

**Recommendation:**

That the Treasurer-2023-02 report, dated February 7, 2023, regarding 2023 User Fees and Charges be received, and;

That Council pass By-law 2023-08 being a By-law to provide for the 2023 User Fees and Charges, and to repeal 2022-19, as amended at the appropriate time during the meeting.

**Overview:**

Each year staff reviews the User Fees and Charges for their respective departments. These reviews ensure that fees are reflective of the costs associated with the service or rental but also are compared to surrounding municipalities to ensure the fees are fair and competitive. The following are the proposed changes to the 2022 User Fees and Charges to be enacted as of February 7<sup>th</sup>, 2023.

***8 - Livestock Investigators***

- Livestock Investigators Remuneration – from \$50.00 per inspection plus mileage to \$0.00; the fee is being removed as the service is now going to be completed by Building/By-law staff.

***9 – Municipal Hall Rental***

- Fees increased by 3% to reflect annual inflationary adjustment as per previous By-laws.

***10.2 - Municipal Office - Miscellaneous***

- 911 Signs - \$47.06 to \$100.00; this increase is in order to cover the staffing costs of the install.
- Telecommunications Tower Application and Modification Application – these fees were not shown in previous By-laws but are not new, these fees have been in place through Policy No. D-4.

***12.1 – Planning Application Fees and Deposits***

- General comment – the rates were reviewed and adjusted for 2022 based on a comprehensive review completed by staff that ensured our rates captured the actual costs to complete each type of application but were also in line with surrounding municipalities. Given some fees were saw larger increases it is being recommended to keep fees the same as 2022 unless otherwise noted below.
- Pre-consultation - \$150.00 to \$200.00; increase to reflect actual time required to complete the pre-consultation process.
- Deeming By-law – no charge to \$500.00; the fee is being implemented to capture the time required to complete a Deeming By-law, this is similar/comparable to Removal of Holding Provision.

### ***12.2 – Planning Miscellaneous***

- Mitigation Measures Agreement – no charge to \$250.00; this fee was not included in previous User Fee By-laws but has been added to reflect the time spent to complete the Agreement. This process and subsequent fee is comparable for the already established Merger Agreement Fee.
- Environmental Impact Assessment Peer Reviews – to be cost recovered from a third party; Bill 23 removed the ability to have the Conservation Authority complete the peer review of the Environment Impact Assessment and therefore if a peer review is required, the review will need to be completed by a third party. Staff are still determining whether an MOU can be initiated with ORCA, however, in either event, third party peer review will be required for Environmental Impact Assessments (same for any other technical studies required in support of a planning application).

### ***14.1 - Public Works – Tipping Fees***

- Waste weighing more than 30lbs. (13.6 kgs) – per tonne - \$95.00 to \$125.00; increase to reflect actual charge at Bensfort Landfill
- Appliances containing Freon surcharge plus per tonne rate – \$15.00 to \$27.00; this is to reflect an increase in costs and actual costs of staff and machine time to load into bin for removal.
- Mattresses – \$25.00 each to \$0.00; removed from fee By-law as we are no longer accepting mattresses

### ***15.2 – Arena-Douro and 15.3 – Arena-Warsaw***

- A 3% increase has been applied to all fees effective September 1<sup>st</sup>.
- Custom Announcement on Arena Roadside Sign – no charge to \$25.00; this fee is to reflect the time it takes staff to setup and takedown the announcements on the roadside sign at Douro Arena.

### ***15.4 – Parks***

- Inflation – a clause has been added that fees will be increased annually by 3% to account for inflation. Parks fees were increased in 2022 to reflect years of no increases and therefore staff are recommending to maintain existing rates for 2023 other than the new fees for the new facilities below.
- Tennis/Pickleball Court Rental – per hour; this is a new fee because the courts are a new addition at the park for 2023.
- Tennis/Pickleball Court Rental – day tournament; this is a new fee because the courts are a new addition at the park for 2023.
- Concession at South Park (Daily) - \$82.50; this is a new fee because it is a new facility.

**Conclusion:**

The fees outlined in Attachment 1 will come into effect February 7<sup>th</sup>, 2023 except for the Arena fees which will change as of September 1, 2023.

**Financial Impact:**

The fees will ensure that revenues increase where needed to reflect actual time spent and/or the increasing costs associated with providing the service/rental.

**Strategic Plan Applicability:** To effectively respond to the challenges of addressing the Township's municipal infrastructure needs as well as effectively managing the assets of the corporation.

**Sustainability Plan Applicability:** N/A

**Report Approval Details**

Document Title:	2023 User Fee By-law.docx
Attachments:	- 2023 User Fees and Charges Schedule.pdf
Final Approval Date:	Jan 31, 2023

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs