



# Corporation of the County of Grey Corporate Procedure

| <b>Fees and Services</b>  |                            |
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| Approved by: Resolution FP91-11<br>Endorsed by: Council<br>Date Approved: November 1, 2011  | Procedure #: A-FIN-002-001 |
|   | Parent Policy: A-FIN-002   |
| Last Modified Date: October 7, 2008<br>Replaces: ADM-06-07; By-law 4544-08/4449-07<br>Scheduled for Review by: 2015   | Author: Finance Department |
| <b>References and Related Documents</b><br><a href="#">Fees and Services</a><br><a href="#">By-Law 4735-11 Fees and Service Charges</a><br><a href="#">Fees and Service Charges Schedules Revised January 1 2012 for October 2010 to September 2011 Consumer Price Index By-law 4735-11</a> |                            |
| <b>Forms</b>  |                            |

## Purpose Statement

The purpose of this procedure is to provide the administrative mechanisms to ensure that the County of Grey's fees and service charges remain current and in force.

## Scope

In an effort to ensure that fees remain current, annually, on January 1<sup>st</sup> of each year, the fees listed in the fees and service schedules of the by-law be automatically increased on a percentage basis to match the average annual increase in the Statistics Canada consumer price index for Ontario as of September 30th of the previous year, if the consumer price index shows an average increase. Any fees which are set by legislation or by contract would be exempt from this annual increase.

The proposed automatic annual increase would not preclude departments from bringing forward as recommendations any revisions to fees throughout the year as needed.

## Procedure

1. The finance department will update the fees and services by-law schedules annually in accordance with the consumer price index.

2. The clerk's department will ensure that only the current version of the policy and procedure is available on the corporate website and that an updated schedule is appended to the fees and services by-law.
3. Directors wishing to include new fees and service charges or update fees and service charges beyond the consumer price index shall submit a report to the respective committee for consideration and recommendation to County Council.

## **Responsibilities**

### **Finance**

The accounting supervisor is responsible for the administration, maintenance and communication of this procedure.

### **County Clerk**

The administrative assistant is responsible for ensuring that the website is current, that the appropriate by-law amendments are brought forward for Council's consideration and for maintaining the corporate record of the fees and services by-law.