



Staff Report for Council Meeting

Date of Meeting: June 24, 2020

Report Number: SRPRS.20.101

Department: Planning and Regulatory Services

Division: Building Services

Subject: **SRPRS.20.101 – Amendment to Building By-law No. 55-19, as amended, respecting Electronic Permitting and Minor Housekeeping Matters**

Purpose:

To consider an amendment to Building By-law No. 55-19, as amended, so as to facilitate electronic permitting (e-permitting) and to address minor housekeeping matters.

Recommendation(s):

- a) That Council enact By-law No. 80-20, being a By-law to amend Building By-law No. 55-19, as amended, so as to facilitate e-permitting and to address other minor housekeeping matters.

Contact Person:

David Finbow, Director, Building Division & CBO, Tel.:905-77-8800, xt. 6332

Report Approval:

Submitted by: Kelvin Kwan, Commissioner of Planning and Regulatory Services

Approved by: Mary-Anne Dempster, Interim City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner and City Manager. Details of the reports approval are attached.

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Background:

The *Building Code Act, 1992*, assigns the responsibility for enforcement of the *Act* to Council. Section 3 of the *Act* requires Council to appoint a Chief Building Official and Section 7 authorizes Council to enact by-laws to prescribe classes of permits; providing for applications for permits and the applications to be accompanied by such plans, specification, documents and other information as prescribed; and, for the requiring the payment of fees.

Proposed Changes to the Building By-law

The principal changes to Building By-law No. 55-19, as amended, are to:

- facilitate the full implementation of electronic permit submissions (e-permitting) including electronic payments (entailing a 2.5% convenience charge for credit card transactions) and permit issuance;
- electronic record keeping; and,
- other minor housekeeping amendments including revisions to the Model Certification Fee (100% fee payment versus \$121.40 with the proposed fee to be a credit towards the subsequent formal permit application), and the deletion of certain Forms and Schedules that are obsolete.

Financial/Staffing/Other Implications:

The proposed changes will provide for customer convenience when fully implemented and with the future delivery of PRM, being the City's land development and land management application, significant date input efficiencies will be gained.

Relationship to the Strategic Plan:

The Building Division supports the Strategic Plan Goal of Stronger Connections in Richmond Hill by maintaining a Safe Community.

The implementation of an e-permitting system supports the Strategic Plan Goal of Wise Management of Resources by increasing remote access to services, and thus convenience; will lead to reductions in commuting by the public to City Hall; support remote work by City staff; facilitate a reduced office space footprint; and, will ultimately lead to a significant reduction of paper and ink use.

Conclusion:

The City of Richmond Hill continues to administer and enforce the *Building Code Act, 1992* and the Building Code in accordance with provincial legislation.

The implementation of e-permitting will provide an option to our customers that is currently not available.

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Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

- By-law No. 80-20, being a By-law to amend Building By-law No. 55-19, as amended.

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Report Approval Details

Document Title:	SRPRS.20.101.docx
Attachments:	- 80-20 Bldg BL Amendment.doc
Final Approval Date:	Jun 4, 2020

This report and all of its attachments were approved and signed as outlined below:

David Finbow - Jun 4, 2020 - 10:26 AM

Kelvin Kwan - Jun 4, 2020 - 10:33 AM

MaryAnne Dempster - Jun 4, 2020 - 2:27 PM