



**Réunion extraordinaire du conseil**

**Le lundi 15 janvier 2018**

**19h00**



**Special meeting of Council**

**Monday, January 15, 2018**

**7:00 p.m.**

**PAGES**

- |   |   |              |
|---|---|--------------|
| <b>1. Ouverture de la réunion</b>   | <b>Opening of the meeting</b>   |              |
| <b>2. Adoption de l'ordre du jour</b>   | <b>Adoption of the agenda</b>   |              |
| <b>3. Divulgations de conflits d'intérêts</b>   | <b>Disclosures of conflicts of interest</b>   |              |
| <b>4. Présentation et commentaires, réf. :<br/>Frais pour les permis de construction</b>  | <b>Presentation and comments, Re :<br/>Fees for building permits</b>  | <b>1 - 9</b> |
| <b>5. Développement économique, réf. :<br/>Proposition d'une nouvelle entreprise<br/>(huis clos) – sujet reporté du 8 janvier</b> | <b>Economic Development, Re:<br/>Proposal for a new business<br/>(in-camera) – Subject postponed<br/>from January 8</b> |              |
| <b>6. Personnel, réf. : Embauche d'un<br/>directeur général (huis clos)</b>   | <b>Personnel, Re: Hiring of a CAO<br/>(in-camera)</b>   |              |
| <b>7. Ajournement</b>   | <b>Adjournment</b>  |              |

**PERMIT SCHEDULE A**

The Fee Schedule below applies only to newly created Gross Floor Area (GFA) (i.e., new buildings or additions to existing buildings).

The permit fee for Stand Alone or Miscellaneous Work or Alterations and/or Renovations to existing buildings where no new GFA is created will continue to be based on the estimated construction value at an amount established in the table per \$1,000.00 in assessed construction value.

Applicants are requested to provide the GFA in imperial (sq. ft).

Schedule A \$ / SQ.FT UNLESS OTHERWISE INDICATED

<b>GROUP A - Assembly occupancies</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>DESCRIPTION</b>	<b>EFFECTIVE DATE</b>	<b>Basic amount</b>	<b>Basic amount</b>	<b>Basic amount</b>
- All except as noted below		\$2.75 (shell) \$2.95 (interior)	\$2.95 (shell) \$3.15 (interior)	\$3.05 (shell) \$3.25 (interior)
- Schools, Colleges, Universities		\$1.60 (shell) \$1.35 (interior)	\$1.70 (shell) \$1.45 (interior)	\$1.80 (shell) \$1.55 (interior)
- Community centers, theaters, arenas, recreational facilities		\$1.70 (shell) \$1.35 (interior)	\$1.80 (shell) \$1.45 (interior)	\$1.90 (shell) \$1.55 (interior)
<b>GROUP B - Institutional occupancies</b>				
Divisions 2, 3 Hospitals and Nursing Homes		Basic amount \$2.45. (shell) \$2.45 (interior)	Basic amount \$2.60 (shell) \$2.60 (interior)	Basic amount \$2.85 (shell) \$2.85 (interior)
All other B occupancies		Basic amount \$1.90 (shell) \$0.95 (interior)	Basic amount \$2.00 (shell) \$1.05 (interior)	Basic amount \$2.10 (shell) \$1.15 (interior)

• BASIC OF \$ 100 UNLESS OTHERWISE INDICATED

\$ / SQ.FT UNLESS OTHERWISE INDICATED

**GROUP C - Residential occupancies**

DESCRIPTION	EFFECTIVE DATE	2018	2019	2020
Residential dwelling unit, cottage or mobile home (per unit, up to 3 units)		Basic amount \$1,600/unit + \$0.63 / sq. ft	Basic amount \$1,725/unit + \$0.64 / sq. ft	Basic amount \$1,850/unit + \$0.65 / sq. ft
Residential apartment building (4 or more units)		Basic amount \$1,600 + \$1.35/sq. ft	Basic amount \$1,725 + \$1.45 / sq. ft	Basic amount \$1,850 + \$1.55 / sq. ft
House addition, roofed porch, solarium		Basic amount \$270.00 + \$1.25 / sq. ft	Basic amount \$280.00 + \$1.35 / sq. ft	Basic amount \$290.00 + \$1.45 / sq. ft
Multiple residential addition		Basic amount \$1,600/unit + \$0.63 / sq. ft	Basic amount \$1,725/unit + \$0.64 / sq. ft	Basic amount \$1,850/unit + \$0.65 / sq. ft
Residential garage, carport or utility shed		Basic amount \$120.00 + \$0.60/sq. ft	Basic amount \$130.00 + \$0.75 / sq. ft	Basic amount \$140.00 + \$0.85 / sq. ft
Veranda, deck, balcony or gazebo		Basic amount \$100.00 + \$0.50 / sq. ft	Basic amount \$110.00 + \$0.60 / sq. ft	Basic amount \$120.00 + \$0.70 / sq. ft
Hotel / Motel		Basic amount \$1.70	Basic amount \$1.80	Basic amount \$1.90
Residential retirement home		Basic amount \$1.70	Basic amount \$1.80	Basic amount \$1.90
Above ground pool		Flat rate \$100.00	Flat rate \$100.00	Flat rate \$100.00
In-ground pool		Basic amount \$1.00 / sq. ft	Basic amount \$1.10 / sq. ft	Basic amount \$1.20 / sq. ft

\$ / SQ.FT UNLESS OTHERWISE INDICATED

<b>GROUP D - Business and Personal Service occupancies</b>			
	<b>EFFECTIVE DATE</b>	<b>2018</b>	<b>2019</b>
Office buildings and any other Group D building not listed below		Basic amount \$1.45 (shell) \$1.65 (interior)	Basic amount \$1.55 (shell) \$2.05 (interior)
	Police and fire station	\$1.95 (shell) \$2.25 (interior)	\$2.05 (shell) \$2.35 (interior)
<b>GROUP E - Mercantile occupancies</b>			
All		Basic amount \$1.25 (shell) \$1.45 (interior)	Basic amount \$1.45 (shell) \$1.65 (interior)
			Basic amount \$1.65 (shell) \$1.85 (interior)

**GROUP F - Industrial occupancies**

DESCRIPTION	EFFECTIVE DATE	2018	2019	2020
Industrial buildings, warehouses		Basic amount \$1.25 (shell)	Basic amount \$1.35 (shell)	Basic amount \$1.45 (shell)
		\$0.78 (interior)	\$0.88 (interior)	\$0.98 (interior)
		\$1.45 / sq. ft	\$1.55 / sq. ft	\$1.65 / sq. ft
Office area in any industrial building (car dealership)				
Single story self-storage buildings		\$0.40 / sq. ft	\$0.50 / sq. ft	\$0.60 / sq. ft

DESCRIPTION	EFFECTIVE DATE	2018	2019	2020
Demolishing permits				
	Residential - single or semi-detached dwelling	Flat rate \$130.00	Flat rate \$160.00	Flat rate \$200.00
All other uses - residential, commercial, industrial		Basic amount	Basic amount	Basic amount
		\$13.00/\$1,000.00	\$14.00/\$1,000.00	\$15.00/\$1,000.00

PERMIT FEE FOR ALTERATIONS AND/OR RENOVATIONS TO EXISTING BUILDING OF ANY GROUP WHERE NO NEW GFA IS CREATED WILL CONTINUE TO BE BASED ON THE ESTIMATED CONSTRUCTION VALUE. APPLICANTS ARE REQUESTED TO PROVIDE THE GFA IN IMPERIAL (SQ. FT.)

DESCRIPTION	EFFECTIVE DATE		
	2018	2019	2020
Plumbing – residential	Basic amount	Basic amount	Basic amount
Single detached - \$10.00 each additional washroom	\$110.00	\$120.00	\$130.00
Semi- detached - \$10.00 each additional washroom	\$170.00	\$180.00	\$190.00
Duplex - \$10.00 each additional washroom	\$150.00	\$160.00	\$170.00
Multiple dwelling - \$10.00 each additional washroom	\$90.00	\$100.00	\$110.00
Townhouse row - \$10.00 each additional washroom	\$100.00	\$110.00	\$120.00
Condominium - \$10.00 each additional washroom	\$100.00	\$110.00	\$120.00
<b>OTHER BUILDINGS</b>			
Initial fee	\$50.00	\$50.00	\$50.00
Drains	\$40.00	\$45.00	\$50.00
Stacks	\$25.00	\$30.00	\$35.00
Fixtures	\$15.00	\$16.00	\$17.00
Testable backflow prevention device	Flat rate	Flat rate	Flat rate
	\$100.00	\$110.00	\$120.00
Connection to the lateral storm sewer	\$75.00	\$100.00	\$125.00
Connection to the lateral sanitary sewer	\$75.00	\$100.00	\$125.00
<b>FIRE PROTECTION</b>			
Fire alarm system	Basic amount	Basic amount	Basic amount
Sprinklers	\$300.00 + \$0.06 / sq. ft	\$300.00 + \$0.07 / sq. ft	\$300.00 + \$0.08 / sq. ft
Commercial kit exhaust system	\$300.00	\$300.00	\$300.00
Temporary buildings (trailers, buildings on construction sites for office or sales purposes, other permitted temporary buildings for duration of not more than nine months)	\$125.00	\$150.00	\$200.00
Tents	\$150.00	\$150.00	\$150.00

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Work without permit	Any person or contractor who commences construction, demolition or changes the use of a building before a permit is issued by the municipality shall in addition to any other penalty under the Act, Building Code, or this by-law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed \$10,000.00. In order to compensate the Corporation for the additional work incurred by such early start of work.		
Partial or conditional permits	Shall be subject to an administrative surcharge of 10% of the full permit fee but in no case shall the surcharge be less than \$300.00 and shall not exceed \$1,000.00.		
Revocation deferrals	The fee to apply for a deferral of a revocation of a permit shall be \$100.00.		
Permit transfers	The fee for transferring a processed permit to another lot or to another owner shall be \$200.00.		
Change to plans, specifications or other documents	When material changes are made to plans, specifications or other documents after the original plan review has been completed, the fee to review the amended plans, specifications, or other documents shall be 25% of the original full permit but in no case shall the surcharge be less than \$100.00.		
Work order inspections	\$100.00	\$110.00	\$120.00
Location change	\$100.00	\$100.00	\$100.00
Change of use	\$200.00	\$200.00	\$200.00
Renewal	25% of original permit fee \$100 minimum	25% of original permit fee \$100 minimum	25% of original permit fee \$100 minimum
Preliminary inspections or investigations	\$75.00	\$75.00	\$75.00
Inspection fees for inactive permits for more than two years	\$100.00	\$100.00	\$100.00
<p>The fees for all building types, structures and work not provided for in A to F and Misc. above will be based on the fee established in the schedule per thousands of values.  A minimum fee of \$100 shall be charged for any permit application unless otherwise noted.  For classes of permits not described or included in the Schedule and for projects not reflecting realistic value, a reasonable market value permit fee shall be determined by the CBO.</p>			

## EXPLANATORY NOTES

- Floor area of the proposed work shall be measured to the outer face of exterior walls and to the center line of party walls or demising walls.
- Except for interconnected floor spaces, no deduction shall be made for openings within the floor area (i.e. stairs, elevators, escalators, shafts and similar openings).
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies shall be included in all floor area calculations.
- Finished basements that provide for the required principal rooms to form a residential unit shall be assessed at the same rate as the remainder of the building (i.e. stacked townhouses).
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories shall be used, except where an occupancy category is less than 10% of the floor area (includes office area in any industrial building-see Group F Classification) or as specified below.
- Specific use types such as Police and Fire Stations identified in the Schedule shall be charged at the Service Index rate indicated for the entire building.
- For a Car Dealership, the office rate indicated under the Industrial Occupancy Classification shall apply to the combined office and showroom portion of the building only.
- Corridors, lobbies, washrooms, lounges, and similar areas shall be included and classified according to the major occupancy classification for the floor area on which they are located. When these areas are totally separated from the remainder of the floor area, they shall be assessed based on the rate for the occupancy they serve.
- For separate shell and first time fit-up permits (typical for retail strip plaza), the Service Index for each application shall add up to that of the complete building. The floor area for the fit-up shall be equal to the total floor area of the shell building (i.e. area must include unfinished area that remains as storage or warehouse space). Subsequent fit-up permits shall be assessed based on the GFA of work identified using the construction value method to assess the permit fee.
- When calculating the square feet, the gross area of the building is calculated.

\*After 2020, fees will be indexed in accordance with the Statistics Canada Consumer Price Index on January 1<sup>st</sup> of each year.



Schedule "B" to Building-By-law 18-2008

ADMINISTRATION PERFORMANCE DEPOSIT

VALUE OF CONSTRUCTION	ADMINISTRATION PERFORMANCE DEPOSIT
Single detached, semi-detached up to three dwellings	\$2,500
<b>OTHER CONSTRUCTION AND DEMOLITION</b>	
Value between \$25,000 and \$99,000	\$1,000
Value between \$100,000 and \$499,999.99	\$2,000
Value equal to or over \$500,000.00	\$7,500
<b>DEMOLITION COSTS</b>	
Minimum costs	\$1,000

Notes to Schedule "B"

Note 1 The value of construction is calculated as per Schedule "A" of Building By-law no. [REDACTED].

For single dwelling units and semi-detached dwelling units, the performance deposit shall be \$ 2,500.00. For all other construction, the above table applies.

Note 2 Once a permit has been issued by the Chief Building Official, the administration performance deposit will be refunded in whole or in part to the permit holder in accordance with the following provisions:

- One hundred per cent (100%) of the administration performance deposit is to be refunded if construction is fully completed within one (1) year of the date of the issuance of the permit,
- Seventy five percent (75%) of the administration performance deposit is to be refunded if construction is fully completed within two (2) years of the date of the issuance of the permit,
- Fifty percent (50%) of the administration performance deposit is to be refunded if construction is fully completed within three (3) years of the date of the issuance of the permit,
- Twenty five percent (25%) of the administration performance deposit is to be refunded if construction is fully completed within four (4) years of the date of the issuance of the permit.

No refund of the administration performance deposit will be awarded if construction is not fully completed within four (4) years of the date of the issuance of the permit. This will not relieve the permit holder of obligations under any regulations of any By-Law, the Building Code Act or regulations made thereunder.

For multi-residential, commercial, institutional and industrial, the owner or the applicant shall provide a schedule of work to be approved by the Chief Building Official and the refund will be established based on the proposed schedule.

Note 3 The refund of the whole or in part of the administration performance deposit shall not be deemed a waiver of any provisions of any By-Law or requirements of the Building Code Act or regulations made thereunder. Also the refund should not be construed as a certification or guarantee that the building for which a permit was issued meets all the requirements of the Building Code Act or regulations made thereunder.

**SCHEDULE "C" to Building By-Law No. 18-2008**

List of Plans and Working Drawings, as defined in Building Code, required to accompany the application

- Site Plan
- Lot Grading Plan
- Foundation Plans
- Floor Plans
- Framing Plans
- Roof Plans
- Sections and Details
- Elevation Plans
- Electrical Drawings
- Heating and Ventilation Drawings
- Plumbing Drawings
- Fire Alarm, Sprinkler and Standpipe Drawings
- Energy Efficiency Report and Design

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Note: The Chief Building Official may specify that not all the above mentioned plans are required to accompany an application for a permit.