



## Town of Niagara-on-the-Lake

1593 Four Mile Creek Road  
P.O. Box 100, Virgil, ON L0S 1T0  
905-468-3266      [www.notl.com](http://www.notl.com)

**REPORT #:** CS-25-014      **COMMITTEE DATE:** 2025-07-15  
**REPORT TO:** COTW-General      **DUE IN COUNCIL:** 2025-07-22  
**SUBJECT:** 2024 Building Permit Fees Annual Financial Report

### 1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 The Building Permit Fees Annual Financial Report for 2024 be approved by COTW-General and forwarded to Council.
- 1.2 Council approve the transfer of \$144,987.46 from the Parking Reserve to cover the Building Reserve deficit in 2024.

### 2. EXECUTIVE SUMMARY

- The Ontario Building Code (OBC) requires that a financial report be prepared to provide information concerning the total fees collected, the total costs of delivering the services, and the balance of the Building Funds Reserve. This information is detailed in **Appendix I – Building Funds Reserve Statement (2024)**.
- Building permit revenues collected in 2024 were \$800,163.78.
- Direct and Indirect costs for the Building department were \$1,160,868.70.
- The resulting deficit of \$349,074.92 was covered by a combination of building reserve (\$204,087.46) and parking revenues (\$144,987.46). Council must approve the transfer of \$144,987.46. At the end of 2024, the Building Funds Reserve balance is \$0.00.
- Staff are approximately 70% of the way through a building fee review, which will adjust building fees collected to a revenue-neutral position.

### 3. PURPOSE

The purpose of this report is to provide Council with the Building Permit Fees Annual Financial Report for 2024, as required by the Ontario Building Code.

### 4. BACKGROUND

The Building Code requires that a financial report be prepared annually to provide information on the following:

- Total Fees Collected (12-month period);
- Direct Costs of delivering services (Review of permit applications and inspections of buildings);
- Indirect Costs of providing services (Support and Overhead Costs); and
- The account balance for the Building Funds Reserve as established by Council. (To comply with the Building Code, the Building Permit Fees Annual Financial Report has been prepared for 2024 and is based on unaudited information.)

## **5. DISCUSSION / ANALYSIS**

This report has been prepared in coordination with the Building Services and Finance Divisions. The Building Funds Reserve was established to stabilize fluctuations in permit revenues resulting from changes or variations in construction activity. Stabilizing building permit revenues allows the Building Services Division to meet its legislated requirements, ensuring continuity of service delivery without impacting the general tax base.

## **6. STRATEGIC PLAN**

The content of this report supports the following Strategic Plan initiatives:

### **Pillar**

2. Good Governance

### **Priority**

2.1 Financially Sustainable Future

### **Action**

2.1 b) Revenue Generation

## **7. OPTIONS**

Not applicable. There are no other options available.

## **8. FINANCIAL IMPLICATIONS**

The Building Permit Fees Annual Financial Report shows a total revenue of \$811,793.78 for building permit fees collected in 2024, along with a combined total of direct and indirect costs of \$1,160,868.70. The deficit of \$349,074.92 is covered off through a transfer from the building reserve (\$204,087.46) and parking revenues (\$144,987.46). The 2024 closing balance in the Building Funds Reserve is \$0.00

Town Staff are conducting a Building Fee Review as identified in the Strategic Plan Implementation actions to recommend sustainable rates moving into the future.

## **9. ENVIRONMENTAL IMPLICATIONS**

Not applicable. There are no environmental implications to this report.

## **10. COMMUNICATIONS**

Following Town Council's approval of this report, a copy of the Building Permit Fees Annual Financial Report for 2024 will be published on the Town's website.

## **11. CONCLUSION**

As legislation requires, this report provides the total fees collected in 2024, the total costs of delivering service, and the Building Funds Reserve balance.

## 12. PREVIOUS REPORTS

## 13. APPENDICES

- **Appendix I** – Building Funds Reserve Statement (2024)

**Prepared by:**



**Amy Sager**  
**Finance Coordinator**

**Recommended by:**



**Nick Alaimo, CPA, CMA**  
**Manager of Finance/Deputy Treasurer**

**Recommended by:**



**Kyle Freeborn, CPA, CMA**  
**Director of Corporate Services/Treasurer**

**Submitted by:**



**Nick Ruller**  
**Chief Administrative Officer**