

# THE MUNICIPALITY OF LAMBTON SHORES

**Report CL 1-2023**

**Council Meeting Date: December 19, 2023**

**TO:** Mayor Cook and Members of Council  
**FROM:** Stephanie Troyer-Boyd, Director of Corporate Services  
**RE:** 2024 Fees and Charges By-Law

**RECOMMENDATION:**

**THAT** Report CL 18-2023 “2024 Fees and Charges By-Law” be received; and

**THAT** the 2024 Fees and Charges By-Law be approved.

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**SUMMARY**

This report proposes the annual update to the Comprehensive Fees and Charges By-Law.

**BACKGROUND**

Staff have completed a review of the 2023 fees and propose modest changes to some fees and charges to better reflect the cost of providing the service. The Fees and Charges By-Law has seven (7) fee schedules that align with departmental activities as follows: Administration, Building and By-Law, Fire Services, Public Works, Planning & Development, Recreation and Water, Wastewater and Waste.

Administration – The Administration fee schedule contains administrative charges relating to tax and utility accounts, licensing and cemetery fees. For cemetery grave openings, staff are proposing increased charges on weekends, holidays and winter openings in order to recover costs (staff time). There are no significant fee increases proposed in administrative fees.

Building and By-Law – There have been no significant changes proposed to building fees as a full review of building fees was completed in 2020. However, staff have suggested a phased approach to the withdrawal of permit charge based on the amount of staff time at the stage of withdrawal. For By-Law Enforcement, animal control charges have increased in order to cover costs.

At this time, there are no changes proposed to paid parking. Staff will review these rates prior to paid parking the 2024 paid parking season.

Fire Services - A “rush option/fee” has been added for investigation and inspection reports. For inspection requests, the fee has been eliminated as proactive requests for fire inspections should be encouraged. Ideally, we would like an Inspector into as many properties as possible to ensure that our building stock within the Municipality is compliant with the Ontario Fire Code. Should a OFM order not be complied with after the first recall then we can start a cost recovery process as outlined in Section 3.8 of the fee schedule. However, costs have been included in the fee schedule should a fire code issue need addressed outside of a preplanned and requested proactive inspection, or as the result of a valid complaint cost recovery can offset the costs. Additionally, Fire Watch/Emergency Scene Security/Standby fees have increased as fire crews should not be the most affordable or easiest choice for property owners to use as security. This rate should reflect that.

Public Works – There are no increases in fees and charges proposed by Public Works.

Planning and Development – There are no increases in fees and charges proposed in Planning and Development.

Recreation – Recreation fees have increased 3%, which is consistent with past practices based on previous fee reviews. One of Council’s Stratetgic Priorities is a review of fee-based rates for recreational facilities. Staff plan on conducting a review in 2024 which will affect 2025 fees.

Water, Wastewater and Waste – no significant fee changes are proposed for Water, Wastewater and Waste in 2024.

### **ALTERNATIVES TO CONSIDER**

There are no alternatives to consider.

### **RECOMMENDED ACTIONS**

It is recommended that the 2024 Fees and Charges By-Law be approved.

### **FINANCIAL IMPACT**

The recommended fees are developed to cover the cost of the providing the service. Any financial impact will be additional or increased revenue.

### **CONSULTATION**

Senior Management Team