



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Bill Tetler	Report Date: February 6, 2025
Author's Phone: 519 736-0012 ext. 2251	Date to Council: February 24, 2025
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 January 30th, 2025 regarding the User Fee for Temporary Patio Extension on Municipal property **BE RECEIVED; and**
2. Administration **BE DIRECTED** to implement the option selected by Council, which may include updating the User Fee By-law.

2. 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.

The Economic Development Committee at their November 21, 2024 meeting supported the Temporary Patio Fee as outlined in the report.

The Audit and Finance Committee at their December 5, 2024 received the report.

At the January 27th, 2025 meeting, Council deferred a report of User Fees for Temporary Patios to gather more information from the City of Stratford.

3. 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.

Administration reached out to the Municipality of Stratford and gathered the following information. The Municipality of Stratford charges a licence fee of \$663 for each outdoor café, plus a \$2.86 square foot charge for the footprint of each outdoor café as a way to recoup lost parking revenue. The Municipality of Stratford charges \$1.50 per hour for on street parking.

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. ASSET MANAGEMENT IMPACTS:

N/A

7. CONSULTATIONS:

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

8. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
PILLAR 1 Deliver Trusted & Accountable Local Government	PILLAR 3 Encourage Local Economic Prosperity
<input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management.	<input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.

<ul style="list-style-type: none"> <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2</p> <p style="text-align: center;">Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4</p> <p style="text-align: center;">Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

9. 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 presenting options for Council’s consideration;

Option 1

- Add an application fee of \$300 per application

Option 2

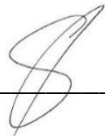
- Add an application fee of \$300 per application, plus \$2.00 sq ft

Option 3

- Add an application fee of \$300 per application, plus \$2.00 sq ft, but the sq ft fee does not apply to applications submitted and approved within a road closure

Option 4

- Status quo – No fee associated with Temporary Patio Extensions



Bill Tetler
Manager, Licensing and Enforcement

Report Approval Details

Document Title:	User Fees for Temporary Patio Extensions on Municipal Property.docx
Attachments:	
Final Approval Date:	Feb 13, 2025

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



Tracy Prince



Valerie Critchley



Kevin Fox