



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, 2024

Report Number: FS-2024-19

Subject: Administrative Fees and Charges 2025

Recommendations

It is recommended:

That By-law No. 2024-097, being a by-law prescribing a tariff of administrative fees and charges for 2025, **be approved**,

And that By-law No. 2024-096, being a by-law to amend Schedule 3 "Permit Fee Rates" of By-law 2023-37, the Tecumseh Building By-law, **be approved**.

Background

On an annual basis, Council approves a by-law for 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. Administration follows this practice through this annual exercise.

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 August 2024 over August 2023 is 2.1% (2023 over 2022 was 3.8%) 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.

Fees covered by specific legislation, such as water and wastewater, are dealt with separately. The one exception is By-law 2023-37, which is the Building By-law. Adjustments to rates within the Building By-law are included in this report for consideration of proposed Permit Fee adjustments along with the other proposed annual adjustments of the Administrative Fees and Charges for 2025.

A complete list of administrative rates comparing 2025 proposed and 2024 actual rates is attached as Schedules "A" to "H" of proposed By-law 2025-097 (see Attachments 1 to 8). A complete list of Building Permit Fee rates comparing 2025 proposed and 2024 actual rates is included as Schedule "3" of Building By-law 2023-37, proposed to be amended by By-law 2024-096 (see Attachment 9).

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:
 - a. Pricing methodology, i.e. round-dollar increments either before or after applicable taxes to facilitate marketing or cash handling respectively
 - b. Actual service/product costs
 - c. Matching competitor rates
 - d. 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

Increase greater than or less than CPI:

- Town paraphernalia – held at 2024 level to accommodate pricing methodology
- Legislative Services fees – held at 2024 level due to pricing methodology and round-dollar increments. Some of these fees (Commission/Notary services, Liquor Licence application and Noise By-law Exemptions) were recently implemented in 2024 and as such, no increase is recommended

Schedule B: Community Safety

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

Increase greater than CPI:

- Risk Safety Management Plan Review – Level 2 Propane Facility – to reflect actual service/product cost

Schedule C: Police Services

All rates held static at 2024 level – pricing guided by OPP; separate report forthcoming regarding False Alarm charges for Police, previously administered under a separate by-law

Schedule D: Development Services

All rates are proposed to change by CPI, with consideration for round-dollar increments

Schedule E: Public Works & Engineering Services

All rates held static at 2024 rates – to accommodate pricing methodology

Schedule F: Community and Recreation Services

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

Increase greater than CPI:

- Audio Visual Equipment rental – to reflect market competitor rates
- Summer Ice rental (July - August) – to better reflect actual service/product cost

- Aquatic Programs:
 - NLS Lifeguard – to reflect actual service/product cost
 - Instructor School – to reflect actual service/product cost

Increase less than CPI:

- Public skating, Public swim and Swim card pass rates held at 2024 level – consideration for round-dollar increments
- Marketing and advertising held at 2024 level – to reflect market competitor rates

B. Removal of the following charges:

- Leisure Pool Birthday Party Packages
- Ice Rental – Capital surcharge – now incorporated within regular rate

Schedule G: Water Division

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

All existing rates held static at 2024 rates – to accommodate pricing methodology

B. New Fees and Charges

New fees added, consistent with common municipal practice:

- Meter Pit – charge exists on permit applications, now added to schedule as well
- Unauthorized Operation of Valves – to help enforce regulatory compliance

Schedule H: Tecumseh Transit

All rates held static at 2024 rates to accommodate pricing methodology

Consultations

All Departments

Financial Implications

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

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:

Vanessa DaDalt, CPA, CA, CTP
Deputy Treasurer & Manager Revenue Services

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 of By-law 2024-097: General Administration
2	Schedule B of By-law 2024-097: Community Safety
3	Schedule C of By-law 2024-097: Police Service
4	Schedule D of By-law 2024-097: Development Services
5	Schedule E of By-law 2024-097: Public Works
6	Schedule F of By-law 2024-097: Community and Recreation Services
7	Schedule G of By-law 2024-097: Water Division
8	Schedule H of By-law 2024-097: Tecumseh Transit
9	Schedule 3 of By-law 2023-37, as amended by By-law 2023-096: Permit Fee Rates, Building Services

