



## Corporation of the Township of Brock

### Staff Report to the Members of Council

**From:** Kimberly Villeneuve  
**Position:** Tax Collector | Manager of Accounting  
**Title / Subject:** User Fee By-Law Additions  
**Date of Meeting:** November 24, 2025  
**Report No:** 2025-FI-036

#### 1.0 Issue / Origin

The Treasury Department is tasked with collections for property taxes as well as all debts owed to the municipality. Certain collections actions may require legal assistance, or bailiff services and/or collections agencies. These fees would be directly recovered by the applicable account holder.

#### 2.0 Background

On August 12, 2025, Council approved the Township of Brock User Fee By-Law 3362-2025. According to the Municipal Act, 2001, as amended, S.391 authorizes Council to impose fees or charges for services for activities provided or done by or on behalf of the Township of Brock. This report recommends the addition of seven (7) new fees to the User Fee By-Law which would take effect immediately. These new fees would be added to the Fee Schedule "B" Finance Department.

#### 3.0 Analysis

The recommended changes to the Township of Brock User Fee By-Law outlined in this report are aligned with being proactive and innovative in providing cost effective services in response to community needs while living within our means and making informed decisions that support sustainability ensuring responsible taxation and sound financial future.

#### 4.0 Related Policies / Procedures

By-Law Updated Each year – Fees By-Law

## **5.0 Financial / Budget Assessment**

The proposed fee changes are cost recovery related and would be imposed on the user of the service. The implementation of these additional user fees ensures responsible taxation and sound financial future.

### **5.1 Asset Management**

N/A

## **6.0 Climate Change Impacts**

N/A

## **7.0 Communications**

N/A

## **8.0 Conclusion**

The User Fee By-Law addition recommendations are:

- Tax Sale Registration Recovery Service Fees – Actual costs to execute tax sale registrations and tax sales
- Ontario Court of Justice and Superior Court of Justice Charges – Full Cost Recovery
- Third Party Collection Agency – Full Cost Recovery
- Title Search, Parcel Register and other Teranet Document Requirements for data integrity and/or collections – Full Cost Recovery
- Bailiff Services – Full Cost Recovery
- Document Process Serving – Full Cost Recovery
- Legal Fees for Collections Action (I.E.: unpaid lease agreement) – Full Cost Recovery

## **9.0 Recommendation**

NOW Therefore the Council of the Township of Brock enacts as follows:

That By-Law Number 3362-2025 “User Fee By-Law” be amended to include the following items onto “Schedule B” effective immediately.

- Tax Sale Registration Recovery Service Fees – Actual costs to execute tax sale registrations and tax sales
- Ontario Court of Justice and Superior Court of Justice Charges – Full Cost Recovery
- Third Party Collection Agency – Full Cost Recovery

- Title Search, Parcel Register and other Teranet Document Requirements for data integrity and/or collections – Full Cost Recovery
- Bailiff Services – Full Cost Recovery
- Document Process Serving – Full Cost Recovery
- Legal Fees for Collections Action (I.E.: unpaid lease agreement) – Full Cost Recovery