



Date: November 17, 2025

To: Mayor and Council

Author: Margaret Schroeder, Manager of Financial Services and Customer Service

RE: 2026 Fees and Charges By-law

RECOMMENDED ACTION

That Council **approve** the 2026 Fees and Charges;

And that the corresponding By-law 68-2025 **be adopted** during the By-law stage of this Council Agenda.

BACKGROUND

In accordance with section 391 of the *Municipal Act, 2001* (the "Act"), the municipality is authorized to pass by-laws imposing fees or charges on persons:

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

Each year, Administration reviews the fees charged for various services and activities to ensure they remain appropriate.

DISCUSSION

The proposed changes to the existing Fees and Charges By-law 89-2024 are outlined in the attachments to this Report. Any changes to the wording of the By-law, fee amounts, or fee descriptions have been highlighted. Details on the more significant amendments are discussed below:

Cemetery Services

Administration is recommending an increase in cemetery services fees to better align with market rates and to help recover costs related to this service delivery. Cemetery

service fees offset operational expenses, as well as the required contributions to the Cemetery Care and Maintenance Trust Fund (the “C & M Fund”). The Town’s current fees have not been adjusted in over a decade.

While there is a desire to keep pricing relatively low, below market prices means that costs not covered by the fees end up being funded by the general tax base. Due to inflation, costs related to administering and maintaining cemeteries have increased substantially over the past decade. This includes the staff time required to coordinate arrangements with funeral homes and/or bereaved families, and the physical work conducted by staff or third-party contractors to open and close graves and to maintain the grounds. Overall, the increase will help to ensure the long-term sustainability of the Town’s cemeteries.

Planning Services

Administration recommends discontinuing the major and minor fee classifications introduced in 2025. Following an internal review, the department has identified that the current structure creates confusion and poses implementation challenges. To improve clarity and operational efficiency, we propose reverting to a streamlined, single-fee model.

Building Services

The Building Department is amending the majority of its current fees to keep pace with inflation and service level pressures. All fees have been compared against neighbouring municipalities to ensure the proposed rates remain competitive.

FINANCIAL CONSIDERATIONS

With the exception of the Building and Water Department revenue, any revenue generated from user fees will reduce the amount of revenue required from the general tax levy, and therefore reduce pressure on the property tax rate.

CONSULTATIONS

All departments were consulted for input on revisions to the Town’s Fees and Charges By-laws.

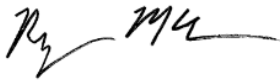
Notice that the By-law being considered by Council has been given to the public pursuant to the Town’s Notice Policy, and the proposed amendments were available for viewing on the Town website.

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