

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, 2023, as set out in Report No. CS 2022-32 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 service(s) and/or goods costs 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, 2023.







Financial Impact

The proposed fees and charges will be reflected in the 2023 draft Business Plan and Budget.

Communications

The 2023 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 increases to fees related to visitor/family meals and haircare for residents.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		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 in September 2021 for fees and charges applied in 2022 (see column entitled “Approved 2022 Rate”), with proposed amendments for 2023 identified in red print. Staff is seeking Council’s approval of all fees and charges listed in the column entitled “Proposed 2023 Rate”.

The following provides explanation for the more significant amendments:

Provincial Offences Administration

Fees have been updated to agree to the fees set out in *Administration of Justice Act* Ontario Regulation 145/22.

Paramedic Services

Increase in event coverage user fees to reflect increase in wage costs from 2021 to 2022. 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 historically 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. Staff are proposing that planning services fees for 2023 increase by 5% over 2022 rates, due to

¹ CPI increase used for the purpose of updating the fees contained in the report is based on the year over year increase of 7.5% as of June 2022

market adjustments that were taken into consideration in 2022, in order to maintain market comparability.

Roads Operations

Culvert installation and curb cut fees are proposed to increase to reflect inflationary pressures and the actual cost of delivering the service and providing goods.

Public Works Development Review

For consolidated ECA reviews, former ECA (Transfer of Review program) fees have been moved from the water and wastewater section of the Fees and Charges By-Law and consolidated with the previous Administration Fee of \$200. An overall nominal increase (\$100) for sanitary and stormwater linear infrastructure reviews has been applied in 2023 to account for the level of effort required to comply with the newly modernized consolidated ECA regulatory requirements.

New fees are introduced for Development Inspection Fees - *ECA inspections* which are a requirement under the new consolidated ECA review process for County sanitary and stormwater infrastructure. Fees include the costs for site visits, meetings and ongoing communication with the developer / private Owner and their agents to ensure all aspects of the infrastructure constructed on behalf of, and to be assumed by, the County complies with Ministry standards, County conditions of approval, and any relevant development agreement clauses. This fee includes post construction acquisition of construction testing, inspection, commissioning and engineering "as-built" drawings.

As well, watermain (Form 1) review fees have been increased \$200 to account for increased administrative documentation and reporting that is now being required by MECP during inspection and DWQMS audits of the County's municipal drinking water systems. Similarly, an engineering inspection fee for watermains (constructed by developers on behalf of the County) is introduced to satisfy MECP best management construction practices during watermain construction and installation.

Waste Management

The proposed 2023 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 2023 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.

Wastewater Treatment

The annual inflationary factor¹ has been applied for treatment costs for general hauled septage and hauled wastewater. In addition to the inflationary increases, some notable proposed amendments are described below:

- Creation of additional specific septage haulage categories to allow for proper manifesting of septage disposal. Allows for future individual categorization and fee cost adjustments based on individual septage type (i.e. peat moss, portable toilets, etc.) received from haulers.
- New fees for cost recovery of actual laboratory analysis costs for wastewater samples collected under the Over-Strength Agreement by Oxford County staff. This approach will

be used to establish cost recovery rate based on actual costs (versus flat fee recovery rate currently in practice).

Water and Wastewater

Consistent with continuous improvement best management practices identified in the 2022 Water Distribution and Wastewater Collection Service Delivery Review (Report No. PW 2022-32), a number of appropriate cost recovery fees and charges have been identified to ensure suitable users are responsible for certain costs, growth pays for growth and service costs are not indirectly passed on to existing water and wastewater ratepayers. Following a review of a number of municipal comparators who have instituted similar user fees, various new user fees and charges were identified which include, but are not limited to:

- Monthly rental or relocation of fire hydrant meter
- Hydrant installation/removal
- Camera/Clear sewer blockage on the private side
- Inspection of new water/sanitary lateral to a new severed
- Private service thawing
- Replacement of damaged water meter transponders
- Watermain commissioning
- Emergency water turn-on / shut-off (unplanned)
- Water/Wastewater System Capacity Assessment and Hydraulic Modelling

As well, various existing water and wastewater fees are proposed to increase to reflect inflationary pressures and the actual cost of delivering the service or providing goods as described below:

- Water taken from Bulk Water station is proposed to increase 25 cents / m³ over 2022
- Sale of Rain barrels
- Sale of New water meters
- Connection to existing service, watermains or sewer
- Planned water turn-ons / turn-offs
- Service calls

Woodingford Lodge

Fees for haircare are proposed to increase by 2%, less than the annual CPI¹ increase, and phase-in increases over the next two years to allow residents on fixed incomes to adjust to the increased fees. These fees are collected from residents based on services rendered and either paid to a contracted service, or to offset salaries and benefits for in-house services, whichever the case may be.

Other fees have been updated to reflect increased costs to the County for providing the services.

Conclusions

The proposed fees and charges as presented under this report will be charged directly to users in 2023 to compensate for use of County provided services and materials.

SIGNATURES

Report Author:

Original signed by

Carolyn King, CPA, CA
Manager of Finance

Departmental Approval:

Original signed by

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

Approved for submission:

Original signed by

Benjamin R. Addley
Interim Chief Administrative Officer

ATTACHMENT

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