



## **Administrative Report**

### **Office of the Director of Financial Services/Treasurer**

**To: Warden McNamara and Members of County Council**

**From: Sandra Zwiers, MAcc, CPA, CA  
Director of Financial Services/Treasurer**

**Date: Wednesday, March 18, 2020**

**Subject: Proposed Revisions to Fees and Charges By-Law**

**Report #: 2020-0318-FIN-R004-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 March 2019.

#### **Discussion**

In conjunction with the development of the proposed 2020 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 2020 fees and charges By-law. The recommended amendments are highlighted in Appendix I attached and summarized as follows:

## **Administrative Report**

Page 2

March 18, 2020

Proposed Revisions to the Fees and Charges By-Law

---

- a) Schedule A – Addition of fees relating to:
  - 1) Special Event / Training – A fee to recover up to the actual cost of the provision of special events or training sessions coordinated by the County of Essex
- b) Schedule C – Increase of fees relating to:
  - 1) Room Rental Fee – Room A from \$23.50 to \$24.00 per hour
  - 2) Room Rental Fee – Rooms B, C, D, E and cafeteria from \$47 to \$48 per hour
  - 3) Room Rental Fee – Committee, Council Chambers upon approval of CAO and/or Building Manager from \$60 to \$61.25 per hour
- c) Schedule C – Addition of fee relating to:
  - 1) Flat Rate Rental by a Local County Municipality \$262.50 per day

## **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 2020-13, which establishes the fees and charges for the Corporation of the County of Essex for 2020.

Respectfully Submitted

*Sandra Zwiers*

Originally Signed by

Sandra Zwiers, MAcc, CPA, CA, Director of Financial Services/Treasurer

**Administrative Report**

Page 3

March 18, 2020

Proposed Revisions to the Fees and Charges By-Law

---

Concurred With,

*Robert Maisonville*

Originally Signed by

Robert Maisonville, Chief Administrative Officer

<b>Appendix No.</b>	<b>Title of Appendix</b>
A	Schedules A to G – By-Law 2020-13