



SMITHS FALLS

RISE AT THE FALLS

Report # 2026-049

To: Mayor and Council
From: Marie Elmsley, Planning Clerk
Date: April 23, 2026.
Committee of the Whole Date: April 20, 2026.

For Direction
 For Information
 For Adoption
 Attachment ___ pages

Title: Patio By-law 10496-2023 Fee Schedule

Recommendation: THAT Council confirms the Patio By-Law fees are in effect commencing January 1, 2026.

Purpose: To review the current fee structure that came into effect on January 1, 2026.

Background: In December 2023, Council adopted By-law 10496; a “Bylaw to regulate the temporary occupancy of Outdoor Patios and Merchandise Displays on Municipal Land with the Town of Smiths Falls”, which established location and design requirements, a streamlined approvals process and fee schedule, outlined below. At the time, Council decided to waive the fees for applications for patios until 2026 considering the COVID 19 Pandemic and its ongoing impact on small businesses. The Annual Inspection Fee and Hourly Rate- Bolt Attachment Install were not a part of the waiver and those fees have continued to apply. The application fees that came into effect in January are Outdoor Patio, both with and without decking, and Merchandise Display. See fee chart below:

Schedule ‘A’ – Sidewalk Lease Fees

Sidewalk Lease Type	Fee
Outdoor Patio (no decking)	\$250.00
Outdoor Patio (with decking)	\$350.00
Merchandise Display	\$150.00
Annual Inspection Fee	\$50.00
Hourly Rate – Bolt Attachment Install	\$75.00

*The above fees shall come into full force and effect January 1, 2026.

Analysis and Options:

As that two-year waiver is up, staff request that Council’s direction relating to fees on a permanent basis. The fees represent the cost of processing applications. Once an application is approved, the property owner signs a Memorandum of Understanding Agreement. The patios can be installed annually beginning April 1st and are subject to an Annual Inspection. The patios must be removed by November 1st. In 2024, there were 5 patio permits issued to businesses with existing Memorandum of Understanding Agreements in place. In 2025, one business did not renew, and the remaining 4 businesses again renewed their patio permits. Staff have not received any new applications to date in 2026. None of the 4 businesses from 2025 have yet renewed their permits.

Option 1

Council can continue to waive some or all of the fees for a defined period of time. Doing so would necessitate amending Schedule "A" of the Patio By-law.

Option 2

Council can confirm that all patio related fees are now in effect. No further action would need to be taken.

Budget/Financial Implications: Continuation of the fee waiver will reduce associated revenue.

Link to Strategic Plan: N/A

Existing Policy: Patio By-law 10496-2023

Consultations: Manager of Development Services

Attachments: None

Respectfully Submitted by:

Marie Elmsley
Planning Clerk
Original Copy Signed

Reviewed by:

Karl Grenke,
Manager, Development Services
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Approved for agenda by CAO:
Malcolm Morris, CMO
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