

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CORP2017-028

Date: October 24, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier:

Subject: CORP2017-028 Updated Consolidated Fees By-Law

Author Name and Title: Angela Vickery, Manager of Revenue and Procurement

Recommendation(s):

RESOLVED THAT Report CORP2017-028, **Updated Consolidated Fees By-Law**, be received;

THAT Section 2.06 of By-Law 2016-206 be amended to the following:
Annual Adjustment: The fees established in Schedules A to H to this by-law may be adjusted annually, on January 1, by the Consumer Price Index of April of the current year. The City Treasurer shall determine the annual adjustment by September 1st of each year. The fee adjustment may be rounded up within the nearest one dollar (\$1.00);

THAT By-Law 2011-260 be amended to remove Schedule "A" to By-Law 2014-224 in order to incorporate the fee schedule into the Consolidated Fees By-Law;

THAT new fees for Schedule A – Administration – Water and Wastewater be established as follows;

A – 3 Water and Wastewater		
Service Description	Unit	Rate Effective January 1, 2018
Bulk Water Key	each	\$15.00
Replacement Bulk Water Key	each	\$25.00
Extra or Replacement Smart Vend Card	each	\$15.00

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

THAT new fees for Schedule A – Administration - Legal be established as follows;

A – 4 Legal		
Service Description	Unit	Rate Effective January 1, 2018
Land Management Committee Application Fee (inquiries pertaining to ownership and/or maintenance of City land, requests to acquire/use City land)	each	\$125.00

THAT new fees for Schedule B – Licensing be established and implemented October 24, 2017 as follows;

B – 4 Dog Tag and Regulation Fees		
Service Description	Unit	Rate Effective October 24, 2017
Lifetime Tags		
Microchipped, Spayed or Neutered	each	\$60.00
Microchipped, Unaltered	each	\$100.00

THAT new fees for Schedule D – Parks, Recreation and Culture be established as follows;

D – 2 Fitness Memberships		
Service Description	Unit	Fees Effective January 1, 2018
Swim Memberships - Lindsay Recreation Complex		
Child	Monthly	\$14.00
Senior	Monthly	\$16.80
Adult	Monthly	\$22.50
Workout Centre Membership – Lindsay Recreation Complex		
Senior	Single	\$8.15
Senior	Monthly	\$27.50
Adult	Monthly	\$34.50
Squash Membership – Lindsay Recreation Complex		
Senior	Monthly	\$23.80
Adult	Monthly	\$29.40
Squash & Workout Centre Membership – Lindsay Recreation Complex		
Senior	Single	\$11.87

	Monthly	\$37.95
Adult	Monthly	\$46.90
D – 3 Recreation Programs		
Milk Run		
21K	Early	\$60.00
	Regular	\$70.00
	Day of	\$70.00
Miscellaneous		
Non Resident Premium		25%

THAT new fees for Schedule E – Planning, Development and Engineering be established as follows;

E – 1 Planning Fees		
Service Description	Unit	Fees Effective January 1, 2018
Clearance to fulfill Oak Ridges Moraine	each	\$500.00
GIS Mapping Requests (CKL Mapping only up to 11x17 paper size)	each	\$30.00 plus \$10 per additional map
Information Requests for Closed Planning Act Application Files	Per File	\$300.00
OMB Appeal Processing Fee Consent or Minor Variance Applications All other Planning Act Applications	each	\$150.00 \$300.00
Preparation of Development Agreement		
Where required but not in conjunction with a Planning Act application such as roadway construction, fulfillment of Oak Ridges Moraine Conservation Plan conditions	each	\$1,100 plus \$500 processing fee

THAT the following fees be removed from By-Law 2016-206;

A – 3 Legal	
Service Description	Unit
Notarial Services	each
Notarial Services related to pension documents	each

B – 4 Dog Tag and Regulation Fees	
Service Description	Unit
Annual Fees (with current certification of rabies immunization)	
Unaltered Dog (0-4 years)	each
Unaltered Dog (5-10+ years)	each
Spayed/Neutered Dog (0-4 years)	each
Spayed/Neutered Dog (5-10+ years)	each
Schedule D – Parks, Recreation and Culture	
Service Description	Unit
PRC Staff recertification	each
First Aid Equipment	each
Child Goggles	each
Adult Goggles	each
Nose Clips	each
Manuals (Usually included in Course Fee)	
Can Lifesaving Manual	each
Canadian First Aid Manual	each
Alert: Lifesaving in Action	each
Lifesaving Instructor Pack	each
Red Cross Deck Book	each
Red Cross Instructor Pack	each
Exam Fees (Usually included in Course Fee)	
Bronze Medallion	each
Bronze Cross Course or Recertification	each
Bronze Star	each
Emergency FA LSS	each
Standard FA or Recertification LSS	each
NLS Course of Recertification	each
LSS Instructor Recertification (First)	each
LSS Instructor Recertification (Second)	each
Red Cross High Five	each

Swim Memberships	
Child	Single
	3 Month
	6 Month
Senior	Single
	3 Month
	6 Month
Adult	Single
	3 Month
	6 Month
Family	Single
Workout Centre Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Adult – 10 X Pass	10 Pass
Squash Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Squash & Workout Centre Membership – Lindsay Recreation Complex	
Senior	3 Month
	6 Month
Adult	3 Month
	6 Month
Corporate Memberships – Lindsay Recreation Complex	
Corporate Fee	1-49
	50-99
	100-150

Individual Fee	1-49
	50-99
	100-150
Miscellaneous Charges	
Land Fitness Class (per class)	Single
D – 3 Recreation Programs	
Service Description	Unit
Children’s Camp	
Sport & Smash	Weekly
Hockey Skills Clinic	Weekly
Public Skating	
Service Description	Unit
Parent & Tot (one adult/child)	Single
Trailer Park	
Service Description	Unit
Beach Park Backlot	Annual
Beach Park Waterfront	Annual
Trailer Deposit	seasonal
D – 4 Parks, Recreation and Culture – Advertising	
Service Description	Unit
Community Guide Ads	
Special Event Listing	each
Schedule E – Planning, Development and Engineering	
Combined Planning Applications	Unit
Consent - full consent fee charged for validation of title with advertising and applicable CA fee	
Consent creating two or more abutting lots	per lot over one new lot
Deeming By-law or Repeal of Deeming By-law as a condition of approval (includes legal and registration fees)	each

Schedule H – Transit	
H – 1 Transit Fees	
Service Description	Unit
Student/Senior Tokens	14 tokens

THAT the fees contained in Appendix A to Report2017-028 be approved; and

THAT a By-Law be forwarded to Council for adoption.

Background:

The City of Kawartha Lakes charges fees for a number of services it provides. By-Law 2016-206, A By-Law to Establish and Require Payment of Fees for Information, Services, Activities and Use of City Property in the City of Kawartha Lakes, contains all fees established and charged by the City of Kawartha Lakes.

In accordance with section 2.06 of the By-Law, the established fees shall be adjusted annually, on January 1, by the Consumer Price Index (CPI) of April of the current year and shall be rounded up to the next five cents (\$0.05). In April 2017, CPI increased by 1.6%.

Through consultation with Staff responsible for administering the fees, feedback received was that some staff found rounding to the nearest five cents was too restrictive. In particular, when dealing with cash payments at the counter or having to calculate costs where multiple fees are included, removing the cents for certain fees would be more efficient for both staff and customers handling cash. Therefore, staff is proposing Section 2.06 be amended to allow for rounding up within the nearest one dollar (\$1.00) where appropriate. Staff also recommends changing the language from “shall” (be adjusted) to “may” (be adjusted) as the definition of “shall” is a mandatory term and not all fees increase each year. Use of the word “may” will provide flexibility on the amount of increase permitting it does not exceed CPI plus provide flexibility of rounding up within the \$1.00 maximum, if approved by Council.

Some of the fees in Appendix A were adjusted up to include CPI and rounding, as well as changed to reflect consistency across the departments. Some were reduced to more accurately reflect market value and some fees did not change at all. The far right column in the attached document reflects the percentage change from the current 2017 fee to the proposed fee for January 1, 2018. The fees that are being removed are fees that are no longer in existence or are fees set by external third party agencies, such as Red Cross, where the City has no control over the rate. Updates were also made to some of the Service descriptions to better reflect the nature of the fee.

The majority of the fee increases remained within the CPI plus \$0.05 rounding. Additional rationale for the changes in fees has been provided below.

Schedule A – Administration

A – 2 Revenue & Taxation

Staff receives numerous complaints regarding the fee charged for a duplicate bill or receipt. Staff compared the City’s current fee ranging from \$21.00 to \$28.25 to that of neighboring Municipalities and found the following results:

Clarington: \$7.00

Oshawa/Ajax: \$10.00

Toronto: \$17.97

A higher fee will minimize the number of requests being made to staff for duplicate copies but it also frustrates customers who need a copy and have to pay such a high fee to obtain one. Staff proposes reducing the current fee to \$15.00 to be more in line with other municipalities. Lowering the fee may also generate more revenue as it is more affordable to purchase.

A – 3 Water and Wastewater

These fees are currently included in By-Law 2011-260 and have not been updated in a couple of years. This has caused inconsistencies in fees being charged between different divisions within the City. Staff recommends the fees be added to the Consolidated Fees By-Law as they are current fees and should be included in the Consolidated Fees By-Law. This will also ensure fees are increased in accordance with the By-Law and consistent with fees in other divisions.

Schedule B – Licensing

B – 4 Dog Tag and Regulation Fees

Effective January 2018, the full administration of the dog tag program will transition from Licensing to the Customer Services division. The enforcement services remain with the Sr. Licensing Officer and Municipal Law Division.

Although the lifetime dog tag program officially begins Jan 1, 2018, the previous proposed fees have already received customer complaints. As a result, Customer Services compared the City fees with other Municipalities.

A review of 12 Municipalities revealed that 10 of those Municipalities provide lifetime dog tag fees ranging from Free to \$60.00. The City of Oshawa fees are \$40.00 to \$60.00. CKL fees range from \$100 to \$300, depending on the age of the dog.

Lifetime dog fees are a new program for the City of Kawartha Lakes and a benefit to the resident. The new proposed rates in this report of \$60.00 and \$100.00 are relatively higher than other Municipalities but still offers a benefit to the customer by purchasing the tag only once. Residents are more likely to purchase a tag for \$60.00 or \$100.00, as opposed to the range of \$100 to \$300.

Dog tag annual license revenues have been decreasing over the past few years. By promoting lifetime tags, at a comparative municipal rate, lifetime fees may increase revenues and promote residents to license dogs; dogs which may not have been licensed previously. Dog license data bases are only current if the owner provides updated information. The decreasing annual revenues indicate that owners may not be renewing each year. Creating a reasonable, municipal rate for lifetime dog tags, will add information to the database for those not previously registered.

Lowering of the fees associated with a life time license could result in a loss of revenue to the program. The lifetime registry program being in its infancy

(created with the passing of 2017-039) has not been fully implemented due to IT updates to administer the program, new Corporate website and promotion to the public. The lifetime registry currently has very few registered lifetime dog owners. Lower lifetime registry fees may encourage dog owners to register in the lifetime registry, which may well be an option that dog owners will find more attractive, it will also create a level of customer service that will be more accepting at the public service counter.

Currently, the dog tag registration having the higher fee prompts many tag purchasers to opt out of lifetime tags in favour of annual tags. The purchase of annual dog tags keeps the data fresh for enforcement purposes and allows tracking of the movement of owners within the Municipality. Up to date data allows for an efficient MLE response to dogs found at large and faster return of the dogs to their owners. Lowering the lifetime fees will encourage greater enrolment, however it may also result in data that is not kept up to date as the dog owners' move around the municipality. The onus should be placed on the dog owner to maintain accurate records with the Corporation. This enforcement concern may be addressed by an amendment to By-law 2017-039 being a by-law to regulate Animals and the City of Kawartha Lakes that requires owners to provide an update for address changes that occur within 30 days of the change.

Schedule D – Parks, Recreation and Culture

Parks, Recreation and Culture fees have for the most part been increased by the standard CPI rate. In some cases, the rate is higher than the 1.6 percent increase due to Council endorsed changes to the service program. For example, the membership program pricing structure was changed and adopted earlier in 2017 requiring adjustments to the current fee schedule. As well, some fees are being recommended to drop in price due to incorrect recording in the previous schedule. Lastly, a small group of fees (trailer park and community hall rental rates) are being recommended to remain at the current rate. These fees are currently at market value and any increase would put the service out of line with similar services offered locally.

Schedule E – Planning, Development and Engineering

The Planning Division assessed their current planning fees for service gaps and are proposing the following new fees on this basis.

1. A fee of \$500.00 is being proposed for clearance of zoning conditions in relation to the Oak Ridges Moraine Zoning By-law. Existing lots of record are required to have additional environmental evaluations to determine the best placement for development. This proposed fee would cover staff costs.
2. Two fees are proposed to charge for copying of maps and drawings as well as copying and scanning of documents. While we currently charge for photocopying, there are no charges for copying of larger maps/drawings or scanning of documents. We are proposing a charge of \$20.00 per map or drawing and photocopying or scanning charges of \$0.50/page.

3. We are proposing to charge for GIS mapping requests where our clients request colour copies of our GIS information at our counter.
4. A fee of \$300.00/file is being introduced to charge for retrieval and copying of closed files. New property owners often wish to research what happened through previous approvals. Older files need to be retrieved from Records, sorted and reviewed, and subsequently copied. The fee would offset staff time for these requests.
5. We are proposing a processing fee for all OMB appeals. Processing of OMB appeals takes quite a bit of staff time so the fee would help to cover these costs. So as to not dissuade appeals related to Committee of Adjustment matters, we are proposing a \$150.00 appeal processing fee for consent or minor variance application and a \$300 appeal processing fee for all other Planning Act applications.
6. We are proposing a fee reduction from \$2,195.00 to \$1,100.00 for rezoning applications that are associated with a consent application. This relates primarily to severance applications for farm consolidations and surplus dwellings, recognizing that these applications are not as time consuming as a regular rezoning application from a staff perspective.
7. The fee cap for rezoning applications related to subdivisions is proposed to be reduced from \$10,815.00 to \$10,000.00. We are proposing to increase the maximum fee cap for subdivisions from \$10,815.00 to \$15,000.00. The reason for the increase is that larger subdivision applications tend to be more complex in terms of processing, review, administration, and issues so the proposed fee increase is designed to offset these costs.
8. Finally, we are proposing a fee category for development agreements that are not covered elsewhere in the fee structure. The need for these types of agreements arises where landowners are constructing roads to gain access to their properties. These agreements are required to permit construction while securing for works on City property. The other situation arises when landowners are clearing conditions relating to the Oak Ridges Moraine Conservation Plan or Oak Ridges Moraine Zoning By-law where a development agreement is required to implement approval conditions. The proposed fee is \$1,100.00 for the agreement along with a processing fee of \$500.00.

Schedule F – Waste Management

Fees included in schedule F were approved by Council at the September 26, 2017 Council meeting.

Schedule H – Transit

Rates are reflective of the rates in Council Report Transit 2017-004 as approved by Council at the July 11, 2017 Council Meeting.

Rationale:

Staff recommend that the fees contained in Appendix A to Report2017-028 be approved and that Section 2.06 of By-Law 2016-206 be amended to allow for an increase of CPI rounded up within the nearest one dollar (\$1.00).

Other Alternatives Considered:

Council could choose to not approve the change to section 2.06 and maintain the current practice of only rounding up to the nearest five cents (\$0.05). Council may choose to approve the new fees but in different amounts.

Financial/Operation Impacts:

Revenue generated is included in the applicable budgets for each department.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The adoption of the Staff report contributes to the Council Adopted Strategic Plan by ensuring a fiscally responsible service delivery and ensuring the efficient allocation of government resources.

Consultations:

Manager of Customer Service
Chief Building Official
Manager of Planning
Senior Licensing Officer
Manager of MLEO
Manager of Parks, Recreation and Culture
Manager of Fleet
Deputy Fire Chief
City Solicitor
Deputy Clerk
Regulatory Compliance Officer
Executive Assistant, Engineering and Corporate Assets

Attachments:



Appendix A -
Consolidated Fees By-

Department Head E-Mail: avickery@kawarthalakes.ca

Department Head: Ron Taylor