

COUNCIL REQUEST FOR DECISION

MEETING DATE: November 16, 2020

SUBMITTED BY: C. Dragan-Sima, A/Director, Finance

PREPARED BY: R. Loewen, Lead, Revenue Services

REPORT TITLE: Bylaw No. 1046-2020 – Fees 2021 Bylaw (1st Reading)

EXECUTIVE SUMMARY

To consider First Reading of Bylaw 1046-2020, the Fees 2021 Bylaw.

RECOMMENDATION

That Council give Bylaw No. 1046-2020 First Reading.

RATIONALE

Bylaw No. 1046-2020 ("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 2021 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 2021 Fee Changes. To allow Council sufficient time to review the changes, and to ensure that the proposed changes are in place by January 1, 2021, Administration is presenting First Reading of the Bylaw 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 in excess of allowable discharge limits set by the province) will be addressed in the 2nd or 3rd 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

The *Municipal Government Act* provides broad authority for municipalities to set fees for services, some of which may be set by bylaw in accordance with Section 8. In particular, fees for licences, permits and approvals (such as business licence fees, development and building permit fees and dog licence fees) should be set by bylaw. Other legislation may require service fees and charges to be set in the same manner.

ORGANIZATIONAL IMPLICATIONS

ADMINISTRATION:

N/A

RISK ANALYSIS: FINANCIAL / LEGAL:

Fees and charges are to be reviewed and updated as part of the annual budget process. The proposed fees are reflected in the 2021 municipal operating budget. Failure to adopt the new Bylaw will result in misstated revenues in the 2021 budget.

COUNCIL REQUEST FOR DECISION

Bylaw 1046-2020, the Fees Bylaw, effectively repeals Bylaw No. 1031-2019. Should this Bylaw not be approved, the existing Fees Bylaw passed in 2019 will remain in force. By passing these fees in the Bylaw, no fee for a service contemplated by the Bylaw may be charged except as authorized by the Bylaw. This reduces the risk 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 2021.

IMPLEMENTATION / COMMUNICATIONS:

Rate changes will be implemented on January 1, 2021. Approval of the Bylaw will be communicated internally to business units by the Finance Department. Arrangements to have the Bylaw posted to the City of Leduc website will be made by the Office of the City Clerk.

ALTERNATIVES:

That Council gives Bylaw No. 1046-2021 First Reading with directions for amendments.

ATTACHMENTS

1. 2021 Proposed Fees Changes
2. Fees Bylaw No. 1046-2020