

Report to Council

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| Report Title: | Building Permit and Planning Fees Update | | |
| Prepared By: | Sarah Johnson, Deputy Clerk and Dominic Paquette, Acting Chief Building Official | | |
| Department: | Building and Planning | | |
| Date: | November 25, 2025 | | |
| Report Number: | BLDG2025-10 | File Number: | C11BU |
| Attachments: | Report BLDG2025-09 - Building Department Fee Review 2026 Report PLN2025-07 – Planning Fees Review 2026 Notice of Public Meeting – Building Permit Fee Changes Draft Amended 2026 Building Permit and Planning Fees | | |

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number BLDG2025-10 – Building Permit and Planning Fees Update, prepared by Sarah Johnson, Deputy Clerk and Dominic Paquette, Acting Chief Building Official, and in doing so approves a By-Law coming forward to adopt the amended 2026 Building Permit Fees and Planning Fees.

Report:

Background:

On October 14, 2025, Council accepted the two attached reports, passing By-Laws adopting the Municipality of Brockton Planning Fees Review prepared by B.M. Ross and Associated Ltd., and the Municipality of Brockton Building Permit Fee Review, prepared by B.M. Ross and Associates Ltd. Council also authorizes By-Laws coming forward to accept the amended planning fees for a 20% cost recovery level, and the proposed changes to the Building Permit Fees:

- Increasing the fees for Farm Building Permits for purposes of housing livestock to \$100 + \$0.33 per sq. ft.
- Increasing the fees for Farm Building Permits for purposes other than housing livestock to \$100 + \$0.28 per sq. ft.
- Increasing the fees for Commercial/Industrial/Institutional Building Permits to \$100 + \$1.00 per sq. ft.
- Creating a flat fee of \$250.00 for Solar Panel Building Permits

The rationale for increasing these fees and creating the new flat fee is due to a recent review of the Municipality's Building Permit Fees conducted in October 2025. The last review was completed in 2019. Due to expected expenditure increases over the next five years, Council is considering increasing the per square foot

rate for new agricultural and commercial/industrial/institutional building permits. Council is also considering addressing a gap in Brockton's current fee structure by creating a new flat fee for solar panel building permits.

Analysis:

A Public Meeting to consider the proposed changes to building permit fees was scheduled for November 25, 2025 at 6:30 p.m. Notice of the Public Meeting was published on October 27, 2025 on the Municipality's website, social media, in the November Brockton Buzz Newsletter, and in the November 6, 2025 edition of the Walkerton Herald Times.

Individuals interested in addressing Council, or making a submission at the Public Meeting were encouraged to register as a delegation by contacting Fiona Hamilton, Director of Legislative and Legal Services (Clerk) by phone or email by Tuesday, November 18, 2025 at 12:00 p.m. No individuals submitted a request to appear at a delegation at the Public Meeting.

Staff recommend adopting the amended Building Permit and Planning Fees as recommended in the reports from B.M. Ross and Associates Ltd. A draft amendment to the 2026 Fees and Charges has been attached to this report for reference.

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. Based on recent expenditure patterns and the forecast prepared by B.M. Ross and Associates, implementation of Planning Fees at the 20% cost recovery level would generate sufficient additional revenue to reduce reliance on the general levy, without placing an undue financial burden on applicants.

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 Yes
- Recommendations contribute to achieving Quality of Life Yes
- 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

Reviewed By:

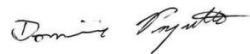


Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Sarah Johnson, Deputy Clerk



Dominic Paquette, Acting Chief Building Official

Reviewed By:



Sonya Watson, Chief Administrative Officer