



Report to Council

Department: Corporate Services

Division: Finance and Business Services

Date: December 1, 2025

Prepared by: Heather MacDonald, Manager, Revenue and Customer Relations

Report Number: Finance and Business Services-2025-07

Subject: Revision of Miscellaneous Fees and Charges, Development Charges, and Water and Wastewater Rates

Number of Pages: 32 pages including attachments

Recommendation(s)

That Finance and Business Services 2025-07 entitled Revised Schedules to Fees and Charge By-Laws prepared by Heather MacDonald dated December 1, 2025 be received, and

That the following four schedules be revised effective January 1, 2026:

1. Schedule "C" to By-Law Number 1812, being a by-law respecting the maintenance, management regulation and control of any cemetery owned by the Corporation of the Town of Essex,
2. Schedule "A" and "A.1" to By-Law Number 2040, being a by-law to establish a schedule of miscellaneous fees and charges,

3. Schedule “B-1” to By-Law Numbers 2384 and 2385, being a by-law for the imposition of Development Charges,
4. Schedule “1” to By-Law Number 2404, being a by-law for the dedication of parkland or the payment in lieu thereof for all development or redevelopment in the Town of Essex.

That Council implement a new Schedule “B” to By-Law Number 2040, being a by-law to establish a schedule of miscellaneous fees and charges,

That By-Law Number 2490 being a by-law to establish Water and Wastewater Rates and Charges to be read a first and a second time and provisionally adopted on December 1, 2025.

Purpose

A By-Law and revisions to a by-law, including any related schedules, must be adopted by Council.

Background and Discussion

1. Schedule C to By-Law 1812

Schedule C to By-Law 1812, being a by-law respecting the maintenance, management, regulation, and control of any cemetery owned by the Town, provides the tariff of rates related to cemetery lot sales, interment, headstone moving, markers.

Annually, the tariff of rates is updated to reflect the change in the Consumer Price Index. A revised schedule C to By-Law Number 1812 is

attached and, where applicable, has been revised to reflect the 12-month change in the Consumer Price Index of 2.4% as at September 2025.

2. Schedule A & A.1 to By-Law Number 2040

By-Law Number 2040, being a by-law to establish a schedule of miscellaneous fees and charges, provides that miscellaneous fees and charges shall be adjusted annually, on January 1 in any given year by the year over year change in the Consumer Price Index as published for the third quarter of the prior year. Accordingly, Schedule “A” to By-Law Number 2040 attached has been revised to reflect the 12-Month change in the Consumer Price Index of 2.4% as at September 2025, for all fees except lottery licences, which are provincially regulated, and in the Building Division, which has a 6% increase to help offset rising operational costs and to maintain long-term financial sustainability while keeping the impact on applicants minimal.

Administration discovered certain fees have not been levied, these fees and rationale are included below. Each department has done a Municipal comparison, and the fees are present in most neighbouring Municipalities. The fees noted in the schedules to the bylaw are based on a time study.

Planning

Processing New Applications for Radiocommunications and Broadcasting

Antenna Systems: This is required for the processing of applications for telecommunications towers. The process requires pre-consult with the

applicants, review the application and required submissions, prepare material for public consultation, prepare the Council report, and process the statement of concurrence or non-concurrence.

Renewal/Extension of Wireless Cell Tower Agreements: This is required for the processing of renewals and extensions of wireless cell agreements originally approved by Council. The process requires reviewing the application for renewal which does not require public consultation or preparation of a Council report as the task has been delegated to Staff.

Deferred Committee of Adjustment Application (with public circulation): This is required when a significant period has lapsed since the application was originally considered and has changed enough that warrants a recirculation, or through a motion of the Committee or public interest in the application.

Fire

Use of Specialized Equipment: This is required when equipment such as, but not limited to firefighting foam, electric vehicle blankets, absorbent, spill control and containment supplies, special chemicals and agents are used.

Use of Specialized Services: This is required when services such as, but not limited to contractors, heavy equipment or other services for the purpose of fire extinguishment, fire investigation, specialized rescue, CBRNE, HUSAR, HAZMAT and specialized response of emergency services, teams and companies.

Fire/Emergency Operation Costs due to Extenuating Site Circumstances:

This is required when services are rendered for circumstances outside of the normal fire call. These costs may be recovered as mentioned in the Establish and Regulate Fire Services By-Law 2461.

3. Schedule “B-1” to By Law Numbers 2384 and 2385

The Development Charges Act, 1997 (The “Act”) requires that Development Charges be adjusted annually, on the first day of every year based on the Statistics Canada Quarterly, Construction Price Statistics. The change in the Construction Price Statistics reported for the third quarter of 2025 is 4.2% and the attached schedule B to By-Law Numbers 2384 and 2385 have been revised to reflect this change.

4. Schedule “B” to By-Law Number 2040

Administration is recommending an adjustment to the user rates for recreational programming and facility fees. This adjustment is aimed at ensuring the sustainability of services and maintaining the quality of programs and facilities offered to our community. This change is necessary to align with the operational costs, wage increases, and continue delivering valuable experiences for all participants without relying on the taxpayer to subsidize the cost to users.

5. Schedule “1” to By-Law Number 2404

Schedule 1 to By-Law 2404, being a by-law to provide for the dedication of parkland or the payment in lieu thereof for all development or redevelopment in the Town of Essex.

Annually, the tariff of rates is updated to reflect the change in the Statistics Canada New Housing Price Index. A revised schedule 1 to By-Law 2404 is attached and has been revised to reflect the 12-month change in the Statistics Canada New Housing Price Index of -0.82% as at September 2025.

2026 Water and Wastewater Rates

By-Law Number 2490 (with schedules A&B)

On June 12, 2024, Watson and Associates Economists Ltd. completed a water and wastewater study that determined the rates for 2025-2033. Schedule A and B attached to By-Law 2399 which set the rates for 2025 expires on December 31, 2025, therefore a by-law to establish the 2026 rates is required.

Schedule “A” to this by-law provides the water rates by ward, which will result in an increase in annual water charges which may vary by ward – 6% increase for Wards 1, 2, 3, and 4 for consumption and a 6% increase for base charge for Wards 1, 2, 3, and 4. Based on average monthly water consumption of 15 cubic meters, this equates to an average monthly increase between \$2.00 and \$3.00 per month.

Schedule “B” to this by-law provides the wastewater rates by ward which also may vary by ward. An increase of 10% for Ward 1 and 3, and 7% for Ward 4 for consumption. Base charges have also increased by 7% for Wards 1 and 4, and

10% for Ward 3. Wastewater charges are not applicable to Ward 2. . Based on average monthly sanitary sewer consumption of 15 cubic meters, this equates to an average monthly increase between \$4.00 and \$7.00 per month.

The schedules attached to this by-law include the rates as determined in the Watson & Associated study.

It should be noted that the Town currently levies the Union Water Supply System (UWSS) charges and collects and remits these charges on behalf of Union Water. These have not been included in the presented rates and any increase of UWSS is not anticipated until the Spring of 2026.

Financial Impact

The new rates for miscellaneous fees and charges will provide for increased revenue to offset an increase in expenses resulting from changes in the Consumer Price Index, the Construction Price Statistics for Development Charges, and in the case of the Parkland Dedication, the Statistics Canada New Housing Price Index. (Schedule “A” to By-Law 2040, Schedule “C” to By-Law 1812, Schedule “1” to By-Law 2404, and Schedule “B-1” to By-Laws 2384 and 2385).

The introduction of new fees ensures cost savings as administrative time is being recovered through the fee.

There are many factors considered with the final adjustments to Schedule “B” of By-Law 2040. These include an analysis of peak demand times, municipal

comparators, program capacity, and program expenses. Annually these fees are additional revenue incorporated in the budget and ultimately reduce the burden on the overall tax base.

Increases in water and wastewater rates have the effect of offsetting increases in expenses resulting from increases in the Consumer Price Index (CPI) and providing for the required lifecycle reserves. In addition, the recommended rates appended to this report are calculated using current and forecasted operational and capital expenses and revenues. Deviation from the recommended rates will impact the Town's ability to provide the current level of service and capital replacement programs in the water and wastewater departments.

Consultations

Lori Chadwick, Director, Development Services

Kevin Girard, Director, Infrastructure Services

Joe Malandrucolo, Director, Legislative Services/Clerk

Jake Morassut, Director, Community Services

Kate Rowe, Director, Corporate Services/Treasurer

Shelley Brown, Deputy Clerk

Kevin Carter, Chief Building Official

Rita Jabbour, Manager, Planning Services

Rob Mackie, Manager, Environmental Services

Jason Pillon, Fire Chief

Cory Simard, Manager, Legal, Licensing & Enforcement

Ann Marie Unis, Manager, Finance

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Revision of Fees, Charges and Rates - Finance and Business Services-2025-07.docx
Attachments:	<ul style="list-style-type: none">- Schedule C to ByLaw 1812 - 2026 Cemetery Rates.pdf- Schedule A to ByLaw 2040 - 2026 Miscellaneous Fees and Charges.pdf- Schedule A.1 to ByLaw 2040 - 2026 Miscellaneous Fees and Charges.pdf- Schedule B-1 to Bylaws 2384 and 2385 - 2026 Development Charges.pdf- Schedule D to ByLaw 2404 - 2026 Parkland Rates.pdf- 2026 Community Services Department_Fee Schedule.pdf- Bylaw 2490- Water and Wasterwater Rates.pdf- Water Bylaw 2490 Schedule A and B effective Jan. 1, 2026.pdf
Final Approval Date:	Nov 26, 2025

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



Kate Giurissevich, Chief Administrative Officer - Nov 26, 2025 - 11:54 AM