



BUILDING DEPARTMENT REPORT NO. PL-008-20

To: Mayor and Council

From: Paul Nixon, Chief Building Official

Date: February 10, 2020

Subject: 2019 Annual Building Department Fees and Expense Report

RECOMMENDATION

THAT Council receives the annual building permit fee and expense report as 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 finance report for year ended 2018 and 2019 (Exhibit B).

An increase in revenues was noted largely due to 4 projects which yielded high permit fees based on the cost of construction (ranged between 1 million and 3 million). These four projects account for \$100,000, nearly the entire surplus at year end.

POLICY

Ontario Building Code Act and Regulations

CONSULTATIONS

Director of Finance

ANALYSIS

Including the 2019 surplus, the Building Department Reserve Fund has a balance of \$213,320.

Building Department Reserve Fund	2019	2018
Reserve Fund, Opening Balance	73,454	0
Revenue	463,853	390,403
Expense	323,987	316,949
Surplus / (deficit)	139,866	73,454
Reserve Fund, Ending Balance	\$213,320	\$73,454

Reserve fund account 2620 (previously 2842).

Respectfully submitted,



Paul Nixon,
CBO



Director of Planning
And Development

2018 / 2019 - Breakdown of Permit by Type

Indicator	Type of Permit	Number of Permits 2018	Number of permits 2019
DA	Demo Acc building	0	7
DB	Demo Barn	0	1
DD	Demo Deck	0	1
DS	Demo Single Family Dwelling	11	3
DM	Demo Marine Building	3	4
DCT	Demo Seasonal Dwelling	3	5
DG	Demo Garage	5	0
NS	New Single-Family Dwelling	24	26
NCT	New Seasonal Dwelling	8	6
NG	New Garage	16	17
NA	New Accessory Building	29	26
NP	New Pool	9	9
NM	New Marine Building	5	2
ND	New Deck	18	10
NE	New Solar	0	1
NW	New Woodstove	8	7
NB	New Barn	1	1
NIS	New Institutional	1	1
NC	New Commercial	4	2
AAP	Alter Apartment	0	1
AB	Alter Barn	0	2
AC	Alter Commercial	0	6
ACT	Alteration to Seasonal Dwelling	28	25
AG	Alter Garage	0	3
AS	Alteration to SFD	48	37
AA	Alteration to Accessory Building	4	5
AM	Alteration to Marine Building	2	5
AD	Alteration to Deck	19	18
AIS	Alteration to Institutional Building	6	0
CB	Change of Use Barn	1	0
CS	Change of Use SFD	0	1
RIS	Repair Institutional	0	1
TT	Temporary Tent	5	6
	TOTAL PERMITS ISSUED	258	239

Exhibit B

Account Number	2018 Budget	2018 YTD Actuals	2019 Budget	2019 YTD Actuals
10-230-2300-4375 Permit Fees	275,000	385,320	277,426	456,473
10-230-2300-4377 Building Permit Renewal Fees	5,000	3,683	4,000	6,120
10-230-2300-4470 Work Order Letters	650	1,400	1,000	1,261
Total Revenue	280,650	390,403	282,426	463,853
10-230-2300-6005 Salaries	195,282	210,876	197,480	224,325
10-230-2300-6010 Benefits	53,902	64,716	51,796	65,051
10-230-2300-6105 Office Supplies	1,700	1,890	1,700	1,549
10-230-2300-6113 Office Equipment	200	-	200	-
10-230-2300-6123 Computer Maintenance	4,100	6,189	6,500	6,146
10-230-2300-6125 Telephone	1,100	949	1,100	1,098
10-230-2300-6130 Postage / Courier	-	236	250	183
10-230-2300-6147 Subscription & Publications	150	212	150	-
10-230-2300-6150 Training and Development	3,000	2,761	3,000	724
10-230-2300-6160 Insurance	2,600	2,565	2,650	2,650
10-230-2300-6180 Memberships / Licenses	1,000	673	1,000	1,202
10-230-2300-6185 Uniforms	1,000	886	500	501
10-230-2300-6195 Solicitors	10,000	16,699	10,000	15,953
10-230-2300-6210 Reserves	2,161	73,454	-	-
10-230-2300-6219 Reserves Tax Stabilization	3,000	3,000	3,000	-
10-230-2300-6221 Reserves - Greening	-	-	-	3,000
10-230-2300-6240 Fuel	-	93	100	-
10-230-2300-6245 Truck Maintenance	750	2,937	2,000	709
10-230-2300-6250 Equipment & Tools	100	-	100	31
10-230-2300-6255 Mileage	200	-	200	184
10-230-2300-6265 Miscellaneous	205	1,951	-	9
10-230-2300-6270 Supplies	200	88	200	589
10-230-2300-6290 Contracted Jobs	-	227	500	85
Total Expense	280,650	390,403	282,426	323,987
Excess of Revenue Over Expenses	-	-	-	139,866