

**THE CORPORATION OF THE
TOWN OF GEORGINA**

COUNCIL AGENDA

ADDENDUM

Wednesday, December 9, 2015
7:00 PM

11. PUBLIC MEETINGS

(2) STATUTORY MEETING(S) UNDER OTHER LEGISLATION (Category 11(2))

(A) Proposed Building By-law

Report No. PB-2015-0092

Amendments to pages:

Pages 2 and 3 of the December 9, 2015 Agenda and of Report PB-2015-0092,
amended as attached

Since the last Building By-law review was completed in 2006, the Town retained the services of Tunnock Consulting Limited (TCL) to complete a comprehensive review of the existing Building By-law No. 2006-0132(BU-1), included as Attachment '1'. The review involved the following major components:

- a. review the Building Division's administrative and enforcement processes and fees structure,
- b. review direct costs of the Building Division related to building code enforcement,
- c. review indirect costs of Divisions that provide support to the Building Division,
- d. recommend a proposed Building By-law,
- e. recommend administrative process changes,
- f. recommend a new fee structure for applications, permits and inspections,
- g. recommend a standardized Conditional Permit Agreement, and
- h. prepare a comparison of fees of comparator municipalities.

Presentation of Proposed Building By-law to Council (August 12, 2015)

The Building By-law Review Report prepared by TCL, ~~included as Attachment '2'~~, and the proposed Building By-law, included as Attachment '~~3'~~ **'2'**', were presented to Council on August 12, 2015 by the Town's Manager of Building & Chief Building Official, Rod Larmer, and the consultant, Glenn Tunnock of Tunnock Consulting Limited. Through Council Resolution C-2015-0596, Council directed staff to carry out a public information session to present the TCL report and the proposed Building By-law to the public and to receive public comments.

Public Notice Requirements

As set out in the Ontario Building Code, where changes in fees are being proposed, 21 days notice must be given to the public and to all persons who, within the last 5 years, have requested the municipality to provide such notice to them.

In an effort to reach as many stakeholders as possible, the required notification was provided in advance of the public information session and again in advance of this Council meeting. The required notification was provided on the Town page in the Georgina Advocate, on the Town web site and sent to those whom had provided written request to be notified.

Public Information Session (October 15, 2015)

The public information session was held on Thursday, October 15, 2015 at the Town's ROC building where the Town's Manager of Building & Chief Building Official, Rod Larmer, and the consultant, Glenn Tunnock of Tunnock Consulting Limited, presented the proposed Building By-law and the report by TCL. The session was attended by 5 individuals. A summary of the various questions and comments raised by the public and staff's response to same is included as Attachment '4'.

4. ANALYSIS:

During the public information session, questions were answered and comments were recorded for consideration in the proposed Building By-law. The questions can be categorized into five streams of thought; levels of service, Certified House Model approvals, Conditional Permits, general administrative processes and fees/budget.

After analyzing the questions and comments from the Public Information Session, no substantial changes to the proposed Building By-law were required. Some minor housekeeping changes were made to the proposed Building By-law (**Attachment '3'**) that have no further impact on the proposed fees.

5. FINANCIAL AND BUDGETARY IMPACT:

A detailed analysis of revenues and expenses was carried out by TCL who engaged staff to collect the necessary data. This resulted in the final report by TCL (Attachment '2').

The provisions for an annual increase of fees commensurate with the Consumer Price Index is recommended for the proposed Building By-law. Based on the annual projected building activity, a new fee structure is recommended to support 100% cost recovery for the services delivered by the Building Division. In addition to a full cost recovery model, staff recommends that a reserve fund be maintained to assist with offsetting declines in revenue in times where there is reduced permit activity, and to support the Building Division's operational and capital project costs.

TCL and staff have considered several factors in the draft Building By-law and fees schedule including past experience gained in enforcing the existing Building By-law 2006-0132 and consideration of informal suggestions from clients collected on a day-to-day basis over the past several years.

Adoption of the recommended Building By-law, including the changes to the Fees Schedule, will have an impact on future budgets by allowing the Town to recover 100% of costs to deliver services and, thus, not requiring a draw from the tax base. Adoption will also allow the Building Division to develop and maintain a reserve budget for future projects and to offset unexpected reduced revenue.