

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 9, 2022**

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**SUBJECT**     **Bylaw No. 4480 - Building Permit Information Reports – Fee Increase**

**ISSUE SUMMARY**

Increasing fees for a Building Permit Information Report to \$100 from \$30.

**BACKGROUND**

On October 13, 2021, the Electoral Areas Committee directed staff to review and report on the current fees charged for Building Permit Information Reports.

The Building Inspection Division has seen steady increases in most types of information requests over the past several years. Information requests come to the Division as Freedom of Information and Protection of Privacy (FOI) requests, for which we may only charge for staff time beyond 3 hours, and property file requests by owners must be provided at little to no cost. These requests are most frequently requested by real estate agents or parties interested in purchasing a property. Building Permit Information Reports have been more stable, are restricted to permit statuses, and cost \$30 under Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010".

In order to ensure costs for the staff time needed to prepare these reports is recovered, Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022", now increases the cost of these reports to \$100.

The fee recommended includes actual staff cost per hour and an estimate of associated time spent per report by the Administrative Clerk and, when necessary, the Administrative Coordinator or Division Manager. In establishing a recommended fee, consideration was made to ensure that the fee not be so high as to discourage these requests and to inadvertently encourage the submitting of FOI requests instead, at a higher cost to the Division and a slower rate of fulfillment to the applicant.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:

- 1) That Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022", be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4480 be adopted.

*Alternative 2*

That the Bylaw No. 4480 - Building Permit Information Reports – Fee Increase report be referred back to staff for further information based on Electoral Areas Committee direction.

## **IMPLICATIONS**

### *Service Delivery Implications*

Requests for all types of information reports will continue to increase as we have seen over recent years. The increase will continue to demand more staff time, with associated costs, and less time will be available for staff to perform other needed Division duties. An increase in Building Permit Information Report fees will lead to more realistic cost recovery.

### *Financial Implications*

Staff time associated with the preparation of each of these reports includes 2 hours of administrative work and 0.2 hours of supervisory review resulting in a total cost of approximately \$100. This is expected to increase the cost recovery, or revenue, by approximately \$20,000 per year (from \$10,000 to \$30,000).

Recent changes to the *Freedom of Information and Protection of Privacy Act* relating to permissible fees for other records are being examined by the Capital Regional District's Corporate Services Department.

## **CONCLUSION**

Information requests to the Building Inspection Division have increased steadily over the past few years resulting in an increased demand on staff time and less availability for other necessary duties. Building Permit Information Reports' associated fee does not reflect the actual cost. A \$100 fee per request rather than \$30 will better cover direct staff costs. Bylaw No. 3741 should be revised to reflect the proposed fee.

## **RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:

- 1) That Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022" be introduced and read a first, second, and third time; and
- 2) That Bylaw No. 4480 be adopted.

Submitted by:	Mike Taylor, RBO, Manager and Chief Building Inspector, Building Inspection
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

## **ATTACHMENT**

Appendix A – Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022"