



## Administration and Operations Committee Report

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**To:** To the Chair and Members of the Administration and Operations Committee  
**From:** Richard Weidhaas, Chief Building Official  
**Date:** February 4, 2026  
**Report #** RPT- 0007 - 26  
**Subject:** Building By-law 4-22 Housekeeping Update  
**Purpose:** For Approval

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### Recommendation

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That RPT-0007-26 Building By-law 4-22 Update be approved; and

That an amending by-law for by-law 4-22, the Building By-law, be prepared and presented for Council's consideration and approval.

### Strategic Plan Priority

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6. Stable and Responsive Governance

### Impacts and Mitigation

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#### Social Impacts

There are no social impacts resulting from the recommendations of this report.

#### Environmental Impacts

There are no environmental impacts resulting from the recommendations of this report.

#### Economic Impacts

There are no economic impacts resulting from the recommendations of this report.

### Report

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#### Background

Section 7 of the *Building Code Act, 1992*, authorizes Council of a municipality to pass by laws concerning the issuance of permits and related matters. Changes are required, from time to time, due to changes to the Building Code Act and the Ontario Building Code, and as business practices change.

The current Building By-law is By-law 4-22 and came into effect January 18, 2022.

The Building Division completed a review of the current bylaw and has recommended minor housekeeping and administrative changes to provide clearer language in the permit process.

### Analysis

The following two changes are recommended by staff to provide clarity and to improve the functionality of the by-law.

#### 1. Refunds

Updated by increasing the amount of the refund to the applicant where a permit application is cancelled or an issued permit is revoked prior to starting any construction.

#### 2. Revoked Permits

Added that a refund will be completed for revoked permits where the permit was revoked as per the Building Code Act due to either;

- i) after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the chief building official, been seriously commenced; or
- ii) the construction or demolition of the building is, in the opinion of the chief building official, substantially suspended or discontinued for a period of more than one year;

### Summary and Recommendations

Staff are recommending a minor housekeeping amendment to the building by-law which will update Building processes and regulations in the County of Brant as appropriate.

### **Attachments**

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1. Attachment 1- Building Bylaw 4-22 with all tracked changes for consideration for an amended bylaw.

### **Reviewed By**

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Alysha Dyjach, General Manager of Development Services

**Copied To**

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N/A

**By-law and/or Agreement**

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If so, it should be referenced in the recommendation section.

By-law required (Yes)

Agreement(s) or other documents to be signed by Mayor and /or Clerk (No)