

## VEHICLE REQUEST FORM

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**DATE OF REQUEST:** 2025  
**CLASSIFICATION:** Hybrid, AWD SUV  
**DIVISION:** Building Division  
**DEPARTMENT:** Development Services  
**LOCATION:** Administration Office

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### **General Purpose:**

To justify the purchase of two Building Department vehicles as part of a capital item within the proposed 2025 Building Department Budget.

### **Background:**

The Building Department has an obligation under the Building Code Act (B.C.A.) and The Ontario Building Code (O.B.C.) to conduct inspections for issued building permits. Each issued building permit contains a variety of prescribed inspections, required to be inspected at each stage of work. For example, a typical building permit for a single-family house contains approximately ten separate inspections from beginning to end of construction. Larger commercial and industrial buildings can require more inspections. The Building Department also conducts inspections of projects that do not have building permits, for the purpose of enforcement under the B.C.A. Typical examples of these inspections include those that have started construction without a building permit, where orders under the B.C.A. may need to be issued.

The Building Department has three dedicated inspectors with the Chief Building Official (C.B.O) to assist with overflow. During the Department's busiest times with an influx of permits, it is likely that all three inspectors, with the C.B.O. being the fourth, will be travelling for inspections.

Historically, the Building Department has operated with staff driving their personal vehicles to both prescribed inspections and to conduct enforcement. The Township has been paying staff at a rate of \$0.55 per kilometer as compensation of fuel and vehicle wear. Staff record their milage and submit their expense sheets for approval.

The chart below shows the historical Building Department operations in permit volume, milage, and costs for the last 5 years as it relates to personal vehicles being operated for inspections and enforcement:

Year	# - Permits	# of Inspections	Actual Mileage Cost (.55/km)	Actual Mileage (km)
2019	801	4,103	\$14,294	25,989
2020	662	4,314	\$15,850	28,818
2021	732	3,820	\$14,180	25,782
2022	633	4,460	\$16,412	29,840
2023	558	2,269	\$ 15,852	28,822
<b>AVERAGES:</b>	677	3,793	\$15,318	27,850

*Note: Data taken from Building Department Software and Finance Department.*

**Justification:**

There are several important qualitative reasons why the Building Department is proposing vehicles. These rationales include but are not limited to the following:

**Safety of Staff:**

The Ministry of Municipal Affairs and Housing deem inspectors enforcing the Building Code Act as Provincial Offences Officers. There are times where a routine inspection for a Building Permit may become a volatile. When inspectors “fail” inspections or enforce costly requirements from the O.B.C. onto an owner, confrontation can occur. In addition to routine inspections, there are many times where inspectors visit properties for the purposes of enforcement. In these situations, an inspector is automatically placed in a position where confrontation is anticipated, as illegal building has occurred and must be enforced through the B.C.A. When staff use their own vehicle, they invite their personal life onto a construction site; Damage to vehicles can occur and personal information may be obtained through license plates, breaching the privacy of staff information and addresses. The use of a Township vehicle allows a buffer between work and personal life and further mitigates the risk of personal property being damaged and personal information being obtained.

**Recruitment and Retention of Staff:**

The Township of Woolwich Building Department predominantly recruits new building officials from local municipalities within The Region of Waterloo and The County of Wellington. It is common within our area that building officials migrate between Building Departments, as there is a small supply of qualified individuals. Within The Region of Waterloo and The County of Wellington, no other Building Department requires their staff to use personal vehicles for routine inspections and enforcement. This places The Township at a strong recruitment disadvantage as personal vehicles are not always equipped to drive on rough construction terrain.

**Efficiency in Delivering Customer Service:**

Using unmarked vehicles for routine inspections contributes to a lack of communication on a construction site; it is difficult for customers with scheduled inspections to know that the inspector has arrived. Often, inspectors go unnoticed when attending a site while customers are looking out for the inspector to be present. This commonly occurs within new subdivisions, where site supervisors are occupied with other trades, but keeping an

“eye out” for the inspector’s vehicle. With an unmarked vehicle, the inspector often gets missed and the site supervisor misses the opportunity to be present during the inspection. This means that site supervisors must wait for their report instead of knowing the results immediately with the inspector during the inspection. Site supervisors also miss the opportunity to discuss the inspection or ask questions to prepare for future inspections.

Dedicated Building Department vehicles will always contain the tools to conduct inspections. Inspectors require specific safety equipment, electronic devices, and supplies to carry out their daily tasks, which are typically stored in personal vehicles. There are situations when staff must use alternate vehicles (family, rentals) which are not equipped with the tools for successful inspections. Inspection tool kits will be created with the intent that these kits always remain in the Township vehicles for daily use.

Personal vehicle maintenance causes disruption when booking inspectors. Routine or unexpected vehicle repairs mean inspectors are unable to use their personal vehicles for a period of time. They may utilize family member’s or rental vehicles to arrive at the office, however they do not feel comfortable taking these vehicles on inspections. With a dedicated Building Department fleet, the maintenance of vehicles can be managed on a schedule that does not disturb daily operations.

#### Providing a Presence within our Community:

Currently, there is no Township Building Department presence within the community when conducting inspections or enforcement, as the Building Department has no marked vehicles. When Building staff respond to complaints, community members look for enforcement of illegal activity within their neighbourhood. Staff have experienced situations where community members have placed multiple complaints because they have not seen a response; however, an enforcement visit has already been conducted. With marked vehicles, the community sees a presence by the Building Department and feel their concerns are heard.

#### Financial Implications:

The Building Department is self-funded through building permit revenue and no taxation is used to fund this department. The purchases of any proposed vehicles will be funded through the Building Department reserve fund. Currently, the Building Department reserve fund is healthy and can support this proposal. Although the Building Department is looking to draw from its reserves to cover operating costs for the 2024 fiscal year, the Building Department is expected to make a substantial contribution to its reserves in 2025, as per the 2025 proposed operating budget.

The Building Department is proposing to start a vehicle fleet in 2025 with 2 vehicles at a proposed cost of \$100,000 (\$50,000 per vehicle). The needs of the department are between 3 and 4 vehicles; however, it would be financially irresponsible for the department to propose and purchase all vehicles in one year. Spreading out the purchase of vehicles is important, as vehicle replacement policies are typically between 8 and 10 years or 180,000 kilometers (whichever is reached first). Purchasing all vehicles in the same fiscal year results in simultaneous future replacements, placing financial strain on the Building Department.

By proposing two initial vehicles, the future needs of the Building Department can be evaluated while managing the operating budget. With the proposed purchase of two

vehicles, the Building Department saves approximately \$8000 over a period of 10 years compared to solely paying staff mileage (see “attachment #1”). To save costs on paying out mileage, the proposed two vehicles will always be a priority for use for inspections and enforcement.

**Attachments:**

1. Estimated Cost of Vehicle Replacement on a 10-year cycle
2. Letter from Ministry of Municipal Affairs and Housing (MMAH) – Inspectors designated as Provincial Offences Officers.

Attachment #1: Estimated Cost of Vehicle Replacement on a 10-year Cycle:

**Vehicle Replacement of 10 year cycle with 2 vehcile fleet**

<b>ESTIMATED COST</b>	
<b><u>Total Cost with Mileage at the current CRA rate for 10 years:</u></b>	
<b>\$0.64/km</b>	
28,000 km (yearly average milage) x \$0.64/km =	<b>\$178,241.16</b>
<i>*The yearly average milage for the last 5 years is about 28,000 km.</i>	
<b><u>Total Cost of 2 Vehicles in 10 years:</u></b>	
Upfront Cost (\$50,000 x 2) =	\$100,000.00
Milage Budget 2025 of \$3500 x10 years (may still need a milage budget for contingency) =	\$35,000.00
Total 10-year cost on maintenance and fuel at \$4,500 per year =	\$45,000.00
	<u>\$180,000.00</u>
Salvage value after 10-year cycle (\$5000 x2 vehicles)	<u>\$10,000.00</u>
<b>TOTAL COST FOR TWO VEHICLES OVER 10 YEARS</b>	<b>\$170,000.00</b>
<b><u>Building Department Savings in 10-year cycle:</u></b>	
Building Department Cost at CRA milage rate:	<b>\$178,241.16</b>
Building Department Cost with 2 vehicle fleet:	<b>\$170,000.00</b>
<b>Building Department Savings over 10-years:</b>	<b>\$8,241.16</b>

## LETTER FROM THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

Ministry of  
Municipal Affairs  
and Housing

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777 Bay Street  
Toronto ON M5G 2E5  
(416) 585-7000

Ministère des  
Affaires municipales  
et du Logement


Bureau du ministre  
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Toronto ON M5G 2E5  
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Pursuant to section 1(3) of the *Provincial Offences Act*, I hereby designate all persons who are employed by:

- a city, town, village, township, county, board of health or conservation authority,
- a county, district or regional municipality deemed to be a county for the purposes of the *Building Code Act, 1992*, or
- a regional municipality deemed to be a municipality for the purposes of the *Building Code Act, 1992*,

whose duties include the enforcement of the *Building Code Act, 1992* and the regulations and by-laws thereunder, as provincial offences officers for the purposes of all offences under the *Building Code Act, 1992* and the regulations thereunder.

  
Minister of Municipal Affairs and Housing

Dated at Toronto this 18<sup>th</sup> day of August, 1999.