

Municipality of Lakeshore – Report to Council

Corporate Services

Accounting and Revenue



To: Mayor and Members of Council
From: Michelle Heslop, Team Leader - Revenue
Date: August 13, 2024
Subject: 2024 User Fee By-Law Schedule Amendments

Recommendation

Direct the Clerk to read By-law 79-2024, being a By-law to Amend By-Law 95-2023 (2024 User Fee By-law), during the Consideration of By-laws, as presented at the September 10, 2024 Council meeting.

Strategic Objectives

5a) Modernize Citizen-Centered Services - Conceiving/implementing a plan for resident-service standards (including establishing a response policy for all inquiries to the municipality, IT solutions/apps/portals, phone protocols, virtual enablement, etc)

Background

The 2024 User Fee By-Law 95-2023 was passed at the December 12, 2023 Council meeting, which included Schedules A – J, then on June 18, 2024 By-Law 69-2024, amendments to the original by-law was passed.

Comments

Administration is proposing three changes to the User Fee By-law.

Schedule A – Building Services:

1. Door Knocker (Building Notice) fee will be used to recover the costs of notices personally delivered to properties requiring action on outstanding permits. The fee is \$8.00. This aligns with the door knocker fee for water services.
2. Failure to Pick up a Permit fee will be charged when an application has been deemed abandoned following a six (6) month period. The Chief Building Official may direct the applicant to pay an additional fee to recover the internal staffing costs to review the application. The fee is \$325.00.

Schedule E – Legal and Legislative Services:

3. Noise By-law exemption permit fee of \$200.00. By-law 16-2024 (Noise By-Law) was approved at the June 11, 2024 Council meeting and will come into effect on September 1, 2024. Under the new by-law, an application can be made to the Clerk for an exemption to the by-law. The proposed fee will capture the administrative costs associated with processing the permit application.

Financial Impacts

User fees and charges for taxation funded service areas are designed to mitigate the costs associated with providing services to individuals. Fees are recommended with consideration to recovering direct program costs, such as program supplies, but generally do not cover the full cost of the service.

Fee revenue is included in annual budget requests to offset the cost of programs and services that must otherwise be recovered through taxation. Revenue impacts of the recommended changes identified above have been provided in the 2024 recommended budget where applicable.

Report Approval Details

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| Document Title: | 2024 User Fee - Schedule Amendments.docx |
| Attachments: | |
| Final Approval Date: | Aug 21, 2024 |

This report and all of its attachments were approved and signed as outlined below:

Prepared by Michelle Heslop

Submitted by Kate Rowe

Approved by the Corporate Leadership Team