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## STAFF REPORT

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**TO:** CHIEF ADMINISTRATIVE OFFICER  
**FROM:** ALEX GUTERSON, BUILDING OFFICIAL / BYLAW OFFICER  
**SUBJECT:** Building Permit Summary Report – September, 2025  
**MEETING DATE:** OCTOBER 14<sup>TH</sup>, 2025

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### PURPOSE

The purpose of this report is to provide Council with an update on building and development activities within the Town for the month of September, 2025. This report includes information on building permits issued, permits outstanding, permits completed, construction values, and development trends year over year.

### BACKGROUND

Please refer to Schedule A of this report for a detailed breakdown.

### IMPLICATIONS

- a. **Financial:**  
A total of 75,296.00 in permit fees has been generated for fiscal year 2025.
- b. **Policy/Legislation:**  
N/A
- c. **Strategic Priority:**  
N/A.
- d. **Sustainability:**  
N/A
- e. **Communication:**  
N/A

**f. Staffing Implication:**

**Recommendation**

THAT the Committee of the Whole recommends to Council that this report be received.

Signed:

***Alex Guterson***

Alex Guterson

Building Official / Bylaw Officer

Concurrence:

***John Thomas***

John Thomas

Chief Administrative Officer

Schedule A – Building and Development Activity, September, 2025

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	34	18			5
Commercial	11	3			
Carport / garage	15	1			
Demolitions	1				
Renovations	40	3			
Deck	6				
Lawn Sprinkler / Woodstove					
Other _____	1				
<b>TOTALS</b>	<b>108</b>	<b>25</b>			<b>5</b>

Building Permit Fees	Value of construction	Permit fees
For the current month	\$ 1,423,300.00	\$ 14,483.00
Year to Date	\$ 7,189,686.00	\$ 75,296.00