

**TO: Administration & Finance Executive Committee**

**FROM: Dawn Galusha, Treasurer**

**DATE: November 12, 2020**

**SUBJECT: 2021 User Fee – Administration & Finance**

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**BACKGROUND**

On November 9, 2020, Council approved that division managers affect a 0.6% user fee increase for 2021, based on the Ontario 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.

Lisa Slomke, Town Clerk, polled neighbouring municipalities for marriage license and death registrations. Our 2020 rates were the highest, except for Kenora, so Lisa is suggesting holding the fee at \$140 for marriage licenses and \$32 for death registrations.

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

1.	Dishonoured Cheques	-	\$ 8.20
2.	Business Licenses	-	\$ 215.35
3.	Tax Certificates	-	\$ 88.00
4.	Commissioning Oaths & Affidavits	-	<u>\$ 6.60</u>
	Total Estimated Revenue Increase		\$ 318.15