



# Municipality of West Elgin

## Agenda

### Public Meeting

March 14, 2019 – 9:30 a.m.

### Council Chambers, West Elgin Municipal Building

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at [gscharback@westelgin.net](mailto:gscharback@westelgin.net).

1. **Call to Order**
2. **Disclosure of Pecuniary Interest**
3. **Purpose of Public Meeting**

Pursuant to Subsection 7(6) of the *Building Code Act, R.S.O. 1992* as amended

4. **J. Morgan-Beunen, Chief Building Official – 2019 Proposed Fees and Charges - Building**

Recommendation: That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official re: 2019 Proposed Fees and Charges for the Building Department; and

That West Elgin Council approve the 2019 Fees and Charges for the Building Department as presented.

- 4.1. Written Comments Received
- 4.2. Comments – Council, Public in Attendance

5. **Close Public Meeting**

- 5.1. Recommendation: That Council now closes the Public Meeting at \_\_\_\_\_ a.m. and reconvenes the Regular Council Meeting.



## Staff Report

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**Report To:** West Elgin Council  
**From:** Jackie Morgan-Beunen, Chief Building Official  
**Date:** March 14 2019  
**Report:** Report 03-2019  
**Subject:** 2019 Proposed Fees and Charges – Building

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### **Recommendation:**

That West Elgin Council receives the report from Jackie Morgan-Beunen, Chief Building Official re: 2019 Proposed Fees and Charges – Building

### **Purpose:**

To provide proposed fees and charges for 2019 for Building Department services.

### **Background:**

West Elgin fees and charges require updating to achieve cost recovery where possible. Consolidation of fees and charges that are not subject to specific legislative requirements into one by-law allows for significantly greater transparency and accountability.

Please find attached a draft Schedule to the 2019 Fees and Charges By-Law for the Building department fees and charges. Attached for information purposes are the 2018 rates as well as comparisons of rates in neighbouring municipalities.

The proposed 2019 Schedule includes explanations for significant changes to the fees or the implementation of new fees. Please find attached Building, Plumbing and Septic Permit Revenue Report and Expense Report for last 4 years for comparison.

### **Financial Impact:**

Revenues will be impacted based on fees approved by Council.

### **Legal Impact:**

Compliance with legislation.

### **Policies/Legislation:**

Municipal Act

Building Code Act

Respectfully submitted,

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Jackie Morgan-Beunen, CBO



**Expenses & Revenue Comparison**

|              |                     |                                     |
|--------------|---------------------|-------------------------------------|
| 2018 Revenue | \$58,448.12         |                                     |
| 2017 Revenue | \$28,248.40         |                                     |
| 2016 Revenue | \$48,604.37         |                                     |
| 2015 Revenue | <u>\$68,709.92</u>  |                                     |
| <b>Total</b> | <b>\$204,010.81</b> | <b>4 year average = \$51,002.70</b> |

|              |                     |                                     |
|--------------|---------------------|-------------------------------------|
| 2018 Expense | \$50,706.48         |                                     |
| 2017 Expense | \$75,233.38         |                                     |
| 2016 Expense | \$82,347.55         |                                     |
| 2015 Expense | <u>\$62,947.57</u>  |                                     |
| <b>Total</b> | <b>\$271,234.98</b> | <b>4 year average = \$67,808.75</b> |

**Net loss**                    **(\$67,224.17)**                    **Average losses per year (\$16,806.04)**

|  |                           |
|--|---------------------------|
| <b>2018 Fees collected</b>                                     | <b>\$58,448.12</b>        |
| <b>2019 proposed fees on 2018 permits</b>                      | <b><u>\$70,554.76</u></b> |
| <b>Net increase on proposed fees based<br/>On 2018 permits</b> | <b>\$12,106.64</b>        |

Majority of permit types affected in 2018 were for new residential, residential additions and livestock buildings.

Respectfully submitted,

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Jackie Morgan-Beunen, CBO

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**MUNICIPALITY OF WEST ELGIN**  
**BUILDING, PLUMBING, EMERGENCY PLANNING,**  
**BY-LAW ENFORCEMENT**

|                                | <u>2018 Actual</u> | <u>2018 Budget</u> | <u>2017 Actual</u> | <u>2016 Actual</u> | <u>2015 Actual</u> |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>BUILDING &amp; PLUMBING</b> |                    |                    |                    |                    |                    |
| <b>REVENUE</b>                 |                    |                    |                    |                    |                    |
| BUILDING PERMITS               | (46,613.12)        | (45,000.00)        | (23,428.40)        | (42,184.37)        | (61,534.92)        |
| PLUMBING PERMITS               | (210.00)           | (200.00)           | (70.00)            | (245.00)           | (200.00)           |
| SEWAGE PERMITS                 |                    | (5,000.00)         | (4,500.00)         | (5,300.00)         | (6,600.00)         |
| SEPTIC PERMITS                 | <u>(11,625.00)</u> | <u>(500.00)</u>    | <u>(250.00)</u>    | <u>(875.00)</u>    | <u>(375.00)</u>    |
|                                | <b>(58,448.12)</b> | <b>(50,700.00)</b> | <b>(28,248.40)</b> | <b>(48,604.37)</b> | <b>(68,709.92)</b> |
| <b>EXPENSES</b>                |                    |                    |                    |                    |                    |
| CONTRACTED SERVICES            | 45,702.44          | 82,000.00          | 68,773.99          | 64,974.25          | 56,890.10          |
| TRAINING                       |                    | 200.00             | 271.88             | 625.48             | -                  |
| MILEAGE                        | 4,028.24           | 3,000.00           | 5,192.98           | 5,704.30           | 5,335.41           |
| MISCELLANEOUS                  | -                  | 200.00             | 994.53             | 11,043.52          | 722.06             |
| OFFICE SUPPLIES                | 17.32              | -                  |                    |                    |                    |
| ADVERTISING                    | 146.45             | -                  |                    |                    |                    |
| SUBSCRIPTIONS & PUBLICATIONS   | 420.48             | -                  |                    |                    |                    |
| MEMBERSHIP & DUES              | 59.21              | 400.00             | -                  | -                  | -                  |
| PHONE & INTERNET               | <u>332.34</u>      | <u>300.00</u>      | <u>-</u>           | <u>-</u>           | <u>-</u>           |
| <b>TOTAL EXPENSES</b>          | <b>50,706.48</b>   | <b>86,100.00</b>   | <b>75,233.38</b>   | <b>82,347.55</b>   | <b>62,947.57</b>   |
| <b>NET BUILDING PLUMBING</b>   | <b>(7,741.64)</b>  | <b>35,400.00</b>   | <b>46,984.98</b>   | <b>33,743.18</b>   | <b>(5,762.35)</b>  |

### Proposed Buidling Permit Fees & Explanation

| Item  | Proposed 2019 Fee              | Tax | 2018 Fee                       | Explanation                       |
|---|--------------------------------|-----|--------------------------------|-----------------------------------|
| <b>Residential</b>  |                                |     |                                |                                   |
| 1st Floor per square foot                                     | \$0.65/sf                      | N   | \$0.50/sf                      | comparable to area municipalities |
| 2nd & 3rd floor per square foot                               | \$0.65/sf                      | N   | \$0.50/sf                      | comparable to area municipalities |
| Basement  | \$0.20/sf                      | N   | \$0.06/sf                      | comparable to area municipalities |
| Crawlspace  | \$0.20/sf                      | N   | \$0.04/sf                      | comparable to area municipalities |
| Garage/Porch/Deck/Storage/Workshop                            | \$0.20/sf                      | N   | \$0.13/sf                      | comparable to area municipalities |
|   |                                |     |                                |                                   |
| Alt & Reno where square footage cannot be determined as above | \$10/\$1000 Const. Value       | N   | \$7.50/\$1000 Const. Value     | comparable to area municipalities |
| Minimum Fee for all permits                                   | \$100.00                       | N   | \$95.00                        | comparable to area municipalities |
|   |                                |     |                                |                                   |
| <b>Accessory Buildings - Decks, Porches etc.</b>              |                                |     |                                |                                   |
| Less than 250 sf  | \$100.00                       | N   | \$95.00                        | comparable to area municipalities |
| 251 to 500 sf   | \$100 + \$0.20/sf over 250 sf  | N   | \$95 + \$0.20/sf over 250 sf   | comparable to area municipalities |
| 501 to 1000 sf  | \$210 + \$0.10/sf over 500 sf  | N   | \$200 + \$0.10/sf over 500 sf  | comparable to area municipalities |
| Over 1000 sf  | \$250 + \$0.08/sf over 1000 sf | N   | \$240 + \$0.08/sf over 1000 sf |                                   |
|   |                                |     |                                |                                   |
| <b>Industrial/Commercial/Institutional</b>                    |                                |     |                                |                                   |
| New construction or renovation                                | \$10.00/\$1000 Const. Value    | N   | \$6.25/\$1000 Const. Value     | Similar to area Municipalities    |

| Item   | Proposed 2019 Fee   | Tax | 2018 Fee  | Explanation                    |
|--|---|-----|---|--------------------------------|
| <b>Farm Buildings</b>                                  |   |     |   |                                |
| Livestock Buildings & Manure Pits                      | \$100 +\$6.25/\$1000<br>Const Value                                   | N   | \$100 +\$5.00/\$1000<br>Const Value                                   | similar to area municipalities |
| <b>Non Livestock Agricultural Bldgs.</b>               |   |     |   |                                |
| Less than 250 sf                                       | \$100.00  | N   | \$95.00   | Similar to area municipalities |
| 251 to 500 sf  | \$100 + \$0.20/sf over<br>250   | N   | \$95 + \$0.20/ sf over<br>250   | Similar to area municipalities |
| 501 to 1000 sf   | \$205 + \$0.10/sf over<br>500 sf                                      | N   | \$200 + \$0.10/sf over<br>500 sf                                      | Similar to area municipalities |
| 1001 to 1500 sf  | \$250 + \$0.08/sf over<br>1000 sf                                     | N   | \$240 + \$0.04/sf over<br>1500 sf                                     | similar to area municipalities |
| 1501 to 3000 sf  | \$305 + \$0.04/sf over<br>1500 sf                                     | N   | \$295 + \$0.04/sf over<br>1500 sf                                     | Similar to area municipalities |
| 3001 sf or greater                                     | \$360 + \$0.03/sf over<br>3000 sf                                     | N   | \$350 + \$0.03/sf over<br>3000 sf                                     | Similar to area municipalities |
| <b>Woodstoves, Chimneys, Fireplaces and</b>            |   |     |   |                                |
|  | Flat fee \$75.00  | N   | Flat Fee \$75.00  | No change                      |
| <b>Demolition Permit</b>                               |   |     |   |                                |
|  | Flat Fee \$75.00  | N   | Flat Fee \$75.00  | No change                      |
| <b>In Ground Swimming Pools (includes<br/>fencing)</b> |   |     |   |                                |
|  | Flat Fee \$75.00  | N   | Flat Fee \$75.00  | No change                      |
| <b>Fence around Above Ground Pools</b>                 |   |     |   |                                |
|  | Flat Fee \$75.00  | N   | Flat Fee \$75.00  | No change                      |
| <b>Building Re-locations</b>                           |   |     |   |                                |
|  | \$100 + Travel Cost +<br>Fee for appropriate<br>Building listed above | N   | \$100 + Travel Cost +<br>Fee for appropriate<br>Building listed above | No change                      |
| <b>Sewage System Permits</b>                           |   |     |   |                                |
| New Class 4 or 5 sewage system                         | \$500.00  | N   | \$500.00  | No change                      |
| Repair to sewage system                                | \$300.00  | N   | \$300.00  | No change                      |





### Building Permit Fees Comparison

| Item  | Proposed 2019 Fee                | 2018 Fee                         | Southwest Middlesex 2018               | Dutton 2018                      |
|---|----------------------------------|----------------------------------|--|----------------------------------|
| <b>Residential</b>  |                                  |                                  |  |                                  |
| 1st Floor per square foot                                     | \$0.65/sf                        | \$0.50/sf                        | \$0.70/sf                              | \$0.50/sf                        |
| 2nd & 3rd floor per square foot                               | \$0.65/sf                        | \$0.50/sf                        | \$0.70/sf                              | \$0.25/sf                        |
| Basement  | \$0.20/sf                        | \$0.06/sf                        | \$0.70/sf (finished)                   | \$0.06/sf                        |
| Crawlspace  | \$0.20/sf                        | \$0.04/sf                        | N/A                                    | \$0.04/sf                        |
| Garage/Porch/Deck/Storage/Workshop                            | \$0.20/sf                        | \$0.13/sf                        | \$0.25/sf (garage)                     | \$0.13/sf                        |
|   |                                  |                                  |  |                                  |
| Alt & Reno where square footage cannot be determined as above | \$10/\$1000 Const. Value         | \$7.50/\$1000 Const. Value       | \$0.70/sf                              | \$7.50/\$1000 Const Value        |
| Minimum Fee for all permits                                   | \$100.00                         | \$95.00                          | \$100 - \$750 (dependant on bldg)      | \$95.00                          |
|   |                                  |                                  |  |                                  |
| <b>Accessory Buildings - Decks, Porches etc</b>               |                                  |                                  |  |                                  |
| Less than 250 sf  | \$100.00                         | \$95.00                          | \$100.00                               | \$95.00                          |
| 251 to 500 sf   | \$100 + \$0.20/sf over 250 sf    | \$95 + \$0.20/sf over 250 sf     | \$100.00 + \$0.25/sf over 400 sf       | \$95 + \$0.20/sf over 250 sf     |
| 501 to 1000 sf  | \$210 + \$0.10/sf over 500 sf    | \$200 + \$0.10/sf over 500 sf    | \$0.25/sf (\$125.24 - \$250.00)        | \$200 + \$0.10/sf over 500 sf    |
| Over 1000 sf  | \$250 + \$0.08/sf over 1000 sf   | \$240 + \$0.08/sf over 1000 sf   | \$0.25/sf (\$250 +)                    | \$240 + \$0.08/sf over 1000 sf   |
|   |                                  |                                  |  |                                  |
| <b>Industrial/Commercial/Institutional</b>                    |                                  |                                  |  |                                  |
| New construction or renovation                                | \$10/\$1000 Const. Value         | \$6.25/\$1000 Const. Value       | \$0.35/sf or \$250 - \$500 min fee     | \$6.25/\$1000 Const Value        |
|   |                                  |                                  |  |                                  |
| <b>Farm Buildings</b>   |                                  |                                  |  |                                  |
| Livestock Buildings & Manure Pits                             | \$100 +\$6.25/\$1000 Const Value | \$100 +\$5.00/\$1000 Const Value | \$0.24/sf Manure Pit Flat Fee \$270.00 | \$100 +\$5.00/\$1000 Const Value |
|   |                                  |                                  |  |                                  |
|   |                                  |                                  |  |                                  |

| Item  | Proposed 2019 Fee   | 2018 Fee  | SWM 2018                       | Dutton 2018  |
|---|---|---|--------------------------------|--|
| Non Livestock Agricultural Bldgs  |   |   |                                |  |
| Less than 250 sf  | \$100.00  | \$95.00   | \$200.00                       | \$95.00  |
| 251 to 500 sf   | \$100 + \$0.20/sf over 250                                      | \$95 + \$0.20/ sf over 250                                      | \$200.00                       | \$95.00 + \$0.20/sf over 500                               |
| 501 to 1000 sf  | \$210 + \$0.10/sf over 500 sf                                   | \$200 + \$0.10/sf over 500 sf                                   | \$200.00                       | \$200 + \$0.10/sf over 500 sf                              |
| 1001 to 1500 sf   | \$250 + \$0.08/sf over 1000 sf                                  | \$240 + \$0.04/sf over 1000 sf                                  | \$200.00                       | \$240 + \$0.04/sf over 1000 sf                             |
| 1501 to 3000 sf   | \$305 + \$0.04/sf over 1500 sf                                  | \$295 + \$0.04/sf over 1500 sf                                  | \$200 + \$0.12/sf over 1666 sf | \$295 + \$0.04/sf over 1500 sf                             |
| 3001 sf or greater  | \$360 + \$0.03/sf over 3000 sf                                  | \$350 + \$0.03/sf over 3000 sf                                  | \$0.12/sf                      | \$350 + \$0.03/sf over 3000 sf                             |
|   |   |   |                                |  |
| <b>Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances</b> | Flat fee \$75.00  | Flat Fee \$75.00  | Flat Fee \$100                 | Flat Fee \$75.00   |
|   |   |   |                                |  |
| <b>Demolition Permit</b>  | Flat Fee \$75.00  | Flat Fee \$75.00  | Flat Fee \$100                 | Flat Fee \$75.00   |
|   |   |   |                                |  |
| <b>In Ground Swimming Pools (includes fencing)</b>                        | Flat Fee \$75.00  | Flat Fee \$75.00  | Flat Fee \$75.00               | Flat Fee \$75.00   |
|   |   |   |                                |  |
| <b>Fence around Above Ground Pools</b>                                    | Flat Fee \$75.00  | Flat Fee \$75.00  | Flat Fee \$75.00               | Flat Fee \$75.00   |
|   |   |   |                                |  |
| <b>Building Re-locations</b>  | \$100 + Travel Cost + Fee for appropriate Building Listed Above | \$100 + Travel Cost + Fee for appropriate Building listed above | \$500 plus security deposit    | \$100 + Travel + Fee for appropriate Building Listed above |

| Item                                    | Proposed 2019 Fee | 2018 Fee   | SWM 2018                       | Dutton 2018 |
|---|-------------------|------------|--------------------------------|-------------|
| <b>Sewage System Permits</b>            |                   |            |                                |             |
| New Class 4 or 5 sewage system          | \$500.00          | \$500.00   | \$500                          | \$500       |
| Repair to sewage system                 | \$300.00          | \$300.00   | \$250.00                       | \$300.00    |
| <b>Permit Renewal Fee</b>               | \$100.00          | \$75.00    | \$200.00                       | \$75.00     |
| <b>New Permit Fees</b>                  |                   |            |                                |             |
| Transfer of Permit Fee                  | \$75.00           | New Charge | \$200.00                       | No fee      |
| Tent Permit                             | \$75.00           | New Charge | \$75.00                        | No fee      |
| Re-inspection Fee (not ready for insp)  | \$75.00           | New Charge | \$75/ hour plus mileage        | No fee      |
| Change of Use (no construction)         | \$100.00          | New Charge | \$300.00                       | No fee      |
| Septic Inspection due to severance/lot  | \$125.00          | \$125.00   | No change                      | No fee      |
| Indemnity/Security Deposit (refundable) | \$500 or \$1000   | New Charge | \$2000 (Res) \$2000 - \$10,000 | No fee      |
| Conditional Permit                      | \$300.00          | New charge | \$200.00                       | No fee      |
| Compliance Letter/Record search         | \$125.00          | \$125.00   | \$75.00/hour & mileage         | \$125.00    |
|   |                   |            |                                |             |
|   |                   |            |                                |             |
|   |                   |            |                                |             |
|   |                   |            |                                |             |