



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 13, 2022

Report Number: FS-2022-13

Subject: Administrative Fees and Charges 2023

Recommendations

It is recommended:

That By-law No. 2022-99 being a by-law prescribing a tariff of administrative fees and charges for 2023 **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 increasing fees and charges annually 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 2022 over September 2021 is 7% (2021 over 2020 was 4%) 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

The 2022 Administrative Fees and Charges By-law included a freeze for rates in areas that were hit particularly hard by the pandemic. All fees in Schedule F, Parks and Recreation, were maintained at 2021 levels with only limited exceptions.

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

A complete list of rates comparing 2023 proposed and 2022 actual rates is attached as schedules “A” to “H” of By-law 2022-99.

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, because 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 2023.

Marriage Licenses – no increase from 2022. Fees are set out in a separate by-law and included in Fees & Charges for ease of reference.

Burial Permit increase to reflect actual cost.

Refund or Misdirected Payment Fee increase to reflect actual cost.

Schedule B: Community Safety

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

Code compliance inspection of apartments, boarding and lodging houses made under retrofit, apartments in single family dwelling increase to reflect actual cost.

Fire scene photographs on memory stick increase to reflect storage media provided.

Rental rates:

Room rental increase to reflect increase cleaning cost

Training Tower increase to reflect maintenance cost

Smokehouse decrease reflects savings in operating cost

Confined space decrease reflects users providing own rescue personnel

B. New Fees and Charges

Property Inspection by Request

Review and Inspection of New Construction/Development Applications

Fire Incident Report Copy

Fire Investigation Report

Fire Safety Plan Review

Risk Safety Management Plan Review

Schedule C: Police Services

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

Technical Traffic Collision Report and Reconstructionist Report increases to reflect OPP Fee Schedule.

Schedule E: Public Works and Engineering Services

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

Weed cutting increase to reflect actual cost.

General labour charges per hour increase to reflect actual cost.

Schedule F: Community and Recreation Services

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

Park Pavilion Hourly Rental Rate increase to achieve round dollar fee.

All Other Park Pavilion Rates maintained at 2021 rates.

Summer Weekend Ice Rental increase to be more reflective of increased operating costs during those periods.

Swim Passes maintained at 2021 rates.

Commemorative Programs maintained at 2021 rates.

Special Event fees maintained at 2021 rates.

Public Skating maintained at 2021 rates for most categories.

B. New Fees and Charges

St. Clair Beach Community Centre Room Rentals – Seasonal Contract

Arena Floor (Non-Ice Rental) – Multiple Day Rental

Schedule G: Public Works Water Division

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

Water Meters increase to reflect actual cost.

Service Calls increase to reflect Water Operator cost.

Watermain Service Tap increase to reflect actual cost.

Inspection of Private Development Watermains increase to reflect actual cost.

Schedule H: Tecumseh Transit

Rates maintained at 2022 levels.

Consultations

All Departments

Financial Implications

The net revenue impact from recommended changes in Administrative Fees and Charges was considered during the 2023 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:

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: Community Safety
3	Schedule C: Police Services
4	Schedule D: Development Services
5	Schedule E: Public Works
6	Schedule F: Community and Recreation Services
7	Schedule G: Water Division
8	Schedule H: Tecumseh Transit