



Town of Newmarket
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2020 Fees & Charge – General - Various Departments Staff Report to Council

Report Number: 2019-122

Department(s): Financial Services

Author(s): Anita Gibson, Senior Financial Analyst

Meeting Date: November 25, 2019

Recommendations

1. That the report entitled 2020 Fees and Charges – General – Various Departments dated November 25, 2019 be received; and,
2. That the attached Schedules “A”, “B”, “C”, “D”, “E” and “F” marked as the Town of Newmarket 2020 All Departments, Corporate Services – Finance & Procurement, IT, Legal Services, Public Works Services, Engineering Services, Legislative Services respectively, be approved and adopted by by-law; and
3. That the fee adjustments come into full force and effect as of January 1, 2020.

Executive Summary

See below.

Purpose

The purpose of this report is to recommend increases to the fees and charges in Corporate Services, Legal Services, Public Works Services, Engineering Services and Legislative Services to become effective January 1, 2020.

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 2.5% - it represented the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the budget process in March 2019. 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 2.5%.

Discussion

Corporate Services

All Departments (Schedule A): All the fees and charges are proposed to increase by 2.5%.

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

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

Information Technology (Schedule B): All the fees and charges are proposed to increase by 2.5%.

Legal Services (Schedule C): All the fees and charges are proposed to increase by 2.5%.

Public Works Services (Schedule D): The increases vary depending on the nature of the fees. New fees proposed are for Backwater Valve Test Report Fee, Cross Connection Control Survey Report, Initial Admin for Cross Connection Survey, Late-Fee-Cross Connection Survey, Late Fee – Test Report. Also By-law 2019-34 amended to include Temporary Designated Smoking Area fees.

Engineering Services (Schedule E): Most of the fees and charges are proposed to increase by 2.5%.

Legislative Services (Schedule F): Fees and charges are proposed to increase by 2.5% or less in 2020, except for fees that have changed to align with the fees being charged by other York Region municipalities.

Conclusion

The attached schedules represent general fees and charges levied by the municipality that are not linked to specific legislation.

Business Plan and Strategic Plan Linkages

The adoption of the 2020 General Fees and Charges is in alignment with Council's Strategic Priority of Long-Term Financial Sustainability; i) Utilize ongoing community engagement to help inform program, services and financial planning.

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 November 25, 2019.

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 2020 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

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B.
Commissioner, Corporate Services

Contact

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