

9. **2021 Annual Report Pursuant to the *Building Code Act***  
**Rapport annuel 2021 prescrit par la *Loi sur le code du bâtiment***

**Committee recommendation**

**That Council receive this report for information.**

**Recommandations du Comité**

**Que le Conseil prenne connaissance du présent rapport.**

**Documentation/Documentation**

1. Report from the Chief Building Official, Building Code Services, Planning, Real Estate and Economic Development Department, dated February 23, 2022 (ACS2022-PIE-BCS-0001)

Rapport du Chef du service du code du bâtiment, Services du code du bâtiment, Direction générale de la planification, des biens immobiliers et du développement économique, daté le 23 février 2022 (ACS2022-PIE-BCS-0001)

**Planning Committee  
Report 57  
23 March 2022**

**258**

**Comité de l'urbanisme  
Rapport 57  
Le 23 mars 2022**

**Subject: 2021 Annual Report Pursuant to the *Building Code Act***

**File Number: ACS2022-PIE-BCS-0001**

**Report to Planning Committee on 10 March 2022**

**and Council 30 March 2022**

**Submitted on February 23, 2022 by John Buck, Chief Building Official Planning,  
Real Estate and Economic Development Department**

**Contact Person: John Buck, Chief Building Official, Building Code Services**

**613-580-2424, 41487, John.Buck2@ottawa.ca**

**Ward: Citywide**

**Objet : Rapport annuel 2021 prescrit par la *Loi sur le code du bâtiment***

**Dossier : ACS2022-PIE-BCS-0001**

**Rapport au Comité de l'urbanisme**

**le 10 mars 2022**

**et au Conseil le 30 mars 2022**

**Soumis le 23 février 2022 par John Buck, Chef du service du code du bâtiment,  
Direction générale de la planification, de l'immobilier et du développement  
économique**

**Personne ressource : John Buck, Chef du service du code du bâtiment, Services  
du code du bâtiment**

**613-580-2424, 41487, John.Buck2@ottawa.ca**

**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATIONS**

**That Planning Committee recommend Council receive this report for information.**

## RECOMMANDATIONS DU RAPPORT

Que le Comité de l'urbanisme recommande au Conseil de prendre connaissance du présent rapport.

## BACKGROUND

Pursuant to Section 7 (4) of the *Building Code Act*, the City is required to prepare a report every 12 months containing information on building permit fees collected as well as the cost of servicing building permits and enforcing the *Building Code Act* and Ontario Building Code. Regulation Division C Part 1 (1.9.1.1) further directs the municipality to distinguish between direct and indirect costs as well as to include in the report the balance of the reserve(s) at year-end where such have been established.

Accordingly, the 2021 Annual Report pursuant to the *Building Code Act* is provided to Planning Committee and Council for information.

**Table 1 – Cost of Servicing Building Permits**

<b>The Cost of Servicing Building Permits and Enforcing the Building Code Act and the Ontario Building Code</b>		<b>Actual 2021</b>	
		<b>\$000</b>	
<b>Building Permit Revenues</b>		28,920	
<b>Expenditures</b>	Direct Costs	(17,264)	
	Indirect Costs	(7,101)	
<b>Transfer to Building Code Enforcement Reserves</b>		4,555	
<b>Building Code Enforcement Reserve Funds \$000</b>			
	<b>Revenue Stabilization</b>	<b>Insurance</b>	<b>Capital Contribution</b>

<b>Closing Balances</b>			
<b>December 31, 2021</b>	20,178	7,137	6,375

## DISCUSSION

The *Building Code Act* directs municipalities to set building permit fees to fully recover the costs of servicing building permits and of enforcing the *Act* and Building Code. These include both direct and indirect costs. Direct costs include such costs as the compensation costs for the Building Officials (the Chief and Deputy Chief Building Officials, Plan Examiners, Building Inspectors and Building Code Enforcement Officers), staff involved in the processing of applications and managing records, claims management activities, training and development, computers, mobile tools and peripherals, vehicles and mileage, to name a few. Indirect costs consist of expenditures by other departments incurred in support of Building Code Services' Code-related activities, for example legal assistance and representation from Legal Services, budget preparation and tracking by the Finance Department and accommodation expenses based on the square footage space that is occupied by the branch.

### Revenues and Reserves

The *Building Code Act* stipulates that revenues must not exceed the anticipated reasonable costs required to administer and enforce the *Act* and Code. Accordingly, the building permit fee rate and other fees for services are set to generate sufficient revenues to ensure full cost recovery and ensure the program is revenue neutral.

Estimating annual building permit revenue is difficult because building permits are an economic indicator. Construction is an activity that is driven by external factors that are not controlled by the City. Fees are set by construction type and vary by project. As a result, revenues may be higher in one year due to an unusual number of large projects or may be lower if a greater number of projects entail renovations and small homeowner projects.

To assist in managing these variations, the *Building Code Act* provides for the establishment of reserve funds. These funds are used to ensure municipalities are able

to fulfill their legislative mandate despite downturns in construction activity and to cover capital investments (growth vehicles, computers and software development, etc.) and special costs/liabilities. The Branch has established the following reserve accounts: 1) a revenue stabilization fund, which safeguards the City's ability to enforce the Building Code despite a significant drop in construction activity and a decline in revenues; 2) a capital contribution fund, which covers capital expenditures in support of the activities related to servicing and enforcing building permits and enforcing the *Act* and Code; and, 3) an insurance fund, which covers costs associated with appeals and lawsuits.

### **RURAL IMPLICATIONS**

There are no rural implications associated with this report.

### **CONSULTATION**

Pursuant to Section 7 (4) of the *Building Code Act*, the City is required to prepare a report every 12 months containing information on building permit fees collected as well as the cost of servicing building permits and enforcing the *Building Code Act* and Building Code.

### **COMMENTS BY THE WARD COUNCILLORS**

This is a City-wide report – not applicable.

### **LEGAL IMPLICATIONS**

There are no legal implications associated with receiving this report for information.

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications associated with this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information report.

## **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with this report.

## **TERM OF COUNCIL PRIORITIES**

This report addresses the following Term of Council Priorities:

- **Service Excellence Through Innovation:** Deliver quality services that are innovative and continuously improve to meet the needs of individuals and communities.

## **DISPOSITION**

The Background heading of this report outlines the legislative requirement for an Annual Report as per the *Building Code Act*. This portion of the report will be published on the City's website and distributed upon request.