
To: Mayor and Council

From: Scott McLeod, Chief Building Official

Meeting Date: April 29, 2024

Subject: Report # PB-010-2024- Building Department Activities Report 2023 Year End

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receive report PB-010-2024 Building Department Annual Activities Report 2023 Year End dated April 29th, 2024.

Background

The Building Department as part of its regular duties provides additional information with the quarterly building permit statistics outlining the activities of the Building Department for Council's information.

Comments and Analysis

Building Department Activities Report for 2023 Year End:

This report serves to highlight for Council the Building Departments activities for the year 2023.

Regular Department Duties:

The normal activities of the Building Department include the following:

- Review and approval of permit applications.
- Inspections.
- Enforcement.
- Complaint review and follow up.
- Applicable law determination and review.
- General enquires.
- Fence permits and Pool permits.

- Implementation of Septic Re-Inspection Program as part of Source Water Protection requirements.

Clearview Committee Support:

Building Department staff provides support to various Clearview committees.

Attendance and background support has been provided to the following committees:

1. Clearview Joint Health and Safety Committee (Staff Member Lori Kennedy).
2. Clearview Accessibility Advisory Committee (Staff Member Scott Pattison).

Additional Committee Support:

1. Ontario Building Officials Association Simcoe County & District Chapter (Vice Chairperson Scott Pattison).
2. Ontario Building Officials Association Simcoe County & District Chapter (Secretary Miranda Murray).
3. Simcoe County Chief Building Officials Committee (SCCBOC) (Committee Coordinator Scott McLeod).

2023 Highlights:

1. Building Permit Activity:

During the year 2023 the Building Department experienced stable permit activity. The year-to-year comparison resulted in a decrease in number of permits, construction value and revenue compared with the same period in 2022.

The numbers resulted in a 25% decrease in the number of permits, with a 7% decrease in construction value and a 192% decrease in revenue compared with the same period in 2022.

The permit activity in 2023 was highlighted by the many new residential dwelling unit application submissions that were received. In 2023 a total of 109 dwelling unit applications were received and reviewed. In comparison a total of 280 dwelling unit applications in 2022, 136 dwelling units in 2021, 66 dwelling units in 2020, 81 dwelling units in 2019, 139 dwelling units in 2018, and 62 dwelling units in 2017.

The 2023 Year End Statistics are below for information.

Figure 1 2022/2023 Permit Count by Month

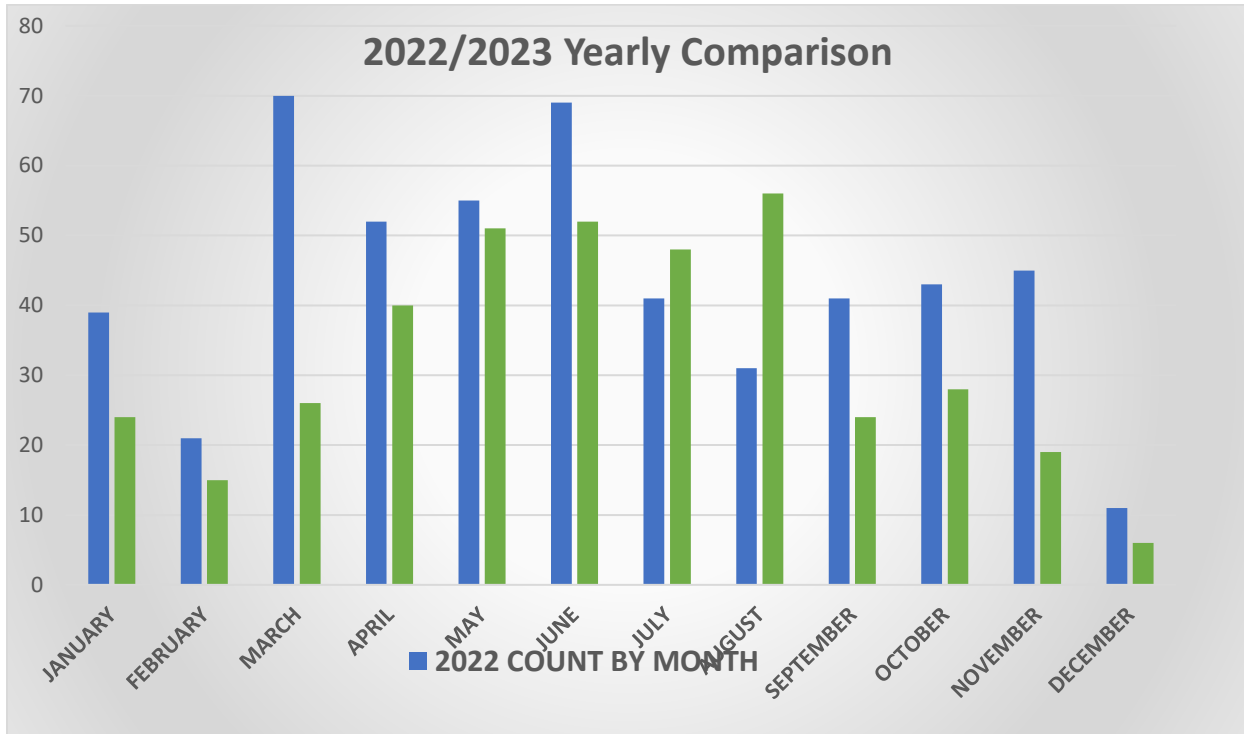


Figure 2 2022/2023 Building Permit Count by Type

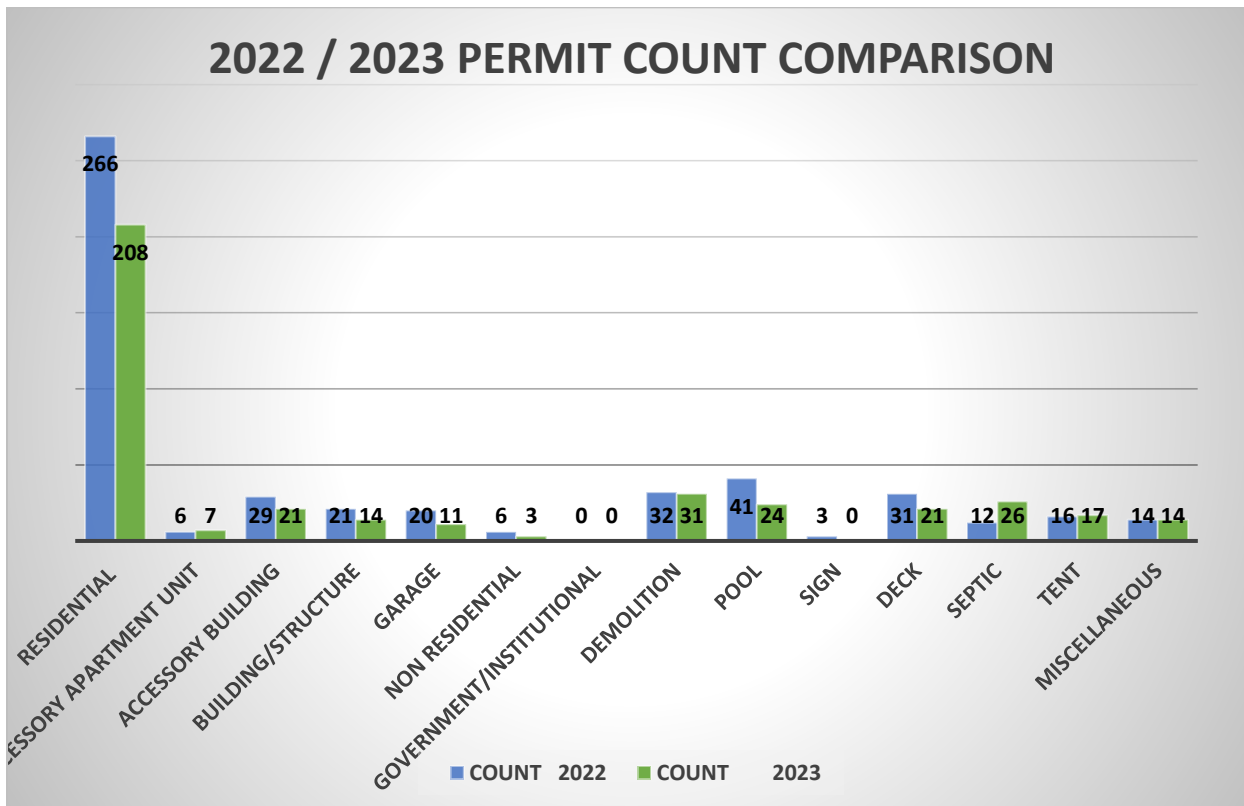


Figure 3 2022/2023 Construction Value

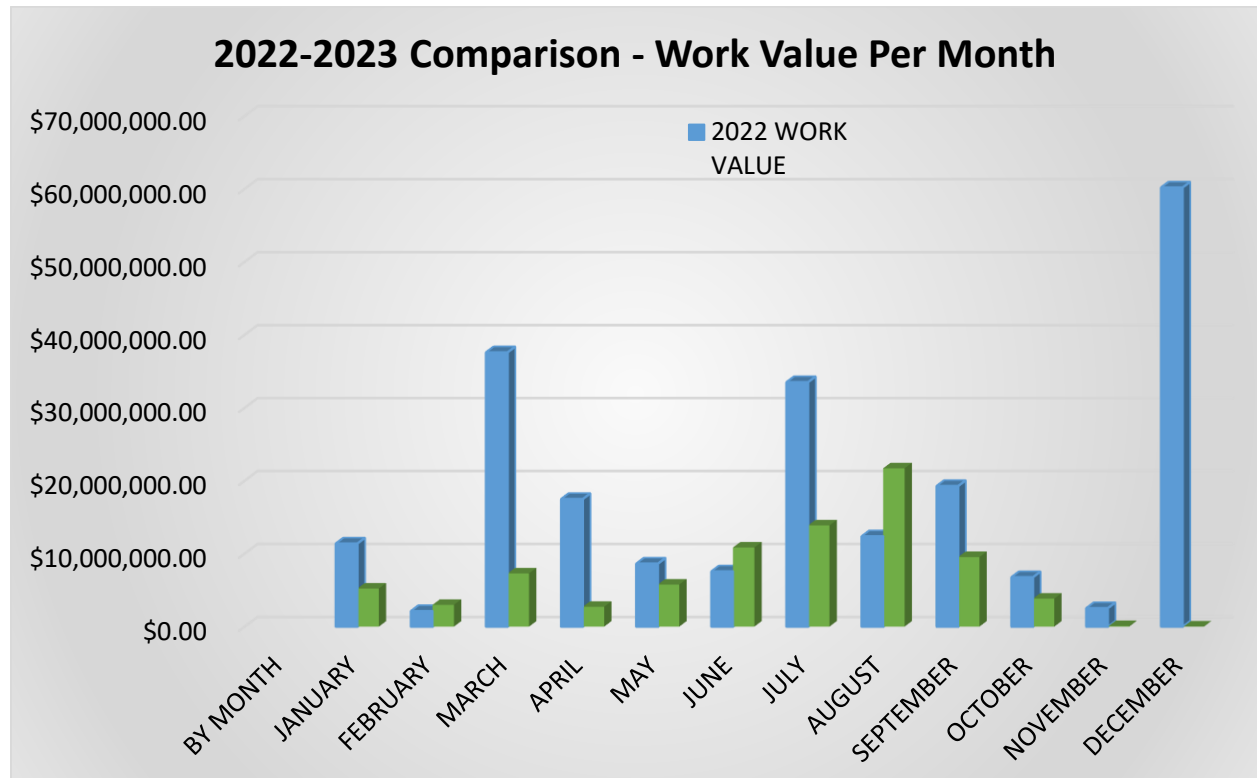


Figure 3 2022/2023 Annual Permit Activity By Type

| CLEARVIEW TOWNSHIP | | ANNUAL |
|-----------------------------------|------------|------------|
| PERMIT ACTIVITY BY TYPE 2022/2023 | | |
| PERMIT TYPE | COUNT 2022 | COUNT 2023 |
| RESIDENTIAL | 266 | 208 |
| ACCESSORY APARTMENT UNIT | 6 | 7 |
| ACCESSORY BUILDING | 29 | 21 |
| BUILDING/STRUCTURE | 21 | 14 |
| GARAGE | 20 | 11 |
| NON RESIDENTIAL | 6 | 3 |
| GOVERNMENT/INSTITUTIONAL | 0 | 0 |
| DEMOLITION | 32 | 31 |
| POOL | 41 | 24 |
| SIGN | 3 | 0 |
| DECK | 31 | 21 |
| SEPTIC | 12 | 26 |
| TENT | 16 | 17 |
| MISCELLANEOUS | 14 | 14 |
| TOTAL | 497 | 397 |

2. Building Permit Information Guilds:

The Building Department had reviewed and updated our building permit information guides that are available to the public to provide information on various types of permit applications.

The guides are posted on our municipal web site.

<https://www.clearview.ca/building-planning/building-permits/building-permit-guides>

3. Building Permit Inspection Guides:

The Building Department had reviewed and updated our building permit inspection guides that are available to the public to provide information on various types of permit inspection applicable to various project types.

The guides are posted on our municipal web site. <https://www.clearview.ca/building-planning/building-permits/building-permit-guides>

4. Approved Subdivision Information Guides:

The Building Department had reviewed and updated our “Approved Subdivision Information Guides” that are available to the public to provide information on various specific approved subdivision requirements specific to each development.

5. Septic Re-inspection Program:

As part of the Source Water Protection requirements Clearview is required to re-inspect all properties that have a septic system located within 100 metres of a municipal well as identified by South Georgian Bay Lake Simcoe Source Water Protection Plan. The septic systems located within the 100 metres are considered to be a significant threat.

Septic systems that have been identified by the Source Water Protection Plan as significant threats are required to be inspected within 5 years of the Source Water Protection plans adoption, and then re-inspected every 5 years thereafter.

Clearview has completed the second round of inspections for the septic re-inspection program cycle.

6. Training:

The following training was conducted during the past year.

- Staff attended regular Chief Building Official (CBO) and Ontario Building Official Association (OBOA) meetings.
- Conducted regular Health and Safety Talks.
- Attended the Annual OBOA Conference and Training Session.
- Attended the Annual OBOA Leadership Training Session.
- Attended Let's Talk About Building Code 2023 webinar series, 20 biweekly webinars on building inspection topics.
- Simcoe County Education Series; Enforcement Education Session, HVAC Training, WoodWorks Training.
- CityView Report Training.
- Workplace Diversity and Inclusion Training.
- AODA Customer Service Standards Training (Refresher).
- WHMIS.
- Workplace Violence and Harassment.
- Waterloo Biofilter Training. (4 Inspectors)
- Eljen Enviro-Step Technologies Training Session. (2 Inspectors)
- Plumbing All Buildings Training (Jacob Fleer).
- Future of Windows: energy and Building Code Changes (Scott McLeod)
- Working at Heights Training.
- Disc training.

Financial Implications

No effect on the Clearview Budget.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Communication

Report Appendices

NA

Approvals

Submitted by: A. Scott McLeod, CBCO, Dipl.M.M., Chief Building Official

Reviewed by: Amy Cann, M. Pl., MCIP, RPP Director of Planning and Building

Financial Implications Reviewed by: Kelly McDonald, Treasurer

Approved by: John Ferguson, CAO