



## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Joseph Vandermeer, Deputy Treasurer and Senior Manager of Accounting and Taxation

**DATE:** October 29, 2021

**REPORT NO.:** CORPSERV-2021-0036

**SUBJECT:** 2022 Rates and Fees

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### RECOMMENDATION:

THAT Report No. CORPSERV-2021-0036 dated October 29th, 2021, regarding the 2022 Rates and Fees be received;

AND FURTHER THAT the 2022 Rates and Fees be approved by Council as outlined in Appendix A;

AND FURTHER THAT a By-law to establish the 2022 Rates and Fees be approved, and that By-law 2020-0071 be repealed.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Rates and fees for all town programs have been reviewed as part of the 2022 budget process.
- The proposed rate and fee increases reflect inflationary increases to the cost of delivering the service to ensure they continue to cover normal inflationary impacts.

## **BACKGROUND AND DISCUSSION:**

As per the Municipal Act, S.O. 2001, c.25 as amended, municipalities are required to submit to Council for approval all rates and fees that will be imposed for the upcoming year. As part of this approval, Council must adopt a by-law annually, listing all fees and rates to be levied by the Town of Halton Hills.

Departments look at many factors when they consider a new fee/rate or increases to an existing fee/rate for the services they provide. Such considerations will include an in-depth analysis of the cost of service delivery including staff time and/or other resourcing such as equipment, utilities, supplies, postage, etc. Staff will also examine the rates and fees of comparable and/or neighbouring municipalities and consider market factors such as the potential demand for a service.

For the 2022 rates and fees review, staff assessed their departmental fees and rates relative to the cost of providing their services. In addition, they conducted a review of the fees and rates charges by nearby municipalities, and/or municipalities of similar size. The proposed 2022 rates and fees are listed in Appendix A.

Each department has provided a rationale for any changes in their respective rates and fees as follows:

### **Office of the CAO – Clerks**

Staff are not recommending any changes to the Clerks rates and fees with the exception of a new registration fee for Urban Hens. This fee is a result of the amendments to the Responsible Pet Owner's by-law approved by Council through report No. ADMIN-2021-0031.

### **Corporate Services**

Staff is recommending changes to the following fees:

- Geographic Information Systems – Digital Products
- Geographic Information Systems – Paper Products (Black & White)
- Geographic Information Systems – Paper Products (Colour)
- Custom Mapping

These fees were reviewed and modernized to eliminate excess fees and ensure the remaining fees remained in line with market comparators and continued to recover costs of service. All other fees remained at the 2021 levels.

## **Fire Services**

Staff is recommending the addition of the following five fees:

- Town Business License Request
- Request Inspection
- Fire Safety Plan
- Care Occupancy Inspection
- Liquor License Inspection

These new user fees are common charges within the Fire Service community. The new fire user fees originate from fire service legislation and/or when requested by the owner/operator.

## **Transportation and Public Works**

Staff is recommending changes to the following fees:

- **Overnight Parking Permit**
  - Approved by Council in Report TPW-2021-0009. The increased fee will support the cost of maintenance, operation and administration of municipal parking lots and permitting process.
- **Load Exemption Permit**
  - An increase is recommended based on the review of permits issued with other Greater Toronto Area (GTA) municipalities which confirmed the existing fee is well below other GTA municipalities. The increased fee will better reflect the level of effort required for staff to review and process permits.
- **ActiVan Fares – Monthly Pass (New) & Single Trip fee**
  - An increase was approved by Council in Report TPW-2021-0011 which incorporated a new monthly pass and consistent fees for single trips for all time periods and days of the week.

All other rates and fees for Transportation and Public Works were indexed by 2%.

## Recreation and Parks

In February 2020, Council approved Resolution 2020-0024 regarding the final Recreation Rates and Fees Strategy as prepared by Watson & Associates Economists Ltd. The Recreation Rates and Fees Strategy provided a guiding framework for rates to be applied in 2022 as follows:

- Gellert Community Centre Hall reduced by 5% (to align with all Facility Hall rental rates second reduction in a phased approach)
- Sportsfield fees to increase by 5% to align with market comparators
- Sportsfield lighting fees to increase by 3% to align with current utility rates

Other rate increases reviewed for 2022:

- Advertising, the only recommended increase is the Full Display Case by 2%
- Advanced Life Saving and First Aid Training to increase by 2% to maintain the fees at market rates
- Active Pass for Aquafit to increase by 7% to align with market comparator. The Aquafit single rate was held during the pandemic
- Park rentals, Loan of Town Equipment and Special Event/Tournament rates to rise by 3% to recover increased staff costs
- Day Camp fees to increase by 2% to align with market comparators and recover the increased health and safety costs as per provincial guidelines for operating the camp
- General and Specialty Fitness, Recreational Sport and Dance fees to increase by 3% to maintain rates at market.

New court rates have been established through the Outdoor Tennis and Pickleball review, providing a premium tennis court hourly rate (Gellert), tennis court hourly rate (Emmerson, Joseph Gibbons and Prospect Park), and pickleball court hourly rate (Emmerson, Joseph Gibbons and Prospect Park). Previously established premium tennis court rate was reduced by 11% to align with the market.

In response to the global pandemic, the Town had to modify programs and services to adhere to provincial guidelines. Recreation and Parks will continue with flexible programming options through COVID19. Due to continued restrictions, passes and memberships will remain on hold until further notice. The new pass and membership structure outlined in 2020 was designed to provide maximum fee value for participation in recreation programs, however this is not possible with current restrictions. Passes and memberships will be reintroduced once the Town resumes full operations.

Cemeteries – a number of rates which were significantly below comparable market rates were increased between 5% and 10% as recommended by the **Cemetery Business Plan** and approved by Council in 2016. To be able to recover general operating increases due to labour rates a general increase of 2% was applied to labour related fees.

Additional Service rates were adjusted due to increasing materials and labour costs as follows:

- full-service flower bed increase of 5%
- tree dedication increased by 5% to accommodate increased material and labour costs and perpetual care for the life of the trees
- black iron bench dedication increased by 15% to accommodate increasing material costs
- dedication plaque, and vase has increased by 15% due to increase market material cost increases
- Monument cleaning increased by 46% based on actual costs for monument cleaning services.
- The Scattering C&M rate to increase to \$30 from \$25 effective January 1, 2022 as per the BAO (Bereavement Association of Ontario)

### **Planning and Development**

Staff are recommending the addition of the following two fees:

- Consent Agreement
- Heritage Compliance Letter

These new fees were added based on the time needed by staff to complete these documents. All other fees were indexed by 2% except for the printing and documents section which stayed the same.

### **STRATEGIC PLAN ALIGNMENT:**

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

### **PUBLIC ENGAGEMENT:**

Public notice has been placed on the Town's website notifying the public that the 2022 rates and fees are being reviewed by Council at the meeting on November 15, 2021. A notice has also been placed in the Georgetown Independent.

**INTERNAL CONSULTATION:**

The 2022 Rates and Fees were reviewed by each of the impacted departments to ensure completeness and full cost recovery where applicable.

**FINANCIAL IMPLICATIONS:**

The revenues recoverable from these rates and fees were considered in the preparation of the 2022 annual budget and were used to reduce increases to the Town's general tax levy.

Reviewed and approved by,

Moya Jane Leighton, Director of Finance & Town Treasurer

Laura Lancaster, Acting Commissioner of Corporate Services

Chris Mills, Acting Chief Administrative Officer