

## Report to Council

**Report Title:** 2024 Building Permit Fee Annual Report  
**Prepared By:** Trish Serratore, Chief Financial Officer  
**Department:** Finance  
**Date:** February 11, 2025  
**Report Number:** FIN2025-02                      **File Number:** C11FIN, P10

### **Attachments:**

---

### **Recommendation:**

That the Council of the Municipality of Brockton hereby accepts Report Number FIN2025-02 – 2024 Building Permit Fee Annual Report, prepared by Trish Serratore, Chief Financial Officer for information purposes.

### **Report:**

#### **Background:**

Section 7(4) of the Ontario Building Code Act requires municipalities to publish an Annual Report on Fees to illustrate that building permit fees collected do not exceed the anticipated reasonable expenditures to administer and enforce the Ontario Building Code.

Furthermore, Section 7(2) Fees - The Building Code Act provides for the establishment of reserve funds to ensure municipalities are able to fulfill the legislative mandate despite downturns in construction activity, to cover capital investments (growth vehicles, computers and software development, etc.) and other costs associated with the building department such as insurance claim deductibles, legal and special costs involved in appeals and lawsuits.

Each year Council authorizes the transfer of any year-end surplus or deficit from the Building Reserve.

#### **Analysis:**

The Building Rate Stabilization Reserve will be used to administer and enforce the Building Code Act, and to fund expenditures related to the enforcement of the Building Code Act, to cover capital investments for the department, and other costs associated with the building department such as departmental deficit, insurance claim deductibles, legal, and special costs involved in appeals and lawsuits.

The reserve fund can be used to offset lean years, implement service enhancements and cover unexpected expenses related to the administration and enforcement of the Building Code Act.

**Building Department  
Statement of Activity  
For the Period Ending December 31st, 2024**

	<b>2024</b>	<b>2023</b>
<b>Building and Septic Permit Fees</b>	257,883.27	351,789.46
Less: Expenses	323,228.58	272,909.44
<b>Transfer to Building Stabilization Reserve Fund</b>	<u><b>\$ (65,345.31)</b></u>	<u><b>\$ 78,880.02</b></u>
 <b>Building Stabiliation Reserve Fund</b>		
Opening Balance	721,689.07	
Plus: Current year-end transfer	(95,434.22)	
Interest	36,626.23	
<b>Ending Balance</b>	<u><b>\$ 662,881.08</b></u>	

**Strategic Action Plan Checklist:**

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision Yes
- Recommendations contribute to achieving Heritage, Culture, and Community N/A
- Recommendations contribute to achieving Quality of Life N/A
- Recommendations contribute to achieving Land Use Planning and the Natural Environment Yes
- Recommendations contribute to achieving Economic Development Yes
- Recommendations contribute to achieving Municipal Governance Yes

**Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

**Respectfully Submitted by:**



Trish Serratore, Chief Financial Officer

**Reviewed By:**



Sonya Watson, Chief Administrative Officer