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Town of Aurora
Information Report
No. PDS21-094

Subject: 2020 Building Division Report

Prepared by: Wm. Jean, Manager – Building Division/CBO

Department: Planning and Development Services

Date: September 7, 2021

In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.

Executive Summary

The purpose of this report is to provide Council with information regarding revenues and expenditures associated with administering and enforcing the Building Code Act for the year 2020, as well to provide information on recent activities of the Building Division.

- Section 7(5) of the Building Code Act requires the Building Division to make its report available to the public
- The Building Division completed the Mandatory Sewage Septic System Maintenance Inspection Program in 2020
- The Building Division is implementing digital plan submission and review.

Background

In accordance with Section 7(4) of the Building Code Act, the Building Division is required to report annually on the fees and costs of administering the Building Division. This information has historically been published on the Town's Building Division website.

Analysis

Section 7(5) of the Building Code Act requires the Building Division to make its report available to the public

The Building Division Annual Building Report consists of three components: Total fees collected, direct and indirect costs and finally the balance to the Building Reserve Fund.

Total Fees Collected: This refers to revenues generated from building permit fees. This does not include revenues generated from other sources such as fines.

Direct and Indirect Costs: The second component of the annual report sets out the direct and indirect costs of administration and enforcement of the Building Code Act. Direct costs are the costs of the Building Division itself, while indirect costs are for the services provided to the Building Division by other Departments within the Town.

Reserve Funds: The final component of the report includes information on the Reserve Fund. Reserves are created when the total fees received exceed the total direct and indirect costs for the year. Reserve Funds are intended to be set aside to offset costs in years where the building fee revenues are less than the cost of delivering the Building Division service.

The following Building fees and costs occurred during the 2020 calendar year:

Total Building Permit Fees and associated administrative fees	\$1,735,844
Total Direct Cost to administer and enforce the Building Code Act	\$1,302,278
Total Indirect Cost to administer and enforce the Building Code Act	\$701,238

2020 Building activities continued to be busy although the numbers were slightly down from 2019. This is mainly attributed to the pandemic. For example:

Total number of Building Permits issued for 2019 - 1096

Total number of Building Permits issued for 2020 – 966

Total Construction Value for 2019 - \$414,165,280

Total Construction Value for 2020 - \$232,355,698

Total new number of Residential Dwelling Units issued for 2019 – 212

Total new number of Residential Dwelling Units issued for 2020 – 187

Statistics showing construction activity and construction value for the years 2017-2020 are presented in Appendix A.

The Building Division completed the Mandatory Sewage Septic System Maintenance Inspection Program in 2020

On January 1, 2011, the Ontario Building Code (OBC) was amended to establish and govern mandatory sewage septic system maintenance inspection programs in certain areas of Ontario which included parts of the Town of Aurora. As a result of this legislation, a Sewage System Maintenance Inspection Program was implemented. The Town identified 127 properties that were affected by this new legislation. Three properties were identified in a high vulnerability area and the inspections were completed in January of 2017. The remaining 124 properties were within the Lake Simcoe watershed.

In 2020, these inspections were completed with the results sent to the York Region Source Water Management Division. All 127 inspections did not identify any septic system issues. These inspections must be performed every five years.

The Building Division is implementing digital plan submission and review

In 2020, the Building Division purchased electronic plan review software which was funded by the Building Reserve Fund. This along with a net required operating and capital budget balancing draw on the reserve being predominantly attributable to a corporate overhead increase have resulted in an overall reduction of \$98,032 or a 1.7% decrease to the reserve.

Advisory Committee Review

None

Legal Considerations

Subsection 7(4) of the Building Code Act, 1992, S.O. 1992, c. 23 (the "Building Code Act") requires that every 12 months, a report must be prepared that contains information about the fees collected by the Town for building permit applications, maintenance inspections and other similar fees, and the costs of the Town to administer and enforce this Act in its area of jurisdiction. The Town is required to make this report available to the public.

Financial Implications

As required under the Building Code Act, the Building Division's operations are financially self-sustainable and consequently do not impact to the Town's operating budget. Building Services' reserve balance remained healthy as of the end of 2020 containing a balance of \$5,602,196, or approximately 2.6 times its annual gross operating requirements.

Communications Considerations

The 2020 Building Division Annual Report will be presented to Council for information and posted on the Town's web site in accordance with the requirements of the Ontario Building Code Act.

Link to Strategic Plan

This report supports the Strategic Plan goal of Support an Exceptional Quality of Life for its residents by ensuring safe and accessible buildings in compliance with the Building Code Act and its regulations.

Alternative(s) to the Recommendation

None

Conclusions

The 2020 Building Division Annual Report is presented to Council in order in accordance with the requirements of the Building Code Act. Building Services' reserve balance remained healthy at of the end of 2020 even although the number of permits issued were slightly down from 2019. In addition, Building staff initiated the process of transitioning to digital plan submissions and review and completed the sewage septic system maintenance inspection program in 2020.

Attachments

Appendix A - 2020 Building Division Annual Report

Previous Reports

None

Pre-submission Review

Agenda Management Team review on August 19, 2021

Approvals

Approved by David Waters, MCIP, RPP, PLE, Director, Planning & Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

BUILDING DIVISION 2020 YEAR - END REPORT.DOCX

Planning & Development Services Department

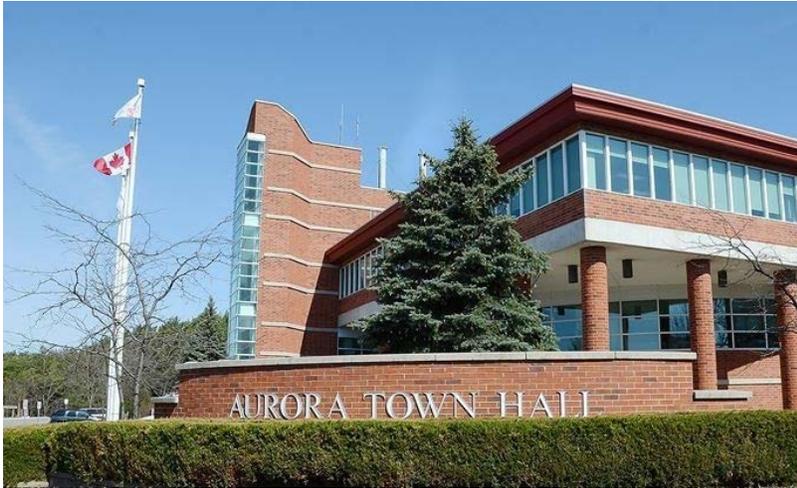


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1. Building Division Overview

The Town of Aurora's Building Division is responsible for the administration and inspection of all new construction within the town. The main function of the Division is to protect lives by ensuring buildings are constructed to meet the health and safety provisions of the Ontario Building Code, the Building Code Act, the Building By-law, and other applicable laws and standards. The Building Division is responsible for the enforcement of the Code to protect the health, safety, and welfare of the public and building occupants.

The *Building Code Act, 1992* and the Ontario Building Code (OBC) apply to all new buildings, demolitions, and changes of use. They also apply to septic systems that have a sewage design capacity of up to 10,000 litres per day. The act and the regulation exist to promote the safety and accessibility of buildings that are:

- Being constructed
- Being renovated
- Undergoing a change of use

The Building Division has invested in technology improvements over the past two years. In 2020, the purchase of Electronic Plan Review Software was commenced. This will allow customers to submit applications electronically.

On January 1, 2011, the Ontario Building Code (OBC) was amended to establish and govern mandatory sewage (septic) system maintenance inspection programs in certain areas of Ontario. The OBC amendments help protect our drinking water and the environment and support the implementation of the Clean Water Act and the Lake Simcoe Protection Plan.

As a result of these amendments, a Sewage System Maintenance Inspection Program has been implemented within certain geographic area of the Town of Aurora. This program is intended to minimize the potential of existing sewage systems contaminating ground and surface water systems. In 2020, these inspections were completed with the results sent to the York Region Source Water Management Division.

2. 2020 Building Division Financial Report

For the Year Ended December 31, 2020

With Comparative Amounts for 2019

	<u>Prior Year 2019</u>	<u>Current Year 2020</u>
<u>REVENUES</u>		
Permit Fees	1,682,905	1,712,108
Certification Fees	32,670	22,846
Other Income	<u>5,197</u>	<u>8 90</u>
TOTAL REVENUE	1,720,772	1,735,844
<u>COSTS</u>		
- <u>Direct:</u>		
Salaries & Benefits	1,297,428	1,280,618
Office Supplies	4,832	4,401
Courses & Seminars	7,926	2,407
Mileage	14,953	11,302
Cellular Charges	4,485	3,446
Consulting Services/ Contracts	<u>1,035</u> 1,330,660	<u>104</u> 1,302,278
- <u>Indirect:</u>		
Meeting Expenses		-
Subscriptions/ Publications	1,330	-
Office Equipment	1,747	2 68
Clothing Allowance	908	1,937
Corporate Overhead Allocation	440,400	604,600
Fire Dept Reviews & Inspections	75,000	75,000
Bank Charges	8,925	8,307
Memberships	4,569	4,884
Photocopier Charges	<u>4,561</u> <u>537,823</u>	<u>6,242</u> <u>701,238</u>

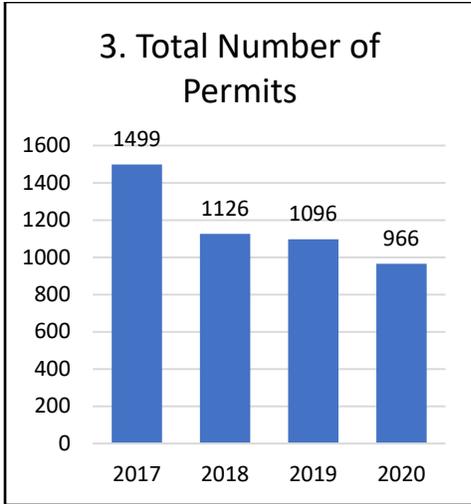


Chart is based on data from January to December.

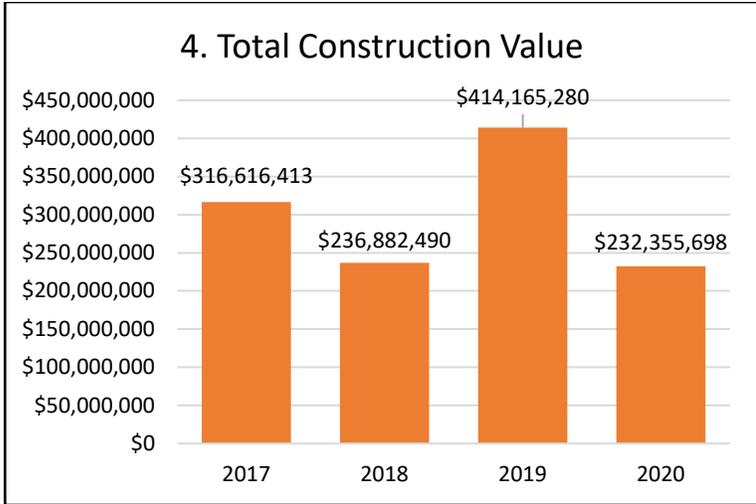


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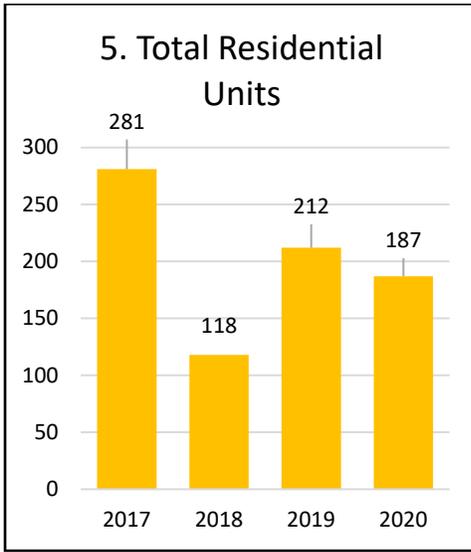


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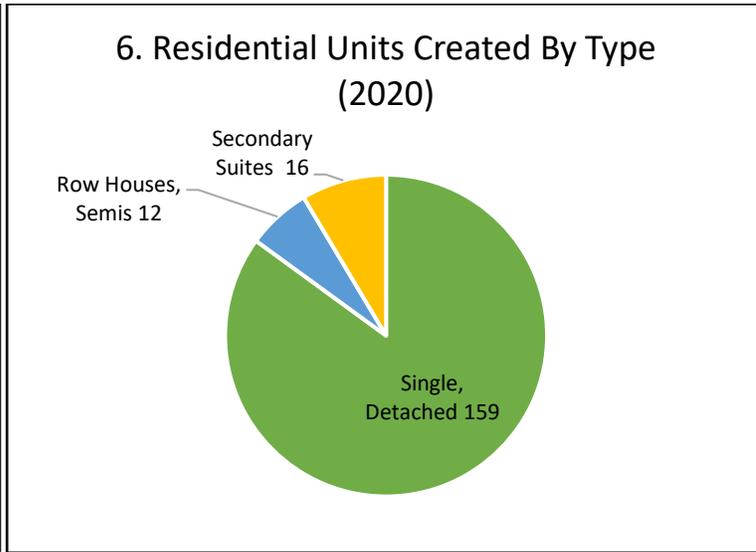


Chart is based on data from January 1, 2020 to December 31, 2020.

7. Construction Value By Type (2020)

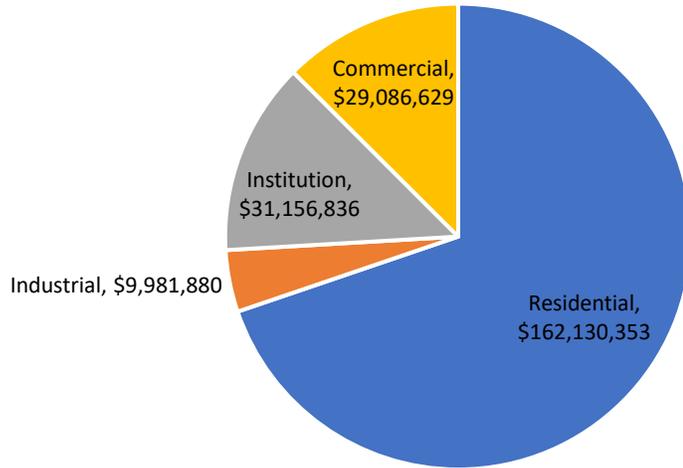


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8. Quantity of Complaints

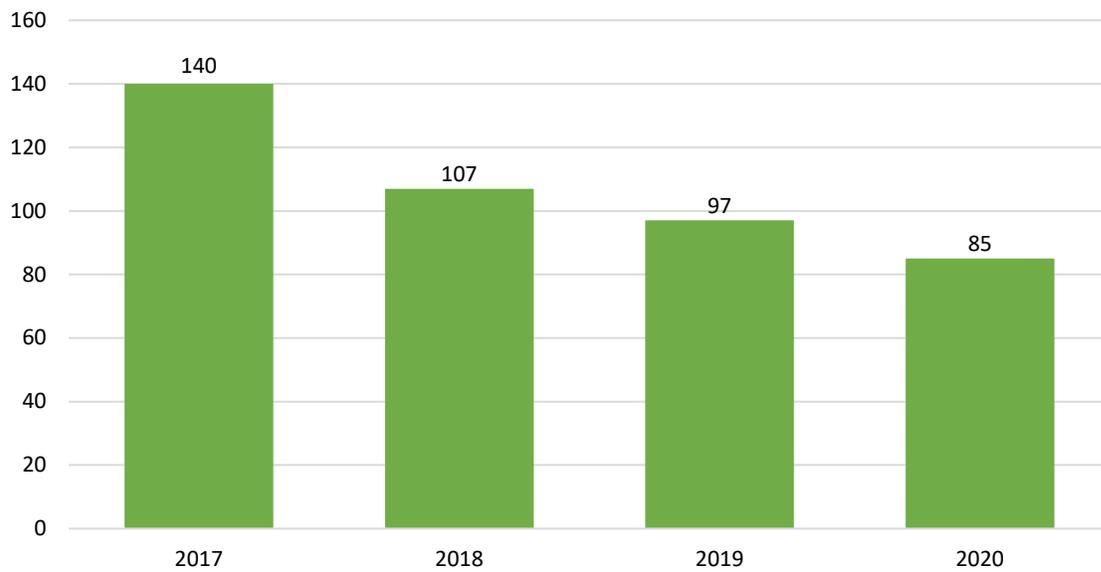


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