

## Report to Council

<b>Report Title:</b>	Building Permit Fee Refund		
<b>Prepared By:</b>	Terry Tuck, Chief Building Official		
<b>Department:</b>	Building/Zoning		
<b>Date:</b>	December 17, 2018		
<b>Report Number:</b>	BLDG2018-04	<b>File Number:</b>	C11BU
<b>Attachments:</b>	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**

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**Respectfully Submitted by:**



Terry Tuck, Chief Building Official

**Reviewed By:**



**Sonya Watson, Chief Administrative Officer**



VISION: Volunteers striving for a better community for all to enjoy

**CARGILL & DISTRICT COMMUNITY FUND**

999 Greenock Brant Townline

Cargill, ON

N0G 1J0

December 6, 2018

Municipality of Brockton  
100 Scott Street, P.O. Box 68  
Walkerton, ON N0G 2V0  
Respectfully Submitted,

Attention: Municipality of Brockton Council

Dear Sirs & Madam:

**RE: Cargill & District Community Fund (CDCF)– Cargill Community Centre Entrance Project**

The CDCF Entrance Committee obtained a building permit for the entrance project at the Cargill Community Centre. On October 29, 2018, a fee of \$7,100.00 was charged to GL Account 02-3169-1600.

We are requesting that the Municipality of Brockton waive the building permit fee in the amount of \$7,100.00. The reasons for this request:

- (1) The Municipality of Brockton waived the fee for the kitchen project in 2007.
- (2) This project is undertaken by volunteers and additional fund-raising efforts will be required to cover this cost.

Thank you for considering this request for waiver. Please contact me at 519.364.2549 or [lippertcg@gmail.com](mailto:lippertcg@gmail.com) if any additional information is needed.

Respectfully Submitted,

Gail Lippert  
Secretary, Entrance Committee  
Cargill & District Community Fund



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Respectfully Submitted,

Gail Lippert  
Secretary, Entrance Committee  
Cargill & District Community Fund

# The Corporation of the Municipality of Brockton

Number: 18-04- 044

Session: February 12, 2018

Moved By: Bill Bell

Seconded By: [Signature]

## 8/ Approve Report CFO2018-09 - Enabling Accessibility Fund Agreement – CDCF Entrance Project

That the Council of the Municipality of Brockton hereby approves Report CFO2018-09 - Enabling Accessibility Fund Agreement – CDCF Entrance Project and in so doing authorizes a By-Law coming forward approving signing the agreement;

And further that Council approves the following funding option for the proposed Cargill & District Community Centre renovation Project Option 2 - Partner with the COCF with 60% of the total project to be funded by COCF through fundraisers, grants and

And further that Council direct staff to proceed with preparation of an RFP in accordance with the Purchasing and Procurement Policy.

*financial option.  
With the remaining 40% to  
be funded by the Municipality.*

Member of Council	Yea	Nay
Adams, Steve		
Bell, Bill		
Gieruszak, Dan		
Inglis, David		
Leifso, Dean		
Oberle, Chris		
Peabody, Chris		
<b>Totals</b>		

Carried

[Signature]

Defeated

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