consultant relating to the provision of the Services and use reasonable efforts to make available any relevant municipal documentation which are in its possession, for use by the Consultant.

#### **2. Appointment By-Law**

The Municipality shall ensure that the staff of RSM Building Consultants are appointed as building officials as per Section 3-(2) of the Building Code Act.

**Gerald Moore, Barbara Mocny, Laura Elliott, Devon Staley, John ‘Kip’ Rennick, Mike McKean, and Grant Schwartzentruber**– appointed as Building Officials.

### **CONSULTING FEES**

**Plans Examination Services:** as per the attached Fee Schedule. Fees are determined by the type of project and its square footage.

**Inspection Services:** as per the attached Fee Schedule. Onsite hourly rate includes round trip travel time

from consultant's home office to the Municipal office. This rate includes consultant preparation for each inspection, the inspection itself, completion of reports, correspondence/meetings, and submission of all relevant information.

**Mileage Rate:** \$0.65 per km. We prefer to have our consultant use a municipal vehicle for their workday, however if they are required to utilize their own vehicles, mileage fees will apply.

**Administrative Services:** as per the attached Fee Schedule.

Invoices for completed work will be submitted to the Municipality for payment at the end of each month. Payment will be due upon receipt of the invoice. HST is additional.

Respectfully submitted,

**RSM BUILDING CONSULTANTS**



Gerald Moore, CET, CBCO, CRBO  
General Manager  
BCIN Qualification No. 19949



## SCHEDULE "A"

# RSM SERVICE FEES

MARCH 2023

## PLANS EXAMINATION SERVICES

### OBC PART 9

Houses (<6458sf), Townhouses, Additions, Alterations,	
Sheds and Garages (>400sf)	\$385 plus \$35/100m <sup>2</sup> , plus \$195/unit
Decks, Sheds, Garages & Res Additions (<400sf)	\$280
Residential Apartments, Units Above Another	\$515 plus \$67/100m <sup>2</sup> , plus \$195/unit
Non-Residential	\$515 plus \$67/100m <sup>2</sup> , plus \$325/major occ.
Change of Use Part 11	\$280 in addition to renovation fee
Large Houses (>6458sf)	\$1165 plus \$67/100m <sup>2</sup>
Firewall	\$195 in addition to base fee

### OBC PART 3

New Building or Addition	\$1165 plus \$67/100m <sup>2</sup> , plus \$456/major occ.
Foundation/Underground Services	33% of Full Fee of New Building
Renovation or Alteration	\$515 plus \$67/100m <sup>2</sup> , plus \$456/major occ.
Change of Use Part 11	\$280 in addition to renovation fee

### MISCELLANEOUS PLANS EXAMINATION

Change of Use (No Construction)	\$280 plus \$67/100m <sup>2</sup>
Alternative Solution	\$775 plus \$67/linked pair
Hazardous Substance OBC/OFC	\$770
Mechanical (Plumbing, HVAC)	\$280 plus \$35/100m <sup>2</sup>
Sewage System, Bunker Silo	\$280
Farm Building	\$280 plus \$35/100m <sup>2</sup>
Life Safety	\$515

Applicable Law OR Zoning Review of an  
RSM Plan Review 60% Surcharge of Plans Exam Fee

BOTH Applicable Law and Zoning Review of an  
RSM Plan Review 65% Surcharge of Plans Exam Fee

All Plans Exam fees include the initial review, deficiency list preparation, communication with applicant, re-submission reviews and final mark-ups.

Plans Exams >\$3000 - 50% invoiced when status letter sent to applicant.

80% of Plans Exam Fee is invoiced when deficient reviews reach 4 months.

Remaining 20% invoiced upon complete submission.





MARCH 2023

## INSPECTION SERVICES

Virtual Inspection	\$168/hr
Review Plan & Inspection Report	\$168/hr
Inspection Mentorship - Job Shadowing and/or Weekly	
Discussion Meetings	\$168/hr
On-Site Inspection	\$150/hr
Mileage	\$0.65/km

On-Site Hourly Rate includes round trip travel time from consultants home office to Municipal Office. Consultants are to use municipal vehicle for inspections, however, if required to use their own vehicles, mileage rate will apply.

## ADMINISTRATIVE SERVICES

Workflow Set up of Services	\$180
Software Integration - Plans Exam	\$80/plans review
Software Integration - Administration +	
Plans Exam	\$180/plans review
Software Integration Set up	\$90/hr
Building Department Communication without	
Municipal Permit Co-Ordinator	\$90/hr
Dispatch Service for Virtual Inspections	\$50/inspection address/day
Administrative Mentorship	\$90/hr
Back Entering Permits into Software System	\$90/hr
Monthly Reporting	\$90/mth

---

HST is additional.

Cancellation Policy: A. permit cancelled prior to initial review - \$280 minimum fee.

B. permit cancelled while review in progress - 80% of original fee.

RSM reserves the right to change fees without notice.

Email [info@rsmbuildingconsultants.com](mailto:info@rsmbuildingconsultants.com) for additional information.

**building communities together**