



Municipality of Port Hope Staff Report

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Report Title: Prescribed Fees for Services

Report to: Finance Committee

Date of meeting: December 6, 2022

Report Author:

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Department responsible:

Finance

Report Number: FS-25-22

Recommendation:

1. That a by-law be presented to Council to approve the Prescribed Fees for Services schedules effective January 1, 2023 and repeal By-law 71/2021.

Highlights:

- Staff undertook the annual review of fees for services and are recommending that the proposed changes come into effect on January 1, 2023.
- Fees for services assists with cost recovery and reducing the amount of funds required from tax levy to provide community services.

Background:

Annually, departments review the Prescribed Fees for Services and recommend changes that should be implemented for the upcoming year. This is undertaken for staff to conduct a review and comparison of their fees for services to other Municipalities and other market trends in an effort to recover costs.

The proposed Fees and Charges schedules included in Attachment 1 have been attached for consideration.

Discussion:

A summary of the proposed changes are described below:

Fees Associated with Police – Schedule 'A'

1. The criminal record checks fee for volunteers have been changed to \$0 due to the Police Record Check Reform Act coming into effect
2. Pardon Applications, cannabis pardons, change of name applications, and immigration purposes fees decreased
3. Fingerprints for passports, pardons, and employment fee decreased
4. For paid duty fees the first three hours for a First Class Constable rate increased

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5. For paid duty fees the first three hours for Sergeant rate increased

Fees Associated with Works and Engineering – Schedule ‘B’

1. Water and Wastewater fees have been increased to reflect the Water and Wastewater Rate Study
2. Adult transit age changed to age 18 to 54 and senior transit age changed to age 55 to be consistent with other departments. This results in an estimated revenue reduction in the amount of \$10,000. In addition, Fee’s associated with Transit are being transferred to Planning and Development in 2023 as a result of an organizational change.

Fees Associated with Heritage Port Hope – Schedule ‘C’

1. The sale of heritage plaque fee increased to reflect current market costs.

Fees Associated with Building – Schedule ‘D’

No content changes have been made.

Fees Associated with Cemetery – Schedule ‘E’

1. Grave Marker fees have increased due to BAO requirements
2. Interments fees have increased due to increased contractor costs
3. Added scattering garden plaque fee as it is a new service

Fees Associated with Planning and Development – Schedule ‘F’

1. Phased increase to some application fees to reflect current market costs, as the development proposals are becoming more complex, policies and legislation are becoming more detailed and prescriptive, and application processing is becoming more labour intensive and time consuming

Fees Associated with Finance – Schedule ‘G’

No content changes have been made.

Fees Associated with Animal Control – Schedule ‘H’

1. The Livestock Valuer fee increased to reflect current market

Fees Associated with Corporate Services – Schedule ‘I’

1. Added Freedom of Information fees and USB keys prescribed by MFIPPA
2. Removed Civil Marriage Solemnization as we no longer offer this service

Fees Associated with Parks, Recreation and Culture – Schedule ‘J’

1. As per the Parks, Recreation, and Culture user fee review all facility Room rentals, arena rentals, pool rentals, drop in programs, & registered programs increase 3% per year.

Fees Associated with Fire and Emergency Services – Schedule ‘K’

1. Revisions to the wording in relation to the MTO rates.

Fees Associated with Marketing and Tourism – Schedule ‘L’

No content changes have been made.

The proposed fee schedules in their entirety are attached as **Attachment 1**. The highlighted information throughout the attachment identifies that information which has been updated from the current by-law. This attachment would form the basis for the by-law to be presented to Council on December 30th should committee provide the recommended direction.

Financial Considerations:

The proposed fees are intended to improve cost recovery, which reduces the requirement for all taxpayers to pay for specific services directly impacting certain individuals or businesses. Should these fees be approved, the 2023 Budget will reflect the fees.

Communication and Public Engagement:

A page was created on the My Port Hope (myporthope.ca) community engagement website to provide information and collect comments from the community. Staff also advertised the commenting period and changes to the Fees and Charges schedules in the local newspaper and posted them on the Municipal webpage (porthope.ca) for public review.

Two comments were received from the public. One comment was regarding removing garbage tags and adding an amount to property taxes. Garbage collection is managed by Northumberland County. The Municipality sells garbage bags for convenience to residents, however there is no markup, therefore does not generate any revenue to the municipality. The second comment states that our property taxes should include all service fees.

Conclusion:

Increases in user fees are required to be fiscally responsible, to be used for planning future budgets, to maintain comparisons with like Municipalities and offset increasing operating costs, to provide quality services, program and facilities.

Attachments:

Attachment 1 – Draft Fee Schedules with changes highlighted