

Ontario Building Code Administration

The Municipality's Building Services division authorizes all building construction and demolition in Brockton. The division is provincially mandated to administer and enforce the Ontario Building Code (OBC); provincial legislation requires staff to maintain certification to meet provincial standards, perform mandatory inspections, and issue permits within mandated time frames.

Building Services provides the following public services associated with the administration and enforcement of the OBC:

- Pre-permit consultation, plans examination, technical reviews and application processing.
- Issuance of permits within mandated time frames to ensure conformity to the OBC.
- On-site inspections to ensure conformity with approved permit drawings, specifications, the OBC and regulations.
- Response to all technical inquiries throughout building projects.
- Enforcement of OBC and initiation of legal proceedings as required.

These activities are completely funded by revenue generated from building permit and administration fees.

2021 In Review

Brockton experienced an exceptional year in construction activity, which resulted in strong building permit numbers and revenue generated from the collection of building permit fees. It should be noted that this trend does not appear to be unique to Brockton and is consistent throughout the Province.

The Building Department continued to maintain a high level of service to the public through providing construction permit and inspection services, responding to zoning and building inquiries and property standards complaints during a year with a significant increased building activity.

2022 initiatives

Our services

- Continued professional development and training for building department staff.
- With the 2021 construction season demands, some staff objectives were placed on hold to ensure staff were providing the required level of service to the public. One task that will carry over to 2022 is the proposed implementation of e permitting with the intent of supporting and providing more efficiencies within the Building Department.

Our people

- Continued education and training striving for obtaining recognition through certification and maintaining existing certification through continuing professional development.
- Continued staff involvement in departmental initiatives to enhance work place culture and improve service delivery for the purposes of supporting our local building community.

Financial information

This budget represents a 78.60 per cent increase over 2021 due to a reallocation of staff time and wages in the building and property standards under the Building Code Act to properly reflect the time spent on Building and Property standards work. The reallocation of wages reflected a decrease in the Operating budget.

Table 12, Revenue Trend 2020 to 2022 (OBCA)

Revenue	2020 approved budget	2021 draft budget	2022 draft budget	2022 budget change	2022 budget change
Licenses and permits	(\$178,250)	(\$180,000)	(\$200,000)	(\$20,000)	11.11%
Reserve Fund	\$0	\$0	(\$111,486)	(\$111,486)	100.00%
Internal recoveries	(\$2,000)	\$0.00	(\$10,000)	(\$10,000)	100.00%
Total revenue	(\$180,250)	(\$180,000)	(\$321,486)	(\$141,486)	78.60%

Explanation of changes

- Internal recoveries for Property Standards Recoveries increase in Reserve Fund contribution to assist with e-permitting software and additional staff resources.

Table 13, Expenditure Trend 2020 to 2022 (OBCA)

Expenditure	2020 approved budget	2021 draft budget	2022 draft budget	2022 budget change	2022 budget change
Wages	\$97,780	\$99,421	\$243,583	\$144,162	145.00%
Maintenance	\$1,300	\$1,300	\$1,300	\$0	0.00%
General Expenses	\$81,171	\$79,279	\$76,603	(\$2,676)	(3.38%)
Total expenditure	\$180,250	\$180,000	\$285,579	\$141,486	58.65%

Explanation of changes

- Reallocation of Property Standards to best align within the budget to reflect the true costs for the building department. In addition, there is additional staff wages to assist with the increased demands associated within the building department as well as the reallocation of wages from the Property Standards budget.

**MUNICIPALITY OF BROCKTON
OPERATING
BUDGET FOR BUILDING - PROPERTY STANDARDS
2022**

PARTICULARS 01-3123	ACCOUNT NUMBER	2020	2021		2022	% Increase from PY
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
EXPENDITURES						
Wages	1200	84,354	67,895	81,640	187,586	129.77%
Benefits	1240	25,273	23,270	17,781	55,997	214.93%
Mileage	1270	-	-	-	-	0.00%
Training & Seminars	1271	6,101	1,422	15,000	15,000	0.00%
Memberships	1303	1,270	963	1,500	1,500	0.00%
Supplies	1305	810	2,042	4,000	4,000	0.00%
License & Permits	1308	-	-	-	-	0.00%
Legal Services	1310	-	-	10,000	10,000	0.00%
Payroll Service	1315	65	-	374	374	0.00%
Engineering Services	1317	-	-	2,500	2,500	0.00%
Maintenance - Vehicle	1330	715	-	1,300	1,300	0.00%
Service Agreements	1344	16,655	7,727	20,800	22,800	9.62%
Telephone	1350	697	450	2,017	2,017	0.00%
Fuel	1358	1,524	631	3,000	3,000	0.00%
Advertising	1370	-	-	-	-	0.00%
Insurance	1380	1,762	1,759	2,028	5,411	166.79%
Property Standards Expense - Clean-up	1530				10,000	
Transfers to Capital fund	1710	-	-	-	-	0.00%
Transfers to Reserve Fund	1720	135,146	-	18,059	-	-100.00%
Operating Expenditures		274,372	106,159	180,000	321,486	78.60%
REVENUE						
Licenses & Permits	0133	250,314	353,776	180,000	200,000	11.11%
Transfer from Reserve Fund	0142	-	-	-	111,486	100.00%
Fines	0146	-	-	-	-	0.00%
Miscellaneous	0150	-	-	-	-	0.00%
Property Standards Recovery					10,000	
Agreements	0190	-	-	-	-	0.00%
Employee Reimbursement	0199	1,506	-	-	-	0.00%
Applications	0241	-	-	-	-	0.00%
Operating Revenue		251,820	353,776	180,000	321,486	78.60%
Total Building Operating		22,552	(247,617)	-	-	0.00%

0% Increase/(Decrease)

\$0 Increase/(Decrease)

Reserve Funds: Building Services OBC Stabilization

The Building Code Act allows municipalities to establish permit fees to cover the cost of administering and enforcing the Building Code Act, and make reasonable contributions to a reserve fund. The reserve fund can be used to offset periods of lower building and construction activity, make service enhancements and cover unexpected expenses.

The following chart describes the purpose of the reserve, the forecasted 2019 year-end balance.

Reserve Fund	Description	Balance as of December 2020
Protective Inspection/Building	Funds that may only be used to help stabilize slow years in terms of building activity and permit revenue	\$211,375

*with a projected surplus of \$246,736 to be transferred for 2021