

COMMUNITY DEVELOPMENT & TOURISM COMMITTEE ADDENDUM

Thursday, February 23, 2023 at 2:00 p.m.

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON

The meeting will be live streamed on YouTube at the following link:

<https://www.youtube.com/channel/UCCx9vXkywflJr0LUVkKnYWQ>

REPORT

10. **COMMUNITY DEVELOPMENT & TOURISM – February 23, 2023 – ITEM #10**
Amendment to Fees and Charges – Museum of Dufferin

Not Listed
on Agenda

A report from the Director of Development & Tourism, dated February 23, 2023, to amend the fees and charges for the Museum of Dufferin to better align with the costs of delivering services to the public.

Recommendation:

THAT the report of the Director of Development and Tourism, “Amendment to Fees and Charges – Museum of Dufferin”, dated February 23, 2023, be received;

THAT the fees outlined below be approved;

AND THAT necessary by-law be presented to Council.



Report To: Chair Horner and Committee Members

Meeting Date: February 23, 2023

Subject: **Amendment to Fees and Charges – Museum of Dufferin**

From: Cody Joudry, Director of Development and Tourism

Recommendation

THAT the report of the Director of Development and Tourism, “Amendment to Fees and Charges – Museum of Dufferin”, dated February 23, 2023, be received;

THAT the fees outlined below be approved;

AND THAT necessary by-law be presented to Council.

Executive Summary

The purpose of this report is to amend the Fees and Charges for the Museum of Dufferin (MoD) to better align with the costs of delivering services to the public. These changes better reflect the cost of staff time and the increased cost of resources due to inflation and will allow the museum to better offset its operating costs and improve its financial sustainability.

Background & Discussion

One of the main goals of the strategic plan is to increase the financial sustainability of the MoD by increasing revenues. The MoD’s Strategic Plan Action item 1.3.6, calls for the MoD to “Prioritize promoting revenue generating opportunities for the MoD which includes research services, rentals, events, and programs”. The current fee structure does not currently support museum in achieving this goal. Since the MoD’s aim is to operate in a financially sustainable manner, programs and fees need to be priced at cost-recovery levels to ensure that the museum is earning enough to meet its budgetary needs.

In January 2023, Museum Services staff conducted a review of the Fees and Charges to better align prices with other institutions, including the Guelph Museum and Archives, Grey Roots Museum and Archives, Lincoln Museum and Cultural Centre, and the Waterloo

Region Museums. This current revision therefore was made to ensure that the museum offers services that are priced fairly and based on broader market trends.

The following revisions outlined below were made to bring the MoD up to date with its fees, some of which have not changed in several years to reflect the increased cost of delivering services and the general trend of inflation. The fees were changed using comparable prices for services at other museums and cultural spaces of a similar size and staff capacity as well as factoring in key elements, such as staff time, material resources, repair and upkeep.

The following is a breakdown of the newly developed fee structures:

Admissions

SERVICE	FEE*
Adult	\$10
Child (4 – 12)	\$5
Child (<4)	FREE
Senior/Student	\$8
Family (2 Adults and 2 Children)	\$25

* Admission fees now include entry to the Archives

Memberships

SERVICE	FEE
Individual	\$45
Student/Senior	\$35
Family	\$65

NOTE: With the exception of a few life-time memberships, memberships are to be renewed annually from the date they were issued.

The new membership fees are also a part of the larger restructuring of the museum’s membership program which was highlighted in Action Items 3.3.1 ; 2.1.9 ; and 2.1.10 of the Museum’s Strategic Plan. The new membership fees would reflect the following revised membership benefits:

- Free Admission to museum
- VIP behind-the-scenes tours of new exhibitions
- Discounts on workshop registration and room rentals
- Free Admission to Holiday Treasures
- 10% off Gift shop items* (*excluding consignments)

- Monthly e-newsletters with information on upcoming programs and events
- Early invites to special events

Gift Shop

SERVICE	FEE	NOTES
Vendor Fee	\$50	Used for vendors at markets; can be adjusted at staff discretion
Artist Commission Fee	25%	Used for art sales at exhibitions; can be adjusted at staff discretion
Gift Shop Vendor Commission	25%	Items sold in the gift shop on consignment

Facility Rental

SERVICE	BASE FEE	HOURS INCLUDED IN BASE FEE	EXTRA HOURS FEE
Corbetton Church	\$650.00	4	\$100/hr + base
Main Gallery	\$850.00	4	\$100/hr + base
Program Room	\$200.00	3	\$50 + base
Archive Room	\$200.00	3	\$50 + base

NOTE: All base fees are charged regardless of the time of day of the rental. Extra fees are charged for any additional time required for the use of the space beyond what is included in the base fee.

Equipment Rental

SERVICE	FEE PER ITEM
Up to 10 (ten) 8' tables	\$10.00
Up to 50 (fifty) program chairs	\$3.00
Speaker & Microphone	\$70.00
Linens	\$5.00
Projector and Screen	\$70.00

Archive Services

SERVICE	BASE FEE	NOTES
Research > 30 mins	\$20/15 min	Done by museum staff on behalf of the public

Research < 30 mins	\$50/hr	Done by museum staff on behalf of the public; includes low-resolution scans of materials found
New High-Res Scans	\$20.00	Done by museum staff on behalf of the public
Scans (already have a hi-res)	\$10.00	Done by museum staff on behalf of the public; this is an image that we have already scanned for an exhibit, conservation, or preservation.
B & W Photocopy (over 10 pages) Letter or Legal	\$0.50	Matches Admin fee of Dufferin County
B & W Photocopy (over 10 pages) Tabloid/11x17	\$1.00	Matches Admin fee of Dufferin County
Colour Photocopy (over 10 pages) Letter or Legal	\$1.00	Matches Admin fee of Dufferin County
Colour Photocopy (over 10 pages) Tabloid/11x17	\$2.00	Matches Admin fee of Dufferin County
Rush Request	double the base fee	Done by museum staff on behalf of the public – Rush = less than 48 hours' notice.
High Resolution Images - For Profit Publication	\$100 - 350	Varies depending on intended use and media. At the discretion of museum staff.

Group Programs & Tours

SERVICE	BASE FEE	HOURS	INCLUDED IN FEE
Parties – room rental with activity	\$250.00 Extra participants are \$12/per person	3	Includes 15 children + 2 adults, if for minors
Group Guided Tours	\$10 /person	1	Minimum group number is 6
Outreach Speaker - Non-Profit	\$3.50 /attendee	1.5	Museum staff go off-site to deliver a talk
Outreach Speaker - For-Profit	\$7 /attendee	1.5	Museum staff go off-site to deliver a talk

School Programs	Full day - \$14 Half Day - \$7	3-5	Full day is 5 hours; half day is 3 hours
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NOTE: All other programs and workshops will be priced at the discretion of staff by conducting annual market surveys to ensure that programs are priced according to average market trends.

Financial, Staffing, Legal, or IT Considerations

The change in fees and charges better reflects the cost of staff time and other resources needed to deliver programs, rentals, and other services that the museum relies upon to maintain its ability to serve the community. We anticipate that this will allow the museum to improve its cost recovery for programs and events by 70%.

This new fee structure will allow the museum staff to better meet its Strategic Plan goals by ensuring that staff members are devoting their time and resources to activities that help support the museum’s larger long-term goals.

In Support of Strategic Plan Priorities and Objectives

Good Governance – ensure transparency, clear communication, prudent financial management

Service Efficiency & Value – determine the right services for the right price

Respectfully Submitted By:

Prepared By:

Cody Joudry
Director of Development and Tourism

Jasmine Proteau
Museum Services Manager

Attachments: Fees By-law 2015-41 (Consolidated Version)

Reviewed by: Sonya Pritchard, Chief Administrative Officer

**THE COUNTY OF DUFFERIN
FEES BY-LAW 2015-41**

CONSOLIDATED VERSION

Amended by:

**By-law 2016-09, February 11, 2016
Amending Schedule "E"**

**By-law 2017-07, February 9, 2017
Amending Schedules "A", "B" and "C"**

**By-law 2018-18, April 12, 2018
Amending Schedule "B"**

**By-law 2020-17, February 13, 2020
Amending Schedules "B", "D", "E" and "F" and Delete Schedule "G"**

**By-law 2021-22, May 13, 2021
Amending Schedules "A", "B", "C", "D", and "E"**

**By-law 2021-34, October 14, 2021
Amending Schedule "C"**

**By-law 2021-44, December 9, 2021
Amending Schedule "C"**

**By-law 2022-10, March 10, 2022
Amending Schedule "B"**

**By-Law 2022-22, June 9, 2022
Amending Schedules "A", "C", "D" and "E"**

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW 2015-41

A BY-LAW TO APPROVE FEES AND CHARGES FOR SERVICES AND ACTIVITIES PROVIDED BY THE COUNTY OF DUFFERIN AND TO REPEAL BY-LAWS 2012-08, 2012-40 AND 2013-26.

WHEREAS the *Municipal Act, 2001, S.O. 2001, c. 25, S. 391* provides that municipalities may pass by-laws imposing fees or charges on any class of persons;

AND WHEREAS Section 391 of the *Municipal Act 2001, S.O. 2001*, as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provide or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

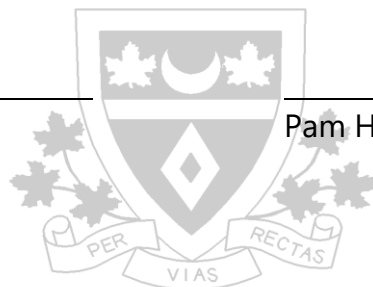
NOW THEREFORE the Council of the Corporation of the County of Dufferin enacts as follows:

1. The lists of fees charged for various services, activities and use of properties as set out in the schedules attached hereto be approved.
2. This by-law does not include fees that are governed by legislation other than the *Municipal Act*.
3. This by-law shall come into full force and effect on the day of its passing.

READ a first, second and third time and finally passed this 10th day of December, 2015.

Laura Ryan, Warden

Pam Hillock, Clerk



**SCHEDULE "A" TO BY-LAW 2015-41
MUSEUM OF DUFFERIN
Amended by By-laws 2017-07, 2021-22, 2022-22**

MUSEUM OF DUFFERIN

SERVICE	FEE
Admission Rates	
Adult	\$5.00
Senior	\$4.00
Student	\$2.00
Family	\$12.00
Membership Categories	
Individual	\$20.00/year
Family	\$25.00/year
Friend	Individual or family membership plus \$50.00 donation
Patron	Individual or family membership plus \$100.00 donation
Supporter	Individual or family membership plus \$250.00 donation
Partner	Individual or family membership plus \$500.00 donation
Educational Programs	
Educational Programs (Ontario Elementary School Curriculum presented to elementary level students is H.S.T. exempt)	\$5.00 per student
Group Tours	
Guided	\$8.00/person
Self Guided	\$6.00/person
Senior Guided	\$6.00/person
Senior Self Guided	\$4.00/person
Beverage	\$1.00/person
Beverage & Snack	\$3.00/person
Consignment Sales	
Gift Store	25% gift store consignment
Art Work	25% art sale commission
Facility Rental Fees	
NOTE: Basic Rental Fees apply to events that begin and end within the MoD's operating hours.	
Basic Rental Fee - Museum	\$500.00

SERVICE	FEE
Basic Rental Fee – Church	\$300.00
Basic Rental Fee – Meeting room in Museum (Maximum 3 hours)	\$100.00
After Hour Fees	
If events ends between 5 p.m. and 7 p.m.	\$50.00 to the Basic Rental Fee
If events ends between 7 p.m. and 9 p.m.	\$100.00 to the Basic Rental Fee
If events ends between 9 p.m. and 11 p.m.	\$150.00 to the Basic Rental Fee
Equipment Rental Fees	
Up to 10 eight foot tables	\$10.00 each
Up to 50 folding chairs	\$2.00 each
Small PA System and microphone	\$25.00
Large PA System and microphone	\$100.00
Use of piano (Museum or Church) or pump organ (Church only)	Free – pre-arrangement with MoD and pre-approval by MoD of organist/pianist
Photocopying	
Photocopying – Black & White - Letter or Legal Size	25¢
Photocopying – Black & White - Tabloid/11X17 Size	50¢
Photocopying – Colour - Letter or Legal Size	\$1.00
Photocopying – Colour - Tabloid/11X17 Size	\$2.00
Archives – Research	
Research Fees	\$30.00/hour
Archives – Reproduction Fees	
NOTE: Pricing based on Category of Use defined in MoD Reproduction Fees Policy.	
Photographic Material Fees	\$30-\$200 per image
Reproduction Fees	\$20-\$200 per image per use

1. All fees above are before tax - 13% H.S.T. applies
2. Ontario Elementary School Curriculum educational programs presented to elementary level students are H.S.T. exempt

**SCHEDULE "B" TO BY-LAW 2015-41
DUFFERIN OAKS LONG TERM CARE HOME
Amended by By-laws 2017-07, 2020-17, and 2021-22**

SERVICE	FEE
Auditorium – Mel Lloyd Centre	
Auditorium per half day	\$50.00*
Auditorium per day	\$90.00* per day
Set-up and take down fee	\$25.00 per hour
Community Support Services	
Adult Day Program	\$15.00 per day
Adult Day Program with Transportation	\$22.00 per day
Home Help (laundry, meal prep, cleaning, etc.)	\$18.00 per hour
Transportation – Out of Town	\$0.43 per kilometer
Transportation – In Town	\$8.00 flat rate
Respite	\$18.00 per hour
Home Maintenance (yard work, snow removal, grass cutting)	Negotiated Fee
Meals on Wheels – Orangeville	\$7.50 per meal**
Meals on Wheels – Shelburne	\$7.50 per meal**
Frozen Meals (7 entrees or 5 entrees, 5 soups and/or desserts)	\$33.00 per package
Congregate Dining	\$7.00 per meal

*plus 13% H.S.T.

**effective April 1, 2022

**SCHEDULE "C" TO BY-LAW 2015-41
PUBLIC WORKS**

Amended by By-Laws 2017-07, 2021-22, 2021-34, 2021-44, 2022-22

SERVICE	FEE
Entrance Permits and Opinions	
Entrance Permit – Residential	\$150.00 plus refundable deposit of \$500.00 per entrance. Fee includes one Preliminary Inspection for permit issue and one Final Approval Inspection for return of deposit. Additional inspections charged at \$50.00/per
Entrance Opinion – Residential	\$150.00 per entrance, transferable to Entrance Permit within 12 months
Entrance Permit – Commercial	\$450.00 plus refundable deposit of \$2500.00 per entrance. Fee includes one Preliminary Inspection for permit issue and one Final Approval Inspection. Additional inspections charged at \$50.00/per
Entrance Opinion – Commercial	\$450.00 per entrance, transferable to Entrance Permit within 12 months
Road Occupancy Permits	
Road Occupancy Permit	Minimum deposit \$250.00 at the discretion of the Director of Public Works. Additional fees may apply and will be determined on a case by case basis inline with the Service/Damage Cost Recovery section of this by-law
Signs	
Commercial Tourism Signs	\$200.00* initial installation
Maintenance of Tourism Signs	\$70.00* per year
Re-installation of Tourism Signs	\$100.00*
Emergency Signs	\$30.00*
Emergency Sign Posts	\$20.00*
Emergency Sign Shipping & Handling	\$12.00*
Oversize Load Permit	
Individual Oversize Load Permit	\$50.00
Annual Oversize Load Permit	\$250.00

SERVICE	FEE
Special Annual Oversize Load Permit	\$250.00 Fee includes all 'moves' where the dimensional parameters are within those specified on the permit, and accompanied by the associated Single Trip MTO permit(s)
Other	
Adopt-A-Road Signs	No charge
Service/Damage Cost Recovery	\$50.00/hour at the discretion of the Director of Public Works. Examples include but are not limited to Road Occupancy Permits, Schedule Road Cuts, damaged road infrastructure from motor vehicles, damage caused by excess load permit holders, etc.
Photocopying (Engineering and construction plans 24"x36")	
Photocopying (24"x36") black and white	\$4.42*/page
Photocopying (24"x36") colour	\$8.85*/page
Waste Services	
Bag Tag	\$2.00 per tag
Sale of Bag Tags to Vendors	\$1.90 each
Additional Blue Box	\$5.00 each
Additional Green Bin	\$15.00 each
Additional Kitchen Catcher	\$5.00 each
Backyard Composters	\$35.00
Bulky Item Collection	\$20.00 per collection
White Good Collection	\$20.00 per item, plus \$10.00 per item if refrigerant needs to be removed
Electric Vehicle Charging Stations	
Electric vehicle charging – level-2 stations	Free of charge for the first 2 hours plus \$2/hour for each additional hour
Electric vehicle charging – level-3 stations	\$5/hour
Electric vehicle charging – level-2 stations - once vehicle is fully charged	\$2/hour
Electric vehicle charging – level-3 stations – once vehicle is fully charged	\$5/hour
County Forest	
Hunting Permits (valid Oct 1 – May 31)	\$32.25/year
Scheduled Event Fees – Forest	\$50.00/application fee PLUS \$2.00/person

SERVICE	FEE
Land Use Permits (Mansfield Outdoor Centre)	Depends on number of users \$820.00 - \$1,640.00*/season

*plus 13% H.S.T.

SCHEDULE "D" TO BY-LAW 2015-41
ADMINISTRATIVE SERVICES
Amended by By-Laws 2020-17, 2021-22, 2022-22

SERVICE	FEE
Prints	
Museum and Courthouse	\$75.00*
Photocopying	
Black & White (over 10 pages) Letter or Legal Size	\$0.50
Black & White (over 10 pages) Tabloid/11X17 Size	\$1.00
Colour (over 10 pages) Letter or Legal Size	\$1.00
Colour (over 10 pages) Tabloid/11X17 Size	\$2.00
Meeting Room Rental	
**Meeting Room Rental – Full Day – non profit/government	\$90.00 plus H.S.T
**Meeting Room Rental - ½ Day (3 hours) – non profit/government	\$50.00 plus H.S.T
Courtroom Rentals	
Courtroom #103 Rental	\$1,000/day
Courtroom #104 Rental	\$750/day
Maps	
Base Map (24"x36")	\$10.00* – Paid in advance
Large Base Map (36"x42")	\$12.00* – Paid in advance
Map Book	\$10.00*
Customization of maps & digital information	Cost plus cost of labour at \$50.00 per hour in line with the Service/Damage Cost Recovery section of this by-law (paid in advance)
Digital Airphotos - Full County Tile (1606 tiles total)	\$50.00 per tile*
Other Administrative Services	
NSF Cheque Fee	\$20.00***
MFIPPA Request	As per legislation
Certificates for birthdays and anniversaries	Free of charge
Commissioner of Oaths (non-resident)	\$50.00
Commissioner of Oaths (resident)	Free of charge

SERVICE	FEE
Postage	\$2.25

**Agencies that are coordinating programming within the County of Dufferin and undertake activities that support core services may have the use of the meeting rooms at no charge.

***Not applicable to any social services provided by the County, such as Housing, Dufferin Oaks, Community Support Services, Ontario Works, or Early Years and Child Care

**SCHEDULE "E" TO BY-LAW 2015-41
COMMUNITY SERVICES
Amended by By-Laws 2016-06, 2020-17, 2021-22, 2022-22**

SERVICE	FEE
Housing	
Rent	In accordance with legislation
Laundry (coin operated)	\$1.00 and \$1.25 per cycle
Damages (repairs/reimbursement)	Cost (pro-rated)
Keys – Entrance*	\$10.00
Keys – Apartment*	\$10.00
Keys – Mail Box	\$10.00
Keys (40 Lawrence) - Entrance	\$25.00
Keys (40 Lawrence) – Apartment	\$25.00
Lock Change	\$50.00

*applies to all building except 40 Lawrence

**SCHEDULE "F" TO BY-LAW 2015-41
BUILDING SERVICES
Amended by By-law 2020-17**

SERVICE	FEE
Building Plans – residential	
Search Time	\$100.00
Copies	Owner pays for reproduction
Compliance Letters	
Building Permit Compliance Letters	\$100.00
Septic Permit Compliance Letters	\$100.00
Building Permit Compliance Letters (within 2 business days)	\$200.00
Septic Permit Compliance Letter (within 2 business days)	\$200.00