



EAST ZORRA-TAVISTOCK

To: His Worship the Mayor and Members of Council
From: John Scherer
Building, Development and Drainage Manager, CBO
Report Number: CBO-2025-01
Subject: Building Permit Fees and Building Bylaw Review
Meeting Date: February 5, 2025

Recommendation:

THAT Report CBO-2025-01 be accepted as information,

AND THAT Council direct staff to hold a public meeting regarding building permit fees as required by 7(6) of the Building Code Act.

Report:

Background

With the recent staffing changes within the Township Building Department and the implementation of the new Ontario Building Code, staff have reviewed the Building Bylaw and applicable fees for Building Permits and deem it necessary to update the document.

7(1) of the Building Code Act allows a municipality to establish and maintain a 'Building Bylaw' and the requirements to amend building permit fees is covered in Division C – Part 1 of the Ontario Building Code. To amend building permit fees, a public meeting, with a minimum of 21 days' notice, is required to be held by the municipality.

Discussion/Information

There are a couple of minor changes to the Township Building By-law being proposed. The reasoning is also included and is italicized.

1. Section 16.6 – Revise the automatic fee increase to take place on January 1 of each year.

This allows for easier budgeting and lines up with the Townships fiscal year.

2. Section 23.4.4 – Revise to only say via ‘Permit Application Software’ and not a specific program.

This will allow the Township to change permitting software and not need to update the bylaw when doing so.

3. Update Schedule ‘I’ and remove the specific applications for permits regarding Innerkip Water and Sanitary connections.

This is an old form from when Innerkip was being serviced. All permit applications are required to be completed using the standard form authorized by the Ministry of Municipal Affairs and Housing.

As part of updating the Township Building By-law to reflect the automatic January 1 increase, staff have taken the opportunity to review the current Building Permit Fees. While the typical fee increased approximately 5%, the fees highlighted in yellow (see attachment ‘A’) on the Proposed Building Permit Fees sheet indicate a larger increase. The larger than average increases are a direct result of the additional time required to complete the scope of work.

Financial Implications:

While the increase in permit fees will bring the department closer to full cost recovery, it will not be achieved from this review and would require a larger increase (30% - 40%) to permit fees or a further reduction in the operating budget.

Strategic Plan Linkage:

- Financial Sustainability
- Good Governance
- Infrastructure
- Service Delivery
- Community Vitality
- Environmental Awareness

Attachments:

- Attachment ‘A’ - Permit Fees

Report Approval Details

Document Title:	Building Permit Fees and Building Bylaw Review.docx
Attachments:	- Permit Fees Appx A.pdf
Final Approval Date:	Jan 30, 2025

This report and all of its attachments were approved and signed as outlined below:

Karen DePrest