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**Date:** January 9, 2017  
**To:** Mayor and Council  
**Author:** Jennifer Astrologo, Director of Corporate Services  
**RE:** 2017 Fees By-law Amendment Proposals  
**Report No.:** CS-2017-001

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## **AIM**

To provide Council with information relating to the proposed amendments to the fees and charges by-law

## **BACKGROUND**

In addition to the general powers to pass by-laws conferred by sections 9, 10 and 11 of the *Municipal Act, 2001*, S.O. c. 25 (the "Act"), section 391 of the Act authorizes a municipality 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.

## **DISCUSSION**

Attached is the proposed new Fees and Charges By-law (9-2017), which incorporates all the changes that have been implemented and are in effect since the passing of the 2015 Fees and Charges By-law.

Administration is recommending a one rental limit be placed on the Schedule "E" users that are permitted to use municipal facilities for no fee. The proposed amendment limits these groups/organizations to a one day rental at no charge of the facility of their choosing

during peak rental periods (i.e. weekend) provided that such rental is used by the organization for the benefit of that organization or the community at large. These amendments are contained at provisions 13 and 14 of the proposed by-law.

Also attached is a condensed version of Schedule A to highlight the proposed amendments. Comments related to some of the proposed changes to Schedule “A” are set out below:

### **Administrative Services**

There are no proposed fee changes to current fees listed under the Administrative Services heading. Rather, there are a number of new fees that are being proposed. The Town has been marketing merchandise and apparel and recommends a mark-up of 15% to the cost of the item to cover administrative costs.

With respect to the costs associated with the various permits (over-the-road, fireworks, and noise), the fees proposed are representative of the fees charged in our neighbouring municipalities, if not lower. The proposed fees cover the administrative costs associated with processing and circulating the application.

Finally, it is recommended that notarizing service be removed from the by-law. This is a service that has not been provided for a number of years. This does not impact the commissioning services provided by the Town.

### **Fire Services**

Fire Services is proposing to remove the Re-Inspection Attendance fee (charged at a flat rate of \$100.00) and replace it with a number of other inspection types (charged out at an hourly rate) which would have otherwise been captured by that fee. The fees, at an hourly rate, are more reflective of the costs associated with conducting the various inspections.

On occasion the Fire Department is requested to provide a full investigation with an Occurrence Report, and the proposed fee is reflective of the additional costs associated with that investigation.

The Fire Safety Request for Training is a fee associated with a request for enhanced training that falls outside the scope of the Fire Department’s standard public fire safety education.

Finally, it is recommended that the Fire Certificate be eliminated as the information captured by that certificate is captured in the Property Information Report (PIR) process, for which there is a corresponding fee.

### **Water Services**

The proposals reduce the fees for the after hour rates to more accurately reflect the true “out of pocket” cost to the municipality when responding to after hour calls.

### **LINK TO STRATEGIC PLAN**

The collection of fees and charges assists in the effective management of the Town in order to achieve the Town's goals and maximize the effectiveness of the Town's strategies.

## **FINANCIAL CONSIDERATIONS**

The addition of certain fees and the increases recommended to other fees will result in an increase in revenue to the Town which was reflected in this year's budget. As indicated above, these increases are as a result of a fee for service, which will subsidize administrative costs, meaning less of an impact on 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**

Council passes By-law 9-2017, being a By-law to impose fees and charges by The Corporation of the Town of Kingsville.

*Jennifer Astrologo*

Jennifer Astrologo, LL.B., B.H.K. (Honours)  
Director of Corporate Services

*Peggy Van Mierlo-West*

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