

TOWNSHIP OF RIDEAU LAKES

2008 ANNUAL BILL 124 FEES COMPLIANCE REPORT

PURPOSE

Bill 124 enacted by the Provincial legislature to amend the Building Code Act requires that all municipalities prepare an annual report comparing revenues received and expenditures made by the municipality to regulate and enforce its responsibilities under the Ontario Building Code. The Bill stipulates that fees must be set to ensure that revenues do not exceed the direct and indirect costs to the municipality associated with this enforcement of the Ontario Building Code. This report satisfies this requirement of the Act for the period from January 1, 2008 to December 31, 2008.

DISCUSSION

This report addresses all costs associated with the regulation and enforcement of the Ontario Building Code. The building function is part of the Development Services Department which also includes planning, bylaw enforcement, property standards, civic addressing, and economic development. The Township's budgets are prepared with a separate building inspection budget. The report also recognizes that there are significant costs to the department in general that have been included in the report such as a percentage of the Manager and Analyst's salaries.

Expenditures in the report address both direct and indirect costs associated with the enforcement of the Building Code. The appendices provide a breakdown of how the costs were calculated.

REGULATION OF THE ONTARIO BUILDING CODE IN THE TOWNSHIP OF RIDEAU LAKES

In 2008 the Development Services Department consisted of a Manager, Associate Planner, Chief Building Official, Deputy Chief Building Official, Analyst, contract Building Inspector, contract Bylaw Enforcement Officer, and Administrative Assistant.

The building inspection function is generally considered to include the full time Chief Building Official, Deputy CBO, contract Building Inspector, and 85% of the Analyst position. The Manager is ultimately responsible for the efficient operation of the building inspection function but is not involved in the direct review of applications or inspection of building sites. The Administrative Assistant provides administrative support to the building function as well as the other functions of the department. The Associate Planner reviews all building permits for compliance with the Township's Zoning Bylaw.

Beyond the Development Services Department other Township staff are indirectly involved in this function. In particular, the office receptionists answer phone calls and direct clients inquiring about building permits.

REVENUES RECEIVED

Building Permits – Rideau Lakes	\$260,554
Building Permits – Athens	\$23,339
Building Permits – Westport	\$14,045
Septic Permits	\$50,424
Demolition Permits	\$1,932
Solid Fuel Burning Permits	\$7,325
Conditional Permit	\$0
Swimming Pool Permit	\$2,764
Swimming Pool Permit – Athens	\$343
Building Renewal Permit	\$82
Inspection Recovery Fees	\$14,873
Septic Renewal Permit	\$0
Work Order Fees	\$1,904
Total	\$375,681

DIRECT EXPENDITURES

Direct expenditures are those budgeted for and coded to the Development Services Department which directly relate to the operation of the building inspection function. It also includes portions of the Manager, Analyst, Associate Planner, and Administrative Assistant's salaries and benefits. A complete explanation of items not directly taken from annual department expenditure reports is provided in Appendix A to this report. There is no Appendix A provided in the public version of this report due to privacy regulations.

Salaries	\$208,859
Benefits	\$55,099
Boot Allowance	\$197
Computer Support	\$8,462
Legal Fees	\$4,999
Phones- landlines	\$1,670
Cellular	\$1,431
Postage/Courier	\$1,033
Internet	\$582
Website Maintenance	\$168
Fuel for inspection vehicles	\$4,536
Vehicle Maintenance/Licensing	\$1,011
Uniforms	\$634
Advertising	\$795
Subscriptions/Publications	\$251
Printing/Photocopying	\$1,503
Materials and Supplies	\$1,391
Stationary	\$335
Conventions/Seminars	\$1,332
Mileage Reimbursement	\$1,359
Training Costs	\$2,920
Memberships	\$1,432

Meeting Costs	\$6
Septic Reinspection Program	\$9,500
Building Inspection Computer Hardware	\$5,017
Total	\$314,354

INDIRECT EXPENDITURES

Indirect expenditures are those expenditures which are not included in the budget of the Development Services Department but are budgeted for under other Township departments or within a Township wide budget. A justification and explanation of each item and how it was calculated is provided in Appendix B. There is no Appendix B provided in the public version of this report due to privacy regulations.

Electricity – Chantry Office	\$1,443
Heat – Chantry Office	\$1,523
Maintenance – Chantry Office	\$640
Cleaning – Chantry Office	\$878
Alarm System – Chantry Office	\$70
Materials and Supplies – Chantry Office	\$15
Drinking Water – Chantry Office	\$323
Payroll Costs	\$388
Chantry Capital Purchases	\$436
Plowing – Chantry Office	\$83
Outside Maintenance – Chantry Office	\$83
Receptionists Salaries	\$14,703
Receptionists Benefits	\$3,768
Payroll/Benefits Position Salary	\$2,810
Payroll/Benefits Position Benefits	\$685
CAO Salary and Benefits	\$8,412
Depreciation of Municipal Building - Chantry	\$4,666
Insurance	\$8,926
Council Costs	\$12,303
Total	\$61,832

SUMMARY

Total Direct Expenditures	\$314,354
Total Indirect Expenditures	\$ 61,832
Total Revenues	\$375,681
Total Expenditures minus Revenues	\$ 505

Township building inspection revenues received therefore did not exceed the direct and indirect costs associated with the enforcement and regulation of the Ontario Building Code in 2008 as required by the Ontario Building Code Act.

