



**Subject: 2023 Rates and Fees**

**Report Number:** FIN 22-30

Department: Finance Department

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

Meeting Type: Council Meeting

Meeting Date: Monday, December 12, 2022

### **RECOMMENDATION**

THAT Council receives report FIN 22-30 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**

At its November 21, 2022 meeting, Council passed the following resolution:

#### **Resolution # 2022-393**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT Report FIN 22-28 2023 Rates and Fees be deferred until staff bring back an updated Schedule.

#### **Carried**

Staff have reviewed the schedule of rates and fees, and present the revised schedule for Council consideration. A notes column has been added, to reference a legislation or a contract that may have some control over the fees. For example, the animal euthanasia and disposal fee is controlled by an Animal Control contract. In cases where our staff are also involved, new fees for staff time have been added.

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;

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- (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.

As well, in addition to identifying fees that should increase due to inflationary pressures, management also reviewed opportunities where fees could be expanded to diversify 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

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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

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