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**Date:** March 3, 2020  
**To:** Mayor and Council  
**Author:** Ryan McLeod, Director of Financial Services  
**RE:** 2020 Fee By-law Amendments  
**Report No.:** FS-2020-05

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#### **AIM**

To provide Council with information relating to the proposed changes to the Fees and Charges By-law 28-2019 and the Building Code Fees and Charges by-law 29-2019.

#### **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 fees charged for various services and activities to ensure they remain appropriate.

#### **DISCUSSION**

The proposed changes to the Fees and Charges by-law 28-2019 and the Building Code Fees and Charges by-law 29-2019 are outlined in the attachments to this report. Any changes to the wording of the by-law, fee amounts or fee descriptions have been highlighted. Details on the more significant amendments are discussed below:

## **Administrative Services**

### **Code of Conduct Complaint Fee - \$100**

Administration is proposing a reduction of this fee from \$250 to \$100 to make it less cost prohibitive to residents. Council should note this fee is refundable upon recommendation of the Integrity Commissioner.

### **Council Meeting Recording - \$20 per meeting**

In response to Council's request to make Council meeting recordings available to the public on a USB drive, Administration is proposing a \$20 fee. Council is advised that Administration is still investigating the storage constraints of the Town's recording system, and the period of time for which historical meetings will be available still needs to be determined.

### **Statement of Account / Tax Notices / Water Bills**

Administration is proposing to reduce the fee to mail or email statements of account, copies of water bills and / or tax notices from \$17.50 to \$10.00. This reduction is in response to resident feedback and reflects the ability to more efficiently collect the fee through the Town's website.

## **Animal Control**

### **Dog Impound Fees**

On August 12, 2019, Council approved new reclaim fees which increase after each occurrence. The escalating fee structure was designed to discourage misuse of the impounding service.

## **Recreation Services**

### **Carnegie Rental Fees**

With the BIA under a separate rental agreement for the lower level of the Carnegie Building, Administration is recommending the removal of the special BIA member rate for the rental of the upper level.

### **Instructional Rates**

Administration is recommending a \$75 per hour instructional rate for the Grovedale Arts and Culture Centre and a \$50 per hour rate for Lakeside Park Pavillion. The instructional rates for all other facilities is proposed to increase from \$27 per hour to \$30 per hour. Instructional rates are available to individuals or companies which offer programs or courses to the general public, either through pre-registration or drop in programs.

### **Ice Rental**

In response to rising operating costs, Administration is proposing a \$4 per hour increase (approx. 2%) to the Adult – Prime and Minor Sport – Prime rental rates. Despite these increases, Kingsville will continue to offer one of the most affordable ice rentals in the County. The average cost of prime-time ice in Windsor and Essex County is currently \$202.

## **Planning Services**

As part of a multi-year strategy to reduce the cost of Planning Services on the general tax levy, Administration is proposing a number of modest increases to various planning department fees. Refer to schedule A of the attached for details. 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.

## **Water / Sewer Services**

### **Turn-on / Turn-off fees**

Administration is proposing an increase from \$25 to \$40 for the 'turn on' or 'turn off' of a private water service connection. This fee adjustment is based on a review of the actual time and equipment required to complete such requests.

### **New Water Service Connections**

A modest increase in the cost of  $\frac{3}{4}$ " 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.

## **Indemnity Deposits and Penalties – Schedule B**

Municipal Services is proposing to increase the indemnity deposit collected on the issuance of building permits from \$1,000 to \$2,000. The increased fee will provide a greater incentive for builders to correct damages or deficiencies. A \$2,000 indemnity deposit is in line with the average deposit required in the County.

## **Reduced or No Fee – Schedule D**

Based on a motion from Council in July of 2016, Discovery School-Based Childcare Program has been added to the 'No fee' schedule. This addition was missed in previous updates to the by-law.

## **Building Fees – By-law 29-2019**

The Building Department is proposing a few amendments to their fees currently established in By-law 29-2019. The fee increases are required to keep pace with rising operating costs and to better align their fees with the cost of providing the service. The more significant changes are as follows:

### **Residential Building Permits**

Management is recommending an increase to residential building permit fees from \$1.05 per square foot to \$1.10 per square foot. This would represent a \$100 increase on a 2,000 square foot home.

### **Greenhouse Building Permits**

Management is recommending an increase to the Greenhouse permit fees from \$0.04 per square foot on the first 10 acres + \$0.01 per square foot on the balance to flat \$0.04 per square foot rate.

For illustrative purposes, the proposed increase would have the following impact on greenhouse permits:

Size of Greenhouse	Current Fee	Proposed Fee	Difference
10 Acres	\$17,424	\$17,424	\$ -
20 Acres	\$21,780	\$34,848	\$13,068
30 Acres	\$26,136	\$52,272	\$26,136

While management acknowledges the fee increase is significant for larger acreage developments, the increase is warranted based on the number of inspections required, the increasing complexity of these structure and the heightened litigation risk associated with high value construction.

### **Cancellation Fees**

An increase in the cancellation fees for Part 3 commercial, industrial and agricultural properties from \$500 to \$750

### **LINK TO STRATEGIC PLAN**

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

### **FINANCIAL CONSIDERATIONS**

With the exception of Building and Water Department revenue, any revenue generated from user fees will reduce the amount of revenue required from general taxation, and therefore reduce property tax rates.

### **CONSULTATIONS**

All departments were consulted for input on revisions to the Town's fees and charges by-laws.

Notice that this by-law was being considered by Council has been given to the public pursuant to the Town's Notice Policy and the proposed amendments were available for viewing on the Town website. As of the date of this report, no public feedback has been received.

### **RECOMMENDATION**

That Council adopts By-law 24-2020, being a by-law to impose fees and charges; and that Council adopts By-law 25-2020, being a by-law to regulate permits issued under the Building Code Act, set fees, and establish a Code of Conduct for the Chief Building Official and Inspectors.

*Ryan McLeod*

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