



## Report to Committee of the Whole

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**From:** Katherine Thompson, Manager of Administrative Services/Deputy Clerk

**Date:** April 22, 2025

**Subject:** Approval of Fees and Charges 2025

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### **Recommendation(s):**

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THAT the report titled “Approval of Fees and Charges 2025” from the Manager of Administrative Services/Deputy Clerk dated April 22, 2025 be received and filed; and

THAT the changes to fees and charges identified in “Schedule A” of the aforementioned report be approved and imposed to commence on May 13, 2025; and

THAT the corresponding By-law be considered for approval by Council.

### **Introduction:**

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The County of Elgin Management Team and County staff annually review the fees and charges levied for administrative activities within each department to reflect cost recovery for materials, activities, and services. The attached by-law “Schedule A” reflects changes to fees and charges as recommended by the Management Team.

### **Background and Discussion:**

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### **Relevant Legislation:**

- Subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law; and
- Section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and
- Section 10(1) of the *Municipal Act, 2001* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and
- Section 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and
- Section 391(1) of the *Municipal Act, 2001* provides that a municipality may impose fees or charges on persons: (a) for services and activities provided or

done by or on behalf of it; (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or local board; and (c) for the use of its property including property under its control; and

- Section 69 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, provides that a council of a municipality may by by-law, establish a tariff or fees for the processing of applications made in respect to planning matters.

## **Proposed Changes:**

### **Document Commissioning Fee**

This fee has been increased from \$20.00 to \$25.00 to recoup the cost of fees associated with the online payment method and to include HST.

### **Community and Cultural Services**

#### ***Archives***

Acid free Storage Boxes have increased in cost from \$20.00 to \$25.00.

Newspaper Storage Boxes have increased in cost from \$50.00 to \$60.00.

Acid Free File Folders have increased in cost from \$1.00 to \$2.00.

#### ***Library***

Yoto Bundles fee for loss or damage is now listed as a range from \$210.00 - \$265.00, depending on the cost of the bundle.

A fee of \$10.00 for lost or damaged Yoto Cards has been added.

A fee of \$150.00 - \$350.00 has been added for the loss or damage of Healthy Brain Kits.

Healthy Brain Kits are a new item this year and special collection in partnership with [Alzheimer Society Southwest Partners](#). They are kits to help support brain health (10 in total) and developed in 5 stages to meet the needs of individual abilities and strengths. Each kit has a variety of materials from books to puzzles and games to other activities for any adult who wants to work on their brain health and for people living with dementia and their care supporters.

More information is available under “Healthy Brain Kits” on our Special Collections page: <https://www.elgincounty.ca/library/browse/special-collections/>

#### ***Museum***

Museum Memberships both annual and lifetime have been eliminated. The Museum did not have any active members.

The cost per student for School Tours has increased in cost from \$1.75 to \$9.00.

The cost per student for In-School Programming has increased from \$3.00 to \$9.00.

These increases reflect the actual cost to deliver these programs.

### **Planning**

In December of 2024, Council adopted an amendment to the Fees and Charges By-Law (24-25) that increased Planning Fees across all categories. This By-Law proposes that By-Law 24-45 be repealed and changes enacted therein be consolidated into the 2025 Fees and Charges By-Law.

Planning is also no longer requiring a deposit fee for Plans of Subdivision.

### **Tourism**

There are no longer fees associated with Tourism. Membership fees were previously eliminated, and the Tourism Signage Program was eliminated in 2024.

### **Homes and Senior Services**

Guest Room Accommodation is now available at Terrace Lodge. The fee for Guest Room Accommodation is the same as it is for Bobier Villa and Elgin Manor.

When the 2024 Fees and Charges By-Law was approved, fees for both VON and WECHC that applied to both 2024 and 2025 were approved. Now that 2024 has passed, the related fees are being removed from the By-Law. The 2025 fees have already been approved and will remain. Later in 2025, the Director of Homes and Seniors Services will bring forward updated fees for Meals on Wheels that will apply to the end of 2025 and into 2026.

### **Financial Implications:**

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Fees and charges are imposed through the Fees and Charges By-law are on a cost recovery basis.

### **Advancement of the Strategic Plan:**

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Although the subject of this report does not directly relate to advancing a specific priority in Council's Strategic Plan and relates more to general operations of the corporation, it does directly relate to ensuring responsible and sustainable financial management for the County.

### **Local Municipal Partner Impact:**

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None.

### **Communication Requirements:**

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A copy of the approved by-law will be posted on the County of Elgin website and circulated to all departments.

**Conclusion:**

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This report recommends that the increases to fees and charges requested by departments be implemented, and that the County's Fees and Charges By-law be amended to reflect cost recovery.

All of which is Respectfully Submitted

Approved for Submission

Katherine Thompson  
Manager of Administrative Services/Deputy Clerk

Blaine Parkin  
Chief Administrative Officer/Clerk