

### 3.4 Statistical Reports

One requirement that you will quickly become aware of is the need to submit a monthly summary of building permit activity to selected agencies such as Statistics Canada, CMHC and the Regional Assessment Office for the Ontario Ministry of Revenue. Council may also request or you may consider it advisable to prepare monthly or quarterly reports to keep them in touch with what development is occurring in the community. If you are processing only a handful of permits each month, it may be quite simple to fill out these reports. However, if a larger number of permits are being processed, you may wish to record the number of permits issued on a daily or weekly basis on the report form or by using the logbook format shown in **Figure 12** above. Permit software programs such as AMANDA and City View usually have reporting features for standard reporting or can be custom tailored to your specific needs.

### 3.5 Confidentiality of Building Records

As a new CBO, you may wonder whether and which building records should be kept confidential. This question may arise when a neighbour, a building supply dealer or a competing builder phones and asks for information or wishes to see the building plans for the property next door.

A cautious approach is advisable. Essentially all information collected is subject to the Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act,

Information that is contained within the monthly statistical report is generally considered as public information i.e.,

- the name of the owner/builder, date of permit and what the permit was for.

All other information should be regarded as confidential, particularly, the results of any tests on building materials you may request (i.e. the bearing strength of cement).

You may wish to discuss with your Council their feelings on the disclosure of information and to draft a policy to help you in responding to requests.

A sample policy might read;

1. Information which may be released to the public by the building official shall include;
  - a) the name of the owner/builder, date of permit and what the permit was for.
  - b) statistical information in the form of an office statistical report prepared as public information.