



Township of Dawn-Euphemia

Public Notice

Notice of Intent to

Increase Building Permit Fees

The Township of Dawn-Euphemia will hold a public meeting on Monday April 3, 2023, @ 6:30 pm in the Council Chambers, Municipal Office, 4591 Lambton Line, to consider proposed fee increases to the current Building Permit Fees under Section 7 of the Building Code Act.

The staff report will be available to the public on the Township's website (attached to this meeting notice) and at the Regular Council Meetings of March 6, 2023, and April 3, 2023, and/or upon request, and will include:

- Staff Report from the Administrator-Clerk Re: Building Permit Fees & Costs Associated with Building Permit Services
- The costs of administering and enforcing the Building Code Act along with the rationale for the increase to fees.
- Proposed Building Permit Fee Increase

Any person may attend the public meeting and/or make written or verbal representation either in support or in opposition to the proposed fees. It is the intent that the new fee schedule will come into effect on April 4, 2023.

*For more information, please feel free to contact:
Donna Clermont, Administrator-Clerk
519-692-5148 or clerk@dawneuphemia.on.ca*



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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To: Members of Dawn-Euphemia Township Council
 Meeting Date: March 6, 2023
 From: Donna Clermont, Administrator-Clerk
 Subject: **BUILDING PERMIT FEES & COSTS ASSOCIATED WITH BUILDING PERMIT SERVICES**

Open Session Report

Background:

Municipalities have the authority to collect fees to fully recover the cost of administration and enforcement of the *Building Code Act* and the Ontario Building Code.

Comments:

The chart below shows the Building Permit Fees Collected vs Service Delivery Invoiced.

Dawn-Euphemia	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Total
Permit Fee Collected:	15,660.00	19,105.00	14,819.00	13,959.00	26,760.00	16,342.00	13,771.00	11,120.00	14,555.00	15,432.00	22,981.00	184,504.00
Invoiced Amount:	18,531.08	14,673.78	11,470.66	13,471.71	17,354.74	15,587.10	19,787.29	18,329.79	21,363.30	20,592.54	32,766.15	203,928.14
Profit/Loss	-2,871.08	4,431.22	3,348.34	487.29	9,405.26	754.90	-6,016.29	-7,209.79	-6,808.30	-5,160.54	-9,785.15	-19,424.14
No. of Hours Booked	293.0	117.5	165.0	185.5	252.5	231.0	303.0	258.5	303.0	292.5	442.5	2,433.5

In 2022, the Township was invoiced a total of \$32,766.15 based on the following:

442.5 hours @ \$60/hr = \$26,550 + \$6,216 - kms = \$32,766

The Permit fees collected was \$22,981.00 leaving a **shortfall of \$9,785.15**.

For 2023, if we assume the same hours at 442.5 hours:

Jan – June 221.25 hrs x \$60/hr = \$13,275

July – Dec 221.25 hrs x \$65/hr = \$14,381

Total for 2023 would be \$ 27,656 + \$6,216 (km) = \$33,872

So, if 2022 is relatively similar to 2023, the permit fees collected vs the amount invoiced would yield **another shortfall of \$10,891**.

Building Permit Services are considered a “user-pay” system whereby the people using the service pay for it; otherwise it becomes subsidized by the remaining residents of Dawn-Euphemia. Significant shortfalls have resulted from 2018 to 2022 totaling \$34,980. Therefore, staff is proposing changes to the permits to ensure these fees are covered by the users, in the future.

I have attached a Building Fee Comparison spreadsheet comparing the permit fees of 15 local municipalities, for your persual. The 2nd table attached is a comparison of average fees between (1) Dawn-Euphemia Township and the 15 municipalities; and (2) between Dawn-Euphemia and the municipalities of Brooke-Alvinston, Enniskillen and Oil Springs. Staff are recommending increases to the fees as projected in the “new DE +10% for Inflation” Column.

Other considerations: Council may want to consider the following:

1. Include a 2.5% increase (rounded up to the nearest dollar) each year – this would hopefully prevent fluctuations in permit fees or the Township fees falling behind.
2. Doubling the permit fee for Construction without a permit – this is quite common practise to encourage people to get a building permit when needed.
3. Charge \$1,000 deposit, refundable after final inspection. This would encourage people to get the required final inspection and close out the permit within the year.

Financial Impact:

TBD

Consultations:

Marc Seguin, Treasurer
Corrine Nauta, CBO Lambton County

Strategic Plan Implications:

Ensuring Long-Term Financial Sustainability, S. 1.6 Continue to be a fiscally responsible municipality that implements sound financial management practices and explores grant opportunities.

Recommendation:

That Council approve the Report by the Administrator-Clerk Re: Building Permit Fees & Costs Associated with Building Permit Services; AND THAT the proposed Building Permit Fees be increased as presented; AND THAT any member of the public wishing to make representation regarding the increase of fees, may do so at the Regular Council Meeting scheduled for April 3rd; and further that the Clerk prepare the Building Permit Fee By-law for passage following any public discussion.

ORIGINAL HAS BEEN SIGNED

Administrator-Clerk

March 1, 2023

Date

Attached: Building Fee Comparisons (15 Municipalities)

Attached: Proposed Fee Increase

BUILDING FEE COMPARISONS								
Date Building By-Law Was Passed	2015							
	DAWN	Average	Diff DE	Average	Diff DE	New Dawn	New DE +10%	Council
TYPE	EUPHEMIA	All	from others	BA, Enn, Oil Sp	from others	Euphemia	for inflation	Approve or Adj
New Residential incl. att garage	\$ 1,002	\$ 2,204	-\$1,202	\$ 1,508	-\$506	\$1,510	\$1,670	
Attached Garage if built separately	\$ 625	\$ 880	-\$255	\$ 587	\$38	\$630	\$700	
Detached Accessory Bldg. (Residential)	\$ 500	\$ 374	\$126	\$ 358	\$142	\$500	\$550	
Apts. & Multiple Housing	\$ 1,684	\$ 13,775	-\$12,091	\$ 4,685	-\$3,001	\$4,690	\$5,160	
Additions	\$ 1,002	\$ 1,060	-\$58	\$ 900	\$102	\$1,010	\$1,120	
Alterations/Repairs	\$ 248	\$ 926	-\$678	\$ 833	-\$585	\$840	\$930	
Fireplaces Woodstoves	\$ 374	\$ 275	\$99	\$ 213	\$162	\$380	\$420	
Decks	\$ 110	\$ 292	-\$182	\$ 328	-\$218	\$330	\$370	
Ag. Bldg. (pole barns, etc.)	\$ 625	\$ 914	-\$289	\$ 783	-\$158	\$790	\$870	
Ag. Bldg. (livestock)	\$ 625	\$ 6,129	-\$5,504	\$ 1,283	-\$658	\$1,290	\$1,420	
Grain Bins/Silos	\$ 374	\$ 464	-\$90	\$ 457	-\$83	\$460	\$510	
Manure Pits	\$ 750	\$ 2,714	-\$1,964	\$ 1,033	-\$283	\$1,040	\$1,150	
Com./Ind./Institutional (NEW)	\$ 2,017	\$ 3,569	-\$1,552	\$ 2,283	-\$266	\$2,290	\$2,520	
Restaurants	\$ 2,017	\$ 3,852	-\$1,835	\$ 2,283	-\$266	\$2,290	\$2,520	
Renovations of Com/Ind/Instit	\$ 2,017	\$ 2,741	-\$724	\$ 1,650	\$367	\$2,020	\$2,230	
Demolitions	\$ 280.00	\$ 243	\$37	\$ 158	\$122	\$280	\$310	
Bldg. Relocations**	\$ 950	\$ 1,701	-\$751	\$ 1,410	-\$460	\$1,410	\$1,560	
Renewal of Cancelled Permit	\$ 62	\$ 221	-\$159	\$ 125	-\$63	\$130	\$150	
Swimming Pools/Fencing	\$ 248	\$ 201	\$47	\$ 150	\$98	\$250	\$280	
Change of Use	\$ 248	\$ 371	-\$123	\$ 433	-\$185	\$440	\$490	
Min. Charge for other Permit	\$ 110	\$ 396	-\$286	\$ 950	-\$840	\$317	\$350	
Roofing/Siding/Shingling, etc								
Wind Turbines	\$ 14,000	\$ 10,352	\$3,648	\$ 9,833	\$4,167	\$14,000	\$15,400	
Solar Panels (> 10 kw)	\$ 500	\$ 502	-\$2	\$ 708	-\$208	\$710	\$790	
Special Occasion Tent	\$ 110	\$ 565	-\$455	\$ 433	-\$323	\$440	\$490	