



Administrative Report

Office of the Director of Financial Services/Treasurer

To: Warden McNamara and Members of County Council

**From: Sandra Zwiers
Director of Financial Services/Treasurer**

Date: Wednesday, March 20, 2019

Subject: Proposed Revision to Fees and Charges By-Law

Report #: 2019-0320-FIN-R006-SZ

Purpose

To recommend amendments to the County of Essex Fees and Charges By-law.

Background

In accordance with the By-law which establishes the fees and charges for the County of Essex, an annual review is undertaken by Administration to determine if there is a need to amend any of the approved fees and charges.

The fees and charges were last reviewed in February 2018.

Discussion

In conjunction with the development of the proposed 2019 departmental budgets, County Administration was asked to review the applicable fees and charges in each department/service area and to make recommendations for any revisions if deemed appropriate.

The review has resulted in amendments being recommended for the 2019 fees and charges By-law. The recommended amendments are highlighted in Appendix I attached and summarized as follows:

Administrative Report

Page 2

March 20, 2019

Proposed Revision to the Fees and Charges By-Law

- a) Schedule B – Removal of fees relating to:
 - (1) Application Fee for Integrity Commissioner Investigation - Removal

- b) Schedule C – Addition of fees relating to:
 - (1) Encroachment Agreements – Terms as set within agreement plus actual legal costs.
 - (2) Historical Accident Data Requests - \$150 per request
 - (3) Cost Recovery for Works Carried out by Maintenance & Operations – OPSS 127 Rates plus County of Essex Labour Rates plus actual cost of material(s)
 - (4) Cost Recovery for Roadway Signage Damage and/or Requests – OPSS 127 Rates plus County of Essex Labour Rates plus actual cost of material(s)
 - (5) Cost Recovery for Damage to Traffic Signal Equipment – OPSS 127 Rates plus County of Essex Labour Rates plus actual cost of material(s)

- c) Schedule C – Reduction/removal of fees relating to:
 - (1) Historical Traffic Volume Data – fee reduction from \$250 to \$150 per request
 - (2) Hard Copy Tender Package Fee – Removal

- d) Schedule F – Increase of fees relating to:
 - (1) Training Rates – Increase from \$75/hour to \$80/hour and matching deposit per unit
 - (2) Public Access Defibrillator Program Rates – Increase from \$75/hour to \$80/hour and matching deposit per unit
 - (3) Ambulance Fees – Increase from \$165/hour to \$170/hour and matching deposit per unit
 - (4) Emergency Response Vehicle Fees – Increase from \$87.50 to \$92.50 and matching deposit per unit

Administrative Report

Page 3

March 20, 2019

Proposed Revision to the Fees and Charges By-Law

- (5) Bike Medics Fee – Change in unit from day to hour, increase in minimum number of bikes/medics from 1 to 2, increase in fee from \$50 to \$170/hour and matching deposit per unit
 - (6) Additional Paramedics – Increase in fee from \$75/hour to \$80/hour and matching deposit per unit
 - (7) Supervisor Coverage – Decrease in deposit from \$440 to \$110 per unit
 - (8) ATV/KORA/GATOR Fees – Increase in Paramedics from 1 to 2, change in unit rate from Day to Hour, increase in fee from \$120 to \$170/hour and matching deposit per unit
- e) Schedule F – Removal of fees relating to:
- (1) Trailer Response Fees

Financial Implications

Fees and charges are recommended at rates that recover costs up to a maximum of actual costs incurred in accordance with the Municipal Act.

Recommendation

That County Council adopt By-Law 11-2019, which establishes the fees and charges for the Corporation of the County of Essex for 2019.

Administrative Report

Page 4

March 20, 2019

Proposed Revision to the Fees and Charges By-Law

Respectfully Submitted

Sandra Zwiery

Originally Signed by

Sandra Zwiery, Director of Financial Services/Treasurer

Concurred With,

Robert Maisonville

Originally Signed by

Robert Maisonville, Chief Administrative Officer

Appendix No.	Title of Appendix
Appendix I	Schedules A to G – By-Law 11-2019