



## **Administrative Report**

### **Office of the Director, Financial Services/Treasurer**

**To:** Warden MacDonald and Members of Essex County Council

**From:** Melissa Ryan, CPA  
Director, Financial Services/Treasurer

**Date:** Wednesday, February 21, 2024

**Subject:** Proposed Revisions to Fees and Charges Bylaw for 2024

**Report #:** 2024-0221-FIN-R05-MR

---

#### **Purpose**

To recommend amendments to the County of Essex Fees and Charges Bylaw.

#### **Background**

In accordance with the Bylaw, which establishes the fees and charges for the County of Essex, an annual review is undertaken by Administration to determine if there is a need to amend any of the approved fees and charges.

The fees and charges were last amended in March 2023. During 2021 and 2022, Administration reviewed approved fees and charges and determined no amendments were warranted in those years.

#### **Discussion**

In conjunction with the development of the 2024 Budget, Administration was tasked with reviewing fees and charges applicable to each department/service area and to make recommendations for any revisions if deemed appropriate.

The recommended amendments are highlighted in Bylaw 2024-010 Schedules A-G and include proposed adjustments to fees for draft plans of subdivision/condo and Environmental Impact Assessment (EIA) reviews, extensions to draft plan approval, change of conditions (major and minor) and processing part lot control exemption.

### **Subdivision Fees:**

The proposal suggests a \$1000 increase to each of the subdivision fees. The existing fees have remained unchanged since 2005 when the County assumed the role of the delegated approval authority from the Province.

The current fee structure is as follows:

\$2000 for up to 20 lots/blocks/units

\$4000 for 21-51 lots/blocks/units

\$6000 for more than 50 lots/blocks/units.

The proposed fee structure would see each of these amounts increase by \$1000.

#### *Rationale:*

The fees have not been adjusted in nearly two decades despite the increasing demands on the County's resources and services.

The proposed increase aims to initiate the alignment of fees with the current operational costs associated with managing and processing subdivision plans.

### **Environmental Impact Assessment (EIA) Review Fees:**

Considering the recent changes due to Bill 23 and the County's reliance on external environmental consulting firms for natural heritage review services, it is suggested to implement fees that accurately reflect the level of effort required for EIA reviews. These fees will be based on the hourly rates of the environmental experts involved.

#### *Rationale:*

Externalization of natural heritage review services necessitates a shift toward cost recovery from developers.

Aligning fees with the level of effort ensures fair compensation for the specialized expertise required for EIA reviews.

### **Additional New Fees:**

Introduction of new fees for services such as an extension to draft plan approval (\$1000), change of conditions, minor (\$1000) or major (\$2000) and processing part lot control exemption (\$500) is proposed. These nominal fees are intended to cover staff time invested in processing these matters, similar to practices in local municipalities.

---

### *Rationale:*

Nominal fees for additional services ensure the County is adequately compensated for staff time and resources.

Consistency with local municipalities in charging fees for similar services.

In summary, the proposed fee adjustments above aim to ensure the County's fee structure remains equitable, reflective of the current operational landscape, and aligned with the principles of cost recovery for specialized services.

## **Financial Implications**

As a non-profit municipality, fees and charges are recommended at rates that recover up to a maximum of actual costs incurred in accordance with the Municipal Act. The revenue generated by the imposition of the Corporation's Fees and Charges Bylaw are charged to the corresponding department's revenue budgets and used to offset operating costs.

## **Consultations**

Senior Leadership Team

Heidi McLeod, Manager of Accounting – Administration / Deputy Treasurer

## **Recommendation**

That Essex County Council adopt Bylaw 2024-010, which establishes the fees and charges for the Corporation of the County of Essex for 2024.

## **Approvals**

Respectfully Submitted,

*Melissa Ryan*

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Concurred With,

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

---

<b>Appendix</b>	<b>Title</b>
Refer to By-Law Section of Agenda	By-law 2024-010 with Schedules A to G