

**Report To: Committee of the Whole**

**Meeting Date: March 6, 2023**

**Subject: 2023 Consolidated Fees & Charges**

### **Recommendation(s)**

1. That report FIN 23-09, 2023 Consolidated Fees & Charges, dated March 6, 2023 be received for information; and
2. That, a By-law authorizing the 2023 Consolidated Fees & Charges as set out in **Appendix A** be approved (including the repeal of By-law 93-93 being a By-law to establish a scale of costs pursuant to the Municipal Tax Sales Act 1990).

### **Purpose**

The purpose of this report is to outline the 2023 Consolidated Fees and Charges.

### **Background**

Municipal fees and charges are a cost to the user of a specific municipal service, activity or product, or for the use of municipal property and facilities. These fees are authorized under Part XII of the Municipal Act, 2001. The Municipal Act also requires that fees and charges be approved by Council and enacted within a By-law.

Each year the finance team initiates an annual review of the fees with the Town's departments. Generally, fees are increased by inflation reflected on the Consumer Price Index (CPI) on an annual basis to ensure that revenues continue to offset increases in Town costs. In addition, an analysis is performed to determine whether new fees should be added in order to incorporate changes in services provided or through changes in legislation.

Development charges, property taxes, wastewater and water rates are not included in the consolidated fees schedule as they are approved by separate By-laws in alignment with the 2023 budget report.

The 2023 Consolidated Fees and Charges have been included in **Appendix A**.

## Financial Implication

For all areas that recognized the need to increase fees to cover costs, we utilized a 3% increase, which ties to last year's CPI indexing, as opposed to 2022 CPI indexing (which was approximately 6%). Given the volatility in the market and the ratepayers ability to pay we thought this prudent. For ease of administration, we have rounded fees to the nearest dollar when appropriate.

All fees and charges will be effective April 1, 2023 unless noted otherwise in

### **Appendix A.**

Budget implications as a result of changes to the 2023 user fees has been considered when compiling the 2023 budget.

The Town is proposing a 2023 operating project to hire a consultant to complete a full review of all the Town's user fees and charges, with the exception of Community Services, prior to the 2024 budget. This will ensure we have a documented analysis of the cost to provide each service and we are in alignment with fees charged by other municipalities. Community services is planning to complete a comprehensive fee review in 2024, in consultation with the user groups in the community.

## Analysis

### Building

There has been some changes to building user fees to align permit fees more closely to other municipalities. The building department costs are recovered through permit revenue, any increases in budgeted revenues as a result of these fee increases will be used to offset increased costs in 2023. In addition, the Property Search Report cost has been removed from building fees and added to By-Law to reflect the department overseeing the work related to the fee.

### Planning & Development

In planning and development the structure of pre-consultation fees has been adjusted from a deposit fee to a separate fee on all permits requiring pre-consultation. This enables the Town to recoup some costs in the event of fee refund, which is a new requirement under Bill 109. Bill 109 Schedule 5 subsection 34 (10.12) now requires municipalities to refund application fees if a decision is not made on applications within the required timelines.

## Community Services

In recreation programming, the fee structure for facility rentals has been adjusted to match similar municipality rates and service demand at Town facilities. Fee structure for programming has been simplified to capture service demand from the community and ensure smoother administrative processing.

## Conclusion

The user fees and charges will be made available on the Town website once approved for public access.

Respectfully prepared by,



Faye West  
Manager of Revenue & Collections

Respectfully submitted by,



Beth Brens  
Director of Finance/Treasurer

Respectfully approved by,



Sarah Kim  
Acting Chief Administrative Officer

## Attachments

- **Appendix A** – 2023 Consolidated Fees & Charges
- **Appendix B** – Draft By-law to Repeal By-law 93-93 and Amend By-law 22-32, as Amended, Being the Consolidated Fees & Charges in the Town of Grimsby