



Department: Building Services

Subject: Building Services Annual Report – 2024

Report Number: BB-2025-08

Meeting Date: August 12, 2025

Recommendation

That Report BB-2025-08, Building Services Annual Report 2024, be received as information.

Background

Pursuant to Section 7(4) of the Ontario Building Code Act, the municipality is required to prepare a report containing information on the annual permit fees collected, as well as the costs of administration and enforcement of the Building Code Act and Building Code. The following provides an overview of the Building Services Departments activity for the year 2024 in the Township of Norwich.

Discussion

The Building Services Department exercises the duties and powers for the day-to-day administration and enforcement of the Building Code Act and the provisions of the Ontario Building Code. The statistics below identify the activity within the Division for the 2024 calendar year.

Activity

- Total building permit applications received: 251
- Total building permits issued: 228
- Total building inspections conducted: 961
- Construction Value of Permits Issued: \$33,154,265

The number of building permits issued varies from the number of applications received due to the carryover of active applications from one year to the next.

The Building Code Act allows municipalities to collect fees to recover the cost of delivering services related to the administration and enforcement of the Building Code Act and Ontario Building Code. Any fees collected in excess of the annual expenses are

transferred into the Building Stabilization Reserve. The Building Stabilization Reserve is intended to support and offset the costs during downturns in the industry. The financial statistics below are for the 2024 Calendar year.

Financial Impact

The financial numbers presented are unaudited totals.

- Revenue from building permit applications: \$395,697
- Direct operating expenses: \$515,397
- Direct capital expenses: \$80,018
- Capital expenses funded from capital reserves: \$57,018
- Indirect expenses: \$30,322
- Revenue transferred to building stabilization reserve: \$0
- Expenses funded from the building stabilization reserve: \$0
- Building reserve balance at end of 2024: \$75,304

Direct expenses refer to the direct costs of administration and enforcement of the Building Code Act incurred by the municipality. Indirect expenses refer to the indirect costs of administration and enforcement of the Building Code Act incurred by the municipality.

Council Priorities and Strategic Action Plan 2023 – 2026

The recommendation in this report supports the following Council priority:

- ☐ Facilitate and address potential impediments to sustained growth
- ☐ Ensure that adequate, timely and appropriately serviced property is available for commercial and industrial development
- ☐ Improve Pedestrian and Traffic Safety
- ☐ Continue updating our Asset Management Plan with new information and continue to base capital spending on decisions in it
- ☒ Enhance our communication to and our engagement with Township residents and businesses

Conclusion

2024 resulted in a financial deficit for the Building Services Department. Staff will be reviewing processes and fees over the next several months and will report back to Council with recommendations for achieving financial autonomy at a later date.

Attachments

None

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