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Town of Aurora
Information Report
No. PDS25-061

Subject: 2024 Building Division Annual Report

Prepared by: Wm. Jean, Manager – Building Division/CBO

Department: Planning and Development Services

Date: June 10, 2025

In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming Committee of the Whole or Council meeting agenda for discussion.

Executive Summary

The purpose of this report is to provide Council with information regarding revenues and expenditures associated with administering and enforcing the Building Code Act, 1992 for the year 2024, as well to provide information on recent activities of the Building Division.

- Section 7(5) of the Building Code Act, 1992 requires the Building Division to make its report available to the public
- Background The Building Division conducted an In-House review of its building permit fees in 2024.

Background

In accordance with Section 7(4) of the Building Code Act, 1992 (the “Act”) the Building Division is required to report annually on the fees and costs of administering the Building Division. This information has historically been published on the Town’s Building Division website.

Analysis

Section 7(5) of the Building Code Act, 1992 requires the Building Division to make its report available to the public

The Building Division Annual Building Report consists of three components: Total fees collected, direct and indirect costs and finally the balance to the Building Reserve Fund.

Total Fees Collected: This refers to revenues generated from building permit fees. This does not include revenues generated from other sources such as fines.

Direct and Indirect Costs: The second component of the annual report sets out the direct and indirect costs of administration and enforcement of the Act. Direct costs are the costs of the Building Division itself, while indirect costs are for the services provided to the Building Division by other Departments within the Town. Also, included in the indirect costs is the cost of the services provided by the York Region Fire Services for their review and inspection of certain fire related components of a building.

Reserve Funds: The final component of the report includes information on the Reserve Fund. Reserves are created when the total fees received exceed the total direct and indirect costs for the year. Reserve Funds are intended to be set aside to offset costs in years where the building fee revenues are less than the cost of delivering the Building Division service.

The following Building fees and costs occurred during the 2024 calendar year:

Total Building Permit Fees and associated administrative fees	\$1,879,844
Total Direct Costs to administer/enforce the Act	\$1,634,098
Total Indirect Costs to administer/enforce the Act	\$865,128

While building activities remained healthy for 2024 in the ICI Sector, the numbers fell substantially from the previous year for residential construction. Commercial and Industrial building permits increased in 2024 due to the developments in Employment Business Parks.

Total new number of Residential Dwelling Units issued for 2023 - 312

Total new number of Residential Dwelling Units issued for 2024 - 115

Total number of Building Permits issued for 2023 - 1134

Total number of Building Permits issued for 2024 - 814

Total Construction Value for 2023 - \$655,602,493

Total Construction Value for 2024 - \$342,772,686

Statistics showing construction activity and construction value for the years 2017-2024 are presented in Attachment 1.

The Building Division conducted an In-House review of its building permit fees in 2024.

The Chief Building Official conducted a review of its building permit fees. The previous building permit fee review study was performed in 2018 by the Chief Building Official. The main objective of the building permit fee review is to substantiate the full costs of service (i.e., administering and enforcing the Building Code). The full cost assessment includes direct, indirect, and capital costs. The fees assessed are to recover the full cost of service, provide for the sustainable delivery of service, and mitigate the potential funding burden on property taxes. The Act governs fees related to the administration and enforcement activities under the authority of the Building Code. An activity-based costing (A.B.C.) model was used to assess the current fees.

After reviewing the current fees, it was found that they are comparable with municipalities in Ontario.

Advisory Committee Review

None

Legal Considerations

Subsection 7(4) of the Act requires that every 12 months, a report must be prepared that contains information about the fees collected by the Town for building permit applications, maintenance inspections and other similar fees, and the costs of the Town to administer and enforce this Act in its area of jurisdiction. The Town is required to make this report available to the public.

Financial Implications

As required under the Act, the Building Division's operations are financially self-sustainable and consequently do not impact to the Town's operating budget. Building Services' reserve balance remained healthy as of the end of 2024 containing a balance of \$6,015,256 or approximately 2.4 times the Division's annual gross operating

requirements. However, it is necessary to draw from the Reserve as there was a deficit of \$619,382 for the year 2024.

Communications Considerations

The 2024 Building Division Annual Report will be presented to Council for information and posted on the Town's web site in accordance with the requirements of the Act.

Climate Change Considerations

The recommendations in this report do not impact the Town's ability to adapt to a changing climate.

Link to Strategic Plan

This report supports the Strategic Plan goal of Support an Exceptional Quality of Life for its residents by ensuring safe and accessible buildings in compliance with the Act and its regulations.

Alternative(s) to the Recommendation

None

Conclusions

The 2024 Building Division Annual Report is presented to Council in order in accordance with the requirements of the Act. Building Services' reserve balance remained healthy at the end of 2024. A review of the Building Division's building permit fee was conducted, and the findings indicate that the current fee schedule is satisfactory and in line with other Ontario municipalities including the York Region municipalities.

Attachments

Attachment 1- 2024 Building Division Annual Report

Previous Reports

PDS21-094 – 2020 Building Division Annual Report

PDS22-091 – 2021 Building Division Annual Report

PDS23-064 – 2022 Building Division Annual Report

PDS24-091 – 2023 Building Division Annual Report

Pre-submission Review

Agenda Management Team review on May 22, 2025

Approvals

Approved by Marco Ramunno, MCIP, RPP, Director, Planning & Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

TOWN OF AURORA- PLANNING & DEVELOPMENT SERVICES- BUILDING DIVISION 2024 ANNUAL REPORT



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1. Building Division Overview

The Town of Aurora's Building Division is responsible for the administration and inspection of all new construction within the town. The main function of the Division is to protect lives by ensuring buildings are constructed to meet the health and safety provisions of the Ontario Building Code, the Building Code Act, the Building By-law, and other applicable laws and standards. The Building Division is responsible for the enforcement of the Code to protect the health, safety, and welfare of the public and building occupants.

The *Building Code Act, 1992* and the Ontario Building Code (OBC) apply to all new buildings, demolitions, and changes of use. They also apply to septic systems that have a sewage design capacity of up to 10,000 litres per day. The act and the regulation exist to promote the safety and accessibility of buildings that are:

- Being constructed
- Being renovated
- Undergoing a change of use

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After reviewing the current fees, it was found that they are comparable with municipalities in Ontario.

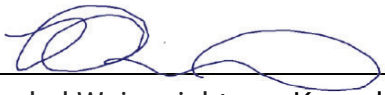
2. 2024 Building Division Financial Report For the Year Ended December 31, 2024

With Comparative Amounts for 2023

	<u>Prior Year 2023</u>	<u>Current Year 2024</u>
<u>REVENUES</u>		
Permit Fees	2,398,591	1,842,618
Certification Fees	28,641	29,201
Other Income	6,629	8,025
TOTAL REVENUE	2,433,861	1,879,844
<u>COSTS</u>		
<u>Direct</u>		
Salaries \$ Benefits	1,565,500	1,590,275
Office Supplies	2,646	2,930
Courses & Seminars	3,047	5,360
Mileage	16,676	20,703
Cellular Charges	1,727	2,050
Consulting Services	272	12,780
Total Direct Costs	1,589,868	1,634,098
<u>Indirect</u>		
Meeting Expenses	63	144
Subscriptions	-	7,701
Office Equipment	966	1,460
Clothing Allowance	2,299	2,190
Corporate Overhead	688,900	727,900
Fire Department Review	100,000	100,000
Bank Charges	23,930	18,331
Memberships	6,755	2,231
Photocopy Charges	6,990	5,171
Total Indirect Costs	829,903	865,128

TOTAL Costs	2,419,771	2,499,226
 SURPLUS / (DEFICIT) for the Year	 14,090	 (619,382)
<i>Transfers (To) / From Reserves</i>	<i>(14,090)</i>	<i>619,382</i>
 RESERVE FUND BALANCE AT Beginning of Year	 6,350,270	 6,523,025
 Annual Funding Requirement	 -	 -
 Annual Clearing of Net Revenue	 14,090	 (619,382)
 Contribution to Capital	 (74,648)	 (10,842)
 Interest Income on Reserve Fund Balance	 233,313	 122,455
 RESERVE FUND BALANCE AT End of Year	 <u>6,523,025</u>	 <u>6,015,256</u>

Statement Prepared By Town of Aurora Finance Staff


April 30, 2025
 Rachel Wainwright-van Kessel, CPA, CMA
 Director, Finance
 Treasurer

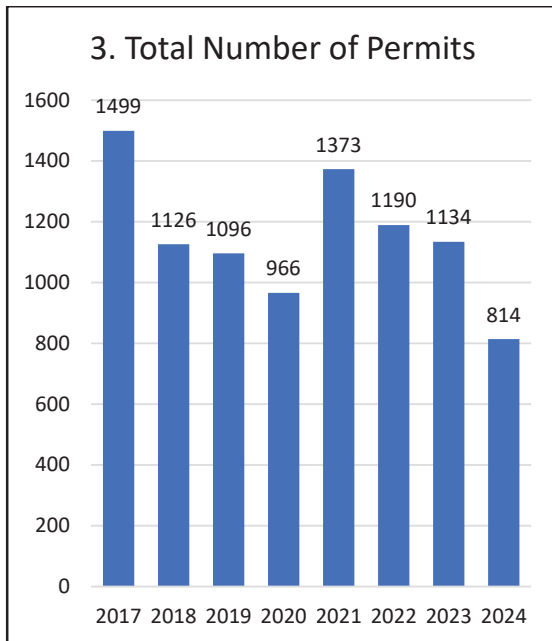


Chart is based on data from January to December.

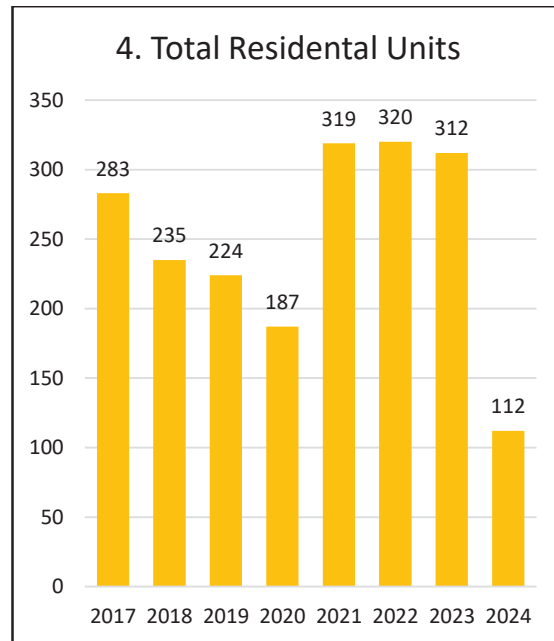


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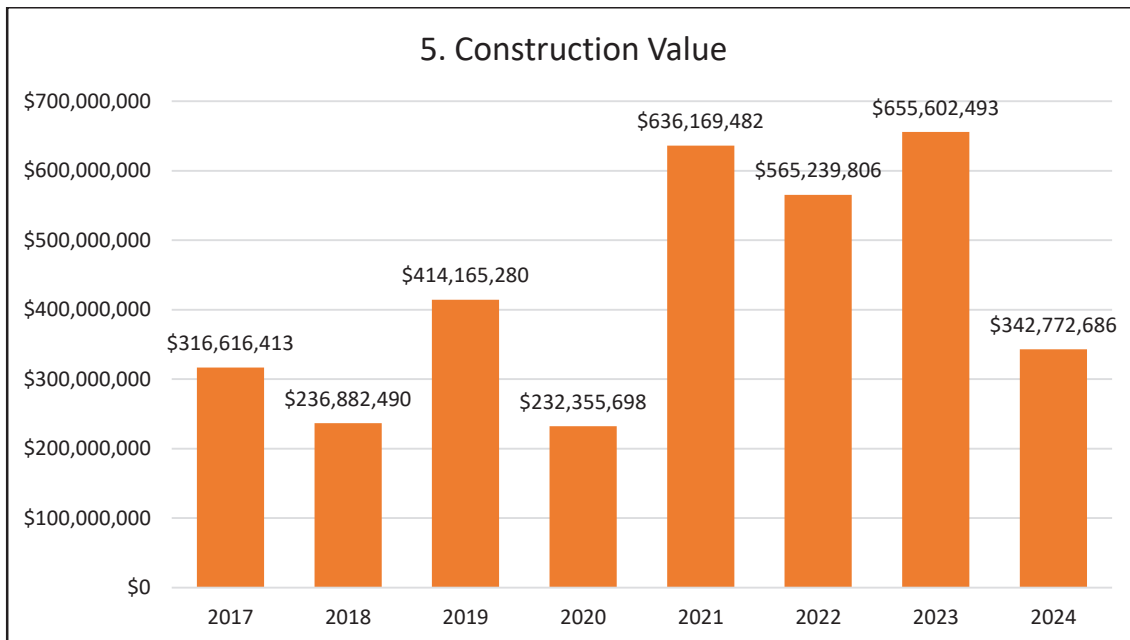


Chart is based on data from January 1, 2024 to December 31, 2024.

6. Residential Units Created By Type (2024)

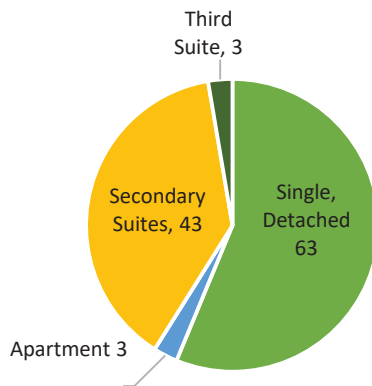


Chart is based on data from January to December.

7. Construction Value By Type (2024)

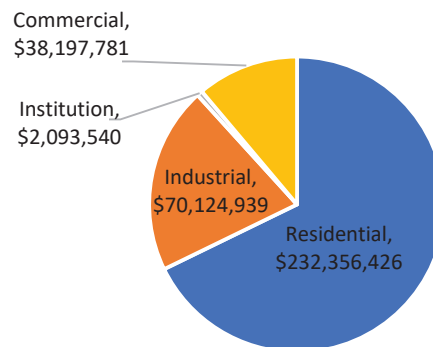


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8. Quantity of Complaints

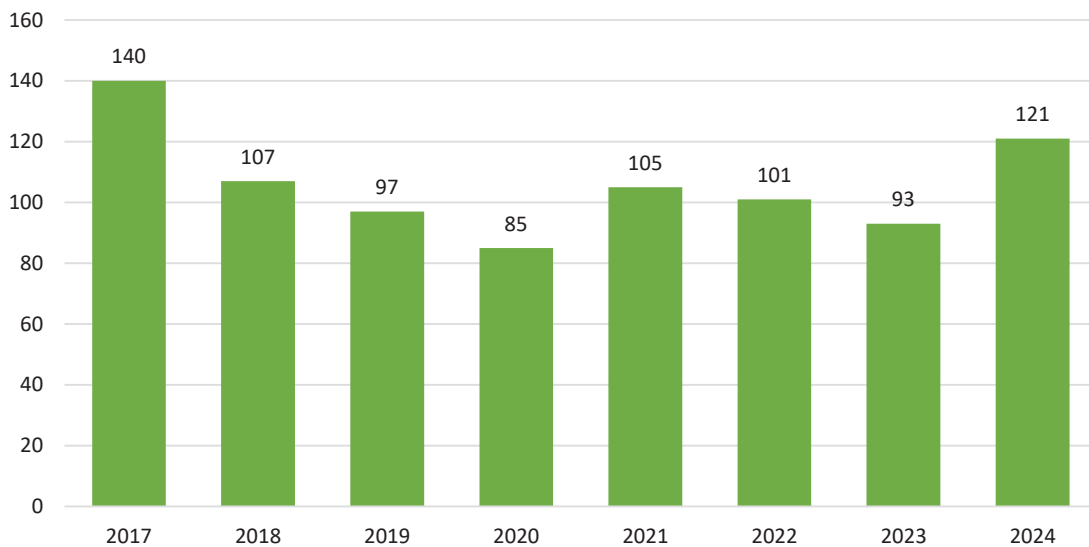


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