

COMMUNICATION 131 000

Received From: Trisa McConkey, Treasurer
Addressed To: Committee of the Whole
Date: December 3, 2019
Topic: 2020 Fee Schedule

SUMMARY:

The proposed 2020 Fees and Charges schedule of changes is attached for Council's consideration. The Childcare, Building Permit, Recreation and Water and Sewer fee explanations are not included in the chart as separate Managers' reports were/will be provided for these respective fees.

BACKGROUND:

Section 391 of the *Municipal Act, 2001* permits a municipality to enact by-laws to impose fees and charges for municipal services and activities. The purpose of the fees is to recover costs for services and activities provided by or on behalf of a municipality and for the use of its property. Cost-recovery is an important consideration, as is a market comparison with neighboring municipalities.

DISCUSSION:

Each year Managers conduct a review of the fees and charges pertaining to their service area. The review is to ensure that the existing fees are adequate in terms of any increased costs being incurred to provide the service or identifying a fee which was not previously charged.

Attached is the updated schedule of fees and the explanation from Staff for the proposed changes. The Childcare, Recreation, Building Permit and Water and Sewer fee explanations are not included in the chart as separate Managers' reports were/will be provided for these respective fees.

FINANCIAL IMPLICATIONS:

The proposed fee changes are designed to ensure that the cost of providing a specific service is fully or partially recovered from the user of that service while minimizing the cost and effect to all ratepayers. The revenues anticipated from the proposed 2020 fees have been included in the 2020 draft budget.

RECOMMENDATION:

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2020.

EXPLANATION OF PROPOSED CHANGES

ITEM	2019	2020	EXPLANATION
POLICE <ul style="list-style-type: none"> • Security Clearance • Incident & Motor Vehicle Collision Report 	<ul style="list-style-type: none"> • \$25 • \$35 	<ul style="list-style-type: none"> • N/A • N/A 	These fees are now set and collected by the OPP
FIRE <ul style="list-style-type: none"> • Compliance Letters • 2nd & Subsequent re-inspections of building • Apartments (3-5 Units) • Apartments (6-10 Units) • Apartments (11-15 Units) • Apartments (15+ Units) • Duplexes • License for Liquor Sales • Refreshment Vehicles • Single Family Homes • Special Occasion Permits 	<ul style="list-style-type: none"> • \$65 • \$75 • \$90 • \$100 • \$150 • \$200 • \$80 • \$40 • \$50 • \$50 • \$40 	<ul style="list-style-type: none"> • \$85 • \$85 • \$100 • \$120 • \$175 • \$225 • \$100 • \$85 • \$100 • \$85 • \$85 	Adjusted to reflect cost of living and the cost of staff time
BY-LAW OFFICE <ul style="list-style-type: none"> • Compliance Report • Complaint Inspection Report • Certificate of Completion 	<ul style="list-style-type: none"> • N/A • N/A • N/A 	<ul style="list-style-type: none"> • \$85 • \$85 • \$85 	New fees to recover staff time
PLANNING Development Permit Applications: <ul style="list-style-type: none"> • Class 1 • Class 1A • Class 2 • Class 3 • Extension of Draft Conditions for Subdivisions/Condominiums • Subdivision Approval and Agreement • Condominium Approval and Agreement • Major Amendment (>10% change) to Subdivision/Condominium Agreements • Minor Amendment (<10% change) to Subdivision/Condominium 	<ul style="list-style-type: none"> • \$250 • \$500 • \$2,500 • \$3,500 • \$350 +legal fees • \$500 +1% of value • \$4,500 • \$1,000 + legal fees • \$500 + legal fees 	<ul style="list-style-type: none"> • \$350 • \$750 • \$3,000 • \$4,000 • \$1,500 +legal fees • \$1,500 +1% of value • \$5,000 +legal fees • \$7,500 + legal fees • \$2,500 + legal fees 	Reviewed other municipalities and to recover staff time

<p>Agreements</p> <ul style="list-style-type: none"> • Lifting One Foot Reserve • Amendment to Condominium Agreement • Subdivision Amendment after draft approval but before final approval • Modifications to subdivisions requiring subsequent public meetings • Subdivision Amendment post registration • Part Lot Control <ul style="list-style-type: none"> ○ Minor (creating individual housing ownerships) ○ Major (revisions to signed subdivision plans) • Encroachment Agreement with Town • Compliance Report (Minor) • Compliance Report (Major) More than 1 property or commercial, industrial or residential properties with multiple units • Cash in lieu of parking 	<ul style="list-style-type: none"> • \$200 +legal fees • N/A • N/A • N/A • N/A • \$750 +legal fees • \$100 +legal fees • \$50 • \$50 • N/A 	<ul style="list-style-type: none"> • \$500 +legal fees • \$2,500 +legal fees • \$7,500 +legal fees • \$2,000 • \$2,000 +legal fees • \$1,000 +legal fees • \$500 +legal fees • \$100 • \$100 per unit or property • \$3,500/parking space 	
<p>ENGINEERING DEVELOPMENT-RELATED FEES</p> <ul style="list-style-type: none"> • Condominium Approval and Agreement • Development Permit Class 2 Application (DP2) • Development Permit Class 3 Application (DP3) • Pre-Servicing Agreement 	<ul style="list-style-type: none"> • \$500 + \$1,500 deposit • \$500 + \$1,500 deposit • \$500 + \$1,500 deposit • N/A 	<ul style="list-style-type: none"> • \$1,000 + \$1,500 deposit • \$1,000 + \$1,500 deposit • \$1,000 + \$1,500 deposit • \$1,000 +legal fees 	<p>Adjusted to reflect cost of living and the cost of staff time</p>
<p>PUBLIC WORKS Rates adjusted in accordance with By-Law 106-2019 - Regulating Water Rates for 2020</p>			
<p>PARKING</p> <ul style="list-style-type: none"> • 1 year • 6 months • 1 day 	<ul style="list-style-type: none"> • \$50 • \$30 • \$5 	<ul style="list-style-type: none"> • \$100 • \$50 • \$10 	<p>Increased by 50% after review of neighboring Municipalities</p>

<p>ARENA HALLS Resident-Adult Board Room (Capacity 45 persons)</p> <ul style="list-style-type: none"> • Commercial • Non-commercial for non-profit organizations staffed during non-operational hours <p>Resident-Adult Charitable Board Room (Capacity 45 persons)</p> <ul style="list-style-type: none"> • Non-commercial for non-profit organizations staffed during non-operational hours <p>Resident-Minor Charitable</p> <ul style="list-style-type: none"> • Non-commercial for non-profit organizations staffed during non-operational hours <p>Additional Charges (for all rental spaces)</p> <ul style="list-style-type: none"> • Hourly Rate per staff for set-up/clean up • TV/DVD Rental 	<ul style="list-style-type: none"> • \$29.25/hr • \$29.25/hr <ul style="list-style-type: none"> • \$17.50/hr <ul style="list-style-type: none"> • \$17.50/hr <ul style="list-style-type: none"> • \$32.50/hr • \$22.20 	<ul style="list-style-type: none"> • \$22.75/hr • \$22.75/hr <ul style="list-style-type: none"> • \$22.75/hr <ul style="list-style-type: none"> • \$22.75/hr <ul style="list-style-type: none"> • \$33.25/hr • N/A 	<p>Adjusted to reflect cost of living and the cost of staff time</p>
<p>TOWN HALL Non-Resident - Auditorium (Capacity 240 persons)</p> <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event • Staff Cleanup required for licenced events <p>Resident-Adult - Auditorium (Capacity 240 persons)</p> <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event • Staff Cleanup required for licenced events 	<ul style="list-style-type: none"> • \$76/hr • \$45.75/hr <ul style="list-style-type: none"> • \$359.50 (min) • \$359.50 (min) <ul style="list-style-type: none"> • \$32.50/hr <ul style="list-style-type: none"> • \$57.25/hr • \$28.50/hr <ul style="list-style-type: none"> • \$359.50 (min) • \$359.50 (min) <ul style="list-style-type: none"> • \$32.50/hr 	<ul style="list-style-type: none"> • \$77.50/hr • \$46.75/hr <ul style="list-style-type: none"> • \$366.75 (min) • \$366.75 (min) <ul style="list-style-type: none"> • \$33.25/hr <ul style="list-style-type: none"> • \$58.50/hr • \$29.25/hr <ul style="list-style-type: none"> • \$366.75 (min) • \$366.75 (min) <ul style="list-style-type: none"> • \$33.25/hr 	<p>Adjusted to reflect cost of living and the cost of staff time</p>

<p>Resident-Adult Charitable - Auditorium (Capacity 240 persons)</p> <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event • Staff Cleanup required for licenced events <p>Resident-Minor Charitable</p> <ul style="list-style-type: none"> • Sun-Thurs-Non-Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> • \$57.00/hr • \$23.00/hr • \$359.50 (min) • \$359.50 (min) • \$32.50/hr • \$23.00/hr • \$359.50 (min) 	<ul style="list-style-type: none"> • \$46.75/hr • \$23.50/hr • \$366.75 (min) • \$366.75 (min) • \$33.25/hr • \$23.50/hr • \$366.75 (min) 	
<p>MARKET SQUARE</p> <p>Market Square Slab Non-Resident</p> <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) <p>Resident-Adult</p> <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) <p>Resident-Minor</p> <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) <p>Non-Profit/Charitable Organization</p> <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) <p>Market Square Slab & Parking Lot Non-Resident</p> <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$173.75 • \$269.50 • \$101.75 • \$173.75 • \$60.00 • \$119.75 • \$60.00 • \$119.75 • \$233.75 • \$239.50 	<ul style="list-style-type: none"> • \$177.25 • \$275.00 • \$103.75 • \$177.25 • \$61.25 • \$122.25 • \$61.25 • \$122.25 • \$238.50 • \$336.00 	<p>Adjusted to reflect cost of living and the cost of staff time</p>

<p>Resident-Adult</p> <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) <p>Resident-Minor</p> <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) <p>Non-Profit/Charitable Organization</p> <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$155.75 • \$233.75 • \$60.00 • \$119.75 • \$60.00 • \$119.75 	<ul style="list-style-type: none"> • \$158.75 • \$238.75 • \$61.25 • \$122.25 • \$61.25 • \$122.25 	
<p>SPRING/SUMMER SPORTS FACILITIES</p> <p>Non-Resident</p> <ul style="list-style-type: none"> • Baseball Diamonds • v • Boat Launch-Season Pass • <u>Parks</u> <ul style="list-style-type: none"> ○ <u>Hourly</u> ○ <u>Daily</u> <p>Resident-Adult</p> <ul style="list-style-type: none"> • Baseball Diamonds • Baseball Tournament • Batting Cage • Summer Ice Slab • Boat Launch-Season Pass • Boat Launch-Daily Pass • <u>Parks</u> <ul style="list-style-type: none"> ○ <u>Hourly</u> ○ <u>Daily</u> <p>Minor/Charitable</p> <ul style="list-style-type: none"> • Baseball Diamonds • Summer Ice Slab • Batting Cage 	<ul style="list-style-type: none"> • \$37.50/hr • \$50.25/hr • \$87.50/hr • N/A • N/A • \$25.00/hr • \$159.25/hr • \$12.50/hr • \$36.50/hr • \$48.00 • \$8.00 • N/A • N/A • \$16.00/hr • \$25.00/hr • \$12.50/hr 	<ul style="list-style-type: none"> • \$38.25/hr • \$51.25/hr • \$89.25/hr • \$41.00/hr • \$510.00/day • \$25.50/hr • \$162.50/hr • \$12.75/hr • \$37.25/hr • \$49.00 • \$10.00 • \$25.50/hr • \$357.00/day • \$16.25/hr • \$25.50/hr • \$12.75/hr 	<p>Adjusted to reflect cost of living and the cost of staff time</p>
<p>CANOE CLUB</p> <p>Non-Resident</p> <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event 	<ul style="list-style-type: none"> • \$76.00/hr • \$44.00/hr • \$1,220 (flat rate) 	<ul style="list-style-type: none"> • \$77.50/hr • \$45.25/hr • \$1,245 (flat rate) 	<p>Adjusted to reflect cost of living and the cost of staff time</p>

<ul style="list-style-type: none"> • Fri & Sat-Non-Licensed event • Staff Cleanup required for licenced events <p>Resident-Adult</p> <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event • Staff Cleanup required for licenced events <p>Resident Charitable-Adult</p> <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event • Staff Cleanup required for licenced events <p>Resident Charitable-Minor</p> <ul style="list-style-type: none"> • Sun-Thurs-Non-Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> • \$379.50 (min) • \$32.50/hr • \$60.00/hr • \$30.00/hr • \$1,061 (flat rate) • \$329.50 (min) • \$32.50/hr • \$60.00/hr • \$30.00/hr • \$1,061 (flat rate) • \$329.50 (min) • \$32.50/hr • \$30.00/hr • \$329.50 (min) 	<ul style="list-style-type: none"> • \$387.00 (min) • \$32.50/hr • \$61.25/hr • \$30.50/hr • \$1,082 (flat rate) • \$336.00 (min) • \$32.50/hr • \$61.25/hr • \$30.50/hr • \$1,082 (flat rate) • \$336.00 (min) • \$32.50/hr • \$30.50/hr • \$336.00 (min) 	
<p>CARAMBECK GYMNASIUM</p> <p>Resident Charitable-Minor/Senior</p> <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate <p>Resident - Adult</p> <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate <p>Non - Resident</p> <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> • \$17.50 • \$15.50 • \$27.25 • \$22.75 • \$22.75 • \$27.25 • \$32.50 • \$32.50 • \$37.55 	<ul style="list-style-type: none"> • \$18.50 • \$16.00 • \$28.75 • \$24.00 • \$24.00 • \$28.75 • \$34.25 • \$24.25 • \$39.50 	<p>Adjusted to reflect cost of living and the cost of staff time</p>
<p>CARAMBECK LIBRARY MEETING ROOM</p> <p>Resident Charitable-Minor/Senior</p> <ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate 	<ul style="list-style-type: none"> • \$15.50 • \$15.50 	<ul style="list-style-type: none"> • \$16.00 • \$16.00 	<p>Adjusted to reflect cost of living and the cost of staff time</p>

<ul style="list-style-type: none"> Weekend Hourly Rate No Show Fee (48 hr cancellation notice) <p>Resident-Adult</p> <ul style="list-style-type: none"> Week Day Hourly Rate Evening Hourly Rate Weekend Hourly Rate <p>Non-Resident</p> <ul style="list-style-type: none"> Week Day Hourly Rate Evening Hourly Rate Weekend Hourly Rate 	<ul style="list-style-type: none"> \$27.25 \$15.50/hr <ul style="list-style-type: none"> \$17.50 \$17.50 \$27.25 <ul style="list-style-type: none"> \$27.25 \$27.25 \$37.50 	<ul style="list-style-type: none"> \$28.75 \$16.00/hr <ul style="list-style-type: none"> \$18.50 \$18.50 \$28.75 <ul style="list-style-type: none"> \$28.75 \$28.75 \$39.50 	
<p>CARAMBECK MEETING ROOM</p> <p>Resident Charitable-Minor/Senior</p> <ul style="list-style-type: none"> Weekend Hourly Rate <p>Resident-Adult</p> <ul style="list-style-type: none"> Week Day Hourly Rate Evening Hourly Rate Weekend Hourly Rate <p>Non-Resident</p> <ul style="list-style-type: none"> Week Day Hourly Rate Evening Hourly Rate Weekend Hourly Rate 	<ul style="list-style-type: none"> \$27.75 <ul style="list-style-type: none"> \$15.50 \$15.50 \$27.25 <ul style="list-style-type: none"> \$22.75 \$22.75 \$22.75 	<ul style="list-style-type: none"> \$28.75 <ul style="list-style-type: none"> \$16.00 \$16.00 \$28.75 <ul style="list-style-type: none"> \$24.00 \$24.00 \$39.50 	Adjusted to reflect cost of living and the cost of staff time
<p>THE STATION-ACTIVE LIVING CENTRE ROOM RENTAL</p> <p>Resident Charitable-Minor/Senior</p> <ul style="list-style-type: none"> Hourly Rate <p>Resident Adult</p> <ul style="list-style-type: none"> Hourly Rate <p>Non-Resident</p> <ul style="list-style-type: none"> Hourly Rate 	<ul style="list-style-type: none"> N/A <ul style="list-style-type: none"> N/A <ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> \$30.50 <ul style="list-style-type: none"> \$30.50 <ul style="list-style-type: none"> \$44.00 	New service
<p>THE STATION-ACTIVE LIVING CENTRE MEMBERSHIPS</p> <p>Resident Adult</p> <ul style="list-style-type: none"> Annual Fee <p>Non-Resident</p> <ul style="list-style-type: none"> Annual Fee 	<ul style="list-style-type: none"> N/A <ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> \$25.00 <ul style="list-style-type: none"> \$50.00 	New service
<p>ADMINISTRATIVE FEES (all departments)</p> <ul style="list-style-type: none"> Refund Requests 	<ul style="list-style-type: none"> \$14.50 	<ul style="list-style-type: none"> \$25 	Comparable to surrounding municipalities

<ul style="list-style-type: none">• Transfer amount owing to Taxes• Tax Sale Registration	<ul style="list-style-type: none">• \$14.50• \$1,500	<ul style="list-style-type: none">• \$25• \$2,000	
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