



Town of East Gwillimbury

DEVELOPMENT SERVICES REPORT B2020-01

To: Council

Date: May 5, 2020

Subject: 2019 Building Activity, Year End Summary

Origin: Development Services, Building Standards Branch

RECOMMENDATIONS

1. **THAT** Development Services, Building Standards Branch, Report B2020-01 dated May 5, 2020, regarding the 2019 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 2019 Building Standards Branch activity.

ANALYSIS

The Building Code Act requires that the Building Branch prepare a year-end 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 Appendix 1).

Building Standards 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 plans examination and inspection 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, building permit application administration, plans examination and building inspections. Typically, processing an application for a single detached dwelling takes 1 to 2 hours of administration time, 3 to 4 hours of plans examination time and many hours of inspection time.

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.

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. The department continues to manage its resources so as to ensure residents of East Gwillimbury have homes, businesses and public buildings that are safe, healthy and accessible.

In 2019, staff issued approximately 615 permits with a total construction value of \$127.9 million. Of the 615 permits, 11% were non-residential. In addition, staff completed 8,174 inspections in 2019. Of the 615 permits issued by staff 437 were occupancy permits, with a total of 421 occupancy permits for new residential units in 2019. The occupancy permits reflect late 2018 construction activity as well as outstanding final inspections on occupancies that were not yet final.

Over the past year the Building Standards Branch has been involved in the implementation of the capital project that would allow the Branch to update the electronic building permit administration software and allow for electronic mark-up of building permit drawings. Recently, the COVID-19 pandemic has forced staff to work remotely, however, instead of being a hindrance to the project, it has acted as a catalyst for the electronic mark-up component. As a result, the Building Standards Branch now accepts digital submissions for mark-up, and will continue accepting electronic submissions after the COVID-19 pandemic has ended, providing a permanent improvement to the service level being provided. The vendor improvements are expected to be completed by the end of July, 2020.

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 prepared by Corporate Services staff. 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.

In 2019, the Building Standards Branch started the year with \$10,299,328.00 in the reserve and received \$2,293,524.21 in revenue during the year. These revenues covered all the operating costs of the Branch.

The Building Standards Branch's first Capital Project resulted in a draw on the reserves of \$166,241.36. In total, there was a \$226,317.55 draw on the Building Standards Branch reserve fund and the final balance at the end of 2019 was \$10,073,010.45.

Appendix 1 details revenues, expenses, reserve contributions and the continuity reserve balance as of December 31, 2019.

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.

ALIGNMENT TO STRATEGIC PLAN

The recommendations of this report align with the following Strategic Priority:



Culture of
 Municipal
 Excellence

Ensure strong fiscal responsibility and program delivery

CONCLUSION

By way of this report the Town of East Gwillimbury continues to fulfil its obligations under the Building Code Act in 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.

APPENDICES

Appendix 1 – Building Code Enforcement Reserve Continuity

Prepared by:
<i>Original signed by</i>
Andras Szonyi Chief Building Official

Reviewed and Recommended by:
<i>Original signed by</i>
Marco Ramunno General Manager, Development Services

Approved for Submission by:
<i>Original signed by</i>
Thomas R. Webster Chief Administrative Officer

--

APPENDIX 1 – Building Code Enforcement Reserve

**Building Department Financial Summary of Operations
 Unaudited for the year ended December 31, 2019**

Revenue		
Total Fees Collected	\$ (2,293,524.21)	
Expenditures		
Direct - Operating	\$ 1,655,263.31	
Direct - Capital Project	\$ 166,241.36	
Indirect*	<u>\$ 954,024.00</u>	
Contribution to / (from) reserves		(482,004.46)
Net Balance		<u>\$ -</u>

* - Note: Includes \$290,249 contribution used to fund inspections performed by Emergency Services pertaining to permits issued by the Building Department

Building Code Enforcement Reserve	
Opening balance at January 1, 2019	\$ 10,299,328.00
Interest earned	\$ 255,686.91
Transfer to / (from) reserve	\$ (482,004.46)
Closing balance at December 31, 2019	<u>\$ 10,073,010.45</u>