

Recommendation:

That the report Treasurer-2025-11, April 15, 2025, regarding the 2024 Building Department Reserve Transfer be received and that \$104,038.80 be transferred from the Building Department Reserve to the Accumulated Surplus/Deficit Account.

Overview:

At the March 18th, 2025, Council meeting, the Annual Building Department Financial Report was presented to Council. Upon preparation of the minutes of the meeting, it was determined that the part of the recommendation from staff which requested a reserve transfer in the amount of \$104,038.80 from the Building Department Reserve to the Accumulated Surplus/Deficit account to cover the deficit was missed and no direction was given.

This report is seeking Council's approval on the transfer of reserve funds to offset the deficit amount.

The previous report is attached for reference.

Conclusion:

Report Treasurer-2025-06 shows that the Building Department ran an operating deficit of \$104,038.80 in 2024. To offset the deficit, the amount will be transferred from the Building Department Reserve to the Accumulated Surplus/Deficit Account. This results in a closing reserve balance of \$83,148.87 for 2024.

Financial Impact:

The purpose of this reserve is help offset years which have deficits and fund capital purchases.



Report Approval Details

Document Title:	2024 Building Department Reserve Transfer - Treasurer-2025-11.docx
Attachments:	- 2024 Annual Building Financial Report - Treasurer-2025-06.pdf
Final Approval Date:	Apr 9, 2025

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis

Recommendation:

That the Annual Building Department Financial Report – 2024, Treasurer-2025-06, dated March 18, 2025, be received and that \$104,038.80 be transferred from the Building Department reserve to the Accumulated Surplus/Deficit Account.

Overview:

Each year the Township is required to post an annual Building Department report as per subsection 7(4) of the Ontario Building Code Act.

The following table summarizes the financials for the Building Department for 2024:

Opening Reserve Balance		\$249,825.83
Indirect Costs		
Overhead	\$10,536.43	
Staffing	\$18,219.59	
Total Indirect Costs	\$28,756.02	
Direct Costs	\$488,795.38	
Total Operating Expenses		\$517,551.40
Revenue		
2024 Permits Initiated	\$670,077.78	
2024 Admin Fees & Other Revenues	\$24,087.50	
Deferred Revenue	(280,652.68)	
Total Revenue		\$413,512.60
Operating Surplus/Deficit		(\$104,038.80)
Transfer from Reserve for Capital Asset Purchases		(\$62,638.16)
Closing Reserve Balance		\$83,148.87

New accounting legislation PS 3400 that took effect as of 2024 year end, requires revenue to only be recognized after the work has been completed. For the Building Department, this means that revenues from permits are not fully recognized until they are closed. 2024 is the first year we are deferring revenue to reflect work not completed and to ensure compliance with the updated regulations. Since there are no deferred revenue from prior periods to offset, 2024 revenues are expected to be lower than previous years.

Conclusion:

The report shows that the Building Department ran an operating deficit of \$104,038.80 in 2024. In order to offset the deficit, the amount will be transferred from the Building Department Reserve to the Accumulated Surplus/Deficit Account. This results in a closing reserve balance of \$83,148.87 for 2024.

Financial Impact:

The purpose of this reserve is help offset years that have deficits and fund capital purchases.



Service Modernization and Innovation
Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.



Business Attraction, Expansion, and Retention
Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.



Infrastructure Renewal
Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

Report Approval Details

Document Title:	2024 Annual Building Financial Report - Treasurer-2025-06.docx
Attachments:	
Final Approval Date:	Mar 13, 2025

This report and all of its attachments were approved and signed as outlined below:

Todd Davis