



BUILDING DEPARTMENT REPORT NO. BLDG-002-019

To: Mayor and Council

From: Paul Nixon, Chief Building Official

Date: February 4, 2019

Subject: 2018 Annual Building Department Fees and Expense Report

RECOMMENDATION

That the Committee of the Whole recommends that the annual building permit fee and expense report be received for information and posted for public availability on the TLTI website.

BACKGROUND

Pursuant to section 7(4) of the OBC Act and section 2.23.11 of Ontario Regulation 332/12, every 12 months, each municipal principal authority shall prepare and make public a report regarding the annual fees collected, direct and indirect costing to administer and enforce the Ontario Building Code Act and regulations.

The Building Code Act does not require municipalities to adjust their fees each year in order to match costs. The Act does however require that the total amount of the fees must not exceed the anticipated reasonable costs of the principal authority to administer and enforce the Act in its area of jurisdiction. This must include legal costs.

In busy years revenues will likely exceed costing and in slower years the opposite, balancing of the years is facilitated by planned contributions/withdrawals from the Building Department reserve fund. A break down of the permits by type and quantity (Exhibit A) are attached as well as the treasury report for year end 2018 (Exhibit B)

POLICY

Ontario Building Code Act and Regulations

CONSULTATIONS

Treasurer

ANALYSIS

Fees collected	\$ 389,170.21
Expenses	\$ 299,262.47
2018 contribution to /draw form reserve fund	\$ 89,907.74
Reserve fund balance	\$ 92,068.74

Respectfully submitted,



Paul Nixon,
CBO



Director of Planning
And Development

Reviewed by,



Steven Potter,
Acting CAO

2018- Breakdown of Permit by Type

Indicator	Type of Permit	Number of Permits
DS	Demo Single Family Dwelling	11
DM	Demo Marine Building	3
DCT	Demo Seasonal Dwelling	3
DG	Demo Garage	5
NS	New Single-Family Dwelling	24
NCT	New Seasonal Dwelling	8
NG	New Garage	16
NA	New Accessory Building	29
NP	New Pool	9
NM	New Marine Building	5
ND	New Deck	18
NE	New Solar	0
NW	New Woodstove	8
NB	New Barn	1
NIS	New Institutional	1
NC	New Commercial	4
ACT	Alteration to Seasonal Dwelling	28
AS	Alteration to Single-Family Dwelling	48
AA	Alteration to Accessory Building	4
AM	Alteration to Marine Building	2
AD	Alteration to Deck	19
AIS	Alteration to Institutional Building	6
CB	Change of Use Barn	1
TT	Temporary Tent	5
	TOTAL PERMITS ISSUED	258

2018 Statement of Revenue and Expenditures

1/15/2019 8:53am

Twp. Leeds And The Thousand Islands Statement of Revenue and Expenditures

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Revised Budget
For General Municipal Fund (10)
For the Fiscal Period 2018-12 Ending December 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
10-230-2300-4375 Permit Fees	\$ 0.00	\$ 24,466.40	\$ 275,000.00	\$ 384,187.21	(39.70%)
10-230-2300-4377 Building Permit Renewal Fees	0.00	120.00	5,000.00	3,583.00	28.34%
10-230-2300-4470 Work Order Letters	0.00	80.00	650.00	1,400.00	(115.38%)
Total General Municipal Fund Revenues	\$ 0.00	\$ 24,666.40	\$ 280,650.00	\$ 389,170.21	(38.67%)
Expenditures					
10-230-2300-6005 Salaries	\$ 0.00	\$ 14,634.64	\$ 195,282.00	\$ 201,895.80	(3.39%)
10-230-2300-6010 Benefits	0.00	3,730.56	53,902.00	64,325.78	(19.34%)
10-230-2300-6105 Office Supplies	0.00	129.08	1,700.00	1,889.87	(11.17%)
10-230-2300-6113 Office Equipment	0.00	0.00	200.00	0.00	100.00%
10-230-2300-6123 Computer Maintenance	0.00	0.00	4,100.00	6,188.57	(50.94%)
10-230-2300-6125 Telephone	0.00	128.35	1,100.00	949.48	13.68%
10-230-2300-6130 Postage / Courier	0.00	0.00	0.00	235.78	0.00%
10-230-2300-6147 Subscription & Publications	0.00	211.98	150.00	211.98	(41.32%)
10-230-2300-6150 Training and Development	0.00	943.72	3,000.00	2,761.44	7.95%
10-230-2300-6160 Insurance	0.00	0.00	2,600.00	2,564.85	1.35%
10-230-2300-6180 Memberships / Licenses	0.00	0.00	1,000.00	306.00	69.40%
10-230-2300-6185 Uniforms	0.00	109.04	1,000.00	886.49	11.35%
10-230-2300-6195 Solicitors	0.00	766.82	10,000.00	11,750.01	(17.50%)
10-230-2300-6210 Reserves	0.00	0.00	2,161.00	0.00	100.00%
10-230-2300-6219 Reserves Tax Stabilization	0.00	0.00	3,000.00	0.00	100.00%
10-230-2300-6240 Fuel	0.00	0.00	0.00	92.76	0.00%
10-230-2300-6245 Truck Maintenance	0.00	346.00	750.00	2,937.04	(291.61%)
10-230-2300-6250 Equipment & Tools	0.00	0.00	100.00	0.00	100.00%
10-230-2300-6255 Mileage	0.00	0.00	200.00	0.00	100.00%
10-230-2300-6265 Miscellaneous	0.00	0.00	205.00	1,951.16	(851.79%)
10-230-2300-6270 Supplies	0.00	0.00	200.00	87.99	56.01%
10-230-2300-6290 Contracted Jobs	0.00	0.00	0.00	227.47	0.00%
Total General Municipal Fund Expenditures	\$ 0.00	\$ 21,000.19	\$ 280,650.00	\$ 299,262.47	(6.63%)
General Municipal Fund Excess of Revenues Over Expe	\$ 0.00	\$ 3,666.21	\$ 0.00	\$ 89,907.74	0.00%