



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Bill Tetler	Report Date: November 7, 2024
Author's Phone: 519 736-0012 ext. 2251	Date to Council: Click here to enter a date.
Author's E-mail: btetler@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: User Fees for Temporary Patio Extensions on Municipal Property

1. **RECOMMENDATION:**

It is recommended that:

1. The report dated November 7th, 2024 regarding the User Fee for Temporary Patio Extension on Municipal property **BE RECEIVED; and**
2. Council DIRECT Administration to update the User Fee By-law to include a User Fee for Temporary Patio Extensions on Municipal Property.

3. **BACKGROUND:**

At the October 15th, 2024 meeting, Council directed Administration to explore the possibility of implementing a user fee for Temporary Patio Extensions placed on Municipal property. While the Temporary Patio Extension By-law was passed on May 27, 2024, no fee was included in the by-law at that time.

4. **DISCUSSION:**

By-law 2024-026, which establishes requirements for patios and grants authority for temporary patios and temporary patio extensions in the Town of Amherstburg, specifies that entities must enter into an agreement with the Town and provide a certificate of insurance naming the Town of Amherstburg as an additional insured. To gather insights on fee structures, Administration conducted research to align with other municipalities across Ontario that have implemented similar Patio Extension By-laws. The following summarizes the information obtained:

City of Windsor

- \$275 per application

Town of Tecumseh

- \$250 per application

Town of Lakeshore

- \$250 per application

City of St. Catherines

- \$250 per application

Town of Ingersoll

- \$50 per application

City of Peterborough

- \$320 per application

Town of Wasaga Beach

- No fee

Town of Whitby

- \$100 per application

City of Stratford

- \$650 licence fee, plus \$2.80 sq ft

Port Colbourne

- \$300 per application

The research indicates that in all municipalities where a municipal by-law has been adopted, it is common practice to apply a one-time application fee. This practice ensures that the municipality recovers administrative and processing costs associated with the review, approval, and issuance of the permit.

Given that this approach is widely adopted across similar municipalities, Administration recommends updating the User Fee By-law to align with this standard practice.

4. RISK ANALYSIS:

There is no risk analysis associated with this report.

5. FINANCIAL MATTERS:


By developing a fair, transparent fee structure and regularly reviewing its impact, the Town can maximize the benefits of increased revenue while ensuring the long-term success and vitality of the local economy.

6. CONSULTATIONS:

Melissa Osborne, Director, Development and Building Services/Deputy CAO
Tracy Prince, Director of Financial Services
Valerie Critchley, CAO

7. CONCLUSION:

Research conducted on similar municipalities across Ontario indicates that a minimal application fee is commonly applied for Temporary Patio Extensions. In light of this, Administration is recommending a one time application fee of \$300 per year for allowing a temporary patio extension to be installed between March 31 and November 7 each year as per the Town's By-law. This fee would help cover the staff time required to review applications and perform inspections related to the agreement.



Bill Tetler
Manager, Licensing and Enforcement

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