



Subject: 2023 Rates and Fees

Report Number: FIN 22-28

Department: Finance Department

Submitted by: Renato Pullia, Interim Director of Finance / Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, November 21, 2022

RECOMMENDATION

THAT Council receives report FIN 22-28 2023 Rates and Fees;

AND THAT a By-Law to provide a schedule of fees for certain municipal applications, services, and permits be brought forward for Council consideration.

BACKGROUND

Sec. 391(1) of the Municipal Act, 2001, c.25, authorizes a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

Sec. 391(2) allows that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time.

Sec. 391(3) also allows that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

DISCUSSION

Annually, staff reviews the rates and fees to ensure fees reflect current costs to deliver the service.

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As well, in addition to identifying fees that should increase due to inflationary pressures, management also reviewed opportunities where fees could be expanded to diversity the Town's revenue mix, a process that will continue as part of developing a financial sustainability plan.

This report is brought forth at this meeting to coincide with the annual budget process, to align with the timing of the same updated County by-law, and allow time to adjust our systems prior to implementation.

The proposed changes to all fees, including new fees, are identified by reviewing the percentage (%) change column. The non-controlled Town fees are shown as information for the public and Council.

It is ideal that this revised fee structure be approved and take effect as of January 1, 2023. Staff is seeking Council's approval of all fees and charges listed in the column entitled "Proposed 2023 Fee".

CONSULTATION

All departments have been asked to review the fees and charges associated with the services they provide for reasonableness and to consider any new services that may warrant a user fee or charge.

FINANCIAL IMPACT/FUNDING SOURCE

The 2023 proposed Rates & Fees, where the amount of additional revenue could be forecasted, have been incorporated into the draft 2023 budget. For example, new fees in Finance (posted to Customer Service) is estimated to generate an additional \$65K. The risk of not adopting the amended fees and charges would be a loss in revenue expected for cost recovery from direct users that would otherwise become part of the general tax levy.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

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Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient service, information, and opportunities to shape municipal initiatives.

Strategic Direction – N/A

Priority Project – *Short Term* – Financial Sustainability Plan

ATTACHMENTS

Appendix A – “Schedule A” 2023 Rates and Fees