

Staff Report

Report To: City Council
Report From: Kristen Van Alphen, Manager of Legislative Services
Meeting Date: May 27, 2024
Report Code: CR-24-054
Subject: 2024 Spring Fees and Charges Review

Recommendations:

THAT in consideration of Staff Report CR-24-054 respecting the 2024 Spring 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. 2023-080 and replace it with a revised by-law as outlined in the report; and
2. Bring forward the 2024 Fees and Charges By-law for Council's consideration.

Highlights:

- Fees and charges have been reviewed annually by staff and Council in the spring with changes effective July 1.
- Departments have submitted recommended changes to the current schedule of fees and charges.
- Beginning in the fall, the process will change to fee reviews presented to standing committees.
- User fees and charges will generate approximately 21% of this year's operating budget.

Strategic Plan Alignment:

The report supports delivery of Core Service.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

N/A.

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 have traditionally reviewed fees annually or when reviewing a particular service.

Beginning this fall, City staff will transition to a new process with fee reviews presented to standing committees as part of the Operating Budget presentations. Then, in 2025, Service Review Project 4c3 will further refine the fee review process to ensure that all user fees are optimizing revenue generation, identifying the cost of each service, and, if applicable, identifying the subsidy being provided.

Analysis:

This report has been prepared to outline the recommended changes to fee amounts that, if approved, will be effective July 1, 2024.

Several divisions have submitted recommended changes to the current schedule of fees and charges. The Planning, Cemetery and Transit schedules have no changes currently due to recent or upcoming comprehensive fee reviews. The Building division is recommending a five per cent (5%) increase to all fees in the Building schedule. The Clerks division has undertaken a comprehensive fee review for Animal Control fees and is also working on a separate review of parking fees as part of an overall review of the parking system.

In addition to fee change summary sheets, the 2023 Fees and Charges By-law is included with material changes for 2024 highlighted in red.

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

Financial Implications:

User fees and charges (not including water and wastewater rates) are anticipated to generate \$9,875,875 in revenue, or approximately 21%, of the City of Owen Sound's 2024 operating budget.

Communication Strategy:

This report has been provided to communicate recommended fees to Council and the public. Notice will be provided on the City's website that the by-law to adopt the fees will be considered by Council on June 17.

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 the point of sale and other methods.

Consultation:

Directors, Managers and Supervisors

Attachments:

1. A Animal Control – Summary of Recommended Fee Changes
2. B Building – Summary of Recommended Fee Changes
3. E Engineering – Summary of Recommended Fee Changes
4. F Fire – Summary of Recommended Fee Changes
5. H Parks and Recreation – Summary of Recommended Fee Changes
6. J Public Works – Summary of Recommended Fee Changes
7. K Tax, Water and Finance – Summary of Recommended Fee Changes
8. M Waste Management – Summary of Recommended Fee Changes
9. 2023 Fees and Charges By-law – Redlined with 2024 recommended changes

Recommended by:

Kristen Van Alphen, Manager of Legislative Services

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

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 or 519-376-4440 ext. 1228.