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Date: February 8, 2019
To: Mayor and Council
Author: Ryan McLeod, Director of Financial Services
RE: 2019 Fee By-law Amendments
Report No.: FS-2019-05

AIM

To provide Council with information relating to the proposed changes to the Fees and Charges by-law 17-2018 and the Building Code Fees and Charges by-law 18-2018.

BACKGROUND

In accordance with section 391 of the *Municipal Act, 2001* (the "Act"), the municipality is authorized to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control.

Each year, Administration reviews the proposed changes to the fees charged for various services and activities provided to the public.

DISCUSSION

The proposed changes to the Fees and Charges by-law 17-2018 and the Building Code Fees and Charges by-law 18-2018 are outlined in the attachments to this report. Any changes to the wording of the by-law, fees amounts or fee descriptions have been highlighted for comparison.

Administrative Services

Filing Fee – By-law Appeal - \$100 per appeal

This amount was proposed when the By-law Appeal Committee was established. The fee will cover a portion of the administrative costs associated with conducting a hearing.

Certified Copies of Documents - \$15 per certified document

In accordance with sections 253(1) and 253(2) of the *Municipal Act*, upon request the Clerk shall provide a certified copy of any record (bylaws, minutes, public meeting records etc) to any applicant that pays the fee established by Council. This fee will cover a portion of the cost to prepare the documents.

Election Sign Removal - \$20 per sign

The fee is noted in the Election Sign By-law to off-set the costs associated with removing signs in accordance with the by-law.

Marriage Solemnization – Travel rate

The travel rate, which is paid to the individuals performing the service, has been increased to reflect the Town's rate for other travel expenses.

Commissioning and Notarizing Fees

Administration is proposing to limit the number of documents (up to 3) for each commissioning and notarizing charge. The previous by-law did not indicate a limit.

Recreation Services

Grovedale Arts & Culture Centre

After consulting with various rental facilities in the area, Administration is recommending a fee of \$2,000 / day for a private event with alcohol and \$500 / day for a private event without alcohol. These fees are consistent those charged by Mastronardi Estate Winery and Pelee Island Winery.

Other Facility Rate Changes

In an effort to simplify the Town's existing facility rental fee structure, Administration is recommending the removal of various rates for weekends vs. weekdays as well as most of the 4 hour block rates and room combination rates. The proposed rate structure will be easier for staff to administer and to communicate to the public.

Ice Time

Administration is proposing a slight increase to the Adult – prime ice time rentals to reflect increasing operating costs. No changes are being proposed to minor sport ice rentals.

Arena Floor

The hourly rate for the arena floor is being replaced with a daily rate, to better reflect how this space has been used for private rentals.

Baseball / Soccer

The "double header" rate has been removed in favour of adding the description "up to 2 hours" to the per game rate. Administration is also proposing a rate of \$100 / diamond per day for baseball tournaments and \$75 / field per day for soccer tournaments.

Advertising

In an effort to generate more advertising revenue in total, Administration is proposing to decrease the wall and ice board sign rates.

Planning Services

Planning Fees / Expense Deposits

The Manager of Planning Services is proposing a number of changes to the Town's planning application fees as outlined in Schedule A of the attached. In contemplation of these fees, consideration was given to the amount of time required to process an application as well as the rates imposed by neighbouring municipalities.

In an effort to reduce administrative burden, the Manager of Planning Services is also proposing the elimination of various "expense deposits" which were used to pay for out of pocket expenses for advertising, circulation mailings and minor legal fees associated with applications. Instead, the average "out of pocket" expenses for these applications have been factored into the proposed fees.

Refunds

Administration is proposing to reduce the eligible refund on a withdrawn planning applications from 60% to 25%. This is intended to discourage non-serious applicants and to allow the Town to recover a greater portion of the expenses incurred on withdrawn applications.

Municipal Services

Encroachment Agreement Preparation - \$500

To offset the cost of staff time in the preparation and review of encroachment agreements which are for the sole benefit for the applicant.

Water / Sewer Services

New-Water Service Connections

An increase in the cost of ¾" and 1" water service connections is being proposed to ensure the full cost recovery of the contracting and material expenses associated with new water service installations.

Expense Deposits – Schedule B

As noted above, expense deposits will no longer be required for planning applications. This schedule will be eliminated.

Indemnity Deposits and Penalties – Schedule C

An indemnity deposit of \$500 has been added for all Grovedale Rentals.

Municipal Services is proposing a number of "standard" penalties for damages to Town infrastructure. These penalties will be deducted from indemnity deposits as required.

Security Deposits – Schedule D

Election Sign Deposit - \$140 for Municipal/School Board Election Candidates and \$300 for Provincial or Federal Election Candidates

As outlined in the Election Sign By-law, this is a refundable security deposit and is used to off-set the costs associated with the removal of election signs if required.

Reduced or No Fee – Schedule E

The rate for Public or Secondary School ice rentals has been amended to read “50% of standard rate” as this was Council’s intention when this discount rate was established.

The comment “maximum two rentals under Column 1” has been eliminated after Organizations under contract for Sports Fields or Ice Time. Based on experience, User Groups require frequent use of our facility meeting rooms to conduct their business, and the 2 free rental limit is not practical. Accordingly, Administration is proposing the addition of paragraph 15 of the by-law to provide User Groups with unlimited access to meeting rooms, subject to availability.

Building Fees – By-law 18-2018

The Building Department is proposing a few minor housekeeping amendments to their fees currently detailed in by-law 18-2018. These changes are being proposed to ensure consistency of their minimum fee and their per square footage rates. No changes to the residential, commercial or industrial new construction permit fees are being proposed for 2019.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

The addition of certain fees and the increases recommended to other fees will result in increased revenue for the Town. Revenue generated from user fees offset the amount of revenue required from general taxation.

CONSULTATIONS

The preparation of this report and the Fees and Charges by-law was a multi-department collaborative effort.

In some cases, when considering adding a new fee or increasing an existing fee, Administration will review fees and charges imposed by our neighbouring municipalities.

Notice that this by-law was being considered at this Regular Meeting of Council has been given to the public pursuant to the Town’s Notice Policy.

RECOMMENDATION

That Council direct administration to prepare the necessary by-laws to reflect the proposed changes to by-laws 17-2018 and 18-2018.

Ryan McLeod _____

Ryan McLeod, CPA, CA
Director of Financial Services

Peggy Van Mierlo-West _____

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer