

**TOWNSHIP OF ESSA
MINUTES OF VIRTUAL PUBLIC MEETING
WEDNESDAY JUNE 16, 2021**

RE: PROPOSED AMENDMENTS TO THE FEES AND CHARGES BY-LAW 2013-28

A Public Meeting was held virtually on Wednesday, June 16, 2021 and was livestreamed to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald
Deputy Mayor, Michael Smith
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
R. Rosilius, Deputy Treasurer
M. Mikael, Manager of Public Works
A. Powell, Manager of Planning and Development
J. Sidhu, Planner
J. Coleman, Manager of Parks and Recreation
D. Burgin, Deputy Fire Chief
K. Pascoe, Deputy Clerk
L. Lehr, Manager of Legislative Services

Mayor Macdonald opened the meeting at 6:06 p.m. She stated that the purpose of this Public Meeting is to discuss proposed amendments to the Township's Fees and Charges By-law specifically in relation to recommended increases outlined in Staff Report C015-21, and to hear all comments from residents of the Township of Essa.

In accordance with section 391 of the *Municipal Act*, 2001, as amended, a municipality is permitted to impose fees or charges on 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; and
- (c) for the use of its property including property under its control.

The Deputy Clerk stated that at its meeting of June 2, 2021, Council received staff report C015-21 which provided Council with an overview of the recommended increases to the fees specific to the Parks and Recreation Department, Public Works Department, Planning and Development Department and the Building Department as well as fees relating to the Thornton Union Cemetery. The following is a summary of the recommended increases proposed for consideration:

Proposed Amendments to Fee Schedule (By-law 2013-28)			
PARKS AND RECREATION DEPARTMENT FEES – AMENDEMENTS NO LONGER RECOMMENDED			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
AMEND EXISTING FEE 3.1 Day Use (6am-5pm) Per Hour	\$138.00		3% Increase as per inflation adjustment. Fee Increase no longer recommended per Manager of Parks and Recreation.
AMEND EXISTING FEE 3.2 Prime Time Use (5pm-12pm) Adult Per Hour	\$220.00		3% Increase as per inflation adjustment. Fee Increase no longer recommended per Manager of Parks and Recreation.
AMEND EXISTING FEE 3.3 Prime Time Use (5pm-12pm) Minor League Per Hour	\$170.00		3% Increase as per inflation adjustment. Fee Increase no longer recommended per Manager of Parks and Recreation.

PUBLIC WORKS FEES – SITE ALTERATION AND FILL FEES			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
AMEND EXISTING FEE Road Occupancy Permit – <i>(New – Major)</i>	\$60.00	\$300.00	Increase is required to cover Admin Fees and to align with other municipalities. Deposit will vary upon application. Major is defined as greater than 5 days.
AMEND EXISTING FEE Road Occupancy Permit – <i>(New – Minor)</i>	\$60.00	\$110.00	Increase is required to cover Admin Fees and to align with other municipalities. Deposit will vary upon application. – Minor is defined as less than 5 days.
AMEND EXISTING FEE Wide or Heavy Load Permit – Project CHANGE NAME to Seasonal Load Permit	\$100.00	\$175.00	Increase is required to cover admin fees and to align with other municipalities. Fees go back into maintaining our roads. Name change will allow season only (farmers, landscaping etc.)
AMEND EXISTING FEE Wide or Heavy Load Permit – Single Trip	\$25.00	\$75.00	Increase is required to cover admin fees and to align with other municipalities. Fees go back into maintaining our roads.
AMEND EXISTING FEE Wide or Heavy Load Permit – Annual	\$150.00	\$300.00	Increase is required to cover admin fees and to align with other municipalities. Fees go back into maintaining our roads.
AMEND EXISTING FEE Property Identifier Signs – Rural, Replacement etc. CHANGE NAME to Property Identifier Sign	\$32.50	\$75.00	For both new homes and vacant lots, as well as replacement the fee will be \$75.00 and installed by the Township only.
AMEND EXISTING FEE Sewer/Water Inspections (done by OCWA)	\$75.00	\$120.00	Fee covers administration fees and Staff time as well as OCWA inspection.
AMEND EXISTING FEE Tile Drainage Inspection Fee	\$150.00	\$250.00	Increase due to travel, inspection, admin, report and follow-up.
AMEND EXISTING FEE Encroachment Agreement	\$100.00	\$1000.00 (\$5000 Deposit)	Legal and survey required but not included. Deposit \$5000.00 to cover legal review.
AMEND EXISTING FEE Entrance Permit - Commercial	\$90.00	\$250.00 PLUS \$1000.00 Deposit	Increase to cover onsite inspection and staff time. Deposit to only be returned upon satisfactory inspection.
AMEND EXISTING FEE Entrance Permit - Residential	\$60.00	\$150.00 PLUS \$400.00 Deposit	Increase to cover onsite inspection and staff time. Deposit to only be returned upon satisfactory inspection.
NEW FEE Engineering Services – Water and Sewer Connection	n/a	\$1000.00	Will cover services for 1 connection per dwelling (1 of each water and sewer). Will include typical site inspections (flushing, chlorination, pressure testing, restoration)
NEW FEE Engineering Services	n/a	\$145.00/hr	Hourly Rate, for in house reviews, inspections etc. to cover staff time.
NEW FEE Survey/GIS Technician	n/a	\$225.00/hr	New hourly rate for surveying and GIS services as required for various projects.

PLANNING AND DEVELOPMENT FEES			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
AMEND EXISTING FEE <i>Pre-Servicing or Earthworks Permissions and Agreements</i>	\$1000.00	\$1,500.00	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
BUILDING DEPARTMENT FEES			
Fee Description	Current Fee	Proposed Fee	Rationale for Amendment
AMEND EXISTING FEE <i>9 Group F, Farm Uses (9.1, 9.2 and 9.3)</i>	.10/.19 ft ²	.20/ft ²	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
AMEND WORDING <i>9.3 Change from "Accessory Structures <500 ft² to "Accessory Structures"</i>	.10/.19 ft ²	.20/ft ² (as above)	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
AMEND EXISTING FEE <i>10.4 Below Grade Exterior Stairs</i>	.85 ft ²	\$150.00 flat rate	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
AMEND EXISTING FEE <i>10.5 Decks, No Roof</i>	.11/.38ft ²	.38ft ²	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
AMEND EXISTING FEE <i>12.11 Park Model Trailers/Mobile Homes (incl. Foundation)</i>	\$150.00	\$200.00	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
AMEND EXISTING FEE <i>12.12 Modular Factory Built Homes (incl. Foundation)</i>	\$100.00 flat rate	\$400.00 flat rate	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
AMEND EXISTING FEE <i>13.5 Re-Inspection</i>	\$25.00 flate rate	\$100.00 flat rate	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
AMEND EXISTING FEE <i>15.4 Re-Inspection</i>	\$75.00	\$100.00 flat rate	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
NEW FEE <i>10.6 Decks, With Roof (re-number current 10.6 and below)</i>	n/a	.40ft ²	Currently non existent.
NEW FEE <i>11.5 Compliance Inspection of Existing System</i>	n/a	\$100.00	These Agreements take substantial time to administer and a fee increase would better align to cover staff time.
DELETE EXISTING FEE <i>5.10 Sheds – Under 200 ft²</i>	.11 / ft ²	Remove	Contradicts \$100.00 minimum fee.

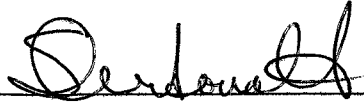
RECREATION RELATED FEES – Thornton Union Cemetery HST to be added to all Fees				2.5% Increase		
1. Sale of Burial Rights (Site Lot Size 3'3 x 10)	RATE	HST	TOTAL	New Rate	HST	New Total
1.1 Interment Rights, Care & Maintenance and 4 Corner Posts	1360.00	176.80	1536.80	1394.00	181.22	1575.22
1.2 Vault	350.00	45.50	395.50	358.75	46.64	405.39
1.3 Crypt	250.00	32.50	282.50	256.25	33.31	289.56
2. Sale of Columbarium-Niche (Size 11x11x11)	RATE	HST	TOTAL	New Rate	HST	New Total
2.1 Top Row, Care & Maintenance	1650.00	214.50	1864.50	1691.25	219.86	1911.11
2.2 3 rd Row, Care & Maintenance	1450.00	188.50	1638.50	1486.25	193.21	1679.46
2.3 2 nd Row, Care & Maintenance	1250.00	162.50	1412.50	1281.25	166.56	1447.81
2.4 1 st Row, Care & Maintenance	1050.00	136.50	1186.50	1076.25	139.91	1216.16
3. Opening and Closing Cost	RATE	HST	TOTAL	New Rate	HST	New Total
3.1 Cremated Remains in Ground	330.00	42.90	372.90	338.25	43.97	382.22
3.2 Cremated Remains in Niche	209.00	27.17	236.17	214.23	27.85	242.09
3.3 In Ground Burial	825.00	107.25	932.25	845.63	109.93	955.56
3.4 Flat Markers	50.00	6.50	56.50	51.25	6.66	57.91
3.5 Upright Marker	100.00	13.00	113.00	102.50	13.33	115.83
3.6 Extra Deep Burial Adult	450.00	58.50	508.50	461.25	59.96	521.21
3.7 Extra Deep Burial Child	200.00	26.00	226.00	205.00	26.65	231.65
3.8 Transfer of Internment Rights	200.00	26.00	226.00	205.00	26.65	231.65
3.9 Staking Fee (Monument Base)	200.00	26.00	226.00	205.00	26.65	231.65
3.10 Funerals Entering Cemetery after 3:00pm ADD on	300.00	39.00	339.00	307.50	39.98	347.48
3.11 Burials on Holidays and Saturdays: After 11:30am ADD on	700.00	91.00	791.00	717.50	93.28	810.78
3.12 Cremation Burials on Holidays and Saturdays: After 11:30am ADD on	275.00	35.75	310.75	281.88	36.64	318.52
4. Disinterment	RATE	HST	TOTAL	New Rate	HST	New Total
4.1 Adult in Ground	3500.00	455.00	3955.00	3587.50	466.38	4053.88
4.2 Child in Ground	1700.00	221.60	1921.00	1742.50	226.53	1969.03
4.3 Cremated Remains from in Ground	375.00	48.75	423.75	384.38	49.97	434.35
4.4 Cremated Remains from in Niche	200.00	26.00	226.00	205.00	26.65	231.65
5. Social Services Department (Welfare/On Assistance)	RATE	HST	TOTAL	New Rate	HST	New Total
5.1 Grave (Interment Rights, Care & Maintenance, Grave Opening)	1300.00	169.00	1469.00	1332.50	173.23	1505.73

The Mayor advised members of the public that they must type their name and address and comment into the Chat Function on Zoom so that proper records may be kept and notice of future decisions can be sent to those persons involved in the review process.


There were no comments or questions from the public or members of Council.

The Mayor stated that if there are no further questions, Council wishes to thank all those in attendance for their participation. The Clerk's Department will be preparing a By-law to be presented to Council concerning this matter for the next meeting of Council scheduled on July 7, 2021.

Meeting adjourned at 6:14 p.m.



Sandie Macdonald, Mayor



Lisa Lehr, Manager of Legislative
Services