



Corporation of the Municipality of Thames Centre

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January 22, 2021

RE: Thames Centre Building Services Fee Study Quotation 2021

The Building Services Division of the Municipality of Thames Centre, is seeking quotes to review and update the current cost recovery fee study and current building permit fees as per the Ontario Building Code Act (BCA).

Since the BCA was updated to regulate that the building permit fees levied from the residents of their respective municipalities, Thames Centre Building Division has been operating on a cost recover basis. In 2005 a Building Permit Fee Review study was conducted by Tunnock Consulting Ltd. and was introduced into the Thames Centre Building By-law. Minor updates have been made to the building permit fees and the building bylaw since 2006, however recent changes to the department and the recently added development to the Municipality has our Building Permit Fees requiring review.

To preserve our current procedure and compliance with the BCA, the Building Services Division is requesting quotes to update the existing fee study or provide a new fee study for public consultation based on the following information, but not limited to:

- Direct and Indirect costs for the administration and enforcement of the BCA,
- Addition of existing staff not included in the current study,
- Provisions for future staff, including an inspector,
- Additional charges for inspections over a maximum number in a stage of construction, and
- Cost of living or construction indexing of the fees on an annual or semiannual basis to maintain cost recover.

We hope to engage and move forward with a mandatory public meeting in the summer months and wish to grant this quotation by March 11th 2021. Please provide your quote with a work plan including projected timelines, and examples of experience for building fee studies that your firm has been engaged with, by February 24th 2021 to Chief Building Official Aaron Stewardson. Email or hard copy submissions are acceptable.

If any inquiries arise during the quotation period, please do not hesitate to contact the Chief Building Official.

Thanks

Aaron Stewardson CBCO
Chief Building Official / Bylaw Enforcement officer
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