

Recommendation:

That the Treasurer-2023-30 report, dated December 19, 2023 regarding 2024 User Fees be received, and;

That Council pass By-law 2023-62 being a By-law to provide for the 2024 User Fees and Charges, and to repeal By-law 2023-08, 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 2023 User Fees and Charges to be enacted as of January 1, 2024.

5. Fire

- Open Air Burning Violations, Motor Vehicle Accidents and Technical Rescue, Hazardous Materials Control/Clean-up
 - A fee to cover any costs related to specialized equipment, supplies and personnel has been added at cost plus admin fee of 20% of cost.
 - An admin fee of \$40 was already applicable for Motor Vehicle Incidents but is being added to the other categories.
- The changes to the False Alarm fees were approved by By-Law 2023-45
- Fire Inspections – By Request
 - For group homes, day care facilities, or any other industrial or commercial establishment of use requiring an inspection for licensing, renewal of licence, insurance or any such purpose will be charged a fee of \$100. This fee does not apply to residential inspections.
- Risk and Safety Management Plan Approval (RSMP) –
 - The Township does not currently have any propane facilities but if there were to be an application for one then the Township will have fees in place to capture the work required to review the Propane Facility Risk and Safety Management Plan.

12.1 Planning Application Fees and Deposits

- The fees have been increased where appropriate by 10%. The fees were not increased in 2023 and the 10% reflects the inflationary costs since 2022.

14. Public Works – Transfer Station

- Waste weighing more than 30lbs has been increased from \$125 to \$150 to reflect cost increases.

15. Parks and Recreation

- 15.1 Advertising – these fees reflect the fees that Council adopted in 2023.
- For the fees at 15.2 Douro Arena, 15.3 Warsaw Arena and at the 15.4 Parks, at 3% increase has been applied. This increase is applied annually to reflect increased costs. CPI at this time is not being used to index the fees given the high inflation.
- 15.5 – Liability Insurance fees have been adjusted to reflect actual costs.

Conclusion:

The fees outlined in Attachment 1 will come into effect January 1, 2024 except for the Arena fees which will change as of September 1, 2024.

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 develop and/or assist with the development and delivery of social and recreational programs as well as effectively maintaining and updating recreational facilities to promote healthy lifestyles and meet the broad range of community needs.

Report Approval Details

Document Title:	2024 User Fees.docx
Attachments:	
Final Approval Date:	Dec 13, 2023

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

Martina Chait-Hartwig

Elana Arthurs