

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 permit 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 changed to a building area methodology for the calculation of building permit fees at the beginning of 2022. The timing of the implementation of that method coincided with the end of COVID and a raising interest rate, high inflation period. The economy has had a cooling effect on building activity which has impacted revenues significantly over the last few years but seemed to rebound somewhat in the last two quarters of 2024. The 2025 budget revenues for building permits includes the CPI increase as provided for in the Tarriff of Fees. The operating deficit is being funded by a transfer from the Building Inspection Contingency Reserve. Staff have been given direction to review the building permit fee revenues at the end of 2025 again to ensure they are on target to cover the cost of delivering the service.

The Township has a contract with the Peterborough Humane Society (PHS) to manage the enforcement components of the Township's animal control services (dogs at large, barking dogs, complaints etc..). Late in 2024 the Township entered an agreement for PHS to manage dog licencing using an on-line system called DocuPet. DocuPet will collect a small amount of the licence fee paid by the dog owner with the remaining revenue being used to help offset animal control services. DocuPet is a user friendly, on-line licensing 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 will manage the customer service components of the licencing process, freeing up significant amounts of Township Finance staff time.



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.

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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 transition of 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 \$12,394 for expenses related to the Committee (remuneration, advertising, consulting for heritage brief preparation etc...). These expenditures have been retained in the budget as the committee focuses on designating 1-2 properties a year within the Township. These expenses will be funded from a transfer from the accumulated revenue reserve so there is no taxation impact.

There is \$1,480 allocated to cover the costs associated the Heritage Property Tax Relief program. This 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 has also increased. In 2024 there was a realignment of the duties of the Admin. Assistant – Planning & Building (formerly Development Approvals Technician) to more effectively support the needs of the Department and this has been working well for the Department.

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. Our share of the 2025 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.



**The Corporation of the Township of Selwyn
Budget Worksheets 2025**

Department 13 - Protective Inspection & Control

Description	2023 Year to Date Actuals	2023 Proposed Budget	2024 Year to Date Actuals	2024 Proposed Budget	2025 Proposed Budget
Revenues					
Grants and Receipts	6,579	8,000	7,965	8,000	8,000
Operating Sales - Revenues & Fees	522,151	517,911	563,752	673,000	663,500
Taxation	140,075	140,075	165,492	165,492	188,483
Transfers In	274,447	355,777	271,738	264,824	242,466
Total Revenues	943,251	1,021,763	1,008,947	1,111,316	1,102,449
Expenses					
Salaries & Benefits	416,085	431,242	421,358	498,093	500,364
Admin & Overhead	35,308	42,400	39,310	41,212	42,095
Services Hired	105,191	145,569	106,172	117,487	117,086
Communications	2,482	2,750	893	1,430	1,250
Service Charges	7,461	11,000	8,238	9,000	7,000
Heritage Committee	4,584	11,360	3,502	11,885	12,394
Small Animal Control	29,856	26,750	32,201	35,750	37,250
By-Law Enforcement	119,665	166,974	188,201	193,852	215,665
Source Water Protection	17,500	17,500	17,500	17,500	16,842
Capital Purchases	6,565	7,000	0	0	0
Transfers Out	198,554	159,217	191,572	185,107	152,503
Total Expenses	943,251	1,021,762	1,008,947	1,111,316	1,102,449
Balance	0	0	0	0	0