



# Town of East Gwillimbury

## **DEVELOPMENT SERVICES REPORT B2016-06**

To: Committee of the Whole of Council  
Date: April 5, 2016  
Subject: 2015 Year End Summary  
Origin: Development Services, Building Standards Branch

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### **RECOMMENDATIONS**

1. **THAT** Development Services, Building Standards Branch, Report B2016-06 dated April 5, 2016, regarding the 2015 Year End Summary, be received; and,
2. **THAT** a copy of this report be placed on the Town website for public information.

### **PURPOSE**

This report has been prepared as a requirement of Section 7(4) of the Building Code Act, S.O 1992, c.23, as amended, and for the purposes of public information and accountability. The report provides information relating to 2015 Building Branch activity.

### **ANALYSIS**

The Building Code Act requires that, within three months of commencing a new fiscal year, the Building Branch report on activity of the previous 12-month period in relation to the following:

- (a) Total fees collected in the previous 12 month period;
- (b) The direct and indirect costs of delivering services related to the administration and enforcement of the Act;
- (c) The breakdown of direct and indirect costs into the following categories:
  - direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings; and
  - indirect costs of administration and enforcement of the Act, including support and overhead costs; and
- (d) The amount of the Building Branch reserve fund at the end of the 12-month period referred to in clause (a).

### **Revenue**

In 2015, the Town received \$1,134,640 in Building Permit revenue. These revenues not only covered the costs of the Branch, but resulted in a 2015 contribution of approximately \$234,000 to the Building Branch reserve fund.

The following table identifies revenue activity on a monthly basis along with the annual total. The annual total, per the table below, is \$1,138,767. The actual revenue received in 2015 was \$1,134,640. The difference represents permits submitted in 2015 but not picked up and paid for until 2016.

### Permit Valuation 2015

	Septic	Plumbing	HVAC	Bldg	Total
January	\$1,100.00	\$9,882.20	\$6,657.83	\$89,022.81	<b>\$106,662.84</b>
February	\$7,578.03	\$6,350.20	\$3,235.32	\$68,986.17	<b>\$86,149.72</b>
March	\$75.00	\$16,193.70	\$8,514.20	\$135,187.95	<b>\$159,970.85</b>
April	\$3,345.08	\$19,904.90	\$9,907.20	\$182,125.25	<b>\$215,282.43</b>
May	\$1,780.62	\$15,943.68	\$1,857.60	\$132,389.45	<b>\$151,971.35</b>
June	\$2,587.77	\$7,884.60	\$5,108.40	\$84,914.12	<b>\$100,494.89</b>
July	\$4,922.15	\$4,003.30	\$3,666.60	\$51,946.09	<b>\$64,538.14</b>
August	\$475.00	\$820.60	\$619.20	\$12,552.09	<b>\$14,466.89</b>
September	\$1,897.74	\$8,092.20	\$5,263.22	\$62,583.30	<b>\$77,836.46</b>
October	\$7,279.87	\$2,281.80	\$1,702.80	\$29,672.90	<b>\$40,937.37</b>
November	\$1,472.73	\$1,158.10	\$928.80	\$14,017.82	<b>\$17,577.45</b>
December	\$0.00	\$13,861.20	\$6,037.20	\$82,979.90	<b>\$102,878.30</b>
<b>Total</b>	<b>\$32,513.99</b>	<b>\$106,376.48</b>	<b>\$53,498.37</b>	<b>\$946,377.85</b>	<b>\$1,138,766.69</b>

### General Statistics

The table below illustrates the breakdown of total permit submissions, submissions by permit type, and construction value.

Year	Submissions	New Residential Permits			Construction Value(million)	Industrial, Commercial, Institutional sq. Ft. (Approx)	
		Singles	Semis	Townhouses		New	Alteration & Improvement
2015	464	136	0	4	\$71	\$27.8 m	\$2.05 m
2014	472	167	0	0	\$57	160K	707K
2013	233	43	12	0	\$60	152K	27K
2012	279	67	34	0	\$71	237K	
2011	473	145	26	10	\$68	215k	
2010	377	167			\$70	110k	
2009	419	180			\$40	20k	
2008	420	151			\$36	30k	
2007	454	153			\$51		

The following table illustrates the number of buildings that were occupied in 2015. This may not match the number of permits issued for dwelling units or non-residential

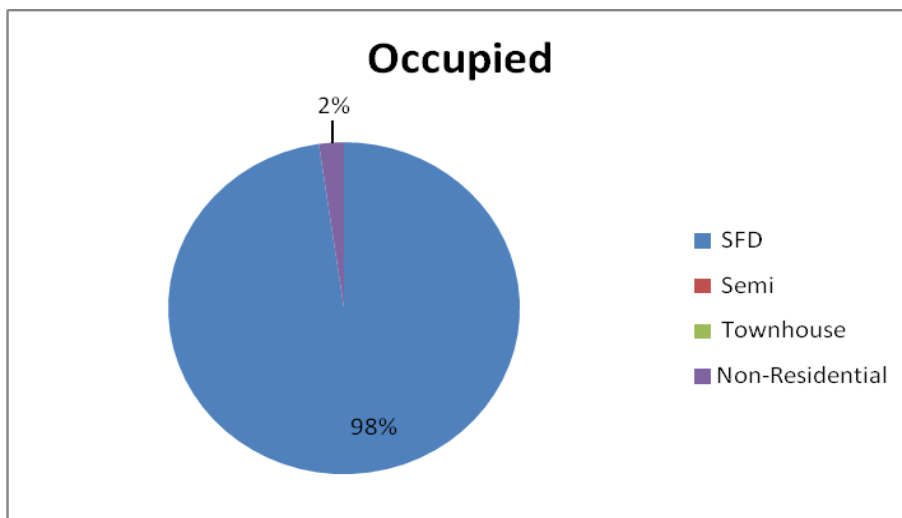
buildings as some of those structure may have been granted permits in 2014 only to be finished and occupied in 2015.

	SFD	Semi	Townhouse	Non-Residential
Occupied	171	0	0	4

The table below identifies the number of buildings that had the permit closed as a result of a completed total occupancy inspection and includes permits that may have been issued the year before. A review of the 2014 permit activity shows that of the 412 permits issued approximately 54% (220) of the permits issued were closed within the same calendar year. The following year an additional 100 of those 2014 permits were closed bring the closure rate to 78%. Staff have been working diligently, with property owners, to ensure that permits from previous years reach completion status to reduce the number of permits that remain open from one year to the next. It is not uncommon for construction projects to continue greater than one year and the process of ensuring permit closure can be a difficult one. The legislation places the responsibility with the permit holder to notify the municipality of a completed building. This affords the municipality the ability to complete the final inspection and close off the permit. Even though municipal practices is to send reminder notices to permit holders of this obligation, many notices remain unanswered.

	SFD	Semi	Townhouse	Non-Residential
Finalized	286	18	18	96

The graph below indicates the class of building that has been occupied in 2015. The vast majority was single family dwelling buildings with a small portion of non-residential occupation.



## **Construction Without Building Permits**

Each year construction activity is carried out by certain property owners without the benefit of the required building permit. Once a Building Official becomes aware of this activity, contact is made in an attempt to gain voluntary compliance. Should voluntary compliance not occur, formal notice is provided to the owner to comply with the Building Code Act through the issuance of Orders to Comply and Stop Work Orders.

In 2015 there were 31 instances of construction commencing without building permits. There were 11 Orders to Comply issued along with the issuance of 1 Stop Work Order. Voluntary compliance was achieved for the remainder.

## **Building Branch Functions**

The Building Code Act provides the authority for the Province of Ontario to set regulations for new construction activity and renovations respecting safety of buildings with reference to public health, fire protection, accessibility and on-site sewage systems.

This legislation requires Building Officials to provide plan examination and inspections services to the public for various construction activities.

Staff deals with daily enquiries via the telephone, e-mail, counter, etc. The queries relate to building construction, unsafe conditions, fire restoration, plumbing systems, mechanical systems, fire alarm systems, fire sprinkler systems, on-site sewage systems, land transactions, development charges, community capital contribution charges, letters of credit, zoning by-laws, Lake Simcoe and Region Conservation Authority regulations and mapping, public health issues, Statistics Canada, source water protection plans, and other related matters.

The bulk of staff's time is spent dealing with construction enquiries, application administration, plan examination and building inspections. Typically, processing an application for a single family dwelling takes 1 to 2 hours of administration time, 3 to 4 hours of plans examination time and many hours of inspection time; all as a result of the mandated seventeen types of inspections required during the course of construction. As well, the applicant often contacts the Building Standards Branch seeking guidance between inspections.

The responsibility to notify the Municipality of required inspections and occupancy rests with the permit holder. The Building Branch recognizes that the permit holders need occasional reminders of this legislated obligation. As such, the first quarter of each year staff spends time reviewing permitted projects that have not called for inspections in the

recent past to ensure construction is continuing in accordance with the permit application or to determine if a permit can be finalized and closed.

Throughout the course of the entire year Inspectors are observant of construction taking place without the benefit of a required building permit. This investigation consumes time and effort to bring the situation into conformity with the Building Code Act, whether voluntarily or through litigation. Each year there are numerous projects that are discovered under construction without permits. Of these, perhaps six a year proceed to litigation. To compensate the Town for the extra administrative cost of enforcement, in these situations, building fees are doubled.

Sub-functions of the Branch include: responding to letters from lawyers desirous of information on properties that are about to change ownership or be refinanced, providing monthly statistical reports to Statistics Canada, the Region of York, Municipal Property Assessment Corporation, Tarion, etc., providing input into activities of other components of the Corporation around Official Plans and re-zoning applications, minor variance applications, site plan agreement applications, accessory apartment applications, renovations to existing municipal structures, providing staff support to the Accessibility Advisory Committee, investigations related to public health matters, buildings damaged due to fire, Development Review Committee, etc. In 2014, the Branch undertook a significant project; being the conversion of hardcopy files to electronic files. This enables easy retrieval of documents and has the spin-off effect of freeing up valuable office space for other uses. A substantial amount of this work has been completed. It is anticipated that the remaining work required will be complete by the third quarter of 2015. Staff note that conversion of hard copy documents to electronic files will be ongoing as part of all future Building Permit submissions.

All of these mandated and non-mandated activities persist without regard for the economy, staff availability, vacation or weather, and are managed by Staff in a timely and professional manner. These services are provided for residents of East Gwillimbury to ensure they have homes, businesses and public buildings that are safe, healthy and accessible.

### **NEED FOR PUBLIC CONSULTATION**

There is no requirement for public notice associated with the recommendations of this report. All agendas, reports and minutes are made available to the public through posting on the Town's website.

The Regulations require public notification to persons or organizations that have requested such information. To date the Building Branch has not received any such requests. Regardless, a copy of the report should be placed on the Development Services portion of the Town web page for transparency and ease of public access.

## **FINANCIAL IMPLICATIONS**

The financial information used to calculate revenues/expenses is based on unaudited numbers and is subject to change following the review of the corporate financial statements by our external auditors. Should there be a material difference upon completion of the auditors review; a revised report may be provided. The financial content of this report has been reviewed by Corporate and Financial services staff.

## **ALIGNMENT WITH THE STRATEGIC PLAN**

The recommendations of this report align with the following Strategic Pillar(s):

**#1 Building a complete community that provides healthy places to live, work, play and learn**

Manage growth to ensure the balanced development of a variety of housing and employment options for residents in every stage of life

## **CONCLUSION**

By way of this report the Town of East Gwillimbury has fulfilled its obligations under the Building Code Act by providing this summary on Building Code enforcement and administration, direct and indirect costs, along with revenues derived from permit activities, and by making the report available to the members of the public for review upon request. At the conclusion of each year staff will continue to report this summary information to Council and the public, making the enforcement and administration process of the Building Code Act and Regulations completely transparent.

Prepared & Recommended by:

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