



## **Administrative Report**

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

**To:** Warden MacDonald and Members of Essex County Council

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

**Date:** Wednesday, February 15, 2023

**Subject:** Proposed Revisions to Fees and Charges By-law 2023

**Report #:** 2023-0215-FIN-R05-SZ

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#### **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 amended in March 2020. During 2021 and 2022, Administration reviewed approved fees and charges and determined no amendments were warranted in those years.

#### **Discussion**

In conjunction with the development of the 2023 Budget, Administration was tasked with reviewing fees and charges applicable to each department/service area and to make recommendations for any revisions if deemed appropriate.

The recommended amendment is highlighted in Appendix A and summarized as follows:

- a) Schedule A – Addition of fees relating to:

- 1) Administrative Billing Fee – A \$150 fee/billing to recover the cost of administrative staff time involved in the reconciling and billing of invoices related to the recovery of damages caused to County property as a result of a motor vehicle accident.

## Financial Implications

As a non-profit municipality, fees and charges are recommended at rates that recover up to a maximum of actual costs incurred in accordance with the Municipal Act. The revenue generated by the imposition of the Corporation's Fees and Charges By-law are charged to the corresponding department's revenue budgets and used to offset operating costs.

## Consultations

Senior Leadership Team

Heidi McLeod, Manager of Accounting – Administration / Deputy Treasurer

## Recommendation

That Essex County Council adopt By-law 2023-06, which establishes the fees and charges for the Corporation of the County of Essex for 2023.

## Approvals

Respectfully Submitted,

*Sandra Zwiers*

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

Concurred With,

*Mary Birch*

Mary Birch, Interim Chief Administrative Officer

Appendix Number	Title
A	Schedules A to G By-law 2023-06