

# COUNCIL REQUEST FOR DECISION

**MEETING DATE:** November 21, 2022

**SUBMITTED BY:** G. Peskens, Chief Financial Officer

**PREPARED BY:** G. Del Rosario, Acting Manager, Financial Planning & Budgets

**REPORT TITLE:** Bylaw No. 1138-2022 – Fees 2023 Bylaw (1st Reading)

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## EXECUTIVE SUMMARY

To consider First Reading of Bylaw No. 1138-2022, the Fees 2023 Bylaw.

## RECOMMENDATION

That Council give Bylaw No. 1138-2022 first reading.

## BACKGROUND / RATIONALE

The Fees Bylaw sets product and service pricing for the corporation legislatively and assists Administration in communicating this pricing to the public. The bylaw aids Administration and Council when considering fees as part of the annual municipal budget and business planning process.

The 2023 budget proposes changes to some rates; the recommended changes reflect the cost of service delivery, introduce a new fee, or may be administrative in nature.

A summary of all the changes made to the bylaw is attached hereto as report titled 2023 Fees – Changes Only. To allow Council sufficient time to review the changes, and to ensure that the proposed changes are in place by January 1, 2023, Administration is presenting First Reading of Bylaw No. 1138-2022 at this time. Other charges that are not required to be passed through a bylaw may be found in the Charge Schedule which is approved through the formal budget process.

It is important to note that over-strength charges (which are sanitary charges that are more than allowable discharge limits set by the province) will be addressed in the 2<sup>nd</sup> or 3<sup>rd</sup> reading of the bylaw, as timing issues prevent the inclusion of any adjustment to the over-strength charges in the first reading.

## STRATEGIC / RELEVANT PLANS ALIGNMENT

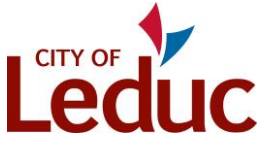
Any fees established by bylaw will generate revenues that will be reflected in the City's operating budget.

## ORGANIZATIONAL IMPLICATIONS

### RISK ANALYSIS: FINANCIAL / LEGAL:

Section 8 of the *Municipal Government Act (Act)* provides authority for municipalities to establish fees for licenses, permits and approvals (such as business licence fees, development and building permit fees and dog licence fees) Such fees must be established by bylaw. Other legislation may require fees and charges for certain services to be set in the same manner.

Fees and charges are to be reviewed and updated as part of the annual budget process. The proposed fees are reflected in the 2023 municipal operating budget. Failure to adopt the new bylaw will result in misstated revenues in the 2023 budget. Bylaw No. 1138-2022 - Fees 2023 Bylaw, also repeals the existing bylaw. Should this bylaw not be approved, the existing Fees Bylaw passed in the 2022 budget process will remain in force. By passing these fees in the bylaw, no fee for a service contemplated by Bylaw No. 1138-2022 may be charged except as authorized by the bylaw. This reduces the risk



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of unapproved fees and charges being used by the city. It does reduce flexibility for some business units, as they cannot reduce fees without the express authority to do so in the bylaw. The organizational implications will be to any affected business units, as they will need to update their new rates for 2023.

### **IMPLEMENTATION / COMMUNICATIONS:**

If the bylaw receives third reading, fee changes will be implemented on January 1, 2023. Approval of Bylaw No. 1138-2022 will be communicated internally to business units by the Finance Department. Arrangements to have the Bylaw No. 1138-2022 posted to the City of Leduc website will be made by the Office of the City Clerk.

### **ALTERNATIVES:**

That Council gives Bylaw No. 1138-2022 First Reading with directions for amendments.

### **ATTACHMENTS**

1. 2023 Fees – Changes Only
2. Fees Bylaw No. 1138-2022