

**Municipality Of Chatham-Kent**  
**Community Development**  
**Building Development Services**

**To:** Mayor and Members of Council  
**From:** Paul Lacina, C.B.O.  
Director, Building Development Services  
**Date:** November 27th, 2020  
**Subject:** Annual Report

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This report is for the information of Council.

**Background**

The Ontario Building Code and Building Code Act requires the payment of fees on applications for and on issuance of permits, requiring the payment of fees for maintenance inspections, and prescribing the amount of fees.

The total amount of fees must not exceed the anticipated reasonable costs of the Municipality to administer and enforce the Building Code Act.

The Building Code Act further requires that every 12 months the Municipality shall prepare a report that contains such information about any fees authorized by the Act, and costs of the Municipality to administer and enforce the Building Code Act.

**Comments**

The annual report contains the following information in respect to fees;

- The direct and indirect costs of delivering services related to the administration and enforcement of the Act.
- The direct costs include the review of applications for permits and inspection of buildings.
- The indirect costs include support and overhead costs.

Below is Building Development Services annual report.

### Building Inspection Services Annual Report 2019

Description	2019 Budget	2019 Actuals
<b><u>Revenue Details</u></b>		
<b>Fee Revenue Collected</b>		
Building Permits	(\$1,338,085)	(\$1,879,932)
Connection Permits	(\$24,567)	(\$107,628)
Septic System Permits	(\$62,374)	(\$4,137)
Septic Compliance Reviews	(\$4,096)	(\$1,430)
<b>Total Fee Revenue Collected</b>	<b><u>(\$1,429,122)</u></b>	<b><u>(\$1,993,127)</u></b>
<b><u>Expenditure Details</u></b>		
<b>Direct Costs</b>		
Building Services Salary & Benefits	\$649,179	\$517,607
Travel & Training Costs	\$19,913	\$13,654
Clothing Allowances	\$1,600	\$4,721
Operating Costs	\$24,987	\$15,145
<b>Total Direct Costs</b>	<b><u>\$695,679</u></b>	<b><u>\$551,126</u></b>
<b>Indirect Costs</b>		
Corporate Overhead	\$291,383	\$291,383
Manager Overhead	\$382,114	\$382,114
IT Lifecycle	\$3,486	\$3,486
<b>Total Indirect Costs</b>	<b><u>\$676,983</u></b>	<b><u>\$676,983</u></b>
<b>Total Expenses</b>	<b><u>\$1,372,662</u></b>	<b><u>\$1,228,109</u></b>
<b>Transfer to Reserves (net)</b>	<b><u>\$56,460</u></b>	<b><u>\$765,018</u></b>

### **Conclusion**

This report has been reviewed by the Community Development Leadership Team. It is the department's position that this report indicates continued growth in Chatham-Kent.

**Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

**Consultation**

**Internal**

Financial Services were consulted.

**Financial Implications**

There are no financial implications resulting from this information report. Building Development Services is currently undertaking a review of all building permit fees for 2021.

Prepared by:



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Paul Lacina  
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Building Development Services

Reviewed by:



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Bruce McAllister  
General Manager  
Community Development