



## Staff Report #BP-17-23

**Meeting:** Committee of the Whole - 13 Mar 2023  
**Staff Contact:** Walied Zekry, Building/Planning Director/CBO  
**Subject:** 2022 Building Activity Year End Summary

### Suggested Motion

THAT Report BP-17-23 regarding the 2022 Building Year-End activity be received as information.

### 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 2022 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 2022, 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.

This legislation also requires the Chief Building Official 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

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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 and travel 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 2022, staff issued approximately 409 permits with a total construction value of \$52 million. Of the 409 permits, 57 were non-residential. In addition, staff completed 2237 inspections. Additionally, 90 occupancy permits were issued for new residential units. The occupancy permits reflect 2022 construction activity as well as outstanding final inspections on occupancies that were potentially not yet complete from previous years.

Over the past year, the Building Department has enhanced its electronic building permit administration software by importing historical data from the previous platform. The number of building permits issued in 2021 taking longer than the prescribed timelines for issuance under the Ontario Building Code was 53. In 2022, with increase in efficiencies and staffing this number has decreased to 5. The Building Department also investigates service calls for building without permits and general building concerns. In 2021, 21 service calls were received. The number of service call received in 2022 increased to 62. As building permit processes are updated and streamlined further efficiencies are expected to be found increasing the service level to better the experience for residents.

**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

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**Recommended Action:**

THAT the report regarding the 2022 Building Year-End activity be received as information.

**Reviewed By**

<b>Approved By:</b>	<b>Department:</b>	<b>Status:</b>
<i>Jennifer Connor, Legislative &amp; Community Services Director/Clerk</i>	<b>Legislative &amp; Community Services Department</b>	Approved - 09 Mar 2023
<i>Zach Drinkwalter, Chief Administrative Officer</i>	<b>Executive Services Department</b>	Approved - 09 Mar 2023