



Toronto Building 2014 OPERATING BUDGET OVERVIEW

What We Do

Toronto Building helps to make the buildings where we live, work and play safe. The Program reviews permit applications, issues permits, and conducts inspections in accordance with the Ontario Building Code, the City of Toronto's zoning by-laws and other legislation. In addition, the Program also performs preliminary reviews as part of the City's development approval process, provides the public with zoning and building code information, and technical advice to City Council, Committees, Programs, and Agencies.

2014 Budget Highlights

The total cost to deliver this Program to residents of Toronto in 2014 is \$48.322 million as shown below.

(In \$000s)	Approved 2013 Budget	Recommended 2014 Budget	Change	
			\$	%
Gross Expenditures	47,090.6	48,321.6	1,231.0	2.6%
Gross Revenue	58,121.9	59,352.8	1,230.9	2.1%
Net Expenditures	(11,031.3)	(11,031.3)	0.0	0.0%

For the 2014 budget, Toronto Building is facing a net pressure of \$1.105 million due primarily to the cost of inflation and cost of living increases for staff. Through inflationary increases in permit revenue and reductions in expenditures the Program is able to fully offset these pressures.

As a result, Toronto Building was able to absorb inflationary pressures to maintain the 2013 level of service and maintain a net revenue budget of \$11.031 million.

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Fast Facts

- As of September 30, 2013:
- Issued over 34,000 building permits with a construction value of \$6.6 billion.
- Received over 35,000 building permits with a construction value of \$6.3 billion.
- Conducted over 109,000 mandatory building inspections.
- Sign By-Law Unit reviews over 1,750 sign and building permit applications per year and conducts approximately 2,400 inspections and responds to an average of 330 complaint investigations annually.

Trends

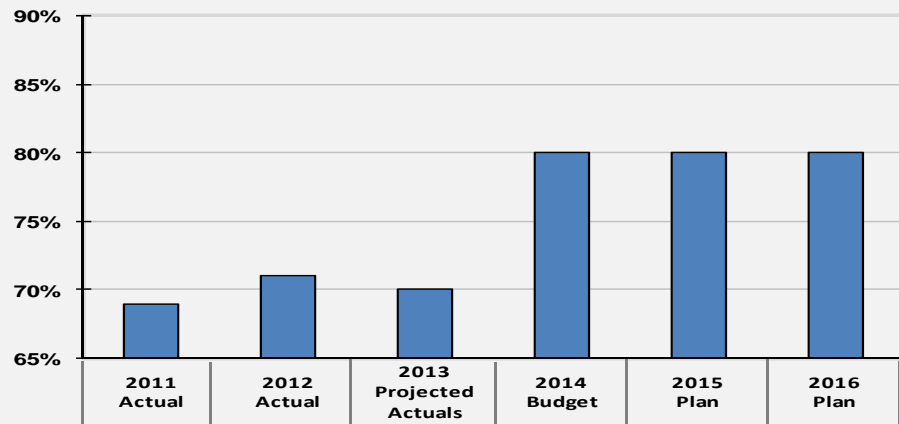
- From 2011 to 2013 69% - 71% of reports of construction without a permit (non-emergency) were responded to within the legislated timeframe.
- The volume of permit application intake, as well as staff vacancies can impact the delivery of services.
- As directed by Council, the service level has been adjusted to 80% for 2014.
- With the Program actively filling vacant positions, it is anticipated that in 2014 and future years, Toronto Building will meet service levels.

Our Service Deliverables for 2014

Toronto Building’s 2014 Recommended Operating Budget of \$48.322 million gross and (\$11.031) million net revenue will provide funding to:

- Maintain and improve the rate of processing applications and responding to inspection requests within the legislated timeframes.
- Implement customer service improvements and further electronic service enhancements to:
 - Make services easier to access and reduce in-person transactions
 - Optimize work load distribution which will reduce wait times between application and approval
 - Continue improvement in Plan Review performance
 - Formalize service levels in Plan Review
 - Complete an efficiency review
- Monitor and respond to the level of development activity across the City.
- Support delivery of Pan Am Games and Transit Expansion projects.
- Support clients and staff through transition to new Building Code.
- Implement By-Law changes (for example, Development Charges, Green Roofs, etc).
- Provide for succession planning.

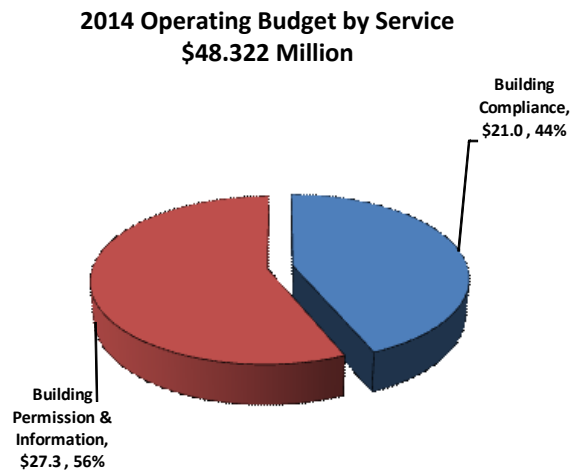
Percentage of Reports of Construction Without a Permit (Non-Emergency Responded to Within Legislated Time Frame)



■ % of reports of construction without a permit (non-emergency) responded to within legislated time frames

2014 Budget Expenditures & Funding

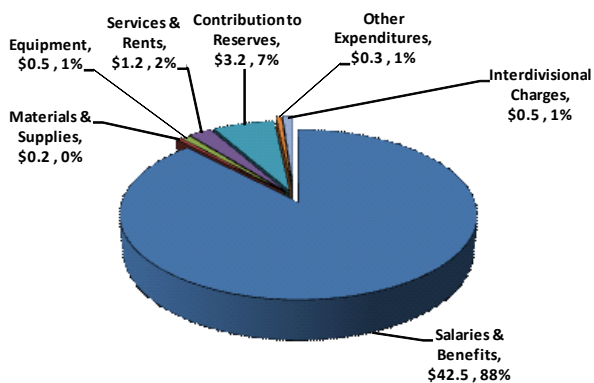
Where the money goes:



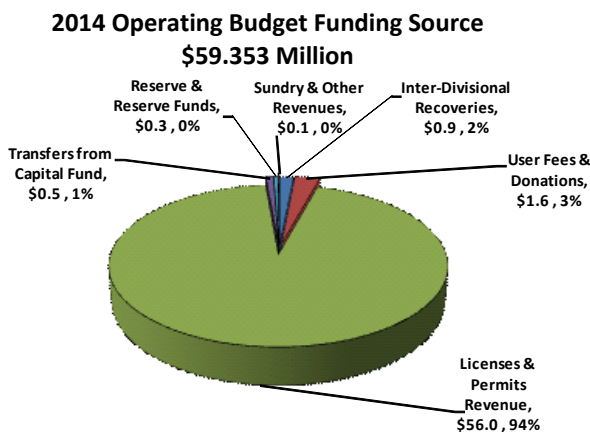
Our Key Challenges and Priority Actions

- In 2014, Toronto Building will work towards continued improvement in Plan Review and Inspections service levels.
- Advancing on Council directions to meet the service level of responding to reports of construction without Permit within 2 days for non-emergencies, 80% of the time.
- ✓ Through the continued hiring of vacant positions, the 2014 Recommended Operating Budget maintains an appropriate alignment of staff to expected workload. Under normal circumstances, both legislated and program service level targets can be achieved with existing staff resources.
- The storm on July 8, 2013 resulted in a significant increase in inspection requests related to the installation of backwater valves in drainage systems.
- ✓ The Program will continue to review the volume of applications received into 2014 and if inspections service levels are impacted, will consider an in-year adjustment for additional resources.
- Advance the goal of achieving a balance in the Building Code Service Improvement Reserve equivalent to annual direct cost requirements, by the year 2024.
- ✓ The 2014 Recommended Operating Budget includes a \$0.466 million increase in the contribution to the Reserve Fund.

2014 Operating Budget by Expenditure Category
\$48.322 Million



Where the money comes from:



II: RECOMMENDATIONS

Recommendations

The City Manager and Chief Financial Officer recommend that:

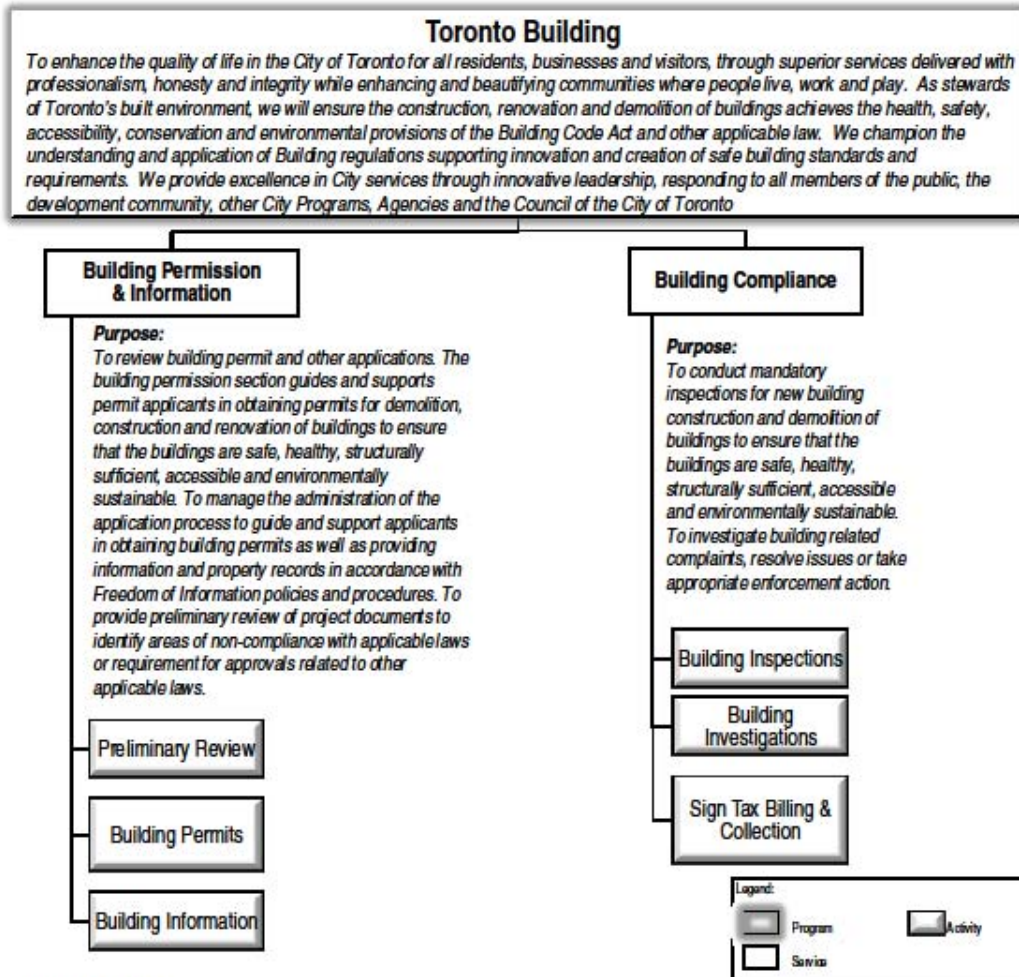
1. City Council approve the 2014 Recommended Operating Budget for Toronto Building of \$48.322 million gross and (\$11.031) million net, comprised of the following services:

<u>Service:</u>	<u>Gross</u> <u>(\$000s)</u>	<u>Net</u> <u>(\$000s)</u>
Building Permission & Information	\$27,277.9	(\$5,544.2)
Building Compliance	\$21,043.7	(\$5,487.0)
Total Program Budget	<u>\$48,321.6</u>	<u>(\$11,031.3)</u>

2. City Council approve Toronto Building's 2014 recommended service levels, as outlined on page 7 to 9, and associated staff complement of 431.0 positions.
3. City Council direct Toronto Building to monitor the volume of drain permit applications received into 2014 and if it anticipates that the service level target for reports of construction without a permit will be impacted in 2014, the Program will determine whether additional resources need to be brought forward through an in-year adjustment offset by additional revenues generated through increased volume of permit applications.
4. City Council approve the new Unsafe Order Clearance Fee detailed in Appendix 6 (page 37) to recover the costs of investigations, inspections and administration for all unsafe orders, including Marijuana Grow Operations (MGO), and discontinue the existing user fee, Marijuana Grow Operations (MGO) Remediation Permit Fee.
5. City Council approve the Fees Recommended for Discontinuation detailed in Appendix 6 (page 35).
6. City Council approve the Fees Recommended for Technical Adjustments as detailed in Appendix 6 (page 36).

III: 2014 SERVICE OVERVIEW AND PLAN

Program Map



Service Customer

Building Permission & Information

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Agent • Applicant • Architect • Architect Firm • Builder • Building Manager/Supervisor • Building User Or Occupant • Business • City Divisions • Complainant • Contractor | <ul style="list-style-type: none"> • Contravener • Council / Mayor • Councillor • Design Professional • Designer Firm • Developer • Engineer • Fire Protection Consultant • Lawyer • Licensee • Mortgage • Operator | <ul style="list-style-type: none"> • Operator • Owner's Agent • Police • Property Owner • Ratepayers • Sign Owner • Surveyor • Tenant • Adjacent Property Owners • The General Public |
|---|---|---|

Building Inspection

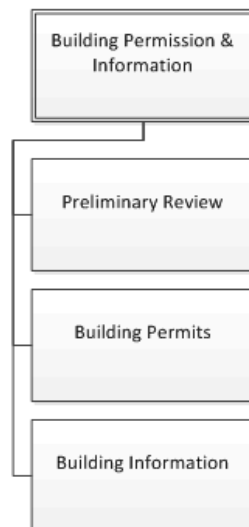
- Building User Or Occupant
- Property Owner
- Agent
- Contractor
- Design Professional
- Sign Owner
- Developer
- City Divisions
- Council / Mayor
- Adjacent Property Owners
- The General Public

2014 Service Deliverables

The 2014 Recommended Operating Budget of \$48.322 million gross and (\$11.031) million net for Toronto Building will provide funding to:

- Maintain and improve the rate of processing applications and responding to inspection requests within the legislated timeframes.
- Implement customer service improvements and further electronic service enhancements to:
 - Make services easier to access and reduce in-person transactions
 - Optimize work load distribution which will reduce wait times between application and approval
 - Continue improvement in Plan Review performance
 - Formalize service levels in Plan Review
 - Complete an efficiency review
- Monitor and respond to the level of development activity across the City.
- Support delivery of Pan Am Games and Transit Expansion projects.
- Support clients and staff through transition to new Building Code.
- Implement By-Law changes (for example, Development Charges, Green Roofs, etc).
- Provide for succession planning.

Service Profile: Building Permission & Information



What we do

- Review building permit and other applications.
- Guide and support permit applicants in obtaining permits for demolition, construction and renovation of buildings to ensure that the buildings are safe, healthy, structurally sufficient, accessible and environmentally sustainable.
- Manage the administration of the application process to guide and support applicants in obtaining building permits as well as providing information and property records in accordance with Freedom of Information policies and procedures.
- Provide preliminary review of project documents to identify areas of non-compliance with applicable laws or requirement for approvals related to other applicable laws.

2014 Recommended Service Levels

Building Permission & Information

Activity Type	Type	Sub-Type	Standard	Status	Service Levels			
					2011	2012	2013	2014 Recommended
Preliminary Review	Preliminary Project Review	House	10 Days	Approved (all building types)	N/A			60%
		Small Building	15 Days					
		Large Building	20 Days	Actual (all building types)	53%	55%	58%	
		Complex Building	30 Days					
	Zoning Certificate Review	House	TBD	Approved (all building types)	Under Development			Under Development
		Small Building	TBD					
		Large Building	TBD	Actual (all building types)	Under Development			
		Complex Building	TBD					
Building Permits	Construction Permit Review (includes demolition) Complete Applications	House	10 Days	Approved (all building types)	82%	85%	85%	82%
		Small Building	15 Days					
		Large Building	20 Days	Actual (all building types)	82%	77%	85%	
		Complex Building	30 Days					
	Construction Permit Review (includes demolition) Incomplete Applications	House	10 Days	Approved (all building types)	Under Development			65%
		Small Building	15 Days					
		Large Building	20 Days	Actual (all building types)	66%	59%	58%	
		Complex Building	30 Days					

*Actuals as of September 2013

** A report entitled, *Toronto Buildings Service Levels and Standards* that will be considered at the Planning and Growth Management Committee meeting of December 4, 2013 details the 2014 Recommended established or adjusted service levels as **bolded** in the table above.

Activity Type	Type	Sub-Type	Standard	Status	Service Levels				
					2011	2012	2013	2014 Recommended	
Building Permits	Sign Permit Review	Sign Permit Review	10 Days	Actual	NA	95%	90%	95%	
		Sign Variances & By-law Amendments - drafting reports for approval/refusal of sign variances and Preliminary Review of applications for compliance	Under Development	Under development	Under Development			Under Development	
				Actual	Under Development				
		Building Permit Review - FASTRACK Program	Complete Application	5 days	Approved	N/A			95%
			Incomplete Application	5 days	Approved	96%	92%	93%	90%
	Business License Zoning Review		20 Days	Approved	N/A			85%	
				Actual	87%	78%	89%		
	Building Information	Compliance Letter Issuance		5 days	Approved	N/A			98%
					Actual	98%	99%	99%	
		Freedom of Information Request	Routine Disclosure	30 Days	Approved	99%	99%	99%	90%
Actual					92%	91%	88%		
Review Liquor License Application			10 Days	Approved	100%	100%	100%	95%	
	Actual			100%	94%	94%			

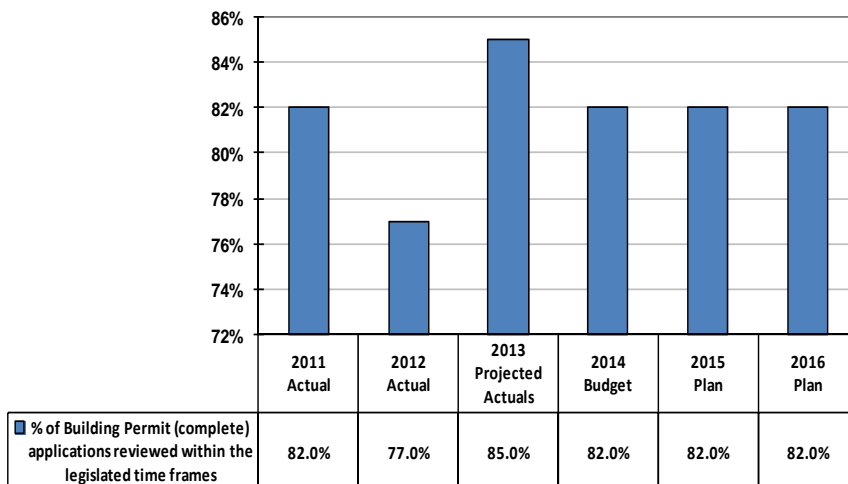
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Service Performance Measures

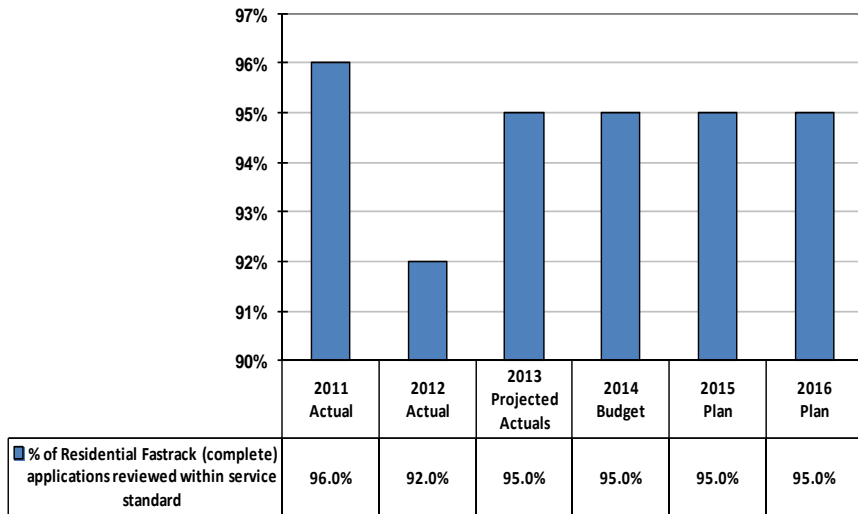
Efficiency and Effectiveness Measures

Percentage of Complete Building Permit Applications Reviewed Within Legislated Time Frames



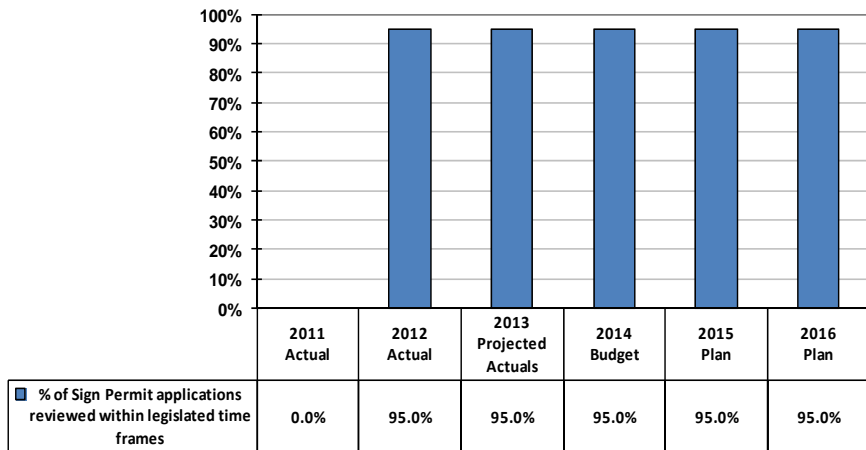
- This measure indicates the percentage of complete building permit applications for all types of buildings that are reviewed for compliance with the building code and all applicable law within the legislated time frames.
- Actual performance in 2012 is lower due to vacancies in the Program and sustained high level of permit intake.
- It is anticipated that the time frame to review complete applications for all types of buildings will be achieved 82% of the time in 2014 onwards, which is 3% lower than the projected actual in 2013, as a result of increased volumes.

Percentage of Completed Residential Fastrack Applications Reviewed within the Service Standard



- This measure indicates the percentage of complete Residential Fastrack applications reviewed within the service standard.
- It is anticipated that the Program will continue to review applications within the service standard 95% of the time.

Percentage of Sign Permit Applications Reviewed Within Legislated Time Frames



- This measure indicates the percentage of Sign Permit Applications reviewed within legislated time frames.
- The Program anticipates that it will continue to meet the service standard 95% of the time in 2014 onward.

Service Profile: Building Compliance



What we do

- Conduct mandatory inspections for new building construction and demolition of buildings to ensure that the buildings are safe, healthy, structurally sufficient, accessible and environmentally sustainable.
- Investigate building related complaints, resolve issues or take appropriate enforcement action.

2014 Recommended Service Levels

Building Compliance

Activity Type	Type	Sub-Type	Standard	Status	Service Levels			
					2011	2012	2013	2014 Recommended
Sign Tax Billing & Collection	Billing, collection and administration of the Third Party Sign Tax (TPST)			Approved	Invoiced and payable annually			Invoiced and payable annually
				Actual	Under Development			
Building Inspections	Construction (Mandatory inspections for building permits, Sign (mandatory inspections for Sign Permits)		48 Hours	Approved	93%	95%	95%	94%
				Actual	94%	94%	92%	
	Sign Investigation Request		2 Days	Approved	95%			95%
				Actual	NA	95%	90%	95%
Building Investigations	Emergency/ Unsafe		1 Day	Approved	Under Development			Under Development
				Actual	Under Development			
	Response to Construction without a Permit	Non-Emergency	2 Days	Approved	Under Development			80%
				Actual	69%	71%	74%	
Response to Building Permit related Complaint		5 Days	Approved	NA			85%	
			Actual	83%	81%	86%		

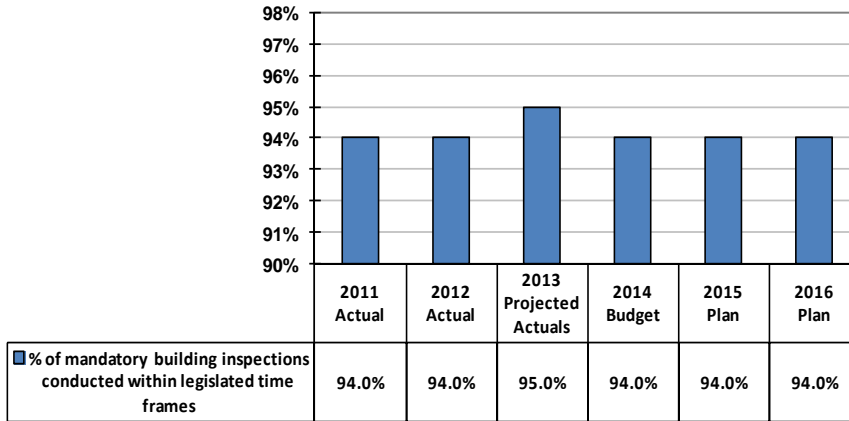
*Actuals as of September 2013

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Service Performance Measures

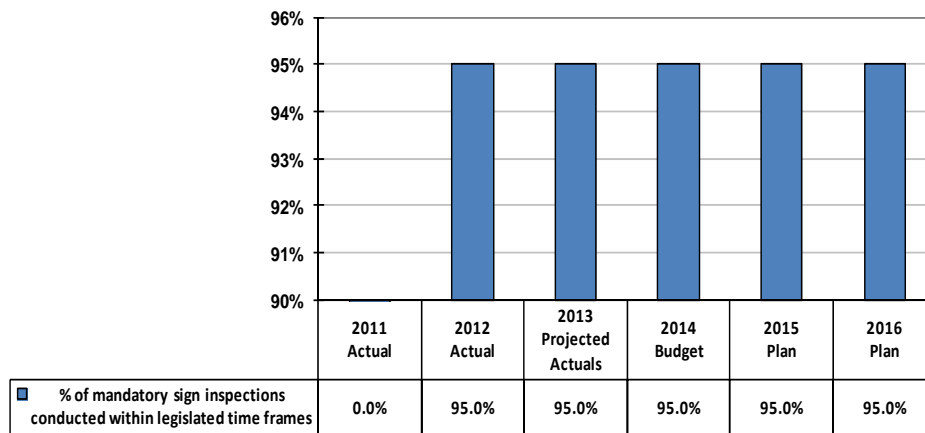
Effectiveness and Efficiency Measures

Percentage of Mandatory Building Inspections Conducted Within Legislated Time Frames



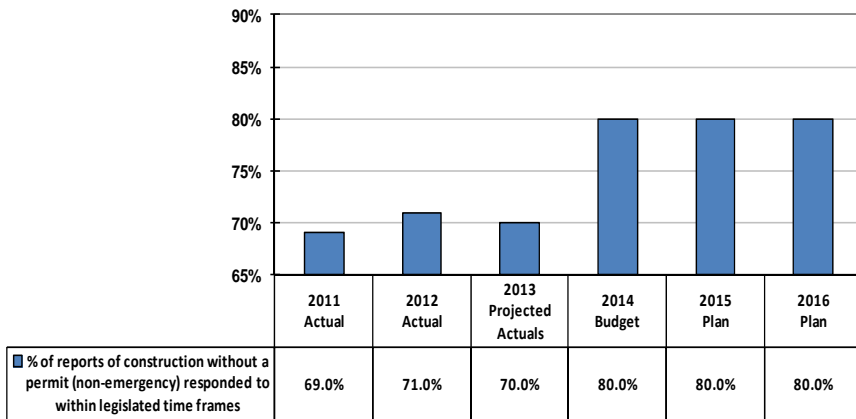
- This measure indicates the percentage of requested mandatory inspections that are completed within 2 days of receiving requests for inspection.
- It is a requirement of the Building Code that an inspection be conducted within the time frame specified and if not conducted the construction is not permitted to proceed.
- Planned Time frames will continue to be met in 2014 and onwards.

Percentage of Mandatory Sign Inspections Conducted Within Legislated Time Frames



- This measure indicates the percentage of requested mandatory inspections that are completed within 2 days of receiving requests for inspection.
- It is a requirement of the Building Code that an inspection be conducted within the time frame specified and if not conducted the construction is permitted to proceed.

Percentage of Reports of Construction Without a Permit (Non-Emergency) Responded to Within Legislated Time Frames



- This measure indicates the percentage of reports of construction without a permit (non-emergency) responded to within legislated time frames.
- As directed by Council, the service level has been adjusted to 80% for 2014.
- Toronto Building has reviewed its capacity in the inspections area to achieve the recommended service level of 80% and believes that this target is achievable with the current approved staff allocation under normal circumstances.

IV: 2014 Recommended Total Operating Budget

2014 Recommended Operating Budget (In \$000s)

(In \$000s)	2013		2014 Recommended Operating Budget			2014 Rec'd vs. 2013 Budget Approved Changes		Incremental Change 2015 and 2016 Plan			
	Approved Budget	Projected Actual	2014 Rec'd Base	2014 Rec'd New/Enhanced	2014 Rec'd Budget			2015		2016	
	\$	\$	\$	\$	\$	\$	%	\$	%	\$	%
By Service											
Building Permission & Information											
Gross Expenditures	26,041.1	25,156.3	27,123.0	154.8	27,277.9	1,236.8	4.7%	66.0	0.2%	65.9	0.2%
Revenue	32,141.4	34,906.4	32,667.3	154.8	32,822.1	680.7	2.1%	499.3	1.5%	29.4	0.1%
Net Expenditures	(6,100.3)	(9,750.1)	(5,544.2)		(5,544.2)	556.1	-9.1%	(433.3)	7.8%	36.4	-0.6%
Building Compliance											
Gross Expenditures	21,049.5	20,334.3	20,918.5	125.2	21,043.7	(5.8)	0.0%	837.0	4.0%	(12.7)	-0.1%
Revenue	25,980.5	28,215.5	26,405.6	125.2	26,530.7	550.2	2.1%	403.6	1.5%	23.8	0.1%
Net Expenditures	(4,931.0)	(7,881.2)	(5,487.0)		(5,487.0)	(556.1)	11.3%	433.3	-7.9%	(36.5)	0.7%
Total											
Gross Expenditures	47,090.6	45,490.6	48,041.6	280.0	48,321.6	1,230.9	2.6%	903.0	1.9%	53.2	0.1%
Revenue	58,121.9	63,121.9	59,072.8	280.0	59,352.8	1,230.9	2.1%	903.0	1.5%	53.2	0.1%
Total Net Expenditures	(11,031.3)	(17,631.3)	(11,031.3)		(11,031.3)	(0.0)	0.0%	0.0	0.0%	(0.0)	0.0%
Approved Positions	431.0	410.0	431.0		431.0						

The 2014 Recommended Operating Budget for Toronto Building of \$48.322 million gross and (\$11.031) million in net represents no net change from the 2013 Approved Operating Budget, and is comprised of the following services:

- The **Building Permission and Information service** with a 2014 Recommended Operating Budget of \$27.278 million gross and (\$5.544) million net is \$0.556 million or 9.1% under the 2013 Approved Budget of (\$6.100) million net.
 - Base pressures are primarily attributable to salary and benefit increases for COLA, step increases, and progression pay, as well as an increased contribution to the Building Code Service Improvement Reserve Fund. These pressures have been primarily offset by increased revenues arising from permit fee inflationary increases of 1.73%.
 - The 2014 Recommended Operating Budget for the Building Permission and Information service allocates new funding of \$0.155 million gross and \$0 net for the acquisition of up to 8 additional fleet vehicles for building inspections in the Toronto and East York district.
 - Future year incremental impacts are attributable to inflationary increases in salaries and benefits of \$0.066 million in 2015 and \$0.066 million in 2016 offset by anticipated permit fee increases of \$0.499 million in 2015 and \$0.029 million in 2016.

- The **Building Compliance service** with a 2014 Recommended Operating Budget of \$21.044 million gross and (\$5.487) million net is \$0.556 million or 11.3% over the 2013 Approved Budget of (\$4.931) million net.
 - Key cost drivers for this service include salary and benefit increases for COLA, step increases, and progression pay, offset by other salary and benefit adjustments to reflect actual salaries. Increased revenues will also be generated from inflationary adjustments of 1.73% to permit fees.
 - New funding of \$0.125 million gross and \$0 net is included in the 2014 Recommended Operating Budget for the Building Compliance service for the acquisition of up to 8 additional fleet vehicles for use in the Toronto and East York district.
 - Future year incremental impacts are driven by inflationary increases in salaries and benefits of \$0.837 million in 2015 and an overall reduction of \$0.013 million in 2016 partially offset by anticipated permit fee increases of \$0.404 million in 2015 and \$0.024 million in 2016.

Approval of the 2014 Recommended Budget will result in no change to the Program's approved staff complement as highlighted in the table below:

2014 Recommended Total Staff Complement

Changes	2014 Budget	2015 Plan	2016 Plan
Opening Complement	431.0	431.0	431.0
In-year Adjustments			
Adjusted Staff Complement	431.0	431.0	431.0
Recommended Change in Staff Complement			
- Temporary Complement - capital project delivery			
- Operating impacts of completed capital projects			
- Service Change Adjustments			
- New / Enhanced			
Total	431.0	431.0	431.0
% Change over prior year			

**2014 Recommended Base Budget
(In \$000s)**

(In \$000s)	2013 Approved Budget	2014 Rec'd Base	Change		Incremental Change			
			2014 Recommended Base vs. 2013 Approved Budget		2015 Plan		2016 Plan	
By Service	\$	\$	\$	%	\$	%	\$	%
Building Permission & Information								
Gross Expenditures	26,041.1	27,123.0	1,081.9	4.2%	220.9	0.8%	65.9	0.2%
Revenue	32,141.4	32,667.3	525.9	1.6%	654.2	2.0%	29.4	0.1%
Net Expenditures	(6,100.3)	(5,544.2)	556.1	-9.1%	(433.3)	7.8%	36.4	-0.6%
Building Compliance								
Gross Expenditures	21,049.5	20,918.5	(131.0)	-0.6%	962.1	4.6%	(12.7)	-0.1%
Revenue	25,980.5	26,405.6	425.1	1.6%	528.8	2.0%	23.8	0.1%
Net Expenditures	(4,931.0)	(5,487.0)	(556.1)	11.3%	433.3	-7.9%	(36.5)	0.7%
Total								
Gross Expenditures	47,090.6	48,041.6	950.9	2.0%	1,183.0	2.5%	53.2	0.1%
Revenue	58,121.9	59,072.8	950.9	1.6%	1,183.0	2.0%	53.2	0.1%
Net Expenditures	(11,031.3)	(11,031.3)	(0.0)	0.0%	0.0	0.0%	(0.0)	0.0%
Approved Positions	431.0	431.0						

The 2014 Recommended Base Budget of \$48.042 gross and (\$11.031) million net, reflects no net change year over year from the 2013 Approved Budget and provides \$1.105 million in funding for base budget increases which have been offset by \$1.105 million in recommended service budget reductions bringing the Program's base budget inline to the budget target of a 0%.

The key cost drivers resulting in base budget pressures of \$1.105 million net are detailed in the table below:

**Key Cost Drivers
(In \$000s)**

(In \$000s)	2014 Rec'd Base Budget
Gross Expenditure Changes	
Economic Factors	
COLA, Progression Pay, Step Increases, and related fringe benefit adjustments	922.8
Other Base Changes	
Labour Related Costs	(313.1)
Contribution to the Building Code Service Improvement Reserve Fund	466.0
Total Changes	1,075.7
Revenue Changes	
Decrease in Recovery from the Third Party Sign Tax for the Sign Unit	(29.1)
Total Changes	(29.1)
Net Expenditures	1,104.8

In order to offset the above pressures, budget reductions of \$1.105 million net are recommended as noted in the table below:

2014 Recommended Service Change Summary by Program
(In \$000s)

Description (\$000s)	2014 Recommended Service Changes				Net Incremental Impact			
	Position Change	Gross Exp.	Net Expense	% Change over 2013 Budget	2015		2016	
					Net Expense	Pos.	Net Expense	Pos.
	#	\$	\$	%	\$	#	\$	#
Base Changes:								
Base Expenditure Changes								
<i>Line by Line Reductions Based on Experience</i>		(124.8)	(124.8)	1.1%				
Base Expenditure Change		(124.8)	(124.8)	1.1%				
Base Revenue Changes								
<i>Permit Fee Increase (1.73%)</i>			(980.0)	8.9%	(1,183.0)		(53.2)	
Base Revenue Change			(980.0)	8.9%	(1,183.0)		(53.2)	
Total Changes		(124.8)	(1,104.8)	10.0%	(1,183.0)		(53.2)	

The 2014 recommended service changes consist of base expenditure changes of \$0.125 million net, and base revenue changes of \$0.980 million net. In total, the Program has achieved reductions of \$1.105 million net bringing the 2014 Recommended Base Budget to (\$11.031) million which represents no net change from the 2013 Approved Budget.

The net incremental impact on the 2015 and 2016 Operating Budget is (\$1.183) million and (\$0.053) million respectively.

The 2014 recommended service changes and 2015 and 2016 incremental impacts are discussed below:

Base Expenditure Changes: (Savings of \$0.125 million gross, \$0.125 million net)

Line by Line Reductions Based on Experience

- A line by line review of operating expenditures, based on actual experience and anticipated 2014 requirements has resulted in a reduction of \$0.125 million gross and net.

Base Revenue Changes: (Savings of \$0 gross, \$0.980 million net)

Permit Fee Increases

- The 2014 Recommended Operating Budget includes increased revenues of \$0.980 million to be generated from building permit, sign permit and sign variance fees rate increases. Rates will be increased by a 1.73% inflationary adjustment in keeping with the City's user fee policy to maintain full cost recovery for these provided services.
- In accordance with the City's User Fee Policy, inflationary increases automatically apply to most user fees. Please see Appendix 6 for a detailed listing of User Fee increases as a result of inflation.
- It is anticipated that Permit Fee increases will generate additional revenue of \$1.183 million in 2015 and \$0.053 million in 2016.

2014 Recommended New / Enhanced Service Priority Actions

(In \$000s)

Description	2014 Recommended			Net Incremental Impact			
	Gross Expenditures	Net Expenditures	New Positions	2015 Plan		2016 Plan	
				Net Expenditures	# Positions	Net Expenditures	# Positions
Enhanced Services Priorities							
Additional Fleet Vehicles	280.0						
Sub-Total	280.0						
New Service Priorities							
New Unsafe Order Clearance Fee							
Reduction of revenues from the MGO Remediation Permit		(600.0)					
Budgeted revenues from the new Unsafe Order Clearance Fee		180.0					
Volume based revenue from the new Unsafe Order Clearance Fee		420.0					
Sub-Total							
Total	280.0						

Recommended Enhanced Service Priorities*Additional Fleet Vehicles (\$0.280 million gross, \$0 net)*

- Toronto Building has requested additional funding of \$0.280 million gross and \$0 net for the acquisition of up to 8 additional fleet vehicles for building inspections in the Toronto and East York (TEY) District.
- This request builds upon the 2012 fleet vehicle pilot project whereby the Toronto and East York District (TEY) fleet of vehicles used for building inspections was expanded to 3 vehicles with the reallocation of 2 of the Program's underused vehicles to this District. The goal is to expand the current pilot program in the TEY District for the use of fleet vehicles and to evaluate the costs and associated benefits. One-time funding of \$0.280 million gross and \$0 net is required for the acquisition of up to 8 new fuel efficient vehicles, which will be used by building inspectors in the Toronto and East York District to undertake required building inspections and service delivery. These costs are fully offset by an equivalent withdrawal from the Building Code Service Improvement reserve.
- In addition, annual operating costs of \$0.068 million for maintenance and fuel will be required, fully offset by an equivalent reduction in mileage reimbursement expenditures.

Recommended New Service Priorities*Unsafe Order Clearance Fee (\$0 gross and \$0 net)*

- In response to several legal challenges resulting in settlements at a significantly reduced fee level, it is proposed that the existing \$5,000 Marijuana Grow Operation (MGO) Remediation Permit Fee (with budgeted annual revenues of \$0.600 million) be replaced with a \$1,500 Unsafe Order Clearance fee to cover the costs associated with the investigation/inspection and administration related to all MGOs and other Unsafe Orders (with budgeted annual revenues of \$0.180 million). This new fee, as listed in Appendix 6 (ii), would be collected at the time of permit issuance to remedy the unsafe condition.

- An additional \$0.420 million in annual revenues to ensure this change is cost neutral is based on an increase to base building permit revenue resulting from sustained high volumes of permit activity experienced over the last few years.
- Since 2009, when the original permit fee related to MGOs was implemented, the Program has settled a number of disputes about the applicability of the permit fee to the remediation of the properties.
- Toronto Building has reviewed the current Inspections of MGOs program including, workload volumes, resource requirements and cost of the program. The review has identified that the number of MGOs being reported to Toronto Building by the Toronto Police is trending downwards. In 2012, the volume of MGO reports dropped by approximately 65% compared to the 2009 level. Estimates for 2013 and 2014 project 70 MGO reports per year which represents a 33% drop compared to 2012. At this level, the Program can continue to manage the MGO program with existing Inspections staff. The proposed changes provide for a better alignment of resources with actual workload demands, as well as, alignment of the fee to level of service being delivered.
- This recommended new service priority also includes the re-allocation and conversion of the three remaining vacant Senior Building Inspector positions, originally allocated to this program in 2009, to Quality Assurance positions.

2015 and 2016 Plan (In \$000s)

Description (\$000s)	2015 - Incremental Increase					2016 - Incremental Increase				
	Gross Expense	Revenue	Net Expense	% Change	# Positions	Gross Expense	Revenue	Net Expense	% Change	# Positions
Known Impacts:										
COLA, Progression Pay, Step Increases, and Fringe Benefits	1,183.0		1,183.0	194.0%		53.2		53.2	3.0%	
Permit Fee Increases		1,183.0	(1,183.0)	120.7%			53.2	(53.2)	2.5%	
Sub-Total	1,183.0	1,183.0	0.0			53.2	53.2	(0.0)		
Total Incremental Impact	1,183.0	1,183.0	0.0			53.2	53.2	(0.0)		

Approval of the 2014 Recommended Budget for Toronto Building will not result in any changes in 2015 and 2016 net expenditures based on the Program's full cost recovery model.

Future year incremental costs are primarily attributable to the following:

Known Impacts

- Salary and Benefits Changes
 - Incremental increases for salaries and benefits expenditures of \$1.183 million net in 2015 and \$0.053 million net in 2016 are anticipated as a result of Cost of Living Allowances (COLA) increases for 2015 only, along with corresponding adjustments to progression pay, step increases, and fringe benefits.
 - COLA has not been included in the 2016 as it is subject to future contract negotiations.

- The cost increases to salaries and benefits will be fully offset by additional revenues of \$1.183 million in 2015 and \$0.053 million in 2016 resulting from inflationary increase to various permit fees to ensure the Program maintains a full cost recovery in future years.

V: ISSUES FOR DISCUSSION

2014 Issues

Building Code Services Improvement Reserve

- The 2014 Recommended Operating Budget for Toronto Building includes a \$0.466 million increase in the contribution to the Building Code Service Improvement Reserve in order to advance the goal of achieving a reserve balance equivalent to annual direct cost requirements, by the year 2024.
- This reflects an increase budgeted annual contribution from \$1.318 million in 2013 to \$1.784 million in 2014 and will advance the achievement of the Programs reserve balance goal by approximately 4 years.
- As of December 31, 2012, the closing balance for the reserve fund was \$20.8 million, reflecting 50.4% of annual direct operating costs (*this excludes a \$5.7 million contribution in 2013 arising from 2012 year end surplus*). This balance is modest, as compared with other municipalities across Ontario.
- Toronto Building staff will continue to monitor the Building Code Service Improvement Reserve balance annually towards the goal of maintaining a reserve commensurate with one year of direct operating costs.

Pro-Active Enforcement of Provisions of the Sign By-law Related to Third Party Signs

- During Council's consideration of the 2013 Operating and Capital Budgets at its meeting of January 16, 2013; City Council directed the Chief Building Official and Executive Director, Toronto Building to report as part of the 2014 Budget process on any additional position requirements for dedicated pro-active rather than complaint based enforcement of the provision of the Sign By-law related to Third Party Signs based on 2013 enforcement experiences.
- At its meeting of June 20, 2013, the Planning and Growth Management Committee in deferring consideration of the "Building Permit Fees 2011 and 2012 Annual Reports" (PG25.4), adopted a motion that requested the Chief Building Official and Executive Director, Toronto Building to report to the Planning and Growth Management Committee on any necessary adjustments to staffing levels in the Sign By-law Unit, to effectively enforce the Sign By-law.
- The Chief Building Official and Executive Director, Toronto Building reported back to the September 12, 2013 Planning and Growth Management Committee meeting on any necessary adjustments to staffing levels in the Sign By-law Unit, to effectively enforce the Sign By-Law.
 - The analysis of workload with the Sign By-law Unit shows that currently there is an appropriate alignment of staff to expected workload and both legislated and program time frames are generally being achieved.

- The Chief Building Official and Executive Director, Toronto Building will continue to monitor the enforcement of the provision of the Sign By-law related to Third Party Signs and bring forward any required adjustment as part of future budget processes.

Future Year Issues

311 Service Recovery Model

- As recommended by the Auditor General in the 2011 audit report entitled "311 Toronto – Full Potential for Improving Customer Service Has Yet to be Realized", 311 Toronto, in consultation with the Chief Financial Officer, is to "ensure that the inter-departmental charges to Programs are based on updated and accurate information supporting the basis for funding and cost recoveries".
- Under the current service recovery model, 311 Toronto recovers its costs from 5 Programs, including Toronto Building. Aside from increases due to Cost of Living Allowances (COLA), the cost recoveries have remained unchanged.
- 311 Toronto staff are currently reviewing options to establish an appropriate funding model based on accurate information, including upgrading its systems/technology to allow for enhanced tracking of general inquires. The Program will work with the Financial Planning Staff to further analyze the nature of general enquiries to ensure the integrity and fairness of the chargebacks.
- The results of the analysis and consultation with the associated Programs, including Toronto Building, will formulate a strategy to be included for consideration during the 2015 Operating Budget process.

Issues Referred to the 2014 Operating Budget Process

Planning and Growth Management Committee Service Level Review Impacts

- At its meeting of July 16, 17, 18 and 19, 2013, City Council, in consideration of item EX33.29 - Revised Budget Process for 2014, directed "that the review of divisional service levels and activities along with any Standing Committee recommendations be referred to the 2014 Budget process for consideration and to guide staff during the 2014 administrative budget review process."
- At the September 12, 2013 meeting, the Planning and Growth Management Committee (P&GM) received a service level presentation from Toronto Building. In consideration of the presentation, the Committee recommended the following:
 - City Council direct that the service level for "Response to Reports of Construction without Permit (2 days; non-emergency)" be adjusted to 80% for 2014 and that the necessary resources be included in the 2014 Recommended Budget.
 - Requested that the Chief Building Official and Executive Director, Toronto Building:
 - Report to the Planning and Growth Management Committee twice annually on the division's ability to meet mandatory service levels;

- As part of the report requested above, identify any desirable increases in staffing levels, which can be accommodated through fee increases;
 - As part of the efficiency review identified in the service level presentation, develop new service level standards against which performance can also be measured; and
 - Review and report to the Planning and Growth Management Committee on December 4, 2013 on any other existing "service standards" and how they relate to "customer service level" standards.
- At the October 8, 9 and 10, 2013 meeting, City Council approved the service level adjustment to 80% for "Response to Reports of Construction without Permit (2 days; non-emergency)" and directed that the necessary resources be added to the 2014 Recommended Operating Budget.
 - Toronto Building has reviewed its capacity in the inspections area to achieve the recommended service level of 80% and believes that this target is achievable with the current approved staff allocation under normal circumstances.

Standing Committee Service Level Review Impacts (In \$000s)

Description (\$000s)	2014			Net Incremental Impact			
	Gross Expenditure	Net Expenditure	New Positions	2015 Plan		2016 Plan	
				Net Expenditure	# Positions	Net Expenditure	# Positions
Service Level Changes							
Response to Reports of Construction without Permit (2 days; non-emergency) be adjusted to 80%	<i>No Additional Expenditures Required</i>		<i>No Added Positions</i>				
Total							

- As of September 30, 2013, the Division has responded to these requests within two days 74% of the time.
 - As vacancies are filled and new staff complete training, current service levels are expected to improve for all inspection requests.
- In regards to the four items that P&GM Committee requested of the Chief Building Official and Executive Director, Toronto Building:
 - A report will be going to the December 4, 2013 Planning and Growth Management Committee meeting on any other existing "service standards" and how they relate to "customer service level" standards.
 - By way of the report noted above, the Program will meet the request of reporting back to the P&GM Committee twice annually (i.e. first report on September 12, 2013 and the second report on December 4, 2013).
 - With the respect to the efficiency review, Toronto Building staff are in the preliminary planning stages. The Program anticipates that the review will take place in 2014 and upon completion will report back to the Planning and Growth Management Committee when the review and results are finalized.

Impact of July 8, 2013 Storm on Building Inspection Requests on Meeting Service Levels

- Toronto Building is currently assessing the impact of an increase in building inspector workloads after the July 8, 2013 storm, which resulted in a significant increase in inspection requests related to the installation of backwater valves in drainage systems.
- Prior to the storm, the Program received 514 permit applications, compared to 3,306 applications that were received after the storm, as of October 31, 2013.
- As the number of these applications continued to rise, Toronto Building is monitoring whether the increase in applications is prolonged or temporary as it impacts the inspections workload and the ability to achieve the 80% target for reports of construction without a permit.
- Its recommended Toronto Building will continue to review the volume of applications received into 2014 and if it anticipates that the service level target for reports of construction without a permit will be impacted in 2014, the Program will consider whether additional resources need to be brought forward through an in-year adjustment offset by additional revenues generated through increased volume of permit applications.

Appendix 1

2013 Service Accomplishments

2013 Key Accomplishments

In 2013, Toronto Building achieved the following results:

- ✓ Sustained a high volume of permit application intake and permit issuance.
- ✓ Maintained the rate of responding to inspection requests within the legislated timeframes.
- ✓ Improved the rate of responding to service requests such as complaint investigation requests.
- ✓ Reduced the vacancy rate from over 12% at the beginning of the year to an estimated 5% by year end.
- ✓ Launched further stages of the Program's Electronic Customer Service Initiative:
 - Electronic mark-up integration with Heritage Approval Process
 - Email submission of some permit applications
 - Implementation of not-in-person payments
 - Web Portal assessment completed
- ✓ Reviewed and implemented new by-law changes:
 - Development Charges
 - Sign By-law
 - Zoning By-law
- ✓ Participated in the development of legislative Building Code changes:
 - New requirements for wood frame construction
 - The Elliot Lake Inquiry
- ✓ Completed Customer Satisfaction Survey and launched service improvement review.

2013 Financial Performance

**2013 Budget Variance Analysis
(In \$000s)**

(\$000s)	2011 Actuals	2012 Actuals	2013 Approved Budget	2013 Projected Actuals*	2013 Approved Budget vs. Projected Actual Variance	
	\$	\$	\$	\$	\$	%
Gross Expenditures	43,535.0	41,257.1	47,090.6	45,490.6	(1,600.0)	(3.4)
Revenues	58,823.9	58,023.6	58,121.9	63,121.9	5,000.0	8.6
Net Expenditures	(15,288.9)	(16,766.5)	(11,031.3)	(17,631.3)	(6,600.0)	59.8
Approved Positions	365.0	374.0	431.0	406.0	(25.0)	(5.8)

2013 Experience

- Toronto Building reported net under-spending of \$12.874 million or 163.0% for the nine-month period ended September 30, 2013. The variance was driven by higher than expected revenues of \$11.688 million or 28.8% primarily due to the sustained high volume of permit application intake which was driven by market anticipation of development charge increases and higher than anticipated construction activity.
- For year-end, the Program is projecting net under-spending of \$6.600 million or 59.8%. The Program anticipates year-end revenue will exceed budget by \$5.000 million or 8.6% due to a high level of permit application intake and includes provision for deferred revenue for on-going projects and work that will be completed in future years.
- In addition, gross-expenditures are forecast to be \$1.600 million or 3.4% lower than planned primarily due to the savings for salaries and benefits from staff vacancies.

Impact of 2013 Operating Variance on the 2014 Recommended Budget

- Salaries and Benefits
 - To meet legislated timeframes and address workload pressures, Toronto Building is working with Human Resources to fill vacant positions in order to meet 2014 Recommended Service Levels.

Appendix 2

2014 Recommended Total Operating Budget by Expenditure Category

Program Summary by Expenditure Category (In \$000s)

Category of Expense	2011	2012	2013	2013	2014	2014 Change from		2015	2016
	Actual	Actual	Budget	Projected	Rec'd	2013 Approved	%	Plan	Plan
	\$	\$	\$	\$	\$	\$	%	\$	\$
Salaries and Benefits	38,394.3	36,630.3	41,935.4	40,707.9	42,460.1	524.6	1.3%	43,667.5	43,720.7
Materials and Supplies	211.0	188.1	244.9	244.9	239.9	(5.0)	-2.0%	239.9	239.9
Equipment	186.2	108.4	171.0	171.0	451.0	280.0	163.7%	146.5	146.5
Services & Rents	903.5	904.7	1,298.8	926.3	1,196.1	(102.7)	-7.9%	1,196.1	1,196.1
Contributions to Capital									
Contributions to Reserve/Res Funds	3,238.3	2,543.2	2,656.6	2,656.6	3,170.6	514.0	19.3%	3,170.6	3,170.6
Other Expenditures	125.9	408.1	278.5	278.5	278.5		0.0%	278.5	278.5
Interdivisional Charges	475.8	474.3	505.4	505.4	525.4	20.0	4.0%	525.4	525.4
Total Gross Expenditures	43,535.0	41,257.1	47,090.6	45,490.6	48,321.6	1,230.9	2.6%	49,224.5	49,277.7
Interdivisional Recoveries	874.4	918.4	925.2	925.2	896.1	(29.1)	-3.1%	896.1	896.1
Provincial Subsidies									
Federal Subsidies									
Other Subsidies									
User Fees & Donations	57,848.8	57,090.7	56,647.9	61,647.9	57,627.9	980.0	1.7%	58,810.9	58,864.1
Transfers from Capital Fund					483.8			483.8	483.8
Contribution from Reserve Funds									
Contribution from Reserve									
Sundry Revenues	100.8	14.5	548.8	548.8	345.0	(203.8)	-37.1%	65.0	65.0
Required Adjustments									
Total Revenues	58,823.9	58,023.6	58,121.9	63,121.9	59,352.8	747.1	1.3%	60,255.8	60,309.0
Total Net Expenditures	(15,288.9)	(16,766.5)	(11,031.3)	(17,631.3)	(11,031.3)	483.8	-4.4%	(11,031.3)	(11,031.3)
Approved Positions	365.0	374.0	431.0	410.0	431.0		0.0%	431.0	431.0

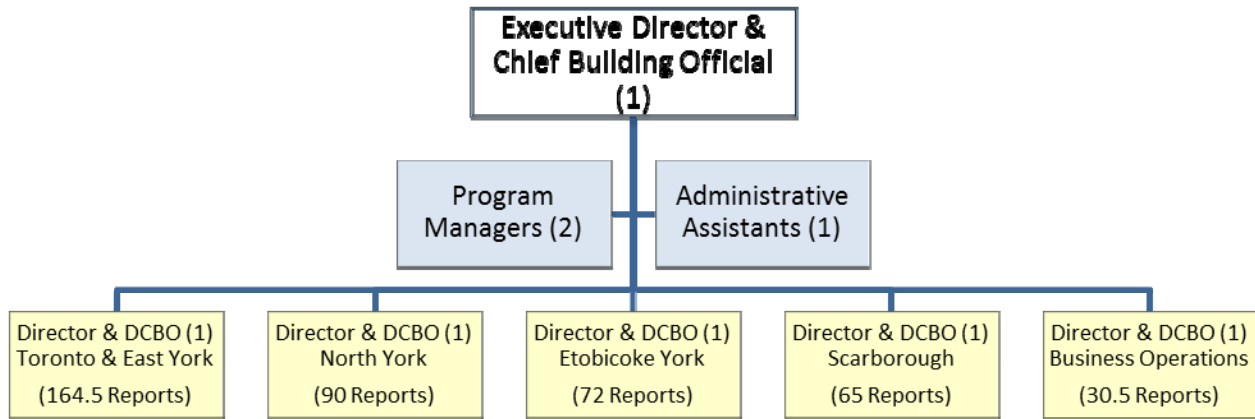
2014 Key Cost Drivers

- The 2014 Recommended Gross Expenditures Budget of \$48.322 million is \$1.231 million or 2.6% over the 2013 Approved Gross Expenditures Budget.
- Salaries and benefits represent the largest expenditures category and account for 87.9% of the total expenditures for Toronto Building, followed by contributions to reserve/reserve funds at 6.6%, interdivisional charges at 1.1%, equipment at 0.9%, other expenditures at 0.6%, and materials and supplies at 0.5%.
 - The change from 2013 to 2014 for salaries and benefits is \$0.525 million or 1.3% and is based on cost of living allowance increments, step increases, and progression pay; in addition to the savings for vacation payout realized through the line by line review.
 - The trend of actual salary and benefits expenditures tracking closer to budget will continue as vacancies continue to be filled.
- Equipment increases in 2014 by \$0.280 million which is directly related to the new/enhanced request for fleet to purchase up to 8 new vehicles. There is no additional impact in 2015 and 2016 as this is one-time funding.

- Changes to contributions to reserve/reserve funds amount to \$0.514 million or 19.3% which is in part due to the increase in the contribution to the Building Code Service Improvement reserve in order to advance the goal of achieving a balance equivalent to annual direct cost requirements, by the year 2024.
- Approximately \$57.628 million or 97.1% of the Program's gross expenditures will be funded through contributions from reserve funds, \$0.896 million or 1.5% is funded through interdivisional recoveries, \$0.484 million or 0.8%% is funded from transfer of capital funds, and \$0.345 million or 0.6% from sundry revenues.
 - The reduction in interdivisional recoveries from 2013 to 2014 of \$0.029 million or 3.1%, is directly related to recoveries from the Third Party Sign Tax for the Toronto Building Sign Unit.
 - User fees and donations have increased by \$0.980 million or 1.7% from 2013 to 2014 due to inflationary increases to permit fee revenue.
 - Sundry revenues have increased by \$0.280 million from 2013 to 2014 as a result of the one-time funding to purchase up to 8 fleet vehicles.
- The approved complement for 2014 remains unchanged at 431 positions. There are no changes to positions in 2015 and 2016.

Appendix 2 - Continued

2014 Organization Chart



2013 Full and Part Time Staff

Category	Senior Management	Management	Exempt Professional & Clerical	Union	Total
Full-Time	1.0	37.0	40.0	348.0	426.0
Part-Time				5.0	5.0
Total	1.0	37.0	40.0	353.0	431.0

Appendix 4

Summary of 2014 Recommended New / Enhanced Service Changes

2014 Operating Budget - Staff Recommended New and Enhanced Services
Summary by Service
(\$000s)

Form ID		Citizen Focused Services B Program: Toronto Building	Adjustments				2015 Plan Net Change	2016 Plan Net Change
Category	Priority		Gross Expenditure	Revenue	Net	Approved Positions		

1213	Fleet Vehicles
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72	1	Description:
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One-time funding from the Building Code Service Improvement reserve fund in the amount of \$280 thousand gross, \$0 net is required for the purchase of up to 8 vehicles. Also required are annual operating costs of \$68 thousand for maintenance and fuel which are fully offset by an equivalent reduction in mileage reimbursement expenditures.

Service Level Impact:

Currently the majority of the inspections staff use their own personnel vehicles and are re-imbursed \$0.52/km for mileage carried out while doing inspections. They are also responsible to carry out required maintenance to ensure their vehicle is safe and roadworthy. Approval of this request will expand the current pilot of 3 fleet vehicles to 11 in the Toronto and East York (TEY) District. Vehicles will be properly maintained through the Fleet Vehicle Maintenance program and there will be vehicles available to carry out the day to day inspection activities. In addition, for the Senior Inspectors who enforce the Marijuana Grow Operations investigations, fleet cars provide the required Health and Safety protection for employees.

Service: Building Compliance

Total Staff Recommended:	125.2	125.2	0.0	0.0	0.0	0.0
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Service: Building Permission & Information

Total Staff Recommended:	154.8	154.8	0.0	0.0	0.0	0.0
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Staff Recommended New/Enhanced Services:	280.0	280.0	0.0	0.0	0.0	0.0
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Category:

- 71 - Operating Impact of New Capital Projects
- 72 - Enhanced Services-Service Expansion
- 74 - New Services
- 75 - New Revenues

**2014 Operating Budget - Staff Recommended New and Enhanced Services
Summary by Service
(\$000s)**

Form ID		Citizen Focused Services B Program: Toronto Building	Adjustments				2015 Plan Net Change	2016 Plan Net Change
Category	Priority		Gross Expenditure	Revenue	Net	Approved Positions		
3142		New Unsafe Order Clearance Fee						
74	1	Description:						
		A new fee of \$1,500 for Unsafe Order Clearance to cover the costs associated with the investigation/inspection and administration related to all MGOs and other Unsafe Orders.						
		Service Level Impact:						
		There will be no impact on the service level/standard.						
		Service: Building Compliance						
		Total Staff Recommended:	0.0	0.0	0.0	0.0	0.0	0.0
		Service: Building Permission & Information						
		Total Staff Recommended:	0.0	0.0	0.0	0.0	0.0	0.0
		Staff Recommended New/Enhanced Services:	0.0	0.0	0.0	0.0	0.0	0.0

Category:

- 71 - Operating Impact of New Capital Projects
- 72 - Enhanced Services-Service Expansion
- 74 - New Services
- 75 - New Revenues

**2014 Operating Budget - Staff Recommended New and Enhanced Services
Summary by Service
(\$000s)**

Form ID		Citizen Focused Services B Program: Toronto Building	Adjustments				2015 Plan Net Change	2016 Plan Net Change
Category	Priority		Gross Expenditure	Revenue	Net	Approved Positions		

Summary:

Staff Recommended New/Enhanced Services:	280.0	280.0	0.0	0.0	0.0	0.0
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Category:

- 71 - Operating Impact of New Capital Projects
- 72 - Enhanced Services-Service Expansion
- 74 - New Services
- 75 - New Revenues

Appendix 5

Inflows/Outflows to/from Reserves & Reserve Funds

Program Specific Reserve / Reserve Funds (In \$000s)

Reserve / Reserve Fund Name (In \$000s)	Reserve / Reserve Fund Number	Projected Balance as of Dec. 31, 2013 \$	Proposed Withdrawals (-) / Contributions (+)		
			2014 \$	2015 \$	2016 \$
Projected Beginning Balance			27,432.8	28,191.1	28,966.1
Building Code Act Service Improvement Reserve Fund	XR1305	27,432.8			
<i>Proposed</i>					
<i>Withdrawals (-)</i>			(1,025.7)	(1,009.1)	289.7
<i>Contributions (+)</i>			1,784.0	1,784.0	1,784.0
Total Reserve / Reserve Fund Draws / Contributions		27,432.8	28,191.1	28,966.1	31,039.7
Other program / Agency Net Withdrawals & Contributions					
Balance at Year-End		27,432.8	28,191.1	28,966.1	31,039.7

Corporate Reserve / Reserve Funds (In \$000s)

Reserve / Reserve Fund Name	Reserve / Reserve Fund Number	Projected Balance as of Dec. 31, 2013 \$	Proposed Withdrawals (-) / Contributions (+)		
			2014 \$	2015 \$	2016 \$
Projected Beginning Balance			17,208.0	18,474.5	19,741.0
Insurance Reserve Fund	XR1010	17,208.0			
<i>Proposed</i>					
<i>Withdrawals (-)</i>					
<i>Contributions (+)</i>			1,266.5	1,266.5	1,266.5
Total Reserve / Reserve Fund Draws / Contributions		17,208.0	18,474.5	19,741.0	21,007.5
Other program / Agency Net Withdrawals & Contributions					
Balance at Year-End		17,208.0	18,474.5	19,741.0	21,007.5

Reserve / Reserve Fund Name	Reserve / Reserve Fund Number	Projected Balance as of Dec. 31, 2013 \$	Proposed Withdrawals (-) / Contributions (+)		
			2014 \$	2015 \$	2016 \$
Projected Beginning Balance			241.5	361.5	481.5
Vehicle & Equipment Reserve Fund	XQ1301	241.5			
<i>Proposed</i>					
<i>Withdrawals (-)</i>					
<i>Contributions (+)</i>			120.0	120.0	120.0
Total Reserve / Reserve Fund Draws / Contributions		241.5	361.5	481.5	601.5
Other program / Agency Net Withdrawals & Contributions					
Balance at Year-End		241.5	361.5	481.5	601.5

Appendix 6

2014 User Fee Rate Changes Inflation and Other Adjustment

Rate Description	Service	Fee Category	Fee Basis	2013	2014			2015	2016		
				Approved Rate	Inflationary Adjusted Rate	Other Adjustment	Budget Rate	Budget Volume	Incremental Revenue	Plan Rate	Plan Rate
Toronto Building											
Minimum fee charged for all work unless specified.		Full Cost Recovery	Per Service	\$107.05			\$107.05		\$980,008	\$109.24	\$109.34
Hourly rate for examination and inspection activities		Full Cost Recovery	Per Hour	\$80.29			\$80.29			\$81.94	\$82.01
Group A - Assembly occupancies - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$26.31	\$26.77		\$26.77			\$27.31	\$27.34
Group A - Restaurants (shell) - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$22.02	\$22.40		\$22.40			\$22.86	\$22.88
Group A - Open public swimming pools - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$7.07	\$7.20		\$7.20			\$7.35	\$7.36
Group A - Transit stations, subways, etc. -Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$20.37	\$20.72		\$20.72			\$21.15	\$21.17
Group A - All other buildings - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$26.31	\$26.77		\$26.77			\$27.31	\$27.34
Group B - Institutional occupancies - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$28.00	\$28.48		\$28.48			\$29.07	\$29.09
Group C - Residential unit fee		Full Cost Recovery	Per New Residential Unit	\$47.91	\$48.74		\$48.74			\$49.74	\$49.78
Group C - Residential occupancies - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$15.79	\$16.06		\$16.06			\$16.39	\$16.41
Group C, Multiple unit buildings - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$25.00	\$25.42		\$25.42			\$25.94	\$25.97
Group C - Certification of plans - Application intake, plan review, and other administrative activity		Full Cost Recovery	Per Square Metre	\$7.90	\$8.04		\$8.04			\$8.20	\$8.21
Group C, Building permits certified plans - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$13.41	\$13.63		\$13.63			\$13.91	\$13.92
Group C, All other residential occupancies - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$15.79	\$16.06		\$16.06			\$16.39	\$16.41
Group D, Office Bldgs(shell) - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$16.54	\$16.83		\$16.83			\$17.17	\$17.19
Group D, Finished Bldgs - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$20.81	\$21.17		\$21.17			\$21.60	\$21.62
Group E, Mercantile occupancies etc (shell) - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$13.41	\$13.64		\$13.64			\$13.92	\$13.93
Group E, Mercantile occupancies (finished) - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$17.66	\$17.97		\$17.97			\$18.33	\$18.35

Appendix 6 – Continued

2014 User Fee Rate Changes

Inflation and Other Adjustment - Continued

Rate Description	Service	Fee Category	Fee Basis	2013	2014			2015	2016	
				Approved Rate	Inflationary Adjusted Rate	Other Adjustment	Budget Rate	Budget Volume	Incremental Revenue	Plan Rate
Group F, industrial occupancies <7500 sq.m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre - bldg shell	\$10.52	\$10.70		\$10.70		\$10.92	\$10.93
Group F, Industrial bldgs less than 7500 sq.m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre - finished bldgs	\$14.46	\$14.72		\$14.72		\$15.02	\$15.04
Group F, Industrial bldgs shell >7500 sq.m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$8.52	\$8.67		\$8.67		\$8.85	\$8.85
Group F, Finished industrial bldgs >7500 sq.m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$12.78	\$13.00		\$13.00		\$13.27	\$13.28
Group F, Gas stations, car washes - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$13.15	\$13.38		\$13.38		\$13.65	\$13.66
Group F, Parking garages - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$6.89	\$7.01		\$7.01		\$7.15	\$7.16
Group F, All other buildings - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$14.46	\$14.72		\$14.72		\$15.02	\$15.04
Alterations/renovations, Group A, B and D - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$4.26	\$4.34		\$4.34		\$4.43	\$4.44
Alterations/renovations, Group C, E and F - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$3.95	\$4.02		\$4.02		\$4.10	\$4.10
Alterations/renovations, residential occupancies, floor replacement - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$5.36			\$5.36		\$5.47	\$5.47
Demolition - The application intake, and review activities for proposed building demo		Full Cost Recovery	Per Square Metre	\$0.13	\$0.13		\$0.13		\$0.13	\$0.14
Demolition implosion - Application intake, and review activities		Full Cost Recovery	Each request	\$1,973.11	\$2,007.24		\$2,007.24		\$2,048.39	\$2,050.24
Environmental review - Application intake, and review activities		Full Cost Recovery	Each request	\$876.93	\$892.10		\$892.10		\$910.39	\$911.21
Communication towers - Fee for application intake, plan review, and inspection activities		Full Cost Recovery	Per Structure	\$361.74	\$368.00		\$368.00		\$375.54	\$375.88
Crane runway - Fee for application intake, plan review, and inspection activities		Full Cost Recovery	Per Structure	\$361.74	\$368.00		\$368.00		\$375.54	\$375.88
Exterior tank & support - Fee for application intake, plan review, and inspection activities		Full Cost Recovery	Per Structure	\$361.74	\$368.00		\$368.00		\$375.54	\$375.88
Pedestrian bridge - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Structure	\$361.74	\$368.00		\$368.00		\$375.54	\$375.88
Retaining wall - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Lineal Metre	\$10.52	\$10.70		\$10.70		\$10.92	\$10.93
Satellite dish, solar collector system greater than 5 sq. m. other than small residential - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Structure	\$361.74	\$368.00		\$368.00		\$375.54	\$375.88

Appendix 6 – Continued

2014 User Fee Rate Changes

Inflation and Other Adjustment - Continued

Rate Description	Service	Fee Category	Fee Basis	2013	2014			2015	2016		
				Approved Rate	Inflationary Adjusted Rate	Other Adjustment	Budget Rate	Budget Volume	Incremental Revenue	Plan Rate	Plan Rate
Air supported structures - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$7.51	\$7.65		\$7.65			\$7.81	\$7.81
Satellite dish, solar collector system on a small residential building or any other building less than 5 sq. m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Installation	\$105.23		\$1.82	\$107.05			\$109.24	\$109.34
Balcony guards/replacement guards - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$1.96	\$2.00		\$2.00			\$2.04	\$2.05
Balcony repairs - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Balcony	\$18.41	\$18.74		\$18.74			\$19.12	\$19.14
Basement finishing dwellings/houses - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$5.27	\$5.36		\$5.36			\$5.47	\$5.48
Basement unfinished, non-residential bldgs - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$5.27	\$5.36		\$5.36			\$5.47	\$5.48
Canopy (not enclosed) - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$5.64	\$5.74		\$5.74			\$5.86	\$5.86
Ceilings (added or replacement - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$0.52	\$0.53		\$0.53			\$0.54	\$0.54
Demising walls - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$5.27	\$5.36		\$5.36			\$5.47	\$5.48
Electromagnetic locks - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Lock	\$39.46	\$40.14		\$40.14			\$40.97	\$41.00
Emergency lighting - Fee for application intake, plan review, and inspection activities		Full Cost Recovery	Per Storey	\$46.04	\$46.84		\$46.84			\$47.80	\$47.84
Farm buildings - To recover the costs for application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$9.20	\$9.35		\$9.35			\$9.54	\$9.55
Fire alarms - The costs for application intake, plan review, and inspection activities		Full Cost Recovery	Per Storey	\$65.76	\$66.90		\$66.90			\$68.27	\$68.33
Fire doors retrofit - For application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$26.31	\$26.77		\$26.77			\$27.31	\$27.34
Fireplaces and/or woodstoves - Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34
Mechanical service spaces/penthouses - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$9.20	\$9.35		\$9.35			\$9.54	\$9.55
Parking garage repairs/slab reconstruct - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$5.27	\$5.36		\$5.36			\$5.47	\$5.48
Parking Garage - all other construction - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$1.96	\$2.00		\$2.00			\$2.04	\$2.05
Pool fence enclosures - Application intake, plan review, and inspection activities		Full Cost Recovery	Per application	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34

Appendix 6 – Continued

2014 User Fee Rate Changes

Inflation and Other Adjustment - Continued

Rate Description	Service	Fee Category	Fee Basis	2013	2014				2015	2016	
				Approved Rate	Inflationary Adjusted Rate	Other Adjustment	Budget Rate	Budget Volume	Incremental Revenue	Plan Rate	Plan Rate
Portable classrooms: non certified - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Portable	\$131.55	\$133.83		\$133.83			\$136.57	\$136.69
Portable classrooms: certification - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Portable	\$131.55	\$133.83		\$133.83			\$136.57	\$136.69
Certified portable classrooms - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Portable	\$65.76	\$66.90		\$66.90			\$68.27	\$68.33
Repairs/recladding walls, re-roofing - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$0.64	\$0.66		\$0.66			\$0.67	\$0.68
Re-roofing with structural work - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$5.27	\$5.36		\$5.36			\$5.47	\$5.48
Residential deck, carport, porch - Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34
Shoring - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Lineal Metre	\$10.52	\$10.70		\$10.70			\$10.92	\$10.93
To review the structural components of a sign face or sign structure against the requirements of the Building Code		Full Cost Recovery	Per Installation	\$58.87	\$59.89		\$59.89			\$61.12	\$61.17
Detached garages, accessory structures - Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34
Sprinklers - For application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$0.52	\$0.53		\$0.53			\$0.54	\$0.54
Standpipes - For application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$46.04	\$46.84		\$46.84			\$47.80	\$47.84
Tent certification - Application intake, plan review, and inspection activities		Full Cost Recovery	Up to Two Tents	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34
Tent certification - Application intake, plan review, inspection activities		Full Cost Recovery	Per Additional Tent (over two)	\$32.89	\$33.45		\$33.45			\$34.13	\$34.17
Permits for certified tent - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Tent	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34
Temporary tent up to 225 sq.m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$1.32	\$1.34		\$1.34			\$1.37	\$1.37
Additional tent area > 225 sq.m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$0.33	\$0.34		\$0.34			\$0.34	\$0.34
Temporary structures - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$13.15	\$13.38		\$13.38			\$13.65	\$13.66
Underpinings - For application intake, plan review, and inspection activities		Full Cost Recovery	Per Lineal Metre	\$10.52	\$10.70		\$10.70			\$10.92	\$10.93
Window replacements - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Window	\$2.58	\$2.62		\$2.62			\$2.68	\$2.68

Appendix 6 – Continued

2014 User Fee Rate Changes

Inflation and Other Adjustment - Continued

Rate Description	Service	Fee Category	Fee Basis	2013		2014				2015	2016
				Approved Rate	Inflationary Adjusted Rate	Other Adjustment	Budget Rate	Budget Volume	Incremental Revenue	Plan Rate	Plan Rate
Stand Alone Mechanical work – Group A&B Occupancies - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Lineal Metre	\$1.62	\$1.65		\$1.65			\$1.68	\$1.68
Stand Alone Mechanical work - heating and Ventilation only with no ductwork - Application intake, plan review, and inspection activities		Full Cost Recovery	Flat Fee	\$164.44	\$167.27		\$167.27			\$170.70	\$170.86
Stand Alone Mechanical work - Heating, Ventilation and Air Conditioning (HVAC) - Application intake, plan review, and inspection activities		Full Cost Recovery	Flat Fee	\$230.20	\$234.18		\$234.18			\$238.98	\$239.20
Stand Alone Mechanical work - Boiler or furnace replacement - Application intake, plan review, and inspection activities		Full Cost Recovery	Flat Fee	\$131.55	\$133.83		\$133.83			\$136.57	\$136.69
Stand Alone Mechanical work - Air conditioning unit addition - Application intake, plan review, and inspection activities		Full Cost Recovery	Flat Fee	\$131.55	\$133.83		\$133.83			\$136.57	\$136.69
Stand Alone Mechanical work - Other group C occupancies - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$1.18	\$1.20		\$1.20			\$1.23	\$1.23
Stand Alone Mechanical work - Group D&E bldgs - For application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$1.32	\$1.34		\$1.34			\$1.37	\$1.37
Stand Alone Mechanical work - Small bldgs up to 230 sq. m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Flat Fee	\$197.31	\$200.72		\$200.72			\$204.84	\$205.02
Stand Alone Mechanical work - Laboratories - To recover the costs for application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$1.62	\$1.65		\$1.65			\$1.68	\$1.68
Stand Alone Mechanical work - Parking garages - To recover the costs for application intake, plan review, and inspection activities		Full Cost Recovery	Per Square Metre	\$0.33	\$0.34		\$0.34			\$0.34	\$0.34
Stand Alone Mechanical work - All other Group F Occupancies - Application intake, plan review, and inspection activities fee		Full Cost Recovery	Per Square Metre	\$0.92	\$0.93		\$0.93			\$0.94	\$0.95
HVAC alterations (Unit Heater, Make-up Air Unit, Exhaust Fan) and/or Ductwork Alterations - Application intake, plan review, and inspection activities		Full Cost Recovery	Flat Fee	\$164.44	\$167.27		\$167.27			\$170.70	\$170.86
HVAC alterations (Boiler/Furnace, or Air Conditioning Unit) - Application intake, plan review, and inspection activities		Full Cost Recovery	Flat Fee	\$328.84	\$334.53		\$334.53			\$341.39	\$341.69
Special ventilation systems - Application intake, plan review, and inspection activities		Full Cost Recovery	Flat Fee	\$394.62	\$401.45		\$401.45			\$409.68	\$410.05
Fixtures, equipment, etc. - Application intake, plan review, and inspection activities		Full Cost Recovery	Each fixture, equipment, roof drain	\$19.73	\$20.07		\$20.07			\$20.48	\$20.50
Fixtures, equipment roof drain - Application intake, plan review, and inspection activities		Full Cost Recovery	Each fixture, equipment, roof drain	\$26.31	\$26.77		\$26.77			\$27.31	\$27.34
Piping, water services etc. - Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34
Buried plumbing, drainage piping - Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34
Inside sanitary and storm piping - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Lineal Metre	\$2.23	\$2.27		\$2.27			\$2.32	\$2.32

Appendix 6 – Continued

2014 User Fee Rate Changes

Inflation and Other Adjustment - Continued

Rate Description	Service	Fee Category	Fee Basis	2013	Inflationary Adjusted Rate	Other Adjustment	2014			2015	2016
				Approved Rate			Budget Rate	Budget Volume	Incremental Revenue	Plan Rate	Plan Rate
Sanitary and storm piping - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Lineal Metre	\$2.23	\$2.27		\$2.27			\$2.32	\$2.32
Manholes, catch basins, backwater valves etc -Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$32.89	\$33.45		\$33.45			\$34.13	\$34.17
Backflow prevention devices - Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$78.92	\$80.29		\$80.29			\$81.93	\$82.00
Holding tanks -Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$328.84	\$334.53		\$334.53			\$341.39	\$341.69
Septic tanks -Application intake, plan review, and inspection activities		Full Cost Recovery	Each	\$657.70	\$669.08		\$669.08			\$682.79	\$683.41
Carry out the intake, review, evaluation and administration of Alternative Solution Submissions as defined in the Building Code		City Policy	Per Submission	\$2,014.40	\$2,049.25		\$2,049.25			\$2,091.26	\$2,093.14
Fee for inspection activities for authority to occupy prior to completion		Full Cost Recovery	Per Project	\$394.62	\$401.45		\$401.45			\$409.68	\$410.05
Hourly rate for examination and inspection activities beyond 5 hours		Full Cost Recovery	Per Hour	\$78.92	\$80.29		\$80.29			\$81.93	\$82.00
The application intake, and plan review activities for revision to a permit not issued		Full Cost Recovery	Per Revision Per Hour	\$78.92	\$80.29		\$80.29			\$81.93	\$82.00
Construction w/o building permit – If construction begins prior to the issuance of a building permit		Full Cost Recovery	Per Permit Phase - 50% of the estimated permit fees for that phase	\$125.27	\$127.44		\$127.44			\$130.05	\$130.17
Construction w/o building permit – Construction projects with permit application for each stage of construction		Full Cost Recovery	Per Project - 50% of the estimated permit fees	\$25,055.04	\$25,488.49		\$25,488.49			\$26,011.01	\$26,034.42
Conditional permit fee for application intake, plan review, and inspection activities		Full Cost Recovery	Per Permit – An additional 10% of the permit fee for the entire project	\$263.08	\$267.63		\$267.63			\$273.12	\$273.36
Part permit fee for application intake, plan review, and inspection activities		Full Cost Recovery	Each Part Permit	\$263.08	\$267.63		\$267.63			\$273.12	\$273.36
Permission to defer revocation - For administration, and inspection activities		Full Cost Recovery	Per Hour	\$78.92		\$28.13	\$107.05			\$109.24	\$109.34
Permit for change of use for application intake, plan review, and inspection activities		Full Cost Recovery	Per Hour	\$78.92	\$80.29		\$80.29			\$81.93	\$82.00
Revise and issue permit for application intake, plan review, and inspection activities		Full Cost Recovery	Per Hour	\$78.92	\$80.29		\$80.29			\$81.93	\$82.00
Special inspection fee for inspection activities after hours/weekends		Full Cost Recovery	Per hour	\$78.92	\$80.29		\$80.29			\$81.93	\$82.00
Evaluate a building material, system or design including any costs require if third party review, testing, or evaluation as deemed necessary by the Chief Building Official		City Policy	Each Evaluation	\$5,036.00	\$5,123.12		\$5,123.12			\$5,228.15	\$5,232.85

Appendix 6 – Continued

2014 User Fee Rate Changes

Inflation and Other Adjustment - Continued

Rate Description	Service	Fee Category	Fee Basis	2013	Inflationary Adjusted Rate	2014			2015	2016	
				Approved Rate		Other Adjustment	Budget Rate	Budget Volume	Incremental Revenue	Plan Rate	Plan Rate
Review permit for change in ownership		Full Cost Recovery	Per Permit	\$105.23	\$107.05		\$107.05			\$109.25	\$109.34
Work with prescribed construction value - Application, plan review, and inspection activities		Full Cost Recovery	Per \$1000 of prescribed construction value	\$18.41	\$18.73		\$18.73			\$19.11	\$19.13
Work without prescribed construction value - Application fee for, plan review, and inspection activities		Full Cost Recovery	Per Hour	\$78.92	\$80.29		\$80.29			\$81.93	\$82.00
MGO assessment report, remediation plan review and clerical administration costs of Toronto Public Health.		Full Cost Recovery	Per Report	\$755.40	\$768.47		\$768.47			\$784.22	\$784.93
MGO Enforcement, Inspection		Full Cost Recovery	Per Property	\$642.26	\$653.37		\$653.37			\$666.77	\$667.37
MGO - Court/Tribunal Attendance Fee		Full Cost Recovery	Per Property	\$642.26	\$653.37		\$653.37			\$666.77	\$667.37
Routine compliance search fee to process the application, and carry out the review		Full Cost Recovery	Per Request	\$131.55	\$133.83		\$133.83			\$136.57	\$136.69
Routine Disclosure - Retrieve, copy and record plans, files, drawings or any other record on file with Toronto Building to the public requesting this information		Full Cost Recovery	For each plan, file, drawing or record	\$65.47	\$66.60		\$66.60			\$67.97	\$68.03
Sign - Roof signs - Application for intake, review, and inspection activities		Full Cost Recovery	Per Square Metre	\$37.68	\$38.33		\$38.33			\$39.12	\$39.15
Sign - Signs other than roof - Application fee for intake, review, and inspection activities		Full Cost Recovery	Per Square Metre	\$31.41	\$31.96		\$31.96			\$32.62	\$32.65
Sign - Plan revisions; alterations/relocation of existing signs on same property, and permit renewals		Full Cost Recovery	Per Application	\$219.82	\$223.62		\$223.62			\$228.21	\$228.41
Sign - To cover the costs of application intake and review, and to perform any administration associated with the transfer of a sign or sign structure from one sign owner to another		Full Cost Recovery	Per Sign Permit	\$103.17		\$3.88	\$107.05			\$109.24	\$109.34
Sign - To intake and review, or inspect any sign permits for which additional information has been submitted after the initial intake, review or inspection activities.		Full Cost Recovery	Per Hour	\$77.38		\$2.91	\$80.29			\$81.94	\$82.01
Sign - To perform additional inspection and enforcement activities, the generation of notices and any associated administration required where a sign or sign face has been erected prior to the issuance of a sign permit.		Full Cost Recovery	Per Sign Face	\$802.83	\$816.72		\$816.72			\$833.46	\$834.21
Sign - To perform the intake, review, and inspection of a third party sign permit, subject to a five year renewal, that is being renewed.		Full Cost Recovery	Per Square Metre	\$18.85	\$19.19		\$19.19			\$19.58	\$19.60
Sign - Application for a variance to Chapter 694 with respect to a First-Party Sign		Full Cost Recovery	Per Application	\$715.69	\$728.07		\$728.07			\$743.00	\$743.67
Sign - Application intake, processing, report writing and associated administrative work		Full Cost Recovery	Per Application	\$1,605.65	\$1,633.42		\$1,633.42			\$1,666.90	\$1,668.40
Sign - Application intake, review and report generation for an appeal of the decision of the Chief Building Official to the Sign Variance Committee		Full Cost Recovery	Per Application	\$642.26	\$653.36		\$653.36			\$666.76	\$667.36

Appendix 6 – Continued

2014 User Fee Rate Changes

Inflation and Other Adjustment - Continued

Rate Description	Service	Fee Category	Fee Basis	2013	2014			2015	2016	
				Approved Rate	Inflationary Adjusted Rate	Other Adjustment	Budget Rate	Budget Volume	Incremental Revenue	Plan Rate
Sign - To perform additional inspections, preparation of notices, and other enforcement activities related signs and sign structures being erected or displayed prior to the application and approval of a sign variance		Full Cost Recovery	Per Sign Face	\$802.83	\$816.72		\$816.72		\$833.46	\$834.21
Sign - Application intake and review, consultation and report preparation, site visits and associated administration		Full Cost Recovery	Per Application	\$2,676.08	\$2,722.36		\$2,722.36		\$2,778.16	\$2,780.66
Sign - To perform additional inspections, generation of notices and any associated administration and enforcement activities for a sign or sign structure prior to the application and approval of a site specific sign by-law amendment or signage master plan		Full Cost Recovery	Per Sign Face	\$802.83	\$816.72		\$816.72		\$833.46	\$834.21
Subscription for building permit activity report		Full Cost Recovery	Per Month	\$20.00	\$20.35		\$20.35		\$20.76	\$20.78
Tele permit, Inspection Status Report Fee		Full Cost Recovery	Per Report	\$25.45			\$25.45		\$25.97	\$26.00
Inspection Status Report Fee		Full Cost Recovery	Per Report	\$80.00			\$80.00		\$81.64	\$81.71
Printing/Scanning and Copying Fee		Full Cost Recovery	Per Sheet	\$0.51			\$0.51		\$0.52	\$0.52
Review fee for first party identification sign		Full Cost Recovery	First Two signs on the property - \$76.85, each, \$25.62/additional, maximum \$153.69	\$75.54	\$76.85		\$76.85		\$78.42	\$78.49
Review fee for third-party advertising sign.		Full Cost Recovery	\$76.85 each, maximum \$230.54	\$75.54	\$76.85		\$76.85		\$78.42	\$78.49
Preliminary review fee for accessory residential buildings and structures, e.g. garages, porches, balconies, and additions less than 10 sq. m.		Full Cost Recovery	Per Project	\$75.54	\$76.85		\$76.85		\$78.42	\$78.49
Review fee for a proposed new houses (single and semi-detached) against applicable laws.		Full Cost Recovery	Per Project	\$176.26	\$179.31		\$179.31		\$182.99	\$183.15
Preliminary review fee for new buildings, additions and conversions where the construction cost is less than \$1 million, other than houses		Full Cost Recovery	Per Project	\$251.80	\$256.16		\$256.16		\$261.41	\$261.64
Preliminary review fee for new buildings, additions and conversions where the construction cost is \$1 million or more, other than houses		Full Cost Recovery	Per Project	\$503.60	\$512.31		\$512.31		\$522.81	\$523.29
Preliminary review fee with respect to business license applications		Full Cost Recovery	Per Application	\$211.51	\$215.17		\$215.17		\$219.58	\$219.78
Review fee for all other proposals not described		Full Cost Recovery	Per Project	\$125.90	\$128.08		\$128.08		\$130.70	\$130.82

Appendix 6 – Continued

2014 User Fee Rate Changes

Recommended New User Fees

Rate Description	Service	Fee Category	Fee Basis	2014			2015	2016
				Budget Rate	Budget Volume	Incremental Revenue	Plan Rate	Plan Rate
Marijuana grow operation (MGO) - Investigation, inspection and administration for all MGO and other Unsafe Orders		Full Cost Recovery	Per Application	\$1,500.00			\$1,530.75	\$1,532.13

Fees Recommended for Discontinuation

Rate Description	Service	Fee Category	Fee Basis	2013 Approved Rate	Year Introduced	Reason for Discontinuation
Plan review and comparison of proposal with the uniformity plan		Full Cost Recovery	Per Plan	\$322.98		Old fee prior to the development of the Sign Unit. Became irrelevant.
Permitted use letter required to determine the compliance of the proposed land use		Full Cost Recovery	Per Letter	\$75.54		Service has changed and has become PPR (Preliminary Project Review) Fee.
Plan review, inspection and administration for properties identified as a marijuana group operation (MGO)		Full Cost Recovery	Per application	\$5,036.00		To be replaced by a new fee for all MGO & Unsafe Orders \$1,500.
Administrative fee for collecting and processing road damage deposit		Full Cost Recovery	Each application	\$56.69		This fee should fall under Transportation Services's authority.
Administrative costs for providing a notice: Sign Variance Fee (NOT INDEXED)		Full Cost Recovery	Per Variance	\$1.51		Cost for mailing service which the Program does not use anymore.
Administrative costs for providing a notice: Sign Bylaw Amendment Fee (NOT INDEXED)		Full Cost Recovery	Per Amendment	\$0.57		Cost for mailing service which the Program does not use anymore.

Appendix 6 – Continued

2014 User Fee Rate Changes

Recommended Technical Adjustments

Rate Description	Service	Fee Category	Fee Basis	2013 Approved Rate	2014 Budget Rate	Reason for Adjustment
Satellite dish, solar collector system on a small residential building or any other building less than 5 sq. m. - Application intake, plan review, and inspection activities		Full Cost Recovery	Per Installation	\$105.23	\$107.05	Rate changed to minimum fee per Chapter 363
Permission to defer revocation - For administration, and inspection activities		Full Cost Recovery	Per Hour	\$78.92	\$107.05	Rate changed to minimum fee per Chapter 363
Sign - To cover the costs of application intake and review, and to perform any administration associated with the transfer of a sign or sign structure from one sign owner to another		Full Cost Recovery	Per Sign Permit	\$103.17	\$107.05	Rate changed to minimum fee per Chapter 363
Sign - To intake and review, or inspect any sign permits for which additional information has been submitted after the initial intake, review or inspection activities.		Full Cost Recovery	Per Hour	\$77.38	\$80.29	Rate changed to minimum hourly fee per Chapter 363