



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Luc Gagnon, Director Financial Services & Treasurer

Date to Council: December 11, 2018

Report Number: FS-2018-19

Subject: Administrative Fees and Charges 2019

Recommendations

It is recommended:

That By-law #2018-70 being a by-law prescribing a tariff of administrative fees and charges for 2019 **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 2018 over September 2017 is 2.2% (2017 over 2016 was 1.7%) 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 2019 proposed and 2018 actual rates are attached as schedules "A" to "H".

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: Administrative Fees and Charges

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

Flags – Adjusted to reflect in Town's input costs.

Fees added for Marriage License, Marriage Solemnization – Weekends & holidays, and weekdays were added late in 2017 therefore no change.

Tax certificates increased from \$64 to \$70 to reflect average certificate cost across the County.

Schedule C: Police Services

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

As per CAO Report No. 02/16 "Police Services – Schedule of Fees" Council approved "The OPP Schedule of Fees form the basis for the Town's Police Services fees in future years." There are no proposed adjustments to these fees for 2019.

As of July 1, 2018 all Traffic/Motor Vehicle Collision Reports are handled through the Ministry.

Schedule E: Public Works

The Town collects an indemnity for various works, such as sanitary and storm sewer inspections, curb cuts, driveway entrances, etc., to offset the possible costs of remediation to Town property as a result of these works. The indemnity is returned if Town property is not damaged. The indemnity was typically \$500 or \$1,000 depending on the risk of damage to Town property. For 2019 these amounts have generally been increased to \$1,000 and \$2,000 as the current indemnity fees are not sufficient to cover the costs of potential damage to municipal infrastructure.

Schedule F: Parks and Recreation

A. Rate changes not equal to the general CPI increase

Arena – Fees generally recommended to increase by CPI, however, fees such as public skating, floor commercial rental and marketing and advertising have remained the same to remain competitive in the market. In addition ice rental rates were increased but at less than CPI, to remain competitive with regional rates. Shinney rates have been increased from \$7.00 to \$8.00 including taxes.

Parks Commemorative Benches, Court Keys, Special Event Lakewood, Lacasse and McAuliffe Parks, Public Skating and Day Camp daily and ½ day rates – all are recommended to stay the same for 2019 to remain competitive with rates charged in the area.

Special Event Fees – These fees have remained the same to remain competitive with rates charged in the area.

Sports Fields - User Group / Per Participant Fee to remain status quo.

Lifecycle Hourly Capital Surcharge – remain status quo.

Pool Rental Rates – Fee adjustments have been made based on number of lifeguards required in accordance with number of pools and swimmers; considered the added cost for each increase for attendance levels and incorporated the demand on facility including chemicals and maintenance; if rental includes the slide it requires 2 additional lifeguards and additional mechanical requirements (i.e.: pump).

Pool swim and swim program rates – Learn to Swim aquatic programs have been adjusted made based on CPI increase, class ratios, length of program and comparison with other pool programs in the region. Public Swim / Swim Card Passes / Seasonal Swim Passes have remained status quo while Sponsorship fees have increased greater than CPI.

B. New Fees and Charges

Room Rentals - New fee \$15/hour for Boardroom (formerly Park Director's office). Optimist Club added \$50 hourly rate for use of 2 rooms. Added \$28.50 hourly rate for use of the Training Room.

Parks Commemorative Program – Added new fee for “Park Bench with new concrete pad”.

Court Keys – Added a new \$10 fee for lost key replacement.

Special Events - Added a fee for rental of the Temporary Stage set at \$350.

Public Skating - Adding fees for Individual/Family Season Passes for Weekend Public Skating.

Marketing & Advertising - Added Activity Guide Ad – Full Page – Inside Cover.

Aquatic Programs – Added fees for Adult Swim Lessons Level 2/3, Assistant Instructor and Instructor School.

Schedule F: Transit

A. Rate changes not equal to the general CPI increase

The transit fees are generally consistent with what other small municipal transit systems are charging. The nature of the Town's transit service is such that the majority of riders transfer to the Windsor system and have to pay their fee as well. Although the rates have not changed since inception of the transit system, we believe the current fee structure is appropriate and justifiable.

Consultations

All Departments

Financial Implications

The net revenue impact from the recommended changes in Administrative Fees and Charges has been included in the 2019 draft budget.

Link to Strategic Priorities

Applicable	2017-18 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 the Town of 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 the Town 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:

Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Recommended by:

Tony Haddad, MSA, CMO, CPFA
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