



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Trena DeBruijn  
**Position:** Director of Finance/Treasurer  
**Title / Subject:** 2025 Tariff of Fees  
**Date of Report:** July 31, 2024  
**Date of Meeting:** August 12, 2024  
**Report No:** 2024-FI-023

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#### Issue / Origin

This report addresses recommendations for additions/amendments brought forward to Council for approval as part of the annual review of the Township's Tariff of Fees By-law.

#### Background

As part of the Township's annual budget cycle, staff review the schedule of user fee charges to ensure that the fees are rationalized and justifiable. Any new and potential fee increases to the Tariff of Fees By-law would be incorporated into the upcoming budget. Once approved, the Tariff of Fees becomes effective January 1, 2025 or dates as set out in the by-law (arena fees will be effective September 1, 2025).

#### Analysis

As part of the review of the Fees & Charges By-Law, staff have reviewed the departmental fees in line with costs of providing the services and have reviewed against neighbouring municipalities.

Unless specifically identified, most of the charges have been updated for 2025, for inflation of 2.7% (rounded to the nearest dollar). This is based upon the Consumer Price Index, as released by Statistics Canada, for June 2024.

As staff costs increase as well as supplies and materials, it is important that our fees and charges, which assist in offsetting these costs, are increased as well for inflation. If our fees and charges do not keep up with inflation then the costs of providing specific services are

being subsidized by the tax base and passed onto all taxpayers in the Township, whether or not they utilize the services (rather than the specific individuals who are benefitting from the services being requested).

The following comments provide an overview of the Tariff of Fees Updates proposed for 2025 that are either new or have been adjusted from the 2024 rates:

### **Schedule A – Clerk’s Department**

Staff have reviewed the fees and charges within the Clerk’s Department and recommend that the fee for photocopies be increased to \$1 per page (plus HST) to align with the actual costs of providing this service (photocopier supplies, staff time, etc.).

In addition, staff recommend that the fee for document searches (excluding freedom of information searches) be increased from \$21 to \$32.25 per hour to align with the hourly labour costs to perform these services.

### **Schedule A – By-Law Department**

Due to the extensive work required to deal with animal control appeals, staff recommend that the fee be increased to \$150 (from \$130).

### **Schedule B - Finance**

The penalty/interest fee for late payment of property taxes and accounts receivable is limited to 1 ¼% per month. This rate is outlined in the Municipal Act and has been used by the Township for many years. This change is just incorporating the fee for clarity purposes within the fees and charges by-law.

The tax sale process has many regulated steps that are required to be followed and are very time consuming for staff. In order to recover costs and recoup costs of staff time, it is recommended that fees be applied at “phases” in the tax sale process.

Staff recommend that the first fee (“Phase 1”) be applied to the tax account as soon as the account is sent out to the third party to assist with tax sale process. There are staff costs involved in getting to the tax sale stage and staff recommend the fee for Phase 1 as \$450 (plus any direct costs – i.e. third party costs, ownership searches, etc.).

If the tax sale process extends beyond the first year, the additional work related to the tax sale expands and staff recommend a fee of \$900 (plus any direct costs – i.e. legal, advertising, third party costs, etc.) to be applied to the account at the one year point after the tax sale process begins.

The total tax sale fee could be a maximum of \$1,350 (plus any direct costs). This is an increase over the 2024 rate of \$848, however, the tax sale process is very time intensive and our current rates are very low compared to neighbouring municipalities. Increasing the fee

will assist with recouping some of the Township's expenses for this process and are still reasonable compared with fees being charged by other neighbouring municipalities.

Staff have reviewed the fees and charges by-laws for neighbouring municipalities and recommend an increase to the fees related to conducting ownership changes and making additions to the tax role/liens to property tax accounts. While the rates suggested have been increased, they are still reasonable in comparison with other neighbouring municipalities.

#### **Schedule D – Parks and Recreation**

A number of new advertising and sponsorship rates have been added for 2025 as follows:

- In-Ice Advertising - \$565 (with HST - as requested to be included in fees and charges by Council).
- Gold, Silver and Bronze Camp Sponsorship levels at \$500, \$200 and \$100, respectively.
- Gold, Silver and Bronze Outdoor Movie Night Sponsorship levels at \$500, \$250 and \$100, respectively.

For rentals at the Manilla and Wilfrid Halls, the requirement for a minimum 2 hour rental has been reduced to hourly (rate is per hour with no minimum time requirement).

#### **Schedule E – Fire and Emergency Services**

Staff have reviewed the fees and charges by-law from neighbouring municipalities and recommend the following fee changes:

- Increase the fee for Open Air Burn Permits from \$22 to \$30
- Increase the fee for Recreational Burn Permits from \$22 to \$25
- Increase the fee for Agricultural Burn Permits from \$64 to \$100 and reduce the number of applicable properties covered under the permit from four to two

#### **Schedule F – Animal Services**

Due to the increasing costs of veterinarian services, medical and other supplies and food and staffing, staff recommend the following fee changes:

- Increase the adoption fee for dogs from \$226 to \$255
- Increase the adoption fee for puppies from \$141.25 to \$147
- Increase the adoption fee for cats from \$141.25 to \$147
- Increase the adoption fee for kittens from \$84.75 to \$96
- Increase the cat or dog impoundment maintenance fee from \$22.60 per day to \$34 per day.

Staff have been working with the Peoples Animal Welfare Society (“PAWS”) on changes to the shelter agreement and it was suggested that we may want to consider increasing our rates in line with other local municipalities. Accordingly, recommend the following fee changes:

- Increase the daily cat shelter fee from \$21 per day to \$30 per day (and the additional cat fee from same home to \$12 per day (from \$10 per day)
- Increase the daily dog shelter fee from \$31 per day to \$35 per day

## **Schedule G – Development Services**

The Building Department continually monitors fees and charges of other municipalities. Based on this review, staff are suggesting the following fee changes for 2025 relating to site alteration and fill permits:

- Increase site alteration and fill permits (less than or equal to 500 cubic metres) compliance inspections and additional inspections fee from \$150 to \$188.19
- Increase site alteration and fill permits (greater than 500 cubic metres) compliance inspections and additional inspections fee from \$273 to \$313.65
- Increase Issuance of Notice of Order where non-compliance of the by-law occurs from \$350 to \$439.11
- Increase the review time fee for non compliance matters from \$150 to \$188.19 per hour
- Addition of fee for work required under 6.03 of the Site Alteration and Fill By-Law – Actual costs plus 10% admin fee

Further, additional fees have been added to the Tariff of Fees By-Law, relating to swimming pool fence enclosures as follows:

- Addition of an administrative fee of \$31.37 for swimming pool fence enclosure permits
- Addition of a compliance inspection fee (where non compliance occurs) of \$313.65 for swimming pools
- Addition of a fee for registering and/or discharging an order of title – Actual costs plus 10% administration fee
- Addition of a fee for additional inspections (will be charged if more than 2 inspections are required) of \$188.19
- Addition of a fee for issuance of an order for non compliance of \$439.11

## **Related Policies / Procedures**

N/A

## **Financial / Budget Assessment**

The new fees and charges proposed will be incorporated into the 2025 budget.

### **5.1 Asset Management**

N/A

## **Climate Change Impacts**

N/A

## **Communications**

The new Tariff of Fees by-law will be placed on our website and advertised through social media channels.

## **Conclusion**

This report provides recommendations for Council consideration in regards to proposed changes to the tariff of Fees By-Law for 2025.

## **Recommendation**

That Council approve the Tarriff of Fees for 2025.

Attachment: Tariff of Fees By-Law for 2025