



# Staff Report to Council - for Direction

**Title:** Annual Fees and Charges By-law Update

**From:** Derrick Thomson, Chief Administrative Officer

**Date:** December 7, 2023

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## Staff Recommendation:

That a by-law be introduced to adopt the Fees and Charges for 2024, as presented.  
And further that By-law 2023-017 be repealed.

## Report Summary:

The Fees and Charges By-law is reviewed by each Department on an annual basis. The proposed changes to the by-law are provided in red font in the attached draft by-law.

## Background:

The following is a summary of the recommended changes:

Section 5 of the attached By-law authorizes a Director to impose a new fee or charge for a new program or service prior to updating the Fees and Charges By-law. The new fee cannot exceed the County's actual cost to deliver the new program or service and must be incorporated into the Fees and Charges By-law as soon as practical.

Section 6 authorizes a Director to increase, decrease or waive a fee when there is a material change to the program or service being delivered or in the situation where a fee has been set incorrectly by way of an administrative error.

### Schedule A - Administration

An Electric Vehicle Parking Charge fee will be charged to vehicles remaining in an EV parking space starting 1 hour after the vehicle has been fully charged. A \$.50 per minute charge will automatically be charged to the credit card.

Bruce County Real Property and Road Real Estate inquiries provided by the Real Estate Coordinator, or his designate requires a \$250.00 deposit plus applicable Teraview search and legal fees.

### Schedule C - Planning and Development

The Planning and Development fees have been adjusted in accordance with Section 2 of the By-law that provides for an automatic annual CPI increase on a percentage rounded up or down to the nearest ten-dollar increment.

### **Schedule D - Museum & Cultural Centre**

Fees for the Member and Non-Member have been increased to \$30/day and \$40/day respectively.

Bartending fees have increased to \$21 per hour from \$19.00 per hour.

Insurance fees for facility rentals will be charged specific to individual events based on Group Rating Schedule.

### **Schedule F - Library**

Laminating fees have been added.

### **Schedule H - Transportation and Environmental Services**

Transportation and Environmental Services has been updated to clarify Non-Refundable Fees versus Non-Refundable Deposits for entrance permits, encroachment permits and sign permits. Similarly, the descriptions for the various types of oversize load permits have been updated and applicable fees applied.

### **Financial/Staffing/Legal/IT Considerations:**

The financial considerations are outlined in the draft by-law.

### **Interdepartmental Consultation:**

The fees and charges were reviewed by each department.

### **Link to Strategic Goals and Objectives:**

### **Report Author:**

Linda White, Clerk

### **Departmental Approval:**

### **Approved for Submission:**

Derrick Thomson, Chief Administrative Officer