

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

Taxation and building permit fees are the major sources of revenue in this Department. 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 has utilized a building area methodology for the calculation of building permit fees since the beginning of 2022. The timing of implementation of that method coincided with the end of Covid and rising interest rates with a high inflation time. The economy has had a cooling effect on building activity which was not considered when rates were set for building permit fees. As interest rates dropped over 2025, revenue generated was in line with the budget, and the building department saw a marginal increase in permits and revenue. The 2026 budget continues to project a deficit. Proposed new and revised fees will come before Council early in the year for consideration. Notably the proposed fee structure will include new administrative fees aimed at recovering costs related enforcement issues, which have been consuming a significant amount of time in recent years. A public meeting is scheduled, in accordance with the Building Code Act, to consider proposed fee changes on February 24, 2026. The operating deficit is being funded by a transfer from the Building Inspection Contingency Reserve.

The Township has a contract with the Peterborough Humane Society (PHS) to manage components of the Township's animal control services. The Township has been advised by PHS that it wishes to focus on animal welfare and as a result will no longer handle enforcement of certain Township Animal related By-laws (dogs at large, barking dog, biting dog etc..) as of March 31, 2026. Staff are investigating an alternate option to provide this service. PHS will still provide shelter/care services and necessary transportation for dogs and cats related to animal care (injured animal at large). PHS supports the management of dog licencing using an on-line system called DocuPet. DocuPet is a user friendly, on-line licencing program that allows dog owners to register their pets, pay applicable licence fees, update contact and pet information, order replacement tags, update rabies vaccination details etc. DocuPet manages the customer service components of the licencing process and this has freed up significant amounts of Township Finance and Customer Service team time.



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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

This Department provides for the costs related to administration of the Ontario Building Code including wages/salaries, training, insurance, overhead, vehicles and equipment, software, legal costs, etc. The responsibility for the administration of Ontario Building Code Part 8 (sewage system) permitting and enforcement from Peterborough Public Health to the Township was complete as of December 31, 2024.

Department 13 also includes expenditures related to the Municipal Heritage Committee. The base budget includes \$13,470 for expenses related to the Committee (remuneration, advertising, consulting for heritage brief preparation, Heritage Property Tax Relief program etc...). These expenditures have been retained in the budget as the committee focuses on designating 1-2 properties a year within the Township. In 2026 there is a contribution from taxation (\$5,340) to support the committee remuneration component of the budget and the balance of the costs continue to be funded from a transfer from the accumulated revenue reserve.

The Heritage Property Tax Relief 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 demands have also increased significantly. The Admin Assistant – Planning & Building supports By-law enforcement services as well.

~~The proposed realignment of duties with a new position of Manager of Development will provide for the Manger of Building & Bylaw Enforcement to focus more time on these activities. The budget provides for the re-allocation of wages from the planning function to building and bylaw enforcement to support this change. Resolution 2026-020 removed the proposed position from the 2026 budget~~

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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, 2029. The Township share of the costs, which are spread amongst all participating municipalities, is \$16,842.00.

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 applications and select 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 cost of delivering this service.

