

MEMORANDUM

TO: Chair and Members of the Planning, Public Works and Transportation Committee

FROM: Wendy O'Donnell, Deputy Treasurer and Manager of Revenue and Taxation

DATE: November 12, 2018

MEMORANDUM NO.: CORPSERV-2018-0004

RE: 2019 Rates and Fees

PURPOSE OF THE MEMORANDUM:

To provide notification for the December 17, 2018 Public Meeting on Building Services 2019 Rates and Fees.

BACKGROUND:

The Building Code requires that the Town hold a public meeting when introducing or changing building permit fees. The Town must give a minimum of 21 days' notice in the local newspaper prior to the public meeting. The notice must include the proposed changes in fees, the intention of the Town to pass the By-law to implement the proposed changes and that detailed information about the proposed fee changes is available to the public upon request.

COMMENTS:

Due to the limited number of Council meetings remaining in 2018 as a result of the election, staff will be holding the Statutory Public Meeting on December 17, 2018. The Staff report and By-law, which will also be presented on December 17, will recommend that Council approves the proposed rates and fees effective January 1, 2019.

Building staff is recommending an increase of 1.5% for the Building Permit Fees based on a full cost recovery approach. The proposed increase in fees does not exceed the increase rate recommended by the 2016 User Fees Update Report.

Prior to the public meeting, any person or organization that contacts the Building Division will be provided with all relevant information about the proposed changes to the fees.

CONCLUSION:

Rates and fees are important sources of revenue for the Town of Halton Hills. Approval of the proposed rates and fees at the December 17, 2018 Council meeting will ensure that the new rates are effective January 1, 2019.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Jane Diamanti".

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in cursive script, appearing to read "Brent Marshall".

Brent Marshall, CAO