

## Staff Report

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**Report To:** City Council  
**Report From:** Kristen Van Alphen, Manager of Legislative Services  
**Meeting Date:** May 30, 2022  
**Report Code:** CR-22-055  
**Subject:** 2022 Fees and Charges review

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### Recommendations:

THAT in consideration of Staff Report CR-22-055 respecting 2022 fees and charges review, City Council directs staff to:

1. Provide notice of the City's intention to repeal Fees and Charges By-law No. 2021-071 and replace with a revised by-law as outlined in the report;
2. Bring forward the 2022 Fees and Charges By-law for Council's consideration; and
3. Bring forward a by-law to amend Greenwood Cemetery By-law No. 2014-012 as outlined in the report.

### Highlights:

- Fees and charges are reviewed by staff and Council annually in the spring with changes effective July 1.
- Each department has submitted a summary of their recommended changes to the current schedules of fees and charges.
- The Building and Engineering divisions have also provided memos respecting changes to building fees and residential services installation fees.

### Strategic Plan Alignment:

This report supports the delivery of Core Service.

## **Previous Report/Authority:**

Not Applicable

## **Background:**

All fees charged by the City are authorized by by-law. The Fees and Charges By-law contains all current fees in a single place, accessible to Council, staff and the public. Staff and Council review fees annually and when reviewing a particular service. In 2020, the review was suspended, and fees were held at rates set in 2019. In 2021, the annual spring review resumed.

## **Analysis:**

This report has been prepared to outline recommended changes to fee amounts that, if approved, will be effective July 1, 2022. Each division has submitted a summary of its recommended changes to the current schedules of fees and charges. In addition, two divisions have provided memos to support their recommended changes (Building and Engineering).

Also attached is the 2021 Fees and Charges By-law with all material changes for 2022 highlighted in red for ease of reference.

Upon direction from Council respecting fee changes, a revised by-law will be drafted and brought forward for Council's consideration.

With respect to cemetery fees, it is proposed that late storage fees for the mausoleum begin on June 1 instead of May 1 in order to better align with the schedules of other cemeteries in the area that do not operate year-round. If this change is approved, an amendment to the Cemetery By-law will also be necessary to amend the date that late storage fees begin.

## **Financial Implications:**

In 2021 user fees were budgeted to be \$4,071,164, not including water and sewer rates or police services. Budgeting for user fees lowers the total requirement for tax funding by nearly 12.5% per cent. Due to lingering COVID-19 impacts on facility bookings, the actual user fees collected in 2021 were \$3,693,792. The variance in user fees was offset by Safe Restart Funding received from the province and service level management to control expenses undertaken by City staff.

## **Communication Strategy:**

This report has been provided to communicate recommended fees to Council and the public. Notice will be provided that the by-law to adopt the fees will be considered by Council.

After adoption, the by-law will be available on the City's website. Additionally, any changes in fees will be communicated as required by the affected division and in the best method for the type of fee, which may include: public notice, posting of rates, communication at point of sale or other methods.

## **Consultation:**

Directors, Managers and Supervisors

## **Attachments:**

1. Summary of Recommended Fee Changes
2. Memo – Building Division Fees and Charges
3. Building Fee Comparisons
4. Memo – Residential Services Installation Fees
5. Redlined Fees and Charges By-law

## **Recommended by:**

Kristen Van Alphen, Manager of Legislative Services  
Kate Allan, Director of Corporate Services  
Briana Bloomfield, City Clerk

## **Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Kristen Van Alphen, Manager of Legislative Services at [kvanalphen@owensound.ca](mailto:kvanalphen@owensound.ca) or 519-376-1440 ext. 1228.