



## The Corporation of the District of Saanich

# Report

**To:** Mayor and Council

**From:** Harley Machielse, Program Director, Permit and Application Modernization

**Date:** November 18, 2024

**Subject:** Building Bylaw Amendment, No. 10118

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### RECOMMENDATIONS

That Council give three readings to the Building Bylaw, 2019, Amendment Bylaw, 2024, No. 10118.

### PURPOSE

The purpose of this report is to recommend to Council an amendment to the Building Bylaw that consolidates the plumbing fees in Schedule A.

### DISCUSSION

The Permit and Modernization (PAM) Program is undertaking significant changes to the District's permitting process that improves customer service, promotes internal collaboration, streamlines processes, and digitizes the permitting process. As part of these modernization efforts, the plumbing fees were reviewed and found to be unnecessarily complex and inconsistent with current practice. The current Building Bylaw uses a detailed breakdown of 20 separate fees to identify different plumbing fixtures, connections and building features.

In discussions with staff and review of municipal best practices, it was determined that the current fee breakdown increased the complexity of fee calculations and didn't provide added value. By consolidating the fees, the PAM team can develop a more efficient building permit application process that reduces the administrative burden, for both the applicant and staff, in calculating the permit fees.

The proposed bylaw provides the following consolidation:

- Plumbing Fixture fees - six (6) fees into one (1)
- Sewer Connection fees – ten (10) fees into one (1)
- Irrigation Systems fees - two (2) fees into one (1)
- Fire Protection Equipment fees – three (3) fees into two (2)

### COUNCIL OPTIONS

1. That Council approve the recommendation as outlined in the staff report.
2. That Council provide alternate direction to Staff.

## **FINANCIAL IMPLICATIONS**

The intent of the bylaw change is to consolidate the fees. While some of the fees have been adjusted slightly for the purpose of consolidation, they aren't anticipated to be a material change to a typical building and plumbing permit.

## **STRATEGIC PLAN IMPLICATIONS**

This initiative aligns closely with Council Strategic Plan goals of Organizational Excellence:

- We base financial decision on predictability, consistency, prudence and long-term sustainability.
- We ensure continuous improvement to support robust and modern internal processes.

## **CONCLUSION**

The Permit and Modernization Program's efforts to streamline the District's permitting process have identified an improvement in the structure of plumbing permit fees. The review highlighted that the existing detailed breakdown of fees added complexity without substantial value. By consolidating various categories into fewer, simplified fee structures, the proposed bylaw aims to enhance efficiency, reduce administrative workload, and improve customer service. These changes will facilitate a more seamless permit application process that benefits both applicants and staff, aligning with best practices and modernizing the District's approach to permitting.

Approved by: Harley Machielse, Program Director, Permit and Application Modernization

Attachments: Building Bylaw, 2019, Amendment Bylaw, 2024, No. 10118.

## **ADMINISTRATOR'S COMMENTS:**

I endorse the recommendation from the Program Director, Permit and Application Modernization.

Brent Reems, Chief Administrative Officer