

Building and By-law Department

Council Orientation
December 4th, 2018



Building Code Overview

- The *Building Code* sets out technical requirements for the construction (including renovations) and demolition of buildings that have a building larger than 108 ft² , the change of use for existing buildings and the maintenance and operation of on-site sewage systems
- The main functions of the department are
- Review drawings for issuance of permit, once all applicable laws are met
- Conduct building inspections
- Issue orders for compliance when necessary
- Assist residents and builders at the counter with Building Code information



Building Code Act

- The *Building Code Act, 1992* gives the Chief Building Official and Inspectors the Authority to issue orders related to the building code
- Only the Chief Building Official can approve or deny a building permit (BCA 8.1)
- If the Chief Building Official denies a permit he must put the reasons why in writing



By-Law Enforcement

- We are responsible for the enforcement of the following By-laws
- Building By-law
- Zoning By-law
- Yard and Waste By-law
- Pool fence By-law
- Fence By-law
- O.P.P. is responsible for the enforcement of the
- Noise By-law
- Parking By-law
- Animal control By-law is enforced by animal control officer



By-Law Enforcement (Cityworks Process)

- Complainant calls the Town to officially register a complaint into Cityworks.
- We are complaint driven and this will give us the mechanism to attend the property in question
- The By-law enforcement officer attends the property in question to verify the validity of the complaint
- If it's determined to be valid the officer will use discretion and issue an order if necessary, and set a timeline for compliance
- The officer will re-inspect, if compliance is not achieved the officer will follow up with necessary action which may include prosecution



Organizational Chart



Budget

- The Building Department is revenue neutral, this means our goal is to charge fees to offset operational expenses.
- We have created a reserve over the last few years due to the increased building activity. The Building Code provides the authority to carry forward a reasonable reserve
- This year our budget is on track to carry forward an approximate reserve of \$ 400,000
- Building fees are reviewed yearly, that is when it is decided if increases are needed to help off-set the index (cost of living) and salaries
- Our proposed budget revenue for 2019 \$657,123 and our net expenditures are \$556,323
- The budget includes a line item for contract workers to help deal with the high volume of inspections



Building/By-law Department Goals & Objectives

- Our departments goals are to ensure the Building Code and Town By-laws requirements are met
- By-laws are dealt with and resolved in a efficient manner, it is our objective to always work with property owners first
- Sometimes orders may need to be issued under the Building Code Act and Town By-laws to gain compliance



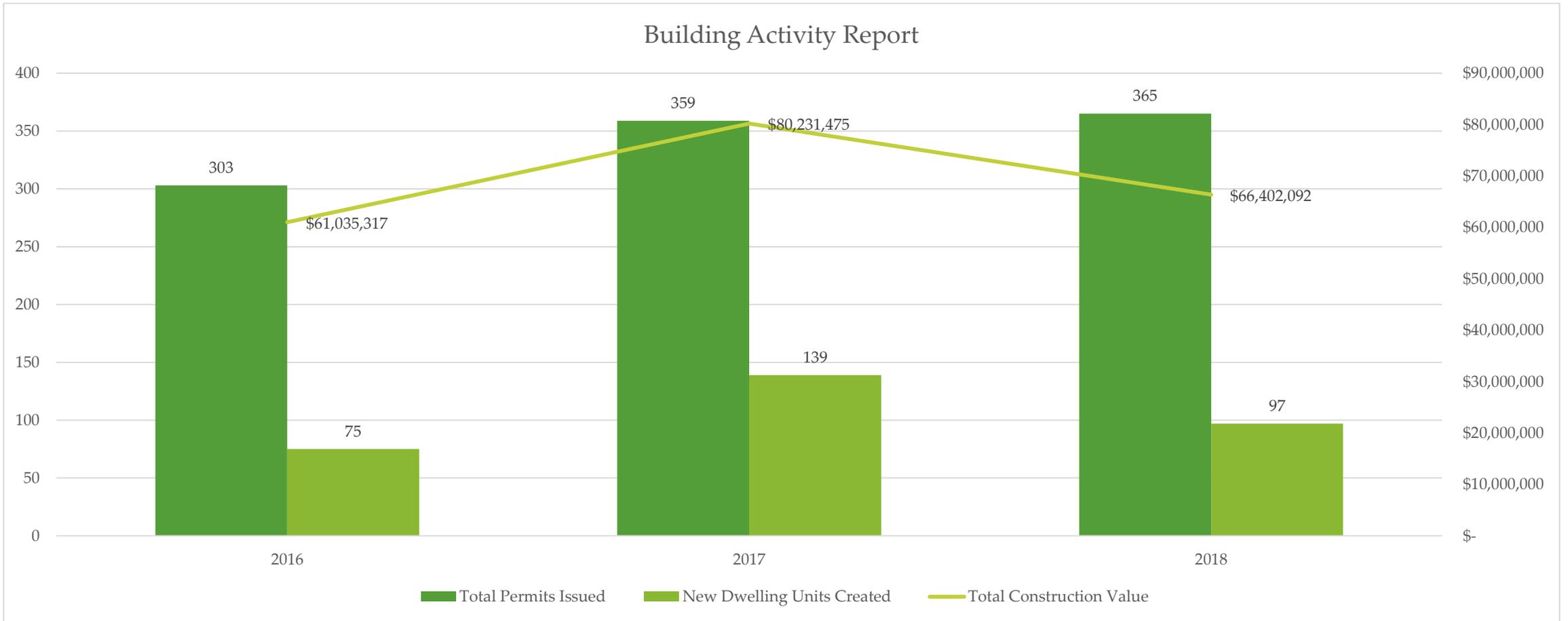
Property Standards Appeals

- Only Property Standards Orders can be appealed, this authority comes from the *Building Code Act*
- If compliance is not gained, the Town will proceed to lay charges under the *Provincial Offenses Act*. At that time a judge will determine the outcome



Activities

Building Activity Report



Activities

Building Activity Report

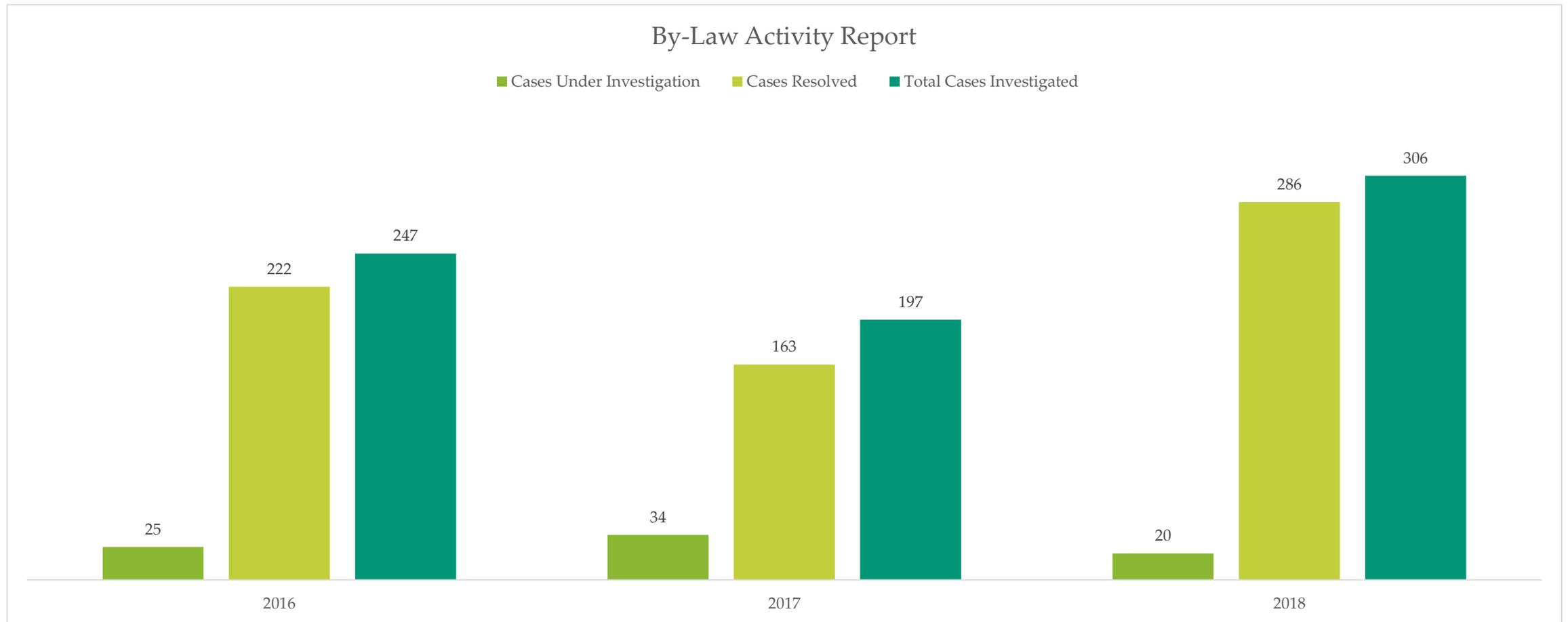
■ Revenue ■ Pro-rated Budget ■ Surplus (Deficit) Revenue



Activities

By-Law Activity Report

■ Cases Under Investigation ■ Cases Resolved ■ Total Cases Investigated



Highlights from 2018

- Earlier in 2018 we collaborated with the Town of Leamington and put on a information session for the green house industry and local partners
- We have received many acknowledgements of thank you from the residents of the Town whether it was obtaining compliance with difficult By-law cases or from our Building and development community for assisting them through the permit process
- We have closed over a hundred additional By-law cases from this time last year and currently we are dealing with a high volume of complaints
- Implementation of new permitting software had a late start and will be working through the new year to get it completed



Highlights from 2018



This clean up involved the following:

- 52 whole vehicles removed
- 428 used tires
- 37 batteries
- 12 truckloads of various scrap parts

Goals for 2019

- Maintain an excellent customer service level and continue to make improvements to our processes to gain efficiency
- Fully implement our new permitting software system
- Educate the Building community with the latest changes to the Building Code
- Continue to work towards compliance with residents to ensure our By-laws are complied with

