

Building and By-Law Services Department

About the Building and By-law Services Department

The Building and By-law Services Department is responsible for public health and safety and property protection.

The Building division is responsible for the administration of the Ontario Building Code ensuring minimum building standards are achieved for new buildings, additions and renovations with reference to public health and safety, structural sufficiency, fire protection, energy conservation, accessibility and water and sewage protection. Qualified building officials review and inspect all construction projects within the Town of Aurora as mandated for compliance with the Ontario Building Code, the Town of Aurora Zoning By-law and other applicable legislation.

The By-law Enforcement & Licensing division is responsible for promoting health, safety and a harmonious community through the investigation and resolution of by-law complaints. This division's mandate is to promote voluntary compliance to Town by-laws and regulations through regular and consistent dialogue and education of residents and the public.

Building and By-law Services delivers a wide range of programs and services to meet the needs of the corporation, residential and business communities, the development industry and all other stakeholders. Our mandate is to ensure a healthy and safe environment in the buildings and community where we live, work and play.

Services That We Provide

The Department has two major divisions:

- Building Division
 - Review and issuance of building permits
 - Conducting on-site inspections
 - Zoning by-law administration and interpretation
 - Issuance and inspection of sign permits, pool enclosures and hot tubs
- By-law Enforcement and Licensing Division:
 - Parking control
 - Property standards
 - Clean yards
 - Noise
 - Business licensing, mobile and stationary
 - Animal licensing and control

Building and By-Law Services Department

Key Objectives for 2010

Improved Operational Efficiency

- Seamlessly implement changes in corporate organizational structure
- Continue to define service levels for plan review and inspections
- Review and streamline statistical reporting
- Implement changes resulting from the review of the Property/Land Use Management System. Scope includes:
 - Permit applications
 - Permit Management
 - Building inspections
 - By-law enforcement
 - Licensing (business, taxi, pet)
 - on-line services options (inspection scheduling, online applications, application status)
 - Mobile/remote working

Positioning for our Future

- Develop an integrated by-law enforcement approach
- Provide prosecution training for all staff
- Implement changes of space accommodation plan

Client Service and Satisfaction

- Develop a Zoning Review Program
- Participate in establishing a project management program as part of a business retention and expansion strategy
- Continue with Evening Hour Program for small residential construction projects
- Engage in round table discussions with development industry to obtain feedback and improve service

Full Time Approved Complement:

	2009 <u>Approved</u>	2010 <u>Approved</u>
• Building Services	13FT+1PT	15FT+1PT
• By-law Services	<u>4FT+5PT</u>	<u>4FT+5PT</u>
	17FT+6PT	19FT+6PT

TOWN OF AURORA
2010 BUSINESS PLAN AND BUDGET

Building and By-Law Services Department

2010 Budget Highlights:

	Actuals as of Dec 31, 2008	Preliminary Actuals Dec 31, 2009	2009 Approved Budget	2010 Approved Budget	Variance Unfavourable (Favourable)	%
Personnel Costs	1,466,700	1,601,800	1,644,400	1,886,700	242,300	14.73%
Other Expenditures	1,719,000	957,400	511,700	725,700	214,000	41.82%
Total Expenditures	3,185,700	2,559,200	2,156,100	2,612,400	456,300	21.16%
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Revenues	(2,895,100)	(2,199,600)	(1,891,200)	(2,383,300)	(492,100)	26.02%
	290,600	359,600	264,900	229,100	(35,800)	(13.51%)

Building and By-Law Services Department

Building Services

Division Overview:

The Building Division of the Building and By-law Services Department is a service department in a regulatory role as mandated by the Building Code Act. Service activities include permit application review and acceptance, zoning and building code plan review, permit issuance including applicable law compliance and on-site inspections. The Building Division is also responsible for the administration and interpretation of the Town's Zoning By-law.

The Building Code Act stipulates that the total fees collected for construction and demolition permits shall not exceed the anticipated reasonable costs to administer and enforce the Building Code Act. The regulations do permit the municipality to establish an obligatory reserve fund to offset seasonal and economical workload fluctuations.

Expenditures:

The Division's base budget has increased from 2009. The increase in salaries and benefits include one new position for an Administrative Assistant to the Director. There is also a new position for a Manager of Inspections that resulted from Organization Review. Other increases in salaries are due to step rate progression of applicable staff, and corporate increases for salary grid adjustment and benefits cost increases.

Another significant increase is related to cost transfers and allocations from other departments including costs related to facilities, IT support, payroll support, human resources, legal services, fire services. Cost allocations have increased from \$240,000 to \$435,800 and are attributed to a better accounting of the indirect costs specifically related to the fire services function.

Revenues:

Revenues are generated at the onset of the building permit process. 2009 revenues to date are better than expected. This is mainly due to commercial and industrial development. In 2010 it is expected that the residential permits will meet out target of 400 units per year however we do expect a decrease in ICI development. We may experience an influx of residential applications early as a result of the July 2010 introduction of the Ontario harmonized sales tax.

TOWN OF AURORA
2010 BUSINESS PLAN AND BUDGET

Building and By-Law Services Department

Building Services Division Staff Complement:

13 Full Time + 2 Requests + 1 Part Time

Director of Building and By-law Services
Administrative Assistant (new request)

Manager of Building Services
Zoning and Application Examiner (2)

Permit Technician/Plan Examiner
Building Clerk
Summer Student

Manager of Code Review and Inspections (new request- organizational review)
Senior Building Inspector/Plan Examiner
Senior Plumbing Inspector
Building Code Specialist
Plan Examiner/Inspector (4)

2010 Budget Highlights:

	Actuals as of Dec 31, 2008	Preliminary Actuals Dec 31, 2009	2009 Approved Budget	2010 Approved Budget	Variance Unfavourable (Favourable)	%
Personnel Costs						
Base Budget	1,030,700	1,068,200	1,173,900	1,227,200	53,300	4.54%
Administrative Assistant		0	0	64,700	64,700	100.00%
Manager of Code Review		0	0	102,100	102,100	100.00%
	1,030,700	1,068,200	1,173,900	1,394,000	220,100	18.75%
Other Expenditures						
Cost Reallocations	213,500	240,000	240,000	435,800	195,800	81.58%
Other Expenditures	1,267,900	531,700	56,500	69,100	12,600	22.30%
	1,481,400	771,700	296,500	504,900	208,400	70.29%
Total Expenditures						
	2,512,100	1,839,900	1,470,400	1,898,900	428,500	29.14%
Revenues						
	(2,512,100)	(1,839,900)	(1,470,400)	(1,898,900)	428,500	29.14%
	0	0	0	0	0	0.00%

Building and By-Law Services Department

Bylaw Services

Division Overview:

The By-law Services Division of Building and By-law administers and enforces the Town By-laws and regulations to ensure a sustainable community with a focus on public health and safety. By-law Services oversees maintenance of properties, business licensing, parking and animal control. By-law Services also provides support to other departments in the enforcement of other Town By-laws.

Expenditures:

The Division's base budget is relatively unchanged from 2009. Salaries and benefits have increased minimally due to step rate progression of applicable staff, and corporate increases for salary grid adjustment and benefits cost increases. Some minor adjustments have been made with respect to supplies and staff training.

There is an increase in the contracted services that are provided to the Town by the Ontario Society for the Prevention of Cruelty to Animals (OSPCA). In 2008 the Town entered into a 3 year service contract with OSPCA. The contract expires on December 31, 2010.

Revenues:

Revenues are generated mainly through parking violations, business licensing and Provincial Offences Act Fines. It is anticipated that these revenues will remain fairly constant for 2010.

2009 revenues generated from the licensing of pets fell short of original projections. Specifically, the targets for cat licensing were not realized. Therefore 2010 projections have been adjusted to reflect revenue reduction.

TOWN OF AURORA
2010 BUSINESS PLAN AND BUDGET

Building and By-Law Services Department

By-law Services Division Staff Complement:

4 Full Time + 4 Part Time (+ 1 seasonal Part Time)

Manager of By-law Services

By-law Services Clerk

By-law Enforcement/Licensing Officer (2)

Parking Control Officer (4 PT + 1 Seasonal PT)

2010 Budget Highlights:

	Actuals as of Dec 31, 2008	Preliminary Actuals Dec 31, 2009	2009 Approved Budget	2010 Approved Budget	Variance Unfavourable (Favourable)	%
Personnel Costs	436,000	491,100	470,600	492,700	22,100	4.70%
Other Expenditures						
Animal Control Contract	202,500	202,400	187,200	192,000	4,800	2.56%
Other Expenditures	35,200	25,900	27,900	28,800	900	3.23%
	237,700	228,300	215,100	220,800	5,700	2.65%
Total Expenditures	673,700	719,400	685,700	713,500	27,800	4.05%
Revenues	(382,900)	(359,700)	(420,800)	(484,400)	(63,600)	15.11%
	290,800	359,700	264,900	229,100	(35,800)	(13.51%)