



Town of Newmarket
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2022 Fees and Charges – General Staff Report to Council

Report Number: 2021-86

Department(s): Financial Services

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

Meeting Date: December 6, 2021

Recommendations

1. That the report entitled 2022 User Fees and Charges – General dated December 6, 2021 be received; and,
2. That the attached Schedule “F” Legislative Services – General Fees and Charges, and Schedule “I” - General Fees be approved; and,
3. That the fee adjustments for all come into full force and effect as of January 1, 2022.
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 Schedule “F” Legislative Services – General Fees and Charges, and Schedule “I” - General Fees.

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.

Ancillary Revenue

- **Legislative Services – General Fees (Schedule F)**
 - Ontario Land Tribunal (OLT) Appeal Fee has been increase from \$173 to \$500. OLT requires submissions electronically, to compensate for increased staff time to compile and submit materials depending on the complexity of the planning matter which can take anywhere from several days to several weeks. The OLT fee is intended to partially offset the cost of preparing the materials for an appeal submission.
- **General Fees (Schedule I)**
 - All general fees for Plan Reproduction and Photocopying has increased above inflation. The fees range from \$1.25 for a photocopy to \$22.00 for plan reproduction sheets. The increase of these fees aligns with the cost of materials and staff time.

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 fee reports recommend fees and charges that support achieving their cost recovery targets.

Attachments

2022 Schedule F – Legislative Services General Fees and Charges

2022 Schedule I – General Fees and Charges

Approval

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

Esther Armchuk, LL.B
Commissioner of Corporate Services

Contact

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