



## Staff Report

---

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-11-28  
**Subject:** 2025 Fees and Charges Draft Schedules

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: 2025 Fees and Charges Draft Schedules for review and comments.

### **Purpose:**

The purpose of this report is to seek the council's approval of the proposed 2025 Fees and Charges schedules presented in this report.

### **Background:**

Each year, the West Elgin Council reviews and approves the fees and charges schedule to ensure it aligns with the municipality's needs. Adjusting user fees is essential to maintaining current service levels without placing undue strain on the general tax base. While increases in fees are necessary, affordability remains a priority. It is crucial to strike a balance, ensuring fees are not raised to the point where residents cannot access the additional services provided. For 2025, staff have opted to keep most fees consistent with the 2024 rates with the exception of minor adjustments to Fire, Public Works, Arena and Transit, and are listed in Schedule A attached.

Please note that at the recommendation from the Chief Building Official staff is proposing the introduction of building permit deposits as part of the Building Inspection fees and charges. This initiative aligns with practices adopted by the Township of Southwold, which has successfully implemented similar deposits since 2023. The three most commonly issued permits—agricultural, residential accessory, and swimming pool permits—have historically faced challenges related to incomplete inspections and unresolved files.

These issues have required significant time and resources from the Building Department to address, often involving the issuance of Notices or Orders for completed work lacking proper inspection documentation. Additionally, recent legal precedents highlight that Municipal Building Departments are required to conduct inspections, even when not explicitly requested, further increasing their responsibilities.

The introduction of a refundable deposit fee is expected to enhance compliance and ensure inspections are completed in a timely manner. This approach not only streamlines the permit process but also reduces legal risks by demonstrating the Municipality's commitment to proactive enforcement and compliance.

In conclusion, the proposed adjustments for 2025 reflect careful consideration of both financial sustainability and community affordability. By maintaining most fees at 2024 levels and making small adjustments in specific areas of Fire, Public Works, Arena, and Transit Department, our goal is to maintain prescribed service levels and be mindful of residents' financial ability to access these services.

**Financial Implications:**

2025 Budget Deliberations

**Policies/Legislation:**

N/A

Respectfully submitted by,

Magda Badura

### Report Approval Details

Document Title:	2025 Fees and Charges Draft Schedules - 2024-47-Administration Finance.docx
Attachments:	- 2025 Fees and Charges Schedules - Final Draft.pdf
Final Approval Date:	Nov 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuć