

Administration and Operations Committee Addendum

Date: Tuesday, July 16, 2024
Time: 9:00 a.m.
Location: Council Chambers
7 Broadway Street West
Paris, ON

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Pages

7. Consent Items

7.1 Consent Items to be Approved

- *7.1.3 RPT-0306-24 Community Services Fees Update - S. Ellins & K. Ballantyne

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Updated Report

Recommendation

Whereas fees and charges for all Municipal services including applications, licenses and permits are established through the Municipal Fees and Charges By-Law;

And whereas additional recreational programs, facilities and cemetery services are offered to meet the needs of the Community;

Therefore, be it recommended that the following additions and revisions to the 2024 Municipal Fees & Charges By-Law be approved:

Senior Programs

Seniors Dance/Workshop	\$10.00 per participant (includes HST)
Seniors Program	\$25.00 per participant (includes HST)
Seniors Art Workshop	\$35.00 per participant (includes HST)

Facility Administration/Miscellaneous

Event Security Deposit (refundable)	\$250.00 (includes HST)
Special Occasion Permit Event Security Deposit (refundable)	\$500.00 (including HST)
Dressing Room Annual Fee	\$2,000.00 (excluding HST)
Dressing Room Monthly Fee	\$187.50 (excluding HST)

St. George Lawn Bowling Club

Clubhouse Rental Rate	\$150.00 per day (includes HST)
Clubhouse Rental Rate	\$40.00 per hour (includes HST)

Cemetery Services

Bereavement Authority of Ontario Consumer Protection Fee	\$30.00 (includes HST)
Saturday (extra) Full Burial	\$600.00 (excluding HST)
Saturday (extra) Cremation	\$260.00 (excluding HST)

*7.1.4

RPT-0366-24 Update to the 2024 Council and Committee Calendar - B. Allison

Withdrawn.

*7.1.6

RPT-0389-24 Community Improvement Plan Application CIP-24-04

Recommendation

THAT Community Improvement Plan Application CIP-24-04 from the tenant of 19 Broadway Street West, Paris for signage improvements be approved to a maximum amount of \$1,200.00;

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for CIP-24-04.



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Stacey Ellins, Director of Parks & Recreation
Kathy Ballantyne, Director of Facilities & Special Projects
Date: July 16, 2024
Report #: RPT-0306-24
Subject: Community Services Fees Update
Purpose: For Approval

Recommendation

Whereas fees and charges for all Municipal services including applications, licenses and permits are established through the Municipal Fees and Charges By-Law;

And whereas additional recreational programs, facilities and cemetery services are offered to meet the needs of the Community;

Therefore, be it recommended that the following additions and revisions to the 2024 Municipal Fees & Charges By-Law be approved:

Seniors Programs

Seniors Dance/Workshop	\$10.00 per participant (includes HST)
Seniors Program	\$25.00 per participant (includes HST)
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Facility Administration/Miscellaneous

Event Security Deposit (refundable)	\$250.00 (includes HST)
Special Occasion Permit Event Security Deposit (refundable)	\$500.00 (includes HST)
Dressing Room Annual Fee	\$2,000.00 (excluding HST)
Dressing Room Monthly Fee	\$187.50 (excluding HST)

St. George Lawn Bowling Club

Clubhouse Rental Rate	\$150.00 per day (includes HST)
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Cemetery Services

Bereavement Authority of Ontario Consumer Protection Fee	\$30.00 (includes HST)
Saturday (extra) Full Burial	\$600.00 (excluding HST)
Saturday (extra) Cremation	\$260.00 (excluding HST)

Strategic Plan Priority

Strategic Priority 5 - Healthy, Safe, and Engaged Citizens

Impacts and Mitigation

Social Impacts

Communities that participate in sport and recreation develop strong social bonds, are safer places and the people who live in them are generally healthier and happier than places where physical activity isn't a priority. Recreation facilities provide amenities to support programs and rentals that foster community spirit, education and socialization.

Environmental Impacts

N/A

Economic Impacts

Recreation services contribute to economic development by attracting business to communities (recreation, sport, arts, culture, outdoor/ environmental).

Report

To meet the needs of the community, various community programs and services are offered throughout the year and as such an amendment to the Municipal Fees & Charges By-Law is required to reflect these additions and revisions. Update to the fees include Seniors Programs, Facility Administration/Miscellaneous, St. George Lawn Bowling Club and Cemetery Services, see complete listing below.

Seniors Programs

New - Seniors Dance/Workshop	\$10.00 per participant (includes HST)
New - Seniors Program	\$25.00 per participant (includes HST)
New - Seniors Art Workshop	\$35.00 per participant (includes HST)

In the County of Brant, the need for additional seniors recreational programming is increasing. In response, the Recreation Services Division has expanded seniors recreational programming by creating opportunities for seniors to participate in social activities. The Seniors Dance program will create a welcoming atmosphere where seniors can enjoy an evening of music, dancing and socialization. The Seniors Workshops have been very successful and were offered at no cost through a grant. The Seniors Workshops offer a variety of experiences including Arts, Culture, Heritage and Culinary. These new programming opportunities will be offered at various locations throughout the County of Brant, with the intention to start in Fall of 2024.

Facility Administration/Miscellaneous

New - Event Security Deposit (refundable)	\$250.00 (includes HST)
New - Special Occasion Permit Event Security Deposit (refundable)	\$500.00 (includes HST)
Revised - Dressing Room Annual Fee	\$2,000.00 (excluding HST)
Revised - Dressing Room Monthly Fee	\$187.50 (excluding HST)

Hall and Room rentals will have the Event Security Deposit (refundable) charged in full at the time of booking. Hall and Room rentals that hold a Special Occasion Permit will have the Special Occasion Permit Event Security Deposit (refundable) charged in full at the time of booking. Funds will be returned to the customer after the event if the space is left in good condition. Funds will be kept by the County of Brant if staff are required beyond standard cleaning or if a third-party service is required and/or the replacement of furnishings/equipment related to damage/repairs, misuse of space, etc., is required.

The Dressing Room Fee is charged for teams who request and are approved sole use/access of a dressing room within the County of Brant Recreational Facility on an annual or monthly basis.

St. George Lawn Bowling Club

New - Clubhouse Rental Rate \$150.00 per day (includes HST)

New - Club House Rental Rate \$40.00 per hour (includes HST)

The St. George Lawn Bowling Clubhouse will be available for rentals in summer of 2024.

Cemetery Services

New - Bereavement Authority of Ontario Consumer Protection Fee \$30.00 (includes HST)

Current - Saturday (extra) Full Burial \$830.00 (excluding HST)

Revised - Saturday (extra) Full Burial \$600.00 (excluding HST)

Current - Saturday (extra) Cremation \$330.00 (excluding HST)

Revised - Saturday (extra) Cremation \$260.00 (excluding HST)

The Bereavement Authority of Ontario Consumer Protection Fee is a mandated fee, that was instated in July of 2023.

In the 2022 Fees & Charges By-Law, higher fees were charged in the afternoon than the morning which was difficult for staff and funeral directors to administer. To rectify the situation standardized Saturday (extra) Fees (all day) were implemented in 2023. It was recently brought to our attention that the standardized Saturday (extra) Fees were significantly higher than in some neighbouring municipalities. Staff completed a cost analysis and a comparison of neighboring municipalities (see table below) and propose the above adjustments to the Saturday Full Burial and Saturday Cremation Fees which staff feel are fair/ equitable.

Saturday (extra) Fees- Comparison Table

<u>Extra Fee</u>	<u>County of Brant (Current)</u>	<u>County of Brant (Proposed)</u>	<u>City of Brantford</u>	<u>City of Cambridge</u>	<u>City of Hamilton</u>	<u>Norfolk County</u>	<u>Haldimand County</u>
<u>Full Burial</u>	<u>\$830</u>	<u>\$600</u>	<u>\$548</u>	<u>\$470</u>	<u>\$930</u>	<u>\$338</u>	<u>\$470</u>
<u>Cremation</u>	<u>\$330</u>	<u>\$260</u>	<u>\$258</u>	<u>\$337</u>	<u>\$730</u>	<u>\$338</u>	<u>\$337</u>

Attachments

N/A

Reviewed By

Phil Mete, General Manager of Community Services

Copied To

Sarah Dredge, Manager of Recreation Services
DJ Hussey, Parks & Cemetery Supervisor
Stephanie Delaronde-Husband, Client & Business Services Supervisor
Katie Harrison, Tax Financial Analyst

By-law and/or Agreement

By-law Required	Yes
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Brandon Webb, Research and Marketing Economic Development Officer
Date: July 16, 2024
Report #: RPT - 0389 - 24
Subject: Community Improvement Plan Application CIP-24-04 – 19 Broadway Street West
Purpose: For Approval

Recommendation

THAT Community Improvement Plan Application CIP-24-04 from the tenant of 19 Broadway Street West, Paris for signage improvements be approved to a maximum amount of \$1,200.00.

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for CIP-24-04.

Strategic Plan Priority

Strategic Priority 3 - Economic Resilience

Impacts and Mitigation

Social Impacts

N/A

Environmental Impacts

N/A

Economic Impacts

The application is eligible for \$1,200.00 in funding under the Downtown Paris Community Improvement Plan.

Report

Background

Through Section 28 of the Planning Act, Council has established Community Improvement Plans and Design Guidelines for the downtown core areas of Burford, Paris, and St. George. Community Improvement Plans give Council the ability to approve several different grants to support businesses and property owners within the cores to make property improvements. These plans were amended in July of 2022 to ensure the programs were running effectively.

As of this report date, 60 Downtown projects have been approved by Council (not including this application), 48 projects have been completed, 7 are in progress and 5 applications have been withdrawn.

The application is being presented directly to the Administration and Operations Committee meeting as quorum was not achieved for the Community Improvement Plans Committee held of July 15.

Analysis

Community Improvement Plan application CIP-24-04 for 19 Broadway Street West was received in July. A location map of the property has been provided as Attachment 1.

The application is from the tenant of a unit located at 19 Broadway Street West, Paris. The application is for the Signage Improvement Grant. The Signage Improvement Grant is meant to assist businesses with the costs of installing new signage for business tenants or property owners. The grant covers 50% of costs related to new signage installation up to \$3,000.00

The project will replace the existing signage that is present on the façade of the business. The scope of this project is to replace the material of the signage with no work being done to the canopy itself. This project reflects a rebranding of the existing business that has been operating since 2021 from a baked goods store to a candy/sweets store.

The application aligns with the Council approved Economic Development Strategy and Action Plan 2024 to 2027, specifically Theme 3: Future-proof the downtowns to create vibrant, mixed-use community cores and is an opportunity to support businesses prior to the reconstruction of the Grand River Street North in 2025.

Summary and Recommendations

The completed application was reviewed by the interdepartmental Community Improvement Plan review team and deemed consistent with the applicable Community Improvement Plan guidelines and recommended for approval.

Attachments

Attachment 1 – Property Map – 19 Broadway Street West
Attachment 2 – Current Signage and Proposed Artwork

Reviewed By

Melissa Connor, General Manager of Strategic Initiatives

Copied To

Zach Gable, Director of Economic Development and Tourism

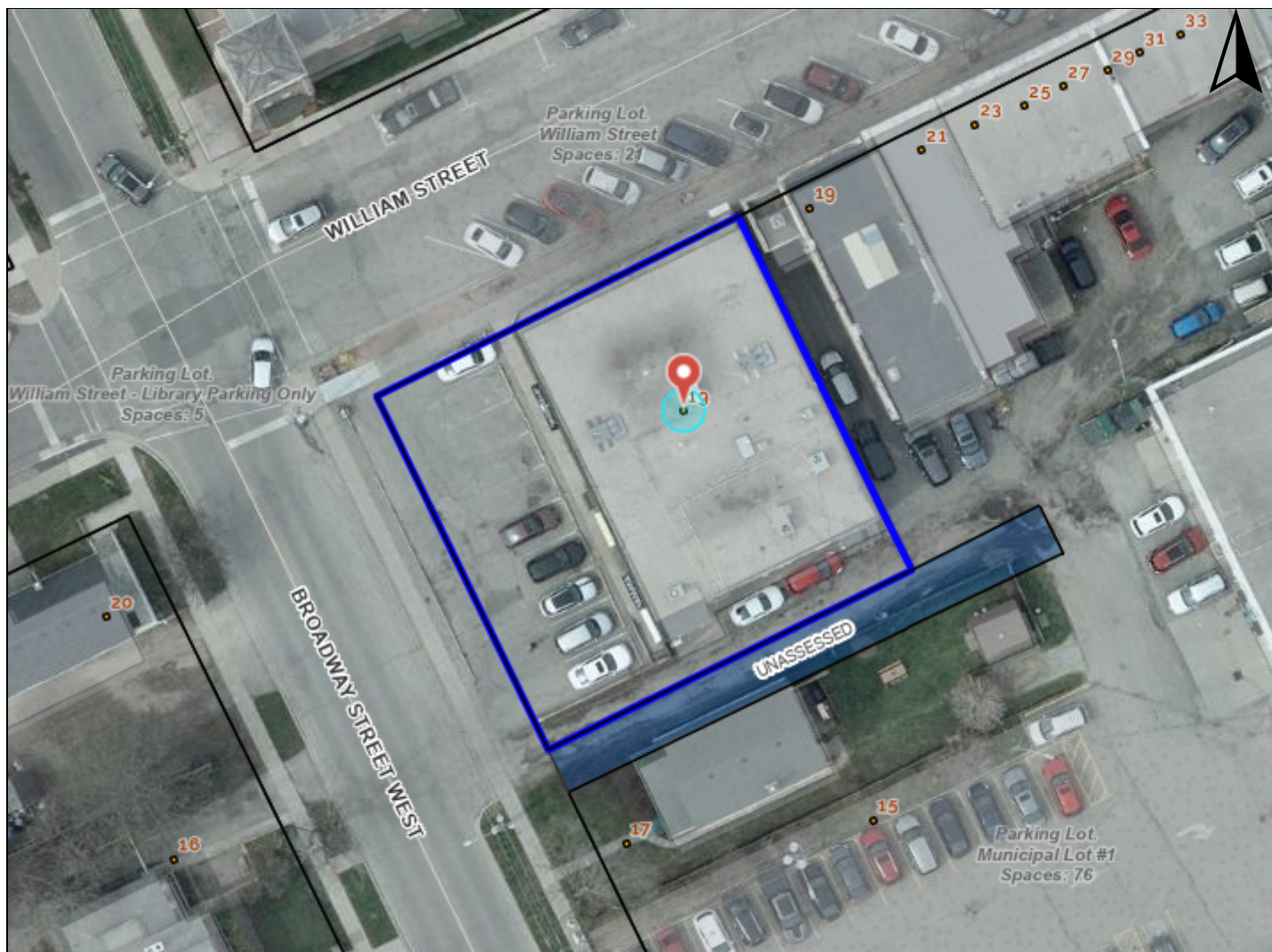
By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No

19 BROADWAY STREET WEST



CIP-24-04 - 19 Broadway Street West





LEGEND



Property Boundary



Community Improvement
Program Boundary

This map is for illustrative purposes only. Information contained thereon is not a substitute for professional review or site survey and is subject to change without notice. The County of Brant takes no responsibility for, nor guarantees, the accuracy for the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

Attachment 2 - Existing Signage and Proposed Design

Existing Signage



Proposed Signage

