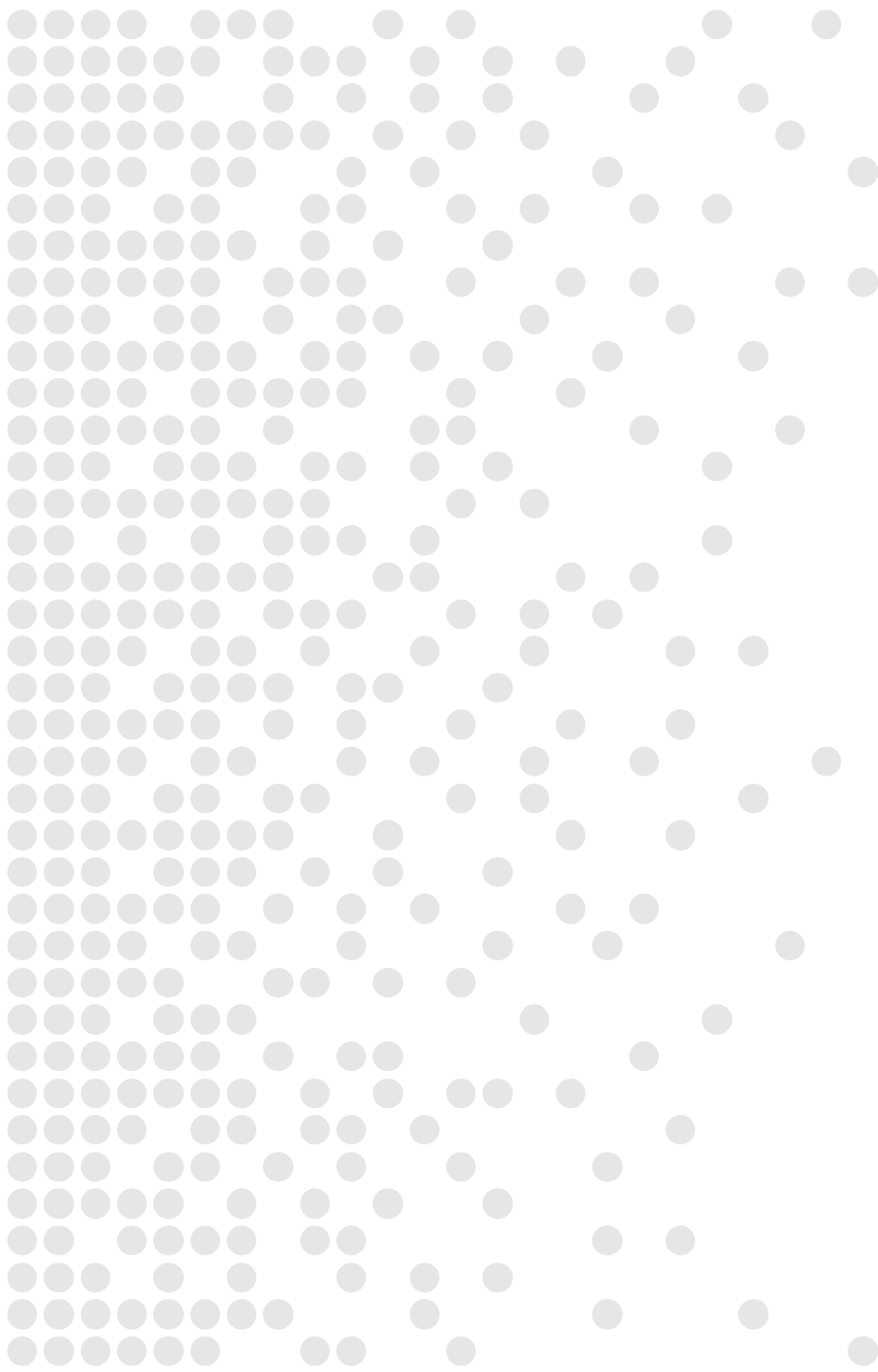




 Watson
& Associates
ECONOMISTS LTD.

Town of Halton Hills User Fee Review

Council Presentation
November 17, 2025



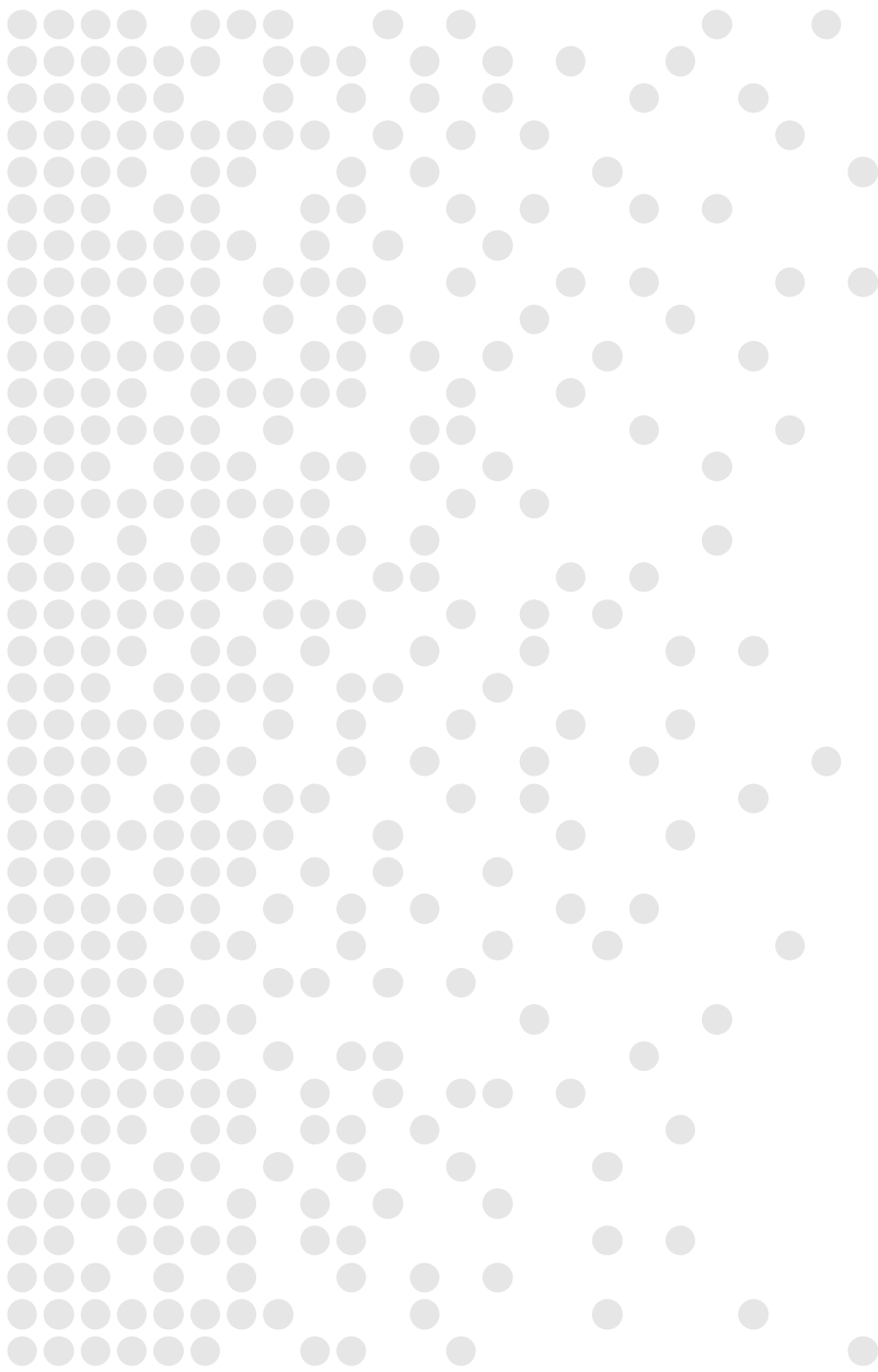
Introduction

Introduction

Scope



- The Town of Halton Hills (Town) retained Watson & Associates Economists Ltd. to undertake a Comprehensive User Fee Review. The review included the fees for:
 - Finance, Revenue & Tax Services, Fire Services, Clerks Services, Transportation & Public Works and Information Services
- Project Scope:
 - Assess full costs of service including direct and indirect operating costs and capital costs
 - Make fee recommendations for the Town's consideration and allow for staff to make the ultimate decision on any transition policies to recommended fee levels

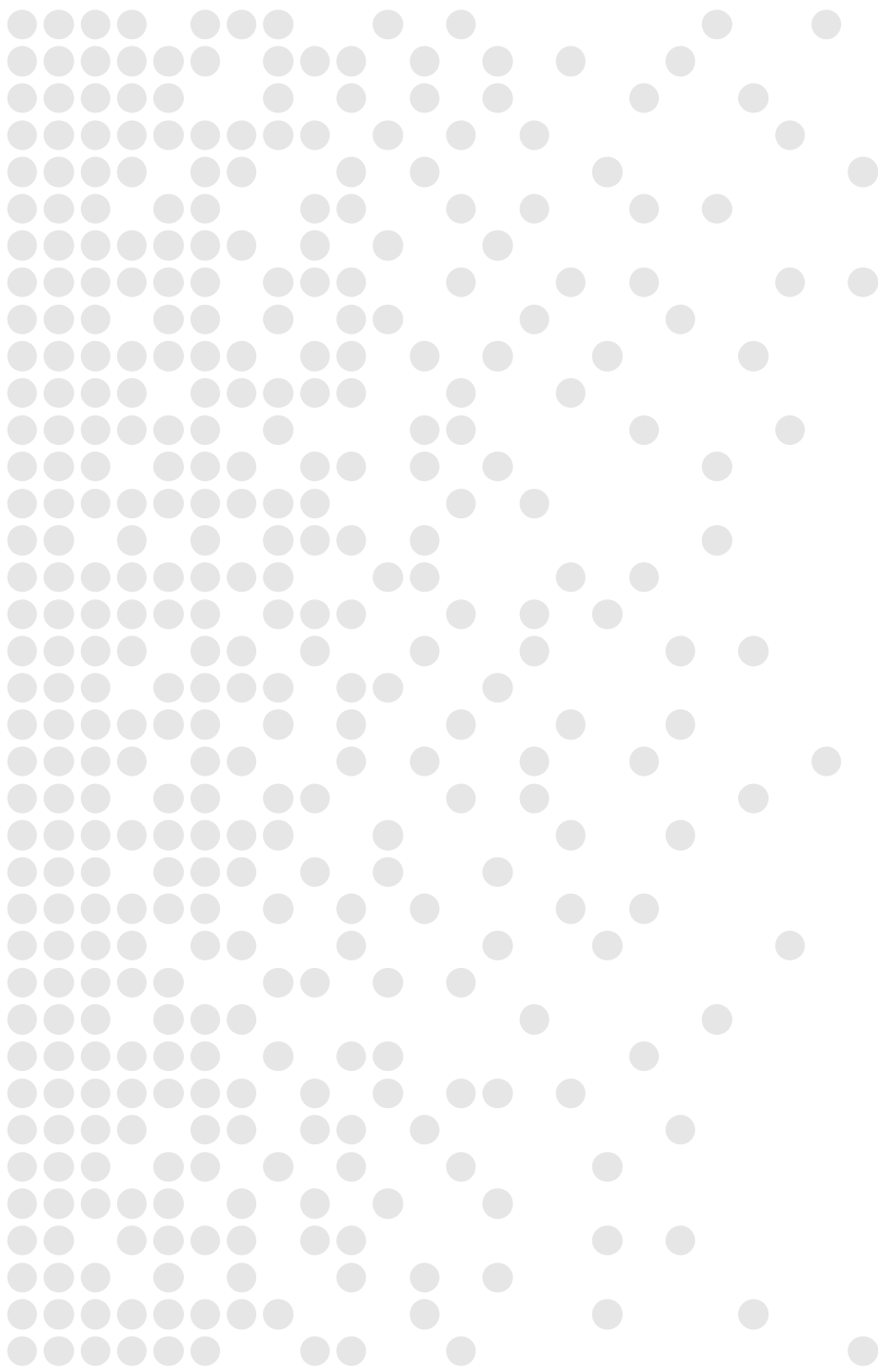


Legislative Context

Legislative Context

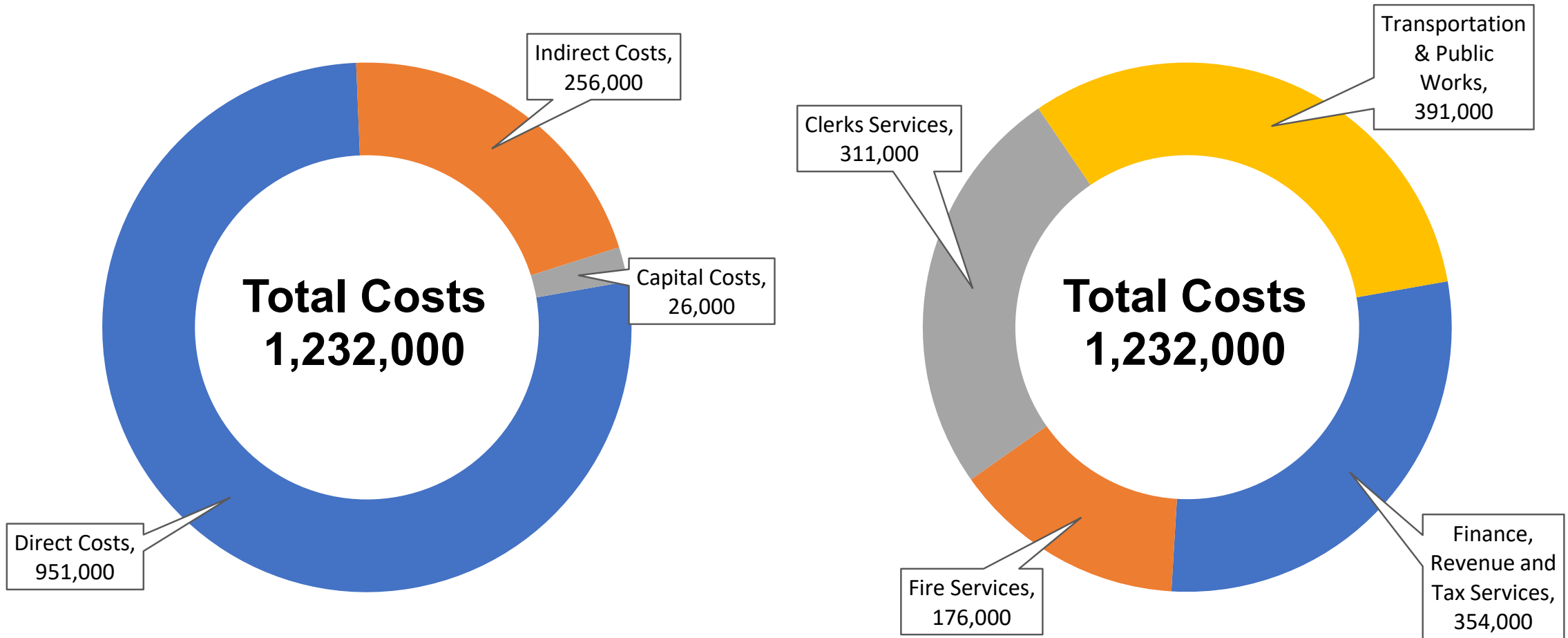


- Municipal fees and charges are governed by Part XII of the *Municipal Act, 2001* unless governed by other specific legislation (e.g., *Planning Act & Building Code Act*)
 - S. 391 (1), allows a municipality to impose fees or charges for services or activities provided or done by or on behalf of it
 - Fees may include costs related to administration, enforcement, and capital
 - No explicit cost justification requirements or public process however, fees can be appeal to the courts if municipalities are not operating within statutory authority



Study Findings

Full Cost Assessment



NOTE: information services does not appear as there are no associated application volumes as there generally are no requests for the associated fees

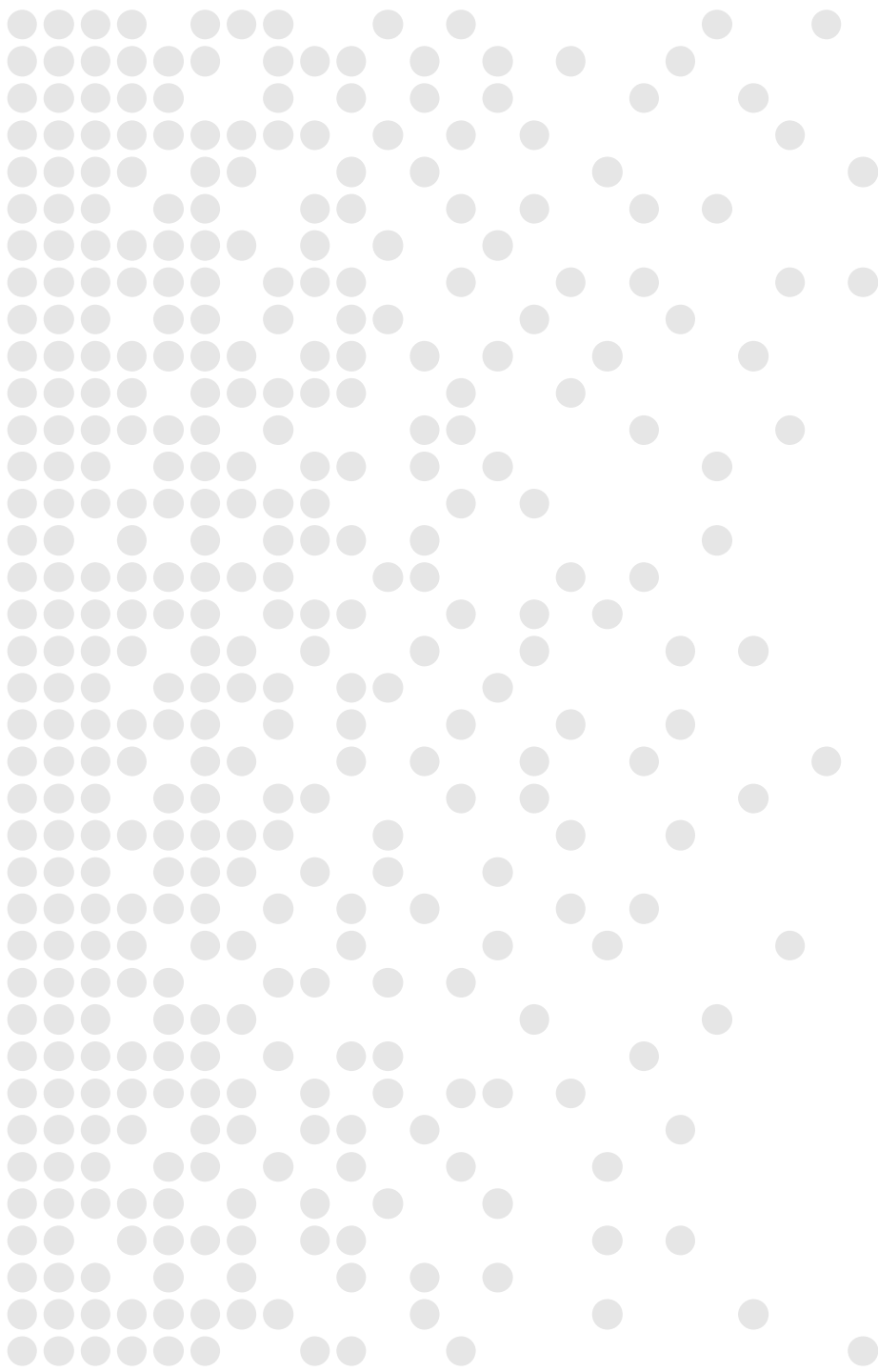
Full Costs Assessment Summary

Current Fees



Description	Direct Cost	Indirect Cost	Capital Costs	Annual Costs	Current Fees		
					Annual Revenue	Cost Recovery %	Surplus/ (Deficit)
Finance, Revenue and Tax Services	302,363	43,240	8,201	353,805	248,426	70%	(105,379)
Fire Services	133,601	39,356	3,485	176,441	171,808	97%	(4,633)
Clerks Services	259,902	43,916	6,948	310,766	236,663	76%	(74,103)
Transportation & Public Works	254,701	129,331	7,214	391,245	215,261	55%	(175,984)
Total	950,567	255,842	25,848	1,232,257	872,158	71%	(360,099)

- Information services and public works street cleaning not included as requests for services are rare, however, on average, current fees are recovering 90% (IT) and 111% (PW) of their per application costs



Recommended Fee Structure

Recommended Fee Structure



- Fee structure recommendations have considered:
 - Increasing cost recovery and decreasing the burden on the levy
 - Balancing the desire to maximize cost recovery with benefits of service and impacts on service utilization
 - Market competitiveness of fees and applicant affordability
 - Industry best practices regarding fee structures
 - Staff feedback
- Services exist on a continuum between those that are of mostly community benefit and individual benefit. Level of community benefit influences cost recovery policies

Recommended Fee Structure



Finance, Revenue and Tax Services

- Current fee structure has been maintained
- Fee increases have been concentrated on the Tax Arrears and Tax Information related fees

Clerks Services

- Current fee structure has been maintained
- Fee increases have been concentrated primarily on the licensing related fees as these are the main drivers of costs and revenues
- New fees have been recommended for the retrieval of off-site records retrieval

Recommended Fee Structure



Transportation & Public Works

- Current fee structure has been maintained
- Fee increases have been concentrated primarily on traffic count requests and permit-related fees to full cost recovery levels within the market comparators

Fire Services

- Current fee structure has been maintained and current fees are generally recovering close to full cost recovery levels
- Fee increases have been limited to increases to commercial open air burn permits based on consultation with staff and municipal comparators

Recommended Fee Structure



Information Services

- Generally, mapping services under Information Services' section of the schedule of fees and charges are not requested
- An assessment of the costs of providing these services was undertaken, however, there is no impact on annual revenues due to the low application volumes

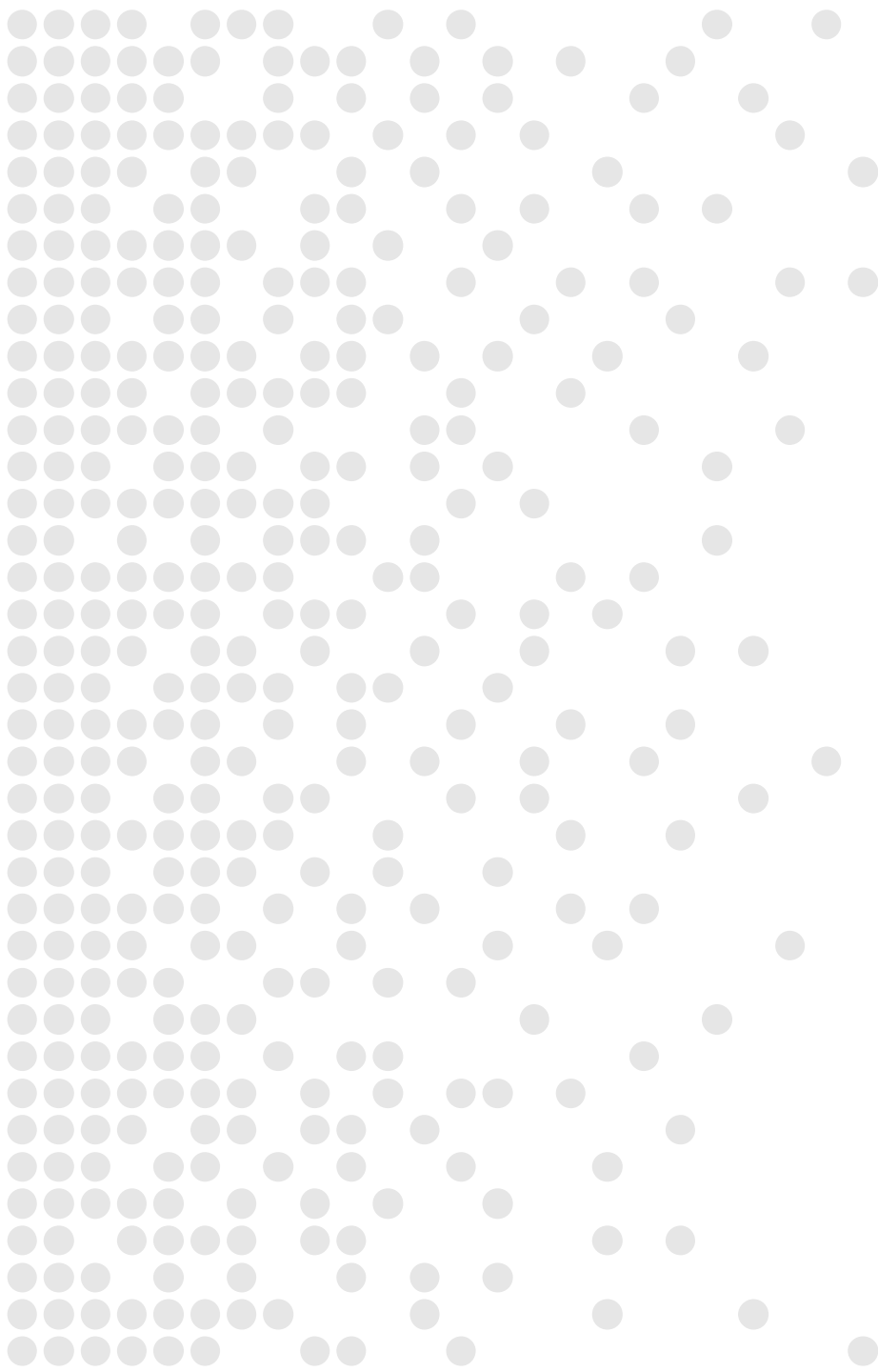
Full Costs Assessment Summary

Recommended Fees



Description	Annual Costs	Current Fees			Recommended Fees		
		Annual Revenue	Cost Recovery %	Surplus/ (Deficit)	Annual Revenue	Cost Recovery %	Surplus/ (Deficit)
Finance, Revenue and Tax Services	353,805	248,426	70%	(105,379)	279,397	79%	(74,408)
Fire Services	176,441	171,808	97%	(4,633)	176,633	100%	191
Clerks Services	310,766	236,663	76%	(74,103)	280,804	90%	(29,962)
Transportation & Public Works	391,245	215,261	55%	(175,984)	320,916	82%	(70,329)
Total	1,232,257	872,158	71%	(360,099)	1,057,750	86%	(174,507)

- Information services and public works street cleaning increased to 95% (IT) and 111% (PW) of their average per application costs, respectively



Next Steps

Next Steps



- Approve the recommended fees for implementation on January 1, 2026