



Report to Council

Department: Corporate Services
Division: Finance and Business Services
Date: June 21, 2021
Prepared by: Katelynn Giurissevich, CPA, CA, Manager, Finance and Business Services
Report Number: Finance and Business Services-2021-07
Subject: Revised Fees and Charges By-law and Schedules
Number of Pages: 8

Recommendation(s)

- a) Corporate Services Report 2021-07 **entitled** "Revised Fees and Charges By-law and Schedules" **be received**;
- b) That By-law 2040 being a by-law to establish miscellaneous fees and charges for the Town of Essex together with Schedule A and A.1 to By-law 2040, receive three readings and be passed accordingly with an effective date of July 1, 2021;
- c) That **Schedule "C"** to By-Law Number 1812, being a by-law respecting the maintenance, management, regulation and control of any cemetery owned by The Corporation of the Town of Essex be revised with an effective date of July 1, 2021; and
- d) That By-law 1331 being a by-law to establish miscellaneous fees and charges for the Town of Essex be repealed effective July 1, 2021.

Purpose

A By-Law and revisions to a by-law, including any related schedules, must be adopted by Council.

Background and Discussion

Administration worked with consultants BMA Management Consulting Inc. to undergo a comprehensive User Fee Study. This study reviewed user fees currently in place at the Town of Essex to ensure that the fees charged represented the true cost of the service provided.

This comprehensive User Fee Study was presented to Council on May 17, 2021.

Accordingly the relevant fee schedules and accompanying by-laws have been replaced/amended as applicable in accordance with the recommendations received within the User Fee Study and presented within this Report.

Financial Impact

The new rates for miscellaneous fees and charges will provide for sufficient revenues to offset expenses, as identified in the 2021 User Fee Study.

Consultations

Jeffrey Morrison, CPA, CGA, Director, Corporate Services

Lori Chadwick, Director, Development Services

Rita Jabbour, Manager, Development Services

Robert Auger, Town Solicitor

Kevin Girard, Director, Infrastructure Services

Kevin Carter, Chief Building Officer, Manager, Building Services

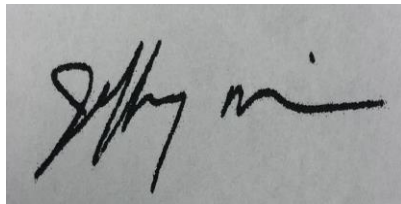
Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☒ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ **Improve the Town's capacity to meet the ongoing and future service needs of its citizens** while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Revised Schedules to By-Laws 1812 and 2040 - Finance and Business Services-2021-07.docx
Attachments:	<ul style="list-style-type: none">- Schedule C ByLaw 1812_Tariff of Rates_Cemeteries_2021.pdf- Schedule A.1 to 2040.pdf- By-Law No. 2040- misc fees and charges.pdf- Schedule A to ByLaw 2040_2021 rates.pdf
Final Approval Date:	Jun 16, 2021

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Jeffrey Morrison", on a light gray background.

Jeffrey Morrison, Director, Corporate Services/Treasurer - Jun 16, 2021 - 9:46 AM

A handwritten signature in black ink, appearing to read "Chris Nepszy", on a light gray background.

Chris Nepszy, Chief Administrative Officer - Jun 16, 2021 - 1:41 PM