



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Greg MacNaughtan, Director of Building Services & Chief Building Official

DATE: October 7, 2024

REPORT NO.: TPW-2024-020

SUBJECT: 2025 Building Services Division Fees

RECOMMENDATION:

THAT Report No. TPW-2024-020, dated October 7, 2024 regarding 2025 Building Services Division Fees, be received.

KEY POINTS:

The following are key points for consideration with respect to this report:

- This report presents the Building Services Division fees for public meeting as required by the Ontario Building Code.
- The Building Services Division fees are included in the 2025 User Fees By-law that will be presented to Council at a future session.
- Fees are adjusted annually due to inflation and are proposed to increase by 3.0% for most fees.
- Specific user fees have been increased by greater than 3% to align with the average fee amounts required in Halton Region municipalities.
- Some housekeeping was done to streamline the variations of user fees to support efficiency and consistency when calculating user fees by the public and staff.

BACKGROUND AND DISCUSSION:

Corporate rates and user fees are adjusted for inflation annually, which include the Building Division fees for building permits.

The Ontario Building Code requires a public meeting be held when building permit fees are proposed to change.

The changes in user fees are applied annually to offset the impacts of inflation and are benchmarked with municipalities in Halton Region.

Some housekeeping items were completed for the 2025 user fees to provide added efficiencies and consistency when calculating user fees by our public and building staff. An example of this housekeeping is an increase in hourly rate for building inspections of 4.5% to align with the hourly rate for plans examination.

Rate increases that exceed 3% were calculated using a benchmarking method utilizing the user fees from Halton Region municipalities. The rate for each occupancy type was averaged. The increase applied to the 2025 user fees is less than the average calculated using the benchmarking method for Halton Region and have been confirmed to support the Building Services Division direct and indirect operating costs.

A decrease in user fees for the mandatory sewage system maintenance inspection program conducted by the town to protect our source water has been applied. This decrease will reduce the cost of the mandatory five (5) re-inspection cycle for property owners serviced by private sewage systems within our well head protection area. The decrease has been calculated to cover the expenses incurred by administering the re-inspection program as regulated by the Ontario Building Code.

Public Notice

This is to advise of the Public Meeting that will take place regarding the proposed 2025 Rates and Fees for building permits on Monday October 7, 2024.

The purpose of the Public Meeting is to obtain public comments on a proposed increase to the Town of Halton Hills existing building permit fees, and is being held pursuant to Section 7 of the, Building Code Act, 1992.

This will be a hybrid meeting and members of the public can attend in person at Town Hall or electronically via Zoom by using the login information below:

<https://us06web.zoom.us/j/82092970166>

Telephone:+1 778 907 2071 Canada

Webinar ID: 820 9297 0166

The report of the proposed fees for 2025 will be available on the [Town's Municipal Calendar](#) on September 27, 2024.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

The Finance Division was consulted during the preparation of this Report.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Bill Andrews, Commissioner of Transportation & Public Works

Chris Mills, Chief Administrative Officer