

Staff Report



Development Services Department

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REPORT TO: Special Council

DATE OF MEETING: April 24, 2025

SUBMITTED BY: Mike Seiling, Director of Building 519-783-8252

PREPARED BY: Mike Seiling, Director of Building 519-783-8252

WARD(S) INVOLVED: Ward(s)

DATE OF REPORT: April 17, 2025

REPORT NO.: DSD-2025-201

SUBJECT: Building Code Services

RECOMMENDATION:

That the CAO, or the General Manager of Development Services be authorized to execute agreements with municipalities in Ontario requiring the provision of Building Code Act related services under the Building Code Act, 1992 for a limited period of time provided Kitchener's Chief Building Official determines that Kitchener has the capacity to provide such services; said agreements to be to the satisfaction of the City Solicitor.

REPORT HIGHLIGHTS:

- The purpose of this report is to inform Council on the opportunity to provide Building Enterprise services including plan review to other municipalities.
- The key finding of this report is to offer Building Code Act services beyond City of Kitchener when another municipality is experiencing staff resource issues or high levels of permit activity.
- The financial implications for the Building Enterprise will be increased revenue when Enterprise resources are offered to support another municipality.
- Community engagement included posting on the City website and a future Kitchener Development Liaison Committee meeting.
- This report supports the delivery of core services.

BACKGROUND:

In 2001, the City of Kitchener Building Division offered staff resources to an adjacent municipality because of lack of staff resources for approximately a one-year period. Recently, another municipality contacted the City of Kitchener to seek assistance as they are presently experiencing staff resource issues.

REPORT:

*** This information is available in accessible formats upon request. ***
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

Under the Building Code Act, 1992 (the "Act"), municipalities may enter into agreements with each other to provide for administration and enforcement of the Act, recovery of associated costs and the appointment of a Chief Building official and inspectors.

The Building Enterprise is open to helping another municipality as short-term solution and to support Building Code safety. When the Building Enterprise offers resource support to another municipality, the Building Enterprise will be reimbursed financially for the services provided i.e. plan review and/or building inspections. The approval is not intended to be a long-term solution for other municipalities and will be offered when the Kitchener Building Enterprise has resource capacity.

Should Council endorse the staff recommendation, the Building Enterprise will continue to operate as normal and will enter into an agreement to provide Building Code enforcement resources to help another municipality for a limited time period. Rather than request Council support each time a new request is made to the Building Enterprise, this report is seeking Council support on all future and similar requests for the Building Enterprise to help another municipality. Staff will inform Council when these requests arise.

If Council does not support this report, the Building Enterprise will continue to focus on Kitchener development projects and will advise the municipality who requested help that the City of Kitchener is not able to assist at this time.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core service.

FINANCIAL IMPLICATIONS:

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation will have a positive impact on the Operating Budget as the Building Enterprise will be reimbursed when providing resources to another municipality.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City's website with the agenda in advance of the council / committee meeting.

INFORM – At the next scheduled Waterloo Region Home Builders' Association, Kitchener Development Liaison Committee (KDLC) meeting, Building staff will share this information. The next scheduled KDLC meeting is April 25, 2025.

PREVIOUS REPORTS/AUTHORITIES:

There is a previous report and authority related to this matter.

- [BPS-01-058](#) Council Report (dated April 17, 2001)
- *Building Code Act*

APPROVED BY: Justin Readman, General Manager, Development Services

ATTACHMENTS: N/A