



**Public Council Agenda
Amendments to Fees and Charges By-law
May 19, 2023 - 9:00 a.m.
Municipal Office - Council Chambers
6648 Road 506, Plevna
[Zoom Meeting Registration](#)**

Page

1. Call to Order and Purpose of Meeting

2. Approval of Agenda

- a) Approval of Agenda

Be It Resolved That Council approves the Agenda for the Public Meeting regarding amendments to the Fees and Charges By-law dated May 19, 2023, as circulated.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Amendment to Fees and Charges By-law

- a) Proposed Amendments to Schedule 'E' Planning Fees and Schedule 'G' Cemeteries

Be It Resolved That Council receives for information the Proposed Amendments to the Fees and Charges By-law – More Specifically to Schedule 'E' and Schedule 'G';

And That Council will consider a By-law to amend the Fees and Charges By-law later at the regular meeting .

5. Public Comments

6. Adjournment

- a) Adjournment of Meeting

Be It Resolved That Council adjourns the Public Meeting at _____
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Current Fees

**Township of North Frontenac
By-law #28-23**

Schedule 'E' – Planning

Reports

Zoning Compliance Reports

- \$80.00
- \$120.00 – if required within 2 business days

Type of Application

- **Minor Variance**
 - Fee \$750.00
 - Pre Development Deposit – Not Applicable
- **Severance**
 - Fee \$750.00
 - Pre Development Deposit – Not Applicable
- **Concurrent Minor Variance and Severance Application**
 - Fee \$1,200.00
 - Pre Development Deposit – Not Applicable
- **Certificates of Validation**
 - Fee \$750.00
 - Pre Development Deposit – Not Applicable
- **Official Plan Amendments – Minor**
 - Fee \$1,000.00
 - Pre Development Deposit – Not Applicable
- **Official Plan Amendments – Major**
 - Fee \$2,000.00
 - Pre Development Deposit – Not Applicable
- **Zoning By-law Amendments**
 - Fee \$1,000.00
 - Pre Development Deposit – Not Applicable
- **Site Plan Approval – Minor**
 - Fee \$750.00
 - Pre Development Deposit – Not Applicable
- **Site Plan Approval – Major**
 - Fee \$1,500.00
 - Pre Development Deposit – Not Applicable
- **Plan of Subdivision Approval**
 - Fee \$1,000.00
 - Pre Development Deposit – \$1,000.00
- **Plan of Condominium Approval**
 - Fee \$1,000.00
 - Pre Development Deposit – \$1,000.00
- **Part Lot Control Exemption**

- Fee \$750.00
- Pre Development Deposit – Not Applicable
- **Deeming By-law**
 - Fee \$750.00
 - Pre Development Deposit – Not Applicable

A pre consultation fee of \$100.00 must be submitted which will be deducted from the application fee if the inquiry results in a complete planning application.

All of the foregoing Application Fees are non-refundable (exclusive of the Pre-Development Deposit) and include the fees charged by the Municipality's Contract Planner. They do not include any other external costs that the Municipality may incur in connection with its review of the application or additional fees charged by the Municipality's Contract Planner.

In addition to the Application Fee, the Applicant is required to enter into an Indemnity Agreement. Per the Indemnity Agreement, the Applicant shall pay all external costs incurred by the Municipality in respect of the Planning Application.

The Applicant is required to pay additional fees for peer evaluation reports to agencies including but not limited to Kingston Frontenac Lennox and Addington, Public Health, Conservation Authorities, etc.

A Pre-Development Deposit, as well as an Indemnity Agreement, must be submitted with an Application for Site Plan Approval for commercial projects (Major); Plan of Subdivision or Plan of Condominium, in the amount of \$1,000.00. The Pre-Development Deposit or any portion thereof shall be retained by the Municipality until all accounts, statements, invoices, etc. submitted to the Municipality and relating to the Application have been paid in full and all matters relating to the Application have been completed. Any balance remaining on completion shall be returned to the Applicant without interest.

**Township of North Frontenac
By-law #00-23
Schedule 'E' – Planning**

Pre-Application Consultation

Official Plan Amendments, Zoning By-Law Amendments, Site Plan Control, Plan of Subdivision, Plan of Condominium - \$300.00

All other types of Planning Applications - \$100.00

Official Plan

Official Plan Amendment (OPA) - \$2,000.00

- Deposit for OPA Application - \$2,000.00

Zoning Amendment

Zoning By-law Amendment (ZBA) - \$1,500.00

- Deposit for ZBA Application - \$1,000.00

ZBA Application as a condition of a consent - \$750.00

Removal of Holding (H) Symbol - \$700.00

Temporary Use By-law - \$1,200.00

Minor Variance/Request for Permission

Standard Applications (Minor Variance/Request for Permission) - \$1,200.00

Accessory uses to a principal use on non-waterfront properties - \$700.00

Minor variance application in combination with a consent application - \$700.00

Consents

Severance to Create a New Lot - \$1,200.00

Lot Addition or Easement - \$750.00

Amendments to Conditions - \$300.00

Cancellation of Consent - \$350.00

Validation of Title - \$700.00

Plan of Subdivision

1 to 20 units - \$2,500.00

- Deposit to Township - \$3,000.00

Greater than 20 units - \$3,500.00

- Deposit to Township - \$5,000.00

Amendment to conditions following draft plan approval - \$700.00

Draft Plan Approval Extension – \$500.00

Final Plan of Subdivision/Condominium: Clearance of Conditions - \$1,000.00

Deeming By-law/Part Lot Control

Deeming By-law (Application Fee) - \$400.00

Registration of Deeming By-law – Legal Fees to be charged to Applicant

Part Lot Control By-law - \$700.00

Site Plan Control

Minor Application (developments equal to or less than 200 square metres in area) - \$1,500.00

- Deposit - \$1,000.00

Major Application (developments greater than 200 square metres in area) - \$2,500.00

- Deposit - \$2,000.00

Modification: Amending agreement not required - \$1,000.00

Request for Security Reduction/Release - \$400.00

Other Planning and Administrative Items

Public Notices

- Notice to Cancel a Public Meeting - \$100.00
- Recirculation of Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) - \$100.00

Development Agreement (includes registration) - \$700.00

Minimum Distance Separation (MDS)

- Calculation - \$200.00
- Re-calculation - \$100.00

Zoning Compliance Review

- Formal Letter (3-5 Business Days) \$120.00
- Formal Letter (2 Business Days or less) \$240.00

Review by Planner (outside a formal application) - \$120.00/hour

Radio Communications Facility (e.g., cell tower) Review (fee collected by CRINS and transferred to Township) - \$750.00

Archive/File Search Fee - As per Schedule A of the Fees and Charges By-Law

Site Inspections

Chief Building Official - As per Schedule C of the Fees and Charges By-Law

Public Works - \$60.00 per visit

Director of Emergency Services/Fire Chief - As per Schedule H of the Fees and Charges By-Law

Date April 28, 2023



Resolution # 206-23

**Resolution of the Council of the
Corporation of the Township of North Frontenac**

Moved By:
Councillor Fowler

Seconded By:
Councillor Hermer

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed New Fees for Planning Applications";
And That Council approves in principle the proposed fees as set out in the Planning Fees – Comparison Chart being Attachment #1 of the Administrative Report;
And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law at a later date.

Carried

Mayor



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A., Dipl.M.M.
Sonya Bolton, Manager of Community Planning, County of Frontenac

Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Proposed New Fees for Planning Applications

Background

This report is to outline proposed changes to the fees charged for various planning applications. The fees associated with planning applications have not changed significantly since 2013 and do not accurately reflect the costs associated with reviewing and processing the applications.

Most planning applications propose changes that benefit one property or property owner, such as a consent to create a new lot or a minor variance to put an addition on a dwelling. In these instances, the applicant/property owner should be responsible for covering the cost of processing their application. When the application fees do not accurately reflect the cost of processing planning applications, the remaining costs are covered by all taxpayers through the general levy.

Planning staff at the County, along with Township staff, have been reviewing Township expenses and revenue associated with planning applications, as well as reviewing planning application fees in other Ontario municipalities.

In 2022, revenue from planning applications was \$44,930, while expenses were \$87,161. The total expenses include those for County planning staff and Committee of Adjustment members but does not include expenses for Township planning staff. The difference between the expenses and revenue results in a shortfall of \$42,231.

In undertaking a review of planning fees, County planning staff reviewed application fees at the following municipalities in Ontario, in addition to the other townships in the County of Frontenac:

Addington Highlands

Mississippi Mills

Arnprior

Montague

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Bonnechere Valley	Muskoka Lakes
Drummond-North Elmsley	Niagara-on-the-Lake
Gananoque	North Glengarry
Greater Madawaska	Pelham
Innisfil	Penetanguishene
Kawartha Lakes	Prince Edward County
Lake of Bays	Renfrew
Lanark Highlands	Scugog
Loyalist Township	Stone Mills
Madawaska Valley	Tay Valley Township
McNab-Braeside	Woolwich Township

Research By

Tara Mieske, Clerk/Planning Manager
 Sonya Bolton, Manager of Community Planning, County of Frontenac
 Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
 Kelly Watkins, Treasurer

Comments

Proposed Fees

The full list of planning applications and related services that are to be the subject of the proposed updated planning fees schedule in the Township’s Fees and Charges By-Law is attached (Attachment #1). Included in the table are the following:

- The proposed new fee
- The proposed deposit (for certain applications only)
- Current fees for each of the four townships in the county
- Updated fees proposed by the Township of South Frontenac, who are currently conducting their own fees review
- The average fee charged from the research conducted on the 26 municipalities

Township staff and County Planning staff are of the opinion that the proposed changes to the fees are reasonable and are in keeping with the average that is charged by other smaller municipalities in the Province. The new fees will not be 100% cost recovery but will ensure that more of the planning service fees are covered, along with the costs of the Committee of Adjustment.

For Committee of Adjustment files (minor variances, requests for permission, and consents), staff have proposed fees that have differentiated between types of applications based on complexity and the amount of effort normally required.

Although the County of Frontenac is the approval authority for plans of subdivision and condominium, the proposed fees for the Township for these types of applications are intended to reflect the time and consideration that must be taken by the municipality. The final agreement registered on title will be with the Township, and the Township will be responsible for providing the County with a letter outlining whether draft conditions have been complied with. The Township may also have to hire peer reviewers to assist with the review of the submission if there are not staff that have the specific expertise, e.g., traffic impact study, stormwater management study, etc.

The proposed new schedule also includes fees for services that currently require staff time but are not captured in the current Fees and Charges By-Law. These include such things as the calculation of Minimum Distance Separation (MDS) between sensitive uses and livestock facilities that is required by the province, or the circulation of additional public notices to cancel or reschedule a public meeting.

Pre-Application Consultation

The Township's current Fees and Charges By-Law charges \$100.00 for pre-application consultation for a planning application, with the fee being deducted from the application fee if the applicant proceeds with the proposal. However, there is a caveat in the by-law that only requires this fee if the person is not a resident of the Township. As all planning applications require the permission of the property owner, the fee is never charged and the Township is not recovering the cost of the service.

Pre-application consultation is a requirement for all planning applications, as directed by the province. The intent of it is to inform the applicant about the type of application they need and what the formal process entails, to outline everything that needs to be submitted for the application to be complete, and to review their preliminary proposal and offer feedback. The intent is to help the applicant prepare the best submission possible, which allows them to move through the review process as smoothly and quickly as possible.

The pre-application consultation process is currently being provided as a very expensive free service. Of the 857.5 hours that County planning staff spent on planning items in North Frontenac in 2022, 137 of those hours (16%) were spent doing pre-application consultations. This includes reviewing material, attending meetings, and sometimes addressing follow-up questions and emails. These calculations do not include the time that Township staff spend coordinating and the meeting with applicants and staff; participating in the meetings; and providing detailed notes of the meetings to all parties.

As part of the fee changes for planning applications, staff are recommending fees for pre-application consultation:

- \$100.00 for all Committee of Adjustment applications (e.g. minor variances and consents); and
- \$300.00 for all other planning applications (e.g., zoning by-law amendments and site plan control agreements).

Please note the consultation fee will not be requested for an initial consultation between Township staff and a member of the public inquiring about any planning process required

for the start up of a business or the expansion of an existing business within the Township.

Like the other fees, they do not represent \$100% cost recovery. For this reason, staff are recommending that these fees are kept separate and not deducted from the cost of a formal planning application.

Staff recognize that the proposed changes in planning fees represent an increase from what is charged now and has been charged in the past. However, costs for the Township continue to increase, and where services are not covered by user fees, they end up being subsidized by the general tax base. Where the service being requested is a planning application that benefits only one property owner, then that owner should pay for the cost of that service so that it is not a burden on all taxpayers.

The Township of South Frontenac approved new, increased planning fees at their meeting on April 18, 2023. The Township of Central Frontenac and the Frontenac Islands will be considering updated planning fees at their upcoming Council meetings.

Indemnity Agreement

Applicants are required to enter into an Agreement to Indemnify with each Application submitted. This Agreement allows the Township to have the Applicant pay for any additional costs and expenses that the Township incurs in connection with the processing of the Application including legal, engineering, advertising, consulting, etc.

Additional Costs for Complex Applications

Planning Applications can vary in the time it takes to review based on complexity. The fees recommended are to cover the costs for an average application. Some Official Plan Amendment, Zoning By-law Amendment and Site Plan Applications require significant review and staff time. For these types of Applications it is recommended a set number of hours by the Planners be provided and if the application exceeds this number the additional costs be charged to the applicant.

It is recommended if the review of complex applications exceeds the following hours of review time by the Planners, the additional hours will be charged to the applicant in accordance with the Indemnity Agreement and taken from the deposit submitted with the application:

- Official Plan Amendment – 20 hours
- Zoning By-law Amendment – 15 hours
- Plan of Subdivision/Condominium – 1 to 20 units – 25 hours
Greater than 20 units – 35 hours
- Site Plan Control – Minor – 15 hours
Major – 25 hours

Deposit

Some types of planning applications will require a deposit to be submitted. These deposits will be held by the Township in trust until the final decision on the application has been made or the application is withdrawn. Applicants will receive invoices for expenses incurred by the Township for processing the application. The Township will deduct outstanding costs from the applicant's deposit. The Applicant will be required to

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submit further money if the deposit is depleted prior to the Township proceeding with further review of the application.

Where the Township approves a planning application, and that application is appealed to the Ontario Land Tribunal by a party other than the applicant, the Township will continue to submit invoices to the applicant for the provision of services, including legal fees and the preparation and representation by consultants before the Ontario Land Tribunal. Failure to pay invoices or maintain the deposit as required may result in the Township's refusal to provide services in support of the application at the Ontario Land Tribunal.

Once the final decision has been made or the application withdrew, any funds remaining in the deposit will be returned to the applicant.

Public Meeting

As per By-Law Number 101-19, a public meeting is required to be held prior to the passage of any changes to the Fees and Charges By-Law. Staff are proposing that the public meeting regarding the proposed changes to the planning fees be held prior to the Regular Council meeting scheduled for May 19, 2023.

Financial Implications

In 2022, revenue from planning applications was \$44,930, while expenses were \$87,161. The total expenses include those for County planning staff and Committee of Adjustment members but does not include expenses for Township planning staff. The difference between the expenses and revenue results in a shortfall of \$42,231.

Using the proposed fees the revenue from planning applications for 2022 would have been \$64,400. There would have also been additional revenue for pre-consultation meetings of approximately \$7,000 and for Zoning Compliance Review of approximately \$1800.

Indexing of Planning Fees

Many municipalities index fees so they increase by a certain percentage each year. This ensures the fees keep pace with rising costs. A full review of cost of services should still be done on a regular basis, such as every five years, but annual indexing of the fees with incremental increases will mean that any future changes would be less significant than those currently proposed where there haven't been any adjustments in a long time. Staff will be investigating a policy for Council to consider indexing all fees in the future.

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed New Fees for Planning Applications";

And That Council approves in principle the proposed fees as set out in the Planning Fees – Comparison Chart being Attachment #1 of the Administrative Report;

And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law at a later date.

Attachment #1: Planning Fees – Comparison Chart

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Planning Fees – Comparison Chart

Application Type	Proposed Fee	Proposed Deposit	North Frontenac	Central Frontenac	Frontenac Islands	South Frontenac (old fee)	South Frontenac (new fee)	Research Average
Pre-Application Consultation								
Pre-Application Consultation Fee			\$100.00			\$105.00		\$1,138.00
<ul style="list-style-type: none"> Official Plan Amendments, Zoning By-Law Amendments, Site Plan Control, Plan of Subdivision, Plan of Condominium 	\$300.00						\$400.00	
<ul style="list-style-type: none"> All other types of planning applications 	\$100.00						\$150.00	
Official Plan								
Official Plan Amendment (OPA)	\$2,000.00	\$2,000.00	\$1,000.00 \$2,000.00	\$2,200.00	\$1,000.00	\$2,289.00	\$2,806.00	\$3,297.00
Zoning Relief								
Zoning By-Law Amendment (ZBA)	\$1,500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$1,925.00	\$1,964.00	\$1,831.00
<ul style="list-style-type: none"> As a condition of a consent 	\$750.00		\$1000.00					\$1,297.00
Minor Variance/Permission	\$1,200.00		\$750.00	\$500.00	\$500.00	\$1,076.00 \$1,440.00	\$1,230.00 \$1,445.00	\$983.00
<ul style="list-style-type: none"> Accessory uses to a principal use on non-waterfront properties only (e.g., shed, detached garage, deck, etc.) 	\$700.00		\$750.00					
<ul style="list-style-type: none"> Minor variance application in combination with a consent application 	\$700.00		Combined Fee \$1200.00					
Removal of a Holding (H) Symbol	\$700.00					\$729.00	\$965.00	\$887.00
Temporary Use By-Law	\$1,200.00		\$1,000.00				\$1,200.00	\$1,795.00
Land Division								
Consents				\$550.00	\$500.00	\$1,024.00	\$1,347.00	\$1,336.00
<ul style="list-style-type: none"> Severance to Create a New Lot 	\$1,200.00		\$750.00					\$1,336.00
<ul style="list-style-type: none"> Lot Addition or Easement 	\$750.00		\$750.00					\$1,933.00
<ul style="list-style-type: none"> Amendment to Conditions 	\$300.00					\$209.00 \$462.00	\$320.00 \$560.00	
Cancellation of Consent	\$350.00							

Application Type	Proposed Fee	Proposed Deposit	North Frontenac	Central Frontenac	Frontenac Islands	South Frontenac (old fee)	South Frontenac (new fee)	Research Average
Validation of Title	\$700.00		\$750.00	\$700.00				\$467.00
Draft Plan of Subdivision/Condominium			\$1,000.00	\$4,200.00				\$5,798.00 \$6,207.00
<ul style="list-style-type: none"> 1 to 20 units 	\$2,500.00	\$3,000.00				\$2,081.00	\$2,978.00	
<ul style="list-style-type: none"> Greater than 20 units 	\$3,500.00	\$5,000.00				\$3,122.00	\$3,583.00	
<ul style="list-style-type: none"> Amendment to conditions following draft plan approval 	\$700.00					\$781.00	\$1,200.00	\$1,633.00
<ul style="list-style-type: none"> Draft Plan Approval Extension 	\$500.00						\$1,311.00	\$1,020.00
Final Plan of Subdivision/Condominium – clearance of conditions	\$1,000.00							\$1,000.00
Deeming By-Law – Application Fee	\$400.00		\$750.00			\$417.00	\$431.00	\$1,201.00
Registration of Deeming By-law	Legal Fee to be charged to the applicant							
Part Lot Control By-Law	\$700.00		\$750.00	\$700.00		\$781.00	\$982.00	\$1,019.00
Site Plan Control								
Site Plan Control Application				\$3,200.00	\$1,200.00			\$1,641.00
<ul style="list-style-type: none"> Minor Application (developments equal to or less than 200 square metres in area) 	\$1,500.00	\$1,000.00	\$750.00			\$1,301.00	\$2,506.00	\$2,025.00
<ul style="list-style-type: none"> Major Application (developments greater than 200 square metres in area) 	\$2,500.00	\$2,000.00	\$1,500.00			\$1,952.00	\$3,300.00	\$2,900.00
<ul style="list-style-type: none"> Modification – Amending agreement required 	\$1,000.00							\$960.00
<ul style="list-style-type: none"> Request for Security Reduction/Release 	\$400.00						\$400.00	\$525.00
Other Planning and Administrative Items								
Public Notices								
<ul style="list-style-type: none"> Notice to Cancel a Public Meeting 	\$100.00						\$100.00	
<ul style="list-style-type: none"> Recirculation of Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) 	\$100.00						\$100.00	
Development Agreement (includes registration)	\$700.00							\$1,322.00

Application Type	Proposed Fee	Proposed Deposit	North Frontenac	Central Frontenac	Frontenac Islands	South Frontenac (old fee)	South Frontenac (new fee)	Research Average
Minimum Distance Separation (MDS) Calculation	\$200.00					\$287.00	\$275.00	\$105.00
• MDS Re-calculation	\$100.00						\$140.00	
Zoning Compliance Review								
• Formal Letter	\$120.00		\$80.00	\$111.00	\$100.00	\$97.00	\$123.00	
• Formal Letter (less than 48 hours notice)	\$240.00		\$120.00				\$252.00	
Site Inspection by Chief Building Official	As per Schedule C of the Fees and Charges By-Law							
Site Inspection by Public Works	\$60.00							
Site Inspection by Fire Department	As per Schedule H of the Fees and Charges By-Law							
Review by Planner (outside of a formal application)	\$120.00 per hour							
Radiocommunications Facility (e.g., cell tower) Review (fee collected by CRINS and transferred to township)	\$750.00		\$750.00	\$750.00			\$1,886.00	\$1,725.00
File Search Fee	As per Schedule A of the Fees and Charges By-Law						\$87.00	

**Township of North Frontenac
By-law #00-23**

Schedule 'G' – Cemeteries

Tariff of Fees – Plots

- **Lot**
 - Interment Rights \$175.00
 - Care and Maintenance \$290.00
 - Fee \$465.00 plus HST \$60.45, Total \$525.45
- **Cremation Lot**
 - Interment Rights \$84.00
 - Care and Maintenance \$175.00
 - Fee \$259.00 plus HST \$33.67, Total \$292.67
- **Lot (non-Resident)**
 - Interment Rights \$240.00
 - Care and Maintenance \$290.00
 - Fee \$530.00 plus HST \$68.90, Total \$598.90
- **Cremation Lot (non-Resident)**
 - Interment Rights \$147.00
 - Care and Maintenance \$175.00
 - Fee \$322.00 plus HST \$41.86, Total \$363.86
- **Repurchase Plot**
 - Administration Fee \$50.00, HST \$6.50, Total \$56.50
- **Transfer (no sales allowed)**
 - Administration Fee \$50.00, HST \$6.50, Total \$56.50

Marker and or Monument

- **Flat Marker** Less than 173 square inches
 - Care and Maintenance is \$0.00
- **Flat Marker** Greater than 173 square inches
 - Care and Maintenance is \$100.00, HST \$13.00, Total \$113.00
- **Upright Monument** Less than 4 feet in height or length
 - Care and Maintenance is \$200.00, HST \$26.00, Total \$226.00
- **Upright Monument** Greater than 4 feet in height or length
 - Care and Maintenance is \$400.00, HST \$52.00, Total \$452.00

Fees for Interment and or Disinterment

As Set out in the Contract for Interments, as amended from time to time.

Note: In order to sell a lot/plot back to the municipality the Interment Rights Holder must have an Interment Rights Certificate or another form of proof of purchase.

Note: In Accordance with the *Funeral, Burial and Cremation Services Act, 2002* which came into effect on July 1, 2012.

Note: All fees are subject to any applicable Taxes

Date April 28, 2023



Resolution # 198-23

**Resolution of the Council of the
Corporation of the Township of North Frontenac**

Moved By:
Councillor Good

Seconded By:
Councillor Regent

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Cemetery Interment Service Agreement – One-Year Extension";

And That Council approves extending the Agreement with Boles Maintenance until March 31, 2024 at which time a Request for Quotation will be advertised;

And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law Schedule 'G' – Cemeteries to remove the Fees for Interment/Disinterment and include invoicing subject to Contractor Pricing, at a later date.

Carried

Mayor



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A., Dipl.M.M.

Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Cemetery Interment Service Agreement – One-Year Extension

Background

Prior to 2016, gravesite preparation was being completed by two (2) individuals on a when needed basis. At that time, there was no formal agreement in place and those two (2) individuals set their own fees and collected payment from the family or the funeral director. Each individual had copies of the Cemetery By-law and mapping to show where the graves were located.

The concerns brought forward in 2015 included not knowing when burials were taking place in order for Township Staff to record the burials properly, residents' concerns with inconsistent pricing and a concern with the individuals not having WSIB or Insurance coverage.

In 2016 a Request for Quotation (RFQ) was prepared for a three (3) year Agreement for the preparation and closure of sites for interments. There was one bid received. The Contract was awarded to Jim Boles Maintenance Ontario Ltd. (Boles Maintenance), who had been completing gravesite preparation since 2002.

In 2019, a RFQ was prepared for a four (4) year Agreement which only had one bid received. The Contract was awarded to Boles Maintenance.

Research By

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Administrative Assistant to Clerk/Planning Manager

Comments

The current Agreement with Boles Maintenance expired on March 31, 2023. Staff contacted Boles Maintenance to see if they would be interested in extending the Agreement for one more year. They advised they were agreeable to extend the Agreement and provided revised costs.

Clerk/Planning Manager
Cemetery Interment Service Agreement – One-Year Extension
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Boles Maintenance has over twenty (20) years' experience with preparation of graves and has provided exceptional customer service to staff, our residents, families and funeral directors. The current pricing structure for the preparation of graves has been in place since 2019. There have been significant increases in costs over the past four (4) years for equipment, labour, fuel, etc. In 2022, the Township had three (3) casket burials and eight (8) cremation burials. The costs are charged to the Township which are in turn invoiced to the family or funeral director for burials.

It is recommended the Agreement be extended for one (1) year at the new costs and a new RFQ be issued the beginning of 2024.

Due to the costs for interments changing each time there is a new Contract it is recommended Schedule 'G' – Cemeteries, of the Fees and Charges By-law be amended to remove the Fees for Interments/Disinterment and a note added in accordance with the contractor's cost. The costs will be available to the public on the website or from Township staff but the By-law won't need to be updated periodically.

Financial Implications

Boles Maintenance agreed to extend the 2019 Agreement to March 31, 2024, with a new pricing structure.

Current 2019-2022 Pricing Structure for Grave Preparation

- Casket Interment – Price per occurrence $\$650 + \84.50 (HST) = $\$734.50$;
- Cremation Interment – Price per occurrence $\$300 + \39 (HST) = $\$339$;
- Casket Disinterment – Price per occurrence $\$550 + \71.50 (HST) = $\$621$;
- Cremation Disinterment – Price per occurrence $\$220 + \28.60 (HST) = $\$248.60$;
- Additional cost to prepare plots between December 1 to May 31 are set at $\$125 + \16.25 (HST) = $\$141.25$ per foot for frost;
- Repair gravesites as deemed necessary to address soil settlement and seed is $\$150 + \19.50 (HST) = $\$169.50$, if onsite already;
- Repair gravesites as deemed necessary to address soil settlement and seed is $\$300 + \39.00 (HST) = $\$339$, if having to make a special trip to the cemetery.

Proposed 2023-2024 Pricing Structure for Grave Preparation

- Casket Interment – Price per occurrence $\$1,000 + \130 (HST) = $\$1,130$;
- Cremation Interment – Price per occurrence $\$500 + \65 (HST) = $\$565$;
- Casket Disinterment – Price per occurrence $\$1,000 + \130 (HST) = $\$1,130$;
- Cremation Disinterment – Price per occurrence $\$500 + \65 (HST) = $\$565$;
- Additional cost to prepare plots between December 1 to May 31 are set at $\$150 + \19.50 (HST) = $\$169.50$ per foot for frost;
- Repair gravesites as deemed necessary to address soil settlement and seed is $\$200 + \26 (HST) = $\$226$, if onsite already;
- Repair gravesites as deemed necessary to address soil settlement and seed is $\$425 + \55.25 (HST) = $\$480.25$, if having to make a special trip to the cemetery.

Any price difference between what is being charged by the Contractor and the amount invoiced based on the Fees and Charges By-law, will come from the Cemetery Reserve Fund at year end as part of the year end reconciliation

Clerk/Planning Manager
Cemetery Interment Service Agreement – One-Year Extension
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Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Cemetery Interment Service Agreement – One-Year Extension";

And That Council approves extending the Agreement with Boles Maintenance until March 31, 2024 at which time a Request for Quotation will be advertised;

And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law Schedule 'G' – Cemeteries to remove the Fees for Interment/Disinterment and include invoicing subject to Contractor Pricing, at a later date.