



MANAGEMENT REPORT

Date: December 16, 2024
To: Mayor and Council
From: Connor Occleston, Deputy Chief Building Official
Report Number: COU24-155
Attachments: Draft Schedule "A" to By-law 112-2005

Title: Proposed Amendment to Building By-law 112-2005, including Fee Schedule 'A'

Objective: To have a Public Meeting to hear from members of the public regarding a proposed building permit fee increase on all permit fees with an effective date for new fees of February 1, 2025.

Background: This is in accordance with clause 7(1)(c) of the Ontario Building Code Act S.O. 1992, c23 as amended. Notice of the Public Meeting regarding the review of potential changes to the Building By-law fees as noted in Schedule 'A' of Building By-law 112-2005.

Analysis: The Building Code Act requires that Municipalities recover the reasonable costs of enforcing and administering the Ontario Building Code through the charging of fees. Both the direct and indirect costs are eligible. To manage fluctuations in building activity, the Act allows for reserve funds. The fees are contained within Schedule 'A' of City of Stratford Building By-law 112-2005. The last Building permit fee review and increase within the City took place in 2023.

Staff are recommending a fee structure designed to recoup the increasing operational costs and to continue to rebuild the depleted reserve fund to a point which will meet the target of 100% of the annual operating costs.

In general, all staffing related costs have gone up in the past two years. The proposed fee structure would see an increase in permit fees of 5%. As an example of this increase for a Single Detached dwelling, the fee will go from \$1.40 per square foot to \$1.47 per square foot. The increase in a building permit for a 1,500 square foot bungalow with an unfinished basement and an attached garage would be an additional \$105.00 in permit fees (from \$2,100 to \$2,205).

Clarifications were also provided in Schedule "A" for permit classification the City is experiencing greater volumes in, this includes the distinction of detached additional residential units and those located within the primary dwelling unit. Additionally the City has added minimum permit fees where the previous cost per square foot was not attributing to the cost recovery structure the department has implemented.

Following the Public Meeting, staff will prepare a report for Council's consideration regarding revised fees for 2025.

Financial Implications:

Financial impact to current year operating budget:

Approval of the recommendation as outlined in this report will have no impact on the 2024 budget.

Financial impact on future year operating budget:

Building Permit fees are intended to pay for all direct and indirect costs related to the delivery of building permit services.

Alignment with Strategic Priorities:

Intentionally Change to Support the Future

The proposed update to our permit fees will help our department to operate on a cost recovery structure and build reserves for future assets and operation costs.

Alignment with One Planet Principles:

Not applicable: Updating fee schedule "A" for cost recovery of departmental services.

Staff Recommendation: THAT Council hear all interested persons with respect to the proposed amendment to Building By-law 112-2005, as amended, to increase permit fees for all types of building permits effective February 1, 2025.

Prepared by: Connor Occleston, Deputy CBO
Recommended by: Adam Betteridge, MPA, MCIP, RPP, Director of Building and Planning
Joan Thomson, Chief Administrative Officer