



Corporation of the Township of Brock

Staff Report to the Members of Council

From: Trena DeBruijn
Position: Director of Finance/Treasurer
Title / Subject: Revised 2026 Tarriff of Fees
Date of Meeting: September 8, 2025
Report No: 2025-FI-029

1.0 Issue / Origin

This report recommends the addition of two new fees for 2026, that were not originally considered in Report 2025-FI-027 (2026 Tarriff of Fees), which was presented to Council on July 28, 2025.

2.0 Background

As part of the Township's annual budget cycle, staff review the schedule of user fee charges to ensure that fees are rationalized and justifiable. Any new and potential fee increases to the Tariff of Fees By-law would be incorporated into the upcoming budget. Once approved, the Tariff of Fees becomes effective January 1, 2026 or dates as set out in the by-law (arena fees will be effective September 1, 2026).

3.0 Analysis

Following presentation of the 2026 Tarriff of Fees Report (2025-FI-027) on July 28, 2025 and the changes recommended there-in, staff would like to recommend the approval of two new additional fees and charges for 2026 as follows:

Schedule B - Finance

The Finance Department is finding that occasionally tax and other receivables are being paid in currencies other than Canadian funds. The process to deposit these funds are more intensive and require more staff time (including a requirement to deposit these at our financial institution in person, rather than scanning the cheques and depositing remotely). As such, staff are recommending that a fee of \$40 be applied to payments made in currencies other than Canadian.

Staff will be advising the parties who traditionally make payments in other currencies than Canadian, that the new fees will apply as of January 1, 2026.

Schedule G – Development Services

The Development Services Department recommends that a new fee for Advanced Zoning Review be implemented as of January 1, 2026, to cover the costs associated with staff time spent reviewing proposed plans for zoning compliance ahead of a building permit application being submitted. The proposed new fee is \$150 per review.

These new fees have been incorporated into the Fees and Charges schedules for 2026 and presented with the by-law coming to council on September 8, 2025.

4.0 Related Policies / Procedures

N/A

5.0 Financial / Budget Assessment

The new fees and charges proposed will be incorporated into the 2026 budget.

5.1 Asset Management

N/A

6.0 Climate Change Impacts

N/A

7.0 Communications

The new Tariff of Fees by-law will be placed on our website and advertised through social media channels.

8.0 Conclusion

This report recommends the inclusion of two new additional fees to take effect January 1, 2026.

9.0 Recommendation

That report 2025-FI-029 on the Revised 2026 Tarriff of Fees be approved and adopted as part of the Fees By-Law for 2026.