



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Lawlor and Members of Council
FROM: Joseph Vandermeer, Deputy Treasurer
DATE: November 9, 2023
REPORT NO.: CS-2023-032
SUBJECT: 2024 Rates and Fees

RECOMMENDATION:

THAT Report No. CS-2023-032 dated November 9th, 2023, regarding the 2024 Rates and Fees be received;

AND FURTHER THAT the 2024 Rates and Fees be approved by Council as outlined in Appendix A;

AND FURTHER THAT a By-law to establish the 2024 Rates and Fees be approved and that By-law 2022-0068 be repealed.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 2024 budget process.
- The proposed changes to the 2024 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 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 2024 rates and fees review, staff assessed their departmental fees and rates relative to the cost of providing the service. In addition, they conducted a review of the fees and rates charges by nearby municipalities, and/or municipalities of similar size. The proposed 2024 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 recommending the addition of the following new fees:

- Marriage Ceremony Town Hall
- Marriage License and Ceremony Combined

Council approved Report No. ADMIN 2023-021 on July 10, 2023 which authorized the Clerk and their designates to perform Marriage Ceremonies at Town Hall.

All other Clerks fees are being indexed by 2.5% (minor adjustments were made to round it to an even dollar figure) with the exception of Dog Licensing and Commissioning services which will remain unchanged.

Corporate Services

Staff are recommending the following changes:

- Removal of the User Fee for the Summary Statement of Taxes
- Removal of the User Fee for the Detailed Statement of Taxes
- Increases to the Mortgage Company Admin Fee, Arrears Notice Fee, and Tax Certificate Fee.

All other fees were indexed by 2.5% with the exception of fees for the printing of Town Financial documents and the miscellaneous taxation fees which remain unchanged.

Fire Services

User Fees have been indexed by 2.5% for an inflationary increase.

Transportation and Public Works

New fee under the Engineering - General section regarding "Interim Security Processing Fee for Site and Subdivision", these fees are to be collected for planning applications where an interim security reduction(s) is requested by the applicant. This process

requires significant time and effort by Town staff to inspect works, assess and process these requests. This process is not covered by the current planning application fees.

New fee entitled "Request for Staged Assumption for Subdivision Plan" are to be collected for anticipated future requests from developers to stage the assumption of their subdivision as a method to reduce securities and to associated liability for long duration or large scale projects. This process requires significant time and effort by Town staff to inspect works, assess and process these requests. This process is not covered by the current planning application fees.

Through Bill 23, More Homes Built Faster Act, developments with 10 units or less are exempt from a formal site plan process. However, stormwater drainage must be addressed for any development, in particular prior to the runoff entering the Town's storm sewer system. Through this new "Storm Sewer Connection Permit", staff will review the grading and stormwater management design for each development that is exempt from site plan approval, before granting permission to connect to and/or modification to the Town's stormwater infrastructure.

The new permit CLI-ECA #328-S701 has been issued to the Town by MECP on September 27, 2023. To ensure an appropriate level of cost recovery, the new CLI-ECA Permit Application Fees were established under BY-LAW NO. 2023-0068 passed by Council on July 10, 2023. To establish the fees, Town staff utilized the principles identified in the report prepared by the Municipal Stormwater Discussion Group (MSDG) to support the CLI-ECA framework. The fees identified by the MSDG were based on a time recovery strategy assessment performed by other municipalities in Ontario.

It is expected that the fees collected will not fully cover the initial program development or the long-term administration of the program. However, the fees are expected to allow partial cost recovery for the review of new applications and database administration. Fees will be further assessed in the future as the program becomes more established and staff fully evaluate the effort and cost for providing this service.

Otherwise, most 2024 Transportation & Public Works User Fees have been adjusted by a 2.5% inflationary increase.

Recreation and Parks

The Recreation and Parks rates and fees strategy creates a thorough structure for the yearly rate application. Any increases are determined by an adjustment to account for inflationary pressures on costs and to maintain consistency with local market standards (2.5% for 2024). However, any such increase is subject to careful consideration to ensure that it does not adversely affect user participation rates. In those instances, the percentage increase may range from 0 to < 2.5% for 2024. This approach ensures that the rates and fees remain reasonable and consistent with market standards. This

method guarantees fair and market-aligned rates while emphasizing transparency and professionalism in recreation and parks management.

- Advanced lifesaving courses now offer books as a saleable item, affording us the flexibility to independently modify book and course fees. Families can economically engage with course materials through reuse, discounted purchase or borrowing from the library.
- To enhance competitiveness, fees for individual passes in recreational ice sports are set to rise by 8%, (\$.50 cent increase). Similarly, aquafit active passes will undergo a 7% increase per pass (\$.50), aligning with regional competitors.
- The strategic introduction of a new 45-minute recreation sports class has been recommended by staff.
- In response to market trends, camp rates have risen by 3%, mirroring current market standards.
- Dryland fitness rates have been increased by 3% to maintain alignment with established market rates.
- Ice rates have been adjusted with a conservative increase of 2% to ensure our rates remain consistent with industry standards.
- The Hillsvie newsletter reflects a 3% increase, essential for recovering heightened production costs.

Cemeteries have implemented a rate increase, consistent with the recommended inflationary adjustment of 2.5%. Notably, the C&M Fund has not mirrored this change, remaining unchanged without any increase.

Planning and Development

The increase in the Legal fee for registration of instruments is a result of the corresponding increase in Teraview registration fees.

All other fees were indexed by 2.5% 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:

Public notice has been placed on the Town's website notifying the public that the 2024 rates and fees are being reviewed by Council at the meeting on November 20, 2023.

INTERNAL CONSULTATION:

The 2024 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 2024 annual budget and is used to offset, where possible, the associated operating expenditures. By charging fees and rates directly to the user who benefits 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