

Municipality of Lakeshore – Report to Council

Finance

Financial Planning & Analysis



To: Mayor & Members of Council
From: Justin Rousseau, Corporate Leader- Chief Financial Officer
Date: November 28, 2022
Subject: 2023 User Fee By-Law

Recommendation

Approve the changes to the User Fee schedule, as described at the December 13, 2022 Council meeting; and

Direct the Clerk to read By-law 95-2022 during the Consideration of By-laws.

Background

The *Municipal Act, 2001* authorizes a municipality to impose fees and charges on persons for services or activities provided. During 2021, the Municipality of Lakeshore engaged Watson and Associates to do a comprehensive review of all user fees in the municipality, however due to timing issues this review is not completed and is currently in Draft Report Status. It is however important to keep user fees in line with the consumer price index, as such the User Fee By-Law before Council does not contemplate much change until the review is completed in 2023.

Comments

This report is provided to advise Council of recommended changes to the User Fee By-law 95-2022, which is also before Council for consideration. Adoption of this By-law as presented will: 1) continue fees and user rates previously adopted by Council, 2) allow for indexing based on the Consumer Price Index as applicable, and 3) approve the elimination or creation of any new fees and rates as recommended in this report.

The previous User Fee By-law (By-law 113-2021) will be repealed upon adoption of the new by-law. The fees in Schedules A through J have been adjusted in accordance with the applied year over year change in the CPI currently 7% for 2023. Schedule K has been adjusted to reflect the water/wastewater rate study completed in 2022 as indicated below.

By-law 95-2022 will take effect on the 1st of January, except for Schedule C and Schedule I and Schedule J rates which are effective the 1st of April. New fees proposed are shown

at the recommended 2023 rates; therefore, those fees have not been adjusted by the CPI index in 2023.

New fees and fee changes are recommended as outlined in the tables below. The fees and rates recommended below are also included in the schedules to By-law 95-2022. Applicable taxes will be added to all fees.

New Fees/Deleted Fees for 2023		
Description of Fee	2023 Proposed Rate	Change
Building Services		
Finished Basement- Per Square foot	\$.30 per square foot	New fee for 2023 to capture cost of basement renovations
Strategic and Legal Affairs		
Application fee	\$5	Removed for 2022 as covered under Miscellaneous Charges per Ontario Regulation 823
Police		
Motor Vehicle Accident Reports	\$84	Remove from schedule as the Municipality does not have control over setting of rates
Incident Report Confirmation	\$57	Remove from schedule as the Municipality does not have control over setting of rates
Criminal Record Checks (CRC)	\$57	Remove from schedule as the Municipality does not have control over setting of rates
Criminal Record Checks – students	\$27	Remove from schedule as the Municipality does not have control over setting of rates
Criminal Record Checks – volunteers	\$Free	Remove from schedule as the Municipality does not have control over setting of rates
Duplicate Copy of CRC Certificate	\$6	Remove from schedule as the Municipality does not

		have control over setting of rates
Technical Traffic Collision Reports	\$611	Remove from schedule as the Municipality does not have control over setting of rates
Reconstructionist Report	\$1,222	Remove from schedule as the Municipality does not have control over setting of rates
Fire		
Industrial/Commercial Inspections (includes inspection, file review, letter/report development) Premises smaller than 1,000 m ²	\$168	Remove and add flat fee
Industrial/Commercial Inspections (includes inspection, file review, letter/report development) Each Additional 1,000 m ²	\$45	Remove and add flat fee
Industrial/Commercial Inspections (includes inspection, file review, letter/report development) Premises smaller than 2,500 m ²	\$168	Add to replace fee removed
Industrial/Commercial Inspections (includes inspection, file review, letter/report development) Premises greater than 2,500 m ²	\$213	Add to replace fee removed
Residential Inspections (includes inspection, file review, letter/report development) Premises smaller than 1,000 m ²	\$95	Remove and add flat fee
Residential Inspections (includes inspection, file review, letter/report development)	\$45	Remove and add flat fee

Each Additional 1,000 m ²		
Residential Inspections (includes inspection, file review, letter/report development) One to Five Storey Premises	\$95	Add to replace fee removed
Residential Inspections (includes inspection, file review, letter/report development) Six or more Storey Premises	\$140	Add to replace fee removed
Call for Service – Failure to Locate Utilities – per manned fire apparatus	\$595	Change from \$595 to Current MTO Rates/ Hours per manned apparatus
Smoke/CO Alarm Inspection- Non-Compliance Re-Inspection	\$95	New rate to recover cost of follow up on non-compliance matter
Community Development -Recreation, Arena, Marina		
Security Deposit (no alcohol function)	\$250	Increase amount of deposit above inflation
Security Deposit (alcohol function)	\$500	Increase amount of deposit above inflation
Alcohol Event - Staff Charge - per event hour	\$30	New fee to recover cost of hosting and staffing events at community centers
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$61	New fee to allow hourly rentals
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$38	New fee to allow hourly rentals for non-profits
Fall Swim/Skate Pass - Adult (3 month pass-Valid for public skate and swim only)	\$64	Remove as programing is not provided any longer
Fall Swim/Skate Pass -up to age 14 (3 month pass-public skate and swim only)	\$56	Remove as programing is not provided any longer

Fall Swim/Skate Pass -age 15-17 (3 month pass-public skate and swim only)	\$50	Remove as programing is not provided any longer
Full Page Full Page (2 Guides) Full Page (3 Guides) Half Page Half Page (2 Guides) Half Page (3 Guides) Business Card Size Business Card Size (2 Guides) Business Card Size (3 Guides) Back Cover Back Cover (2 Guides) Back Cover (3 Guides) Inside Front Cover Inside Front Cover (2 Guides) Inside Front Cover (3 Guides) ATRC Marketing TV's Advertising - per month	\$295.00 \$531.00 \$708.00 \$195.00 \$351.00 \$468.00 \$ 95.00 \$171.00 \$228.00 \$495.00 \$891.00 \$1,188.00 \$ 395.00 \$ 711.00 \$ 948.00 \$ 200.00	New Fees to add what is being charged for advertising in the activity guide
Prime Time: Mon-Fri 4pm - 11pm, Weekends	\$200	To increase ice rentals less then CPI to remain competitive in region
Non-Prime Time: Mon-Fri 6am-4pm (Sept-May)	\$120	To increase ice rentals less then CPI to remain competitive in region
Non-Prime Time: Mon-Fri 6am-4pm (June-Aug)	\$180	To increase ice rentals less then CPI to remain competitive in region
Same Day Rental	\$145	To increase ice rentals less then CPI to remain competitive in region
Ice Rental Cancellation Fee - minimum 48 hour's notice	\$33	To increase ice rentals less then CPI to remain competitive in region
Adult Sticks, Pucks, and Helmets - per session	Free	New as the programing is being offered and is not in the user fee schedule
Women's Only Sticks, Pucks & Helmets - per session	Free	New as the programing is being offered and is not in the user fee schedule
Fully Serviced Slip: per foot - based on size of slip	\$55	To increase slip rental per foot less then CPI to remain competitive in region

Non-Serviced Slip: per foot - based on size of slip	\$44	To increase slip rental per foot less then CPI to remain competitive in region
Slip Rental - Transient - 5-night Discount (Sun-Wed, excl. holidays) Slip Rental - Transient - 3-night Discount (Sun-Wed, excl. holidays) Slip Rental - Transient - 2-night Discount (Sun-Wed, excl. holidays) Slip Rental - Transient - Club Event Discount	Remove as service not offered	To remove discounting as service not being offered
Jet Ski Access - Seasonal Pass - must supply Municipal approved dock	\$225	Increase is above CPI as market scan revealed lowest rental in the region

In addition to the changes noted above some of the descriptions in the schedules of room rentals has been expanded to include which rooms are available to rent in municipal facilities.

In areas of ice rentals and marina slips a regional scan was conducted and rates were adjusted below the recommended CPI in order to remain competitive in the region and allow access to programming at rates affordable to residents and user groups.

As noted, Administration is currently reviewing the draft user fee report from Watson and Associates and it will provide recommendations for further changes to Building, Planning and Development Applications fees and cost. It is administration intention to bring an amending By-Law for those rates upon Council’s review and support of the Study by Watson and Associates.

Water and Wastewater operations are not taxation funded but are to be ‘self-funding’ through water and wastewater user rates. The user rates set for these services are established to provide sustainable funding of both current and long-term costs for operations and capital infrastructure. Rate recommendations are based on strategic planning documents including the Asset Management Plan, Water and Wastewater Master Plan, Water Financial Plan and the Water and Wastewater rate study completed in 2022.

Both Water and Wastewater rates have proposed increases that are significant and are designed to ensure fiscally responsible planning for the future cost of capital and operations for both streams of business operations.

Schedule K – Water and Wastewater			
Water			
	2022	2023	
Consumption - per cubic meter	\$1.56	\$1.62	2022 Water Rate Study
Basic - per month	\$20.85	\$21.68	2022 Water Rate Study
Manual water meter reads	0	\$100.00	New fee to recover cost of staff to read meters
Wastewater			
Consumption - per cubic meter	\$1.68	\$1.83	2022 Wastewater Rate Study
Basic - per month	\$21.32	\$23.24	2022 Wastewater Rate Study

On November 29th Council passed the following resolution 373-11-2022

Include the Water and Wastewater rates, as presented at the November 29, 2022 Council meeting, in the draft 2023 Budget for consideration.

As such Schedule K of the By-Law will **not** be presented for adoption at this time and shall await the approval of the 2023 budget in January.

Others Consulted

Watson and Associates were consulted on the timelines of the user fee review.

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 2023 recommended budget where applicable.

Report Approval Details

Document Title:	2023 User Fee By-Law.docx
Attachments:	
Final Approval Date:	Dec 8, 2022

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

Prepared by Justin Rousseau

Approved by Truper McBride