



# Town of East Gwillimbury

## **DEVELOPMENT SERVICES REPORT B2017-01**

To: Committee of the Whole of Council  
Date: June 6, 2017  
Subject: 2016 Year End Summary  
Origin: Development Services, Building Standards Branch

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### **RECOMMENDATIONS**

1. **THAT** Development Services, Building Standards Branch, Report B2017-01 dated June 6, 2017, regarding the 2016 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 2017 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 clause (a).

### **Revenue**

In 2016, the Town received \$8,915,097 in Building Permit revenue. These revenues not only covered the costs of the Branch, but resulted in a 2016 contribution of \$6,611,878 to the Building Branch reserve fund resulting in a reserve fund balance at the end of 2016 of \$5,725,465.

Appendix A details revenues, expenses, reserve contributions and continuity reserve balance as at December 31, 2016.

### **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.

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 2016 staff issued approximately 1960 permits with a total construction value of 432.6 million. Of the 1960 permits only 4% were non-residential. The 2016 total was an increase in excess of 400% over the 2015 total of 474 permits. In addition staff completed 4,957 inspections in 2016 being more than 60% greater than the 2015 total of 3038. Of the 1960 permits staff issued only 143 occupancy permits suggesting that inspection services will be undertaking a substantial number of occupancy inspections in 2017.

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.

### **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 prepared by Corporate 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 continues to fulfill 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.

Prepared & Recommended by:

*Original signed by*

Leo Grellette, CBCO  
Interim Chief Building Official

Reviewed & Approved by:

*Original signed by*

Nick Pileggi, MCIP, RPP, Interim  
General Manager, Development  
Services

Approved for Submission by:

*Original signed by*

Thomas R. Webster  
Chief Administrative Officer

Appendix A

**Town of East Gwillimbury  
Building Code Enforcement Reserve Continuity  
Unaudited for the year end December 31, 2016**

Revenue		
Total fees collected		(8,915,097)
Expenditures		
Direct	1,772,617	
Indirect	<u>530,602</u>	
		2,303,219
Contribution to / (from) reserves		6,611,878
Net Balance		<u><u>0</u></u>

Building Code Enforcement Reserve		
Opening balance at January 1, 2016		876,748
Interest earned		9,665
Transfer to / (from) the reserve		<u>(6,611,878)</u>
Closing balance at December 31, 2016		<u><u>(5,725,465)</u></u>