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## **2022 User Fees and Charges – Development & Infrastructure Staff Report to Council**

Report Number: 2021-94

Department(s): Financial Services, Engineering, Planning and Public Works

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

Meeting Date: December 6, 2021

### **Recommendations**

1. That the report entitled 2022 User Fees and Charges – Development & Infrastructure dated December 6, 2021 be received; and,
2. That Schedule D, E, and H be approved; and,
3. That the fee adjustments come into full force and effect as of January 1, 2022; 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 propose adjustments to 2022 Fees and Charges for Engineering, Planning and Public Works which fall under the Development & Infrastructure Commission.

### **Background**

All fees and charges 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 2022 Budget target increase was set at 1.5% – Presented to CoW May 3, 2021 – Report 2021-32. The increase represents the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the budget process. On an annual basis, the Treasurer has the Delegated Authority- Report 2021-67, to approve the increase to fees and charges on Ancillary and Major Revenue sources up to the lesser of the rate of inflation or 2.5%. Ancillary Revenue is defined as the fees and charges in the tax-supported budget. The fees discussed in this report fall under the definition of Ancillary Revenue sources.

## **Discussion**

Most fees are suggested to increase by the target rate of 1.5% however those fees that are suggested to increase outside the target or delegated authority threshold are discussed below.

### **Public Works (Schedule D):**

#### **Water & Infrastructure & Environmental**

In comparison to the surrounding N6 municipalities, the following fees are below the average and are suggested to increase. Increasing these fees will assist with recovering higher costs incurred to provide services.

- Water Hydrant flow test not related to existing site plan agreements
- Water Turn on/Shut-off (working hours)
- Water Turn on/Shut-off (after hours)
- Municipal Consent (MC)
- Road Occupancy Permit (ROP)
- Inspection

The bulk water rate is suggested to be increased by 3.8% to coincide with the rate increase for 2022 outlined in the Six-Year Water and Wastewater Financial Plan (Report 2021-21).

#### **Solid Waste and Recycling**

In order to lower the Town's subsidy and match with increasing costs from the supplier, the following fees are suggested to increase:

- Composters
- Recycling Blue Box
- Source Separated Organics (SSO) (large bin & kitchen bin)

#### **Parks**

A fee for Tree Policy compensation was previously included in Planning Fees and Charges schedule under Tree preservation, protection, replacement and enhancement policy compensation but for 2022 has been transferred to Public Works.

### **Engineering (Schedule E):**

The proposed increases are based on municipal comparisons which indicate Newmarket is, on average, lower than other municipalities in York Region.

- Site Alteration Permit
- Site Plans handled fully in house
- Projects in which the Town's Checking Consultant is providing design review and field monitoring services
- Subdivisions – Admin Fees
- Preparation of "Pre-servicing Agreement"

Hire/Retain a Consultant/Vendor and Peer Review Fees (NEW)

### **Planning (Schedule H):**

#### **Official Plan and Zoning By-law Amendments**

The proposed increases are based on municipal comparisons which indicate Newmarket is, on average, lower than other municipalities in York Region. Therefore the following fees are suggested to increase.

- Official Plan Amendment
- Minor revisions to approved plans

The following fees have been identified by staff as requiring increased level of work due to the complexity of requests which in-turn requires more staff time.

- Single-detached or Semi-detached Lot (leading agreement)
- Single-detached or Semi-detached Lot (amending agreement)
- Town of Newmarket fee for matters appealed to Ontario Land Tribunal
- Zoning Compliance Letters

### **Conclusion**

Unless otherwise stated, all changes will be effective January 1, 2022.

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

The adoption of the 2022 Fees and Charges are in alignment with Council's strategic priority of long-term financial sustainability.

## **Consultation**

Advertisement on the Town of Newmarket's website will be 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 December 6, 2021.

## **Human Resource Considerations**

Not applicable to this report.

## **Budget Impact**

Fees and charges have been factored into the upcoming 2022 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**

2022 Schedule D – Public Works Fees and Charges

2022 Schedule E – Engineering Services Fees and Charges

2022 Schedule H – Planning Fees and Charges

## **Approval**

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

Peter Noehammer, P. Eng.  
Commissioner, Development & Infrastructure Services

Esther Armchuk, LL.B  
Commissioner of Corporate Services

## **Contact**

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