



Township of South Glengarry
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0
T: (613) 347-1166 | F: (613) 347-3411
www.southglengarry.com

Intention:

The Corporation of the Township of South Glengarry is considering adopting a new Building By-Law and fee schedules under Section 7 of the Building Code Act. The proposed Building By-Law and fee schedules will modify select existing fees and establish new fees to better reflect the cost associated with administering and enforcing the Act. Please refer to the attached proposed Building By-Law for details.

Estimate of costs:

In 2021, the total expense for the Building Department to administer and enforce the Building Code Act was \$500,425.83. The revenue for the year totalled \$452,283.23 resulting in a deficit of \$48,142.60. The estimated cost of administering and enforcing the Act for 2022 is \$500,000.00.

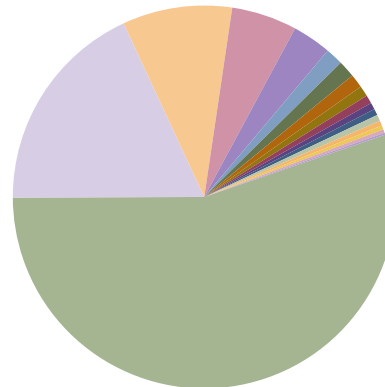
Rationale:

With a net deficit of \$48,142.60 to the Corporation of the Township of South Glengarry in 2021, the municipal tax base has had to subsidize building development in South Glengarry. The Building Department is not intended to operate in this manner, as taxpayers should not be subsidizing building development.

By establishing fees and performance deposits that better reflect the costs to administer and enforce the Building Code Act in the Township of South Glengarry, the proposed Building By-Law and fee schedules will allow the Building Department to reduce the deficit that they have been operating at for several years.

Building Department 2021 Expense Breakdown

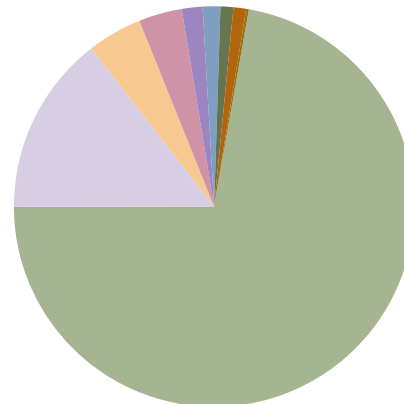
Total Cost of 2021:
\$500,425.83



■ Regular Salaries & Wages (55%) \$276385.75	■ Full-Time Benefits Expense (18%) \$90710.94
■ Septic System Consultant (9%) \$46333	■ Equipment Purchase/Software (6%) \$27658.34
■ Consultants & Special Projects (3%) \$16473.74	■ Vehicle & Travel Expense (1%) \$7393.36
■ Insurance (1%) \$7182.67	■ Civic Number Supplies (1%) \$5809.5
■ Transfer to Reserve (1%) \$4500	■ Sundry & Miscellaneous (1%) \$3560.81
■ Training & Development (1%) \$2842.2	■ Telephone, Internet, Alarm & Network (1%) \$2730.87
■ Supplies (1%) \$2667.52	■ Legal Fees (0.42%) \$2121.93
■ Memberships & Subscriptions (0.34%) \$1690.58	■ Advertising (0.3%) \$1505.38
■ Full-Time Overtime (0.17%) \$859.24	■ Other Payroll Payments & Bonuses (0%) \$0
■ Boot & Clothing Allowance (0%) \$0	■ Conferences (0%) \$0
■ Water Meters Supplies (0%) \$0	■ Capital Expenditures (0%) \$0

Building Department 2021 Revenue Breakdown

Total Revenue of 2021: \$452,283.23



■ Building Permit Fees (72.19%) \$326497.12	■ Septic System Fees (14.52%) \$65680
■ Transfer from Building Reserve (4.42%) \$20000	■ Glen Walter S/W Hook-up Permit (3.5%) \$15810
■ Sale of Civic Number Supplied (1.67%) \$7565	■ Compliance Letters Planning (1.43%) \$6455
■ Lancaster Sewers/Water Hook-Up Permit (1.04%) \$4701.11	■ Driveway Entrance Permits (1.02%) \$4600
■ Fines & Charges Bldg Dept (0.22%) \$975	■ Green Valley Sewers Hook-Up Permit (0%) \$0
■ Kennedy Water Hook-up Permit (0%) \$0	■ Line Fence Act Recovery (0%) \$0



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Amount of Fee Change & New Fees:

Building By-Law Fee Changes		
Permit Classification	Existing Fee	Proposed Fee
Residential Base Fee	\$150	\$250
Non-Residential Base Fee	\$150	\$250
Farm Base Fee	\$150	\$250
Class 2, 3, and 4 Sewage Systems	\$645	\$825
Class 5 Sewage Systems, Septic Tank Replacement, Septic Bed Replacement	\$325	\$500
Sewage System Re-inspections	\$170	\$175
Sewage System Inspection for Consent	\$170	\$250
Sewage System Permit Revision	\$70	\$110
Sewage System File Search	\$50	\$100
Swimming Pool Enclosure	\$100	\$150
Solid Fuel Burning Appliance	\$100	\$150
Moving Permit	\$100	\$250

New Building By-Law Fees	
Permit Classification	Fee
Signs	\$250
Tents	\$150
Public Pools	\$400
Sewage System Minor Repairs	\$200
Construction without a Building Permit	Two (2) times the permit fee (Permit Fee + \$5,000 Maximum)
Conditional/Partial Permit	25% surcharge for each request (\$150 Minimum - \$3000 Maximum)
Change of Use Permit (OBC Part 10)	\$250
Occupancy Permit Surcharge	\$500
Dormant Application Renewal	\$150
Permit Renewal	\$250
Permit Transfer	\$100
Agency Letter of Approval	\$100
Administrative Charge	+15% as required
Third Party Costs and/or Peer Review	Cost + 15% Administrative Charge
File Search/ Miscellaneous Charges	\$125 / Hr
Limiting Distance Agreement	\$200 per agreement, + any third party costs as may be required. Subject to Administrative Charges
Registration of Order on Title	\$250 +lawyer fees
Inspection Pertaining to a Confirmed Order	\$100 / Inspection
Township Undertakes to Complete the Work	Cost of the work performed + Administrative Charges (15%)



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PERFORMANCE DEPOSITS	
VALUE OF WORK	REFUNDABLE FEE
RESIDENTIAL (EXCEPT SEWAGE SYSTEMS)	
Value less than \$ 25,000.00	N/A
Value between \$ 25,000.00 and \$99,999.99	\$ 500.00
Value between \$ 100,000.00 to \$ 299,999.99	\$ 2,000.00
Value between \$ 300,000.00 to \$ 499, 999.99	\$ 3,000.00
Value equal to or over \$500,000.00	\$ 4,000.00
NON-RESIDENTIAL (EXCEPT SEWAGE SYSTEMS & FARM STRUCTURES)	
Value less than \$ 50,000.00	N/A
Value between \$ 50,000.00 and \$ 299,999.99	\$2,000.00
Value between \$ 300,000.00 and \$ 999,999.99	\$5,000.00
Value equal to or over \$1,000,000.00	\$ 8,000.00