



Staff Report #BP-13-22

Meeting: Regular Council - 09 May 2022
Staff Contact: Walied Zekry, Chief Building Official
Subject: 2021 Building Activity Year End Summary

Suggested Motion

THAT the report regarding the 2021 Building Year-End activity be received as information only.

Background & Discussion

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 2021 Building Department activity.

The Building Code Act requires that the Building Department 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 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 Department reserve fund at the end of the 12-month period

Revenue

In 2021, the Building Department received \$544,045 in revenue and had \$518,233 in direct costs. These revenues represent 105% of the operating costs of the Department. As a result, an additional \$25,812 will be added to the reserve which started the year with \$215,979.

Building Department 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.

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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, 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 Department include: responding to letters from lawyers requiring information on properties that are about to change ownership or be refinanced, providing monthly statistical reports to Statistics Canada, the Simcoe County, 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 by law matters, investigations related to public health matters, buildings damaged due to fire or extreme weather conditions, consultation with other Township departments, 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 Ramara have homes, businesses and public buildings that are safe, healthy and accessible.

In 2021, staff issued approximately 480 permits with a total construction value of \$59 million. Of the 480 permits, 15 were non-residential. In addition, staff completed 1774 inspections. Of the permits issued, 29 were occupancy permits for new residential units. The occupancy permits reflect 2020 construction activity as well as outstanding final inspections on occupancies that were potentially not yet complete from other years.

Over the past year the Building Department has been involved in the implementation of the capital project that would allow the Department 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 switch back and forth from in office work to working remotely. The changes implemented make this transition seamless and the business function is completely unhindered and unnoticeable to staff, working partners, design professionals and the public. As a result, the Building Department accepting digital submissions has been a huge convenience as trips to the office are no longer required for any business in and with the department. This has saved residents a tremendous amount of time leaving work and commuting for permit inquiries, consultations and applications.

Alternatives

None

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Financial Information

None

Strategic Priority Areas:

Do the recommendations of this report advance the Strategic Priority Areas of the Township?

- Yes No N/A

Which Priority Area(s) does this report support?

- Workforce that is skilled and motivated
- Community that is involved and engaged
- Operations and services that are defined, prioritized and sustained
- Growth is planned, promoted and fostered

Recommended Action:

Receive as information.

Reviewed By

Approved By: <i>Jessica Gunby, Chief Administrative Officer</i>	Department: Executive Services Department	Status: Approved - 26 Apr 2022
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