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## **2021 Fees and Charges Overview Staff Report to Council**

Report Number: 2020-91

Department(s): Financial Services

Author(s): Anita Gibson, Sr. Financial Analyst

Meeting Date: December 7, 2020

### **Recommendations**

1. That the report entitled 2021 Fees & Charges Overview dated December 7, 2020 be received for information.

### **Executive Summary**

See below.

### **Purpose**

The purpose of this report is to provide an overview of the reports related to 2021 fees and charges that have been presented to Council for approval.

### **Background**

The annual update of fees and charges includes a review of market conditions, participation rates and external factors. The Service Pricing Policy (SPP), established in 2007, balances costs between user groups and taxpayers and allows for long-term financial sustainability.

In a regular business planning and budget cycle, the Town's fees and charges updates are submitted in two streams: fees for early approval in September (such as those for Recreation & Culture and Licensing); and the remaining fees in November or December. The goal is to have them become effective on January 1 of the new fiscal year.

**For 2021, no general fee increase was proposed in consideration of the impact of the COVID-19 pandemic.**

## **Discussion**

There are a number of reports on fees and charges. They are split by legislative authority and governance into manageable sections. The following is a summary of the recommended fees and charges for 2021:

- Licensing Fees – no change. By-law 2019-52 as amended by-law 2020-09 will remain in effect.
- Recreation & Culture Fees – no change. By-law 2019-75 will remain in effect.
- Planning Act Fees – no change. By-law 2019-78 will remain in effect.
- Fire Services – no change. By-law 2019-79 as amended by By-law 2020-49 will remain in effect.
- Building Permit Fees – no change. By-law 2020-04 will remain in effect.
- General Fees (Corporate Services, Public Works and Engineering) – By-law 2019-79 will remain in effect with the exception of schedules D, E and F – there is a separate report entitled “2021 User Fees and Charges General Report”.
- Water and Wastewater Rates – a residential increase of 4% is detailed in a separate report entitled “2021 Water and Wastewater Rates Report”
- Stormwater Rates – an increase of 10% is detailed in a separate report entitled “2021 Stormwater Rates”.

## **Conclusion**

Unless otherwise stated, all changes will be effective January 1, 2021.

## **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**

Fees and charges have been factored into the upcoming 2021 budget proposals. Further information on this will be available as part of the budget process.

The individual reports will recommend fees and charges that should allow them to achieve their cost recovery targets.

## **Attachments**

None

## **Approval**

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

Esther Armchuk, LL.B  
Commissioner of Corporate Services

## **Contact**

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