

Report to Council

Report Title: Building Permit Fee Refund

Prepared By: Terry Tuck, Chief Building Official

Department: Building/Zoning

Date: December 17, 2018

Report Number: BLDG2018-04 **File Number:** C11BU

Attachments: Cargill and District Community Fund Request to Waive Building Permit Fee Resolution 18-04-044

Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number BLDG2018-04 – Building Permit Refund, prepared by Terry Tuck, Chief Building Official and in so doing accepts the recommendation to not waive building permit fees.

Report:

Background:

We have received a letter from the Cargill and District Community Fund (CDCF) requesting Council waive the building permit fee in the amount of \$7,100.00.

As a reminder a report concerning waiving permit fees was presented to Brockton Council in November 2004 from the CBO. Council agreed with the CBO's recommendation, and decided to donate monies equal to the permit fee back to volunteer organizations. I have to assume that the permit fee for the 2007 addition to the Cargill Community Centre was returned to the committee as a donation and that the fee stayed in building department's budget.

At the February 12, 2018 Council Meeting, Brockton Council approved Resolution 18-04-044 that approved funding Option 2 for the proposed Cargill and District Community Centre renovation project, partnering with the CDCF with 60% of the total project to be funded by CDCF through fundraising, grants, and financing option. With the remaining 40% to be funded by the Municipality.

Analysis:

The Building Code Act states that a permit **shall not be considered issued** unless the permit fee is paid. All departments are expected to balance their respective budgets. The building department cannot balance its budget if council waives permit fees.

We do not recommend Council consider refunding the building permit fees. The Municipality has supported this project and the fees should be included as part of the project costs which will in turn be covered 40% by the Municipality as part of the total project costs.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? Yes
- Do the recommendations contribute to achieving Cultural Vibrancy? Yes
- Do the recommendations contribute to achieving Economic Prosperity? Yes
- Do the recommendations contribute to Environmental Integrity? Yes
- Do the recommendations contribute to the Social Equity? Yes

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

There are currently no funds available in the Donation Account to support subsidizing the building permit fee. In addition, the Municipality has already committed 40% towards the overall project cost, which will include the building permit expenses.

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Terry Tuck, Chief Building Official

Reviewed By:



Sonya Watson, Chief Administrative Officer