

TOWNSHIP OF ADJALA-TOSORONTIO

2022 REPORT

BUILDING PERMIT FEES

BILL 124

GENERAL INTENT OF THE LEGISLATION

1. Ensure Accountability
2. Provide User-Payer Approach
3. Require Public Disclosure

LEGISLATIVE REQUIREMENTS- BUILDING CODE ACT

1. Total fees must not exceed the anticipated reasonable costs to Administer and enforce the Act
2. Annual report on fees and costs required
3. Report must be available to the public
4. Public notice and meeting required for a proposed change in fees

ANNUAL REPORT CONTENTS

1. Set out total fees collected in the previous 12 months period
2. Outline direct and indirect cost of delivering services related to administration and enforcement, (i.e. plan review, inspection, overhead costs)
3. Report on a Reserve Fund established for the administration and enforcement

DESIGNING A FEE STRUCTURE

1. Calculate indirect costs: administration and enforcement
2. Calculate direct costs: administration and enforcement
3. Add the two together
4. Compute

WHAT ARE INDIRECT COSTS

1. Operating and capital costs of all building permit-related services provided by other municipal departments to the building department.
2. Includes everything that is part of the “cost of doing business” to support the building administration and enforcement function.

EXAMPLES OF INDIRECT COSTS

1. Council – remuneration
meeting (building department items)
building seminars, overhead
2. Treasury- fee collection, receipts
accounting/auditing
annual report (revenues, expenditures, reserves)
2. CAO/Clerk – portion of salaries, benefits, overhead
agenda planning/meeting notices/minutes
by-laws (building, fees
notification registry
municipal records management
3. Planning Department – administrative/zoning staff salaries, benefits, overhead
building related training
records management
overhead

*overhead costs include utilities, rent, office supplies, maintenance

COSTING CRITERIA

We calculated the costs by assigning costs to specific cost centres, eg. a percentage of staff time in a department spent on building matters multiplied by the salaries and overhead for those staff.

As for the common areas of the municipal building we based it on one fifth of the cost as there are five departments using the building.

WHAT ARE DIRECT COSTS

1 Administrative (overhead) Costs:

Operating Costs: administrative staff costs
education and training
mileage/car allowance
office supplies
postage, courier
membership
computer software/hardware
utilities and maintenance
insurance
legal
vehicle fuel/maintenance
consulting fees

Capital Costs: municipal vehicles
municipal building

2 Enforcement Costs plan review field inspection

SUMMARY OF COSTS *

*See Schedule A and B for breakdown

INDIRECT COSTS:

Council	\$	8,378
Administrative	\$	38,411
Utilities	\$	10,006
Planning	\$	7,500
Sub Total	\$	64,295

DIRECT COSTS:

Building/Septic	\$	567,195
Total Cost	\$	631,490

SUMMARY OF REVENUES

Building Permits	\$ 1,521,788
Septic Permits	\$ 19,953
Septic Re-inspection Fees	\$ 12,300
Total Revenue	\$ 1,554,041

Conclusion

Total Expenses	\$ 631,490
Total Revenues	\$ 1,554,041
Overage	-\$ 922,551
	or -146.09%

Note for 2022: Transferred \$982,235 to cover shortfall from prior years

*See By-Law 22-54 on Township Website for Building & Septic Fees

Schedule A

Breakdown of Indirect Costs: (all numbers rounded up or down)

Council:	Remuneration	\$	133,227
	Benefits	\$	34,326
	Total	\$	167,553
	x 5%	\$	8,378

Administration:	Remuneration	\$	452,264
	Benefits	\$	130,603
	Total	\$	582,867
	x 5%	\$	29,143

Postage	\$	16,403
Total	\$	16,403
x 5%	\$	820

Office Supplies	\$	10,408
Equipment/Contract	\$	129,032
Audit	\$	29,510
Total	\$	168,950
x 5%	\$	8,448

Public Lands /Buildings	\$	50,030
Divided by 5	\$	10,006

Planning	Remuneration and Benefits \$40.00 per hour Takes approximately one half hour to review the building application to Zoning By-Law and Official Plan 2022 - 375 permits		
Total		\$	7,500

Schedule B

Direct Costs

Building Department:	Remuneration	\$	145,648
	Benefits	\$	42,315
	Conferences/Workshops	\$	4,665
	Mobiles	\$	1,481
	Mileage	\$	95
	Memberships	\$	1,122
	Insurance	\$	72,946
	Office Supplies	\$	4,381
	Legal	\$	5,673
	Consulting Services	\$	21,385
	Vehicle Maintenance	\$	569
	Fuel	\$	2,000
	Clothing	\$	305
	Printer & Copier	\$	247
	Transfer to reserves	\$	264,363
	Total	\$	567,195