



Regular Council Meeting

To:	Mayor and Council
Date:	December 6, 2021
From:	Kimberley Pope, Finance Department
Report Number:	Finance 2021-18
Subject:	2022 User Fees and Charges By-law

Recommendation:

That Council approves By-law No. 2021-76 being a by-law to Impose and Consolidate User Fees and Charges, effective January 1, 2022.

Overview:

The purpose of this report is to provide Council with proposed amendments to the User Fees and Charges By-law and to seek Council's approval of By-law No. 2021-76.

Municipalities in Ontario are responsible for ensuring that the delivery of local services is undertaken in accordance with the provisions of Provincial legislation. In order to mitigate property tax increases the Township of Cavan Monaghan has been proactive in ensuring that the programs and services provided by the municipality include a cost recovery allocation through user fees and charges. The rationale for charging user fees is that the individual who clearly benefits from a service should be the person to pay for it.

Amendments to the user fees align with the Strategic Plan as per the mission statement, that "the Township of Cavan Monaghan is committed to delivering responsive and cost-effective services that provide for the economic, social and environmental well-being of our ratepayers now and into the future".

Staff have identified new and/or amended user fees for services where previously these costs were recovered through the municipal tax levy, as itemized by department below;

Administrative Services

1. Ceremony Rehearsal (Non-Regular Hours) \$65.00 (current \$50.00 Ceremony Regular Hours only)
2. 10% Admin Fee aligned to Registered Mail and Addition to Tax Roll Admin Fee with \$30 minimum (current 5% with \$10.00-\$50.00 minimums)
3. Matched \$30 minimum to Final Collection Notice (currently \$10.00)

Building Department Services

No changes

Fire Department Services

No changes

Licensing

No changes

Planning Department Services

No changes

Recreation Services

1. Removed Stat/Civic Holiday Rental Premium (current 25%)
2. Park Permitted Use - \$100.00 (current \$57) moved to Maple Leaf Park
3. Non-Prime Time Ice - \$105.00/hr (current \$90/hr)
4. Arena Floor (Non-Ice Surface) - \$100.00/hr (current \$75/hr)
5. Family Skate - \$10.00 (current \$5)
6. Community Hall;
 - \$70.00/hr (current \$60.00)
 - \$252.00 max 4 hrs (current \$216.00) a 10 % discount
 - \$448.00, 9:00am -5:00pm (current \$384.00) a 20% discount
 - \$476.00 evening rate after 5:00pm (current \$408.00 day/evening rate) a 15 % discount
7. Advertising Arena Rink Boards - \$600.00/yr plus production costs (current \$400.00)
8. Millbrook Arena: Advertising Arena Rink Boards \$400.00/yr plus production costs

Additional Parks & Recreation modifications include;

Standard/Tournament Prime Time Ice title changed to Prime Time Ice,
Prime Time-Millbrook and District Minor Hockey and Millbrook Figure Skating
(excluding tournament ice) change to Minor Sports Ice,
Added times for both prime time and Non-Prime timelice,
Removed under Maple leaf Park Non-Residential Surcharge at any Sports Field
section,
Parent and Tot skate added age Toddlers 1-3 years old
Community Hall added language; Note: Evening Rate: Additional hourly rate will be
applied for rentals exceeding the maximum of 8 hours.

Public Works

1. Kitchen Waste Container (Kitchen Catcher) - \$5.00 each (current \$4.00)
2. Sale of Blue Box - \$6.00 each (current \$5.00)
3. New Development fees collected as per individual development agreements

Staff have reviewed the User Fees and Charges By-law in conjunction with the on-going 2022 draft budget process to ensure revenues are generated for user fee services and that they are current and recoverable.

Financial Impact:

The proposed amendments to the user fees are designed to mitigate the financial impact of inflation on goods and services that the Township provides, and sustain the current level of cost recovery for programs and services. There is no financial impact at this time.

Attachments:

1. Schedule A – 2022 User Fees and Charges By-law No. 2021-76 (with markups)
2. Schedule A – 2022 User Fees and Charges By-law No. 2021-76 (final, no markups)
3. By-law No. 2021-76, Schedule A - 2022 User Fees and Charges
4. Schedule A - User Fees and Charges By-law No. 2020-77 (current)

Respectfully Submitted by,

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer