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Report 2025-023

Report Title: 2025 Fees and Charges By-law Revision

Committee Name: Finance and Audit

Committee Meeting Date: February 4, 2025

Prepared by: Betty Svaty
Accounts Receivable Clerk
Finance

Reviewed by: Matthew Nitsch
Director of Finance, Treasurer
Finance

Approved by: Jennifer Moore, CAO

Council Meeting Date: February 19, 2025

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Recommendation

"**That** the Finance and Audit Committee, having considered Report 2025-023 '2025 Fees and Charges By-law Revision', recommend that County Council enact a new by-law to consolidate and regulate payment of various fees and charges and to repeal previous by-laws at the February 19, 2025 County Council meeting."

Purpose

To revise the Fees and Charges By-law to reflect any changes, additions or deletions from By-law 09-2024 and all subsequent amendments

Background

The County has identified a number of services where it is appropriate to charge fees for a specific service. The services include activities such as various waste fees, permits, collections,

room rentals and land use planning applications. Fees are commonly collected for these services in municipalities across the province. The fees are intended to recover the costs incurred for delivering the specific services. In some cases, such as the Food 4 All Warehouse, the fees are nominal and not intended to be full cost recovery due to the nature of the service being delivered.

Consultations

Schedule A of the Fees and Charges By-law is circulated to all County Departments for review annually.

Legislative Authority / Risk Considerations

The Municipal Act permits municipalities to impose fees or charges:

391. (1) By-laws re: fees and charges – Without limiting sections 9, 10, and 11, those sections authorize a municipality to impose fees or charges on persons,

(a) For services or activities provided or done by or on behalf of it;

(b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and

(c) For the use of its property including property under its control.

391. (3) Costs related to administration, etc. – the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

Discussion / Options

N/A

Financial Impact

The proposed changes to the Schedule A are summarized below:

Deletions:

- Plumbing/Sewage: Hourly admin fees, Compliance letter fees

Additions:

- Northumberland County Archives and Museum (NCAM): Admission and programming fees
- Plumbing/Sewage: Plumbing and septic demolition fees
- Ontario Agri-Food Venture Centre (OAFVC): Penalty for non-payment, prep room and new processing room fees
- GIS: 2023 Orthophotos by Km2 fees

Changes:

- OAFVC: various service and recovery fees
- Waste: Blue and Grey box lid (no charge), metric tonne yard waste rates
- Plumbing/Sewage: Various services fees updated. Approved by Council at the October 16, 2024 County Council meeting (Report 2024-130 'Inspection Services Fees Update')

Member Municipality Impacts

N/A

Conclusion / Outcomes

Staff recommend that County Council enact a new by-law to consolidate and regulate payment of various fees and charges and to repeal previous by-laws at the February 19, 2025 County Council meeting.

Attachments

1. Report 2025-023 ATTACH 1 'By-law XX-2025 – Fees and Charges'
2. Report 2025-023 ATTACH 2 'Schedule A to By-law XX-2025'
3. Report 2025-023 ATTACH 3 'Schedule A to By-law XX-2025 (Redline Version)'