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Town of Aurora
Information Report
No. PDS22-091

Subject: 2021 Building Division Report

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

Department: Planning and Development Services

Date: June 21, 2022

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, 1992*, S.O. 1992, c. 23 (the “Building Code Act”) for the year 2021, 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 implemented Phase 1 of the Electronic Plan Review for Building Permits commencing April 19, 2021.
- The Building Division purchased an online Portal (Phase 2) for the on-line submission of applications for building permits.

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. Also, included in the indirect costs is the cost of the services provided by the York Region Fire Services for their review and inspection of certain fire related components of a building.

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 2021 calendar year:

Total Building Permit Fees and associated administrative fees	\$2,535,179
Total Direct Costs to administer/enforce the Building Code Act	\$1,385,352
Total Indirect Costs to administer/enforce the Building Code Act	\$743,800

2021 Building activities improved from 2020. The low numbers in 2020 may be attributed to the pandemic. For example:

Total number of Building Permits issued for 2020 - 966
Total number of Building Permits issued for 2021 - 1374

Total Construction Value for 2020 - \$232,355,698
Total Construction Value for 2021 - \$672,087,482

Total new number of Residential Dwelling Units issued for 2020 - 187
Total new number of Residential Dwelling Units issued for 2021 - 428

Statistics showing construction activity and construction value for the years 2017-2021 are presented in Attachment 1.

The Building Division implemented Phase 1 of the Electronic Plan Review for Building Permits commencing April 19, 2021.

On April 19, 2021, the Building Division launched a new electronic submission process that made it easier and more efficient to submit and review building permit applications. Digital submission will reduce and eventually eliminate paper use and streamline the application process. It eliminates staff having to scan and print building permits. This was Phase 1 of the digitization of the plan submission process

The Building Division purchased an online Portal (Phase 2) for the one-line submission of applications for building permits.

In Phase 2 of the project, through the Portal, Building Services will be completely transitioned online. Registered users will be able to submit building permit applications, pay online, as well check on the status of their application and inspections. With the intake of digital building permit applications, the Town will be equipped to electronically process applications creating a fully paperless submission process. It is anticipated that Phase 2 will be implemented in 2022.

The Town of Aurora will now join the City of Markham and the City of Vaughan as being the only municipalities in the York Region to have a completely paperless e-permitting process.

Advisory Committee Review

None

Legal Considerations

Subsection 7(4) of 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

The Building Division's operations are funded entirely by building permit fees and do not impact the Town's operating budget. Building Services' reserve balance remained healthy as of the end of 2021 containing a balance of \$6,177,863 or approximately 2.9 times its annual gross operating requirements.

It is noted that the cost of implementing Phase 2 of the electronic building permit submission process was \$92,136.00. This cost was funded totally through the Building Reserve Fund.

Communications Considerations

The 2021 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 Building Code Act.

Climate Change Considerations

The recommendations in this report do not impact the Town's ability to adapt to a changing climate.

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 2021 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 2021. In addition, Building staff initiated the process of transitioning to digital plan submissions as well as a Portal for the online submission of building permit applications.

Attachments

Attachment 1- 2021 Building Division Annual Report

Previous Reports

PDS21-04, September 7, 2021

Pre-submission Review

Agenda Management Team review on June 2, 2022

Approvals

Approved by Marco Ramunno, Director, Planning & Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

BUILDING DIVISION 2021 YEAR – END REPORT

Planning & Development Services Department

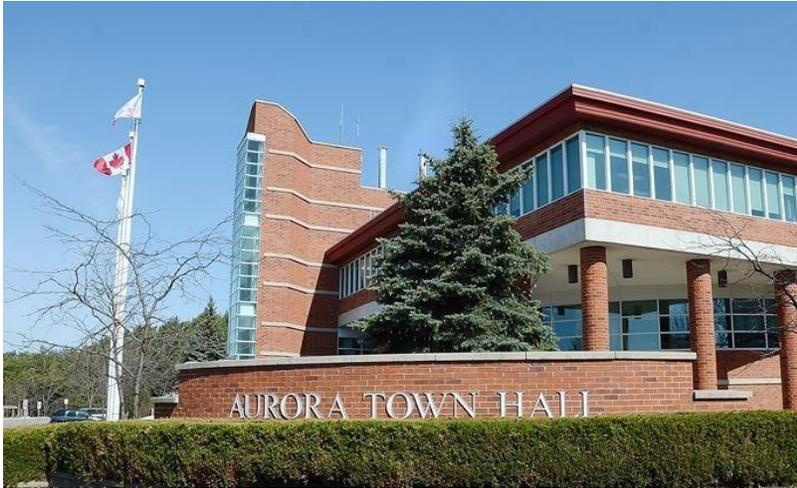


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1. Building Division Overview

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

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The Town of Aurora will now join the City of Markham and the City of Vaughan as being the only municipalities in the York Region to have a completely paperless e- permitting process.

**2. 2021 Building Division Financial Report
For the Year Ended December 31,2021**
With Comparative Amounts for 2020

	<u>Prior Year 2020</u>	<u>Current Year 2021</u>
<u>REVENUES</u>		
Permit Fees	1,712,108	2,500,221
Certification Fees	22,846	34,670
Other Income	890	288
TOTAL REVENUE	1,735,844	2,535,179
<u>COSTS</u>		
<u>Direct</u>		
Salaries \$ Benefits	1,280,618	1,318,631
Office Supplies	4,401	3,611
Courses & Seminars	2,407	1,562
Mileage	11,302	14,488
Cellular Charges	3,446	3,738
Consulting Services	104	0
Subscriptions	0	197
Office Equipment	268	1,239
Clothing Allowance	1,937	3,443
Bank Charges	8,307	28,066
Memberships	4,884	4,052
Photocopy Charges	6,242	6,325
Total Direct Costs	1,323,916	1,385,352
<u>Indirect</u>		
Corporate Overhead	604,600	643,800
Fire Department Review	75,000	100,000
Total Indirect Costs	679,600	743,800
TOTAL Costs	2,003,516	2,129,152

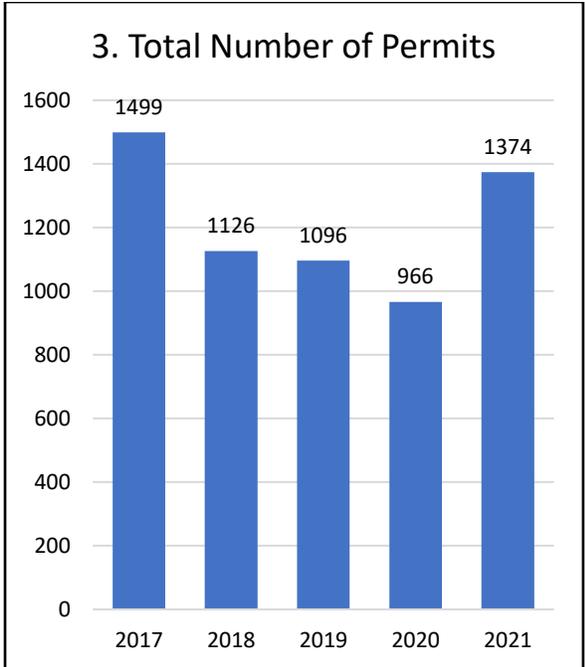


Chart is based on data from January to December.

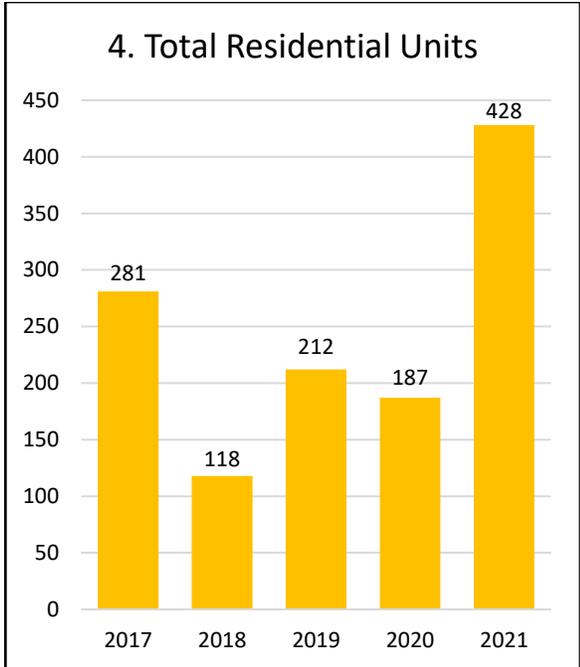


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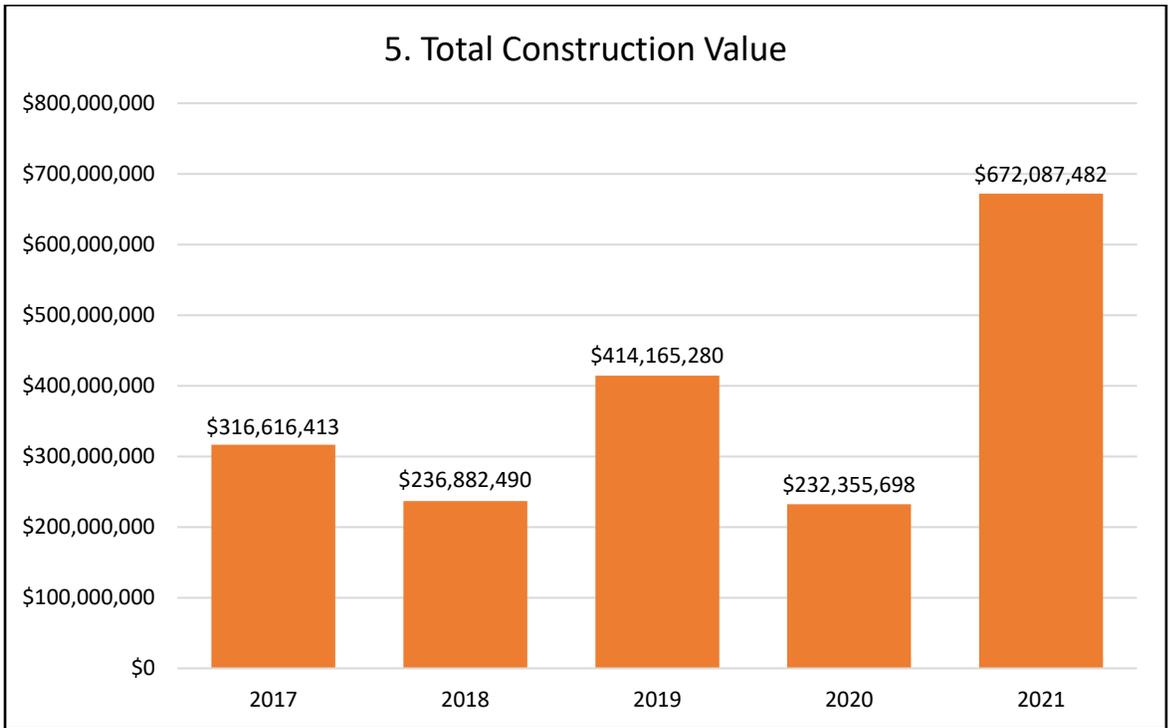


Chart is based on data from January 1, 2021 to December 31, 2021.

6. Residential Units Created By Type (2021)

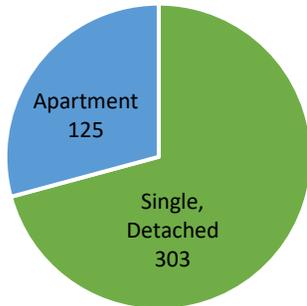


Chart is based on data from January to December.

7. Construction Value By Type (2021)

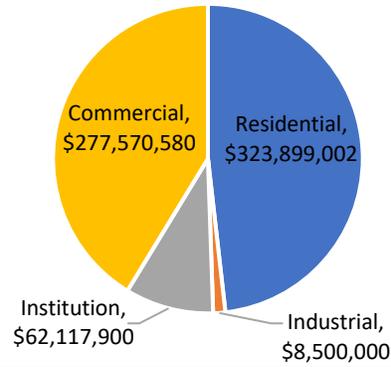


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8. Quantity of Complaints

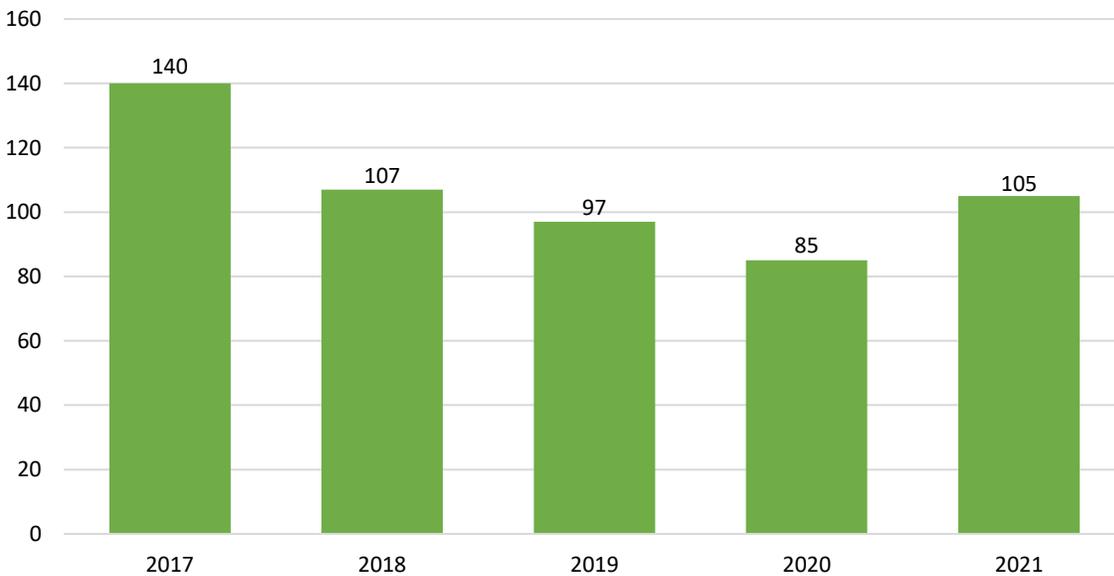


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