



---

**Subject: 2025 Consolidated Fees and Charges**

**Department: Corporate Services**

**Division: Finance**

**Report #: CPS-2024-069**

**Meeting Date: 2024-11-18**

---

### Recommendations

**That report CPS-2024-069, 2025 Consolidated Fees and Charges, be received; and**

**That Council approve the 2025 Consolidated Fees and Charges By-law; and**

**That the Registered Minor Sports Groups Fee Reduction Policy approved by Council through resolution no. 11 on February 14, 2011, be rescinded; and**

**That the Cancellation Fees for all Parks and Recreation Rentals, Programs and Services Policy approved by Council through resolution no. 17 on January 12, 2009, be rescinded; and**

**That the Youth Subsidization Policy approved by Council through resolution no. 50-87 on February 2, 1987, be rescinded.**

### Overview

Chapter 1 of the Long-term Integrated Financial Plan is focused on the Town's Fees and Charges framework and consolidation. Staff have worked diligently to develop a consolidated fees and charges by-law to ensure an appropriate level of cost recovery measures are in-place, to help mitigate the reliance on property taxes and to optimize own-source revenues.

### Background

The *Municipal Act* authorizes a municipality to impose fees or charges for services or activities provided and for use of its property. Given this authorization under the

*Municipal Act*, the Ministry of Municipal Affairs and Housing encourages utilizing alternate revenue streams, outside of the tax levy, to recover costs for public services.

The services within this review are governed under multiple acts:

- The *Planning Act* governs fees related to the processing of planning applications
- The *Building Code Act* governs fees related to the administration and enforcement activities under the authority of the building code.
- The *Bereavement Authority of Ontario* (BAO) administers provisions of the *Funeral, Burial and Cremation Services Act, 2002* (FBCSA) which is consumer protection legislation respecting funerals, burials, cremations and related services within the province of Ontario.
- The remaining fees for parks and recreation, administration, and public works are under the authority of the *Municipal Act*.

### **Analysis/Current Situation**

Currently, service specific by-law has its own user fees embedded the by-law. Additionally, some areas have supporting policies for user fees. These fees and policies are to be reviewed by each division as needed. Historically, updates have not been consistent, and some fees have not increased since 2020 while others have not increased to keep pace with the rate of inflation.

Finance staff have worked with all divisions corporate wide over the last few months to develop a Consolidated User Fees and Charges schedule. This process consisted of four steps:

1. **Information Gathering:** Staff gathered and reviewed all current by-laws and list of fees for the Town. A comparison of like municipalities in the area was conducted, and fees were consolidated into a singular document.
2. **Divisional Updates:** Managers worked with their Teams using the information Finance provided and conducted their own research to determine the proposed fees. Finance staff worked with the divisions throughout the project and met with staff and General Managers to review the proposed fees and made any necessary amendments.
3. **Compilation of Fees:** The separate fee schedules were finalized into a single consistent format. Using benchmarking and rate of inflation, various divisions proposed the new 2025 rates and fees. All fees were reviewed, and Finance staff determined if HST was applicable.
4. **Creation of By-law:** Using the information in Steps 1 to 3 we created the Consolidated Fees and Charges By-law. The by-law will include the following:

- References to the various Acts
  - Effective date of by-law
  - Schedule of Fees
5. **By-law and Policy updates:** all historical by-laws that contained fees that are now reflected in the consolidated fees & charges by-law will be amended and, in some cases, related policies can be rescinded. Attachments 2 - 4 provides the policies to be rescinded.

The Water, Wastewater, and Stormwater Rate Studies, if passed, will be consolidated within the Consolidated Fees and Charges By-law.

Since the Public Meeting on October 28<sup>th</sup>, staff have reassessed one fee related to advertising and sponsorship and have updated the Fees and Charges schedule accordingly. The Floor Pad Decals annual fee is proposed to be reduced to \$680 + HST from \$950 + HST to better reflect the value of this form of advertising.

---

## Corporate Implications

It is anticipated that with these fee increases, a higher level of user fee revenue will occur in 2025 and staff have reflected increases in these revenue sources in the 2025 budget as appropriate, which decreases the reliance on the property taxes to fund related services.

## Conclusion

A consolidated user fees and charges by-law will increase transparency and public understanding as all of the Town's fees can be found in one by-law. Going forward, staff will review the consolidated user fees and charges by-law on an annual basis as part of the budget process to ensure rates are updated as needed to reflect inflation and are consistent with municipal comparators.

---

## Strategic Alignment

### Strategic Plan

Strategic Goal: Future-Readiness

Objective: SUSTAINABILITY – Secure the financial viability of the municipality

---

## Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Creating and integrating sustainability principles into Town policies, processes and practices

---

### Notice Provisions

A Public Meeting was held on October 28, 2024 with a published agenda. Notice was posted in the Orangeville Citizen on October 10th and 17th. Notice will also be posted in the public notice section of the Town website in addition to the inclusion on the published Council agenda.

---

Respectfully submitted,

Antonietta Minichillo, MES  
General Manager, Corporate Services

Reviewed by:

Cheryl Braan, CPA, CMA  
Treasurer, Corporate Services

Prepared by:

Connie Brown  
Supervisor, Taxation, Revenue and Customer Service, Corporate Services

### Attachment(s):

1. Consolidated Fees and Charges Comparison
2. Youth Subsidization Policy
3. Registered Minor Sports Groups Fee Reduction Policy
4. Cancellation Fees for all Parks and Recreation Rentals, Programs and Services Policy