

FINAL REPORT

PREPARED BY HEMSON FOR THE MUNICIPALITY OF SOUTH HURON

COMPREHENSIVE USER FEE REVIEW AND REVENUE GENERATION STUDY

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1000 - 30 St. Patrick Street, Toronto ON M5T 3A3
416 593 5090 | hemson@hemson.com | www.hemson.com

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EXECUTIVE SUMMARY

In 2023, the Municipality of South Huron retained Hemson Consulting Ltd. to undertake a review of its user fees charged under the *Building Code Act*, *Planning Act*, and *Municipal Act*. This report analyzes the full cost of providing municipal services that are funded by user fees and makes recommendations for changing fees and fee structures. Fees for landfill, cemetery, and waste management, as well as development charges are not addressed in the report.

The review is based on extensive research of municipal documents, including capital and operating budgets, by-laws, staff and consultants reports, and website materials of South Huron and similar sized municipalities, as well as e-mail and video-conference interviews with municipal staff. Fee benchmarking has been used extensively to supplement the cost analysis as information on current and future costs and service levels is often limited.

The results of the review can be summarized as follows:

- The full cost of providing **Planning Application Review** services in the Municipality is \$335,466 (2024\$), of which 53% is attributable to staff wages and benefits, 26% for other operating costs, 3% for the cost of office space, and 18% for indirect costs. Planning application review service revenues are estimated at \$151,555. An overall increase of 64% is therefore justified to achieve full cost recovery. However, in accordance with the *Planning Act*, fee increases in this report have been calculated to ensure full cost recovery is achieved for each application type (see Section 3).
- The full cost of administering and enforcing the **Building Code** during building construction is \$727,253 (2024\$), of which 57% is attributable to staff wages and benefits, 21% for other operating costs, 1% for the cost of office space, 15% for indirect costs, and 7% to cover a provision for annual contributions to building permit fee reserve funds. Building Code service revenues are estimated at \$481,214. An overall increase of 51% to building permit fees is therefore justified to achieve full cost recovery (see Section 4).
- The Municipality's current **Corporate and Financial Services** fees generally fall within the municipal benchmark range and, for marriage licenses, are already recovering the full cost of providing services. It is therefore recommended that existing license fees and other fees remain generally unchanged. That said, given its wide-ranging powers under the *Municipal Act*, the Municipality has the ability to impose more administrative and licensing fees than it currently does (see Section 5).

- Proposed **Water, Wastewater, and Utilities** fees are set out in Section 6. The fees update staff hourly rates, replace fixed fees for vehicle rentals with vehicle hourly rental rates prescribed by Ontario Provincial Standard Specification 127, introduce a markup of 25% on all materials costs, increase temporary/seasonal water shutoff and meter checks for pipes up to 25mm (1”) to match the benchmark average. And index frontage fees for a new water service, where applicable, based on the Statistics Canada non-residential construction price index from 2002 to 2024. Several fees are recommended to be discontinued due to redundancy.
- For **Community and Facilities Services** (see Section 7) it is recommended that the Municipality:
 - Implement a comprehensive tracking system of participants in all fee-based Recreation activities to monitor changes in participation in programs and services on an annual basis; and
 - Establish a minimum cost recovery target of 30% of direct operating costs.

In the meantime, the Municipality should:

- Increase all Recreation fees by 10% (with the exception of Ice Rentals which are proposed to increase by 22%) to increase current cost recovery to 30%;
- Introduce Arena advertising fees as an additional revenue stream;
- Realign fee structure, as outlined above, to better align with service delivery in the Municipality;
- Include all existing fees in the Fees and Charges by-law for consistency (e.g. Karate);
- Alignment with existing municipal policies and by-laws in establishing overnight rates for Elliot Park; and
- As with other fees, including a provision for indexing Recreation fees in relevant by-laws.
- The current **Fire and Emergency Services** fee structure is generally appropriate for the fee-based services provided by the Municipality. It is however recommended that the Municipality increase fees for fire inspection reports, complaint inspections, and copies of fire incident reports. The proposed fee schedule is set out in Section 8.

- The proposed **Transportation Services** fees are set out in Section 9. As well as recommending that fees for 911 property blades and curb cuts for driveways be discontinued due to redundancy, the proposed fees:
 - Update staff hourly rates to reflect current (2024) direct and indirect staff time associated with providing services;
 - Replace fixed fees for vehicle and equipment rentals with hourly rental rates prescribed by Ontario Provincial Standard Specification 127;
 - Recalculate a full cost recovery fee rate for tile drain loan inspections (\$360); and
 - Introduce a full cost recovery parking permit fee (\$36).

1. INTRODUCTION

Municipalities in Ontario are responsible for ensuring that the delivery of local services is undertaken in accordance with the provisions of Provincial legislation. To offset the cost of providing services municipalities are permitted to charge fees and the Municipality of South Huron has levied such fees for many years.

Currently, the Municipality levies fees through User Fee By-Laws 34-2015, as amended by By-laws 46-2017, 5-2018, 10-2019, 2-2020, 5-2020, 89-2021, and 86-2022. Fees are levied for the following services:

- Building, Planning & Development
- General Administration (Corporate & Financial Services)
- Landfill, Water & Wastewater, Utilities
- Community Services
- Facility Services
- Fire & Emergency Services
- Transportation Services

Hemson Consulting Ltd. was retained to conduct an analysis of the cost of providing services and determine appropriate fee rates for recovering some or all costs as permitted under the *Building Code Act*, *Planning Act*, and *Municipal Act* as well as other applicable legislation. In addition to a review of the Municipality's existing fees, potential new fees and other revenue generating strategies have been reviewed and included into the proposed user fee structure. This report summarizes the analysis results and makes recommendations for changing fees and fee structures.

Fees for landfill, cemetery, and waste management, as well as development charges are not addressed in this report.

A. GENERAL APPROACH TO COST RECOVERY

The review is based on extensive research of municipal documents, including capital and operating budgets, by-laws, staff and consultants reports, and website materials of South Huron and similar sized municipalities, as well as e-mail and video-conference interviews with municipal staff.

Unlike taxes, user fees and charges are levied for a specific purpose and on the basis of recovering some or all of the cost of providing a municipal service to the person paying the fee. Where possible, this review establishes the cost of services provided by the Municipality with a view to recommending an appropriate fee. In order to do this, two types of cost are distinguished:

- **Direct costs** – include the cost of staff (mainly wages and benefits) involved in providing a service;
- **Indirect costs** – include costs incurred by corporate and administration functions to support the direct service providers (e.g. the cost to provide building space). Indirect costs in South Huron generally range between 15% and 25% of direct costs, which is consistent with Ontario municipalities of similar size.

B. GENERAL APPROACH TO BENCHMARKING

Fee benchmarking has been used extensively in this report to supplement the cost analysis as information on current and future costs and service levels is often limited. The results of the benchmarking analysis for each service are discussed each relevant section of the report. Municipalities included in the benchmark review include:

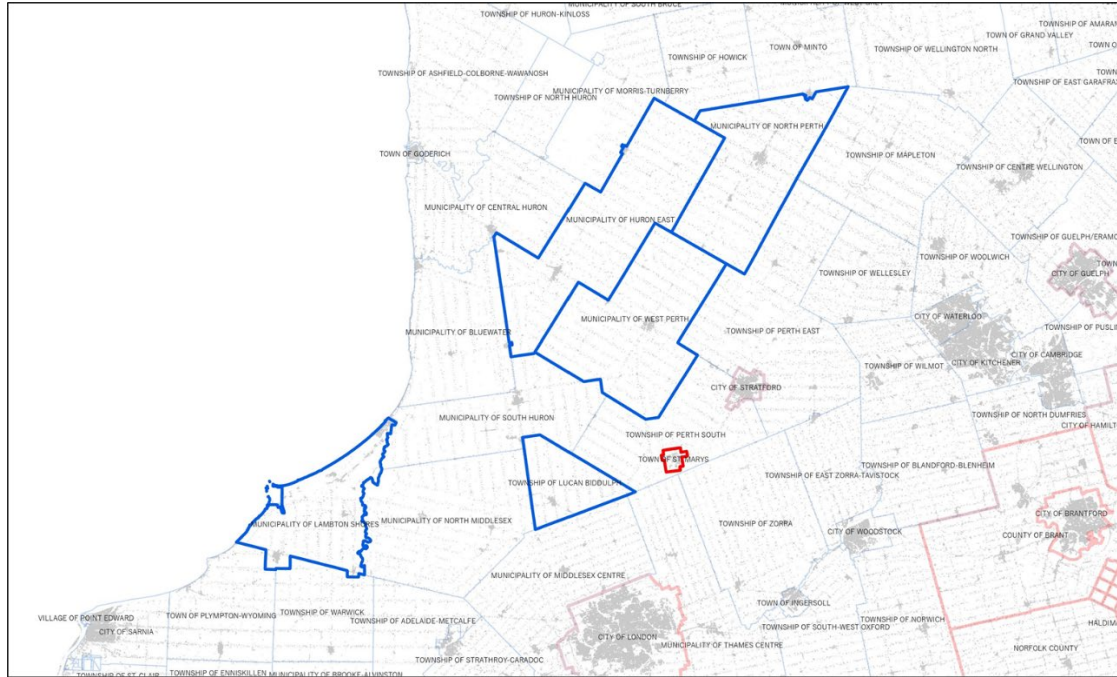
- Municipality of Lambton Shores, in Lambton County;
- Municipality of Huron East, in Huron County;
- Municipalities of North Perth and West Perth, in Perth County;
- Township of Lucan Biddulph, in the County of Middlesex; and the
- Town of St. Mary's.

The location of the comparator municipalities is provided in Map 1 below.

It is noted that that this broad comparison does not take into account any service level differences that may exist in terms of, for example, the scope and quality of programs and services that are provided in other municipalities.

As well, given differences in program scope and the nature of services that are delivered it is not possible to compare fee rates for many fees. The benchmark for each service area is therefore restricted to “like for like” services.

Map 1 – Comparator Municipalities for Fee Benchmarking



C. REPORT STRUCTURE

After this introductory section, this report is organized into the following sections:

Section 2 describes the legislative authority for imposing user fees in South Huron, with a particular focus on the *Municipal Act* (Fees and Charges and Licensing sections), *Building Code Act*, and *Planning Act*.

Section 3 to **Section 9** sets out the fee calculations for each service area, including a description of the service, the current fee structure, historical service usage and fee revenues, analysis of costs, and benchmarking results. A proposed fee schedule for each service is provided, with changes to existing fee descriptions, as well as new fees, indicated in **red text**.

Section 10 provides general user fee recommendations over and above the service-specific recommendations set out in Section 3 to 9.

2. LEGISLATION GOVERNING USER FEES

The general power of municipalities to impose fees and charges derives from Sections 9, 10 and 11 of the *Municipal Act*. Specific authority to establish many of the fees and charges levied by the Municipality is contained to Parts XII and IV of the Act. Under Part XII of the Act municipalities can establish wide ranging user fees and penalties either for services they provide or for services provided on their behalf. Part IV of the legislation gives municipalities the power to impose licensing fees. As well, the *Building Code Act* and *Planning Act* confer specific powers to impose fees for the administration and enforcement of the Building Code and for the processing of planning applications.

A. MUNICIPAL ACT PART XII FEES AND CHARGES

Section 391(1) of the *Municipal Act* stipulates that a municipality or local board may impose a fee or charge on persons: for service or activities provided or done by or on its behalf; for costs payable by it for services or activities provided or done by or on behalf of municipalities or local boards; and for the use of its property including property under control.

Fees and charges can be used to pay for service administration and enforcement costs as well as the cost of acquiring or replacing assets (Section 391(3)). They can also include capital costs associated with a deferred benefit (Section 391(2)). Services for which fees are charged can either be mandatory or discretionary (Section 391(4)).

However, Section 394(1) prohibits fees that are based on:

- the income of a person, however it is earned or received, except that a municipality or local board may exempt, in whole or in part, any class of persons from all or part of a fee or charge on the basis of inability to pay;
- the use, consumption or purchase by a person of property other than property belonging to or under the control of the municipality or local board that passes the by-law;
- the use, consumption or purchase by a person of a service other than a service provided or performed by or on behalf of or paid for by the municipality or local board that passes the by-law;
- the benefit received by a person from a service other than a service provided or performed by or on behalf of or paid for by the municipality or local board that passes the by-law; or
- the generation, exploitation, extraction, harvesting, processing, renewal or transportation of natural resources.

B. MUNICIPAL ACT PART IV LICENSING

The power to license businesses by Ontario municipalities is long standing, although licensing legislation has undergone substantial revision in recent years. The current Part IV of the *Municipal Act* authorizes municipalities to impose licenses on any business even if the business is being carried out from a location outside the municipality. The definition of business is broad and includes trades and occupations, exhibitions, concerts, festivals and organized public amusements, the sale or hire of goods and services on an intermittent or one-time basis, and the display of samples, patterns or specimens of goods for the purpose of sale or hire.

The specific powers to impose business licenses are contained in Section 151(1) of the Act, which states that municipalities may:

- a) prohibit the carrying on or engaging in the business without a licence;
- b) refuse to grant a licence or to revoke or suspend a licence;
- c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- d) impose special conditions on a business in a class that has not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence;
- f) license, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it; and
- g) require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licences established by the municipality.

Restrictions on licensing are contained in Section 152(2), which states that a municipality may not require licences for:

- a) a manufacturing or an industrial business, except to the extent that it sells its products or raw material by retail;
- b) the sale of goods by wholesale; and
- c) the generation, exploitation, extraction, harvesting, processing, renewal or transportation of natural resources.

The authority to impose licence fees to recover the cost of administration and enforcement of licensing by-laws is implied through the authority to impose conditions (see Section 151(1)(c)-(e)) and the fees and charges provisions of Part XII of the Act.

C. BUILDING CODE ACT

To pay for the costs of providing Building Code services, municipalities are permitted to charge fees for processing building permit applications. The *Building Code Act* requires that permit fees not exceed “the anticipated reasonable costs to administer and enforce the Building Code during building construction”. In addition, municipalities are required to prepare annual reports that record the amount of fees received and the costs incurred in administering the process.

Ontario Regulation 305/03 expands on the requirements, specifying that annual reports must record both the direct and indirect costs of reviewing applications and conducting building inspections. In this regard:

- direct costs include the costs of reviewing building permit applications and inspecting buildings; and
- indirect costs include the support and overhead costs of administering and enforcing the process.

Annual reports must also include the balance of any building permit reserve funds municipalities may have.

The Regulation also sets out the requirements for a public process that must accompany the setting of fees, including:

- holding at least one public meeting;
- providing 21 days’ notice of the public meeting; and
- providing an estimate of the costs of providing Building Code services, the amount of new fees and the rationale for new fees in the notice.

D. PLANNING ACT

The *Planning Act* stipulates that planning application fees must “meet only the anticipated cost to the municipality” of each type of application provided in its tariff of fees. Section 69 (1) of the *Act* contains the following provision:

69. (1) The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff. R.S.O. 1990, c. P.13, s.69 (1); 1996, c. 4, s. 35 (1).

The *Planning Act* also allows for fees to be waived for any application (s.69 (2)). Moreover, it provides a mechanism for fees to be appealed to the Ontario Land Tribunal.

3. PLANNING FEES

This section calculates fees that recover the full cost of processing applications in respect of planning matters in accordance with the *Planning Act*.

A. ANALYSIS OF PLANNING FEE REVENUES

In South Huron, the “tariff of fees” referred to in the *Planning Act* is contained in Schedule “A” of By-law 89-2021 (which amended the general Fee By-law 34-2015) and is available on the Municipality’s website. Most of the Municipality’s planning fees are one-time fees payable upon application submission.

Responsibility for planning matters in South Huron is shared by the Municipality and Huron County, with approval authority dependant on the type of application. Each municipality imposes fees, under separate by-laws, to help pay for their respective costs. This study only calculates fees for costs incurred by the Municipality of South Huron.

Notwithstanding the various application review processes, the Municipality reviews and provides comments on all applications. Some applications, such as minor variances, involve relatively small effort. Others, such as official plan amendments or plans of subdivision, may take many months. The Municipality retains external legal consulting assistance for applications to subdivide land, site plan applications, deeming by-laws, and preparing and registering development agreements. Engineering consulting advice is also secured to assist with applications to subdivide land. All other application review work that the Municipality is responsible for is done in-house by Municipal staff.

The Municipality also provides pre-consultation services to potential applicants for development. Pre-consultation involves Municipal staff in the Building and Planning Department, as well as other departments, and a fee is charged for the work involved.

Table 1 provides details on the planning application activity in the Municipality since 2018.

Table 1 – Planning Applications 2018-2022

| Application Type | 2018 | 2019 | 2020 | 2021 | 2022 | Average 2018-2022 |
|-------------------------------|------------|------------|------------|------------|------------|----------------------|
| Official Plan Amendment | 0 | 0 | 1 | 0 | 0 | 0.2 |
| Zoning By-law Amendment | 15 | 8 | 11 | 8 | 9 | 10.2 |
| Combined OPA/ZBA | 4 | 4 | 1 | 1 | 2 | 2.4 |
| Minor Variance | 7 | 6 | 8 | 16 | 6 | 8.6 |
| Consent Severance | 17 | 16 | 13 | 16 | 9 | 14.2 |
| Draft Plan of Subdivision | 0 | 1 | 1 | 0 | 1 | 0.6 |
| Draft Plan Approval Extension | 0 | 2 | 1 | 1 | 3 | 1.4 |
| Subdivision – Redline Changes | 0 | 0 | 1 | 2 | 0 | 0.6 |
| Part Lot Control | 0 | 3 | 0 | 0 | 0 | 0.6 |
| Deeming By-law | 1 | 0 | 0 | 1 | 1 | 0.6 |
| Removal of Holding Symbol | 1 | 0 | 0 | 1 | 0 | 0.4 |
| Site Plan Approval | 1 | 1 | 5 | 9 | 6 | 4.4 |
| Site Plan Amendments | 0 | 0 | 0 | 0 | 2 | 0.4 |
| Zoning Certificates | 117 | 81 | 89 | 122 | 79 | 97.6 |
| Total | 163 | 122 | 131 | 177 | 118 | 142.2 |

The types of planning approval in the Municipality are summarized as follows:

i. Official Plan Amendment

Huron County’s Official Plan, together with the Municipality’s Official Plan, are broad policy documents which set out the long-range planning objectives for South Huron. All development that proceeds in the Municipality must conform to the policies in the Official Plans. In some cases, a planning application requires an amendment to an Official Plan prior to its being approved. The review of an application to amend is done by both County and Municipal staff. Fees in this study only address the Municipality’s work on an Official Plan Amendment (OPA).

The amendment process at the Municipality typically takes months to complete and involves detailed review by staff, Council, and the public. OPAs are rare – the Municipality typically only processes two per year and this level of activity is anticipated to continue in the near future.

ii. Zoning Amendments

The Zoning By-Law regulates the use of land in the Municipality. When a proposal for development includes a plan for uses which are not permitted under the Zoning By-Law, an amendment to the by-law is required in order for the proposal to be approved. The amendment process can be lengthy and involves a public consultation process. When a zoning amendment application is submitted together with an OPA application, a single consolidated fee is charged.

The number of Zoning By-Law amendments processed by Municipal staff has fluctuated from a low of 8 applications in 2019 and 2021 to a high of 15 applications in 2018.

iii. Site Plan Control

Site plan control is the process that regulates various activities on the site of an actual development including building location, landscaping, parking, drainage, and pedestrian and vehicular access. Other than a fee to amend a site plan agreement, the Municipality does not currently impose fees to cover costs associated with site plan application review. The number of site plan applications, including amendments, has increased in recent years, from 1 in 2018 and 2019 to 9 in 2021 and 8 in 2022.

iv. Subdivision

The process for subdividing land is lengthy and involves considerable Municipal planning resources, close co-ordination with County staff, and comprehensive public consultation. The actual length of any one review is highly dependent on the nature of the subdivision (or condominium) being processed. In general, larger subdivisions require greater time for review. The review process also includes significant time by external engineering consultants for review of the construction and installation of public works. Much of the review work takes place after the draft plan has been approved.

Between 2018 and 2022 the Municipality received 3 subdivision applications, 7 subdivision extension applications, and 3 subdivision redline revision applications. This level of activity is indicative of future trends.

v. Part-Lot Control

The *Planning Act* permits municipalities to pass by-laws to exempt lots within a plan of subdivision from part-lot control so that further subdivision can take place. Applications for part-lot control are rare – only 3 have been submitted, all in 2019.

vi. Minor Variances

A Committee of Adjustment is responsible for approving applications for minor variances. Often a proposed development will require that one or more development standards established by the Zoning By-Law be waived to allow the development to proceed. In such cases an approval for variance must be received. An application for variance usually takes about one month to review by County planning staff though very complex applications can take longer. Between 6 and 16 minor variances have been processed each year since 2018.

vii. Consents

Council approves applications for consents to sever land. The Municipality has processed an average of 14 consent applications since 2018. However, the number of applications received in any one year varies. There was a high of 17 consents processed in 2018 and a low of 9 processed in 2022.

Table 2 shows the revenue generated from planning applications for each application type between 2020 and 2022. The table shows that fee revenues have been relatively stable in recent years. Revenue for specific application types can fluctuate from one year to the next. The primary revenue generators are Consents (36% of total revenue) and Zoning By-law Amendments (23% of total revenue). These figures include revenues for all fee associated with each type of application (e.g. consents for new and existing lots).

It is noted that fluctuations in planning application revenue on any given year do not necessarily reflect the level of building or development activity because the timing of fee payments and development activity do not always correspond.

Historical planning revenue and application data provided in Tables 1 and 2 demonstrate a fairly consistent number of applications received over the past five years. Planning application activity in 2023 and forecasts set out in the Municipality's Development Charge Background Study suggest that this level of application activity is indicative of future trends. The anticipated number of applications by type and associated revenue generated (under current fee rates) is displayed in Table 3. These activity projections form the basis of the full-cost recovery fee calculations.

Table 2 – Planning Fee Revenues 2020-2022

| Application Type | 2020 | 2021 | 2022 | Average |
|---|-----------------|------------------|-----------------|------------------|
| Official Plan Amendment | \$3,788 | \$ - | \$ - | \$1,431 |
| Zoning By-law Amendment | \$21,417 | \$15,888 | \$18,234 | \$20,599 |
| Combined OPA/ZBA | \$4,762 | \$4,857 | \$9,908 | \$7,196 |
| Minor Variance - 1 or 2 | \$6,056 | \$12,352 | \$4,725 | \$8,579 |
| Minor Variance - 3 plus | \$7,788 | \$15,888 | \$6,078 | \$11,035 |
| Consent Severance | \$28,132 | \$35,328 | \$10,125 | \$27,370 |
| Consent Severance New Lot | \$ - | \$ - | \$14,625 | \$15,932 |
| Draft Plan of Subdivision up to 10 | \$6,493 | \$ - | \$9,000 | \$6,536 |
| Draft Plan of Subdivision 11 or more per unit | \$3,240 | \$ - | \$3,400 | \$2,469 |
| Draft Plan Approval Extension | \$540 | \$551 | \$6,000 | \$3,631 |
| Phasing Final Approval | \$ - | \$ - | \$ - | \$ - |
| Subdivision - Redline Changes to Plan | \$270 | \$551 | \$ - | \$306 |
| Subdivision - Redline Changes to Conditions | \$270 | \$551 | \$ - | \$306 |
| Temporary Use By-law | \$ - | \$ - | \$ - | \$ - |
| Part Lot Control | \$ - | \$ - | \$ - | \$ - |
| Part Lot Control per unit | \$ - | \$ - | \$ - | \$ - |
| Deeming | \$ - | \$440 | \$449 | \$326 |
| Removal of Holding Symbol | \$ - | \$550 | \$- | \$200 |
| Site Plan Approval Residential | \$2,500 | \$4,500 | \$3,000 | \$3,631 |
| Site Plan Approval - ICI | \$2,500 | \$4,500 | \$3,000 | \$3,631 |
| Site Plan Approval Amendments | \$ - | \$ - | \$1,000 | \$363 |
| Zoning Certificates | \$6,675 | \$9,150 | \$5,925 | \$8,013 |
| Total Revenue | \$94,431 | \$105,106 | \$95,469 | \$121,555 |

Table 3 – Planning Development Forecast – 2024

| Applications | Historical Average | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---------------------------|------------------|------------------|------------------|------------------|------------------|
| Official Plan Amendment | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 |
| Zoning By-law Amendment | 10.2 | 10.2 | 10.2 | 10.2 | 10.2 | 10.2 |
| Combined OPA/ZBA | 2.4 | 2.4 | 2.4 | 2.4 | 2.4 | 2.4 |
| Minor Variance | 8.6 | 8.6 | 8.6 | 8.6 | 8.6 | 8.6 |
| Consent Severance | 14.2 | 14.2 | 14.2 | 14.2 | 14.2 | 14.2 |
| Draft Plan of Subdivision | 0.6 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Draft Plan Approval Extension | 1.4 | 1.4 | 1.4 | 1.4 | 1.4 | 1.4 |
| Subdivision - Redline Changes | 0.6 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Part Lot Control | 0.6 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Deeming | 0.6 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Removal of Holding Symbol | 0.4 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Site Plan Approval | 6.7 | 6.7 | 6.7 | 6.7 | 6.7 | 6.7 |
| Site Plan Approval Amendments | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 |
| Zoning Certificates | 97.6 | 97.6 | 97.6 | 97.6 | 97.6 | 97.6 |
| Revenues Under Current Fees (\$2024) | Historical Average | 2024 | 2025 | 2026 | 2027 | 2028 |
| Official Plan Amendment | \$1,400 | \$800 | \$800 | \$800 | \$800 | \$800 |
| Zoning By-law Amendment | \$20,600 | \$21,100 | \$21,100 | \$21,100 | \$21,100 | \$21,100 |
| Combined OPA/ZBA | \$7,200 | \$12,200 | \$12,200 | \$12,200 | \$12,200 | \$12,200 |
| Minor Variance | \$8,600 | \$15,700 | \$15,700 | \$15,700 | \$15,700 | \$15,700 |
| Consent Severance | \$27,000 | \$39,800 | \$39,800 | \$39,800 | \$39,800 | \$39,800 |
| Draft Plan of Subdivision | \$33,900 | \$15,300 | \$15,300 | \$15,300 | \$15,300 | \$15,300 |
| Draft Plan Approval Extension | \$3,600 | \$2,900 | \$2,900 | \$2,900 | \$2,900 | \$2,900 |
| Subdivision – Redline Changes | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 |
| Part Lot Control | \$2,500 | \$2,300 | \$2,300 | \$2,300 | \$2,300 | \$2,300 |
| Deeming | \$300 | \$500 | \$500 | \$500 | \$500 | \$500 |
| Removal of Holding Symbol | \$200 | \$600 | \$600 | \$600 | \$600 | \$600 |
| Site Plan Approval | \$7,300 | \$6,700 | \$6,700 | \$6,700 | \$6,700 | \$6,700 |
| Site Plan Amendments | \$400 | \$200 | \$200 | \$200 | \$200 | \$200 |
| Zoning Certificates | \$8,000 | \$7,300 | \$7,300 | \$7,300 | \$7,300 | \$7,300 |
| Total | \$121,600 | \$126,000 | \$126,000 | \$126,000 | \$126,000 | \$126,000 |

B. PLANNING COST ANALYSIS

This section presents an analysis of the direct and indirect costs of delivering services required to approve planning applications in South Huron. All costs are expressed in 2024 dollars.

i. Direct Costs

A number of staff at the Municipality are responsible for processing applications in respect of planning matters. However, the only the cost of two staff are considered to be a direct cost: the Director of Building and Planning/CBO; and the Planning Co-ordinator. Although staff in the Infrastructure and Development, Corporate Services, and Financial Services Departments are often involved in application reviews, their costs are treated as indirect costs. Time shares of the two staff involved with direct costs were determined based on staff interviews and are provided below in Table 4.

Although a portion of staff time is directly involved with processing planning applications, 50% of the time of the Director of Building and Planning/CBO has been assigned to Building Code activities and is excluded as a cost for fee recovery (see Section 4).

Table 5 displays the calculations of direct costs. Payroll costs, amounting to \$178,353 and including all salaries, benefits, and overtime, account for the majority (65%) of the direct costs.

Direct (non-salary) operating cost were determined by multiplying the time shares attributed to planning application staff by 2024 operating budget projections. The total direct operating cost that can be attributed to planning approval activities is \$86,079, or 31% of total direct costs.

Space allocations were determined based on staff interviews and building floor plans. Direct costs associated with space total \$9,122 and account for approximately 3% of total direct costs.

The total direct cost of planning applications and approvals amounts to \$273,554. The major cost centres are Site Plans (30% of total costs), Consents (15% of total costs), Subdivisions (14% of total costs), and Rezoning (12% of total costs). Together, these application types cost the Municipality more than \$193,000 per year each in direct costs.

Table 4 – Planning Time Shares & Salaries – 2024

| Application Type | Salary Share |
|---|---------------------|
| OPA Amendment | \$11,296 |
| ZBA Amendment | \$20,854 |
| Minor Variances <i>1 or 2</i> | \$6,951 |
| <i>3 or more</i> | \$8,689 |
| Consent to Sever | \$27,110 |
| Plan of Subdivision <i>Subdivision Plan</i> | \$21,723 |
| <i>Draft Approval Extension</i> | \$2,433 |
| <i>Phasing Final Approval</i> | \$1,043 |
| Changes After Draft <i>to Plan</i> | \$348 |
| Approval <i>to Conditions</i> | \$348 |
| Removal of H | \$1,738 |
| Temporary Use | \$1,738 |
| Deeming By-law | \$1,738 |
| Part Lot Control | \$3,476 |
| Recirculation | \$0 |
| Agreements | \$0 |
| Site Plan <i>Residential</i> | \$23,460 |
| <i>ICI</i> | \$23,460 |
| <i>Amendment</i> | \$6,951 |
| Pre-consultation | \$10,427 |
| Zoning Certificates | \$4,572 |
| Total | \$178,353 |

Table 5 – Direct Costs – 2024

| Cost Type | Salaries | Other Operating Costs | Space | Total Direct Costs |
|---------------------------------|------------------|-----------------------|----------------|--------------------|
| OPA Amendment | \$11,296 | \$5,234 | \$555 | \$17,085 |
| ZBA Amendment | \$20,854 | \$9,663 | \$1,024 | \$31,541 |
| Minor Variances | | | | |
| <i>1 or 2</i> | \$6,951 | \$3,221 | \$341 | \$10,514 |
| <i>3 or more</i> | \$8,689 | \$4,026 | \$427 | \$13,142 |
| Consent to Sever | \$27,110 | \$12,562 | \$1,331 | \$41,003 |
| Plan of Subdivision | | | | |
| <i>Plan of Subdivision</i> | \$21,723 | \$10,066 | \$1,067 | \$32,855 |
| <i>Draft Approval Extension</i> | \$2,433 | \$1,127 | \$119 | \$3,680 |
| <i>Phasing Final Approval</i> | \$1,043 | \$483 | \$51 | \$1,577 |
| Changes After Draft Approval | | | | |
| <i>to Plan</i> | \$348 | \$161 | \$17 | \$526 |
| <i>to Conditions</i> | \$348 | \$161 | \$17 | \$526 |
| Removal of H | \$1,738 | \$805 | \$85 | \$2,628 |
| Temporary Use | \$1,738 | \$805 | \$85 | \$2,628 |
| Deeming By-law | \$1,738 | \$805 | \$85 | \$2,628 |
| Part Lot Control | \$3,476 | \$1,611 | \$171 | \$5,257 |
| Recirculation | \$0 | \$0 | \$0 | \$0 |
| Agreements | \$0 | \$0 | \$0 | \$0 |
| Site Plan | | | | |
| <i>Residential</i> | \$23,460 | \$10,871 | \$1,152 | \$35,483 |
| <i>ICI</i> | \$23,460 | \$10,871 | \$1,152 | \$35,483 |
| <i>Amendment</i> | \$6,951 | \$3,221 | \$341 | \$10,514 |
| Pre-consultation | \$10,427 | \$4,832 | \$512 | \$15,770 |
| Zoning Certificates | \$4,572 | \$5,553 | \$589 | \$10,714 |
| Total | \$178,353 | \$86,079 | \$9,122 | \$273,554 |

ii. Indirect Costs

The indirect (or overhead) costs of processing Planning Applications in South Huron represent the share of costs of the Municipality’s corporate departments that can reasonably be attributed as overhead support of the planning application review service.

Indirect costs are estimated based on what drives the cost of the corporate departments’ support of planning activities. The calculation is undertaken in two steps. First, shares of corporate costs are calculated for each department that provides support to planning services. These are based on the number of staff in each particular department as a percentage of the total number of Municipal staff. Second, using these calculated shares of corporate costs, the amount attributable to processing planning applications is estimated based on the time shares identified in Table 4.

Table 6 summarizes the calculation of indirect costs. The calculated cost shares are applied to the corporate departments’ projected net costs excluding costs for activities which are clearly unrelated to planning applications. The total indirect costs are \$61,912.

Table 6 – Planning Indirect Costs – 2024

| Measures of Planning and Other Applicable Departments Relative to Whole Municipality Allocated to Planning Act | | | | | |
|---|--|--|---|--|--|
| % of Planning Department Time Dedicate to Planning Act | 78% | | | | |
| % of Salaries | 4% | | | | |
| % of FTEs | 4% | | | | |
| % of Total Departments | 14% | | | | |
| | HR | Finance | Council | IT | Total Indirect Cost Related to Planning Act |
| | FTE % Multiplied by Time Allocated to Planning Act | % of Salaries Multiplied by Time Allocated to Planning Act | % of Departments Multiplied by Time Allocated to Planning Act | % of FTEs Multiplied by the Time Allocated to Planning Act | |
| % of Municipality Costs | 3% | 3% | 11% | 3% | |
| Total Cost | \$98,257 | \$553,455 | \$251,907 | \$419,158 | N/A |
| OPA Amendment | \$197 | \$1,031 | \$1,696 | \$841 | \$3,765 |
| ZBA Amendment | \$364 | \$1,904 | \$3,131 | \$1,552 | \$6,950 |
| Minor Variances <i>1 or 2</i> | \$121 | \$635 | \$1,044 | \$517 | \$2,317 |
| <i>3 or more</i> | \$152 | \$793 | \$1,305 | \$647 | \$2,896 |
| Consent to Sever | \$473 | \$2,475 | \$4,070 | \$2,017 | \$9,035 |
| Plan of Subdivision <i>Plan of Subdivision</i> | \$379 | \$1,983 | \$3,261 | \$1,616 | \$7,240 |
| <i>Draft Approval Extension</i> | \$42 | \$222 | \$365 | \$181 | \$811 |
| <i>Phasing Final Approval</i> | \$18 | \$95 | \$157 | \$78 | \$348 |
| Changes After Draft Approval <i>to Plan</i> | \$6 | \$32 | \$52 | \$26 | \$116 |
| <i>to Conditions</i> | \$6 | \$32 | \$52 | \$26 | \$116 |
| Removal of H | \$30 | \$159 | \$261 | \$129 | \$579 |
| Temporary Use | \$30 | \$159 | \$261 | \$129 | \$579 |
| Deeming By-law | \$30 | \$159 | \$261 | \$129 | \$579 |
| Part Lot Control | \$61 | \$317 | \$522 | \$259 | \$1,158 |
| Recirculation | \$0 | \$0 | \$0 | \$0 | \$0 |
| Agreements | \$0 | \$0 | \$0 | \$0 | \$0 |
| Site Plan <i>Residential</i> | \$409 | \$2,142 | \$3,522 | \$1,746 | \$7,819 |
| <i>ICI</i> | \$409 | \$2,142 | \$3,522 | \$1,746 | \$7,819 |
| <i>Amendment</i> | \$121 | \$635 | \$1,044 | \$517 | \$2,317 |
| Pre-consultation | \$182 | \$952 | \$1,565 | \$776 | \$3,475 |
| Zoning Certificates | \$209 | \$1,094 | \$1,799 | \$892 | \$3,994 |
| Total | \$3,240 | \$16,959 | \$27,890 | \$13,823 | \$61,912 |

iii. Cost Summary

A summary of the analysis of costs is displayed in Table 7 below. The table shows that the total cost of processing planning applications under the *Planning Act* in the Municipality is \$335,466 of which 53% are wages, 26% are direct operating costs, 3% are space, and 18% are indirect costs.

The table also shows the revenue shortfall (\$213,912) anticipated should the Municipality continue to impose fees at current rates. The shortfall is equivalent to 64% of total direct and indirect costs.

Table 7 – Planning Fee Costs and Revenues - 2024

| Cost Type | Salaries | Other | | Space | Total Cost | Revenues | Shortfall |
|------------------------------|------------------|-----------------|-----------------|----------------|------------------|-------------------|------------------|
| | | Direct Costs | Indirect Costs | | | | |
| OPA Amendment | \$11,296 | \$5,234 | \$3,765 | \$555 | \$20,849 | -\$6,183 | \$14,666 |
| ZBA Amendment | \$20,854 | \$9,663 | \$6,950 | \$1,024 | \$38,491 | -\$23,042 | \$15,449 |
| Minor Variances | \$6,951 | \$3,221 | \$2,317 | \$341 | \$12,830 | -\$8,579 | \$4,252 |
| | | | | | | | |
| Consent to Sever | \$8,689 | \$4,026 | \$2,896 | \$427 | \$16,038 | -\$11,035 | \$5,003 |
| Plan of Subdivision | \$27,110 | \$12,562 | \$9,035 | \$1,331 | \$50,038 | -\$43,302 | \$6,736 |
| | | | | | | | |
| Plan of Subdivision | \$21,723 | \$10,066 | \$7,240 | \$1,067 | \$40,095 | -\$9,005 | \$31,089 |
| | | | | | | | |
| Draft Approval Extension | \$2,433 | \$1,127 | \$811 | \$119 | \$4,491 | -\$3,631 | \$859 |
| | | | | | | | |
| Phasing Final Approval | \$1,043 | \$483 | \$348 | \$51 | \$1,925 | \$0 | \$1,925 |
| | | | | | | | |
| Changes After Draft Approval | \$348 | \$161 | \$116 | \$17 | \$642 | -\$306 | \$335 |
| | | | | | | | |
| to Plan to Conditions | \$348 | \$161 | \$116 | \$17 | \$642 | -\$306 | \$335 |
| | | | | | | | |
| Removal of H Temporary Use | \$1,738 | \$805 | \$579 | \$85 | \$3,208 | -\$200 | \$3,008 |
| | | | | | | | |
| Deeming By-law | \$1,738 | \$805 | \$579 | \$85 | \$3,208 | -\$326 | \$2,882 |
| | | | | | | | |
| Part Lot Control | \$3,476 | \$1,611 | \$1,158 | \$171 | \$6,415 | \$0 | \$6,415 |
| | | | | | | | |
| Recirculation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | |
| Agreements | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | |
| Site Plan | \$23,460 | \$10,871 | \$7,819 | \$1,152 | \$43,302 | -\$3,631 | \$39,671 |
| | | | | | | | |
| Residential ICI | \$23,460 | \$10,871 | \$7,819 | \$1,152 | \$43,302 | -\$3,631 | \$39,671 |
| | | | | | | | |
| Amendment | \$6,951 | \$3,221 | \$2,317 | \$341 | \$12,830 | -\$363 | \$12,467 |
| | | | | | | | |
| Pre-consultation | \$10,427 | \$4,832 | \$3,475 | \$512 | \$19,245 | \$0 | \$19,245 |
| | | | | | | | |
| Zoning Certificates | \$4,572 | \$5,553 | \$3,994 | \$589 | \$14,709 | -\$8,013 | \$6,696 |
| | | | | | | | |
| Total | \$178,353 | \$86,079 | \$61,912 | \$9,122 | \$335,466 | -\$121,555 | \$213,912 |

C. FULL COST RECOVERY PLANNING FEES

This section presents full cost recovery fee rates in light of the cost analysis presented above. The full cost recovery analysis demonstrates that the Municipality is currently subsidizing the planning application review process through the tax rate to a considerable

degree. It is estimated that, at current fee rates, the Municipality would fund about 64% of planning application costs using general revenues. Given the provisions of the *Planning Act*, Council has the authority to increase the current fees in order to recover more or all of the full cost of the process.

The planning fees required to recover the full cost of processing planning applications are set out in Table 8. Full cost fees have been calculated by dividing the total (direct and indirect) cost of providing applications review services by the average annual number of applications anticipated over the next five years. Fees are rounded to the nearest hundred, ten, or one dollar.

Table 8 shows that the current fee rates for most applications fall well below what is required to achieve cost recovery. The full cost recovery fees are therefore considerably higher than current fee rates. As such, when setting fee rates, the Municipality should consider the following:

- the revenue shortfall that would result from imposing less than full cost recovery fees (a shortfall that would almost certainly have to be funded from taxes);
- the possibility that a “general” benefit to the Municipality might arise as a result of processing certain types of applications (e.g. Official Plan amendments with broad application);
- the competitiveness of the Municipality’s fees relative to other comparable municipalities in Huron County and similar municipalities outside the County (see below);
- the ability of applicants to pay the fee; and
- that fees be adjusted each year to account for inflation.

i. New Fees and Fee Structure Recommendations

Given the significant revenue associated with reviewing applications for site plan control, it is recommended that site plan fee be separated into three separated categories: minor site plan; major residential site plan; and major non-residential site plan. It is also recommended that the two current fees for consent applications be combined into one flat fee.

In order to cover costs of reviewing applications for which fees are not currently imposed, it is further recommended that the Municipality consider introduce the following:

- \$100 fee to prepare a propane/motor vehicle inspection/home occupancy zoning compliance letter;

- \$100 re-inspection fee for Site Plan and Subdivision applications;
- \$800 flat “one foot reserve lift” fee, to lift a 30 cm wide a strip of land running along the street frontage or perimeter of a property or perpendicularly across a road right-of-way that is deeded temporarily to the Municipality as a condition of an approval or agreement; and
- \$600 flat fee to cover staff time to prepare standard agreements outside of standard Site Plan, Subdivision, or pre-servicing agreements. Municipal legal costs associated with such agreements would be billed to applicants at cost, and over and above this fee.

D. BENCHMARKING

In order to provide an understanding of the current and full cost recovery fee rates in South Huron in relation to similar and surrounding municipalities, a planning application fee comparison was prepared. The results of this comparison are presented in the Appendix. The rates for the other municipalities are those that are currently in force and may not recover the full cost of providing planning application review services.

The Appendix shows that the current planning application fees in South Huron fall into various categories in comparison to benchmarked fees. Current Site Plan fees are comparatively low. Fees for Zoning By-Law Amendments and Minor Variances fall within the middle of the benchmark range. And fees for Official Plan Amendments, Consents, Subdivisions, and Part Lot Control are already at the higher end of the benchmark range. The calculated full cost recovery rates, if adopted, would bring the Municipality into the high end of the range for most fees.

It is noted that this comparison does not take into account any service level differences that may exist between municipalities in terms of, for example, the time taken to process an application or the level of customer service provided to applicants.

TABLE 8

MUNICIPALITY OF SOUTH HURON
2024 USER FEE REVIEW
SCHEDULE A - PLANNING FEES 2024

| Types of Applications | 2024 Current Fees | | | 2024 Full Cost Recovery | Difference | Total 2024 Fees w/ Full Cost Recovery for Municipal Portion |
|--|---------------------|-----------------------------|-----------------------------------|------------------------------|----------------|---|
| | County | Municipal | Total 2024 Fee Combined Cty & Mun | Municipal only | Municipal only | |
| Official Plan Amendment (OPA) | | | | | | |
| - County OPA, local OPA | \$ 2,911 | \$ 1,189 | \$ 4,100 | \$ 8,020 | \$ 6,831 | \$ 10,931 |
| Zoning By-law Amendment (ZBLA) | \$ 1,412 | \$ 696 | \$ 2,108 | \$ 3,050 | \$ 2,354 | \$ 4,462 |
| Minor Variance | | | | | | |
| - 1 or 2 variances | \$ 934 | \$ 675 | \$ 1,609 | \$ 2,860 | \$ 2,185 | \$ 3,794 |
| - 3 or more variances | \$ 1,176 | \$ 924 | \$ 2,100 | \$ 3,900 | \$ 2,976 | \$ 5,076 |
| New - Consents | | | | \$ 3,520 | \$ 2,090 | \$ 3,520 |
| <i>Consent - Technical (lot additions, easements, ROW's, validation certificates, re-creation of original lots)</i> | \$ 1,756 | \$ 585 | \$ 2,341 | \$ - | | \$ 1,756 |
| <i>Consent - New lot creation (new lots, surplus farm severances)</i> | \$ 2,536 | \$ 845 | \$ 3,381 | \$ - | | \$ 2,536 |
| Plan of Subdivision/Condominium | \$ 6,242 | \$ 3,122 | \$ 9,364 | \$ 40,090 | \$ 36,968 | \$ 46,332 |
| - 1 to 10 lots/A8blocks/E14 | | | | | | \$ - |
| - 11 or more lots/blocks/units | add \$116 per block | add \$60 per lot/unit/block | | add \$499 per lot/unit/block | \$ 439 | \$ 615 |
| Draft Approval Extension | \$ 1,561 | \$ 520 | | \$ 3,210 | \$ 2,690 | \$ 4,771 |
| Phasing Final Approval* | \$ 878 | \$ 293 | | \$ 372 | \$ 79 | \$ 1,250 |
| Changes following Draft Approval* | | | | | | |
| - to Plan | \$ 438 | \$ 143 | | \$ 1,280 | \$ 1,137 | \$ 1,718 |
| - to Conditions | \$ 438 | \$ 143 | | \$ 1,280 | \$ 1,137 | \$ 1,718 |
| *Note - Where final Approval, Phasing or Changes to the draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$170/lot/block/unit shall apply. | | | | | | |

TABLE 8

MUNICIPALITY OF SOUTH HURON
2024 USER FEE REVIEW
SCHEDULE A - PLANNING FEES 2024

| Types of Applications | 2024 Current Fees | | | 2024 Full Cost Recovery | Difference | Total 2024 Fees w/ Full Cost Recovery for Municipal Portion |
|--|-------------------------------------|------------------------------------|-----------------------------------|--|----------------|---|
| | County | Municipal | Total 2024 Fee Combined Cty & Mun | Municipal only | Municipal only | |
| Combined Applications | | | | | | |
| Local OPA & ZBL | \$ 3,711 | \$ 1,443 | | \$ 2,620 | \$ 1,177 | \$ 6,331 |
| County OPA & local OPA | \$ 5,436 | \$ 1,359 | | \$ 2,470 | \$ 1,111 | \$ 7,906 |
| County OPA, local OPA & ZBLA | \$ 6,089 | \$ 1,819 | | \$ 3,300 | \$ 1,481 | \$ 9,389 |
| Other Types of Applications | | | | | | |
| Removal of Holding (H) Symbol | \$ 286 | \$ 286 | | \$ 3,210 | \$ 2,924 | \$ 3,496 |
| <i>- where combined with or following a related planning application, or when the H was imposed by the municipality</i> | | | | | | |
| Renewal of Temporary Use Zoning By-law | \$ 1,059 | \$ 522 | | \$ 770 | \$ 248 | \$ 1,829 |
| By-law to Deem Lots not in a Plan of Subdivision, or the repeal of such By-law* | \$ 233 | \$ 234 | | \$ 3,210 | \$ 2,976 | \$ 3,443 |
| Where combined with any other planning | \$ 117 | \$ 116 | | \$ 188 | \$ 72 | \$ 305 |
| (*in both cases, applicants cover all legal costs & by-law preparation) | | | | | | |
| Part Lot Control Exemption* | \$ 1,170 | \$ 1,171 | | \$ 6,420 | \$ 5,249 | \$ 7,590 |
| In both cases(*applicants cover all legal costs & by-law preparation) | add \$116 per additional conveyable | add \$60 per additional conveyable | | Cost recovery for legal, engineering and planning costs. Application fee determined by local municipality. | | |
| Application Re-circulation fee(resulting from a change/meeting cancellation requested by applicant) | | \$ 370 | | \$ 500 | \$ 130 | \$ 500 |
| Agreements: site plan control, subdivision, condominium, development,lot grading & drainage(Planning costs to be reimbursed like legal and engineering costs) Application fee determined by local municipality | | \$ 370 | | \$ 500 | \$ 130 | \$ 500 |
| Natural Heritage Review by County Biologist (if development proposed within 120 m of a Natural Heritage feature) Comments on planning application | | | | | | |
| Review of Terms of Reference and EIS | \$228 (\$46.50 per hour) | | | | | |

TABLE 8

MUNICIPALITY OF SOUTH HURON
2024 USER FEE REVIEW
SCHEDULE A - PLANNING FEES 2024

| Types of Applications | 2024 Current Fees | | | 2024 Full Cost Recovery | Difference | Total 2024 Fees w/ Full Cost Recovery for Municipal Portion |
|---|-------------------|---------------------------|-----------------------------------|---------------------------|----------------|---|
| | County | Municipal | Total 2024 Fee Combined Cty & Mun | Municipal only | Municipal only | |
| Planning Consulting Fee* | | | | | | |
| Planner | | \$75.00 per hour plus HST | | \$75.00 per hour plus HST | | \$75.00 per hour plus HST |
| Planning Assistant | | \$50.00 per hour plus HST | | \$50.00 per hour plus HST | | \$50.00 per hour plus HST |
| <i>*After initial 4 hour review of a planning application, a consultation fee shall apply</i> | | | | | | |
| Site plan control application | | \$1,000 tax exempt | | | | |
| <i>New - Site Plan Control Minor</i> | | \$ - | | \$ 2,600 | \$ 1,600 | \$ 2,600 |
| <i>New - Site Plan Control Major Residential</i> | | \$ - | | \$ 4,550 | \$ 3,550 | \$ 4,550 |
| <i>New - Site Plan Control Major ICI</i> | | \$ - | | \$ 5,850 | \$ 4,850 | \$ 5,850 |
| Amendment to site plan agreement | | \$500 tax exempt | | \$ 1,300 | \$ 300 | \$ 1,300 |
| Cash-in-lieu of parkland dedication | | \$ - | | \$ - | | |
| For new lots created by consent application | | \$500 tax exempt | | \$500 tax exempt | | \$500 tax exempt |
| Residential subdivisions (% of assessed land value) | | 5% | | 5% | \$ - | 5% |
| Commercial/industrial subdivisions (% of assessed land value) | | 2% | | 2% | \$ - | 2% |
| Plan of condominium (% of assessed land value) | | 3% | | 3% | \$ - | 3% |
| If no parkland provided | | 5% | | 5% | \$ - | 5% |
| Zoning certificate | | \$ 75 | | \$ 200 | \$ 125 | \$ 200 |
| Zoning By-Law book | | As set by County | | As set by County | | As set by County |
| Official Plan book | | As set by County | | As set by County | | As set by County |

**Municipality of South Huron has no authority to make changes to County Fees and therefore, information presented pertains to the Municipal Portion of Planning Fees only.

4. BUILDING PERMIT FEES

This section calculates fees that recover the full cost of administering and enforcing Building Code in accordance with the *Building Code Act*. These fees are imposed under Schedule “A” of the general fee by-law no. 24-2015.

A. ANALYSIS OF BUILDING CODE REVENUES

Section 3(2) of the *Building Code Act* require councils of municipalities to appoint a chief building official (CBO) and inspectors to carry out the enforcement of the Ontario Building Code.

A number of Municipal staff are responsible for processing applications and conducting inspections in respect of building in South Huron. Despite most of the work resting with the Building and Planning Department, there is some support from staff in Infrastructure and Development and Fire Services. The Building and Planning Department is led by the Director of Building and Planning/CBO, who reports directly to the Chief Administrative Officer. The department’s offices are located at the Municipal Office at 322 Main Street South, in Exeter.

Anywhere between 180 and 370 building permit applications are received annually, and each application undergoes a detailed review process.

The Building Code requires that a municipality review different types of permit applications within a prescribed timeframes where the application meets the criteria set out in the Code. Within these timeframes, the Chief Building Official must either issue the permit or refuse it with reasons for denial. The process usually involves one or more inspections of each building site and may also involve staff in Infrastructure and Development (for water and sewer matters) and the Fire Chief (fire prevention related matters). Overall, 63% of the activities of the Building and Planning Department relate to Building Code Activities. The remaining share of Building and Planning Department activities are related to processing planning applications (see Section 4 below). For the purpose of setting fees, current staff levels and organization are considered sufficient to cope with future permit activity.

Building permit fees are collected when permits are applied for. As fees are based on the individual components of an application there is no set fee for any given application type. There are in fact 44 different fee rates in the current by-law.

The Municipality currently uses several methods of charging fees. The bulk of the fees for new construction are based on a combination of construction value (i.e. as a percentage of estimated construction value), building area (i.e. \$/square foot) by class and type of construction (new; additions; renovations), and additional flat administrative fees. However, there are also other fees based on construction value and flat and per unit fees for septic systems, wind turbines, demolition, manufactured homes, park model and mobile homes, grain bins, tents, grading deposits, permit extensions, and penalties. The full schedule of fees is available on the Municipality’s website.

In the six year period between 2018 and 2023, the average number of permits issued in South Huron was 228 (see Table 9). However, the number of permits in any one year is highly variable; the number of permits peaked at 368 in 2021, which represent a 61% higher volume than average. The permits encompass a mix of residential, commercial, industrial, institutional, and agricultural building construction. The permits can be for new buildings, accessory buildings, renovations, additions and alterations, and other structures.

Table 9 – Building Permit Applications and Revenue 2018-2023

| Application Type | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 ⁽¹⁾ | Average 2018-2023 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
| Residential | 98 | 117 | 139 | 273 | 112 | 175 | 152 |
| Commercial | 10 | 11 | 3 | 10 | 16 | 11 | 10 |
| Industrial | 5 | 9 | 4 | 8 | 7 | 6 | 6 |
| Institutional | 6 | 4 | 3 | 2 | 2 | 4 | 4 |
| Agricultural | 30 | 28 | 18 | 30 | 24 | 26 | 26 |
| Septic Permits | 18 | 9 | 13 | 24 | 14 | 15 | 16 |
| Plumbing Permits | 0 | 0 | 0 | 0 | 12 | 12 | 4 |
| Demolitions | 10 | 7 | 5 | 21 | 9 | 11 | 10 |
| Change of Use | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wind Turbines | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Applications | 177 | 185 | 185 | 368 | 196 | 258 | 228 |
| Total Revenues | -\$345,388 | -\$223,748 | -\$344,739 | -\$432,849 | -\$450,631 | -\$481,214 | -\$379,762 |

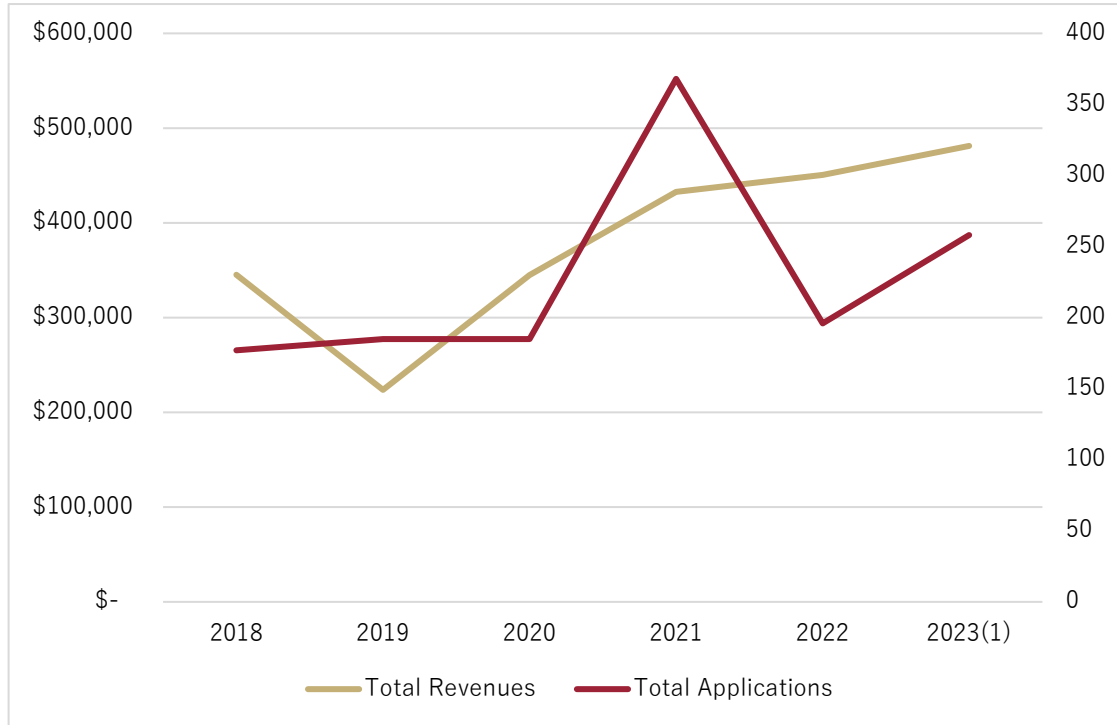
(1) Year-end estimates.

Building permit fee revenue has fluctuated over the last six years with average revenue being approximately \$380,000 per year since 2018. The highest annual revenue was \$433,000 in 2021, while in 2019 only \$224,000 was collected (see Table 9).

From 2019 to 2024, the more than three quarters of construction, as measured by construction value, was either residential (55%) or agricultural (21%).

As shown above, a breakdown of the Municipality’s historical revenues and applications for the period of 2018 through 2023 is provided in Table 9. Figure 1 demonstrates that although the number of permits issued correlates with total revenue collected the relationship is not exact.

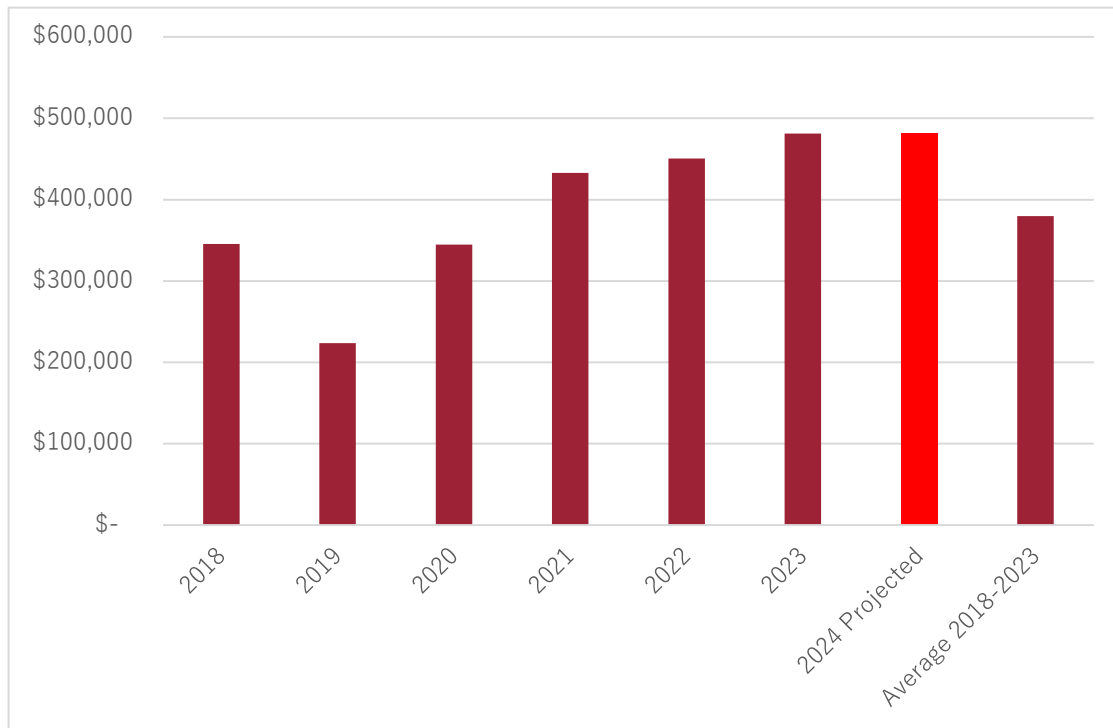
Figure 1: Building Permit Activity & Revenue – Municipality of South Huron 2018-2023



A projection of future building permit fee revenue in South Huron has been prepared for fee setting purposes. Projected revenue over the next five years (2025-2029) is expected to be similar to 2023 projections, which are slightly higher than the historical average. The revenue projection reflects continued higher residential growth prospects in the Municipality based on recent activity and forecasts prepared in the most recent Development Charges Background Study.

Average annual revenues over the next five years are anticipated to be \$481,000 (see Figure 2). This is higher than the seven-year historical average of \$380,000. This increase over the historical average is in-line with recent increases in development activity in the Municipality and current growth forecasts. Figure 2 compares historical and forecasted revenues.

Figure 2: Historical and Projected Building Permit Fee Revenue



B. ANALYSIS OF COSTS

This section presents an analysis of the direct and indirect costs of administering and enforcing the Building Code in South Huron.

As noted in Section 1, the *Act* requires that permit fees not exceed “the anticipated reasonable costs to administer and enforce the Building Code during building construction”. In addition, municipalities are required to prepare annual reports that record the amount of fees received and the costs incurred in administering the process.

The Regulation requires that annual reports record both the direct and indirect costs of reviewing applications and conducting building inspections. In this regard:

- **Direct costs** include the costs of reviewing building permit applications and inspecting buildings; and
- **Indirect costs** include the support and overhead costs of administering and enforcing the process.

It is anticipated that the analysis of costs presented here will serve as a reference for future annual reports.

i. Direct Costs

A number of Municipal staff are responsible for processing applications in respect to Building Code matters. Despite most of the work being conducted in house with the Building Department, there is some support from Infrastructure and Development and Fire Services. All time spent by Municipal staff reviewing building permit applications, inspecting buildings, carrying out other Building Code tasks within the building fee by-law and the cost of the space and resources they use are direct costs. Time shares have been determined based on detailed interviews with Municipal staff and are displayed in Table 10.

Although a portion of staff time is directly involved with Building Code activities, a share of time is unrelated to “administration and enforcement of the Building Code during building construction” as defined by enforcement in the *Act* and is therefore excluded as a cost of fee recovery. The other staff time includes planning application reviews.

Table 10 displays the direct cost of providing services. Costs are divided by payroll and other capital and operating costs. Payroll costs including benefits amount to \$416,630 and represents the largest share of direct costs (73%). It is noted that provision is made for the addition of a new building inspector/plans examiner FTE to cope with future permit volume.

Direct operating costs were determined by multiplying the share of direct staff time dedicated to Building Code activities by direct operating costs (applicable to Building Code activities) in the Municipality’s 2023 budget inflated to 2024 dollars. Operating direct costs include office space (including common space), office supplies, uniforms and clothing, fuel, memberships, and professional development amount to approximately \$150,298 across the organization (applicable to Building Code activity).

Space costs include shares of the capital replacement cost of the administration and fire station buildings. Capital replacement costs for buildings are based on a 50 year lifecycle. The total direct capital replacement cost of space that can be attributed to Building Code activities is \$1,090 per year. It is recommended that a portion of annual permit fee revenue, corresponding to the cost shares of the administration/fire station buildings, be set aside in the Municipality’s reserves for building replacement.

The total direct cost of administering and enforcing the Building Code amounts to \$567,997 in 2024 dollars.

Table 10 – Building Direct Costs - 2024

| | Support of Building Code Time Shares ⁽¹⁾ |
|--|--|
| Director of Building and Planning / CBO | 50% |
| Plans Examiner | 100% |
| Building Inspector | 100% |
| Administrative Assistant | 2% |
| Compliance Coordinator | 2% |
| General Manager, Community & Emergency Services / Fire Chief | 1% |
| New Building Inspector/Plans Reviewer | 100% |
| Total Payroll - Building Code Activities | \$416,630 |
| Building Code Direct Costs from Budget | \$150,298 |
| Building Code Costs of Space | \$1,069 |
| Total Direct Costs Related to Enforcing the Building Code | \$567,997 |

1. Based on salary shares of individual staff, which are not displayed in this report.

ii. Indirect Costs

The indirect (overhead) costs of Building Code activities in South Huron represent the share of costs of the Municipality’s corporate departments that can be reasonably be attributed as overhead support of Building Code services. The indirect costs were calculated based on what drives the cost of the corporate departments’ support of the Building Code activities.

The indirect costs are calculated in two steps. First, shares of corporate costs were calculated for each department that provides support for Building Code services. These are allocated based on a weighted share of the department’s share of payroll and its overall gross budget share. Then, using these calculated corporate cost shares, the cost attributable to providing Building Code service support was estimated based on the time shares identified in Table 10.

The corresponding cost share of corporate overhead for each department is therefore equal to: the share of the total corporate overhead attributable to each department, multiplied by the share of that departments time share committed to Building Code and related activities.

Table 11 summarizes the calculation of indirect costs. The calculated cost shares are applied to each department’s 2024 projected net costs excluding any costs for service areas which are clearly not attributable to its support of Building Code activities. The total indirect costs amount to \$109,256.

Table 11 – Building Indirect Costs – 2024

| Measures of Building & Planning and Other Applicable Departments to Whole Municipality Allocated to Building Code | | | | | |
|---|--|-------------|-----------------|------------|--------------------|
| % of Salaries | | | 7% | | |
| % of FTEs | | | 7% | | |
| % of Total Departments | | | 13% | | |
| | | Cost Driver | % of Total Cost | Total Cost | Building Code Cost |
| HR | FTE Multiplied by Time Allocated to Enforcing Building Code | | 7% | \$98,257 | \$7,336 |
| Finance | % of Salaries Multiplied by Time Allocated to Building Code | | 7% | \$553,455 | \$38,814 |
| Council | % of Departments Multiplied by Time Allocated to Building Code | | 13% | \$251,907 | \$31,812 |
| IT | % of FTEs Multiplied by Time Allocated to Building Code | | 7% | \$419,158 | \$31,294 |
| Total Indirect Cost Related to Building Code | | | | | \$109,256 |

iii. Reserve Fund Contributions

The *Building Code Act* allows for the factoring of anticipated costs when determining the full cost of providing Building Code services.

The Act does not require municipalities to adjust their fees every year in order to match their costs. As the majority of Building Code costs are payroll costs, it would be impractical to even attempt to match revenues and costs on an annual basis. Although building activity is expected to be relatively strong over the next five years, there is likely be fluctuations in both the number of permit applications and the amount of permit revenue from any one year to the next. This has occurred in the past and could result in an imbalance between costs and revenues. In years of high activity revenues will likely exceed costs. However, in quieter years, costs may well exceed revenues.

The Municipality has in place three reserve funds for Building Code activities to manage:

- Revenue stabilization (year-end balance of \$489,000 in 2022);
- Legal insurance (year-end balance of \$365,000 in 2022); and
- Capital (year-end balance of \$179,000 in 2022).

The cumulative balance of the reserve funds was \$1.03 million at the end of 2022. Given that the Municipality wishes to continue to manage ongoing variations in permit revenue, as well as legal and capital costs, using reserve funds, an annual contribution of \$50,000 to the reserve fund has been incorporated into the permit fees. The target for the cumulative reserve fund balance has been set to equal 1.76 times the total Building Code service expenditures at in 5 years’ time. It is recommended that the Municipality review its reserve fund balances and target at a subsequent fee review update at the end of the five year period.

A summary of the cost analysis is displayed in Table 12 below. It shows that the total cost of administering and enforcing the Building Code in the Municipality is \$727,253, of which 78.1% are direct costs, 15.0% are indirect costs and 6.9% is a provision for annual reserve fund contributions. The 15.0% indirect cost share can be used as the basis for establishing indirect costs in future annual reports on building permit fees.

Table 12 – Summary of Costs – 2024

| | |
|----------------------------|------------------|
| Direct Costs | \$567,997 |
| Indirect Costs | \$109,256 |
| Reserve Fund Contributions | \$50,000 |
| Total | \$727,253 |

C. FULL COST RECOVERY BUILDING PERMIT FEES

This section presents full cost recovery building permit fees in light of the cost analysis presented above. The full cost recovery analysis demonstrates that the Municipality is currently subsidizing the building permit review process through the tax rate. Given the provisions of the *Building Code Act*, Council has the authority to increase the current fees in order to recover the full cost of the process. Based on the estimated costs compared to the anticipated average fee revenue over the next five years, a fee increase of 51% is justified.

The analysis shows that the projected annual cost of administering and enforcing the Building Code in South Huron over the five year period from 2025 to 2029 amounts to \$727,253. Under the current fees, the average annual permit revenue during the same time period is anticipated to be \$481,214. Therefore, there is an annual shortfall of \$246,039. As a result, in order to achieve full cost recovery an increase in the 2024 fees of 51% is required. The calculation is shown below:

| | |
|--|-----------|
| Projected Annual Costs (2024-2028) | \$727,253 |
| Average Anticipated Annual Revenues (2024-2028)* | \$481,214 |
| Required Increase for Full Cost Recovery | 51% |

*based on current fee rates

It is recommended that the fee increase identified be applied to all the Municipality’s building permit fees, with some exceptions where fees have been adjusted to reflect the municipal benchmark range (see below). All construction value based fees should be discontinued in favour of area based fee rates. Table 13 sets out the full cost recovery fees and compares the calculated fees with current fees (with new fees and description of fee structure set out in red).

i. **New Fees**

In addition to the reviewed fee rates, it is recommended that the Municipality introduce new fees for services that are currently not fee-funded or to reflect different levels of effort to review different types of new construction. Rates for these new fees have been established with reference to fees charged in similar and surrounding municipalities. A summary of the proposed new fees is provided in Table 13. The new fees include flat rate fees for:

- Plans resubmission
- Liquid/solid manure storage and bunker permit
- Conditional permits for footings and foundations and super structures
- Interior fit-up
- Change of use permit
- Alternative solution submission
- Providing missing information after plumbing permit application
- Fire alarm system
- Sprinkler system
- HVAC system

New area based fee rates have also been calculated for industrial, mercantile, and personal service and office building shells (set at 75% of the new construction fee rates).

D. **BENCHMARKING**

In order to provide an understanding of the current and full cost recovery fee rates in South Huron in relation to similar and surrounding municipalities, a building permit fee comparison was prepared. The results of this comparison are presented in the Appendix. The rates for the other municipalities are those that are currently in force and may not recover the full cost of providing building permit review services.

The Appendix shows that the current building permit fees in South Huron fall within the mid-range of the benchmark range, with fees for new agricultural building construction falling within the low end of the range. The calculated full cost recovery rates, if adopted, would bring the Municipality into the high end of the range for most fees (though fees for agricultural building construction would be within the mid-range).

It is noted that, as with the planning fees, this comparison does not take into account any service level differences that may exist between municipalities in terms of, for example, the time taken to process an application or the level of customer service provided to applicants.

Table 13 - Proposed Building Fees

| Part A | | | | | | | | | |
|--|-----------|----------------|-----------|----------------|------------|----------------|-----------|----------------|--|
| Schedule of Fees – Building Permits | | | | | | | | | |
| 1. The Charge for permits issued in accordance with this By-Law is based on the value of construction gross floor area covered by the permit. For permits not described in this schedule a fee calculated in accordance with the following scale may apply at the discretion of the Chief Building Official: projects in excess of \$5,000.00 construction value will be charged at 1% of the construction value plus \$100.00. and the fee is calculated in accordance with the following scale:- | | | | | | | | | |
| (a) - \$175.00 for projects at or below \$5,000.00 of construction value- | | | | | | | | | |
| (b) - Projects in excess of \$5,000.00 construction value will be assessed at 1% of the construction value plus \$100.00.- | | | | | | | | | |
| (c) - A permit that has lapsed beyond its two (2) year validation date will remain as an outstanding permit and any required inspections not yet completed will be subject to a \$100.00 \$150.00 inspection fee for each additional inspection, unless an extension has been granted. | | | | | | | | | |
| Item | Current | | New | | Difference | | Change | | |
| | Admin Fee | Sq. ft. Charge | Admin Fee | Sq. ft. Charge | Admin Fee | Sq. ft. Charge | Admin Fee | Sq. ft. Charge | |
| 2. New Construction Fee Schedule | | | | | | | | | |
| Residential Buildings/ Apartments/ Secondary Suites | | | | | | | | | |
| (includes finished basement) | \$100.00 | \$1.25 | \$150 | \$1.89 | \$50 | \$0.64 | 50% | 51% | |
| Residential Apartments/ Units (above the first storey) | \$100.00 | \$1.25 | \$150 | \$1.89 | \$50 | \$0.64 | 50% | 51% | |
| Residential storeys above the first storey | \$100.00 | \$0.40 | \$150 | \$0.60 | \$50 | \$0.20 | 50% | 50% | |
| Garages | \$100.00 | \$0.35 | \$150 | \$0.53 | \$50 | \$0.18 | 50% | 51% | |
| Carports, Decks, Patios, Porches, Covered Decks, Covered Porches, and Sunrooms | \$100.00 | \$0.25 | \$150 | \$0.38 | \$50 | \$0.13 | 50% | 52% | |
| Residential Additions (other than above) | \$100.00 | \$0.40 | \$150 | \$1.89 | \$50 | \$1.49 | 50% | 373% | |
| Residential Renovations (other than above) | \$100.00 | \$0.40 | \$150 | \$0.60 | \$50 | \$0.20 | 50% | 50% | |
| Siting of CSA A277 Manufactured Home, and Permit for Park Model and Mobile Homes (must have CSA Certification for unit with manufacturers installation and anchorage requirements) | \$250 | | \$380 | | \$130 | | 52% | | |
| Commercial Buildings | | | | | | | | | |
| Industrial Finished | \$100.00 | \$0.75 | \$150 | \$1.13 | \$50 | \$0.38 | 50% | 51% | |
| Industrial Shell | \$0 | \$0 | \$150 | \$0.85 | n/a | n/a | n/a | | |
| Industrial Fit Up | \$0 | \$0 | \$150 | \$1.00 | n/a | n/a | n/a | | |
| Institutional Finished | \$100.00 | \$0.80 | \$150 | \$1.21 | \$50 | \$0.41 | 50% | 51% | |
| Institutional Shell | \$0 | \$0 | \$150 | \$0.91 | n/a | n/a | n/a | | |
| Institutional Fit Up | \$0 | \$0 | \$150 | \$1.10 | n/a | n/a | n/a | | |
| Restaurants Finished | \$100.00 | \$1.00 | \$150 | \$1.51 | \$50 | \$0.51 | 50% | 51% | |
| Restaurant Shell | \$0 | \$0 | \$150 | \$1.13 | n/a | n/a | n/a | | |
| Restaurant Fit Up | \$0 | \$0 | \$150 | \$1.40 | n/a | n/a | n/a | | |
| Mercantile Finished | \$100.00 | \$0.80 | \$150 | \$1.21 | \$50 | \$0.41 | 50% | 51% | |
| Mercantile Shell | \$0 | \$0 | \$150 | \$0.91 | n/a | n/a | n/a | | |
| Mercantile Fit Up | \$0 | \$0 | \$150 | \$1.10 | n/a | n/a | n/a | | |
| Personal Services and Offices Finished | \$100.00 | \$1.00 | \$150 | \$1.51 | \$50 | \$0.51 | 50% | 51% | |
| Personal Services and Offices Shell | \$0 | \$0 | \$150 | \$1.13 | n/a | n/a | n/a | | |
| Personal Services and Offices Fit Up | \$0 | \$0 | \$150 | \$1.40 | n/a | n/a | n/a | | |
| Care/ Treatment Facilities Finished | \$100.00 | \$1.00 | \$150 | \$1.51 | \$50 | \$0.51 | 50% | 51% | |
| Care/ Treatment Facilities Shell | \$0 | \$0 | \$150 | \$1.13 | n/a | n/a | n/a | | |
| Care/ Treatment Facilities Fit Up | \$0 | \$0 | \$150 | \$1.40 | n/a | n/a | n/a | | |
| Other Assembly Uses (Group A) Finished | \$100.00 | \$1.00 | \$150 | \$1.51 | \$50 | \$0.51 | 50% | 51% | |
| Other Assembly Uses (Group A) Shell | \$0 | \$0 | \$150 | \$1.13 | n/a | n/a | n/a | | |
| Other Assembly Uses (Group A) Fit Up | \$0 | \$0 | \$150 | \$1.40 | n/a | n/a | n/a | | |
| Farm Buildings | \$100.00 | \$0.20 | \$150 | \$0.30 | \$50 | \$0.10 | 50% | 50% | |
| Liquid/Solid Manure Storage and Bunkers, Silos/Bunker Silos, Grain Bins | \$0 | | \$600 | | \$600 | | n/a | | |
| Greenhouses | \$100.00 | \$0.10 | \$150 | \$0.15 | \$50 | \$0.05 | 50% | 50% | |
| Solar Panels | \$100.00 | \$0.35 | \$150 | \$0.53 | \$50 | \$0.18 | 50% | 51% | |
| Other buildings and structures shall be the contract price together with a reasonable allowance for extras or, where there is no contract price, the approximate cost of construction of the building according to the plans and specifications submitted in support of the application for a permit fee calculated as Section 1. | | | | | | | | | |

Table 13 - Proposed Building Fees

| Item | Current | | New | | Difference | | Difference | |
|--|--------------------------------|----------------|------------|----------------------------------|------------|----------------|------------|----------------|
| | Fee | Deposit | Fee | Deposit | Fee | Deposit | Fee | Deposit |
| 3. Demolition Permit - Security deposit is to cover any costs incurred for damage to municipal property. Such deposit shall be returned upon completion and verification that municipal property has not been damaged. | \$200 | \$1,500 | \$300 | \$2,500 | \$100 | \$1,000 | 50% | 67% |
| 4. Moving a Building - Flat fee plus building permit fees described in Section 1, if relocated within the Municipality of South Huron. | \$200 | | \$300 | | \$100 | | 50% | |
| 5. i) Tents (up to 225m2) | \$75 | | \$110 | | \$35 | | 47% | |
| ii) Tents (>225m2) | 1% of Construction Value | | \$400 | plus \$3.00 per sq.m. over 550m2 | n/a | n/a | n/a | n/a |
| 6. Re-Inspections. Flat fee per inspection. Such fees may be subject to forfeiture from the Municipal Property Protection and Security Deposit. | \$100 | | \$150 | | \$50 | | 50% | |
| | | Maximum | | Maximum | | Maximum | | Maximum |
| 7. Municipal Property Protection and Performance Security deposit - 5% of the value of the work to a maximum to be refunded in part or whole upon verification that, no damage has occurred to municipal property, an Occupancy permit | | \$1,500 | | \$2,500 | | \$1,000 | | 67% |
| | Fee | Deposit | Fee | Deposit | Fee | Deposit | Fee | Deposit |
| 8. Grading Deposit. Refunded after receipt of Final Grading Certificate bearing the seal and signature of a | | \$1,500 | | \$2,300 | | \$800 | | 53% |
| 9. Where any work related to the permit has started prior to the issuance of a Building Permit, the permit fee payable | | | | | | | | |
| 10. Where a building is occupied prior to the issuance of an Occupancy Permit, the Municipal Property Protection and | | | | | | | | |
| 11. Transfer Fee | \$50 | | \$80 | | \$30 | | 60% | |
| 12. Permit Extensions - such extension fee may be deducted from any outstanding building security deposits held in conjunction with the permit | \$50 | | \$80 | | \$30 | | 60% | |
| 13. Plans resubmission | applicable fees from Section 1 | | | | | | | |
| 14. Change of Use | \$0 | | \$250 | | \$250 | | n/a | |
| 15. Alternative Solution Submission | \$0 | | \$1,500 | | \$1,500 | | n/a | |
| 16. Fire Alarm System | \$0 | | \$500 | | \$500 | | n/a | |
| 17. Sprinkler System | \$0 | | \$500 | | \$500 | | n/a | |
| 18. HVAC System | \$0 | | \$500 | | \$500 | | n/a | |
| 19. Signs | \$0 | | \$150 | | \$150 | | n/a | |
| Cost Recovery and Future Adjustment | | | | | | | | |
| The municipality confirms that the fees set out in this Schedule "A" are based on recovery of the municipality's | | | | | | | | |

Table 13 - Proposed Building Fees

| Item | Current | | New | | Difference | | Difference | |
|--|------------------------|----------------------------------|------------------------|----------------------------------|------------------------|----------------------------------|------------------------|----------------------------------|
| | Fee | Deposit | Fee | Deposit | Fee | Deposit | Fee | Deposit |
| Part B - Schedule of Fees – Septic Permits | | | | | | | | |
| Type of Sewage System | Fee | | Fee | | Fee | | Fee | |
| Class 2 Sewage System | \$260 | | \$390 | | \$130 | | 50% | |
| Class 4 Sewage System | \$633 | | \$960 | | \$327 | | 52% | |
| Class 4 Sewage System (Tertiary Unit) | \$650 | | \$980 | | \$330 | | 51% | |
| Class 5 Sewage System | \$655 | | \$990 | | \$335 | | 51% | |
| Addition/Repair | \$210 | | \$320 | | \$110 | | 52% | |
| Tank Replacement Only | \$265 | | \$400 | | \$135 | | 51% | |
| Tertiary Unit Replacement | \$325 | | \$490 | | \$165 | | 51% | |
| Bed Replacement Only | \$350 | | \$530 | | \$180 | | 51% | |
| Lot Assessment/Site Visit | \$273 | | \$410 | | \$137 | | 50% | |
| Schedule of Fees – Wind Turbines | | | | | | | | |
| Rated Output | Flat Rate | | Flat Rate | | Flat Rate | | Flat Rate | |
| >3kW – 49kW | \$1,500 | | \$2,300 | | \$800 | | 53% | |
| 50kW – 249kW | \$3,500 | | \$5,300 | | \$1,800 | | 51% | |
| 250kW – 1MW | \$10,000 | | \$15,100 | | \$5,100 | | 51% | |
| >1MW | \$15,000 | | \$22,700 | | \$7,700 | | 51% | |
| Part C - Schedule of Fees - Plumbing | | | | | | | | |
| All applications must be submitted with detailed plumbing drawings along with the required Building Code Identification Number (BCIN) and/ or Plumber's License Number | | | | | | | | |
| Municipality of South Huron – Plumbing Permit Fee Schedule | | | | | | | | |
| Service | Fee(\$) | | Fee(\$) | | Fee(\$) | | Fee(\$) | |
| Basic Fee (Plumbing Permit) | \$204 | | \$310 | | \$106 | | 52% | |
| Fixture Unit Rate (\$12.00 per fixture unit) | \$12 | | \$18 | | \$6 | | 50% | |
| Sewer Inspections (\$131.00 for first 30 meters and \$3.15 for each additional 30 meters or part thereof) | \$131 | | \$197 | | \$66 | | 50% | |
| Water Connection Inspections (\$131.00 for first 30 meters and \$3.15 for each additional 30 meters or part thereof) | \$131 | | \$197 | | \$66 | | 50% | |
| Re-Inspections | \$126 | | \$189 | | \$63 | | 50% | |
| Alterations without addition of fixtures | \$8 | | \$12 | | \$4 | | 50% | |
| Storm sewer inspection (\$131.00 for first 30 meters and \$3.15 for each additional 30 meters or part thereof) | \$131 | | \$197 | | \$66 | | 50% | |
| Catchbasins/ Manhole inspections | \$11 | | \$17 | | \$6 | | 50% | |
| Inspection of testable backflow prevention devices (\$78.00 per unit) | \$78 | | \$117 | | \$39 | | 50% | |
| Rain water leader piping inspection (\$2.00 per linear meter) | \$2 | | \$3 | | \$1 | | 50% | |
| Roof Drain inspections (\$11.00 per drain) | \$11 | | \$17 | | \$6 | | 50% | |
| Main Building Drain inspection (\$2.00 per linear meter) | \$2 | | \$3 | | \$1 | | 50% | |
| Fire/ Water service inspection (\$132.00 for first 30 meters and \$2.00 for each additional linear meter or part thereof) | \$132 | | \$198 | | \$66 | | 50% | |
| Performance Deposit (refunded when Final inspection is completed) - only required with stand alone plumbing permits | \$250 | | \$375 | | \$125 | | 50% | |
| | | | | | | | | |
| | First 30 metres | Each additional 30 metres | First 30 metres | Each additional 30 metres | First 30 metres | Each additional 30 metres | First 30 metres | Each additional 30 metres |
| Storm Sewer Inspections (\$131.00 for first 30 meters and \$3.15 for each additional 30 meters or part thereof) | \$131 | \$3.15 | \$200 | \$4.76 | \$69 | \$1.61 | 53% | 51% |

Note. Fees in Schedule A shall be indexed each year on January 1st as approved by Council.

5. CORPORATE & FINANCIAL SERVICES FEES

The Corporate Services and Financial Services Fees (General Administration) are set out in Schedule B of the Municipality's User Fee By-law No. 34-2015.

A. CURRENT CORPORATE & FINANCIAL SERVICES FEES

Corporate and Financial Services fees are charged for services provided by departments of the same name. The fee-based services can be distinguished as follows:

- those where the cost of providing services is a “flow through” cost (e.g. photocopies, faxes, documents prepared through a Freedom of Information request);
- those that relate to the maintenance, billing and collection of property taxes: for example, providing written confirmation of a tax account through a tax certificate; or providing letters summarizing tax account status; and
- those that relate to the licensing: dogs; lotteries; special events; transient traders and businesses; taxis; and marriage licenses.

B. SERVICE COSTS AND REVENUES

Data on historical fee revenue and service usage is set out in Table 14. Between 2019 and 2022 the Municipality processed about 700 individual services, with 50% of services being related to property tax maintenance, billing, and collections, and 31% being the issuance of burial permits and registration of deaths. Average annual fee revenue collected was \$42,431, or about 4% of total user fee revenue. About 55% of revenue was generated by property tax related services.

Interviews were conducted with Corporate and Finance staff to determine activity levels and processing time for each of the fee related services. However, given the low number of users for most services, and the fact that processing times can vary considerably from one case to another, establishing an “average” cost of service is challenging. As a result, fee recommendations are largely based on benchmark comparisons with other municipalities.

TABLE 14

MUNICIPALITY OF SOUTH HURON
2024 USER FEE REVIEW
CORPORATE AND FINANCIAL SERVICES APPLICATIONS AND REVENUE 2019-2022

| Service | 2022 | | 2021 | | 2020 | | 2019 | | Average 2019-2022 | |
|--|------------|------------------|------------|------------------|------------|------------------|------------|------------------|-------------------|------------------|
| | # | \$ | # | \$ | # | \$ | # | \$ | # | \$ |
| Request for Records | 0 | | 1 | | 0 | | 0 | | 0.25 | n/a |
| FOI Requests | | \$ 10 | | \$ 90 | | \$ 10 | | \$ 145 | n/a | \$ 64 |
| Code of Conduct - Filing Fee | | | | | | | 2 | \$ 50 | 2 | \$ 50 |
| Commissioner of Oath | 75 | \$ 721 | 37 | \$ 341 | 35 | \$ 338 | 93 | \$ 883 | 60 | \$ 571 |
| Auto Wrecker / Wrecking Yard Licence | 1 | \$ 20 | 1 | \$ 20 | 1 | \$ 20 | 1 | \$ 20 | 1 | \$ 20 |
| Transient Trader - Annual | 2 | | 0 | | 0 | | 0 | | 0.5 | n/a |
| Transient Trader - Monthly | | | | | | | | | n/a | n/a |
| Food Vehicle Annual Licence - Chip Wagon | 1 | \$ 250 | 0 | | 0 | | 0 | | 0.25 | \$ 250 |
| Food Vehicle Annual Licence - Mobile BBQ Facility | 1 | \$ 250 | 0 | | 0 | | 0 | | 0 | \$ 250 |
| Food Vehicle Annual Licence - Refreshment | 1 | \$ 200 | 1 | \$ 250 | 0 | | 1 | \$ 250 | 1 | \$ 233 |
| Food Vehicle Annual Licence - Refrigerated Bike Cart | 0 | | 0 | | 0 | | 0 | | 0 | n/a |
| Ag Farmers Market - Annual | 1 | \$ 250 | 1 | \$ 250 | 1 | \$ 250 | 1 | \$ 250 | 1 | \$ 250 |
| Flea Market - One Day Show | 0 | | 0 | | 0 | | 0 | | 0 | n/a |
| Flea Market - consecutive up to 7 day show | 0 | | 0 | | 0 | | 0 | | 0 | n/a |
| Retail Exhibition / Trade Show - One Day | 0 | | 0 | | 0 | | 0 | | 0 | n/a |
| Retail Exhibition / Trade Show - Consecutive 2 days | | | | | | | | | n/a | n/a |
| Replacement of a lost licence | 0 | | 0 | | 0 | | 0 | | 0 | n/a |
| Lottery Licence | 5 | \$ 1,101 | 8 | \$ 2,909 | 13 | \$ 3,038 | 29 | \$ 2,836 | 14 | \$ 2,471 |
| Marriage Licence | 58 | \$ 6,960 | 22 | \$ 2,670 | 7 | \$ 840 | 52 | \$ 6,420 | 35 | \$ 4,223 |
| Civil Marriage Ceremony - in Council Chambers | 5 | \$ 1,747 | 2 | \$ 531 | 3 | \$ 796 | 5 | \$ 1,327 | 4 | \$ 1,101 |
| Civil Marriage Ceremony - Off site or After Hrs | 2 | | 0 | | 0 | | 1 | | 1 | n/a |
| Rehearsal Ceremony | 0 | | 0 | | 0 | | 0 | | 0 | n/a |
| Taxicab Broker Licence | 0 | | 0 | | 0 | | 0 | | 0 | n/a |
| Taxicab Owner Licence | 0 | | 1 | \$ 100 | 2 | | 3 | | 2 | \$ 100 |
| Taxicab Driver Licence | 0 | | 1 | \$ 50 | 3 | \$ 700 | 4 | \$ 2,904 | 2 | \$ 1,218 |
| Kennel Licence | 2 | | 1 | | 1 | \$ 125 | 0 | | 1 | \$ 125 |
| Issuing burial permits/registration of deaths | 268 | | 253 | | 179 | | 169 | | 217 | n/a |
| Dog tags - issuing | ? | | ? | | ? | | ? | | n/a | n/a |
| Liquor licence municipal approval letters | 2 | | 0 | | 0 | | 2 | | 1 | n/a |
| Liquor Licence - Temporary Extension to Liquor Licence | 2 | | 2 | | 3 | | 1 | | 2 | n/a |
| Outdoor Patio Permit Applications | n/a | | n/a | | n/a | | n/a | | n/a | n/a |
| Requests for Municipal Significant designation | 4 | | 0 | | 0 | | 2 | | 2 | n/a |
| Special Event Permit | 9 | | 4 | | 2 | | 22 | | 9 | n/a |
| Tax Certificates | 234 | \$ 12,755 | 343 | \$ 18,695 | 293 | \$ 16,115 | 246 | \$ 13,145 | 279 | \$ 15,178 |
| Confirmation Letters | 21 | \$ 210 | 16 | \$ 160 | 32 | \$ 320 | 31 | \$ 315 | 25 | \$ 251 |
| Tax Bill reprints | 56 | \$ 280 | 30 | \$ 150 | 40 | \$ 200 | 66 | \$ 330 | 48 | \$ 240 |
| NSF Charges, Fines & Penalties (exc PT penalty) | | \$ 3,831 | | \$ 6,961 | | \$ 7,154 | | \$ 4,072 | n/a | \$ 5,505 |
| Dog Tags - Neutered/Spayed | | \$ 10,660 | | \$ 11,058 | | \$ 11,620 | | \$ 11,770 | n/a | \$ 11,277 |
| Dog Tags - Not Neutered/Spayed | | | | | | | | | n/a | n/a |
| Total | 750 | \$ 39,246 | 724 | \$ 44,235 | 615 | \$ 41,527 | 731 | \$ 44,718 | 705 | \$ 42,431 |

C. BENCHMARKING

Municipal administration fee structures vary considerably. However, for Corporate and Financial Services fees that can be directly compared, most of South Huron’s fees are generally in line with other communities (see Table 15). Fees identified as being “within the benchmark range” in Table 15 represent those that are plus or minus 20% of the municipal benchmark average. Fees for Commissioner of Oaths requests, civil marriage ceremonies, and replacement dog tags and kennels licenses, are low relative to the benchmark range, although these fees are not significant revenue generators.

Table 15 – Corporate and Financial Services Fee Benchmarks

| Below Benchmark Range | Above Benchmark Range | Within Benchmark Range |
|---|---|--|
| Corporate Services | | |
| Faxing, Commissioner of Oath | Photocopying, record requests | |
| Transient Traders/Business Licenses | | |
| | | Transient trader (annual & monthly) |
| | | Food vehicles (annual) (chip wagon, mobile BBQ, refreshment, refrigerated bike cart) |
| | Events (Flea Market, consecutive day show to a 7 day show) | Events (Agricultural Farmers Market Annual) |
| | | Lottery licenses |
| Civil marriage ceremony (off site), rehearsal fee | | Civil marriage ceremony (Council Chambers) |
| Taxi Licenses | | |
| | Taxi broker, owner, & driver licenses (initial and renewal) | |
| Dog Licenses | | |
| Replacement dog tags, kennel license | | Dog licenses (all other) |
| Financial Services | | |
| Duplicate tax certificates & notices | NSF charge | Tax certificates, statement of taxes |

D. FEE RECOMMENDATIONS

The Municipality's current Corporate and Financial Services fees generally fall within the municipal benchmark range and, for marriage licenses, are already recovering the full cost of providing services. It is therefore recommended that existing license fees and other fees remain generally unchanged. That said, given its wide-ranging powers under the *Municipal Act*, the Municipality has the ability to impose more administrative and licensing fees than it currently does.

With respect to licensing, and notwithstanding that smaller municipalities in south-western Ontario do not have comprehensive licensing fee structures, the Municipality should consider whether the following are appropriate for South Huron moving forward:

- new liquor license application (\$100) and extension (\$50) fees;
- new fee for an outdoor patio permit (\$100);
- new fee for burial permits and death registration (\$25);
- higher special events permit fees to recover a greater share of the (significant) cost to process applications (\$50 administration fee plus \$200 for a moderate event and \$750 for a major event); and
- new fee to apply to designate a special event as "Municipally Significant" (\$100).

The Municipality should also ensure that there are sufficient fees in place to fully recover the cost of maintaining, billing, and collecting property taxes and utility rates. In this respect, it is recommended that additional flat fees be imposed for new property tax account set up (\$30), production of arrears notice (\$10), payment transfer/error correction (\$25 per occurrence), transfer unpaid to accounts receivable or UB Acct. to taxes/collection (\$25 per occurrence), and a mortgage company administration fee (\$10 per roll per bill).

Fees for memorabilia document reproduction (various) should be discontinued. Minor changes to the description of fees for confirmation letters and the tiering of fees for requests for records, to reflect the levels of effort involved, are also recommended.

Finally, it is recommended that the Municipality ensure that Corporate and Financial Services fees are increased at the same (or greater) rate as increases in operating costs. In keeping with municipal leading practices, this means that the Municipality should index its fees on an annual basis to cover changing costs arising from inflation and, given that the majority of Corporate and Financial Services costs are payroll-related, wage agreements.

The proposed Corporate and Financial Services fees are set out in Table 16 below.

Table 16 - Proposed Corporate Services & Financial Services Fees

| Item | Current Fee | Proposed Fee | Tax |
|---|------------------------------------|--|--------------|
| Corporate Services | | | |
| Photocopy – black & white | \$1.00/page | \$1.00/page | HST Extra |
| Photocopy – colour | \$2.00/page | \$2.00/page | HST Extra |
| Fax Transmission - Local | \$1.00/page | \$2.00/page | HST Extra |
| Fax Transmission - Long Distance | \$2.00/page | \$4.00/page | HST Extra |
| Request for Records-Search and Preparation Time | \$50/hour after the first 1/2 hour | \$10 for 1 st 15 minutes, then \$50 for every subsequent 30 minutes | Exempt |
| Commissioning/Certification of Documents | \$10.00 | \$30.00 | HST incl |
| Dog Licence Fees | | | |
| Neutered/Spayed | \$20.00 (due in 30 days) | \$20.00 (due in 30 days) | Exempt |
| Request for Records-Search and Preparation Time | \$30.00 (due in 30 days) | \$30.00 (due in 30 days) | Exempt |
| Kennel Licence | \$125.00 (due in 30 days) | \$150.00 (due in 30 days) | Exempt |
| Replacement Dog Tags | \$5.00 | \$10.00 | Exempt |
| Lottery Licence Fees | | | |
| Lottery Licence Fees | 3% of Prize value | 3% of Prize value | Exempt |
| Marriage Licence | | | |
| Marriage Licence | \$120.00 | \$125.00 | Exempt |
| Civil Marriage Ceremony - held in Council Chambers | \$300.00 | \$300.00 | HST incl |
| Civil Marriage Ceremony - held off site or after hours | \$350.00 | \$400.00 | HST incl |
| *plus mileage at current municipal rate | | | |
| Rehearsal Fee-plus mileage at current rate | \$50.00 | \$75.00 | HST incl |
| Burial Permit/Death Registration | N/A | \$25.00 | HST incl |
| Special Events | | | |
| Administration Fee (non refundable and cannot be waived) | \$50.00 | \$50.00 | HST Included |
| Moderate Event (50-999) | \$50.00 | \$200.00 | Exempt |
| Major Event (over 1,000) | \$500.00 | \$750.00 | Exempt |
| Application fee to designate an event as "Municipally Significant" | N/A | \$100.00 | Exempt |
| Public Meeting Fee (associated with any license/permit in this Schedule) | | \$1500.00 | Exempt |
| Charitable Organization* | No Charge | No Charge | Exempt |

*Charitable Organizations are exempt for payment of fees related to the rental of South Huron facilities for Special Events per Council Resolution 105-2019

Table 16 - Proposed Corporate Services & Financial Services Fees

| Item | | Current Fee | Proposed Fee | Tax |
|---|--|------------------|------------------|--------|
| Transient Trader/Business Licence Fees | | | | |
| Auto Wrecker/Wrecking Yard | | \$20.00 | \$20.00 | Exempt |
| Transient Trader | Annual | \$400.00 | \$400.00 | Exempt |
| | Monthly | \$50.00 | \$50.00 | Exempt |
| Food Vehicle - Annual Licence Fees | Chip Wagon | \$250.00/wagon | \$250.00/wagon | Exempt |
| | Mobile Barbeque Facility | \$250.00/wagon | \$250.00/wagon | Exempt |
| | Refreshment Vehicle | \$250.00/vehicle | \$250.00/vehicle | Exempt |
| | Refrigerated Bicycle Cart | \$50.00/cart | \$50.00/cart | Exempt |
| Events | Agricultural Farmers Market Annual | \$250.00 | \$250.00 | Exempt |
| | Flea Market, one day show | \$350.00 | \$350.00 | Exempt |
| | Flea Market, consecutive day show to a seven day show plus \$50 a day for any days in excess of seven and up to a maximum fee in any one calendar of | \$2,100.00 | \$2,100.00 | Exempt |
| | Retail Exhibition/Trade Show, One day show | \$350.00 | \$350.00 | Exempt |
| | Retail Exhibition/Trade Show, 2 | \$700.00 | \$700.00 | Exempt |
| Liquor License Application | | n/a | \$100.00 | Exempt |
| Liquor License Application Extension | | n/a | \$50.00 | Exempt |
| Outdoor Patio Permit | | n/a | \$100.00 | Exempt |
| Replacement of lost licence | | \$25.00 | \$25.00 | Exempt |

Table 16 - Proposed Corporate Services & Financial Services Fees

| Item | Current Fee | Proposed Fee | Tax |
|---|---------------------------|--|--------|
| Taxi Licence Fees | | | |
| Taxicab Broker Licence | \$250.00 (initial) | \$250.00 (initial) | Exempt |
| Taxicab Owner Licence | \$150.00/cab (initial) | \$150.00/cab (initial) | Exempt |
| | \$100.00/cab (renewal) | \$100.00/cab (renewal) | |
| Taxicab Driver Licence | \$100.00/driver (initial) | \$100.00/driver (initial) | Exempt |
| | \$50/driver (renewal) | \$50/driver (renewal) | |
| Financial Services | | | |
| Tax Certificates | \$55.00/roll | \$55.00/roll | Exempt |
| Duplicate Tax Certificates | \$5.00/roll | \$10.00/roll | Exempt |
| Duplicate Notices/ Bill Reprints | \$5.00/roll | \$10.00/roll | Exempt |
| Confirmation Letter | \$10.00/roll | \$10.00/roll | Exempt |
| Mortgage Company Confirmation | \$10.00/roll | \$10.00/roll | Exempt |
| NSF Charge | \$45.00/each transaction | \$50.00/each transaction | Exempt |
| Property Tax Setup | n/a | \$30 each | Exempt |
| Arrears Notice | n/a | \$10 each | Exempt |
| Mortgage Company Administration | \$10.00/roll per bill | \$10.00/roll per bill (twice annually) | Exempt |
| Payment Transfer Fee/Error Correction | n/a | \$25 per occurrence | Exempt |
| Transfer Unpaid A/R or UB Acct to Taxes/Collection | n/a | \$25 per occurrence | Exempt |

6. WATER, WASTEWATER, AND UTILITIES FEES

The Water, Wastewater and Utility Fees (Environmental Services) are set out in Schedule C of the Municipality’s User Fee By-law No. 34-2015.

A. CURRENT WATER, WASTEWATER AND UTILITIES FEES

These fees cover the cost of water and wastewater equipment rental as well as water meter maintenance and installation, and new water and wastewater service installation where there are existing watermains. Generally, the flat (fixed) fee structure focuses on recovering the cost of materials “at cost” with no markup for labour or administration overhead. Moreover, fixed fees are not updated frequently enough to track changes in the price of construction materials. As well, many of the current fees are redundant as they relate to services that are no longer provided.

B. SERVICE COSTS AND REVENUES

Detailed data on historical fee revenue, service usage, and cost of service is generally unavailable. Table 17 shows that between 2019 and 2022 the Municipality collected an average of \$76,000 in revenue per year from these fees. This represents about 7% of total user fee revenue over that period. Revenue has been relatively stable throughout the period.

Table 17 – Water, Wastewater, and Utilities Fee Revenue

| Year | Revenue |
|----------------|-----------------|
| 2019 | \$73,000 |
| 2020 | \$67,000 |
| 2021 | \$83,000 |
| 2022 | \$82,000 |
| Average | \$76,000 |

Interviews were conducted with Infrastructure and Development staff to determine activity levels and staff costs for each of the fee related services. However, given the low number of users for most services, and the fact that processing times can vary considerably from one case to another, establishing an “average” cost of service is challenging. A complicating factor is that, because of the unique fee structure in South Huron, benchmarking the fees with other municipalities is not possible. As a result, fee recommendations focus on:

- Ensuring the full cost of materials, including a markup for corporate and administrative overheads, is recovered;
- Ensuring that the full cost of staff labour (including direct and indirect costs) is recovered; and
- Appropriately indexing frontage fees for new water services (from a 2002 base year) to reflect current costs. These fees are tiered to reflect different linear water pipe lengths in various agricultural/village zones in rural areas.

C. FEE RECOMMENDATIONS

The proposed Water, Wastewater, and Utilities fees are set out in Table 18 below. The fees:

- Update staff hourly rates to reflect current (2024) direct and indirect staff time associated with providing services;
- Replace fixed fees for vehicle rentals with vehicle hourly rental rates prescribed by Ontario Provincial Standard Specification 127;
- Include a markup of 25% on all materials costs;
- Increase temporary/seasonal water shutoff and meter checks for pipes up to 25mm (1”) to match the benchmark average; and
- Index frontage fees for a new water service, where applicable, based on the Statistics Canada non-residential construction price index from 2002 to 2024. Council may wish to reduce these fees to provide incentives to rural area residents to connect to the municipal water system.

The following fees have been removed from Schedule C based on staff recommendations and due to redundancy:

- Rentals for trailer mounted sewer flusher/valve tuner and truck, and sewer camera and operator;
- Administrative and water turn-off changes and for non-payment service calls;
- Installation of new water meters, angle shut off valves, double check valves, backflow preventors, reducing valves, and sanitary services;
- Septage and liquid waste disposal;
- Temporary water connections for construction; and
- Inspections for waterworks installations/disconnections.

Table 18 - Proposed Water and Wastewater Fees

| Item | Current Fee | Proposed Fee | Tax |
|---|---|---|--------|
| Water and Wastewater Rates | By-Law 66-2021 rescinds 39-2019 | By-Law 66-2021 rescinds 39-2019 | |
| Equipment and Services-Water/Wastewater | | | |
| Labour (Foreman), minimum ½ hour | \$42.00 per hour | \$70.00 per hour | Exempt |
| Labour (Equipment Operator), minimum ½ hour | \$50.00 per hour | \$50.00 per hour | Exempt |
| Pickup Truck | \$15.00 per hour | vehicle hourly rental rate per Ontario Provincial Standard Specification 127 (see https://www.library.mto.gov.on.ca/SydneyPLUS/TechPubs/Portal/tp/opsViews.aspx) | Exempt |
| Utility Services – Miscellaneous Charges | | | |
| Late payment charge (water,wastewater,garbage,recycling) | 5% penalty | 8% penalty | Exempt |
| Temporary meter removal & reinstall – customer request (includes repairing damaged meters, accuracy checks, new water meter and/or sanitary service installation) | | | |
| Up to 25mm (1") | \$60 | \$60 | Exempt |
| Over 25 mm (1") | | | |
| Labour (Foreman), minimum ½ hour | | \$70.00 per hour | Exempt |
| Labour (Equipment Operator), minimum ½ hour | | \$50.00 per hour | Exempt |
| Materials | | Materials at cost plus 25% administration fee | Exempt |
| Temporary or seasonal shutting off of water service | \$35.00 Turn On / \$35.00 Turn Off | \$60.00 Turn On / \$60.00 Turn Off | Exempt |
| | The minimum water base charge, debt repayment charge and wastewater base charge continue per quarter | The minimum water base charge, debt repayment charge and wastewater base charge continue per quarter | |
| Reactivation of closed accounts due to temporary or seasonal shutting off of water service | \$55.00 plus the minimum of water base charges, debt re-payment charges and wastewater base charges for the period of time that the account was closed. | \$55.00 plus the minimum of water base charges, debt re-payment charges and wastewater base charges for the period of time that the account was closed. | Exempt |
| Repair damaged meter – caused by customer 16mm (5/8"), 19mm (3/4"), and 25mm (1") and larger | On a time and material basis | | |
| Labour (Foreman), minimum ½ hour | | \$70.00 per hour | Exempt |
| Labour (Equipment Operator), minimum ½ hour | | \$50.00 per hour | Exempt |
| Materials | | Materials at cost plus 25% administration fee | Exempt |
| Meter checked for accuracy at customer's request and found to be accurate (per By-Law 56-2014, Section 6.18) | | | Exempt |
| Up to and including 25mm (1") | \$100.00 | \$200.00 | Exempt |
| Over 25mm (1") | \$250.00 | \$250.00 | Exempt |
| New water service installation (construction cost) | | | |
| a) Pre-serviced lots (by municipality) | a) \$1,000.00 per service | a) \$1,000.00 per service | Exempt |
| b) Pre-serviced lots (by developer) | b) No additional cost | b) No additional cost | |
| c) New Services | | | |
| Labour (Foreman), minimum ½ hour | | \$70.00 per hour | Exempt |
| Labour (Equipment Operator), minimum ½ hour | | \$50.00 per hour | Exempt |
| Materials | c) On a time and material basis. | Materials at cost plus 25% administration fee | Exempt |
| Frontage fees for a new water service – (unless frontage fee was paid when original watermain was constructed) | | | |
| Stephen Service Area | | | |
| Farm rate zoning AG1, AG2, AG3 | \$6,000 | \$11,800 | Exempt |
| Zoning AG4, VC1, HC1:1 | \$4,500 | \$8,800 | |
| Zoning VR1 | \$2,500 | \$4,900 | |
| All others zoning not listed above | \$4,500 | \$8,800 | |
| Exeter Service Area | | | |
| Lots created by severance or properties coming off a private well | \$2,500 | \$4,900 | |
| New sanitary service installation | | | |
| a) Pre-serviced lots (by municipality) | a) \$1,500.00 per service | a) \$1,500.00 per service | Exempt |
| b) Pre-serviced lots (by developer) | b) No additional cost | b) No additional cost | |
| c) New Services | c) On a time and material basis. | c) On a time and material basis. | |

7. COMMUNITY & FACILITIES SERVICES

Schedules D and E of By-law 34-2015 outline the Municipality's fees as they relate to Community Services and Facilities Services. By-law 46-2017 was passed on August 21, 2017 and amended Schedule D of the Fees and Charges By-law 34-2015 to provide updated Community Services Rates. The two services are reviewed together under this analysis as the services, and the facilities at which they are provided, are closely connected.

A. CURRENT COMMUNITY & FACILITIES SERVICES FEES

This section sets out the current Community and Facilities Services fee structure and describes the services for which fees are imposed.

i. Community Services

The Municipality currently levies approximately 30 user fees for a range of Community Services activities, including dance, gymnastics, playgrounds and pool usage. By-law 46-2017 also provides fee discounts for ice rentals (fees for which are set out in Schedule E of By-law 34-2015).

A full list of the current Community Services fees is provided in Table 19. The fees cover:

- programming for children under 14, including dance, gymnastics, baking and crafts, and kinder gym;
- playground rentals;
- pool admission for the Exeter and District Swimming Pool;
- wading pool fees;
- ice rental discounts for South Huron Minor Sports Teams; and
- dog obedience

Table 19 – Summary of Community Services Fees

| Item | Fee | Tax |
|--|-----------------|--------------|
| Dance Technique (12 Week Program) | | |
| 3-4 years | \$123.00 | Exempt |
| 4-5 years | \$148.00 | Exempt |
| 5-6 years | \$148.00 | Exempt |
| 6-7 years | \$148.00 | Exempt |
| 8-11 years | \$172.00 | Exempt |
| Gymnastics (Children under 14) | \$90.00/session | Exempt |
| Children's Baking and Crafts | \$20.00 | Exempt |
| Kinder Gym | \$85.00/session | Exempt |
| Playground | | |
| Per Youngster/Per Day | \$32.00 | Exempt |
| Half Day | \$16.00 | Exempt |
| Two Children | \$52.00 | Exempt |
| Two Children Half Day | \$26.00 | Exempt |
| Three Children in a Family | \$56.00 | Exempt |
| Three Children in a Family Half Day | \$28.00 | Exempt |
| Extended Hours Before and After | \$3.50 | Exempt |
| Pool | | |
| Individual Pass | \$85.00 | HST Included |
| Family Pass | \$145.00 | HST Included |
| Adult Pass | \$100.00 | HST Included |
| Public Swim, Lap Swim, Aqua Fit | \$3.00/person | HST Included |
| Parent & Tot Lessons | \$60.00 | Exempt |
| Half Hour Lessons (Children Under 14) | \$65.00 | Exempt |
| Three Quarter Hour Lessons (Children Under 14) | \$70.00 | Exempt |
| Private Lessons (Children Under 14) | \$95.00 | Exempt |
| Bronze Medallion and Bronze Cross | \$125.00 | HST Included |
| Swim Club Training | \$60.00 | Exempt |
| Assistant Water Safety Instruction | \$140.00 | HST Included |
| Water Safety Instructor | \$175.00 | HST Included |
| Wading Pool | | |
| Per Youngster | \$2.00 | HST Included |
| Youngster/Season | \$25.00 | HST Included |
| Family | \$60.00 | HST Included |

| Item | Fee | Tax |
|--|---------------------|-----------|
| Ice Rental Discounts (South Huron Minor Sports Teams) | | |
| Ice Rental Fees up to \$25,000 | 1% discounted rate | |
| Ice Rental Fees from \$25,001 - \$50,000 | 2% discounted rate | |
| Ice Rental Fees from \$50,001 - \$100,000 | 3% discounted rate | |
| Ice Rental Fees from \$100,001 - \$150,000 | 5% discounted rate | |
| Ice Rental Fees from \$150,001 - \$200,000 | 7% discounted rate | |
| Ice Rental Fees from \$200,001 | 10% discounted rate | |
| Dog Obedience | \$100.00 | HST Extra |

ii. Facilities Services

The Municipality levies more than 70 fees for Facilities Services. The fees relate to the rental of various spaces, including banquet halls, kitchens, arena floors, ice rinks, community centres, and sports fields. Table 20 outlines all the fees currently included under Schedule E of by-law 34-2015, which provide fees for the following municipal facility/amenity rentals:

- South Huron Recreation Centre (Banquet Hall, Kitchen, Bar, Arena Floor)
- Agricultural Building
- Crediton & Dashwood Community Centre
- Miscellaneous Rental & Sale Items
- Port Blake Conservation Park
- Sports Fields

Table 20 – Summary of Facilities Services Fees

| Item | Fee | Tax |
|---|-----------------------|-----------|
| South Huron Recreation Centre – Banquet Hall | | |
| Youth Programs | \$22.50 per hour | HST Extra |
| Adult Programs & Training Courses | \$29.00 per hour | HST Extra |
| Non-Licensed Event for Less than 100 People in Attendance | \$60.00 per hour | HST Extra |
| Non-Licensed Event for More than 100 People in Attendance | \$92.00 per hour | HST Extra |
| Weekday Rental, Licensed Event | \$515.00 (daily rate) | HST Extra |
| Saturday Rental, Licensed Event | \$753.00 (daily rate) | HST Extra |
| Local Auctioneer Sales, Including Set-up Time | \$360.00 (daily rate) | HST Extra |
| Transient Auctioneer Sales, Including Set-up Time | \$815.00 (daily rate) | HST Extra |
| Reserved Day Prior for Set-up | \$110.00 (daily rate) | HST Extra |
| Foyer Rental | \$136.00 (daily rate) | HST Extra |
| South Huron Recreation Centre – Kitchen | | |
| Cold Lunch Only Served | \$85.00 (daily rate) | HST Extra |
| Hot Meal Banquets for Less than 200 People Served | \$127.00 (daily rate) | HST Extra |
| Hot Meal Banquets for More than 200 People Served | \$178.00 (daily rate) | HST Extra |
| South Huron Recreation Centre – Bar Charges | | |
| Hall Facility Servicing 0-508 People Hall Capacity | \$205.00 (daily rate) | HST Extra |
| Arena Floor Bar Facility Serving 508-1,105 Arena Floor Capacity | \$377.00 (daily rate) | HST Extra |
| South Huron Recreation Centre – Arena Floor | | |
| Non-Licensed Event | \$110.00 per hour | HST Extra |
| Licensed Event | \$925.00 (daily rate) | HST Extra |
| Additional Charge for Floor Rental Bar Privileges | \$377.00 (daily rate) | HST Extra |
| Adult Sports | \$45.00 per hour | HST Extra |
| Minor Sports | \$33.50 per hour | HST Extra |
| Ice Rental Prime Time | \$138.05 per hour | HST Extra |
| Ice Rental Non-Prime Time | \$94.69 per hour | HST Extra |
| Shinny Ice | \$8.00 per hour | HST Extra |

| Item | Fee | Tax |
|--|------------------------|-----------|
| Agricultural Building | | |
| Non-Licensed Events | \$110.00 (daily rate) | HST Extra |
| Licensed Events | \$570.00 (daily rate) | HST Extra |
| Tournaments Requiring a Liquor Licence | \$303.00 (daily rate) | HST Extra |
| Tournaments Requiring a Liquor Licence | \$51.50 per hour | HST Extra |
| Concession Booth | \$64.00 (daily rate) | HST Extra |
| Minor Sports | \$55.00 (daily rate) | HST Extra |
| Winter Vehicle Storage | \$1.70 per square foot | HST Extra |
| Centralia Community Centre | | |
| Entire Hall | \$68.00 (daily rate) | HST Extra |
| Meeting in Banquet Room | \$25.50 (daily rate) | HST Extra |
| Ball Park, Pavilion and Hall | \$78.50 (daily rate) | HST Extra |
| Pavilion and Park Only | \$25.50 (daily rate) | HST Extra |
| Pavilion Rental | \$27.00 (daily rate) | HST Extra |
| Crediton & Dashwood Community Centre | | |
| Banquet Hall, Daily | \$170.00 (daily rate) | HST Extra |
| Banquet Hall, Family & Service Club Functions | \$128.00 (daily rate) | HST Extra |
| Banquet Hall (4 Hour Maximum) | \$77.00 (daily rate) | HST Extra |
| Kitchen Rental | \$80.00 (daily rate) | HST Extra |
| Bar Charge (Applies for Any Licensed Event) | \$80.00 (daily rate) | HST Extra |
| Pavilion Rental for Non-Licensed Family Events | \$58.00 (daily rate) | HST Extra |
| Pavilion Rental for Licensed Family Events | \$162.00 (daily rate) | HST Extra |
| Miscellaneous Rental Items | | |
| Tables | \$5.00 each | HST Extra |
| Chairs | \$0.50 each | HST Extra |
| Wine Glasses, Per Dozen | \$3.25 per dozen | HST Extra |
| Dinner Setting: Dinner Plate, Saucer, Mug, Cutlery | \$1.25 per setting | HST Extra |
| Dinnerware Rented per Individual Item | \$0.25 per item | HST Extra |
| Coffee Percolator – 100 Cup Capacity | \$5.00 each | HST Extra |
| Stage Pieces, 1' or 2', 4x8' | \$5.00 each | HST Extra |

| Item | Fee | Tax |
|--|------------------------|-----------|
| Miscellaneous Sale Items | | |
| Double Roll Raffle Tickets | \$10.00 each | HST Extra |
| Table Cover – Black Plastic Roll | \$26.00 each | HST Extra |
| 7oz Bar Cups 100 | \$5.00 per sleeve | HST Extra |
| 14oz Bar Cups 50 | \$6.50 per sleeve | HST Extra |
| Bags of Cubed Ice | \$2.50 each | HST Extra |
| Port Blake Conservation Park | | |
| Admission – Person | \$5.00 per day | Included |
| Admission – Carload | \$12.00 per day | Included |
| Admission – Season’s Pass | \$60.00 | Included |
| Bike-a-thon (Annual Event) | \$210.00 per day | HST Extra |
| Wedding Party & Guests Admission | \$325.00 per day | HST Extra |
| Wedding Party & Guests Admission (and has booked one of our other rental facilities to hold a reception) | \$220.00 per day | HST Extra |
| Sports Fields | | |
| Minor Sports | \$17.50 per registrant | Exempt |
| Diamond Rental without Lights | \$33.50 per game | HST Extra |
| Diamond Rental with Lights | \$49.00 per game | HST Extra |
| Tournament on Friday | \$113.00 (daily rate) | HST Extra |
| Tournament on Saturday | \$163.00 (daily rate) | HST Extra |
| Tournament on Sunday | \$113.00 (daily rate) | HST Extra |
| Tournament Friday, Saturday & Sunday | \$389.00 | HST Extra |
| Horse Ring | \$90.00 per game | HST Extra |
| Soccer Field with Dressing Room | \$47.50 per game | HST Extra |
| Pool Rental (Exeter or Kirkton) | \$105.00 per hour | HST Extra |

iii. Removal of Fees & Structural Changes for Consideration

As part of the fee review process, Municipal staff have identified fees in both Schedules D and E that should be removed from future by-laws and are identified in Table 21. The analysis undertaken to calculate updated fees does not consider these fees and their associated costs.

Table 21 – Proposed Fees for Removal

| Fee Schedule | Fee Removed |
|----------------------------------|--|
| Schedule D (Community Services) | Dance Technique (12 Week Program) |
| | 3-4 years |
| | 4-5 years |
| | 5-6 years |
| | 6-7 years |
| | 8-11 years |
| | Gymnastics (Children under 14) |
| | Children’s Baking and Crafts |
| | Kinder Gym |
| | Playground |
| | Per Youngster/Per Day |
| | Half Day |
| | Two Children |
| | Two Children Half Da |
| | Three Children in a Family |
| | Three Children in a Family Half Day |
| | Extended Hours Before and After |
| | Wading Pool |
| | Per Youngster |
| | Youngster/Season |
| Family | |
| Dog Obedience | |
| Schedule E (Facilities Services) | Agricultural Building |
| | Non-Licenced Events |
| | Licenced Events |
| | Tournaments Requiring a Liquor Licence |
| | Tournaments Requiring a Liquor Licence |
| | Concession Booth |
| | Minor Sports |
| | Winter Vehicle Storage |
| | Centralia Community Centre |
| | Entire Hall |
| | Meeting in Banquet Room |
| | Ball Park, Pavilion and Hall |
| | Pavilion and Park Only |
| | Pavilion Rental |
| | Port Blake Conservation Park |
| | Bike-a-thon (Annual Event) |
| | Wedding Party & Guests Admission |
| | Wedding Party & Guests Admission (and has booked one of our other rental facilities to hold a reception) |

In addition to the fees proposed for removal above, a structural change is proposed for a variety of fees to better capture how the Municipality delivers services. Some of these changes include:

- Change in structure to private swim lessons – previously offered at a flat fee for up to 3 children under 14. It is now proposed that differentiated fees for 1, 2 and 3 children be imposed.
- Differentiation of Aqua Fit fees (previously included under public and lap swim).
- A flat uniform fee for the rental of kitchen facilities (currently differentiated by meal type and number of people in attendance).
- The current fee schedule differentiates a prime and non-prime rate, with a variety of discounts offered for South Huron Minor Sports Teams. In addition to the prime and non-prime rates, a dedicated fee for minor sports teams is proposed.
- An additional charge for licensed event is proposed in addition to facility rental charges.

B. SERVICE COSTS AND REVENUES

The Municipality’s historical revenues, in combination with benchmarking of comparable municipalities, form the foundation of the fee analysis for Community & Facilities Services fees.

Using Financial Information Returns (FIRs) for the benchmarked municipalities (i.e. St Mary’s, North Perth, Lucan-Biddulph, Lambton Shores, Huron East and West Perth), an average cost recovery was established for the period 2018 to 2022 (Table 22) for Parks & Recreation Services to compare South Huron’s overall recovery relative to other municipalities.

Table 22 - Current & Historical Cost Recovery (Parks & Recreation)

| Municipality | 2019 | 2020 | 2021 | 2022 | Average |
|--------------------|------------|------------|------------|------------|------------|
| South Huron | 26% | 18% | 22% | 27% | 23% |
| St. Mary’s | 34% | 18% | 18% | 32% | 25% |
| North Perth | 31% | 17% | 16% | - | 21% |
| Lucan-Biddulph | 39% | 22% | 27% | 40% | 32% |
| Lambton Shores | 8% | 11% | 12% | 11% | 11% |
| Huron East | 54% | 32% | 27% | - | 38% |
| West Perth | 32% | 6% | 7% | 23% | 17% |
| Average | 32% | 18% | 18% | 26% | 24% |

The above table shows that over the last 4 years, the overall average cost recovery across comparable municipalities is 24%. South Huron is relatively close to the target with an average cost recovery of 23%. Going forward, it is proposed that the Municipality target a 30% cost recovery through the fees proposed in Schedules D and E.

i. Historical Activity

The Municipality collects historical activity and revenue information for the programming and activities available through the fees by-law. These activities can be grouped into four distinct “revenue categories”:

- Pools;
- Ice Rentals;
- Hall Rentals; and
- Parks & Outdoor Sports.

Table 23 below provides a summary of the revenues collected (as per the municipal historical activity data) between 2018 and 2022 to establish the share of total revenues for each of the four revenue categories.

Table 23 - Revenue Analysis of Community & Facilities Services

| Revenue Category | 2018 | 2019 | 2020 | 2021 | 2018-21 Average | 2018-2021 % of Total | 2022 Total | 2022 % of Total |
|------------------------|------------------|------------------|------------------|------------------|------------------|----------------------|------------------|-----------------|
| Pools | \$59,300 | \$66,800 | \$0 | \$39,700 | \$41,400 | 8% | \$66,700 | 14% |
| Ice Rentals | \$379,600 | \$344,300 | \$308,900 | \$238,700 | \$317,900 | 65% | \$299,000 | 62% |
| Hall Rentals | \$52,100 | \$48,800 | \$12,000 | \$12,000 | \$31,200 | 6% | \$29,100 | 6% |
| Parks & Outdoor Sports | \$173,100 | \$151,000 | \$14,000 | \$60,800 | \$99,700 | 20% | \$89,100 | 18% |
| Total | \$664,100 | \$610,900 | \$334,900 | \$351,200 | \$490,200 | 100% | \$483,900 | 100% |

ii. Revenue Forecast & Proposed Rate Increases

The Municipality’s budget reports on Recreation user fee revenues collected, which total \$568,500 in 2022 and \$571,300 in 2023 (the revenues provided in Table 24 are based on usage information collected and may not align exactly with actuals provided in the budget). To establish a revenue forecast, the budgeted revenues are split among the four revenue categories based on their percentage of total revenues as of 2022. Two key assumptions have been made to forecast future revenue for 2024 based on current fees:

- An adjustment to all fees for inflation based on the Consumer Price Index (CPI) rate of 6.8%; and
- Based on discussions with staff, adjustments to the expected activity and participation levels going forward (this is largely a result of the COVID-19 pandemic affecting activity rates in 2020 and 2021).

Based on these assumptions, the anticipated revenues for 2024 total \$721,300 under current fee rates (as outlined in Table 24).

Targeted revenues must be determined to establish a shortfall based on current rates. The 2023 budget identifies total Recreation expenditures of \$2.7 million. The targeted revenues, equal to 30 per cent cost recovery, total \$849,000. The calculated shortfall to meeting cost recovery totals approximately \$128,000. In order to meet cost recovery, a series of rate increases are proposed to the four revenue categories outlined in Table 24.

Table 24 – 2024 Revenue Forecast & Proposed Rate Increases

| Revenue Source | 2022 | 2023 | 2024 (Inflated) | 2024 (Adj. for Usage) | 2024 (Targeted Revenue) | Increase Required to Rates | Usage Assumption |
|------------------------|------------------|------------------|------------------|-----------------------|-------------------------|------------------------------|---|
| Pools | \$78,400 | \$78,700 | \$84,100 | \$84,100 | \$92,500 | 10% (except private lessons) | Bounced back since COVID (2022 as base) |
| Ice Rentals | \$351,200 | \$352,900 | \$376,900 | \$467,500 | \$570,400 | 22% | Return to pre-COVID levels (2018 as base) |
| Hall Rentals | \$34,200 | \$34,400 | \$36,700 | \$57,300 | \$63,100 | 10% | Return to pre-COVID levels (2018 as base) |
| Parks & Outdoor Sports | \$104,700 | \$105,200 | \$112,400 | \$112,400 | \$123,600 | 10% | Bounced back since COVID (2022 as base) |
| Total | \$568,500 | \$571,300 | \$610,100 | \$721,300 | \$849,000 | - | - |

It is proposed that most of the fees be increased by 10% to meet the cost recovery target. Ice Rentals are the largest contributor to user fee revenues, and based on discussions with staff, municipal benchmarks, and the elasticity of demand for ice rentals, a 22% increase is proposed to current ice rental fees.

iii. **Additional Fees for Consideration**

A set of new fees is proposed for the Municipality based on discussions with staff and the delivery of services. These fees include:

- Hourly Rate for Staff Time – To account for staff efforts in assisting facility rentals, an hourly rate has been established.
- Karate – This programming is currently offered by the Municipality but is not included in the Fees and Charges by-law.
- Advertising Fees – Consistent with benchmarking analysis for comparable municipalities, a series of advertising fees are proposed in arenas.
- Memorial Plaques – Aligned with municipal benchmarks to provide memorial benches and trees.
- Elliot Park – Establishment of fee for overnight camping as per recommendations under By-law 11-2020 (By-law to Adopt the Elliot Park Policy)

C. **BENCHMARKS**

Appendix A sets out benchmark comparisons for Reaction fees where a “like for like” comparison exists. Generally:

- Pool fees are general in line or lower than fees set by comparable neighboring municipalities.
- Ice rental fees are relatively lower than comparable municipalities while being the largest revenue generator for the Municipality (the proposed increases in this report are in line with fees charged in other municipalities).
- The proposed advertising fees are generally in line with the bench mark range.
- The majority of facility services fees with like for like benchmarks available (nearly 60%) fall within the low end of the benchmark range.
- Comparable fees for Horse Ring, naming rights for tennis courts and baseball diamonds, Port Blake Conservation Park and Foyer rental are unavailable.

D. FEE RECOMMENDATIONS

Based on the above analysis it is recommended that the Municipality:

- Implement a comprehensive tracking system of participants in all fee-based Recreation activities to monitor changes in participation in programs and services on an annual basis; and
- Establish a minimum cost recovery target of 30% of direct operating costs.

In the meantime, the Municipality should:

- Increase all Recreation fees by 10% (with the exception of Ice Rentals which are proposed to increase by 22%) to increase current cost recovery to 30%;
- Introduce Arena advertising fees as an additional revenue stream;
- Realign fee structure, as outlined above, to better align with service delivery in the Municipality;
- Include all existing fees in the Fees and Charges by-law for consistency (i.e. Karate)
- Alignment with existing municipal policies and by-laws in establishing overnight rates for Elliot Park; and
- As with other fees, including a provision for indexing Recreation fees in relevant by-laws.

The proposed Community and Recreation Services fees are set out in Table 25.

Table 25 - Proposed Community Services Fees

| Item | Current Fee | Unit | Proposed Increase | Proposed Fee | Unit | Tax |
|--|-------------|-------------|-------------------|--------------|-------------|--------------|
| Pool | | | | | | |
| Individual Pass | \$85.00 | Per Season | 16% | \$99.00 | Per Season | HST Included |
| Family Pass | \$145.00 | Per Season | 17% | \$169.00 | Per Season | HST Included |
| Public Swim, Lap Swim | \$3.00 | Per Person | 33% | \$4.00 | Per Person | HST Included |
| Aqua Fit | \$3.00 | Per Person | 67% | \$5.00 | Per Person | HST Included |
| Parent & Tot Lessons | \$60.00 | Per Session | 17% | \$70.00 | Per Session | Exempt |
| Half Hour Lessons (Children Under 14) | \$65.00 | Per Session | 15% | \$75.00 | Per Session | Exempt |
| Three Quarter Hour Lessons (Children Under 14) | \$70.00 | Per Session | 14% | \$80.00 | Per Session | Exempt |
| Private Lessons (Children Under 14) - 1 Child | \$95.00 | Per Session | 0% | \$95.00 | Per Session | Exempt |
| Private Lessons (Children Under 14) - 2 Children | \$95.00 | Per Session | 58% | \$150.00 | Per Session | Exempt |
| Private Lessons (Children Under 14) - 3 Children | \$95.00 | Per Session | 111% | \$200.00 | Per Session | Exempt |
| Bronze Medallion and Bronze Cross | \$125.00 | Per Session | 17% | \$146.00 | Per Session | HST Included |
| Swim Club Training | \$60.00 | Per Session | 17% | \$70.00 | Per Session | Exempt |

Table 25 - Proposed Facilities Services Fees

| Item | Current Fee | Unit | Proposed Increase | Proposed Fee | Unit | Tax |
|--|-------------|-----------------------|-------------------|--------------|-----------------------|--------------|
| South Huron Recreation Centre – Banquet Hall | | | | | | |
| Youth Programs | \$22.50 | Per Hour | 16% | \$26.00 | Per Hour | HST Extra |
| Adult Programs & Training Courses | \$29.00 | Per Hour | 17% | \$34.00 | Per Hour | HST Extra |
| Non-Licensed Event (Less than 100 people in attendance) | \$60.00 | Per Hour | 17% | \$70.00 | Per Hour | HST Extra |
| Non-Licensed Event (More than 100 people in attendance) | \$92.00 | Per Hour | 16% | \$107.00 | Per Hour | HST Extra |
| Weekday Rental (Licensed event) | \$515.00 | Daily Rate | 17% | \$602.00 | Daily Rate | HST Extra |
| Saturday Rental (Licensed event) | \$753.00 | Daily Rate | 17% | \$880.00 | Daily Rate | HST Extra |
| Local Auctioneer Sales (Including set-up time) | \$360.00 | Daily Rate | 17% | \$420.00 | Daily Rate | HST Extra |
| Transient Auctioneer Sales (Including set-up time) | \$815.00 | Daily Rate | 17% | \$952.00 | Daily Rate | HST Extra |
| Reserved Day Prior for Set-up | \$110.00 | Daily Rate | 16% | \$128.00 | Daily Rate | HST Extra |
| Foyer Rental | \$136.00 | Daily Rate | 17% | \$159.00 | Daily Rate | HST Extra |
| Hourly Rate for Staff Time | \$0.00 | Per Hour | N/A | \$60.00 | Per Hour | HST Extra |
| South Huron Recreation Centre – Kitchen | | | | | | |
| Kitchen Rate | \$127.00 | Daily Rate | 18% | \$150.00 | Daily Rate | HST Included |
| South Huron Recreation Centre – Bar Charges | | | | | | |
| Hall Facility Serving 0-508 People Hall Capacity | \$205.00 | Daily Rate | 17% | \$239.00 | Daily Rate | HST Extra |
| Licensed Event Charge | N/A | Daily Rate | N/A | \$440.00 | Daily Rate | HST Extra |
| South Huron Recreation Centre – Arena Floor | | | | | | |
| Non-Licensed Event | \$110.00 | Per Hour | 16% | \$128.00 | Per Hour | HST Extra |
| Licensed Event | \$925.00 | Daily Rate | 17% | \$1,080.00 | Daily Rate | HST Extra |
| Adult Sports | \$45.00 | Per Hour | 29% | \$58.00 | Per Hour | HST Extra |
| Minor Sports | \$33.50 | Per Hour | 28% | \$43.00 | Per Hour | HST Extra |
| Ice Rental - Youth | \$138.05 | N/A | 16% | \$160.00 | N/A | HST Extra |
| Ice Rental - Prime | \$138.05 | Per Hour | 29% | \$178.00 | Per Hour | HST Extra |
| Ice Rental - Non Prime | \$94.69 | Per Hour | 23% | \$116.00 | Per Hour | HST Extra |
| Shinney/Ticket Ice (Only applies for unscheduled ice time) | \$8.00 | Per Person / Per Hour | 25% | \$10.00 | Per Person / Per Hour | HST Extra |
| Crediton & Dashwood Community Centre | | | | | | |
| Banquet Hall (Daily) | \$170.00 | Daily Rate | 17% | \$199.00 | Daily Rate | HST Extra |
| Banquet Hall (Family & service club functions) | \$128.00 | Daily Rate | 17% | \$150.00 | Daily Rate | HST Extra |
| Banquet Hall (4 hour maximum) | \$77.00 | Daily Rate | 17% | \$90.00 | Daily Rate | HST Extra |
| Kitchen Rental | \$80.00 | Daily Rate | 16% | \$93.00 | Daily Rate | HST Extra |
| Bar Charge (Applies for any licensed event) | \$80.00 | Daily Rate | 16% | \$93.00 | Daily Rate | HST Extra |
| Pavilion Rental for Non-licensed Family Events | \$58.00 | Daily Rate | 17% | \$68.00 | Daily Rate | HST Extra |
| Pavilion Rental for Licensed Events | \$162.00 | Daily Rate | 17% | \$189.00 | Daily Rate | HST Extra |

Note: All fees for space rentals to be subject to a 50% surcharge on Statutory Holidays.

Table 25 - Proposed Facilities Services Fees

| Item | Current Fee | Unit | Proposed Increase | Proposed Fee | Unit | Tax |
|--|-------------|----------------|-------------------|--------------|----------------|--------------|
| Port Blake Conservation Park | | | | | | |
| Admission - Per Person (For cars with up to 2 people and cyclists) | \$5.00 | Per Day | 100% | \$10.00 | Per Day | HST Included |
| Admission - Carload (For cars with 3 people or more) | \$12.00 | Per Day | 150% | \$30.00 | Per Day | HST Included |
| Admission - Season's Pass | \$50.00 | Per Season | 140% | \$120.00 | Per Season | HST Included |
| Sports Fields | | | | | | |
| Minor Sports | \$17.50 | Per Registrant | 14% | \$20.00 | Per Registrant | Exempt |
| Diamond rental without lights | \$33.50 | Per Game | 16% | \$39.00 | Per Game | HST Extra |
| Diamond rental with lights | \$49.00 | Per Game | 16% | \$57.00 | Per Game | HST Extra |
| Tournament on Friday | \$113.00 | Daily Rate | 17% | \$132.00 | Daily Rate | HST Extra |
| Tournament on Saturday | \$163.00 | Daily Rate | 17% | \$190.00 | Daily Rate | HST Extra |
| Tournament on Sunday | \$113.00 | Daily Rate | 17% | \$132.00 | Daily Rate | HST Extra |
| Tournament Friday, Saturday & Sunday | \$389.00 | Per Tournament | 17% | \$454.00 | Per Tournament | HST Extra |
| Horse Ring | \$90.00 | Per Game | 17% | \$105.00 | Per Game | HST Extra |
| Soccer Field with dressing room | \$47.50 | Per Game | 16% | \$55.00 | Per Game | HST Extra |
| Pool rental (Exeter) | \$105.00 | Per Hour | 17% | \$123.00 | Per Hour | HST Extra |
| Karate | | | | | | |
| Karate Fee | N/A | N/A | N/A | \$370.00 | Per Session | HST Included |
| Advertising | | | | | | |
| Rink Board Advertising | N/A | N/A | N/A | \$452.00 | Per Year | HST Extra |
| Arena Wall Board Advertising | N/A | N/A | N/A | \$339.00 | Per Year | HST Extra |
| Ice Resurfacers | N/A | N/A | N/A | \$3,390.00 | Per Year | HST Extra |
| Under Ice Logo | N/A | N/A | N/A | \$664.10 | Per Year | HST Extra |
| Tennis Court Naming Rights | N/A | N/A | N/A | \$1,130.00 | Per Year | HST Extra |
| Baseball Diamond Naming Rights | N/A | N/A | N/A | \$1,130.00 | Per Year | HST Extra |
| Memorial Plaques | | | | | | |
| Bench | N/A | N/A | N/A | \$1,740.00 | One Time | HST Extra |
| Tree | N/A | N/A | N/A | \$800.00 | One Time | HST Extra |
| Elliot Park | | | | | | |
| Camping Fee | N/A | N/A | N/A | \$5.00 | Per Night | HST Included |

8. FIRE & EMERGENCY SERVICES

The Municipality is responsible for fire prevention and public safety pursuant to the *Fire Prevention and Protection Act, 1997*. Fire and Emergency Services fees are set out in Schedule F of the Municipality’s User Fee By-law No. 34-2015.

A. CURRENT FIRE & EMERGENCY SERVICES FEES

Fire and Emergency Services fees are imposed to recover a portion of the cost of fire staff (full-time and volunteer) to respond to false alarm calls, illegal burning and controlled burns, and non-resident vehicle incidents, as well as prepare and issue inspection and incident reports. Services are provided by two full-time fire officers (a Chief and Deputy Chief), whose offices are at the Exeter Fire Station, and about 70 volunteer fire fighters.

Table 26 shows that between 2019 and 2022 the Municipality collected an average of \$59,700 in revenue per year from Fire and Emergency Services fees. This represents about 5% of total user fee revenue over that period, and about 14% of the estimated cost of provided fee-based services (in 2024\$).

Table 26 – Fire and Emergency Services Fee Revenue

| Year | Revenue |
|----------------|-----------------|
| 2019 | \$40,900 |
| 2020 | \$79,200 |
| 2021 | \$42,600 |
| 2022 | \$76,100 |
| Average | \$59,700 |

Table 27 sets out the number of fire services provided between 2018 and 2022 for which a fee was charged. More than half of all incidents were responses to false alarm calls over the period. Although fee revenues by type of service are unavailable, Municipal staff report that about 90% of all revenue is generated by non-resident vehicle incident responses. The high number of hours per incident for some incidents reflect the involvement of all volunteer firefighters within the incident catchment area.

Table 27 – Fee-Based Fire Services 2018-2022

| | 2018 | 2019 | 2020 | 2021 | 2022 | |
|---------------------------------|--|------------|------------|------------|------------|----------------|
| Service | # of Occurrences | | | | | Average |
| False alarm call | 38 | 33 | 35 | 26 | 24 | 31 |
| Response to controlled burn | 2 | 4 | 4 | 4 | 2 | 3 |
| Non-res. vehicle incident | 0 | 23 | 25 | 11 | 20 | 16 |
| Fire inspection report | n/a | | | | | n/a |
| Complaint inspection | 0 | 0 | 0 | 0 | 0 | 0 |
| Copy of fire incident report | n/a | | | | | n/a |
| Open air fire - illegal burning | 13 | 9 | 4 | 0 | 1 | 5 |
| Total | 53 | 69 | 68 | 41 | 47 | 56 |
| | 2018 | 2019 | 2020 | 2021 | 2022 | |
| Service | Average # of Hours per Occurrence | | | | | Average |
| False alarm call | 20 | 22 | 47 | 68 | 64 | 44 |
| Response to controlled burn | 33 | 29 | 59 | 51 | 82 | 51 |
| Non-res. vehicle incident | 0 | 29 | 53 | 59 | 73 | 43 |
| Fire inspection report | n/a | | | | | n/a |
| Complaint inspection | 0 | 0 | 0 | 0 | 0 | 0 |
| Copy of fire incident report | n/a | | | | | n/a |
| Open air fire - illegal burning | 27 | 27 | 46 | 0 | 68 | 34 |
| Total | 80 | 107 | 205 | 178 | 287 | 171 |

Interviews were conducted with Fire and Emergency Services staff to determine activity levels and processing time for each of the fee related services. However, given the fact that hours spent can vary considerably from one case to another, establishing an “average” cost of service is challenging. As a result, fee recommendations are largely based on benchmark comparisons with other municipalities.

B. BENCHMARKING

Municipal fees for Fire and Emergency Services rarely recover the full cost of providing services. Generally, the fees imposed in South Huron fall within the mid to low end of comparable fees in the municipal benchmark range (see Appendix A). One or two other municipalities require permits to conduct open air burning and light fireworks; however, like South Huron, most rural municipalities do not impose fees for these activities.

C. FEE RECOMMENDATIONS

The current Fire and Emergency Services fee structure is generally appropriate for the fee-based services provided by the Municipality. It is however recommended that the Municipality increase fees for fire inspection reports, complaint inspections, and copies of fire incident reports. The proposed fee schedule is set out in Table 28.

Table 28- Proposed Fire Services Fees

| Item | Current Fee | Proposed Fee |
|--|--|---|
| False Alarm Response Fees | | |
| False Alarm Calls (Alarm System Malfunction) | \$500.00 (minimum – or the actual cost of manpower, whichever is greater) Note: written warning on first offence | \$500.00 (minimum – or the actual cost of manpower, whichever is greater) Note: written warning on first offence |
| Responding to authorized/ unauthorized control burn | Recovery on labour charge | Recovery of labour charge |
| Non-Resident Vehicle Incident Respo | | |
| Fire department vehicles attending the scene | Current MTO rate per hour per vehicle | Current MTO rate per hour per vehicle |
| South Huron Residents | No Charge to Owner | No Charge to Owner |
| Inspection and Miscellaneous Fees | | |
| Fire Inspection Report (Inspections) | \$50.00 (1 hour) \$25.00 (each additional hour) | \$75.00 (1 hour) \$25.00 (each additional hour) |
| Complaint Inspections | No charge to owner | \$75.00 |
| Copy of Fire Incident Report | \$25.00 | \$75.00 |
| Open Air Fire – Response to illegal burning | Written warning on first offence / Recovery on labour charge and ticket fine pursuant to <i>Provincial Offences Act</i> | Written warning on first offence / Recovery of labour charge and ticket fine pursuant to Part 1 of the <i>Provincial Offences Act</i> |

9. TRANSPORTATION SERVICES

The Transportation Services fees are set out in Schedule G of the Municipality's User Fee By-law No. 34-2015.

A. CURRENT TRANSPORTATION SERVICES FEES

Transportation Services fees are imposed to pay for the use of municipal roadways and to recover the cost of vehicle rentals, including associated staff time. Vehicle rentals are mostly used for work on rural and private roads for which flat fees are charged. Flat fees are also imposed for overweight/oversize permits and tile drain loan inspections (undertaken to confirm work completed on tile drains when the Municipality has provided a loan for the work). Services and fees are managed by Infrastructure and Development staff.

B. SERVICE COSTS AND REVENUES

Detailed data on historical fee revenue, service usage, and cost of service is generally unavailable. Table 29 shows that between 2019 and 2022 the Municipality collected an average of \$47,000 in revenue per year from these fees. This represents about 4% of total user fee revenue over that period. Revenue has been relatively stable throughout the period.

Table 29 – Transportation Services Fee Revenue

| Year | Revenue |
|----------------|-----------------|
| 2019 | \$47,500 |
| 2020 | \$43,700 |
| 2021 | \$47,700 |
| 2022 | \$49,000 |
| Average | \$47,000 |

Interviews were conducted with Infrastructure and Development staff to determine activity levels and staff costs for each of the fee related services. Benchmarking the fees with other municipalities has also been undertaken where fees are comparable. Based on these analyses, the fee recommendations focus on:

- Ensuring that the full cost of staff labour (including direct and indirect costs) is recovered;
- Changing the basis of vehicle rental fees;
- Calculating fees for services for which a fee is not currently charges; and
- Removing redundant fees.

C. FEE RECOMMENDATIONS

The proposed Transportation Services fees are set out in Table 30 below. The fees:

- Update staff hourly rates to reflect current (2024) direct and indirect staff time associated with providing services;
- Replace fixed fees for vehicle and equipment rentals with hourly rental rates prescribed by Ontario Provincial Standard Specification 127;
- Recalculate a full cost recovery fee rate for tile drain loan inspections (\$360); and
- Introduce a full cost recovery parking permit fee (\$36).

The following fees have been removed from Schedule G based on staff recommendations and due to redundancy:

- 911 property blade fees; and
- Curb cuts for driveways.

Table 30 - Proposed Transportation Fees

| Item | Current Fee | Proposed Fee | Tax |
|--|---|--|-----------|
| Entrance Permit onto South Huron Roads | No charge | No charge | |
| Overweight/Oversize Permit | \$500.00 | \$500.00 | HST Extra |
| Labour (Foreman), minimum ½ hour | \$30.00 per hour | \$70.00 per hour | HST Extra |
| Labour (Equipment Operator), minimum ½ hour | | \$50.00 per hour | HST Extra |
| Equipment Operated, minimum ½ hour | | | |
| Grader (laneway) - Summer | \$100.00 per hour | Vehicle hourly rental rate per Ontario Provincial Standard Specification 127 | HST Extra |
| Grader (laneway) - Winter | \$100.00 per hour | | |
| Pickup | \$50.00 per hour | | |
| Street Sweeper / Bucket Truck | \$105.00 per hour | | |
| Single Axle Dump Truck | \$65.00 per hour | | |
| Tandem Axle Dump Truck | \$80.00 per hour | | |
| Tractor | \$60.00 per hour | | |
| Backhoe | \$80.00 per hour | | |
| Loader | \$85.00 per hour | | |
| Tile Drain Loan Inspection | \$12.50 per \$5,000 of total cost of work | \$360.00 per inspection | Exempt |
| Municipal Consent for Utility Infrastructure | | No fee calculated | |
| Parking Permit | | \$36.00 | |

10. CONCLUSIONS AND RECOMMENDATIONS

This section provides general user fee recommendations over and above the service-specific recommendations set out in each section above. In this respect, it is recommended that the Municipality:

- undertake a comprehensive fee review every five years to ensure that its fees are achieving appropriate cost recovery and are aligned with municipal benchmarks;
- ensure that user fees are increased at the same (or greater) rate as increases in program operating costs. In keeping with municipal leading practices, this means that the Municipality should index its fees on an annual basis to cover changing costs arising from inflation and (given that the majority of costs are payroll-related) wage agreements;
- monitor municipal benchmark fees annually for key services and programs to ensure its fees remain competitive;
- introduce a 10% surcharge on all Transportation Services and Community and Facilities fees for users who are not residents of South Huron; and
- continue to make information on fees accessible to the public via the municipal website.

APPENDIX A

BENCHMARKING

BENCHMARKING ANALYSIS

Fee benchmarking is used extensively throughout the report to supplement the cost analysis and ensure the proposed fees are aligned with those charged in comparable municipalities. The following municipalities were used as comparators for South Huron:

- St Mary's
- North Perth
- Luccan-Biddulph
- Lambton Shores
- Huron East
- West Perth

A benchmarking analysis was performed for all fees considered under this report, specifically for the departments of Building, Planning, Corporate & Financial Services, Environmental Services, Community Services, Facility Services, Fire and Transportation. Approximately 300 fees were reviewed and benchmarked across the 6 comparable municipalities. The following tables provide the results of the analysis, including details as to where each individual fee for South Huron compares to others (i.e. lower, higher or within range).

Table A.1 - Fees and Charges Benchmarking (Schedule A - Building Permit Fees)

| CLASS OF PERMIT | DESCRIPTION | St. Mary's | | | | North Perth | | | | Lucan-Biddulph | | | |
|---|--|------------|---------------|--------------|------------|-------------|--------------------|--------------|--------------|----------------|---------------|-------------------|------------|
| | | FLAT FEE | FEE PER SQ FT | Upto or Over | Min Fee | FLAT FEE | FEE PER SQ FT | Upto or Over | Base/Min Fee | FLAT FEE | FEE PER SQ FT | Upto or Over | Min Fee |
| Minimum Fee | Flat Minimum Fee | \$0.00 | | | | | | | | | | | |
| Group A - Assembly Occupancies | Churches, Arenas, Theatres etc., | | | | | | | | | | | | |
| | New & additions: first x sq ft | | \$1.68 | | \$4,200.00 | | \$0.60 | | \$100.00 | | | Under 2,500 sq.ft | \$1,700.00 |
| | New & additions: over x sq ft | | | | | | | | | \$0.70 | | Over 2,500 sq.ft | \$1,700.00 |
| Group B - Institutional Occupancy | Care & Detention Occupancy (Jails, Hospitals) | | | | | | | | | | | | |
| | New & additions: first x sq ft | | \$1.68 | | \$4,200.00 | | \$0.60 | | \$100.00 | | | Under 2,500 sq.ft | \$1,700.00 |
| | New & additions: over x sq ft | | | | | | | | | \$0.70 | | Over 2,500 sq.ft | \$1,700.00 |
| Group C - Residential | Alterations & renovations | | \$1.00 | | \$2,640.00 | | \$0.45 | | \$100.00 | | \$0.70 | Over 2,500 sq.ft | \$1,700.00 |
| | Residential (sdf, apt, semi, condo), mobile homes, additions | | \$1.26 | | \$2,518.00 | | \$0.67 | | \$100.00 | | \$0.66 | Over 1,500 sq.ft | \$1,125.00 |
| | Detached accessory-decks, sheds | \$200.00 | | | | | \$0.65 | | \$100.00 | | \$0.66 | Over 300 sq.ft | \$200.00 |
| | Renovating unfinished space (e.g. basement) | \$200.00 | | | | | \$0.58 | | \$100.00 | | \$0.66 | Upto 600 sq.ft | \$200.00 |
| | Fencing-Site Plan & Privacy | \$200.00 | | | | | | | | | \$0.12 | Upto 2,500 sq.ft | \$300.00 |
| | Swimming pool, hot tub & fencing | \$200.00 | | | | | | | | | \$0.12 | Upto 2,500 sq.ft | \$300.00 |
| | Alterations & renovations | \$200.00 | | | | | \$0.58 | | \$100.00 | | \$0.12 | Upto 2,500 sq.ft | \$300.00 |
| Plumbing | Stand-Alone Plumbing | | | | | | \$8.50 per fixture | | \$100.00 | \$500.00 | | | |
| | New construction | | | | | | \$8.50 per fixture | | \$100.00 | \$225.00 | | | |
| | Lateral sewer connection | | | | | | | | | \$75.00 | | | |
| Group D - Business and Personal Services | Banks, etc. | | | | | | | | | | | | |
| | New & additions: first x sq ft | | \$1.68 | | \$4,200.00 | | \$0.60 | | \$100.00 | | | Under 2,500 sq.ft | \$1,700.00 |
| | New & additions: over x sq ft | | | | | | | | | \$0.70 | | Over 2,500 sq.ft | \$1,700.00 |
| Group E - Mercantile | Alterations & renovations | | \$1.00 | | \$2,640.00 | | \$0.60 | | \$100.00 | | \$0.70 | Over 2,500 sq.ft | \$1,700.00 |
| | Stores | | | | | | | | | | | | |
| | New & additions: first x sq ft | | \$1.68 | | \$4,200.00 | | \$0.60 | | \$100.00 | | | Under 2,500 sq.ft | \$1,700.00 |
| Group F - Industrial | New & additions: over x sq ft | | | | | | | | | \$0.70 | | Over 2,500 sq.ft | \$1,700.00 |
| | Alterations & renovations | | \$1.00 | | \$2,640.00 | | \$0.60 | | \$100.00 | | \$0.70 | Over 2,500 sq.ft | \$1,700.00 |
| | Farm Buildings | | | | | | | | | | | | |
| Agricultural | New livestock buildings & additions: first x sq ft | | | | | \$250.00 | | | | | \$0.14 | Upto 10,000 sq.ft | \$1,400.00 |
| | New livestock buildings & additions: over x sq ft | | | | | | | | | | | | |
| | Livestock renovation | | | | | | | | | | \$0.14 | Upto 10,000 sq.ft | \$1,400.00 |
| | Sheds & shops | | | | | \$250.00 | | | | | \$0.14 | Upto 10,000 sq.ft | \$1,400.00 |
| | Economy structures | | | | | | | | | | \$0.14 | Upto 10,000 sq.ft | \$1,400.00 |
| | Grain storage (less than 10 meters) | | | | | \$250.00 | | | | \$500.00 | | | |
| | Silos (areater than 10 meters) | | | | | \$250.00 | | | | \$500.00 | | | |
| | Silos (horizontal) | \$800.00 | | | | \$300.00 | | | | \$500.00 | | | |
| | Manure Storage - Dry | | | | | | | | | | \$0.14 | Upto 10,000 sq.ft | \$1,400.00 |
| | Manure Storage - Wet | | | | | | | | | | \$0.14 | Upto 10,000 sq.ft | \$1,400.00 |
| Septic | Class 2 & 3 leaching pits & cesspools | | | | | | | | | \$600.00 | | | |
| | Class 4 leaching bed system | | | | | | | | | | | | |
| | Class 5 holding tank system | | | | | | | | | | | | |
| | Septic tank replacement only | | | | | | | | | | | | |
| | Septic bed replacement/addition to | | | | | | | | | | | | |
| Sign Permits | Building & Property | | | | | \$250.00 | | | | \$100.00 | | | |
| | Billboards | | | | | \$110.00 | | | | | | | |
| Other | Woodstoves & chimneys | | | | | | | | | | | | |
| | Tents (above 60 sq m) | | | | | \$110.00 | | | | | | | |
| | Communication tower or Wind turbine | \$800.00 | | | | | | | | \$5,000.00 | | | |
| | Demolition | \$1,000.00 | | | | \$100.00 | | | | \$400.00 | | | |
| | Driveway | | | | | | | | | | | | |
| | Additional Plan Review (Resubmission) | | | | | | | | \$100.00 | | | | |
| | Where a non-compliant resubmission is submitted above and beyond the first resubmission | | | | | | | | | | | | |
| | Premature/Additional Inspections Where an inspection request is premature and the inspector must re-attend the site to complete the necessary inspection, or an additional inspection is requested or required | | | | | | | | | | | | |
| | Conditional Permits | | | | | | | | | \$300.00 | | | |
| | Chance of use - No renovations | | | | | | | | | | | | |
| Change of use - With renovations/construction | | | | | | | | | | | | | |
| Transfer of Owner | | | | | | | | | | | | | |
| Zoning Certificate | | | | | | | | | | | | | |

Table A.1 - Fees and Charges Benchmarking (Schedule A - Building Permit Fees)

| CLASS OF PERMIT | DESCRIPTION | Lambton Shores | | | | Huron East | | | | West Perth | | | |
|--|--|----------------|---------------|--------------|----------|------------|---------------------------------------|--------------|------------------------------------|---|--------------------|--------------|---------|
| | | FLAT FEE | FEE PER SQ FT | Upto or Over | Min Fee | FLAT FEE | FEE PER SQ FT | Upto or Over | Min Fee | FLAT FEE | FEE PER SQ FT | Upto or Over | Min Fee |
| Minimum Fee | Flat Minimum Fee | | | | | | | | | \$140.00 | | | |
| Group A - Assembly Occupancies | Churches, Arenas, Theatres etc., | | | | | | | | | | | | |
| | New & additions: first x sq ft | | \$0.84 | | | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.92 | | |
| | New & additions: over x sq ft | | \$0.84 | | | | | | | | \$0.77 | | |
| Group B - Institutional Occupancy | Alterations & renovations | | \$0.84 | | \$200.00 | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.77 | | |
| | Care & Detention Occupancy (Jails, Hospitals) | | | | | | | | | | | | |
| | New & additions: first x sq ft | | \$0.84 | | | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.92 | | |
| | New & additions: over x sq ft | | \$0.84 | | | | | | | | \$0.77 | | |
| Group C - Residential | Alterations & renovations | | \$0.84 | | \$200.00 | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.77 | | |
| | Residential (sdf, apt, semi, condo), mobile homes, additions | | \$0.84 | | \$350.00 | | \$0.70 | | \$100.00 | | \$0.86 | | |
| | Detached accessory-decks, sheds | \$100.00 | | | | | \$0.25 | | \$100.00 | | \$0.43 | | |
| | Renovating unfinished space (e.g. basement) | | \$0.42 | | | | \$0.25 | | \$100.00 | | \$0.43 | | |
| | Fencing-Site Plan & Privacy | | | | | | | | \$200.00 | | | | |
| | Swimming pool, hot tub & fencing | \$200.00 | | | | \$175.00 | | | \$200 (Includes Water Smart Video) | | | | |
| Plumbing | Alterations & renovations | | \$0.84 | | | | \$0.70 | | \$100.00 | | \$10 per \$1,000 | | |
| | Stand-Alone Plumbing | | | | | | | | \$140.00 | | + \$10 per fixture | | |
| | New construction | | | | | | \$12 per fixture | | N/A | | N/A | | |
| Group D - Business and Personal Services | Lateral sewer connection | | | | | \$131.00 | | | | \$200.00 | | | |
| | Banks, etc. | | | | | | | | | | | | |
| | New & additions: first x sq ft | | \$0.84 | | | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.85 | | |
| Group E - Mercantile | New & additions: over x sq ft | | \$0.84 | | | | | | | | \$0.71 | | |
| | Alterations & renovations | | \$0.84 | | \$200.00 | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.71 | | |
| | New & additions: first x sq ft | | \$0.84 | | | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.71 | | |
| Group F - Industrial | New & additions: over x sq ft | | \$0.84 | | | | | | | | \$0.59 | | |
| | Alterations & renovations | | \$0.84 | | \$200.00 | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.59 | | |
| | New & additions: first x sq ft | | \$0.84 | | | | \$7 per \$1,000 of construction value | | \$60.00 | | \$0.71 | | |
| Agricultural | Farm Buildings | | | | | | | | | | | | |
| | New livestock buildings & additions: first x sq ft | | \$0.33 | | \$300.00 | | | | | | \$0.28 | | |
| | New livestock buildings & additions: over x sq ft | | | | | | | | | | \$0.23 | | |
| | Livestock renovation | | \$0.33 | | \$300.00 | | | | | | \$0.14 | | |
| | Sheds & shops | | \$0.33 | | \$300.00 | | | | | | \$0.21 | | |
| | Economy structures | | \$0.33 | | \$300.00 | | | | | | \$0.14 | | |
| | Grain storage (less than 10 meters) | | | | | \$150.00 | | | \$140.00 | | | | |
| | Silos (areater than 10 meters) | | | | | \$300.00 | | | \$300.00 | | | | |
| | Silos (horizontal) | | | | | \$300.00 | | | | | \$0.12 | | |
| | Manure Storage - Dry | \$1,000.00 | | | | \$60.00 | \$0.20 | | | | \$0.12 | | |
| Septic | Manure Storage - Wet | \$1,000.00 | | | | \$60.00 | \$1 per foot of tank perimeter | | \$650.00 | | | | |
| | Class 2 & 3 leaching pits & cesspools | | | | | \$288.00 | | | \$140.00 | | | | |
| | Class 4 leaching bed system | | | | | \$621.00 | | | \$650.00 | | | | |
| | Class 5 holding tank system | | | | | \$725.00 | | | \$560.00 | | | | |
| | Septic tank replacement only | | | | | \$303.00 | | | \$300.00 | | | | |
| | Septic bed replacement/addition to | | | | | | | | \$350.00 | | | | |
| Sign Permits | Building & Property | | | | | \$35.00 | | | \$200.00 | | | | |
| | Billboards | | | | | | | | \$250.00 | | | | |
| Other | Woodstoves & chimneys | \$300.00 | | | | \$100.00 | \$7 per \$1,000 of construction value | | \$140.00 | | | | |
| | Tents (above 60 sq m) | | | | | \$60.00 | | | \$140.00 | | | | |
| | Communication tower or Wind turbine | \$400.00 | | | | \$60.00 | \$7 per \$1,000 of construction value | | | | | | |
| | Demolition | \$200.00 | | | | \$100.00 | | | \$140.00 | | | | |
| | Driveway | | | | | | | | \$140.00 | | | | |
| | Additional Plan Review (Resubmission) | | | | | | | | \$140.00 | | | | |
| | Where a non-compliant resubmission is submitted above and beyond the first resubmission | | | | | | | | | | | | |
| | Premature/Additional Inspections Where an inspection request is premature and the inspector must re-attend the site to complete the necessary inspection, or an additional inspection is requested or required | | | | | | | | \$210.00 | | | | |
| | Conditional Permits | | \$0.46 | | | | | | | Rate of building (as above) with written agreement+ deposit | | | |
| | Chance of use - No renovations | \$400.00 | | | | | | | | \$140.00 | | | |
| | Change of use - With renovations/construction | | | | | | | | | | | | |
| | Transfer of Owner | \$150.00 | | | | | | | | \$140.00 | | | |
| Zoning Certificate | | | | | | | | | \$90.00 | | | | |

Table A.2 - Fees and Charges Benchmarking (Schedule A - Planning)

| | Application Type | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth |
|---|--|-----------------|-------------|----------------|----------------|-------------|-------------|
| 1 | Pre-Consultation | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 2 | Official Plan/Secondary Plan Amendment | | | | | | |
| | Minor | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Major | \$ 3,938.00 | \$ 3,172.00 | \$ 2,000.00 | \$ 2,250.00 | \$ 4,100.00 | \$ 3,211.74 |
| | Revision Requiring Recirculation | \$ - | \$ - | \$ - | \$ 200.00 | \$ - | \$ - |
| | Additional Public Meeting | \$ - | \$ - | \$ - | \$ - | \$ 312.00 | \$ - |
| 3 | Zoning By-Law Amendment | | | | | | |
| | Minor | \$ 3,009.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Major | \$ 3,938.00 | \$ 2,946.00 | \$ 1,500.00 | \$ 1,300.00 | \$ 2,108.00 | \$ 2,946.00 |
| | Removal of "H" Provision | \$ 970.00 | \$ 700.00 | \$ 200.00 | \$ 750.00 | \$ 583.00 | \$ 300.00 |
| | Recirculation Fee | \$ - | \$ - | \$ - | \$ - | \$ 312.00 | \$ - |
| | Additional Public Meeting | \$ - | \$ - | \$ - | \$ - | \$ 312.00 | \$ - |
| 4 | Part Lot Control | | | | | | |
| | Per Lot | \$ 1,085.00 | \$ 700.00 | \$ - | \$ 750.00 | \$ 2,341.00 | \$ 750.00 |
| | Exemption/Extension | \$ - | \$ 100.00 | \$ 1,000.00 | \$ - | \$ - | \$ - |
| | Reapplication | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 5 | Plan of Subdivision | | | | | | |
| | Base Fee | \$ 6,000.00 | \$ - | \$ 2,500.00 | \$ 3,500.00 | \$ 9,364.00 | \$ 5,000.00 |
| | Add per lot/block/unit | \$ 204.00 | \$ - | \$ - | \$ 4,000.00 | \$ 176.00 | \$ - |
| | Land Area | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Agreement fee | \$ - | \$ 7,500.00 | | | | \$ - |
| | Constuction Value | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Amendment/Revision/Extension of Draft Plan Approval | \$ - | \$ - | \$ 500.00 | \$ 500.00 | \$ 2,081.00 | \$ - |
| 6 | Plan of Condominium | | | | | | |
| | Base Fee | \$ - | \$ - | \$ 2,500.00 | \$ 3,500.00 | \$ 9,364.00 | \$ - |
| | Add per lot/block/unit | \$ - | \$ - | \$ - | \$ 4,000.00 | \$ 176.00 | \$ - |
| | Land Area | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Extension of Condominium Draft Apporval | \$ - | \$ - | \$ - | \$ 500.00 | \$ 2,081.00 | \$ - |
| | Revision of Condominium Draft Approved Plan | \$ - | \$ - | \$ 500.00 | \$ 500.00 | \$ 584.00 | \$ - |
| 7 | Site Plan | | | | | | |
| | Base Fee | \$ 2,285.00 | \$ - | \$ 1,500.00 | | | \$ 2,855.00 |
| | Add per lot/block/unit | \$ 51.00 | \$ - | \$ - | | | \$ - |
| | Land Area | \$1.20 per Sq.m | \$ - | \$ - | | | \$ - |
| | Constuction Value | \$ - | \$ - | \$ - | | | \$ - |
| | Site Plan Agreement | \$ - | \$ 7,000.00 | \$ - | \$ 2,000.00 | | \$ - |
| | Extension or Amendment of Site Plan Approval/Agreement | \$ 1,000.00 | \$ - | \$ 500.00 | \$ 800.00 | | \$ 500.00 |
| 8 | Committee of Adjustment | | | | | | |
| | Minor Variance | \$ 1,590.00 | \$ 2,116.00 | \$ 1,000.00 | \$ 725.00 | \$ 2,100.00 | \$ 2,116.00 |
| | By Law to deem lots (not in plan of subdivision) | \$ 939.00 | \$ - | \$ 500.00 | \$ 300.00 | \$ 467.00 | \$ - |
| | Residential Small Scale | \$ - | \$ - | \$ - | \$ 300.00 | \$ - | \$ - |
| | Variance with Respect to Use | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Technical Variance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Land Division/Consent | \$ 1,725.00 | \$ - | \$ 500.00 | \$ - | \$ - | \$ 3,634.00 |
| | Base | \$ - | \$ - | \$ 1,500.00 | \$ - | \$ - | \$ - |
| | Per Unit/Lot | \$ - | \$ - | \$ 500.00 | \$ 1,000.00 | \$ - | \$ - |

Table A.3 - Fees and Charges Benchmarking (Schedule B - Corporate Services & Financial Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|---|--------------------------|-----------------------------|------------|-------------|----------------|----------------|------------|------------|--|
| Schedule B - Corporate Services & Financial Services Fees (Bylaw No.34-2015) | | | | | | | | | |
| Corporate Services | | | | | | | | | |
| Photocopy - black & white | \$1.00 | per page | \$0.10 | \$0.25 | \$0.25 | \$0.50 | \$1.00 | \$0.50 | Higher |
| Photocopy - colour | \$2.00 | per page | \$0.50 | \$0.25 | \$0.25 | \$0.50 | \$2.00 | \$0.50 | Higher |
| Fax Transmission - Local | \$1.00 | per page | N/A | \$1.70 | N/A | \$5.00 | \$1.00 | \$5.00 | Lower |
| Fax Transmission - Long Distance | \$2.00 | per page | N/A | \$1.70 | N/A | \$5.00 | \$2.00 | \$5.00 | Lower |
| Request for Records-Search and Preparation Time | \$50.00 | per hour after 1st 1/2 hour | \$15.00 | N/A | N/A | \$65.00 | \$12.50 | \$35.00 | Higher |
| Commissioner of Oath | \$10.00 | | \$22.12 | N/A | \$10.00 | \$15.00 | N/A | \$10.00 | Lower |
| Transient Traders/Business License | | | | | | | | | |
| Auto Wrecker/Wrecking Yard | \$20.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Transient Trader | | | | | | | | | |
| Annual | \$400.00 | | N/A | \$400.00 | N/A | N/A | N/A | N/A | Within |
| Monthly | \$50.00 | | N/A | \$50.00 | N/A | N/A | N/A | N/A | Within |
| Food Vehicle - Annual License | | | | | | | | | |
| Chip Wagon | \$250.00 | per wagon | N/A | \$250.00 | N/A | N/A | N/A | N/A | Within |
| Mobile Barbeque Facility | \$250.00 | per wagon | N/A | \$250.00 | N/A | N/A | N/A | \$250.00 | Within |
| Refreshment | \$250.00 | per vehicle | \$360.00 | \$250.00 | N/A | N/A | N/A | \$250.00 | Within |
| Refrigerated Bicycle Cart | \$50.00 | per cart | N/A | \$50.00 | N/A | N/A | N/A | N/A | Within |
| Events | | | | | | | | | |
| Agricultural Farmers Market Annual | \$250.00 | | N/A | \$250.00 | N/A | N/A | N/A | N/A | Within |
| Flea Market, one day show | \$350.00 | | N/A | \$350.00 | N/A | N/A | N/A | N/A | Within |
| Flea Market, consecutive day show to a seven day show plus \$50 a day for any days in excess of seven | \$2,100.00 | | N/A | \$700.00 | N/A | N/A | N/A | N/A | Higher |
| Retail Exhibition/Trade Show, One day | \$350.00 | | N/A | \$350.00 | N/A | N/A | N/A | N/A | Within |
| Retail Exhibition/Trade Show, 2 consecutive day show to a seven consecutive day show plus \$50 a day | \$700.00 | | N/A | \$700.00 | N/A | N/A | N/A | N/A | Within |
| Chartable Organization | No Charge | | N/A | No charge | N/A | N/A | N/A | N/A | N/A |
| Replacement of lost license | \$25.00 | | N/A | N/A | N/A | \$25.00 | N/A | N/A | Within |
| Lottery License Fees | \$0.03 | Prize Value | \$0.03 | \$0.03 | \$30.00 | \$0.03 | \$0.03 | \$0.03 | Lower |
| Marriage License | | | | | | | | | |
| Civil Marriage Ceremony - held in Council Chambers | \$120.00 | | \$125.00 | \$125.00 | \$125.00 | \$125.00 | \$115.00 | \$120.00 | Within |
| Civil Marriage Ceremony - held off site or after hours | \$300.00 | | \$275.00 | N/A | N/A | \$200.00 | N/A | N/A | Higher |
| Civil Marriage Ceremony - held off site or after hours | \$350.00 | | \$600.00 | N/A | N/A | \$300.00 | N/A | N/A | Lower |
| *plus mileage at current municipal rate | | | | N/A | N/A | N/A | N/A | N/A | N/A |
| Rehearsal Fee-plus mileage at current rate | \$50.00 | | \$75.00 | N/A | N/A | N/A | N/A | N/A | Lower |
| Taxi Licence Fees | | | | | | | | | |
| Taxicab Broker License | | | | | | | | | |
| Initial | \$250.00 | | \$100.00 | N/A | N/A | \$100.00 | N/A | N/A | Higher |
| Renewal | \$150.00 | | \$50.00 | N/A | N/A | \$50.00 | N/A | N/A | Higher |
| Taxicab Owner License | | | | | | | | | |
| Initial | \$150.00 | per cab | N/A | \$100.00 | N/A | \$50.00 | \$60.00 | \$100.00 | Higher |
| Renewal | \$100.00 | per cab | N/A | \$100.00 | N/A | \$50.00 | \$30.00 | N/A | Higher |
| Taxicab Driver License | | | | | | | | | |
| Initial | \$100.00 | per driver | \$25.00 | \$25.00 | N/A | \$25.00 | \$25.00 | \$100.00 | Higher |
| Renewal | \$50.00 | per driver | N/A | \$25.00 | N/A | \$25.00 | \$15.00 | N/A | Higher |
| Dog License Fees | | | | | | | | | |
| Neutered/Spayed | \$20.00 | | \$25.00 | \$50.00 | N/A | N/A | N/A | \$15.00 | Lower |
| Not Neutered/Spayed | \$30.00 | | \$25.00 | \$50.00 | N/A | N/A | N/A | N/A | Lower |
| Potentially Vicious and Vicious Dog | \$12.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Kennel Licence | \$125.00 | | \$300.00 | \$150.00 | \$100.00 | N/A | N/A | \$130.00 | Lower |
| Replacement Dog Tags | \$5.00 | | \$10.00 | \$5.00 | N/A | N/A | N/A | \$10.00 | Lower |
| Financial Services | | | | | | | | | |
| Tax Certificates | | | | | | | | | |
| Duplicate Tax Certificates | \$5.00 | per roll | \$40.00 | \$65.00 | N/A | \$55.00 | \$55.00 | \$40.00 | Within |
| Duplicate Tax Notices | \$5.00 | per roll | \$5.00 | \$10.00 | \$5.00 | \$75.00 | \$55.00 | \$5.00 | Lower |
| Confirmation Letter | \$10.00 | per roll | \$5.00 | N/A | \$5.00 | \$15.00 | N/A | N/A | Within |
| Mortgage Company Confirmation | \$10.00 | per roll | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| NSF Charge | \$45.00 | each transaction | N/A | \$40.00 | \$30.00 | \$35.00 | \$35.00 | \$25.00 | Higher |
| Payment Transfer Fee/Error Correction | \$25.00 | per occurrence | N/A | N/A | N/A | \$10.00 | N/A | N/A | Higher |
| Transfer Unpaid AR or UB Acct to Taxes/Collection | \$25.00 | per occurrence | N/A | N/A | \$25.00 | \$25.00 | N/A | N/A | Within |

Table A.4 - Fees and Charges Benchmarking (Schedule C - Environmental Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|---|-----------------------|--------------|-------------------|--------------|----------------|----------------|------------|------------|---|
| Schedule C - Environmental Services - W/WW Rate & Utility Services Fees (Bylaw No.34-2015) | | | | | | | | | |
| Landfill Fees | | | | | | | | | |
| Standard Waste Disposal Fees | | | | | | | | | |
| Residential and Business Waste-Commercial Haulers | \$129.00 | per tonne | \$86.68 | N/A | N/A | N/A | N/A | N/A | Higher |
| Residential and Business Waste-Minimum Charge | \$129.00 | per tonne | \$10.00 | N/A | N/A | N/A | N/A | N/A | Higher |
| Charitable Organization Waste | \$81.50 | per tonne | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Waste from Outside Service Area under Ministerial Order | \$258.00 | per tonne | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Asbestos Waste | \$258.00 | per tonne | cost+ tipping fee | N/A | N/A | N/A | N/A | N/A | N/A |
| Unsorted or Mixed Waste Streams that includes anyrecyclable materials | \$258.00 | per tonne | \$205.00 | Penalty | N/A | N/A | N/A | N/A | Higher |
| Small Vehicle Loads | | | | | | | | | |
| Under 100 kg | \$15.00 | | N/A | \$135.00 | N/A | N/A | \$7.00 | N/A | Lower |
| 101 to 200 kg | \$25.00 | | N/A | \$203.00 | N/A | N/A | \$25.00 | N/A | Lower |
| 201 to 300 kg | \$30.00 | | N/A | \$302.00 | N/A | N/A | \$50.00 | N/A | Lower |
| Recyclable Materials (Diverted from Landfill) | | | | | | | | | |
| Asphalt Roofing Shingles and incidental metal. | \$95.00 | per tonne | N/A | \$104.00 | N/A | N/A | N/A | \$80.00 | Within |
| Construction & Demolition Material | \$95.00 | per tonne | N/A | \$52.00 | N/A | N/A | N/A | \$160.00 | Within |
| Clean Wood (pallets, dimensional lumber) | \$95.00 | per tonne | \$86.68 | No Charge | N/A | N/A | No Charge | \$3.00 | Higher |
| Stumps and large tree trunks | \$95.00 | per tonne | \$86.68 | Not accepted | N/A | N/A | No Charge | \$3.00 | Higher |
| Concrete and Bricks (no re-bar) | \$18.00 | per tonne | N/A | \$104.00 | N/A | N/A | N/A | N/A | Lower |
| Scrap Metal | \$0.00 | | N/A | N/A | N/A | N/A | No Charge | No Charge | N/A |
| Yard Waste (Leaves, tree branches, grass, sod) | \$0.00 | | N/A | No Charge | N/A | N/A | N/A | No Charge | N/A |
| Christmas Trees (non-artificial) | \$0.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Tires (Non-commercial only) | \$0.00 | | N/A | No Charge | N/A | N/A | No Charge | N/A | N/A |
| E-Waste (Cell phones, Televisions, VCRs, DVDplayers, Computers, Printers, Monitors, etc.) | \$0.00 | | N/A | No Charge | N/A | N/A | No Charge | No Charge | N/A |
| Residential Blue Bin Items (bottles, cans, paper,cardboard, plastic containers, etc.) | \$0.00 | | N/A | No Charge | N/A | N/A | N/A | \$80.00 | N/A |
| Refrigerant Appliances (not certified Freon Free) | \$75.00 | each | N/A | \$50.00 | N/A | N/A | \$25.00 | \$50.00 | Higher |
| Mattress | \$25.00 | each | Minimum Fee | \$17.00 | N/A | N/A | \$12.50 | \$10.00 | Higher |
| Mattress & Box Spring | \$25.00 | each | Minimum Fee | \$17.00 | N/A | N/A | \$12.50 | \$10.00 | Higher |
| Water and Wastewater Rates | | | | | | | | | |
| Equipment and Services-Water/Wastewater | | | | | | | | | |
| Operator | \$42.00 | per hour | N/A | N/A | N/A | N/A | \$40.00 | N/A | Within |
| Foreman | \$50.00 | per hour | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Pickup Truck | \$15.00 | per hour | N/A | N/A | N/A | N/A | \$55.00 | N/A | Lower |
| Trailer mounted sewer flusher and truck (c/w twooperators) | \$150.00 | per hour | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Trailer mounted valve tuner and truck (c/w two operators) | \$135.00 | per hour | N/A | N/A | N/A | N/A | \$120.00 | N/A | Within |
| Sewer camera and operator | \$75.00 | flat rate | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

Table A.4 - Fees and Charges Benchmarking (Schedule C - Environmental Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|---|----------------------------|---|------------|---------------|----------------|----------------|---------------|---------------|---|
| Schedule C - Environmental Services - W/WW Rate & Utility Services Fees (Bylaw No.34-2015) | | | | | | | | | |
| Utility Services - Miscellaneous Charges | | | | | | | | | |
| Late payment charge (water,wastewater,garbage,recycling) | 5% penalty | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Temporary meter removal & reinstall- customer | | | N/A | Cost Recovery | N/A | Cost Recovery | Cost of time | Cost Recovery | N/A |
| Request up to 25mm | \$60.00 | | N/A | Cost Recovery | N/A | N/A | N/A | N/A | N/A |
| Over 25 mm | On time and material basis | | N/A | Cost Recovery | N/A | N/A | N/A | N/A | N/A |
| Temporary or seasonal shutting off of water service | \$35.00 | for turn on and off | \$30.00 | \$50.00 | N/A | Cost Recovery | \$25.00 | \$100.00 | Lower |
| Reactivation of closed accounts due to temporary or seasonal shutting off of water service | \$55.00 | plus minimum water base charges, debt re-payment charges and base charges | | \$50.00 | N/A | \$15.00 | N/A | \$100.00 | Within |
| Repair damaged meter - caused by customer 16mm (5/8")and 19mm (3/4")25mm (1") and larger | On time and material basis | | \$210.00 | Cost Recovery | N/A | Cost Recovery | Cost Recovery | Cost Recovery | N/A |
| Meter checked for accuracy at customers request | | | | | | | | | N/A |
| Up to and including 25 mm | \$100.00 | | \$145.00 | \$250.00 | N/A | Cost Recovery | Cost Recovery | Cost Recovery | Lower |
| Over 25 mm | \$250.00 | | \$145.00 | \$250.00 | N/A | Cost Recovery | Cost Recovery | Cost Recovery | Higher |
| New water service installation | | | | | | | | | N/A |
| Pre-served lots (by municipality) | \$100.00 | per service | N/A | N/A | \$150.00 | Cost Recovery | Cost Recovery | Cost Recovery | Lower |
| Pre-served lots (by developer) | No additional cost | | N/A | N/A | N/A | Cost Recovery | Cost Recovery | Cost Recovery | N/A |
| New Services | On time and material basis | | N/A | \$1,500.00 | N/A | Cost Recovery | Cost Recovery | Cost Recovery | N/A |
| Frontage fees for a new water service- (unless frontage fee was paid when original watermain was constructed) | | | | | | | | | N/A |
| Stephen Service Area | \$6,000.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Farm rate zoning AG1, AG2, AG3 Zoning AG4, VC1, HC1:1 | \$4,500.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| All other zoning not listed above | \$2,500.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Exeter Service Area | \$4,500.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Lots created by severance or properties | \$2,500.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Coming off private well | | | | | | | | | |
| New water meter installation 16mm | \$132.00 | | Varied | N/A | \$95.00 | Cost Recovery | Cost Recovery | Cost Recovery | Higher |
| 19mm | \$222.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 25mm | \$235.75 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 38mm | \$585.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 50mm | \$625.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Larger than 50mm | On a quote basis | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| New angle shut off valve (19mm) | \$43.20 | | N/A | N/A | N/A | Cost Recovery | Cost Recovery | Cost Recovery | N/A |
| New double check valve installation (19mm) | \$34.56 | | N/A | N/A | N/A | Cost Recovery | Cost Recovery | Cost Recovery | N/A |
| 25mm | \$42.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 38mm | \$251.52 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 50mm | \$295.14 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Larger than 50mm | On a quote basis | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| New backflow preventer installation 38mm | \$357.50 | | N/A | \$250.00 | \$90.00 | Cost Recovery | Cost Recovery | Cost Recovery | Higher |
| 50mm | \$427.32 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Larger than 50mm | On a quote basis | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

Table A.4 - Fees and Charges Benchmarking (Schedule C - Environmental Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|---|----------------------------|---------------------------|------------|---------------|----------------|----------------|---------------|---------------|---|
| Schedule C - Environmental Services - W/WW Rate & Utility Services Fees (Bylaw No.34-2015) | | | | | | | | | |
| New pressure reducing valve installation 19mm | \$74.00 | | N/A | N/A | \$105.00 | Cost Recovery | Cost Recovery | Cost Recovery | Lower |
| 25mm | \$90.10 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 38mm | \$232.68 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 50mm | \$264.60 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Larger than 50mm | On a quote basis | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| New sanitary service installation | | | N/A | N/A | N/A | Cost Recovery | Cost Recovery | Cost Recovery | N/A |
| Pre-serviced lots (by municipality) | \$1,500.00 | per service | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Pre-serviced lots (by developer) | No additional cost | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| New Services | On time and material basis | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Septage and liquid waste disposal | \$10.00 | per 1,000 litres | N/A | N/A | N/A | N/A | \$5.50 | N/A | Higher |
| Temporary Water Connection for Construction | | | N/A | \$250.00 | N/A | Cost Recovery | \$25.00 | \$100.00 | N/A |
| Single family structure | \$10.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Duplex structure - one service line | \$10.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Up to 4 units | \$13.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 5 to 10 units | \$19.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 11 to 15 units | \$26.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 16 to 20 units | \$32.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 21 to 25 units | \$38.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 26 to 30 units | \$45.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 31 to 35 units | \$51.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 36 to 40 units | \$58.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 41 to 50 units | \$64.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Over 50 units | \$1.30 | per unit | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Other structures | \$2.50 | per 100 m2 (minimum \$10) | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Inspecting waterworks installations/disconnections | \$60.00 | per hour | N/A | Cost Recovery | \$95.00 | Cost Recovery | N/A | Cost Recovery | Lower |
| Waste Management | | | | | | | | | |
| Individual curbside waste/recycling services | \$47.68 | per year | Varied | Varied | N/A | Varied | Varied | Varied | N/A |
| Recycling (all bin sizes) | \$101.08 | per year/per bin | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Small (35 gal - 2 bag)/Medium (65 gal - 4 bag) Garbage Bin | \$126.50 | per year/per bin | N/A | N/A | N/A | \$75.00 | N/A | N/A | Higher |
| Large Garbage Bin (95 gal - 6 bag) | \$164.35 | per year/per bin | N/A | N/A | N/A | \$225.00 | N/A | N/A | Lower |
| Depot Service (per bin cost) | \$47.68 | | N/A | N/A | N/A | Varied | N/A | N/A | N/A |
| Recycling (65 gal) | \$47.68 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Recycling (95 gal) | \$47.68 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Recycling (3 yd3) | \$101.08 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Small (35 gal - 2 bag)/Medium (65 gal - 4 bag) Garbage Bin | \$126.50 | | N/A | N/A | N/A | \$75.00 | N/A | N/A | Higher |
| Large Garbage Bin (95 gal - 6 bag) | \$164.35 | | N/A | N/A | N/A | \$225.00 | N/A | N/A | Lower |

Table A.5 - Fees and Charges Benchmarking (Schedule D - Community Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|---|-----------------------|--------------|------------|-------------|----------------|----------------|------------|------------|---|
| Schedule D - Community Services Fees (Bylaw No.) | | | | | | | | | |
| Pool | | | | | | | | | |
| Individual Pass | \$85.00 | per season | \$296.78 | \$125.00 | \$77.25 | N/A | \$75.00 | \$71.00 | Lower |
| Family Pass | \$145.00 | per season | N/A | \$280.00 | \$168.91 | N/A | \$150.00 | \$264.00 | Lower |
| Public swim, lap swim, aqua fit | \$3.00 | per person | \$5.75 | \$4.00 | \$5.00 | N/A | \$3.00 | \$8.00 | Lower |
| Parent & Tot lessons | \$60.00 | per session | N/A | \$77.00 | N/A | N/A | N/A | \$56.00 | Within |
| Half hour lessons children under 14 | \$65.00 | per session | \$8.46 | N/A | \$76.22 | N/A | \$62.00 | \$98.00 | Within |
| Three quarter hour lessons children under 14 | \$70.00 | per session | \$9.55 | N/A | N/A | N/A | N/A | N/A | Higher |
| Private lessons children under 14 | \$95.00 | per session | \$101.25 | \$130.00 | N/A | N/A | N/A | N/A | Lower |
| Bronze medallion and bronze cross | \$125.00 | per session | \$147.90 | \$230.00 | \$192.00 | N/A | \$155.00 | \$245.00 | Lower |
| Swim club training | \$60.00 | per session | \$8.47 | \$55.00 | \$88.58 | N/A | N/A | \$63.00 | Within |

Table A.6 - Fees and Charges Benchmarking (Schedule E - Facilities Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|--|-----------------------|-----------------------|------------|-------------|----------------|----------------|------------|------------|---|
| Schedule E- Facility Services Fees (Bylaw No.34-2015) | | | | | | | | | |
| South Huron Recreation Centre - Banquet Hall | | | | | | | | | |
| Youth Programs | \$22.50 | per hour | N/A | \$39.00 | \$30.00 | N/A | N/A | N/A | Lower |
| Adult Programs & training courses | \$29.00 | per hour | N/A | N/A | \$30.00 | N/A | N/A | N/A | Within |
| Non-licenced event for less than 100 people in attendance | \$60.00 | per hour | \$106.79 | \$160.00 | \$82.40 | \$432.80 | \$711.14 | N/A | Lower |
| Non-licenced event for more than 100 people in attendance | \$92.00 | per hour | \$106.79 | \$160.00 | \$82.40 | \$432.80 | \$711.14 | N/A | Lower |
| Weekday rental, licenced event | \$515.00 | daily rate | \$806.80 | \$270.00 | \$396.55 | \$432.80 | \$100.00 | \$254.00 | Higher |
| Saturday rental, licenced event | \$753.00 | daily rate | \$854.32 | \$502.00 | \$741.61 | \$932.65 | \$125.00 | \$636.00 | Within |
| Local Auctioneer sales, including set-up time | \$360.00 | daily rate | N/A | N/A | N/A | \$1,000.00 | N/A | \$636.00 | Lower |
| Transient Auctioneer sales, including set-up time | \$815.00 | daily rate | N/A | N/A | N/A | \$1,000.00 | N/A | \$636.00 | Within |
| Reserved day prior for set-up | \$110.00 | daily rate | N/A | \$135.00 | N/A | N/A | N/A | \$223.01 | Lower |
| Foyer Rental | \$136.00 | daily rate | N/A | N/A | N/A | N/A | N/A | N/A | |
| South Huron Recreation Centre - Kitchen | | | | | | | | | |
| Cold lunch only served | \$85.00 | daily rate | \$272.58 | \$88.00 | \$123.60 | \$113.30 | \$89.53 | \$97.00 | Lower |
| Hot meal banquets for less than 200 people served | \$127.00 | daily rate | \$272.58 | \$109.00 | \$123.60 | \$113.30 | \$136.77 | \$97.00 | Within |
| Hot meal banquets for more than 200 people served | \$178.00 | daily rate | \$272.58 | \$109.00 | \$123.60 | \$113.30 | N/A | \$97.00 | Within |
| South Huron Recreation Centre - Bar Charges | | | | | | | | | |
| Hall facility serving 0-508 people hall capacity | \$205.00 | daily rate | \$50.00 | N/A | N/A | \$66.70 | \$711.14 | N/A | Lower |
| Arena Floor bar facility serving 508-1105 arena floor capacity | \$377.00 | daily rate | \$50.00 | N/A | N/A | \$66.70 | N/A | N/A | Higher |
| South Huron Recreation Centre-Arena Floor | | | | | | | | | |
| Non-licenced event | \$110.00 | per hour | \$56.50 | \$61.00 | \$82.40 | \$55.80 | \$971.80 | \$111.00 | Lower |
| Licenced event | \$925.00 | daily rate | N/A | \$61.00 | \$741.61 | \$519.50 | \$971.80 | \$888.00 | Higher |
| Additional charge for floor rental bar privileges | \$377.00 | daily rate | \$50.00 | N/A | N/A | \$519.50 | N/A | N/A | Higher |
| Adult sports | \$45.00 | per hour | \$56.50 | \$58.00 | \$70.00 | \$55.80 | \$65.30 | N/A | Lower |
| Minor sports | \$33.50 | per hour | \$56.50 | \$58.00 | \$70.00 | \$55.80 | \$65.30 | \$63.00 | Lower |
| Ice rental prime time | \$138.05 | per hour | \$209.09 | \$179.00 | \$199.82 | \$158.60 | \$175.15 | \$197.00 | Lower |
| Ice rental non-prime time | \$94.69 | per hour | \$139.31 | \$106.00 | \$115.36 | \$78.40 | \$118.65 | \$116.01 | Within |
| Shinney Ice | \$8.00 | per person / per hour | \$105.90 | N/A | \$63.86 | \$7.00 | N/A | N/A | Lower |

Table A.6 - Fees and Charges Benchmarking (Schedule E - Facilities Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|--|-----------------------|----------------|------------|-------------|----------------|----------------|------------|---------------|---|
| Schedule E- Facility Services Fees (Bylaw No.34-2015) | | | | | | | | | |
| Crediton & Dashwood Community Centre | | | | | | | | | |
| Banquet Hall, daily | \$170.00 | daily rate | N/A | \$231.00 | \$396.55 | \$271.80 | \$226.45 | \$254.00 | Lower |
| Banquet Hall, family & service club fuctions | \$128.00 | daily rate | N/A | \$109.00 | \$396.55 | \$271.80 | \$226.45 | \$254.00 | Lower |
| Banquet Hall (4 hour maximum) | \$77.00 | daily rate | \$427.16 | \$132.00 | \$329.60 | \$111.00 | \$113.23 | \$126.00 | Lower |
| Kitchen Rental | \$80.00 | daily rate | \$272.58 | \$88.00 | \$123.60 | \$113.30 | \$118.76 | \$97.00 | Lower |
| Bar charge (applies for any licenced event) | \$80.00 | daily rate | \$50.00 | N/A | N/A | \$66.70 | N/A | N/A | Higher |
| Pavillion rental for non-licenced family events | \$58.00 | daily rate | N/A | \$79.00 | \$61.81 | \$63.65 | \$67.80 | \$97.00 | Lower |
| Pavillion rental for licenced events | \$162.00 | daily rate | N/A | \$79.00 | \$61.81 | \$114.90 | \$67.80 | \$97.00 | Higher |
| Port Blake Conservation Park | | | | | | | | | |
| Admission - person | \$5.00 | per day | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Admission - carload | \$12.00 | per day | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Admission - Season's Pass | \$60.00 | each | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Sports Fields | | | | | | | | | |
| Minor Sports | \$17.50 | per registrant | \$23.73 | \$34.00 | \$19.00 | N/A | \$20.33 | Cost Recovery | Lower |
| Diamond rental without lights | \$33.50 | per game | \$48.20 | \$31.00 | \$56.65 | \$21.30 | \$20.50 | \$39.55 | Within |
| Diamond rental with lights | \$49.00 | per game | \$48.20 | \$58.00 | \$56.65 | \$35.55 | \$32.85 | \$50.85 | Within |
| Tournament on Friday | \$113.00 | daily rate | \$197.75 | \$104.00 | \$168.23 | \$254.85 | \$128.13 | \$207.33 | Lower |
| Tournament on Saturday | \$163.00 | daily rate | \$197.75 | \$259.00 | \$168.23 | \$254.85 | \$128.13 | \$207.33 | Lower |
| Tournament on Sunday | \$113.00 | daily rate | \$197.75 | \$209.00 | \$168.23 | \$254.85 | \$128.13 | \$207.33 | Lower |
| Tournament Friday, Saturday & Sunday | \$389.00 | | \$593.25 | \$572.00 | \$504.70 | \$764.55 | \$384.39 | \$622.00 | Lower |
| Item | | | | | | | | | |
| Horse Ring | \$90.00 | per game | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Soccer Field with dressing room | \$47.50 | per game | \$35.60 | \$46.00 | \$56.65 | \$20.65 | N/A | \$83.99 | Within |
| Pool rental (Exeter or Kirkton) | \$105.00 | per hour | \$130.44 | \$210.00 | \$86.52 | N/A | \$112.00 | \$174.01 | Lower |
| Advertising Fees | | | | | | | | | |
| Rink Board Advertising | \$452.00 | per year | \$700.00 | \$385.00 | \$442.90 | \$400.00 | \$200.00 | \$390.00 | Within |
| Arena Wall Board Advertising | \$339.00 | per year | N/A | \$205.00 | N/A | N/A | N/A | \$390.00 | Within |
| Ice Resurfacer | \$3,390.00 | per year | N/A | \$2,500.00 | \$2,561.27 | N/A | N/A | \$2,000.00 | Higher |
| Under Ice Logo | \$664.10 | per year | \$800.00 | \$675.00 | | \$600.00 | \$300.00 | \$750.00 | Within |
| Tennis Court Naming Rights | \$1,130.00 | per year | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Baseball Diamond Naming Rights | \$1,130.00 | per year | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

Table A.7 - Fees and Charges Benchmarking (Schedule F - Fire & Emergency Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|---|-----------------------|--|--------------------|---------------|----------------|----------------|------------|---------------|---|
| Schedule F - Fire and Emergency Services Fees (Bylaw No.34-2015) | | | | | | | | | |
| False Alarm Response Fees | | | | | | | | | |
| False Alarm Calls | \$500.00 | | Full Cost of Wages | Cost recovery | Warning | \$200.00 | \$450.00 | Cost recovery | Higher |
| Responding to authorized/unauthorized control burn | labour charge | | \$25.00 | MTO Rate | MTO Rate | \$509.89 | Warning | \$145.00 | N/A |
| Non-Resident Vehicle Incident Response Fees | | | | | | | | | |
| Fire department vehicles attending the scene | MTO rate | per hour per vehicle | N/A | MTO Rate | MTO Rate | \$509.89 | MTO Rate | Cost recovery | N/A |
| Inspection and Miscellaneous Fees | | | | | | | | | |
| Fire Inspection Report (Inspections) | \$50.00 | 1 hour | \$50.00 | MTO Rate | \$101.00 | \$50.00 | \$75.00 | \$95.00 | Lower |
| Complaint Inspections | \$0.00 | | \$50.00 | MTO Rate | \$126.00 | \$50.00 | No charge | \$95.00 | Lower |
| Copy of Fire Incident Report | \$25.00 | | \$50.00 | MTO Rate | \$126.00 | \$50.00 | \$75.00 | \$95.00 | Lower |
| Open Air Fire - Response to Illegal Burning | | 1st offence, warning. Labour charge onward | N/A | MTO Rate | MTO Rate | N/A | \$400.00 | Cost recovery | N/A |

Table A.8 - Fees and Charges Benchmarking (Schedule G - Transportation Services)

| Application Fee | South Huron (Current) | Basis of Fee | St. Mary's | North Perth | Lucan-Biddulph | Lambton Shores | Huron East | West Perth | South Huron Relative to Benchmark Range |
|---|--------------------------|--------------|------------|-------------|----------------|----------------|--------------|------------|--|
| Schedule G Transportation Services Fees (Bylaw No. 324-2015) | | | | | | | | | |
| Entrance Permit onto South Huron Roads | \$0.00 | | N/A | \$150.00 | \$75.00 | \$200.00 | \$75.00 | N/A | Lower |
| Overweight/Oversize Permit | \$500.00 | | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 911 Address | | | | | | | | | |
| 911 property blade or post (supply only) | \$0.00 | | N/A | N/A | N/A | N/A | No charge | N/A | N/A |
| 911 property blade and installed | \$45.00 | | N/A | N/A | N/A | N/A | \$50.00 | N/A | Within |
| Cutting curbs for driveway (minimum charge of \$350) | Actual Cost | | N/A | \$110.00 | N/A | N/A | Actual costs | N/A | |
| Labour, minimum 1/2 hour | \$30.00 | per hour | \$33.15 | \$46.00 | N/A | \$50.00 | N/A | \$45.00 | Lower |
| Equipment Operated, minimum 1/2 hour | | | | | | | | | |
| Grader (laneway) | \$100.00 | per hour | N/A | \$120.00 | N/A | \$150.00 | \$100.00 | \$115.00 | Lower |
| Pickup | \$50.00 | per hour | \$27.54 | N/A | N/A | \$80.00 | N/A | \$45.00 | Within |
| Street Sweeper/Bucket Truck | \$105.00 | per hour | \$110.50 | \$120.00 | N/A | \$100.00 | \$110.00 | \$95.00 | Within |
| Single Axle Dump Truck | \$65.00 | per hour | \$37.40 | N/A | N/A | N/A | N/A | \$75.00 | Within |
| Tandem Axle Dump Truck | \$80.00 | per hour | N/A | N/A | N/A | \$117.00 | \$85.00 | \$95.00 | Lower |
| Tractor | \$60.00 | per hour | \$36.72 | N/A | N/A | \$100.00 | \$80.00 | \$90.00 | Lower |
| Backhoe | \$80.00 | per hour | N/A | N/A | N/A | \$122.00 | \$85.00 | N/A | Lower |
| Loader | \$85.00 | per hour | \$76.50 | N/A | N/A | \$100.00 | \$85.00 | N/A | Within |
| Tile Drain Loan Inspection | | | N/A | \$125.00 | \$100.00 | N/A | \$45.00 | \$150.00 | |