



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Valerie Petryniak, Town Clerk & Director of Legislative Services

DATE: August 22, 2024

REPORT NO.: ADMIN-2024-018

SUBJECT: Amendment to the Town's User Fees By-law 2023-0105

RECOMMENDATION:

THAT Report No. ADMIN-2024-018 dated August 22, 2024 regarding Amendment to the Town's User Fees By-law 2023-0105 be received;

AND FURTHER THAT Council authorizes staff to update the Town's User Fees By-law to include fees as noted in Appendix A in this report to support the Amendments to the AMPS Parking By-law (Report ADMIN-2024-016).

KEY POINTS:

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

- Report ADMIN-2024-016 outlined recommended changes to the AMPS Parking By-law 2022-0002 which included the removal of Schedule C which outlined additional fees.
- For corporate continuity all fees should be included in the Town's User Fees By-law as amended from year to year.

BACKGROUND AND DISCUSSION:

In 2022 Council approved By-law 2022-0002, a By-law to establish Administrative Monetary Penalties for Parking Violations within the Town. Schedule C of that by-law contained a chart of additional fees that may be imposed in addition to penalty notices such as NSF fees, Non-Appearance for hearing fees, and late payment fees.

Report ADMIN-2024-016 included on this Council agenda, highlighted recommended changes to the AMPS Parking By-law, particularly the removal of Schedule C. This change necessitates the integration of the fees previously listed under Schedule C into the Town's User Fees By-law. This integration aims to maintain consistency across the board, ensuring that all related fees are consolidated within a single, comprehensive by-law for ease of reference and administration.

Staff recommend adding the following fees to the Town's User Fees By-law 2023-0105 and as outlined on the draft by-law attached to this report as Appendix A.

Clerks – Administrative Monetary Penalty (AMPS/ASE)			
Description	HST Status	HST Rate	2024 Rate
Certified Document Fee	Exempt	0%	\$10.00
Hearing Non-Appearance Fee	Exempt	0%	\$100.00
Late Payment Fee	Exempt	0%	\$25.00
MTO Search Fee	Exempt	0%	\$10.00
Non-Sufficient Funds (NSF) Fee	Exempt	0%	\$45.00
Screening Non-Appearance Fee	Exempt	0%	\$50.00

The listed fees remain the same as they appeared in the previous Schedule C, however the NSF was increased from \$40-\$45 to remain consistent with the NSF fee charged in other departments.

The Certified Document fee is a new fee required for the proposed AMPS Regulatory (Non-Parking) By-law as recommended in Report ADMIN-2024-015 in this agenda. A Certified Document Fee will be charged for conducting a search, making a request for or obtaining documents, information or records from the Ministry and includes any search of documents or information, and notification about a vehicle or the owner of a vehicle.

All of the fees listed in the above chart are to recoup costs the Town could possibly incur for the AMPS programs.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

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 Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

The Deputy Treasurer and Manager of Enforcement were consulted in the preparation of this report.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer