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**Date:** January 31, 2018  
**To:** Mayor and Council  
**Author:** Jennifer Astrologo, Director of Corporate Services/Clerk  
**RE:** Proposed Changes – 2018 Fees and Charges By-law  
**Report No.:** CS-2018-04

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#### **AIM**

To provide Council with an explanation of the proposed changes to the fees and charges by-law.

#### **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**

Attached is the proposed Fees and Charges By-law (17-2018), which incorporates and highlights the proposed changes. Schedule “A” to the By-law has been condensed to highlight only the fee changes that are proposed.

## Cemetery Services

Notwithstanding the increased costs associated with the provision of cemetery services, the fees for providing this service have remained the same for at least the past five (5) years. Contractor rates and employee wages continue to rise. Therefore, Administration recommends a moderate increase to these rates. It is proposed that interment rights for an adult be increased by \$75.00 and cremations be increased by \$25.00. The proposed fees remain comparable to the rates charged by our neighbouring municipalities.

Administration is also recommending the elimination of burial services on Sunday's and Holidays. In the past five (5) years, the municipality has only carried out one interment on a Sunday or holiday. Further, the cost of an interments outside of regular working hours is greater than the fee charged due to overtime rates and contractor fees.

## Fire Services

Administration is proposing to remove the hourly rate charge for certain services. Providing a flat rate charge for services will reduce confusion. All non-compliance code infractions will be captured in one fee for re-inspection.

New fees that are added include P.I.R. inspections (where the building has not previously been inspected), AGCO inspections and letters and compensation for Technical Rescue Team Services. Smoke and CO alarm fees have been removed as the onus is on the property owner to provide their own devices to ensure proper compliance with the *Ontario Fire Code*.

## Parks and Recreation

There is an increase proposed for the rental fees for all facilities which does not include ice, greens, diamonds and soccer fields. The increased fees for facilities reflect the increasing costs of maintenance, overhead and staffing. In 2017 the rental fees collected for facilities represent on average 50% of the cost of running these facilities. Additionally, in anticipation of the completion of the Grovedale in 2018, fees for rental of that facility have been established.

Due to an increased number of incidents where significant damages has occurred to facilities when a rental is "with alcohol", Administration is proposing to increase the Indemnity Deposit from \$100 to \$500 for all events in all facilities where alcohol is served. It is anticipated that the increased deposit will act as a deterrent for misconduct associated with licensed events.

The demand for Lakeside Pavilion continues to grow. In 2018, there are no available weekends, and bookings are being taken for 2019 and 2020. In 2017, a total of ten weekends were booked at Lakeside Pavilion by groups that paid a reduced fee or no fee to utilize this space. In an effort to maximize our return on investment of both facility and staff time, and to off-set the increasing costs of maintaining these facilities, Administration proposes that the users who are currently entitled to free rentals pursuant to Schedule "E" be entitled to **two free non-prime** time rentals of Lakeside Park Pavilion or the Grovedale

each calendar year. Weekend rentals will only be permitted subject to availability and at a fee of \$300 per day with or without alcohol.

As indicated above, Lakeside Park Pavilion is in high demand for weekend rentals. Currently, there is no system in place to compensate the Town in the event of a cancellation. The Town maintains a waiting list, however when a rental cancels at the last minute there is no ability to rebook the facility. The new rental deposit proposal for Lakeside and Grovedale requires a 50% deposit at time of booking. The deposit will not be refundable if a cancellation is received within 30 days of the rental. Once again this will allow us to recoup some of the lost revenue.

## **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 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**

That Council passes By-law 17-2018, being a by-law to impose fees and charges by The Corporation of the Town of Kingsville.

*Jennifer Astrologo*

Jennifer Astrologo, B.H.K. (hons), LL.B  
Director of Corporate Services/Clerk

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