

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: November 14, 2018

SUBJECT: 2019 User Fee – Administration & Finance

BACKGROUND

On November 13, 2018, Council approved that division managers affect a 2.6% user fee increase for 2019, based on the Thunder Bay Consumer Price Index inflationary increase. The Administration & Finance division has a mix of user fees that are legislated user fee rates, non-legislated user fee rates and rebates / revenue from external entities. Legislated user fees include the interest and penalties applied to accounts receivable and tax accounts, lottery license % fees and POA fines are out of the Town's control to affect user fee increases. Revenue from POA administration / management fees, rebates from external entities such as the natural gas rebate and purchase card rebate are also out of the Town's control to affect user fee increases.

The following are the estimated revenue increases resulting from the user fee increase as presented on the attached schedule:

1.	Dishonoured Cheques	-	\$ 17
2.	Business Licenses	-	\$ 881
3.	Tax Certificates	-	\$ 304
3.	Civil Marriages	-	\$ 113
4.	Commissioning Oaths & Affidavits	-	<u>\$ 30</u>
	Total Estimated Revenue Increase		\$1,345