



Town of Newmarket
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2019 User Fees and Charges - General Staff Report

Report Number: 2018-37

Department(s): Financial Services

Author(s): Senior Financial Analyst

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 User Fees and Charges – General dated November 19, 2018 be received; and,
2. That the attached Schedules ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’ marked as the Town of Newmarket 2019 All Departments, Corporate Services – Finance & Procurement & IT, Legal Services, Public Works Services, Engineering Services and Legislative Services – General Fees and Charges respectively, be approved and adopted by by-law; and
3. That the fee adjustments come into full force and effect as of January 1, 2019; and
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

See below.

Purpose

The purpose of this report is to recommend increases to the fees and charges in Corporate Services, Public Works Services and Engineering Services, to become effective January 1, 2019.

Background

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget Review Process and application of the Service Pricing Policy. Based on the Service Pricing Policy, fees and charges are categorized by user and type of service. Target cost recovery levels are established and user fees and charges are to be adjusted accordingly. The proposed user fee charges vary depending upon the services provided.

The target increase was 2.8% - it represented the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the budget process in March 2018. For some specific services, this is not a practical increase – it is better to take a stepped approach every few years. Consequently, increases are below or above this target, but the overall average is within 2.8%.

Discussion

Corporate Services

All Departments (Schedule A): All the fees and charges are proposed to increase by 2.8%.

Procurement Services (Schedule B): No change is proposed to the fees.

Information Technology (Schedule B): No change is proposed to the fees

Financial Services (Schedule B): No change is proposed to the majority of fees. Administration of Developments fee (security) is suggested to increase. Also, a new fee was introduced for Statement of Unpaid Taxes (Arrear Notices). This is a relatively common practice with other municipalities. The fee is cost recoverable which will ensure that taxpayers who do pay on time are not bearing the cost for those that do not. We do not charge any additional penalty on each instalment if overdue.

Legal Services (Schedule C): All the fees and charges are proposed to increase by 2.8%.

Public Works Services (Schedule D): Public Works conducted a comprehensive review of all fees and charges in 2018. The increases vary depending on the nature of the fees. New fees proposed are for Road Occupancy Permit (ROP), Water-Bulk Collection Account set-up and CCTV Lateral Inspections.

Engineering Services (Schedule E): Most of the fees and charges are proposed to increase by 2.8%. New fees proposed are for Preparation of Pre-Servicing Agreement and Site Plan Inspection for Security Release.

Legislative Services (Schedule F): Fees and charges are proposed to increase by 2.8% or less in 2019 except for those regulated or established by either provincial legislation or third party. A few new fees are proposed for 2019: Municipal Letter Special Occasion, Enforcement Administration, Animal Control Appeal, Licensing Appeal, Noise Permit Fees, Subdivision Development Sign, Parking Exemptions, Registration Letter (Resale), and Wedding Ceremony cancellation fees.

Conclusion

The attached schedules represent general fees and charges levied by the municipality that are not linked to specific legislation. Any new fees and fee items outside the range of a 2%-4% increase are highlighted.

Business Plan and Strategic Plan Linkages

The adoption of the 2019 General Fees and Charges is in alignment with the key focus area Well-equipped and managed, of the Community Strategic Plan.

Consultation

Advertisement on the Town of Newmarket's website has been provided in accordance with the Town's Procedure By-law and distribution of the Committee of the Whole agendas. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration. These fees and charges are being presented as part of the Committee of the Whole meeting scheduled for December 10, 2018.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Operating Budget: Increases to the fees and charges are limited to cost recovery. The estimated impact of these increases is not material and will be included in the revenue estimates for the 2019 preliminary draft budget.

Capital Budget: Not applicable.

Attachments

Schedule A – All Departments

Schedule B – Corporate Services

Schedule C – Legal Services

Schedule D – Public Works

Schedule E – Engineering Services

Schedule F – Legislative Services – General Fees

Approval

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Contact

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