



## **Staff Report FIN2021-016**

**Title of Report:** FIN2021-016 Fees and Charges

**Department:** Finance

**Council Date:** June 2, 2021

### **Recommendation:**

**Be it resolved that** Council received Staff Report FIN2021-016 Fees and Charges as information; and

**That** Council consider By-law 2021-078, being a by-law to establish fees and charges for certain services provided by the Township of Southgate for approval.

### **Background:**

By-law 2019-186, being a by-law to establish fees and charges for certain services provided by the Township of Southgate was approved on December 18, 2019.

On June 17, 2020, Council approved By-law 2020-056 which amended Schedule B of By-law 2019-186.

On August 5, 2020, Council approved By-law 2020-074 which amended Schedules A, B, D, E, F, G, H, I, K, L, M, and N of By-law 2019-186.

### **Staff Comments:**

Staff recommends approval of By-law 2021-078, being a by-law to establish fees and charges for certain services provided by the Township of Southgate to replace By-law 2019-186, effective July 1, 2021.

The following is a summary of the proposed changes to fees and charges:

#### Schedule A - Administration

Fees increased 2%, Tax Registration Fee increased to \$364 (an increase of \$64, 21%, or the equivalent of 7 hours at the proposed hourly administration rate), Returned cheque fee, Administration fee for issuing a refund, and administration fee for change of property ownership, increased to \$39 (an increase of \$9, 30%, or the equivalent of 0.75 hours at the proposed administration rate). Commissioner of Oaths Fee for Non-residents increased to \$13 (an increase of \$3, or 30%, or equivalent of 0.25 hours at the proposed hourly administration rate).

#### Schedule B - Fire

Fees increased 2%.

#### Schedule C - Building

No change. Building Department fees are scheduled to be updated on January 1, 2022.

#### Schedule D – Canine Control

Fees increased 2%. Cost of an annual dog licence increased to \$30, an increase of \$5 or 20%, to reflect increased staff, canine control, and postage costs.

#### Schedule E - Roads

Fees increased 2%.

#### Schedule F - Parking

No changes.

#### Schedule G- Solid Waste

Fees increased 2%. Fee for Appliances with freon removed (tagged and certified) eliminated as we are able to sell for scrap pricing. Fee for Organic materials (trees & brush) of \$10 per household load implemented. The fee for Special Site opening by appointment increased to \$100 (an increase of \$49 or 96%; Grey Highlands charges \$100, and Chatsworth \$140). A note that concrete is not accepted was added.

#### Schedule H - Cemetery

Recommended increases were determined after consideration of our own operational costs and to minimize the tax burden. Specifically, interment fees increased significantly to reflect the increased cost of contracted grave opening and closing.

#### Schedule I - Recreation

Normally rates are increased 2%, with the exception of Ice rates which are increased annually by 5% (as per Staff Report REC2017-11 which was received June 21, 2017). However, the Recreation Committee has recommended there be no increase at the current time, with the exception of advertising and sports court usage in the auditorium. The fee for wall advertising increased to \$150, and fees added for board advertising if \$500, ice advertising of \$1,000, and scoreboard advertising of \$2,000. Fee added for sport court usage in the auditorium of \$50 per hour.

#### Schedule J - Library

The Library Board has recommended that the Non-resident membership fee be increased to \$61.95 (an increase of \$4.43 plus HST, or 7.7%, to reflect that it has remained static for several years), and a 2% increase for genealogy research. The Library has recommended that the Mill Room rental rates not be increased.

#### Schedule K - Planning

Fees increased 2%

#### Schedule L – Risk Management

Fees increased 2%

#### Schedule M - Wastewater

Fees increased 2%. Rental of power snake removed as service has been discontinued. Disconnection charge at property line removed as property needs to remain serviced. Reference to the consumption rate by-law updated (Bylaw 2020-072)

Schedule N- Water

Fees increased 2%. Reference to the consumption rate by-law updated (Bylaw 2020-072). New account set-up fee for and water certificate fee increased to \$39 (an increase of \$9, 30%, or the equivalent of 0.75 hours at the proposed administration rate).

Schedule O- Property Standards

Fees increased 2%.

**Financial Implications:**

The increase in fees as of July 1, 2021 will have a minimal impact to 2021. The 2022 Budget will reflect revenues based on the approved fees and charges by-law.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

**Concluding Comments:**

By-law 2020-074, being a by-law to establish fees and charges for certain services provided by the Township of Southgate be considered for approval.

Respectfully Submitted,

**Treasurer Approval:** *Original Signed By*

William Gott, CPA, CA Treasurer

**CAO Approval:** *Original Signed By*

Dave Milliner, CAO

**Attachment:**

1. Proposed vs Current Fees and Charges Comparison