



Town of Newmarket  
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## **2021 User Fees and Charges General Staff Report to Council**

Report Number: 2020-92

Department(s): Financial Services

Author(s): Mike Mayes, Director, Financial Services/Treasurer

Meeting Date: December 7, 2020

### **Recommendations**

1. That the report entitled 2021 User Fees and Charges General dated December 7, 2020 be received; and,
2. That the attached Schedules “D”, “E”, “F”, marked as the Town of Newmarket 2021 Public Works Services, Engineering Services and Legislative Services – General Fees, respectively, be approved and adopted by by-law; and,
3. That the fee adjustments come into full force and effect as of January 1, 2021; 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 advise that all fees and charges are not recommended to increase for 2021. However, there are recommended new fees introduced effective January 1, 2021 for Engineering Services, Legislative Services and the water - bulk rate (Public Works) will increase by 4% which is in accordance with the Water 6 Year plan.

### **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.

In consideration of the COVID-19 pandemic, the target increase was 0% for 2021.

## **Discussion**

**All Departments (Schedule A):** No change is proposed to the fees.

**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):** No change is proposed to the fees.

**Legal Services (Schedule C):** No change is proposed to the fees.

**Public Works Services (Schedule D):** No change is proposed to the fees with the exception of the Water – Bulk Rate to increase by 4.0%.

**Engineering Services (Schedule E):** No change is proposed to the existing fees. A new fee has been introduced for Technical Resubmission after the Third Submission.

**Legislative Services – General Fees (Schedule F):** No change is proposed to the existing fees. A new fee has been introduced for Commissioning of Documents for Non-Residents and Marriage License fee for Non-Residents.

## **Conclusion**

Schedules A to F represent general fees and charges levied by the municipality that are not linked to specific legislation other than the general provisions of the Municipal Act 2001.

## **Business Plan and Strategic Plan Linkages**

The adoption of the 2021 Fees and Charges is in alignment with Council's strategic priority of long-term financial sustainability.

## **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 Whole meeting scheduled for December 7, 2020.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

Operating Budget: Increases or changes to the fees and charges are limited to cost recovery.

Capital Budget: Not applicable.

## **Attachments**

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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