



Subject: Building Application Fees Review

To: Council - Public Meeting

From: Development and Legislative Services Department

Report Number: 2022-100

Meeting Date: June 14, 2022

Recommendation:

That Development and Legislative Services Department Report 2022-100 be received for information.

Purpose:

A public meeting is being held pursuant to Ontario Regulation 305/03 under the Ontario Building Code to present the proposed new building permit application fees. This report provides background on the fees review process.

Background:

Building Permit Fees

Staff retained BMA Management Consulting Inc. (BMA) in November of 2021 to undertake a review of the City's building and planning application fees as they have not been reviewed in a number of years. Since the last review there has been an increase in regulatory requirements and applications have been more complex requiring more staff time to review.

BMA has completed the necessary background work; including analyzing the direct and indirect cost of the building permit process, mapping the application process to determine time estimates for all administrative, plans examination and inspection services and a comparison of fees to other Niagara Region municipalities to ensure the recommended fees are competitive. Based on this work, new building application fees have been proposed (see Appendix A). A presentation has been prepared by BMA detailing the background process and analysis involved in determining the proposed building application fees and will be presented at the public meeting.

In accordance with the Ontario Building Code, Ontario Regulation 305/03, a public meeting is required to be held when new building fees are proposed to provide an opportunity for Council, members of the public and stakeholders to review the proposed fees and provide comments.

All the comments received as part of the public meeting process will be reviewed and considered and a recommendation report on the building fees will be brought forward at a later date for Council consideration.

Planning Application Fees

Although BMA has been retained to review both the building permit application fees and planning application fees, the focus of the public meeting is only on the proposed building fees. There is no requirement under the Planning Act to hold a public meeting when considering new planning application fees. As such, the planning application fees will be brought forward to Council at a later date for consideration.

Internal Consultations:

The building division and engineering division have been consulted as part of the process for determining the proposed building application fees.

Public Engagement:

The public meeting has been advertised on the City's website, emailed to the Niagara Homebuilders Association, the Niagara Industrial Association and to a list of prospector investors that the economic development team has been collaborating with.

Financial Implications:

The building permit fees are used to pay for the administration of the building division and do not impact the levy. An analysis of the potential estimated revenue increase from the proposed increase in fees will be provided in the staff recommendation report brought forward at a later date.

The Building Fee Review Report, including the background information and table identifying the current 2022 fees and the proposed fees (starting on page 14) are attached as Appendix A.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar of the strategic plan:

- Value: Financial Management to Achieve Financial Sustainability
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Conclusion:

This report is for information purposes only and to allow for an opportunity for public comment pursuant to the Ontario Building Code.

Appendices:

- a. Building Fee Review Report

Respectfully submitted,

Denise Landry, MCIP, RPP
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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.