



To: His Worship the Mayor and Members of Council

From: John Scherer
Building, Development and Drainage Manager, CBO

Report Number: CBO-2025-03

Subject: Building Department Year End Review

Meeting Date: April 16, 2025

Recommendation:

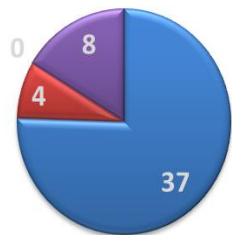
THAT Report CBO-2025-03, the 2024 Building Department Year End Review, required to be prepared under Section 7(4) of the Ontario Building Code be accepted as information.

Report:

Section 7(4) of the Ontario Building Code Act requires that an annual report be prepared and presented to Council on building permit fees collected and the cost to run the department.

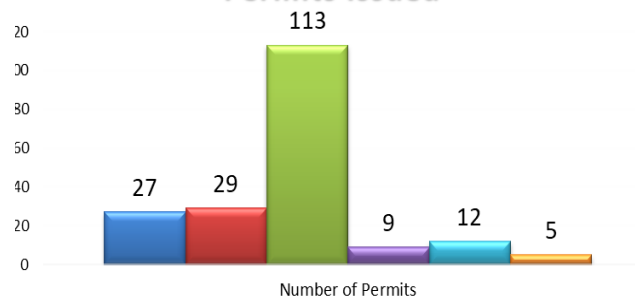
The total fees collected in **2024** were **\$336,168.70**. The total number of permits issued was **195**, with an estimated construction value of **\$54,790,338.38**.

Residential Units Created



■ Single Detached ■ Semi ■ Townshouse Units ■ Apts/ARU

Permits Issued



■ Agricultural ■ ICI ■ Residential ■ Pool ■ Septic ■ Demolition

In 2024, 49 residential unit permits were issued. Breakdown above.

Revenue	
Permit Fees	\$ 294,710.28
Admin Fees	\$ 36,443.55
Misc Revenue	\$ 1,050.87
Zoning Orders	\$ 3,964.00
Total Revenue	\$ 336,168.70
Expenditures	
Staffing Costs	\$ 351,010.15
Health & Safety	\$ 140.79
Admin Items	\$ 295.83
Staff Development	\$ 4,829.69
Professional Services	\$ 29,100.14
Insurance	\$ 20,438.11
Communications/Tech	\$ 14,534.79
Vehicles (3 Total)	\$ 8,732.18
Trans to Reserves	\$ 45,412.00
Total Expenditure	\$ 474,493.68
Net Revenue	-\$ 138,324.98
Revenue as % of Expenditure	71%

As outlined in this report, the Township has recovered approximately **71%** of the expenses to operate the building department in 2024. As required by Section 7(2) of the Ontario Building Code, the Building Department's fees have NOT exceeded the anticipated reasonable cost of administration and enforcement of the Ontario Building Code Act. No transfer is required. The reserve fund is still existent, and the fund is to only be used as part of the enforcement of the Building Code Act.

Financial Implications:

The Building Department is undergoing a full review to help offset future deficits.

Strategic Plan Linkage:

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

Attachments:

None

Report Approval Details

Document Title:	Building Department Year End 2024.docx
Attachments:	
Final Approval Date:	Mar 24, 2025

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

Karen DePrest