



**Township of North Kawartha**  
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## Report to Council

To: Mayor and Council Members  
From: Matt Aldom, Chief Building Official / By-law Enforcement Officer  
Date: December 12, 2024  
Subject: Building Permit Fees

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### Recommendation:

Council direct staff to provide notice to amend the building permit fees under by-law 2022-0005 and sewage system permit fees under by-law 2014-33 in preparation for the 2025 budget and combine these by-laws into one consolidated by-law for building permit and sewage system permit fees.

### Background:

The building by-law was last updated in January 2022 to increase building permit fees. Prior to that it was updated in 2020 to incorporate a flat fee for docks and in updated in 2015 to increase building permit fees. As we enter 2025 Budget items, it is proposed the fees be amended to help recover costs of the operations of the Building Department.

A third quarter review of 2024 estimates an approximate deficit of \$145,360. A review of the previous years shows deficits as follows;

2023	\$108,431.09
2022	\$7,438.68
2021	\$21,546.72
2020	\$177,728.17
2019	\$125,716.02
2018	\$176,171.50
2017	\$ 41,421.78
2016	\$ 79,316.01
2015	\$ 28,873.94
2014	\$ 93,509.84
2013	\$109,099.00
2012	\$123,855.14



When the Township of North Kawartha took over the issuance of sewage system permits in 2014 a separate by-law was created which regulated sewage system applications including associated fees. In the interest of simplicity, it is recommended that the building by-law and the sewage system by-law be consolidated into a single by-law.

### **Analysis:**

The goal is to be self-sufficient within the building department and not rely on taxation to make up the difference with respect to enforcement of the Ontario Building Code. A review of fees across Peterborough County shows our fees are mid-range in comparison. However, in discussions with other Chief Building Officials they are planning to present recommendations for an increase in their building permit fees within the next year as well.

We are proposing to amend items in the by-law including but not limited to;

#### **1. Fees based on estimated cost of construction:**

The Township of North Kawartha Building Department is currently charging a fee of \$12.00 per every \$1000.00 of estimated construction cost. It is recommended that an increase to \$13.00 per every \$1,000 of estimated construction cost. This would be approximately a 9% increase from the current fee. Since the current fees were amended 3 years ago, it would equate to 3% per year since last updated. For Councils information, the Township of Douro-Dummer is currently charging a fee of \$14.50 per \$1,000.00 of estimated cost of construction. An increase of \$1.00 per \$1,000.00 would generate an additional \$1,000.00 per every \$1,000,000.00 of construction cost.

#### **2. Minimum building permit fees and dock fees:**

We are currently charging a minimum building permit fee of \$225 and a dock flat rate fee of \$150. It is recommended that the minimum building permit fee be increased to \$250 and include docks in the minimum building permit fee. This would be approximately an 11% increase from the current minimum building permit fee, however still below the minimum permit fees being charged by other municipalities in Peterborough County. For Councils information, The Municipality of Trent Lakes currently charges a minimum permit fee of \$287.70 for a deck and a minimum permit fee of \$455.00 for a residential addition, while the Township of Otonabee-South Monaghan charges a minimum permit fee of \$270.00.



### **3. Sewage system permit fees:**

The sewage system permit fees have not been updated since implementation in 2014 when the Township of North Kawartha took over the issuance of sewage system permits from the Peterborough Public Health Unit. The Township of North Kawartha currently charges \$680 permit fee for a full sewage system up to 4,500 litres daily design flow, \$950 permit fee for sewage systems that **exceed** 4,500 litres daily design flow, \$340 permit fee for partial replacement/alteration of a sewage system and class 2 greywater systems and \$225 fee for the review of an existing sewage system to determine sufficiency to service an addition or renovation. It is recommended that permit fees are increased to \$1,000 permit fee for full sewage systems up to 4,500 litres daily design flow, \$1,450 permit fee for sewage systems that **exceed** 4,500 litres daily design flow, \$500 permit fee for partial replacement/alteration of a sewage system and class 2 greywater systems and \$400 fee for the review of an existing sewage system to determine sufficiency to service an addition or renovation. The recommended sewage system permit fee increases noted above would be in line with what almost all other municipalities in Peterborough County are currently charging for sewage system permit fees.

### **Financial Implications:**

Additional revenues to the 2025 building permit revenues account

### **Strategic and/or Other Plans:**

3. Governance - Maintain a Strong, Accountable Municipal Government

### **In Consultation with:**

Alana Solman, Chief Administrative Officer

Judy Everett, Treasurer

### **Attachments:**

By-law 2022-0005, Schedules A, B, C, and D

By-law 2014-33, Schedules A, B, C, D, and E