

Department 13 – Protective Inspection & Control

(Building Inspection Department)

Overview

This department is commonly referred to as the 'Building Department' and includes those revenues and expenditures relating to building and plumbing inspections, small animal control, dog tag licensing, By-law enforcement and 911 mapping updates.

Revenues

The building inspection fees are established to comply with Section 7 (2) of the Building Code Act which regulates that *"The total amount of the fees ... must not exceed the anticipated costs of the principal authority to administer and enforce this Act in its area of jurisdiction"*.

The Township changed to a building area methodology for the calculation of building permit fees at the beginning of 2022. The timing of the implementation of that method coincided with the end of COVID and a raising interest rate, high inflation period. The economy has had a cooling effect on building activity which has impacted revenues significantly over the last 2 years and is expected to continue in 2024. The 2024 budget revenues include proposed revised fees which will come before Council at the budget meeting. The operating deficit is being funded by a transfer from the Building Inspection Contingency Reserve.

The annual dog licence fees collected are used to offset the costs of the Peterborough Humane Society for animal control services (strays and pound services). The Peterborough Humane Society has been focused on right sizing their service and a new service agreement with the Township has been approved. The fee model includes a substantial base fee increase and provides for the elimination of individual impound fees for animals. The increased service fees are reflected in the budget.

The IFT from Taxation provides for the operating costs related to small animal control, by-law enforcement, source water protection and 911 maintenance portion of this department.

Expenditures

Peterborough Public Health (PPH) will no longer be providing for the administration of Ontario Building Code Part 8 (sewage system) permitting and enforcement as of December 31, 2024. The responsibility for these service will transition to the Township as of April 1, 2024 for any new applications. Council approved of changes in the organization of the department in 2023 to include a new position in 2024 to help accommodate the increase of work associated with this service area. PPH unit has issued an average of 122 permits a year in Selwyn over the last 5 years. The additional costs and revenues associated with

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this service area are included in the budget. Similar to building permits, the costs of providing this service is intended to be covered by permit fees.

Department 13 also includes expenditures related to the Municipal Heritage Committee. The base budget includes \$10,785 for expenses related to the Committee (remuneration, advertising, consulting for heritage brief preparation etc...). These expenditures have been retained in the budget as the committee focuses on designating 1-2 properties a year within the Township. These expenses will be funded from a transfer from the accumulated revenue reserve so there is no taxation impact.

There is \$1,100 allocated to cover the costs associated the Heritage Property Tax Relief program. This program provides tax relief to eligible property owners to help maintain and restore their heritage properties. The tax relief (applicable to the municipal tax levy only) is between 20% and 40% to owners of eligible heritage properties. For properties to be eligible for tax relief, the property must have a designated structure under the Heritage Act. Owners would enter into an agreement with the Township which would protect the heritage features of their property and encourage good stewardship.

By-Law Enforcement is also captured in this department. As proper staff resourcing has been provided, the activity level and customer service has also increased. With recently approved organizational changes, a realignment of the duties of the Admin. Assistant – Planning & Building (formerly Development Approvals Technician) to more effectively support the needs of the Department will be put in place in 2024. New costs allocated to this area of the budget are offset by an equal reduction in costs in department # 50 – Planning.

The budget includes the Township's share of a Risk Management Officer (RMO) required as a function of the Source Water Protection legislation. This service will continue to be provided by the Conservation Authority under the current contract until December 31, 2024. Our share of the costs, which are spread amongst all participating municipalities, is \$17,500.00.

This department and the planning department share approximately one third of the general government overhead to ensure that proper cost allocations are presented in the budget. An additional allocation for IT and accounting support is calculated and transferred at year end.

Activity Update – Beyond Budget Dollars & Cents

The building department staff are actively working on reducing outstanding permits. Management will continue monitoring activity levels and review of the building permit fees. This review is necessary to ensure that building fees are generating sufficient revenue to cover the expenditures to deliver this service in cost neutral manner.



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GL Account	Details	2022 Year End Actuals	2022 Approved Budget	2023 Year to Date Actuals	2023 Proposed Budget	2024 Proposed Budget
Revenues						
Grants and Receipts		18,057	8,000	5,239	8,000	8,000
Operating Sales - Revenues & Fees		487,658	647,000	522,151	517,911	673,000
Taxation		109,675	109,675	140,075	140,075	165,492
Transfers In		342,102	254,074	273,444	355,777	239,180
Total Revenues		957,491	1,018,749	940,909	1,021,763	1,085,672
Expenses						
Salaries & Benefits		407,650	433,326	415,459	431,242	498,093
Admin & Overhead		40,772	41,900	35,308	42,400	41,212
Services Hired		116,990	152,124	105,191	145,569	117,487
Communications		2,256	2,750	2,482	2,750	1,430
Service Charges		6,341	11,000	7,085	11,000	9,000
Heritage Committee		4,519	11,240	4,584	11,360	11,885
Small Animal Control		32,646	26,700	27,621	26,750	35,750
By-Law Enforcement		139,739	160,693	119,679	166,974	193,852
Source Water Protection		17,500	17,500	17,500	17,500	17,500
Capital Purchases		0	0	6,565	7,000	0
Transfers Out		189,078	161,516	199,436	159,217	159,464
Total Expenses		957,491	1,018,749	940,908	1,021,762	1,085,673
Balance		0	0	0	0	0