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Date	November 8, 2023
To	Finance Committee – November 15, 2023
From	Josh Brick, Director of Corporate/Legislative Services/Clerk
Report No.	56-23
Report Title	Fees and Charges By-Law Update

Recommendation

That Report CLRK 56-23, entitled Fees and Charges By-Law Update is received for information; and,

That Council endorses the recommended amendments to Town Fees and Charges as specified in report CLRK 56-23; and further,

That Council directs staff to provide notice of the intended amendments in accordance with the Notice Policy.

Executive Summary

Each year staff review Town fees and charges to ensure that applicable costs are being recovered where necessary and that fees and charges are inline with local and comparable municipalities. Staff have undertaken this review for 2024 and are recommending several changes in Planning/ Development and Fire departmental fees and charges.

Background

Currently By-Law 68-21, as amended, comprises fees and charges for the Town. For simplicity, the Fees and Charges By-Law is categorized with the following schedules based on business unit:

Schedule A – Legislative Services/ Administrative Services

Schedule B – Parking and By-Law Enforcement

Schedule C – Finance and Tax

Schedule D – Building

Schedule E – Planning and Development Charges

Schedule F – Fire and Emergency Services

Schedule G – Recreation

Schedule H – Facilities and Parks Rental

Schedule I – Operations (Roads and Water)

Town of Aylmer By-Law 29-19 (Notice Policy) includes provisions for amendments to Town fees and charges. Specifically:

- Public notice required to advise of a minimum of one Council meeting to consider the enactment of a fee or charge By-Law. The notice shall specify when and where information in regards to such a By-Law may be obtained.
- One notice must be published on the Town website a minimum of (14) days prior to the Council meeting. It shall also be published once in a newspaper at least (14) days in advance of the Council meeting.

Analysis

A summary of Schedule E (Planning and Development) changes is included as attachment (A) for reference. These updates have been recommended to ensure that the Town fees and charges are inline with neighbouring municipalities, and to reflect an increase in application volume/ development support services provided by staff.

Additionally, the Chief Building Official and Associate Director of Infrastructure/ Operations are recommending that deposits for lot grading be increased from \$1000 to \$1500, with an option to utilize Town staff to certify and inspect final grades on the plan. The cost of the inspection fee would be \$500. Currently, staff are requiring a legal plan of survey to verify final grades. This represents a more cost-effective

option for the community and ensures that the lot grading has been installed correctly, allowing for the developer to redeem their deposit in a timely manner. For simplicity, this fee will be included in Schedule E – Planning and Development Fees.

Additionally, the Director of Emergency Services/ Fire Chief is recommending that Fire Investigation Reports (\$200+HST) be added under Inspections/ Incident Report Letters/ Property Search File requests.

Financial Impact

Updates have been recommended to ensure that the Town fees and charges are inline with neighbouring municipalities, and to reflect an increase in planning application volume/ development support services provided by staff. Increased revenue generated from fees will ensure that additional operational costs incurred as a result of the increased development activity are sufficiently recovered.

Strategic Priorities

This report supports the goals and objectives set out in [Council's Strategic Pillars](#). The goal it supports includes: Pillar Five – Public Service Excellence.

Conclusion

Staff are seeking Council endorsement of recommended amendments to fees and charges. Once endorsed, staff would follow notice provisions set out in the Notice Policy and eventually provide a By-Law for final Council consideration.

Respectfully submitted,

Josh Brick
Director of Corporate/Legislative Services/Clerk

Reviewed by Andy Grozelle, Chief Administrative Officer

Appendix

Attachments

1. User Fee Changes – Schedule E: Planning and Development

Follow Up

In adopting this report, what follow up action is required?

- By-law
- Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- Social media/Website update or communication
- Other communication – Specify: Notice in Accordance with Notice Policy