

Report to Council

Report Title:	2020 Fees and Charges		
Prepared By:	Trish Serratore, Chief Financial Officer		
Department:	Finance		
Date:	October 15, 2019		
Report Number:	FIN2019-31	File Number:	C11FIN
Attachments:	Schedule of Proposed Fees and Charges		

Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number FIN2019-31 – 2020 Fees and Charges, prepared by Trish Serratore, Chief Financial Officer and in doing so approves a By-Law coming forward to adopt the 2020 Fees and Charges.

Report:

Background:

There are multiple statutes that provide the authority to municipalities to establish user fees, each with specific requirements.

Building permit fees are governed by the provisions of Section 7 under the Ontario *Building Code Act, 1992 S.O. 1992, c. 23*. The Municipalities statutory authority for imposing planning application fees is provided under Section 69 of the *Planning Act, R.S.O 1990, c. P.13*. For municipal services where no specific statutory authority is provided, such as community services, licensing etc., municipalities have the ability to impose fees and charges under Part XII (s. 391) of the *Municipal Act, 2001, S.O. 2001, c. 25*.

User fees and service charges are an important source of revenue for the Municipality and are an effective method of ensuring that the users of a service assist in cost recovery, thereby mitigating a portion of the pressure on property tax rates. The Municipality is proactive in its approach to cost recovery through user fees by annually reviewing all rates and adjusting for inflation, changing legislation and market conditions where possible.

The Consolidated Fees and Charges has been drafted for 2020 and are being provided to Council for review and approval.

Analysis:

Municipal Staff have reviewed the 2019 Fees and Charges and have made the following recommend changes for the upcoming year:

Administration:

There are several increases within the administration user fees to account for inflation, to be comparable to the surrounding market rates, as well as, accounting for increased administration. The recommended increases have been highlighted on the attached report, and any new or removal of fees have been summarized below:

Property Search

- **Ownership Changes:** this fee would be added to each roll file upon a change in ownership request. This is a new fee that is being seen more across many municipalities. Currently, Brockton does a similar fee for the utilities, however, that revenue base does not help minimize tax rate increases as it going back to the utilities reserve fund.
- **Mortgage Company Processing Fee (per billing, per property):** this fee would be charged to the mortgage company and not directly to the resident. This is also a newer fee that is being used by many municipalities to generate additional revenue for the processing of mortgage company property tax payments. Often, we are sending out multiple tax bills, one to the mortgage company, as well as one to the home owner. Also, we are required to have multiple correspondence with the various mortgage companies, and complete some of their custom forms. This fee will assist with the administration costs of the mortgage payments.

Administration

- **Photocopies:** staff have added new fees to accommodate new requests for larger prints and use of our specialized equipment.

Marriage

- **Weekdays, in the Office – REMOVED –** staff have removed this fee and have one set fee for all marriages.

Licensing

- **Taxi or Limousine Driver ID Card-Annual Renewal Sticker – REMOVED –** staff have removed this fee to have one set fee for the Taxi or Limousine Driver ID Card-Annual Renewal Sticker as it as the same cost to the municipality to administer the renewal, regardless of the timeframe.

Cemetery

- There is a significant increase to the cemetery fees, due to a recent inquiry to the Bereavement Authority of Ontario, staff have been adviced that the method of calculating the Care & Maintenance fee needed to change. We are required to charge 40% of the total

cost to the consumer, therefore, to ensure we continue to maintain our revenue source for the cemetery operating expenses, staff needed to increase the overall prices more than what they have done in the past. This also means there is an increase to our Care & Maintenance contributions. This is required as per the Funeral, Burial and Cremation Services Act, 2002.

Parks and Recreation

The following recommendations were made by staff based on market comparisons of surrounding municipalities and facilities.

Recreation

- Removal of spring ticket ice increase due to ineffectiveness.
- Removal of Adult and Family admission rates for public skate; again an unnecessary step that produced little to no revenue in 2019.
- There are several increases to stay in step with inflation and staffing increases such as adult and youth hockey rates, main floor rentals, and auditorium rentals that require extra set up and staffing. We also increased advertising panels with a small increase for equipment and staff needs when they come due to update or replace.

Parks

- The most significant increases are reflected in the Lobies Campground where we have looked at the market at surround campgrounds and aligned our rates accordingly in all areas.
- Community Garden is a new fee for 2020 as Parks has assumed the operation of the garden
- Another new fee is Vandalism to buildings/property or theft due to incidents in 2019

Facilities

Cargill

- The newly created meeting room/entrance see's new fee's in 2020 based on the quality of the enhanced facility

Bradley

- Bradley has kept their hall very cost effective over the years and decided in 2020 that there was need for a subtle increase to help recoup expenses.

Daycare

The following changes were recommended by the daycare committee

- \$5 per incident, no call administration fee. The daycare has had many incidents were parents are not calling in to notify staff that the child is absent, this requires staff time to follow-up with each family.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? Yes
- Do the recommendations contribute to achieving Cultural Vibrancy? N/A
- Do the recommendations contribute to achieving Economic Prosperity? N/A
- Do the recommendations contribute to Environmental Integrity? N/A
- Do the recommendations contribute to the Social Equity? N/A

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes


The recommended increases and new fees help elevate financial pressures from the municipality through tax rate increases, and transfers the costs to the end user.

Respectfully Submitted by:



Trish Serratore, Chief Financial Officer

Reviewed By:



Sonya Watson, Chief Administrative Officer