



Town of East Gwillimbury

DEVELOPMENT SERVICES REPORT B2019-02

To: Committee of the Whole Council

Date: May 7, 2019

Subject: 2018 Building Activity, Year End Summary

Origin: Development Services, Building Standards Branch

RECOMMENDATIONS

1. THAT Development Services, Building Standards Branch, Report B2019-02 dated May 7, 2019, regarding the 2018 Year End Summary, be received;
2. THAT a copy of this report be placed on the Town website for public information; and
3. THAT the recommendations of this report be ratified at the Council meeting held on May 7, 2019.

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 2018 Building 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).

Revenue

In 2018, the Town received \$3,299,499 in Building Permit revenue. These revenues not only covered the costs of the Branch, but resulted in a 2018 contribution of \$1,091,120 to the Building Branch reserve fund resulting in a reserve fund balance at the end of 2018 of \$10,299,328.

Appendix 1 details revenues, expenses, reserve contributions and the continuity reserve balance as of December 31, 2018.

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 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 2018, staff issued approximately 702 permits with a total construction value of \$141.1 million. Of the 702 permits, 10% were non-residential. In addition, staff completed 12,395 inspections in 2018. Of the 702 permits issued by staff only 36 were occupancy permits, however a total of 1080 occupancy permits were issued for new residential units in 2018. The occupancy permits reflect late 2017 construction activity as well as outstanding final inspections on occupancies that were not yet final.

The Development Services Department, in concert with IT, has recently begun providing ongoing updates regarding permits and occupancies and will continue to work together to enhance this delivery tool. Resources have been included in the 2019 capital budget to ensure that reports can be prepared by other departments as well as the Building branch in the not too distant future. The vendor improvements to our current property data are scheduled to commence within the next 8 weeks.

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.

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.

ALIGNMENT WITH 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 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.

ATTACHMENTS

Appendix 1 – Building Code Enforcement Reserve Continuity

Prepared & Recommended by:

Original signed by

Leo Grellette, CBCO
Interim Chief Building Official

Reviewed & Approved by:

Original signed by

Marco Ramunno, MCIP, RPP
General Manager, Development
Services

Approved for Submission:

Original signed by

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, 2018**

Revenue		
Total fees collected		(\$3,299,500)
Expenditures		
Direct	\$1,544,605	
Indirect*	<u>934,252</u>	
		2,478,857
Contribution to / (from) reserves		820,643
Net Balance		<u><u>-</u></u>

* - Note: Includes \$270,477 contribution used to fund inspections performed by Emergency Services pertaining to permits issued by the Building Department

**Building Code Enforcement Reserve - Continuity Schedule
 Unaudited for the year ended December 31, 2018**

Building Code Enforcement Reserve	
Opening balance at January 1, 2018	\$9,263,099
Transfer from Building Operations	820,643
Interest earned	<u>215,676</u>
Closing balance at December 31, 2018	<u><u>\$10,299,418</u></u>

Building Code Enforcement Reserve Historical Reserve Balances - 2014 to 2018

