



## **REPORT**

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Wendy O'Donnell, CPA, Deputy Treasurer/Senior Manager of Revenue

**DATE:** October 30, 2020

**REPORT NO.:** CORPSERV-RPT-2020-0034

**RE:** 2021 Rates and Fees

### **RECOMMENDATION:**

THAT Report No. CORP-2020-0034 dated October 30, 2020, regarding 2021 Rates and Fees be received;

AND FURTHER THAT the 2021 Rates and Fees be approved by Council as outlined in Appendix A of the accompanying by-law;

AND FURTHER THAT a By-law to establish the 2021 Rates and Fees be approved, and that By-law 2019-0065 be repealed.

### **BACKGROUND:**

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 fees/rates or increases to existing fees/rates for the services they provide. Such consideration 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 take into account market factors such as the potential demand for a service.

## **COMMENTS:**

For the 2021 rates and fees review, staff assessed their departmental fees and rates relative to the cost of providing their services. In addition they conducted a review of the fees and rates charged by nearby municipalities, and/or municipalities of similar size. The proposed 2021 rates and fees are listed in Appendix A of the accompanying by-law.

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 Clerks rates and fees. All rates remain at the 2020 levels.

### **Corporate Services**

Staff are not recommending any changes to the Corporate Services rates and fees. All rates remain at the 2020 levels.

### **Fire Services**

Staff are not recommending any changes to Fire's rates and fees. The fees will remain at the 2020 levels.

### **Planning & Development**

An extensive review of the Town's Planning fees was done in 2017. As part of that review annual indexing was recommended. Application fees have been indexed by 2%.

### **Transportation and Public Works**

Staff are not recommending any changes to the departments rates and fees. All rates and fees remain at the 2020 levels.

### **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 rates to be applied in 2021 as follows: Gellert Community Centre Hall reduced -10% (to align with all Facility Hall rental rates)

- Sportsfield +10% to align with market comparators
- Sportsfield lighting +3% to align with current utility rates
- Park rentals, Loan of Town Equipment and Special Event/Tournament rates +3% to account for increased staff costs

- Day Camp +4% to align with market comparators and manage increased health and safety costs as per provincial guidelines for operating camp
- Theatre Camp (Specialty camps) +5% to align with market comparators
- General and Specialty Fitness +3% to align with market comparators
- Specialized Baseball/Soccer +9% to align with market comparators
- AIP/GIP facility pool rental +2% to align with market, Gellert pool rental will hold as currently above market comparators.
- First Aid Training increase by 2% to align with market comparators

In response to the global pandemic, the Town had to modify programs and services to adhere to provincial guidelines. How COVID-19 will evolve over the next year is unknown. Recreation and Parks will continue with flexible programming options however due to capacity limitations all passes and memberships are on hold until further notice. The new pass and membership structure outlined in 2020 was designed to provide maximum value for fee in participating in recreation programs. However, this is not possible with the current restrictions. Passes and memberships will be reintroduced once the Town resumes full operations and returns to increased capacities and program offerings.

Cemeteries – A number of rates which were significantly below comparable market rates (10% to 87%) were increased by 5%-10% as recommended by the **Cemetery Business Plan**, approved by Council in 2016. This will be the fifth of a phased approach to achieve rates that are competitive with the market. Interment charges are in line with the comparators or as prescribed by the **Cemeteries Act**. The rates for tree donations were increased by 5% to accommodate increased material and labour costs and perpetual care for the life of the trees. The rates for Bench Dedication were increased by 2%-3% to accommodate increasing material costs.

## **RELATIONSHIP TO STRATEGIC PLAN:**

Provide Responsive, Effective Municipal Government - To provide strong leadership in the effective and efficient delivery of municipal services

## **FINANCIAL IMPACT:**

The revenue collected from these rates and fees offset the impact on the Town's tax levy.

## **CONSULTATION:**

Each department is responsible for reviewing and recommending any changes to their respective rates and fees.

**PUBLIC ENGAGEMENT:**

Each department works with their user groups and follows legislative requirements.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

Notification to the residents is made via the local news media, the Council agenda and the Town's website. Special interest groups are notified by each department.

**CONCLUSION:**

Staff reviews the Town's rates and fees annually. In the course of this review, staff considers the cost of service delivery including staff time and/or other resourcing such as equipment, utilities, and supplies. The fees of comparable and/or neighbouring municipalities and market factors such as the potential demand for a service is also reviewed.

The proposed rates and fees for 2021 as set out in this report represent the outcome of this review. Rates and fees are an important source of revenue for the Town of Halton Hills and assist in offsetting an increase in the Town's general tax levy.

Reviewed and Approved by,

A handwritten signature in dark ink, appearing to read 'M. J. Leighton'.

Moya Jane Leighton, Town Treasurer and Director of Accounting

A handwritten signature in dark ink, appearing to read 'C. Mills'.

Chris Mills, Acting Chief Administrative Officer