

Recommendation:

That the Treasurer-2024-26 report, dated December 17, 2024, regarding 2025 User Fees be received, and;

That Council pass By-law 2024-71 being a By-law to provide for the 2025 User Fees and Charges, and to repeal By-law 2023-62, 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 2024 User Fees and Charges to be enacted as of January 1, 2025:

5. Fire

- A fee for response to for non-permitted uses has been added. This will be charged out at the MTO rate.

10.1 Finance Department

- The Credit Card fee was adopted by Council in 2023 but had not been added to the User Fee schedule.

It should be noted that the Credit Card fee will not be applied to facility rental payments because the Book King software does not allow for the ability to add the processing fee. We do expect that the minor hockey associations will continue to pay for their rentals using cheques.

12. Planning and Development

• **12.1 Planning Application Fees and Deposits**

- The fees have been increased by 2% to reflect inflationary changes. It should be noted that the fees have been rounded and therefore some increased greater than 2% and some increased less than.

• **12.2 Planning Miscellaneous**

- Cash-lieu of Parkland has not been increased at this time; however, an analysis is going to be completed in January to determine the current

appropriate rate. This fee has not been increased since 2015. This fee is supposed to be based on land values and land values have increased significantly over during this period.

- These fees have been adjusted to reflect the time spent by staff to complete the agreements.
- Some of the associated deposits have been increased to reflect the increase in legal fees which are incurred by the Township but paid for by the applicant.

13. Public Works – Roads

- The Entrance Permit fees were increased by 25% to reflect inflation. The fees have not been increased since 2014.

15. Parks and Recreation

- 15.1 Advertising – these fees reflect the fees that Council adopted in 2023 and have not been increased at this time.
- 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. 3% is applied annually to adjust for inflation but to minimize larger increases in high inflation years such as 2021-2023.
- 15.5 – Liability Insurance fees have been increased by 14% to reflect increases to the Township's insurance rates. These fees are to be 100% cost recovery.

Conclusion:

The fees outlined in Attachment 1 will come into effect January 1, 2025, except for the Arena fees which will change as of September 1, 2025.

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.

Report Approval Details

Document Title:	2025 User Fees.docx
Attachments:	- 2025 User Fees Schedule - By-law - with cc fee.pdf
Final Approval Date:	Dec 12, 2024

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

Martina Chait-Hartwig

Todd Davis