



REPORT

To: Council
From: Les J. Halucha, Treasurer
Date: March 19, 2025
Subject: Building Department Services

BACKGROUND

Council gave direction to investigate the feasibility of terminating the agreement with Dufferin County for building department services. Reference was made to the Township of Amaranth leaving the County and now providing building department services themselves.

DISCUSSION

The 2024 Development Charges background study prepared by Watson and Associates had a ten year growth forecast of an average of 15 residential homes to be built per year in Mono with no residential subdivision on record to be developed. In 2024 the planning department approved 4 homes to be built and one non residential development. Not a high building volume.

Currently, the planning department issues municipal approval for a build of any type, collects the required development charges if any and the property owner goes to the County Building department for a building permit. That is usually the extent of the Town's involvement from this stage.

If the Town sets up its own building department, this would require staffing, office space and supplies, IT support and a vehicle to list some requirements of the department. Financially it does not make sense considering the low residential and non-residential building volume.

The Township of Amaranth has engaged with a company called RSM Building Consultants. A virtual meeting was held with them resulting in the two attached proposals: 1) RSM Service Proposal and 2) Assumption of Building Services Proposal. There will be time required to implement the new department and set up costs. Some of the initial costs would be:

- Initial Council meeting: \$895.
- Initial Cloud Permit setup: \$2,800 reduced from \$5,600.

- Building Permit Fee Review Study: \$11,550.
- Building By-Law & Code of Conduct Review: \$8,525.
- Implementation after setup: \$9,600.
- Cloud Permit website setup: \$1,295.
- Forms, Brochures and Checklists: \$754 per item.
- Laptop for reporting.
- Mobile phone for communications.
- Staff time to assist with implementation.
- Long term, designated staff to work with CloudPermit and RSM, most likely the planning department. Ongoing IT support would be required.

Using RSM does not appear to be a service that you can hire and then not worry about them. There will be ongoing staff involvement and ongoing costs that the Town does not have now using the Dufferin County Building Department.

RECOMMENDATION

That the status quo of using the Dufferin County Building Department continues as it's the most cost effective service for the Town of Mono.

Attachments:

1. RSM Service Proposal
2. Assumption of Building Services Proposal



SERVICE PROPOSAL

DATE:

March 13, 2025

PREPARED FOR:

The Municipality of Town of Mono
347209 Mono Centre Road
Mono, ON
L9W 6S3

PREPARED BY:

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

Gerald Moore, CET, CBCO, CRBO
President

Building Code Qualified #19949
info@rsmbuildingconsultants.com

INTRODUCTION

RSM Building Consultants is pleased to submit this proposal to the Town of Mono. 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. CBO Services

RSM Building Consultants will act as the Chief Building Official for the Municipality.

THIS SERVICE IS DEPENDENT ON THE IMPLEMENTATION OF CLOUDPERMIT

The following services are included:

- Electronically review all permit applications,
- Check applicable law provided
- Review permit application site plans for compliance with zoning by-law as they pertain to the issuance of a building permit.
- Examine the technical plan review to note building code deficiencies,
- Sign the Building Permit for issuance,
- Manage unsafe and emergency issues related to building safety in the Ontario Building Code,
- In some circumstances municipal staff would be required to assist us in gathering information on illegal construction. (ie. Gathering municipal information, taking pictures, or posting orders),
- Provide guidance and mentorship to the municipal building department staff when required.

2. Electronic Plans Examination

RSM Building Consultants will provide plans examination services for the Municipality, to review for compliance with the Ontario Building Code.

The following services are included:

- The consultant will identify new applications within the municipality's Cloudpermit software,
- New applications will be checked for completeness. The consultant will correspond with the applicant to gather a complete application for review,
- The consultant will assign zoning reviews to the RSM team member within the Cloudpermit system for completion. If both parties agree, may change based on municipal requirements.
- The consultant will assign applicable law reviews to the RSM team member for completion. If both parties agree, may change based on municipal requirements.
- Determine and input building permit fees as per the township's fee bylaw.
- All plans will be retrieved from the municipality's Cloudpermit system to be reviewed within RSM's e-Portal,
- The consultants review each plans examination and corresponding documents. Identifying and noting any Ontario Building Code items,

- RSM notifies the applicant through the e-Portal regarding any outstanding information or changes required to issue the building permit.
- Correspondence will continue between RSM and the applicant until this information is received, and we are satisfied with the review,
- The consultant will mark up the drawings and provide a stamp indicating that it has been reviewed by RSM
- The municipality will be notified that the applicant's review is complete and ready for download. The consultant makes recommendations to issue the permit to the CBO/DCBO based on the technical review portion of the permit.
- Communication and documentation for the municipal records is contained in the final review download. Including an approval letter, identified, and completed deficiency/status report and the reviewed documents/drawings to be uploaded to Cloudpermit.
- A workflow setup of services will be created and discussed to ensure municipal and consultant teams understand roles and requirements to ensure efficiency.

3. On-Site Inspections

RSM Building Consultants will act as a building official to provide on-site inspections for requested building permits issued.

The following services are included:

- The Consultant will receive the required inspection list the day prior from the municipality to prepare their inspection day.
- Provide on-site inspections to monitor for visual building code compliance, identifying deficiencies.
- Ensure the proper documentation is received from the design consultants, manufactures 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 consultants at the time of the request.
- Twenty-four (24) hour notice is required to cancel an inspection shift without charge. A minimum of three (3) hours per shift is required.

4. Virtual Inspections

RSM Building Consultants will act as a building official to provide virtual inspections for requested building permits issued. Legislation in the Ontario Building Code Act Div. C, 1.3.5.3.(3.1) permits this type of inspection.

The following services are included:

- RSM will work with the municipality 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 applicant, contractor and the remote inspector,

- Qualified staff will direct the applicant, contractor or municipal team member to review specific items throughout the project to determine compliance,
- The consultant will ensure the proper documentation is received from the design consultants, manufacturers 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.
- Where cell service is an issue in limited areas of the municipality, for virtual inspections, RSM will work with the applicants through photographic evidence supplied by the applicant and a series of land line calls and communication through Cloudpermit rather than using a cell phone for a live inspection. All other aspects of the building permit evaluation and issuance would remain the same.
- 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 without charge.

5. **RSM Mentorship Program**

RSM Building Consultants will provide mentorship when requested to members of the municipality's building department.

The following services may be customized for municipal individuals:

- Weekly or Biweekly meetings to discuss:
 - Department procedures and processes,
 - Building Code questions,
 - Complex projects,
 - Plans exam strategies,
 - Career pathing,
 - Exam planning and preparation,
 - Misc. items requiring guidance.
- Individual participation in RSM training webinars, self directed courses, and/or workshops,
- Shadowing RSM consultants on on-site or virtual inspections.

STAFF FOR PROJECT

Gerald Moore, CET, CBCO, CRBO

CEO – Building Official

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.

Devon Staley*CBO Services Manager - 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.

Eugenio DiMeo*CBO Consultant - Building Official*

Gene is a seasoned building official with over 20 years of hands-on experience as a building official. In addition, Gene has extensive experience within the planning and development stages of municipal development approvals. Gene has a keen eye in working within the building permit process and has mentored many young building officials throughout the years.

Barbara Mocny*Senior Plans Examiner - 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.

Grant Schwartzentruber*Inspector - Building Official*

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

Mike McKean*Inspector – Building Official*

Mike McKean has 35+ years' experience in the construction industry, most 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.

Karri-Anne Read*Municipal Services Manager*

Karri-Anne has over 20 years' experience in customer service and operational organization. She is a graduate of Western University and St. Clair College. Karri-Anne has worked with RSM since 2019 in the roles of Operations Administrator, Permit Co-Ordinator, Manager of Plans Examination and presently, Manager of Municipal Services. She specializes in matching RSM's customized services with the needs of each municipal client, guiding municipal teams through each project. Karri-Anne's experience working within building department software systems such as Cloudpermit, Amanda and Citywide facilitates a smooth transition of services for both large and small municipalities.

Additional Plans Examination Support Staff

All support plans examiners are qualified and experienced in the areas that they provide services. Projects will be assigned to plans examiners based on the required qualifications and experience needed. All projects will be under the supervision of the CEO and our senior management team.

Key RSM Support Personnel

- Beth Moore – Chief Operating Officer
- Barb Gardham – Finance Manager
- Skylar Gaudreau – Finance Officer
- Shawnee Kraemer – Building Permit Coordinator
- Megan Opersko – Plans Examiner
- Margaret Lawson – Plans Examiner & RSM Team Liaison
- Gage Sachs – Plans Examiner & Special Projects
- Laura Elliott – Training Development Manager
- Sarah Kitzman – Training and Media Coordinator

INSURANCE CERTIFICATES

RSM will provide the necessary insurance certificates and WSIB coverage for 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 is 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.

Chief Building Official - Devon Staley

Deputy Chief Building Official - Gerald Moore and Eugenio DiMeo

Building Official - Barbara Mocny, Megan Opersko, Margaret Lawson, Gage Sachs, Laura Elliott, Michael McKean, Grant Schwartzentruber, John Drahorat, Donald Johnson, Andy Lamers, and Richard Ryan.

3. On-Site Inspections

- It is preferable to have our consultant use a township vehicle for their workday, however if they are required to utilize their own vehicles, mileage fees will apply.
- Municipality to provide ID for inspectors
- Municipality to provide access to computer or tablet where online inspection reporting is applicable.

- Municipality to provide access to mobile phone when applicable for inspection notification or follow up is required, however if they are required to utilize their own mobile phone, usage fees will apply.

CONSULTING FEES

CBO Services: as per the attached **Fee Schedule A**.

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

Inspection Services: as per the attached **Fee Schedule C**.

This rate includes consultant preparation for each inspection, the inspection itself, completion of reports, correspondence/meetings, and submission of all relevant information.

Cloudpermit Integration Services:

Our regular fee for this integration service is \$5600, as it takes approximately thirty-five hours to complete. With Cloudpermit software being an integral part of RSM supporting your municipality as its full building department, we are pleased to offer a 50% discount for implementation. The fee would be \$2800.

RSM Mentorship Program:

Participation for RSM Training is available for registration on our website
<https://rsmbuildingconsultants.com/building-code-training>

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



RSM SERVICE FEES

CHIEF BUILDING OFFICIAL SERVICES

CBO PLANS EXAMINATION

CBO Review of a Municipal Part 9 Plan Review	\$395
CBO Review of a Municipal Part 3 Plan Review	\$832
CBO Review of an RSM Plan Review	65% Surcharge of Plans Exam Fee
CBO Review of an RSM Plan Review with Applicable Zoning Review	75% Surcharge of Plans Exam Fee \$395

CBO CONSULTING

CBO Role & Communications	\$180/hr
Municipal Onboarding	\$180/hr
Transition Support	\$180/hr
Building Official Mentorship	\$185/hr
Enforcement - Orders & Unsafe Buildings	\$185/hr
Department or Development Processes	\$185/hr

COMMENTS & LETTERS

Planning Application Review	\$445
Site Plan Comments	\$445
Minor Variance Comments	\$445
Consent/Severance Comments	\$445
Zoning Compliance Letter	\$445
Pre-Consultation Meeting, Document Review & Comments	\$655
AGCO Letter & Inspection	\$712
Monthly Reporting	\$125

SPECIAL PROJECT SERVICES

COUNCIL PRESENTATION

The Role of the Building Department	\$895 (customization & meeting)
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CLOUD PERMIT INTEGRATION

Implementation of initial set up PRIOR to launch	\$5600 (approx. 35hrs)
Implementation AFTER initial set up	\$9600 (approx. 60hrs)

BUILDING DEPARTMENT WEBSITE

Website Updates for CloudPermit	\$1,295
Digital Building Forms, Checklists, Brochures	\$754/item

BUILDING BY-LAW & FEE BY-LAW PROJECTS

These multiphase projects include extensive reviews of existing by-law, recommendations and creation of the new by-law. Virtual presentation to council are available.

Contact RSM for pricing.

HST is additional.

RSM reserves the right to change fees without notice.
Email info@rsmbuildingconsultants.com for additional information.

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SCHEDULE "B"

RSM SERVICE FEES

2025

PLANS EXAMINATION SERVICES

OBC PART 9

Houses (<6458sf), Townhouses, Additions, Alterations, Sheds and Garages (>400sf)	\$420 plus \$39/100m ² , plus \$215/unit
Decks, Sheds, Garages & Res Additions (<400sf) <i>with</i> Designer	\$395
Decks, Sheds, Garages & Res Additions (<400sf) <i>without</i> Designer	\$495
Residential Apartments, Units Above Another	\$553 plus \$74/100m ² , plus \$215/unit
Non-Residential	\$553 plus \$74/100m ² , plus \$348/major occ.
Large Houses (>6458sf)	\$1250 plus \$74/100m ²
Firewall	\$395 in addition to base fee
Demolition	\$395

OBC PART 3

New Building or Addition	\$1272 plus \$74/100m ² , plus \$504/major occ.
Foundation/Underground Services	33% of Full Fee of New Building
Renovation or Alteration	\$564 plus \$74/100m ² , plus \$504/major occ.
Shell Permit	70% of Full Plans Exam Fee
Demolition	\$495

MISCELLANEOUS PLANS EXAMINATION

Change of Use (No Construction)	\$315 plus \$74/100m ²
Alternative Solution	\$846 plus \$100/linked pair
Hazardous Substance OBC/OFC	\$846
Mechanical (Plumbing, HVAC)	\$315 plus \$39/100m ²
Sewage System, Bunker Silo	\$395
Farm Building	\$532 plus \$40/100m ²
Life Safety	\$575
Plans Examination Mentorship	\$168/hr

All Plans Exam fees include the initial review, deficiency list preparation, communication with applicant, any resubmitted 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 review.

Cancellation Policy: A. permit cancelled by applicant or municipality prior to initial review - \$395 minimum fee.

B. permit cancelled by applicant or municipality while review in progress - 80% of original fee.

C. permits without applicant response for 6mths will be closed - 80% of original fee.



SCHEDULE "B"

2025

ADMINISTRATIVE SERVICES

Administrative Onboarding	\$495
Software Integration for Plans Exam	\$100/plans review
Software Integration with Admin Role for Plans Exam	\$225/plans review
Administrative Role & Communication	\$125/hr
Administrative Mentorship	\$125/hr
Dispatch Service for Virtual Inspections	\$75/inspection address/day

HST is additional.

RSM reserves the right to change fees without notice.
Email info@rsmbuildingconsultants.com for additional information.

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SCHEDULE "C"

RSM SERVICE FEES

2025

INSPECTION SERVICES

VIRTUAL

- Review, Preparation & Virtual Inspection \$178/hr
- Communication & Meetings \$178/hr
- Dispatch Service for Virtual Inspections \$75/inspection address/day

IN PERSON

- On-Site Inspection \$168/hr
- Mileage \$0.75/km

On-Site Hourly Rate includes round trip travel time from consultants home office to Municipal Office.
Mileage rate applies if consultant required to use their own vehicle for inspections.

MENTORSHIP

- Mentorship with Inspection \$205/hr

CANCELLATION POLICY

- A. On-site inspection shift cancelled *with* 24hrs notice - no charge.
- B. On-site inspection shift cancelled *without* 24hrs notice - 3 hour min charge.
- C. Virtual inspection cancelled *with* 24hrs notice - no inspection charge. Dispatch service fees apply.
- D. Virtual inspection cancelled *without* 24hrs notice - 1 hour min charge. Dispatch service fees apply.

HST is additional.

RSM reserves the right to change fees without notice.
Email info@rsmbuildingconsultants.com for additional information.

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MUNICIPAL ASSUMPTION OF BUILDING SERVICES

Special Services Proposal, March 11, 2025



Town of Mono- Building Services

Prepared By:
RSM Building Consultants
Cambridge, Ontario, (519) 496-1434

Devon Staley, CBCO, CRBO, CMMIII Building Executive
Chief Building Official Services Manager
devon@rsmbuildingconsultants.com

Introduction

RSM Building Consultants is pleased to submit this proposal to the Town of Mono. Our company will provide the necessary resources and knowledge to guide the Town in the assumption of Building Department Services with the creation of a new Building By-Law, Code of Conduct and Building Permit Fees structure as set forth in the Building Code Act and the Ontario Building Code.

Background

The Town has chosen to seek options regarding the delivery of Building Department services which are currently provided by Dufferin County. A full transition of services requires a building by-law, code of conduct and building permit fee schedule to be created to provide for the administration and enforcement of the Building Code Act and Ontario Building Code by the Town.

Services Requested

Building By-Law & Code of Conduct Review

RSM will complete the building by-law review in two phases.

Phase 1

- Gather information from the Project Liaison, review existing building by-law and code of conduct.
- Prepare draft building by-law and code of conduct for review by the Project Liaison.

Phase 2

- Virtual meeting with the Project Liaison to discuss any minor revisions.
- Complete Final Building By-Law and Code of Conduct and email to Project Liaison.

Municipal Role- Building By-Law & Code of Conduct Review

The Town staff will play a role in preparing the by-law by providing information and meeting periodically with RSM staff to discuss the outcomes of both Phases 1 & 2.

The Town shall appoint a Project Liaison to ensure timely and consistent support to RSM staff for the duration of the project and provide their contact information to RSM. The Project Liaison will respond to inquiries or virtual meeting requests from RSM Staff by email for the duration of the project.

Please provide the following information prior to the commencement of the project.

- Current Building By-Law

- Current Code of Conduct for Chief Building Official and Inspectors

Building Permit Fee Review

In discussion with Les Halucha, Treasurer the best option to create a fee structure is to review the current Dufferin County fees which are applied to the Towns permits to determine if adopting the fees would provide the revenue to cover the reasonable anticipated costs for the new Town of Mono Building Department Services.

RSM will complete the building permit fee review study in four phases:

Phase 1

- Collect information and data from the Project Liaison to review and reconcile. Clarify information provided. Additional information may be required.

Phase 2

- Review the County building by-law and building permit fee structure to determine the current services provided and what continued services are to be provided by the Town's building department.
- Provide a recommendation by email to the Project Liaison for the amendment of the current building permit fees and fee structure reflecting the outcome of the fee review process.

Phase 3

- Meet virtually with Project Liaison to review the recommendation.
- Author a draft of the Building Permit Fee Review and email to the Project Liaison.

Phase 4

- Finalize and include any minor revisions the Building Permit Fee Review.
- Email a copy of the Final Study to Project Liaison.

Municipal Role – Building Permit Fee Study

The Town will play a role in preparing the study by providing information prior to the commencement of the project as well as working together for the duration of the project to resolve questions and support the RSM team.

The Town shall appoint a Project Liaison to ensure timely and consistent support to RSM staff for the duration of the project and provide their contact information to RSM. The Project Liaison will respond to inquiries or virtual meeting requests from RSM Staff by email for the duration of the project.

Phase 1

To begin the project the following information will need to be collected by the Project Liaison and submitted to RSM in one package by email. This information will be reviewed, and additional clarifying information may be required.

1. Building Department Fee By-law (current)
2. Building Department Building By-Law (current including any amendments)
3. Building Permit Activity Data for 2019-2024 (5 years) Excel file format.
4. Building Construction Revenues 2019-2024 (5 years) Excel file format.
5. Building Department Annual Report on Fees as described in BCA 7.(4). (Include reserve fund balance)
6. Municipal Operating Budget-to demonstrate the following:
 - 6.1. Direct Cost: This includes salaries, wages and benefits of the staff undertaking and overseeing the inspection and plans examination.
 - 6.2. Indirect Department Costs: This includes the support and overhead costs related to the direct service providers such as office supplies, training, car allowance, etc. Also including portions of Senior Management salary if supervisor for CBO etc.
 - 6.3. Indirect Corporate Cost Allocations & Development Application Approval Processes: This includes corporate cost allocations that have been attributed as overhead support and corporate costs that have been calculated by the Finance Department related to supporting the Building Department such as; legal, finance, human resources, communications, accommodation expenses, clerks, information technology, accounting, customer service and insurance.
7. Development charges fee study to review future community growth projections (most recent).
8. Draft and Approved Subdivision Plans, or approved buildable lots information.
9. Current / Proposed Staffing Levels- Approved FT & PT positions (including vacancies)

10. Complete list of all services to be provided by the Building Department such as: permit application administration, plans examination, inspections, and enforcement, zoning review, building file review, pool enclosure permit, site alteration by-laws enforcement etc, processing of performance review deposits.

Phase 3

Project Liaison to meet (virtually) with RSM staff review the recommendation and discuss the desired outcome for the project as well as any directive/mandate that has been declared by the Town Finance Department or Council.

Webpage Content Update

Provide content for website designers to create a building department webpage that showcases the new online platform for the Town and introduces building department services as well as providing basic self-help information for the community.

Staff for Projects

Devon Staley, CBCO, CRBO, CMMIII Building Executive

Chief Building Official Services Manager

Devon Staley is an experienced senior building official with over 17 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.

Gerald Moore, CET, CBCO, CRBO

President, RSM Building Consultants

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 plan reviews that included residential to complex care occupancies.

Consulting Fees

RSM's CBO Specialized Services consulting fee is \$ 275.00 per hour. Please see below for the project fee schedule.

Services Requested

1. Building By-Law & Code of Conduct Review	
• Phase 1	60% of flat fee
• Phase 2	40% of flat fee
Total	\$8525.00
A. Council Meetings (Optional)	Hourly Fee (3 hours Minimum)
Virtually attend Council Meetings to support Staff (no presentation)	
B. Additional Revisions, Virtual Meetings, Staff Report Support	Hourly Fee

2. Building Permit Fee Review Study	
• Phase 1	20% of flat fee
• Phase 2	40% of flat fee
• Phase 3	30% of flat fee
• Phase 4	10% of flat fee
Total	\$11,550.00
A. Council Presentation (Optional)	\$5,225.00
Prepare a PowerPoint presentation for the public Council meeting that includes a summary of the building permit fee review study. Virtually attend the Council meeting to present the PowerPoint presentation and answer questions that may arise from the presentation.	
B. Council Meetings (Optional)	Hourly Fee (3 hours Minimum)
Virtually attend Council Meetings to support Staff (no presentation)	
C. Additional Revisions, Virtual Meetings, Staff Report Support, Notices	Hourly Fee (3 hours Minimum)

3. Webpage Content Update	
Webpage Updates for Transition of Service	\$1295.00

Invoices will be submitted to the Town for payment at the end of each phase per project. Payment will be due upon receipt of the invoice. HST is extra. Hourly fee service invoices will be submitted to the Town for payment at the end of each month and payment will be due upon receipt of the invoice. HST is extra.

Please respond within 30 days to secure a project commencement date in Fall 2025. After 30 days implementation of the service will be based on the availability of the consultants at the time of the request within the contract agreement.

Respectfully submitted,

RSM BUILDING CONSULTANTS

Devon Staley, CBCO, CRBO, CMMIII Building Executive
Chief Building Official Services Manager
BCIN 20884

A handwritten signature in blue ink, appearing to read 'G. Moore', with a horizontal line underneath.

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