



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Annual Report on Building Fees and Costs for 2023

Date: Apr. 3, 2024

Report Number: BLDG-2024-04-12

Department: Building and Planning

File Number: C11

Prepared By: Bill Klingenberg

Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole receives for information report BLDG-2024-04-12 prepared by Bill Klingenberg, Manager of Building and Planning, CBO;

AND THAT staff are directed to place the annual report on building fees and costs for 2023 on the Township website for public viewing.

Background:

The Ontario Building Code Act, SO 1992 C23, section 7(4) and (5), as amended provides that an annual report on fees and costs as they relate to the building department fees is to be completed and made available to the public. The annual report is typically prepared using the unaudited financials for the Building Department and is based upon the completed year end. The annual report on building fees and costs will be included on the Township's website on the Building and Planning page for public viewing as required.

To summarize the annual financial summary for 2023 the following is submitted:

- The opening 2023 reserve fund balance was \$103,623.12;
- The closing 2023 reserve fund balance is \$128,326.68;
- There was a surplus of \$24,703.56 for 2023
- Revenue in 2023 was \$235,508.19.

Discussion/Analysis/Overview:

Building Department reserves are permitted under the Building Code Act and are designed to offset the costs of running the department currently but also to offset the costs of open permits for which fees have been collected but not yet finished. Open permits still require inspections that carry over into the next year incurring expenses for closing those permits. Best practices normally require no more than 2 years of operating costs for the reserve. If reserves were to exceed that, a review of building permit fees is conducted.

Financial Impacts:

None

Performance Measurement:

N/A

Strategic Area:

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

Strategic Goal: Performance Measurement

Respectfully Submitted By:

Bill Klingenberg, Chief Building Official

Report Approved By:

Jodi MacArthur, Chief Administrative Officer