



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 14, 2021

Report Number: FS-2021-15

Subject: Administrative Fees and Charges 2022

Recommendations

It is recommended:

That By-law No. 2021-96 being a by-law prescribing a tariff of administrative fees and charges for 2022 **be approved**.

Background

Council has annually approved a by-law of Administrative Fees and Charges 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 2021 over September 2020 is 4% (2020 over 2019 was 0.6%) based on the Ontario All Items Index.

Administration reviewed 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

Additionally, and specific for 2022, Administration considered the holding of fees at current 2021 levels for areas that are particularly impacted by the pandemic. In this regard, Administration recommends maintaining all fees in Schedule F, Parks and Recreation, at 2021 levels, with only limited exceptions as identified within Highlighted Changes below.

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

A complete list of rates comparing 2022 proposed and 2021 actual rates is attached as schedules "A" to "H" of By-law 2021-96.

Highlighted Changes

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

No increases in Town paraphernalia cost for 2022.

Marriage Licenses/Solemnization & Rehearsals – no increase from 2021. Fees are set out in a separate by-law and included in Fees & Charges for ease of reference.

Tax Registration administration fees increased to more accurately reflect time spent on files.

Schedule B: Fire Department

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

Daycare Inspection License Approval follow-up – Increase is to more accurately reflect actual cost of FPO time.

Schedule C: Police Services

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

Technical Traffic Collision Report and Reconstruction Report – Adjusted to reflect increase to OPP Fee Schedule. These fees are subject to change as OPP Fee Schedules are released in July.

Schedule D: Planning Department

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

No significant deviations from CPI.

Schedule E: Public Works

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

No significant deviations from CPI.

B. New fees and charges

Inspection of Private Development – Services installed in ROW

Schedule F: Parks and Recreation

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

Security deposits for Alcohol rentals increased from \$100 to \$500.

B. New Fees and Charges

New line item added in the Parks Commemorative Program for Park Bench renewals on a 10-year basis.

Schedule G: Water Department

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

Illegal / Unauthorized fees - base costs were increased to deter unauthorized use due to the real threat to the quality of the potable drinking water system.

Private Hydrant Maintenance – increase to reflect actual costs.

Flow Testing Public Hydrants – Inspection only – increase to reflect actual costs.

Water Meter fees reflect the forecasted price increase provided by suppliers.

Service calls after hours - base charges increased to better reflect actual costs.

Inspection of private development watermain equal to or greater than 100mm – increase to cover the costs for sample testing and equipment required to complete commissioning testing. An additional fee for weekend sample testing due to laboratory surcharge for weekend testing.

Service indemnities increased to be consistent with Public Works.

B. New Fees and Charges

Unauthorized Fee was further defined to include unauthorized infrastructure work and damage to Town equipment/infrastructure to water service and/or watermain.

Inspection of private development watermain equal to or greater than 100mm updated to include detailed cost of after hours' inspections/commissioning.

Schedule H: Tecumseh Transit

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

Transit Fares were increased to be more in-line with fares charged by transit operations in similar-sized municipalities across Ontario.

Consultations

All Departments

Financial Implications

The net revenue impact from recommended changes in Administrative Fees and Charges was considered during the 2022 budget process.

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:

Nick Meloche, CPA, B.Com
Financial Analyst

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
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