



## REPORT

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

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

**DATE:** November 23, 2022

**REPORT NO.:** CORPSERV-2022-0032

**SUBJECT:** 2023 Rates and Fees

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### RECOMMENDATION:

THAT Report No. CORPSERV-2022-0032 dated November 23rd, 2022, regarding the 2023 Rates and Fees be received;

AND FURTHER THAT the Town Business License Inspection fee (Page 9 of Appendix A) be referred to Budget Committee for consideration with the 2023 Fire Services Operating Budget;

AND FURTHER THAT the 2023 Rates and Fees be approved by Council as outlined in Appendix A;

AND FURTHER THAT a By-law to establish the 2023 Rates and Fees be approved, and that By-law 2021-0061 be repealed.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 2023 budget process.
- The proposed changes to the 2023 rates and fees reflect inflationary increases related to the cost of delivering the associated service.

## **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 an annual by-law, 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 2023, staff have assessed their departmental fees and rates relative to the cost of providing their services. In addition, they have conducted a review of the fees and rates charged by nearby municipalities, and/or municipalities of similar size. The proposed 2023 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 rates and fees.

### **Corporate Services**

Staff are recommending the addition of two new fees:

- **Community Benefit Charges – Independent Land Appraisals**
  - Land Appraisal Services are required under s.37 (38) of the Planning Act R.S.O 1990, for Community Benefits Charges
- **Request for Overpayment Refund**
  - This fee has been added based on the staff time needed to complete these requests.

All other fees have remained unchanged for 2023.

## **Fire Services**

Staff are recommending the addition of the following new fee:

- Town Business License Inspection

This new user fee is a common charge within the Fire Service community. The new fire user fee will be charged when business licenses are requested by the owner/operator.

The revenue generated from this new fee will be allocated to the Fire Reserve and will be utilized to fund an additional Fire Prevention Inspector to deal with the backlog of inspections.

Staff are recommending that this new fee be considered when the 2023 fire services budget is being presented to Budget Committee, and as such there is a separate recommendation within this report to defer approval of this fee.

## **Transportation and Public Works**

Staff are recommending the addition of the following new fee:

- **Steeles Avenue Transit Shelter**
  - The two newly purchased transit shelters located on the east and west side of Steeles Avenue, adjacent to the Toronto Premium Outlets, support the Steeles Avenue Bus Route and feature a variety of advertising panels on both the outside and inside of the shelters. Traditionally, advertising space on ActiVan transit vehicles is rented to local businesses to generate revenue to help support the ongoing operation of the transit services. Staff intend to rent the advertising space on the transit shelters to local businesses. This advertising opportunity will provide an additional source of revenue to offset expenses related to the transit program while also helping increase the exposure and reach of local businesses.

All other Transportation and Public Works rates and fees are being indexed by 2% with the exception of ActiVan fares and media charges which will remain unchanged.

## **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 provides a guiding framework for the annual application of rates. Except where an increase would be deemed to negatively impact user participation rates, proposed increases are determined by inflationary pressures on cost and to remain consistent with local market comparators.

Rate increases for 2023:

- Bench Dedications to increase by 2-5% depending on bench type to recover increased costs.

- Learn to Swim to increase by 3% to align with current market rates.
- Active Pass for Aquafit to increase by 8% to align with market comparators. (Aquafit single rate was held during the pandemic)
- Gellert Lap Pool Rental to increase by 11% which reflects the GCC pool Rates.
- Park rentals and Special Event/Tournament rates to increase by 3% allowing recovery of increased labour costs
- Ice Rental, Loan of Town Equipment and Cultural Centre rates to increase by 2% to recover the associated increased labour costs
- Day Camp to increase by 3% to align with market comparators and recover inflationary cost pressures
- General and Specialty Fitness, Recreational Sport and Dance fees to increase by 3% to align with market rates

Cemeteries – A 2% increase is proposed for labour rates, to recover general operating and labour costs.

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

- Replacement Deed Charge increase of 20%
- Setting of Markers to increase by 10% to recover increasing material costs
- Monument cleaning fees to increase by 10% to recover the actual cost of monument cleaning services.

### **Planning and Development**

Bill 109, More Homes for Everyone Act, 2022, received Royal Assent on April 14, 2022. Schedule 5 of Bill 109 made changes to the Planning Act that require municipalities to refund all, or a portion of, application fees for Zoning By-law Amendment (ZBA) or Site Plan (SPA) applications if decisions are not made by the municipality within the identified statutory timeframes. To best position the Town to make decisions on applications within the statutory timeframes established through Bill 109 Planning staff are recommending new processes and applications, which require the following updates to the fee schedule for 2023:

- a voluntary Pre-Submission Application process which would allow interested applicants to provide first submissions to the Town for review, outside of the formal ZBA or SPA application process. Planning & Development is recommending new fees be created for each of the Pre-Submission Application types that could be filed by applicants. The Pre-Submission Application fees would then be credited towards the fees required for the subsequent formal ZBA or SPA applications.

- for proposals requiring Official Plan Amendment (OPA) or Draft Plan of Subdivision (SUB) approval in addition to a Zoning By-law Amendment, applicants will be encouraged to not file the applications concurrently with the ZBA. For applicants who voluntarily unbundle the application review processes, a Secondary Zoning By-law Amendment application has been established. The Secondary ZBA fee is the same reduced amount that an applicant would traditionally pay for a ZBA when filed concurrently with an OPA or SUB application to reflect the efficiencies that occur in the consolidated review process.
- staff anticipate that the changes to the ZBA review process due to Bill 109 will result in the deferral of more matters to the Holding (H) Removal application process. Recognizing this may result in additional staff time dedicated to the review of Holding (H) Removal applications, Planning staff are recommending the creation of a fourth H Removal application Fee. The H Removal Applications are now proposed to be: Major, Standard, Minor and Special.

All other fees were indexed by 2% except for the printing and documents section which remains unchanged.

#### **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:**

A Public Meeting was held at the November 7<sup>th</sup>, 2022 Council Meeting as required by the Ontario Building Code for Building Division Fee's. No comments were received as a result of this Public Meeting.

#### **INTERNAL CONSULTATION:**

The 2023 Rates and Fees were reviewed by each of the impacted departments to ensure completeness and full cost recovery where applicable.

**FINANCIAL IMPLICATIONS:**

The revenue collected from these rates and fees was considered in the 2023 annual budget and is used to offset, where possible, the associated operating expenditures. By charging fees and rates directly to the user who is benefitting from the service, the Town is able to alleviate some of the pressure on those who pay property taxes, by minimizing the impact on the annual tax levy.

Reviewed and approved by,

Moya Jane Leighton, Director of Finance & Town Treasurer

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer