



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Tony Haddad	Report Date: January 5, 2022
Author's Phone: 519 736-0012 ext. 2228	Date to Council: January 10, 2022
Author's E-mail: thaddad@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: 2022 User Fee By-Law

1. RECOMMENDATION:

It is recommended that:

1. The changes in fees and charges for the 2022 User Fees By-law **BE APPROVED** as outlined in the report; and, **By-law 2022-001** being a by-law to Establish User Fees or Charges for Services, Activities or the Use of Property be taken as having been read 3 times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

The Municipal Act authorizes a municipality to impose fees and charges on persons for services or activities provided.

3. DISCUSSION:

This report is provided to recommended changes to the Town's user fees and charges through adoption of By-law 2022-001 which is before Council for consideration. Adoption of this By-law as presented will continue fees and user rates previously adopted by Council, indexed based on the Consumer Price Index as applicable, and approve fees and rates as recommended in this report.

All previous By-laws for user fees and charges will be repealed upon adoption of the new By-law.

In accordance with By-law 2020-068, the fees and charges included in Schedules A through H of By-law 2022-001 will be adjusted by the CPI index on January 1, so that users of the related services share in the increased cost to provide those services.

It is recommended the following services be eliminated for 2022. The Town has not collected these fees in several years and have become obsolete:

Service	2021 Fee	2022 Fee
Schedule A – Administrative Services		
Pins	\$0.80	eliminate
Flags	\$78	eliminate
2x3 Street Maps	\$10	eliminate
Schedule C – Finance and IT Services		
Mapping:		
8 1/2x11 Town Core Street Map (B&W)	\$1	eliminate
8 1/2x11 Town Core Street Map (Colour)	\$1	eliminate
11x17 Town Core Street Map (B&W)	\$2.05	eliminate
11x17 Town Core Street Map (Colour)	\$2.05	eliminate
8 1/2x11 Fenced Area Specified by Customer with Aerial (B&W)	\$2.05	eliminate
8 1/2x11 Fenced Area Specified by Customer with Aerial (Colour)	\$2.05	eliminate
11x17 Fenced Area Specified by Customer with Aerial (B&W)	\$2.05	eliminate
11x17 Fenced Area Specified by Customer with Aerial (Colour)	\$4.10	eliminate
Standard Products – Laser Plots (enlarged on plotter) Per Sq. Ft Rate	\$2.60	eliminate
Custom Mapping Per Hour Rate	\$34	eliminate

The following fees are included in the Schedules to By-law 2022-001 and were adjusted to keep the fees in line with current market rates:

Service	2021 Fee	2022 Fee
Schedule A – Administrative Services		
Commissioning of Documents–Residents	\$10	\$20
Commissioning of Documents – Non-Res.	\$17	\$25
Schedule B – Building Services		
Lawyers Letter-Legal property information requests	\$85	\$85
Business Licence Inspection	\$85	\$85
911 addressing in rural area	\$85	\$85
Backwater Valve	\$75	\$75
Sump pump overflow	\$50	\$50
Backflow	\$75	\$75
Catch basin/manholes	\$50	\$50
Sewage Septic System-Repair or alteration to existing system	\$250	\$250
Indemnity Deposits (Refundable up to 3 years from permit issuance)		

Residential	\$1,000	\$1,000
Non-Residential (commercial, industrial, institutional)	\$1,000	\$1,000
Swimming Pool Enclosures (inground)	\$1,000	\$1,000
Swimming Pool Enclosures (above ground)	\$500	\$500
Accessory Structures-residential	\$500	\$500
Farm Buildings	\$500	\$500
Deck and Porches	\$500	\$500
Schedule F – Planning & Development Services		
Parkland Dedication Fee (as a condition of consent application under the Planning Act S.42, 53)	*	\$1,000
Schedule G – Engineering and Public Works Services		
Drainage:		
Drainage Apportionment Fee for Consent	\$500	\$500
Drainage Apportionment Fee for Land Severance	\$500	\$500
Schedule H – Parks, Facilities, Recreation and Culture Services		
Indoor Soccer:		
Youth (under age 14) – Drop-in Soccer	\$3.10	\$10 **

** Although this fee was not historically included in Schedule F, the Town of Amherstburg Committee of Adjustment has been charging \$300 as a parkland fee on granting consents, as authorized by the Planning Act. The Planning Act has provisions that permit the consent-granting authority to charge a Parkland fee of up to 5 percent on approved severance applications for the development and/or maintenance of park amenities. In reviewing the current parkland fees charged by comparable municipalities, the range is between \$660 and \$1500.*

*** Indoor Soccer rate update effective January 1, 2021*

Belwood Poultry currently has a wastewater treatment facility that is overseen by OCWA. The wastewater from Belwood Poultry is treated but discharge to the open drain at the facility is restricted.

Partially treated waste is currently being trucked to the Town's wastewater facility for treatment. Lab testing is performed weekly to confirm pre-treatment has been effective and therefore the Town's treatment costs are minimal for this type of waste and the proposed fee is reflective of such.

As such, the following fees are new fees that have been added to the User Fee Schedule for 2022:

Service	2021 Fee	2022 Fee
Schedule G – Engineering and Public Works Services		
Processed Organic Waste (per Litre)		\$0.032
Imported Sewage (per Litre)		\$0.024
Imported Pre-Treated Sewage (per Litre)		\$0.008

4. RISK ANALYSIS:

User fees are required to be reviewed on an annual basis. A failure to do so may result in a significant time period lapsing before fees are adjusted to meet appropriate levels. This may result in lost opportunities for the Town to recover costs and as a result may place additional pressure on the general tax levy.

5. FINANCIAL MATTERS:

User fees and charges for taxation funded service areas are designed to mitigate the costs associated with providing services to individuals. Fees are recommended with consideration to recovering direct program costs, such as program supplies, but generally do not cover the full cost of the service. Further, in some areas fees have been constrained to achieve market comparability (e.g. recreation and arena fees).

Fee revenue is included in annual budget requests and offsets the cost of programs and services that must otherwise be recovered through taxation.

Water and Wastewater operations are not taxation funded, but are to be 'self-funding' through water and wastewater user rates. The user rates set for these services are established to provide sustainable funding of both current and long-term costs for operations and capital infrastructure. Rate recommendations are based on strategic planning documents including the Asset Management Plan, Water and Wastewater Master Plans and Financial Plans.

6. CONSULTATIONS:

SMT and Management staff

7. CONCLUSION:

Approval of the User Fee By-law will allow the Town of Amherstburg to charge users for services at a comparable rate to that of other municipality's user fees within the Essex County Region.



Tony Haddad
Interim Treasurer

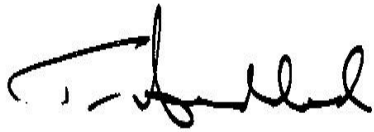
Report Approval Details

Document Title:	2022 User Fee By-Law.docx
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Attachments:	- By-law 2022-001 - 2022 User Fees COVER.pdf - By-Law 2022-001 2022 User Fee Schedule.pdf
Final Approval Date:	Jan 6, 2022

This report and all of its attachments were approved and signed as outlined below:

Tiffany Hong

A handwritten signature in black ink, appearing to read 'Tiffany Hong', with a stylized, cursive script.

Tony Haddad

A handwritten signature in black ink, appearing to read 'Tony Haddad', with a stylized, cursive script.

Valerie Critchley