



Corporation of the Municipality of Temagami

Memo No.  
2019-M-074

Memorandum to Council

Staff  
 Committee

Subject: User Charges

Agenda Date: April 25, 2019

Attachments:

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive Memo No. 2019-M-074;

AND FURTHER THAT Council direct Staff to place the By-Laws to adjust user fees on the agenda for the May 23, 2019 meeting for Council's consideration.

**INFORMATION**

Accompanying this report are the schedules from the last User Fee By-Law update that was completed in the fall of 2015 for rates to be charged in 2016. As the schedules are concerned, there have been no new fees, apart from the colour photocopy fee, added to the schedules. For the most part, these rates have been adjusted to reflect the cost of living for 2017, 2018 and 2019 to bring them to a current state. Apart from the rates noted, in the Fire Department area, there will be a statement added that vehicle rates will automatically be updated as the MTO changes the fees that they pay for response.

The Cemetery Fees have not been adjusted. Once the Cemetery Board starts meeting again in 2019, any changes in their established fees will be presented for consideration in the appropriate fashion.

Apart from the fees included in these schedules, the following are additional fees that will be presented in the appropriate by-law form for Council's consideration.

We have planning fees established for different processes such as a Minor Variance Fee, an Official Plan Amendment Fee, or a Rezoning Application Fee. While there is no intention to change the planning fees what is proposed is that costs are recovered. If you consider a rezoning application fee of \$600, there are times when our fee to our planning consultant is over that amount. Translated, as property owners wish to make applications regarding their property, the municipality is footing the bill since this is not being operated on a cost recovery basis. Planning fees are established outside of the User Fee by-law so the appropriate amendment(s) will be made to the planning fee by-law and presented for Council's consideration.

Apart from the service call fee in the waste site area and the seasonal water or sewer shutoff, turn on fee, we do not have a fee included in these schedules for public work recoveries. While a general rule is that municipalities do not compete with the area contractors, there are times, especially with 'donations in kind' where the cost of providing a service should be recovered. This can be completed either at cost with an 'administration fee' or rates established to ensure full cost recovery (for personnel and equipment).

Recently, we were asked to complete an historical view of a property going back 10 years. This example as well as those times when the volume of requests command a great deal of Staff time, a research fee should be applied. This fee is in place in a number of other municipalities. The fee would be established at \$50 per half hour, or part thereof. Prior to any work being started where this fee would apply, the requester would be provided an estimate of the value of the research and given the opportunity to agree or not. This fee would also apply when requests are made in an attempt to bypass other established fees such as tax certificate fees.

We field many requests for the resupply of tax receipts. A new fee proposed is \$5 to resupply this information. As part of the considerations for this would be a new administrative process whereby those ratepayers who participate in either our monthly or installment preauthorized payment plans will be issued an account statement showing the amounts billed and payments made for the year once all the payments have been made and by the end of January the following year. The new proposed fee would apply if a second copy of this account summary is required.

As noted in previous reports, the premise of user charges is to ensure that those individuals who use more municipal resources than average should pay for this.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**