



Council Report

Report Number: CORP2023-023
Meeting Date: December 21, 2023
Title: 2024 Proposed Amendments to By-law 2018-234
(Consolidated Fees By-law)
Description: By-law 2018-234, being 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 (known as the Consolidated Fees By-law)
Author and Title: Linda J. Liotti, Manager, Revenue & Taxation

Recommendation(s):

That Report CORP2023-023, **2024 Proposed Amendments to By-law 2018-234 – Consolidated Fees By-law**, be received; and

That the recommended fees and charges amendments provided in **Appendix A to Report CORP2023-023** be approved; and

That the necessary amending by-law be brought forward to Council for adoption.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

City staff annually conduct a review of this By-law that establishes the requirement for payment of fees for Information, Services, Activities and Use of City Property in The City of Kawartha Lakes. The purpose of these fees and charges is to attribute some or all of the costs associated with providing the information, service, activity, product and enforcement activity to the user/consumer of the service.

The review serves to ensure fees are responsible and reasonable based on the cost to deliver the City's programs and services as well as ensuring the City's fees are in line with comparator municipalities.

Rationale:

Section 391 of the Municipal Act, 2001 permits a municipality to pass a by-law regarding fees and charges:

Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose 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 local board; and
- (c) for the use of its property including property under its control".

In addition, Section 69(1) the Planning Act allows a municipality to pass a by-law to establish fees for the processing of applications made in respect of planning matters, in which, the fee "shall be designed to meet only the anticipated cost to the municipality".

Council approved the current Rates and Fees By-law in December 2022.

As provided in Section 2.06 of this By-Law, staff annually update the Consolidated Fees By-law using consumer price index (CPI) estimates provided by Statistics Canada for Ontario. For 2024, an economic CPI increase of 3.6% has been applied to the majority of the fees, with minor rounding adjustments, save and except instances of legislated fees.

Any significant increases or changes from 2023 fees have been summarized in this report.

Schedule A - Administration

Section A-3 Water and Wastewater

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Water Meters		
Residential Meters: Supply and Install		
5/8" by 3/4"	\$320.00	\$400.00
3/4"	\$378.00	\$450.00
1"	\$415.00	\$550.00
Commercial Meters:		
3/4" - Supply and install	\$375.00	\$450.00
1" - Supply and Install	\$415.00	\$550.00
Reason for Change:		
Increase supply cost		

Schedule D - Parks and Recreation

D-1 Aquatic Fees and Charges

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
MISCELLANEOUS		
Child Belts	NEW	\$45.00
Medium Belts	\$53.00	TO BE DELETED
Large Belts	\$56.00	TO BE DELETED
Reason for Change:		
Offering two sizes of belts (children & adult)		

D-2 Fitness Memberships

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Locker Membership – Lindsay Recreation Complex		
Locker – 3 month	\$29.00	TO BE DELETED
Locker – 6 month	\$46.00	TO BE DELETED
Reason for Change:		
No longer offering this item		

D-3 Recreation Programs

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Public Skating		
Sponsored Skate Program		\$200.00 / hour
Reason for Change:		
New service		

D-4 Facility Rentals

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Athletic Field/Ball Diamond		
Class A Athletic Field Adult Game / 2 hours	\$41.20	\$58.00
Class A Athletic Field Adult Tournament / day	\$138.00	\$173.00
Class A Athletic Field Minor Game / 2 hours	\$21.00	\$37.00
Class A Athletic Field Minor Tournament / day	\$69.00	\$102.00
Reason for Change:		
Incorporating light fee into overall field cost		
Athletic Field/Ball Diamond Lights Game / 2 hours	\$15.00	TO BE DELETED
Reason for Change:		
Fee incorporated into overall diamond/field fee		
Instructor - performing tasks for external user groups		\$45.00 / hour
Reason for Change:		
NEW		

D-6 Parks and Recreation – Advertising

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Community Guide Ads		
Inside Front Cover	\$896.00	TO BE DELETED
Inside Back Cover	\$896.00	TO BE DELETED
Reason for Change:		
Online version only. Front/back cover are no longer sold similar to print version		

D-7 Cemeteries

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Two Urn Niche 12" x 12" x 12"	\$1,938.00	TO BE DELETED
Reason for Change:		
Size of niche varies by cemetery		
Open & Close Adult/Child Weekday (before 3 p.m.)	\$1,000.00	\$1,100.00
Double Depth	\$1,200.00	\$1,300.00
Open & Close Infant	\$450.00	\$500.00
Reason for Change:		
Cover rising cost of interment and BAO fee		
Open & Close Cremated Remains Weekday (before 3 p.m.)	\$375.00	\$400.00
Each Additional Urn or Cremated Remains	\$50.00	\$75.00
Reason for Change:		
Adjusting to cover mandatory fee to BAO		
Memorial Plaque 6" x 4"		\$500.00
Reason for Change:		
NEW		

Schedule E - Development Services

E-1 Planning Fees

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Official Plan Amendment		
Official Plan Amendment- Minor	\$4,150.00	\$15,000.00
Official Plan Amendment -Major Applications for commercial development greater than 2,500 sq. m, etc.	\$5,935.00	\$30,000.00
Zoning By-Law Amendment – Minor		
Rezoning Application base fee plus the applicable fees:	\$2,378.00	\$10,000.00
Zoning By-Law Amendment – Major		
Rezoning Application base fee plus the applicable fees:	\$3,567.00	\$17,000.00
Removal of (H) Holding Symbol		
Removal of Holding Rezoning Application with supporting studies to be reviewed	\$824.00	\$4,000.00
Removal of Holding Rezoning Application with no supporting studies to be reviewed	\$595.00	\$2,000.00
Draft Plan of Subdivision or Condominium		
Residential and/or Mixed Use - base fee plus set fee per new residential, commercial, and institutional lot/block to a maximum fee of \$15,000.00 plus legal and registration fees	\$7,123.00 plus \$25.00	\$20,000 plus \$30.00
Non-Residential - base fee plus set fee per new industrial, commercial, and institutional block plus legal and registration fees	\$3,556.00 plus \$25.00	\$10,000 plus \$30.00
Minor Revisions to Draft Plan Approval where no recirculation is required	\$357.00	\$3,000.00
Minor Revisions to Draft Plan Approval where agency recirculation is required	\$595.00	\$5,000.00
Major Revisions to Draft Plan Approval	\$5,762.00	\$10,000.00
Clearance of Draft Plan Conditions	\$595.00	\$1,000.00
Preparation of Subdivision or Condominium Agreement (includes legal and registration fees)	\$2,303.00	\$3,000.00
Reinstatement of Lapsed Subdivision/Condominium Draft Plan Approval	\$1,000.00	\$5,000.00
Condominium Conversion	\$1,189.00	\$2,000.00
Exemption for a Condominium	\$751.00	\$1,000.00
Removal of Road Reserves	\$357.00	\$500.00
Combined Planning Applications		
Advertising Fee	\$458.00	DELETE - fee rescinded
Minor Variance		

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Minor Variance Pre-screening, if required as determined by staff	\$234.00	DELETE - fee rescinded
Consent for boundary adjustments - base fee plus set fee for each additional boundary adjustment when all applications are submitted at the same time	\$1,021.00 plus \$156.00	DELETE - fee rescinded
Stamping Fee: certificate for an easement, charge, lease, right-of-way, correction of title and validation of title	\$238.00	DELETE - fee rescinded
Site Plan Approval		
Residential - base fee plus set fee per residential dwelling unit plus additional fees for agreement preparation and registration	\$2,379.00 plus \$25.00 plus \$1,189.00 plus \$520.00	\$7,000.00 plus \$30.00 plus \$1,200.00 plus \$550.00
Mixed Use Building - base fee plus set fee per residential dwelling unit plus set fee per 100 sq.m. or part thereof of proposed non-residential floor space, plus additional fees for agreement preparation and registration	\$2,379.00 plus \$25.00 plus \$1,189.00 plus \$520.00	\$6,500.00 plus \$30.00 plus \$1,200.00 plus \$550.00
Non-Residential - base fee plus set fee per 100 sq.m. or part thereof of proposed commercial floor space, and/or plus set fee per 100 sq.m. or part thereof of proposed industrial floor space, and/or plus set fee per 100 sq.m. or part thereof of proposed institutional floor space plus additional fees for agreement preparation and registration	\$2,379.00 plus \$25.00 plus \$1,143.00 plus \$520.00	\$6,500.00 plus \$30.00 plus \$1,200.00 plus \$550.00
Amending Site Plan Approval		
Residential - base fee plus set fee per residential dwelling unit plus additional fees for agreement preparation and registration	\$1,784.00 plus \$25.00 plus \$1,189.00 plus \$520.00	\$3,500.00 plus \$30.00 plus \$1,200.00 plus \$550.00
Mixed Use Building - base fee plus set fee per residential dwelling unit plus set fee per 100 sq.m. or part thereof of proposed non-residential floor space plus additional fees for agreement preparation and registration	\$1,784.00 plus \$25.00 plus \$1,143.00 plus \$520.00	\$6,500.00 plus \$30.00 plus \$1,200.00 plus \$550.00
Non-Residential - base fee plus set fee per 100 sq.m. or part thereof of proposed commercial floor space, and/or plus set fee per 100 sq.m. or part thereof of proposed industrial floor space, and/or plus set fee per 100 sq.m. or part thereof of proposed institutional floor space plus additional fees for agreement preparation and registration	\$1,784.00 plus \$25.00 plus \$1,143.00 plus \$520.00	\$6,500.00 plus \$30.00 plus \$1,200.00 plus \$550.00
Minor Site Plan Approval		

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Telecommunications Tower Concurrence - Non-Contentious	\$1,500.00	\$2,500.00
Telecommunications Tower Application Concurrence - Contentious	\$2,500.00	\$5,000.00
Reason for Changes:		
<p>The varied increase in planning fees are based on average fee charged in these categories for comparator municipalities such as Clarington, Chatham-Kent, Uxbridge, City of Peterborough, Oshawa, Whitby, Ajax, and Pickering.</p> <p>The increases, in some cases, are substantial, however, reflect the fact that the City has been well below market rate (~200-400%). The result of increasing fees specifically for Development activity is to lower the burden on the general tax base.</p> <p>The alignment to market for these fees is Phase 1 of a revised application fee strategy. Continued monitoring will occur with Phase 2 in 2024 where the focus will be on fee process refinement, which may spread some of the fees, such as rezoning and site plan, into different categories to move to a more substantive cost recovery model of these fees.</p>		

Schedule H - Public Works

H-3 Entrance Permit

Service Description	Rate Effective January 1, 2023	Rate Effective January 1, 2024
Consent Application Review	\$108.00	TO BE DELETED
Reason for Change:		
Align fees for all applications		

Schedule I - Transit

All fees remaining the same as 2023. Customer base would benefit from consistent rates during these times of economic uncertainty. Current goal is to grow rider volume which will help support our provincial funding model.

Further 2024 fee that considers implementation of smart card technology which may support a fee increase in 2025.

Other Alternatives Considered:

Council could choose to apply a different CPI or no CPI increase to the standard fees, however, this is not recommended.

Alignment to Strategic Priorities

This report aligns with the Kawartha Lakes 2020-2023 Strategic Plan priority of Good Government.

Financial/Operation Impacts:

The 2024 estimate for user fee revenue is estimated at \$21.8 million, incorporating the 3.6% CPI.

Consultations:

Senior Management/their respective divisions provided direction on fees increases.

Attachments:

Appendix A

DRAFT 2023-xxx – Amendment to By-law 2018-234 Consolidated Fees for 2023



DRAFT - 2023-xxx -
Amendment to By-law

Department Head email: sbeukeboom@kawarthalakes.ca

Department Head: Sara Beukeboom, Director, Corporate Services