

Report to Council

Report Title:	Building Department Fee Review 2026		
Prepared By:	Dominic Paquette, Acting Chief Building Official and Zoning Administrator		
Department:	Building		
Date:	October 14, 2025		
Report Number:	BLDG2025-09	File Number:	C11BU
Attachments:	Municipality of Brockton Building Permit Fees Review, Clause 7 BCA, Section 1.9 Division C of OBC		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number BLDG2025-09 – Building Department Fee Review 2026, prepared by Dominic Paquette, Acting Chief Building Official and Zoning Administrator and in doing so approves a By-Law coming forward to accept the Municipality of Brockton Building Permit Fee Review, prepared by B.M. Ross and Associates Limited to propose the increases to the farm building fees (livestock and non-livestock) and the commercial/industrial and institutional fees and introduction of the solar panel fees, with a public meeting to consider the building permit fees proposed to be increased scheduled on November 25, 2025.

Report:

Background:

The goal for Brockton’s Building Department Fees is to recover costs incurred by the department through administration and enforcement of the Building Code Act. This is not to be a fee system that generates a surplus of funds as outlined in clause 7(2) of the Building Code Act. It is hard to accurately and consistently predict costs and revenue from year to year as we have no control over the volume of building permits issued within the municipality. This typically results in some years with a surplus and some years in a deficit.

The Municipality of Brockton has undertaken a review of Building Permit Fees for three reasons: first, as part of Brockton’s Housing Action Plan under the Housing Accelerator Fund second, because the fees had not been reviewed or amended since 2019 and third, because reserve funds were being used to fund operations in recent years.

B.M. Ross and Associates Ltd. was hired to undertake a comprehensive review of Brockton’s Building Permit Fees as part of our Initiative to review fees and charges related to building and development. The Review from B.M. Ross has been attached to this report.

Analysis:

The report completed by B.M. Ross provides a comprehensive review of Brockton's Building Department fees and potential revenue forecasted over the next 4 years, with multiple scenarios to help illustrate possible outcomes. The report also provides a comparison of the neighbouring municipalities building permit fees.

Over the past five (5) years, there have been significant external factors that have likely impacted building permits, such as the pandemic and associated inflationary and material pressures, and higher interest rates. More specifically over the past year, some of the slower residential rates have resulted from the build out of major subdivisions (such as Walker West) and Walkerton's urban boundary constraints leaving limited land to advance further residential construction projects. As Brockton has proactively incorporated more lands into the urban boundary and is developing lands adjacent to the Bruce Power Regional Soccer Field, there is the potential for permit numbers to increase.

As the County of Bruce and Brockton continue to phase in development charges, I recommend that Brockton's Council accepts the report provided by B.M. Ross save and except an increase to residential fees (as they will be subject to the newly introduced development charges) and for Brockton staff to begin with the process set out in the Building Code Act for the following changes:

- Create a flat fee of \$250.00 for Building Permits for Solar Panels.
- Increase of fees of the recommended amount for Farm buildings, both housing livestock and other than housing livestock.
- Increase of fees of the recommended amount for Commercial/Industrial/Institutional.

The Municipality is now required to hold a public meeting and give 21 days notice of the public meeting as required by Division C Article 1.9.1.2. of the Ontario Building Code for any change of fees imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection. The recommendation is to schedule the public meeting for 6:30 p.m. on November 25, 2025, prior to the regular Council Meeting, with the final changes adopted by By-Law on December 9, 2025.

Strategic Action Plan Checklist:

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

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| • 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 | N/A |

Financial Impacts/Source of Funding:

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

The increase of certain building permit fees will help offset the use of building department reserves and allow for the longevity of a reserve for the foreseeable future while maintaining residential permit fees at this time.

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Dominic Paquette, Acting Chief Building Official and Zoning Administrator.

Reviewed By:



Sonya Watson, Chief Administrative Officer