



Administrative Report

Office of the Director of Council and Community Services/Clerk

To: Warden Tom Bain and Members of County Council

**From: Mary Birch
Director of Council and Community Services/Clerk**

Date: February 21, 2018

Subject: Proposed Revision to Fees and Charges By-Law

Report #: 2018-0221-CCS-R003-MB

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 January 2017.

Discussion

In conjunction with the development of the proposed 2018 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 very few amendments being recommended for the 2018 fees and charges by-law. The recommended amendments are highlighted in Appendix I attached and summarized as follows:

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Proposed Revision to Fees and Charges By-Law

- a) **Schedule C** – Addition of hourly rental rates for rental of Civic Centre Committee rooms. (previously under Building Management Committee)
- b) **Schedule D** – Adjustment to Geographic Information Systems (GIS) hourly rates to reflect the actual cost.
- c) **Schedule F** – Revisions to EMS private service rates, implementing 4 hour minimum, mandatory pre and post preparation time, minimum number of medics for some events and deposits, in addition to some adjustments to hourly rates to reflect actual costs.
- d) **Schedule G** – increase the fee for Cable TV at Sun Parlor Home, per connection to actual cost recovery.

Recommendation

It is the recommendation of Administration that County Council adopt By-law 12-2018 which establishes the fees and charges for the Corporation of the County of Essex for 2018.

Respectfully Submitted

Mary Birch

Originally Signed by

Mary Birch Director of Council and Community Services/Clerk

Concurred With,

Robert Maisonville

Originally Signed by

Robert Maisonville, Chief Administrative Officer

Appendix No.	Title of Appendix
Appendix 1	Schedules A to G – By-law 12-2018