

To: Warden and Members of County Council

From: Director of Corporate Services

Fees and Charges By-law Update

RECOMMENDATION

1. That Schedule “A” to By-law No. 4889-2007, being a by-law to impose fees and charges for services provided by the County of Oxford that are not covered through direct taxation, be amended effective January 1, 2024, with the exception of haircare fees which will no longer apply as of October 13, 2023, as set out in Report No. CS 2023-27 entitled “Fees and Charges By-law Update”.

REPORT HIGHLIGHTS

- Fees and Charges By-law No. 4889-2007 is subject to an annual review to ensure the County’s fees and charges remain relevant and reasonably cover County the cost of service(s) and/or goods which provide direct benefit to the user.

Implementation Points

The proposed fees and charges included on the amended Schedule “A” to By-law No. 4889-2007 as attached to this Report are to take effect January 1, 2024, with the exception of Woodingford Lodge haircare fees which will be eliminated as of October 13, 2023, subject to endorsement of an external service contract.







Financial Impact

The proposed fees and charges will be reflected in the 2024 draft Business Plan and Budget.

Communications

The 2024 approved fees and charges will be posted on the County’ website for public information. A copy of the fees and charges will be circulated to area municipalities and water/wastewater billing agents. The local development community will be advised of increases to planning and engineering fees and Woodingford Lodge Resident Council will be informed of changes to fees related to visitor/family meals and haircare for residents.

Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
		3.iii.			

DISCUSSION

Background

At the regular meeting of Council held November 28, 2007, By-law No. 4889-2007, being a by-law to impose fees and charges for services that the County of Oxford provides, was passed. The By-law includes a requirement for review of the fees and charges on an annual basis.

Comments

All County departments have been asked to review the fees and charges associated with the services they provide for reasonableness and to consider any new or existing services that may warrant a non-tax or non-rate supported user fee or charge.

Attached as Attachment 1 is Schedule “A” to By-law No. 4889-2007, as approved October 12 2022 for fees and charges applied in 2023 (see column entitled “Approved Jan 1 2023”), with proposed amendments for 2024 identified in red print. Staff is seeking Council’s approval of all fees and charges listed in the columns entitled “Draft Oct 13 2023” and “Draft Jan 1 2024”.

The following provides explanation for the more significant amendments:

Paramedic Services

Increase in event coverage user fees to reflect increase in wage costs from 2022 to 2023. Additional costs for on-duty paramedics arise from providing special event coverage and these fees will assist in covering the County’s costs incurred for such services.

Planning

Fees for planning services have been indexed annually based on the year over year increase in the consumer price index (CPI)¹ and rounded to the nearest \$5.00 increment. A review of the Planning fees is planned through the 2024 Budget process which may result in future amendments to planning fees.

Public Works Development Review

Significant changes are being proposed to how the fees for development are listed and when they are collected. Through discussions with area municipalities and the planning department, fees are proposed to be realigned and consolidated to ease administration and collection.

¹ CPI increase used for the purpose of updating the fees contained in the report is based on the year over year increase of 2.8% as of June 2023

For example, *Subdivision or Condominium (except 'Exemption from Draft Approval')* - *Subdivision Registration Phase* fee of \$9,500 is a combination of

- Design review \$2,000
- Clearance of conditions \$3,000
- Application to connect W/WW \$4,500 (\$75 per service, 2 per lot, assumed 30 lot subdivision)

Waste Management

The proposed 2024 tipping fee for disposal of material at the landfill has been increased by CPI¹, consistent with previous years. Flat rate tipping fees (weigh scale is offline) increased by new 2024 tipping fee rate multiplied by the average gross weight for each vehicle type (based on a 10 year weight average). A minimum tipping fee of \$10 (i.e. loads that would otherwise be less than \$10 based on actual weight) has also been added to the Fees and Charges By-law.

The fees for recycling bins, composters, and green cones are proposed to increase at the inflationary increase of 2.8%. Currently these bins are being sold at less than cost to encourage waste diversion activities.

Wastewater Treatment

The annual inflationary factor¹ has been applied for treatment costs for general hauled septage and hauled wastewater.

Water and Wastewater

A number of minor fees changes are being proposed for water and wastewater:

- New meter costs to align with the increase meter supply cost
- Clarification on connection and inspection fees on when actual cost is charged and minimum cost
- Fees for backflow testing and tag fees incorporated as approved through Report No. PW 2023-29
- Remaining fee changes are to increase by the inflationary factor

Woodingford Lodge

In the past, Woodingford Lodge relied on both internal staff and contract services to provide hair care services to residents within Woodingford Lodge. The pandemic and staff retirements has impacted the delivery of this service; going forward, Woodingford Lodge resident haircare will be delivered by a contracted service with full cost recovery. A recent procurement process was undertaken seeking and external service provider with fees set by the Contractor. After the 30 day notice to Resident Council, rates for haircare will align to this contract with the fees removed from the By-Law. Attachment 1 to this report shows the 2023 rates eliminated as of October 13, 2023.

Fees for visitor meals are proposed to increase by the annual CPI¹ increase.

Conclusions

The proposed fees and charges as presented under this report will be charged directly to users in 2024 to compensate for use of County provided services and materials.

SIGNATURES

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Original signed by

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Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1 – Schedule “A” to By-law No. 4889-2007, as amended