



## The Corporation of the Town of Tecumseh

### Financial Services

**To:** Mayor and Members of Council

**From:** Tom Kitsos, Director Financial Services & Chief Financial Officer

**Date to Council:** December 10, 2019

**Report Number:** FS-2019-14

**Subject:** Administrative Fees and Charges 2020

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### Recommendations

It is recommended:

**That** By-law #2019-81 being a by-law prescribing a tariff of administrative fees and charges for 2020 **be approved**.

### Background

Council has annually approved an Administrative Fees and Charges by-law to be charged by departments for various municipal goods, programs and services.

As part of the 2006 budget process Council approved annually increasing fees and charges reflective of the previous year's Consumer Price Index (CPI) increase.

### Comments

As per Council's direction, fees and charges are raised annually to reflect the increase in CPI over the course of the year. The CPI increase for September 2019 over September 2018 is 1.9% (2018 over 2017 was 2.2%) based on the Ontario All Items Index.

Administration did review circumstances where an increase or other adjustment not equal to CPI might be considered including where:

- Fees have not changed for a number of years
- The current fee does not cover all municipal costs
- A new fee for service would be appropriate, and

- Fees are not competitive with other service providers

Fees covered by specific legislation, i.e. water, wastewater and building permit fees, are dealt with separately.

A complete list of rates comparing 2020 proposed and 2019 actual rates are attached as schedules “A” to “H” of by-law 2019-81.

Specific changes to the Fees and Charges Schedules are highlighted below, including:

- A. Rate changes not equal to the general CPI rate increase, as a result of one of the following:
  - Pricing methodology, i.e. round-dollar increments either before or after applicable taxes to facilitate marketing or cash handling respectively
  - Actual service/product costs
  - Matching competitor rates
  - Rates had not changed for several years

B. New Fees and Charges

Schedule A: General Administration

- A. Rate changes not equal to the general CPI rate increase

Archival Research – Adjusted to reflect hourly labour rate only.

B. New Fees and Charges

Fees added for Photocopies (colour), Maps, plans on plotter (colour), Refund or Misdirected Payment Fee and By-Law Enforcement Administration Fee.

Schedule B: Fire Department

- A. Rate changes not equal to the general CPI rate increase

Fire assistance for private standby – Adjusted to match Confined Space Rental (c).

B. New Fees and Charges

False Alarm Registration and At Fault False Alarm fees added to this schedule to coincide with By-law 2019-75, which was recently updated.

Schedule C: Police Services

- A. Rate changes not equal to the general CPI rate increase

Criminal Record Check, Duplicate Copy of Record Check, Occurrence Confirmation Reports, Technical Traffic Collision Report and Reconstruction Report – Adjusted to reflect increase to OPP Fee Schedule.

#### Schedule D: Planning Department

A. Rate changes not equal to the general CPI rate increase

All fees increased by inflation then rounded up/down to nearest \$25-dollar increment. Fees are generally in line with, or below those of the majority of municipalities in the region.

#### Schedule E: Public Works

A. Rate changes not equal to the general CPI rate increase

All fees increased by inflation then rounded up/down to nearest \$1 increment.

#### Schedule F: Parks and Recreation

A. Rate changes not equal to the general CPI rate increase

Park Pavilion Rental, Parks Commemorative Program, Special Event Lakewood, Lacasse and McAuliffe Parks, Public Swim – Rates maintained at 2019 level.

All other fees increased by inflation then rounded up/down to round increments to facilitate marketing and/or cash handling.

Ice Rental Municipal or Municipal Partnership Program Apr – Aug – reduced to zero.

#### Schedule G: Water Department

A. All fees maintained at 2019 level.

#### Schedule H: Tecumseh Transit

A. Rate changes not equal to the general CPI rate increase

Single Fare – Rates increased by \$0.25. First rate increase since program inception.

Monthly Pass – Rates increased by \$5. First rate increase since program inception.

### **Consultations**

All Departments

### **Financial Implications**

The net revenue impact from the recommended changes in Administrative Fees and Charges has been included in the 2020 proposed budget.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable ☐

Website ☒      Social Media ☐      News Release ☐      Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Schedule A: General Administration
2	Schedule B: Fire Department
3	Schedule C: Police Services
4	Schedule D: Planning Department
5	Schedule E: Public Works
6	Schedule F: Parks and Recreation
7	Schedule G: Water Department
8	Schedule H: Tecumseh Transit