

**Subject:** Fees and Charges Bylaw - Additional Description Update

**Staff Report No.** EPW-003-2026

**Department/  
Commission:** Engineering and Public Works Commission

**Date:** February 18, 2026

**Recommendation:**

1) That Council receive this report for information.

**Report Highlights**

- To update the Fees and Charges By-law and clarify the intent and purpose of the fee
- The purpose for the update is to ensure that all Town staff time and materials are fully recovered
- The update will also remove the reference of a third-party contractor to provide clarity and avoid confusion

**1. Purpose:**

To advise Council of an update to the description of an existing fee, to clarify the purpose by amending the existing Fees and Charges By-law 2025-079-FI.

**2. Background:**

Staff seek to modify an existing fee in the Fee's and Charges By-law that addresses sanitary sewer backup responses on the private side of a residential or commercial property. The purpose of this fee is to recover costs incurred by the Town when operators respond to negligent backups occurring on the private side of the property.

Updating the description of this item will ensure clarity and transparency when applying the fee, and it will accurately reflect the purpose of the fee through the By-law.

**3. Analysis:**

The revised description clarifies that the fee is intended to recover costs associated with Town staff time and materials used in addressing negligent backups on the private side of a property, as opposed to third-party contractors. This amendment ensures the description accurately reflects the costs being recovered by the Town.

#### **4. Options:**

##### **4.1 Option A (Recommended)**

Staff recommend that Council review and approve the draft By-law, as included under the By-laws agenda heading for consideration.

#### **5. Financial Implications:**

This amendment will allow for the recovery of costs associated with staff time and materials; it will have a marginal positive impact to the budget.

#### **6. Broader Intergovernmental Impacts and/or Considerations:**

None.

#### **7. Communication:**

None.

#### **8. Alignment with Strategic Plan:**

1. Good Governance  
Provide Good Governance

#### **9. Attachments:**

None.

#### **10. Related Reports:**

None.

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**For further information on this report, please contact the Department Head:** Jack Graziosi, Commissioner of Engineering and Public Works at 905-640-1900 ext. 2464 or via email at [jack.graziosi@townofws.ca](mailto:jack.graziosi@townofws.ca)

**Review Confirmation:**

Reviewing Division	Review Required?				Reviewed By
Finance	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Legal	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Communications	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes	
Clerks	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes	