

COMMUNICATION 131140

Received From: Trisa McConkey, Treasurer
Addressed To: Committee of the Whole
Date: November 24, 2020
Topic: 2021 Fee Schedule

SUMMARY:

The proposed 2021 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(s). 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 proposed 2021 fees have been included in the 2021 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 2021.

EXPLANATION OF PROPOSED CHANGES

ITEM	2019	2020	EXPLANATION
Refreshment Vehicles <ul style="list-style-type: none"> • Application Fee • Renewal Fee-existing Licence (must have CP licence from previous year) • Mobile Wagon • Mobile Wagon in Riverside Park • Located Wagon • Located Wagon Amendment Fee • Mobile Canteen <ul style="list-style-type: none"> • Refreshment Cart 	<ul style="list-style-type: none"> • \$100 • \$25 • \$525 • \$585 • \$528 • \$250 • \$525 • \$285 	<ul style="list-style-type: none"> • No change • \$35 • Refreshment Vehicle \$540 • Refreshment Vehicle in Riverside Park \$600 • Licence Amendment Fee \$250 • Bicycle Refreshment Cart \$290 <p>NOTE: To obtain a Refreshment Vehicle Licence, applicants must first pay an application or renewal fee. Only successful applicants will be subsequently charged a licence fee.</p>	Change fee descriptions, add note and increase fee to reflect the cost of processing licences.
PAYMENT WITH CREDIT CARD	n/a	3% service charge to use credit cards for payment of taxes, user fees, permits, fines and licences.	To recover the cost of allowing customers to pay for municipal services by credit card.
GARBAGE TAGS	<ul style="list-style-type: none"> • \$2 	<ul style="list-style-type: none"> • \$3 	Adjusted to reflect increased cost in garbage collection and disposal. Sticker fee has not changed since 1993.
PLANNING DEVELOPMENT-RELATED FEES			
Official Plan Amendment (OPA)	\$4,500	\$5,500	To reflect the cost of providing the service.
Development Permit Amendment (DPA)	\$4,500	\$5,500	
Combined OPA/DPA	\$6,500	\$8,500	
Modifications to OPA/DPA requiring a subsequent public meeting	\$1,000	\$2,000	

Class 1A Development Permit	\$750	\$2,500	To reflect the cost of providing the service.
Class 3 Development Permit	\$4,000	\$5,000	
File Reactivation Fees (inactive for more than 12 months)	n/a	50% of the current application fee	
Subdivision Approval	\$1,500	\$5,000	
Major Amendment (>10% change) to Subdivision/Condominium Agreements		Change wording to: Major Amendment (>10% change in unit count) to Subdivision / Condominium requiring a public meeting	
Minor Amendment (<10% change) to Subdivision/Condominium Agreements		Change wording to: Minor Amendment (<10% change in unit count) to Subdivision / Condominium	
Execution of Subdivision or Condominium Agreement	n/a	\$5,000 plus 1% value of works	New fee
Amendment to Subdivision or Condominium Agreement		\$2,500	New fee
Subdivision Amendment after draft approval but before final approval	\$7,500 + legal fees	Remove fee	To reflect the cost of providing the service.
Modifications to subdivisions requiring subsequent public meetings	\$2,000	Remove fee	
Consent Applications	\$800	\$1,500	
Consent Mail List/Report to Council	\$200	Remove Fee	
Part Lot Control			
<ul style="list-style-type: none"> Minor (creating individual housing ownerships) 	<ul style="list-style-type: none"> \$1,000 + legal fees 	\$1,000	
<ul style="list-style-type: none"> Major (revisions to registered subdivision plans) 	<ul style="list-style-type: none"> \$2,000 + legal fees 	\$4,000	
<ul style="list-style-type: none"> Encroachment Agreement with Town 	\$500 + legal fees	\$1000	
1. Compliance Report (Major) More than 1	\$100/property or unit	\$500	

property or commercial, industrial or residential properties with planned or existing multiple units			
2. Additional pre-consultation meetings (additional meetings after the second in person, email, or phone)	\$50/hour; Minimum ½ hour fee	\$50/hour; Minimum ½ hour fee per employee	To reflect the cost of providing the service.
3. Subdivision Amendment post registration	\$2,000	Remove fee	
4. Third Party Peer Reviews	Cost to be borne 100% by Developer	Remove fee	

ENGINEERING DEVELOPMENT-RELATED FEES

5. Additional pre-consultation meetings (additional meetings after the second in person, email, or phone)	\$50/hour; Minimum ½ hour fee	\$50/hour; Minimum ½ hour fee per employee	To reflect the cost of providing the service.
6. Pre-Servicing Agreement	\$1,000 + legal fees	\$3,000	

For all Planning and Engineering Development-Related Fees, remove all instances of “+ legal fees” and add an additional note as follows:

Processing of planning applications occurs on a cost-recovery basis. Expenses incurred by the Town in reviewing the application including but not limited to those related to legal and professional fees will be invoiced to the applicant at 100% of the value. These expenses may also include legal fees associated with the defense of an application at the Local Planning Appeal Tribunal.

PUBLIC WORKS

Create New Entrance			To reflect the cost of providing the service.
• Single to double (curb only)	•\$204	• \$778	
• Single to double (curb & sidewalk)	•\$510	• \$1,788	
• Double (curb only)	•\$306	• Remove fee	
• Double (curb & sidewalk)	•\$714	• Remove fee	

<p>Relocate Entrance (includes restoring existing entrance)</p> <ul style="list-style-type: none"> • Single Width (curb only) • Single Width (curb & sidewalk) • Double Width (curb only) • Double Width (curb & sidewalk) 	<ul style="list-style-type: none"> •\$510 •\$1,020 •\$765 •\$2,040 	<ul style="list-style-type: none"> • \$866 • \$2,267 • \$1,086 • \$3,496 	<p>To reflect the cost of providing the service.</p>
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