



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: November 27, 2023

Subject: SRDPCLK.23.08 2024 Fees and Charges By-Law

Report from: Julie Hamilton, Deputy Clerk

Appendices: Appendix A – DRAFT 2024 Fees and Charges By-Law

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### **Recommendation**

Be It Resolved that Council hereby,

1. Approve the recommended changes to the Fees and Charges as attached as Appendix A; and
2. Direct Staff to prepare a by-law to establish Fees and Charges for 2024.

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### **Report Summary**

The purpose of this report is to advise Council of the proposed changes to the current Fees and Charges By-Law as recommended by Staff.

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### **Background**

Section 391 (1) of the *Municipal Act, 2001, as amended*, authorizes a municipality to establish a by-law for the purpose of imposing fees or charges on any class of persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

Staff have completed their annual review of the fees & charges imposed by the Municipality and the recommended changes are highlighted in this report for Council consideration.

Once approved, the Fees and Charges By-Law for 2024 will replace By-Law No. 22-2023 Fees and Charges By-Law for 2023.

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## **Analysis**

Staff have reviewed the areas within their scope of municipal operations and recommend that some changes be made to the current fees and charges.

The changes have been assessed based on a few factors:

- Inflation
- Financial Plans
- Material Cost Increases
- A market review in comparison with neighbouring municipalities

Appendix A provides a side-by-side comparison of the changes including percentage increases. The following summarizes the significant changes associated with each Schedule.

### **Schedule A – Administration Fees**

- An increase to the Zoning Compliance Confirmations is recommended due to the demand and amount of Staff time required to completed these requests.

### **Schedule B – Licensing Fees**

- No changes have been recommended

### **Schedule C – Works Service Changes**

- The culvert pricing has been combined and will be billed out at actual cost if the municipality supplies a culvert for an entranceway.
- The current cost of \$68.00 is not sufficient to cover the Staff time required to facilitate an entranceway permit. Following comparison of neighbouring municipalities and Bruce County, Staff recommend an increase to \$240.00.
- Staff have encountered issues with entranceway's not being installed to municipal standards with little to no recourse. Staff recommend that a refundable deposit be required upon application for an entranceway permit that will be returned once the installation is deemed satisfactory by municipal staff. Staff will also be bringing forward a more robust policy and application process that will provide standard requirements.
- The fee for installing an entranceway without a permit has been increased to \$540.00 which is the combined cost of the permit and deposit that is required during the application process.
- The road crossing fee has been increased to \$240.00 to match the cost of an entranceway permit.
- The cost of both winter sand and winter salt per tonne rate has been adjusted to cover actual costs.

- A 3% inflationary increase has been applied to the cost of grading and street sweeping services.

### **Schedule D – Merchandise**

- An addition has been made to cover the cost of shipping municipal pins. Staff receive these requests several times a year.
- The cost of a 911 Map Book has been adjusted to an even \$10.00.

### **Schedule E – Paid Parking**

The municipality supplies overnight parking in its urban areas to encourage off-street parking at all times and to provide an area for parking off-street during the winter months. Staff encounter regular challenges with parking and continue to make revisions. In an effort to simplify the process, Staff recommend only offering a monthly or annual permit, with the cost structure being set to encourage the purchase of the annual permit.

### **Schedule F – Planning Fees**

Changes to the Planning Fees require a public meeting in accordance with the *Planning Act*, and therefore, at this time there are no proposed changes.

### **Schedule G – Cemetery Fees**

In 2023, Staff undertook a comprehensive review of the current cemetery fee structure by comparison with neighbouring municipalities and some consultation with the local funeral director given their vast knowledge of the industry and surrounding cemeteries. As a result of this review, there are a number of increases to the cemetery fees.

The current structure is not sufficient to cover the costs related to the services provided at our cemeteries, maintenance and repairs or to build reserves for future expansions or additions. Wages, materials and supplies are currently supplemented through the Public Works operating budget.

The rationale for the increases is briefly explained below:

- The BAO mandates the percentages that cemeteries are obligated to deposit into their care and maintenance funds. For burial plots, that is 40% of the total price and for the columbarium is 15% of the total price. The land portion is revenue for the municipality and the care and maintenance goes into a separate funds where it earns interest. Only the interest portion of that fund can be used to offset expenses.
- With the addition of the new 48 tier columbarium wall in Chesley, the centre structure niches may become less desirable due to the limited locations. To provide a cost-effective option and encourage sale of those remaining niches, we have made the cost lower than the new wall.

- The new wall pricing has been set by comparing neighbouring municipalities and the revenue generated from the sale of the niches will cover the cost of the project plus cover the cost of a future addition as well.
- The interment fees are based on neighbor comparison.
- The additional weekend fees have been calculated by considering the cost of overtime for our operators to come in on a Saturday to perform the required services.
- There are no changes proposed to the fees for the cremation garden in Tara. It provides an all in one low cost option for those in need. There are several spaces left in that area. With the new facelift that area is receiving with the installation of the new fence in 2024, it is hoped that the area may become more desirable.
- Staff are noticing a large increase in the amount of people who contact the municipal office to arrange for a burial without the assistance of a funeral director. Funeral directors understand the legislated requirements and are able to complete the necessary paperwork on the client's behalf. When no funeral director is involved, the responsibility falls to Staff to guide the client through the process, complete paperwork, collect payment etc. This takes significant time to complete and Staff recommend that an administration fee be added to offset the staff time this process takes. An "Internment/Inurnment Arrangement without Funeral Director" fee of \$200.00 has been added for consideration.
- Other changes not explained are based off neighbor comparison.

#### **Schedule H – Solid Waste – Landfill**

- Staff have undertaken a review of the neighbouring landfill fees and have noted that the current fee structure is slightly low. Staff recommend an approximate increase of 10% to bring the fees in line with neighbouring facilities.

#### **Schedule I – Recreation Rental Fees**

The changes in this schedule can be attributed to inflation and cost for service increases. A few changes and additions have been noted on the attachment.

#### **Schedule J – Trailer Park**

The changes in this schedule can be attributed to inflation with the only notable change being the addition of the Seasonal Riverfront fee as these sites are the most desirable.

#### **Schedule K – Fire**

- The fire safety, letter and reports and inspection rates per hour were identified as being relatively low based on neighbour comparison in past reviews and Staff have been incrementally increasing the amount to align it with other areas. The proposed increase will complete the fee alignment.
- The MTO rate fluctuates from time to time so a change has been made to reflect the actual cost at the time of the incident.

## Schedule L – Water and Sewer

The Water and Sewer Department Fees are driven by the associated Financial Plans for Water, Sewer and Common Operations. For the most part, the changes are reflective of the rates established within those documents however, a few adjustments were made based on current material and service cost trends.

**Financial Plans  
For the years 2021-2026  
Approved % Annual Increases**

Plan	2023	2024	2025	2026
Sewer	3%	3%	3%	3%
Water	1%	2%	2%	3%
Common	1%	2%	2%	3%

## Schedule M – Paisley Museum

- No changes have been proposed.

## Schedule N – Building Permit Fees

It was determined that there were no changes warranted for 2024.

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### Link to Strategic/Master Plan

#### 6.4 Leading Financial Management

##### 6.1 Protecting Infrastructure, Recreation and Natural Assets

- Recreation Master Plan
  - Fire Master Plan
  - Water Financial Plan
  - Sewer Financial Plan
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## **Financial Impacts/Source of Funding/Link to Procurement Policy**

The financial impacts of the proposed changes to the fees and charges have been considered during the operating budget revenue considerations for the respective departments.

Other financial considerations including percentage increases and justification are provided throughout this report and on the attached 2021-2022 comparison.

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Approved by: Sylvia Kirkwood, Chief Administrative Officer