



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: November 25, 2024

Subject: SRDPCLK.24.12 2025 Fees and Charges By-Law Updates

Report from: Julie Hamilton, Deputy Clerk

Appendices: Appendix A – Fees and Charges Schedules A-N

Recommendation

Be It Resolved that Council hereby,

1. Receives report SRDPCLK.24.12 2025 Fees and Charges By-Law Updates; and
2. Approve the proposed fees and charges attached as Appendix A to this report; and
3. Further directs staff to bring back a by-law at the December 9, 2024, Council meeting to bring force and effect to the 2025 Fees and Charges on January 1, 2025.

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. An economic increase of 3 % has been applied to the majority of the fees, with minor rounding adjustments. All new fees include rational for the fee.

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.

Approval of the fees and charges in advance of the adoption of the final operating budget allows staff to better project 2025 revenues.

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

An economic increase of 3 % has been applied to the majority of the fees, with minor rounding adjustments. **Appendix A** provides a side-by-side comparison of the changes including percentage increases. Please note that the amounts yellow are the pre-tax amounts and HST will be applied where applicable. The following summarizes the any significant increases.

Schedule F – Planning and Development Fees

A thorough review of the current fees, comparison to our neighbouring municipalities, and staff time required to manage planning and development was used in developing the proposed planning and development fees and the introduction of deposits.

The recommended fees are set to be consistent and transparent for managing planning and development fees to offset the costs associated with staff time and projects that provide a direct benefit to specific developments.

Description	2024 Rate	2025 Proposed Rate	Justification
Residential Severance Application (One Severance)	\$500	\$750	The increase better reflects an appropriate amount similar to the By-law and removes the requirement for an assessment for

			and manage the agreement process.
Site Plan Agreement	\$500	\$1,000	Reflective of staff costs to consult, review, develop and manage the agreement process.
Site Plan Agreement Deposit		\$2,000 (Minor) \$5,000(Intermediate) \$10,000 (Major)	Site Plan agreement require full cost recovery for legal and professional costs, the deposit would cover these costs. Any unused portion would be returned to the applicant upon completion.
Deeming By-Law By-law under section 50 (4) of the Planning Act to deem a plan or part of a plan not to be a registered plan (per application)	NEW	\$750	Reflective of staff costs to consult, review, develop and manage the By-Law process.
Holding Provision Removal By-Law	NEW	\$750	Reflective of staff costs to consult, review, develop and manage the By-Law process
Other Agreements including but not limited to:		\$750	Reflective of staff costs to consult, review, develop and manage the

Temporary Use Agreement			agreement process
Municipal Access Agreement			
Limited-Service Agreement			

Schedule H – Solid Waste – Landfill

The landfill fees have been increased by 3% except for the mattress disposal fee and non-payment of tipping fees which have been increased to better align with surrounding municipalities. The garbage collection contract for curbside pickup has a 1.7% increase in 2025 so the local improvement charge has been raised for cost recovery.

Arran-Elderslie collects white bale wrap which can be recycled. This began as part of the Clean Farms Agricultural Waste Pilot Project, however, the funding for that program has been depleted. To reduce the amount of waste in our landfill, white bale wrap can still be brought to our landfill, however, for it to be accepted at the recycling facility, it must be baled. To offset costs associated with baling it by municipal staff, a tonnage fee of \$132.00/tonne is proposed where white wrap is brought in unbaled, and will be accepted at no charge to encourage baling before bringing it to the landfill.

Schedule I – Recreation Rental Fees

Most of the recreation fees have seen a 3% increase with a few minor exceptions.

Billboard Rental

The cost of printing the arena rink boards has been combined with the Large 3x8 section fee to provide an all-in-one price and the cost of machine wrapping the ice resurfer has been increased to better reflect the actual costs and market rate for the service.

Ball Diamond Rental

New costs have been added to offset costs associated with the diamond lights as well as a fee for when the lights are left on by users. A cost has also been added for just a diamond rental, undragged, unlined and no lights.

Pool – Instructional Lessons

A new 10 Class Pass has been added for Aquafit which is intended to encourage repeat attendance and provide some saving by purchasing in bulk.

Insurance Fees

Insurance rates for various rentals are cost recovery and are based on several factors such as type, number of attendees, risk level and whether there will be

alcohol served. These rates are subject to change and the fees and charges verbiage has been updated to reflect that, as opposed to a set cost.

Schedule K – Fire

Description	2024 Rate	2025 Proposed Rate	Justification
Fire Drill Approval and Observation, Per Hour, Minimum 1 Hour	\$85.00	\$95.00	The proposed increase better reflects an appropriate amount cost for spent in time completing the drills.
Fire Safety Plan Review / Approval, Per Hour, Minimum 1 Hour	\$85.00	\$95.00	The proposed increase better reflects an appropriate amount cost for time spent completing the review and approval
Fire Safety Inspection (including written report) Per Hour, Minimum 1 Hour	\$85.00	\$125.00	The proposed increase better reflects an appropriate amount cost for time spent completing the onsite safety inspection and time to write the report.
Residential Inspection (operating a business out of home, such as a daycare) Per Hour, Minimum 1 Hour	\$85.00	\$95.00	The proposed increase better reflects an appropriate cost for completing an onsite inspection and compliance letter following the inspection.

<p>Incident Response - Battery Energy Storage System (BESS)</p>		<p>NEW</p> <p>Current MTO Rate per apparatus, Per Hour – Currently \$559.86</p> <p>+</p> <p>Firefighter Current Rate per hour plus any additional costs for each incident – Current Rate \$35.05</p>	<p>With Battery Energy Storage Systems coming online in Ontario, and the possibility, for long emergency response times, the proposed fees will provide cost recovery to offset the expense of responding to BESS emergencies with fire apparatus and firefighters.</p>
<p>Firefighter Current Rate, per hour plus any additional costs for each incident – Added to Motor Vehicle Accidents, Watercraft & Aircraft Accidents and Fires</p>	<p>NEW</p>	<p>Current Rate \$35.05 per hour, per responding Firefighter</p>	<p>With the cost of emergency response increasing every year and the cost of emergency equipment increasing significantly, the addition of firefighter's wages will help offset the cost for the response.</p>
<p>If necessary to provide security to maintain continuity of scene during an incident investigation (OFM, Police, Staff or Other) - Flat Rate per Day</p>	<p>\$1000.00</p>	<p>\$1500.00</p>	<p>The proposed increase better reflects the cost of maintaining/ protecting a fire scene for other provincial agencies</p>

Schedule I – Water & 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 N – Building Fees

No changes are proposed to the Building Fees; however, Ancillary Buildings has been added to the Agricultural and Commercial/Industrial/Institutional sections for clarity.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

6.4 Leading Financial Management

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.

Approved by: Emily Dance, Chief Administrative Officer