



**Report to Council**

**To:** Mayor & Members of Council  
**From:** John Eisinga, CBO  
**Date:** February 18, 2020  
**Re:** Building Code Act - Annual Reporting

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**Recommendation:**

That Council receive this report from the Chief Building Official for their information.

That Council direct staff to make the attached annual report on building permit fees available to the public, as required by subsection 7(5) of the Building Code Act, by posting a copy on the Municipal website.

**Financial Implications:**

N/A

**Background:**

The Building Code Act establishes that Council is responsible for the enforcement of the Act and for appointing such staff as are necessary to ensure enforcement. To offset the costs incurred, the Act authorizes a municipality to charge permit fees as part of the building permit application process. However, subsection 7(2) of the Act requires that all fees collected must not exceed the anticipated reasonable costs to enforce the Act. To ensure compliance with this requirement, sentence 1.9.1.1.(1) of Division C of the Ontario Building Code prescribes specific provisions for annual reporting of permit fees:

*The report referred to in Subsection 7(4) of the Act shall contain the following information in respect of fees authorized under Clause 7(1)(c) of the Act:*

- (a) total fees collected in the 12-month period ending no earlier than three months before the release of the report,*
- (b) the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority in the 12-month period referred to in Clause (a),*
- (c) a break-down of the costs described in Clause (b) into at least the following categories:*
  - (i) direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of buildings, and*

(ii) indirect costs of administration and enforcement of the Act, including support and overhead costs, and

(d) if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).

The attached report is intended to satisfy all of the reporting requirements of the legislation and associated regulation. As per the attached, in 2019, the Building Department had an annual deficit of \$10,406.94. With the balance carried forward from 2018, this resulted in a year-end balance of \$252,544.24 in the Building Department Reserve Fund and \$30,000.00 in the Vehicle Replacement Reserve Fund. The combined balance of the reserve funds continues to be in general conformance with the targets established in the 2017 Building Permit Fee Study adopted by Council.

Subsection 7(5) of the Act goes on to require that the Municipality *shall make its report available to the public in the manner required by regulation*. As the Building Code currently does not prescribe the manner in which the report must be made available to the public, the majority of municipalities publish the report on their municipal websites, in addition to presenting it to their respective council.

Submitted by:



John Eisinga, CBO

Approved by:



Donna Teggart, CAO & Director of Finance

APPENDIX A: 2019 Annual Report – Building Permit Fees

# Municipality of Trent Lakes

## 2019 Annual Report - Building Permit Fees

In accordance with Section 7(4) of the Building Code Act (BCA)

### Cost & Revenue Summary

Subtotal - Direct Costs ( <i>Note 1</i> ):	-\$321,880.24
Subtotal - Indirect Costs ( <i>Note 2</i> ):	-\$40,000.00
<b>Total Indirect and Direct Costs:</b>	<b>-\$361,880.24</b>
Building Permit Revenue ( <i>Note 3</i> ):	\$325,454.30
Administrative Penalties:	\$453.00
Building Permit Renewal Fees:	\$25,566.00
Mid-year Transfer for Special Projects:	\$0.00
<b>Total Revenue:</b>	<b>\$351,473.30</b>
<b>Revenues Less Costs as of December 31st 2019:</b>	<b>-\$10,406.94</b>

### Statement of Reserves

Building Department Reserve Fund Starting Balance:	\$262,936.57
Annual Transfer to/from Building Department Reserve Fund:	-\$10,406.94
Mid-year Transfer to Create New Vehicle Reserve Fund:	\$0.00
Mid-year Transfer for Special Projects:	\$0.00
<b>2019 Year End Balance of Building Department Reserve Fund:</b>	<b>\$252,529.63</b>
Vehicle Replacement Reserve Fund Starting Balance:	\$22,000.00
Annual Transfer to Vehicle Replacement Reserve Fund:	\$8,000.00
Capital Purchases from Vehicle Replacement Reserve Fund:	\$0.00
<b>2019 Year End Balance of Vehicle Replacement Reserve Fund:</b>	<b>\$30,000.00</b>

*Note 1: Direct Costs are deemed to include the Building Department costs for the enforcement of the BCA as outlined in the Building Permit Fee Study*

*Note 2: Indirect Costs are deemed to include the costs of administrative services delivered by other departments related to the enforcement of the BCA*

*Note 3: Total Building Permit Fees collected for the calendar year under By-law B2017-004 as authorized by the BCA*



Treasurer

February 5, 2020

Date



Chief Building Official

February 5, 2020

Date