



PLANNING & DEVELOPMENT REPORT

To: Council

Meeting Date: August 27, 2024

Prepared by: Darryl Denny
Chief Building Official

Date Prepared: August 21, 2024

Subject: 2023 Report on Fees – Building Department

Recommendation:

That the Council of the Township of Wellesley receive this report for information.

Summary:

In accordance with subsection 7(4) of the Building Code Act S.O. 1992, c23 as amended, the municipality is required to prepare a report on the permit fees received and the direct and indirect costs to administer and enforce the Building Code Act in its area of jurisdiction.

This requirement came out of O.Reg 305/03 (formerly known as Bill 124) to provide transparency to the public on the service costs in relation to the amount of fees being received. An annual report is prepared and available to the public as required by the regulation.

The regulations specify that the report shall break down the total costs into direct costs (i.e. operational expenses) and indirect costs (i.e. support costs including overhead, other departmental costs and municipal administration apportioned to the division). The report is also required to identify the revenues received through permit fees (building and septic) and the amount of any reserve fund. Such reserve funds are traditionally established to offset future revenue shortfalls attributable to seasonal or economic variations in the building industry.

Also, as per the legislation, the municipality is required to prepare the report and give notice to persons or organizations that have indicated that they wish to be notified of the information, and have provided an address for the notice to be sent. To date, no such requests for notification have been made. More commonly this request would be received from developers or large volume builders.

Report:
Township of Wellesley Building Department 2023 Annual Financial Report

1.	Total Building Permit fees received:	\$ 486,244.84
2.	Total costs to deliver services related to the administration and enforcement of the Building Code:	\$ 490,084.00
	a) Total Direct Costs to administer and enforce the Building Code Act including the review of applications for permits and inspection of buildings:	\$ 398,315.00
	b) Total Indirect Costs of administration and enforcement of the Building Code Act including support and overhead costs:	\$ 91,769.00
3.	Amount of Transfer to/(from) Reserve Fund established to administer and enforce the Building Code Act:	\$ (2,098.00)
4.	Balance of Reserve Fund as of December 31, 2023	\$ 777,792.60

Township Strategic Plan:

This report aligns with the initiative of Customer Service with the strategic goal of ensuring quality and accountability in providing effective and efficient customer services that match or exceed expectations and directly relates to the strategic objective of effectively communicating to our residents on the services provided and their related costs

Financial Implications:

None

Other Department / Agency Comments:

This report was completed in conjunction with the Finance Department.

Legal Considerations:

None

Attachment(s):

None

Approved By:

Rik Louwagie, Chief Administrative Officer