



## Council Report

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**Report Number:** CORP2024-028  
**Meeting Date:** November 19, 2024  
**Title:** **2025 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:** Sara Flaherty, Supervisor, Revenue & Taxation

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### **Recommendation(s):**

**That** Report CORP2024-028, **2025 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 CORP2024-028 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, where appropriate.

## **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 2023.

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 2025, a strategy of cost recovery was the focus when reviewing user fees. The impact of the review on user fees are shown the below tables.

CPI has not been applied, in whole, as the result was marginal in fees.

**Schedule A – Administration**

<b>Service Description</b>	<b>Rate Effective January 1, 2024</b>	<b>Rate Effective January 1, 2025</b>
<b>A – 2 Revenue &amp; Taxation</b>		
Tax Payment Certificate	\$67.00	To Be Deleted
Tax and Water Payment Certificate		\$115.00
<b>A – 3 Water and Wastewater</b>		
Utility Payment Certificate	\$68.00	To Be Deleted
<b>A – 4 Legal</b>		
License to Construct Road	\$1,700.00 for every four mature trees	\$1,500.00 for every four mature trees
<b>A – 6 Vital Statistics</b>		
Marriage License	\$140.00	\$150.00
Civil Marriage Ceremony at City Hall held during normal business hours	\$260.00	\$300.00
Civil Marriage Ceremony at City Hall held outside normal business hours	\$311.00	\$350.00
Civil Marriage Ceremony held off-site	\$363.00	\$400.00
<b>Reason for Changes:</b>		
To combine tax and water payment certificates into one fee		
To decrease of tree removal by \$200.00. Also added in language "to a cap of \$250,000.00.		
To increase vital statistic fees to focus on strategy of cost recovery		

**Schedule B – Business Licensing**

<b>Service Description</b>	<b>Rate Effective January 1, 2024</b>	<b>Rate Effective January 1, 2025</b>
<b>B – 2 Licensing Fees</b>		
First Location – Refreshment Vehicle – Class 1, 2, or 3	\$385.00	\$400.00
Second Location – Refreshment Vehicle – Class 1, 2, or 3	\$384.00	\$400.00
Third, Plus Location – Refreshment Vehicle – Class 1, 2, or 3	\$384.00	\$400.00
Kennels – License (or renewal)	\$208.00	\$300.00
Liquor Licence Applications – Temporary Extension to Licensed Areas	\$104.00	\$250.00
<b>B – 3 Animal Regulation Fees</b>		

Impoundment of dog wearing a current tag – First (if not picked up within 24 hours), Second, Third, or Subsequent Occurrence	\$60.00	\$100.00
Impoundment of dog not wearing a current tag – First, Second, Third, or Subsequent Occurrence	\$60.00	\$100.00
Surrender Animal	\$118.00	\$200.00
<p><b>Reason for Changes:</b>                  Increase in licensing and animal regulation fees to focus on a strategy of cost recovery</p> <p>Change in service description for First, Second, Third, Plus Location for Refreshment Vehicles to combine Class 1, 2, or 3 to lessen line items within the consolidated fees by-law</p> <p>Change in service description for 'Impoundment of dog wearing a current tag' and 'Impoundment of dog not wearing a current tag' to lessen line items within the consolidated fees by-law</p>		

**Schedule C – Fire and Emergency Services**

<b>Service Description</b>	<b>Rate Effective January 1, 2024</b>	<b>Rate Effective January 1, 2025</b>
C – 6 Paramedic Service Fees		
Provision of ambulance call reports within past 2 years	\$35.00	\$60.00
Provision of ambulance call reports over 2 years		\$70.00
<p>Reason for Change:                  Increase in fees to focus on a strategy of cost recovery and to align with fire service fees</p>		

**Schedule D – Parks and Recreation**

<b>Service Description</b>	<b>Rate Effective January 1, 2024</b>	<b>Rate Effective January 1, 2025</b>
D – 1 Aquatic Fees and Charges		
Lifesaving Society Lifesaving Instructor with Swim Instructor	\$539.00	To Be Deleted
Standard First Aid Course (City staff)	\$150.00	To Be Deleted
Noodles		\$40.50
Dumbbells		\$47.50
D – 2 Fitness Memberships		

Fitness Memberships Year – Prepaid (Senior, Adult, Couple, Family, Child)		10% discount
Swim Membership - Forbert Memorial Pool - Ongoing Monthly (Child, Senior, Family, Couple, Adult)	Various	To Be Deleted
Swim Membership - Forbert Memorial Pool – 10 Pass (Family)	\$112.50	To Be Deleted
Health Membership – Forbert Memorial Pool – Ongoing Monthly (Senior, Adult, Family)	Various	To Be Deleted
Health Membership – Forbert Memorial Pool – 10 Pass (Senior, Adult)	Various	To Be Deleted
Fitness Membership – Forbert Memorial Pool – Ongoing Monthly (Senior, Adult)	Various	To Be Deleted
Swim Membership - Lindsay Recreation Complex – Ongoing Monthly (Child, Senior, Adult, Family)	Various	To Be Deleted
Swim Membership - Lindsay Recreation Complex – 10 Pass (Family)	\$60.80	To Be Deleted
Health All Access Membership – Lindsay Recreation Complex – Single (Senior)	\$9.50	To Be Deleted
Health All Access Membership – Lindsay Recreation Complex – Ongoing Monthly (Senior, Adult, Family)	Various	To Be Deleted
Health All Access Membership – Lindsay Recreation Complex – 10 Pass (Senior, Adult)	Various	To Be Deleted
Squash Membership – Lindsay Recreation Complex – Single, 10 Pass, 1 Month, Ongoing Monthly, Year (Child, Senior, Family, Couple, Adult)	Various	To Be Deleted
Squash & Health Membership – Lindsay Recreation Complex – Single, 1 Month, Ongoing Monthly, Year (Senior, Family, Couple, Adult)	Various	To Be Deleted
Locker – Year	\$73.00	40% discount
Group Memberships		25% Discount
Gold Corporate Lump Sum	\$6,216.00	\$9,480.00
Platinum Corporate Lump Sum		\$11,850.00
Platinum Corporate Individual Fee - Employee		\$118.50
Small Group Training (1:5 Ratio)		\$10.50
Program Refresher	\$20.00	To Be Deleted
Membership Cancellation Fee		\$60.00

D – 3 Recreation Programs		
Adult Recreational (8 hrs)	\$16.70	To Be Deleted
Sport & Skate	\$267.00	To Be Deleted
Sport & Swing	\$214.00	To Be Deleted
Shinny/Ticket Ice/Stick & Puck (Adult & Senior)	Various	To Be Deleted
<b>D – 4 Facility Rentals</b>		
Ice Rental LRC Non-Prime (Open-5pm, 11pm-Close)	\$131.00	To Be Deleted
Ice Rental LRC Minor	\$143.00	To Be Deleted
Class A Athletic Field Adult Game		\$43.90
Class A Athletic Field Adult Tournament		\$146.00
Class A Athletic Field Minor Game		\$22.50
Class A Athletic Field Minor Tournament		\$73.50
Class A+ Ball Diamond Adult Game		\$66.60
Class A+ Ball Diamond Adult Tournament		\$175.60
Class A+ Ball Diamond Minor Game		\$41.50
Class A+ Ball Diamond Minor Tournament		\$104.10
Events – Based on type and # of people		Rates set by provider
Events – Public with Alcohol (101-250 people)	Rates set by provider	To Be Deleted
Events – Public with Alcohol (251-500 people)	Rates set by provider	To Be Deleted
Events – Public with Alcohol (501-1000 people)	Rates set by provider	To Be Deleted
Events – Public with Alcohol (1-25 people)	Rates set by provider	To Be Deleted
Events – Public with Alcohol (26-100 people)	Rates set by provider	To Be Deleted
Events – Public with Alcohol (101-250 people)	Rates set by provider	To Be Deleted
Events – Public with Alcohol (251-400 people)	Rates set by provider	To Be Deleted
<b>D – 5 Centennial Trailer Park</b>		
Centennial Park Waterfront Lot Premium		\$500.00
<b>D – 6 Parks, Recreation and Culture – Advertising</b>		
Plant a Lilac		\$375.00
Replacement Paver		\$200.00
Back Cover	\$1,614.00	To Be Deleted
Arena Wall	\$275.00	To Be Deleted
Olympia	\$544.00	To Be Deleted

Lindsay Wall Ad	\$551.00	To Be Deleted
Board Glass	\$342.00	To Be Deleted
FF Mezzanine	\$342.00	To Be Deleted
FF Accessible Viewing Area Risers	\$342.00	To Be Deleted
<b>D – 7 Cemeteries</b>		
Engrave Niche Additional Date	\$225.00	\$300.00
<p><b>Reason for Changes:</b>                  New fee to offer a 10% discount for prepaid yearly memberships for age categories: senior, adult, couple, family, child</p> <p>To delete various types of memberships (i.e. ongoing monthly, 10 pass) for different age categories: senior, adult, couple, family, child</p> <p>New fees added to capture revenue generating opportunities such as fitness materials, new corporate fitness memberships, cancellation fees, advertising fee opportunities, etc.</p> <p>To delete 'Events – Public with Alcohol' for various sizes of people to lessen line items within the consolidated fees by-law and to create one line item to capture all event types and number of people</p> <p>The Centennial Park Waterfront Lot Premium is a new fee based on a recommendation from the Master Plan</p>		

**Schedule E – Development Services**

<b>Service Description</b>	<b>Rate Effective January 1, 2024</b>	<b>Rate Effective January 1, 2025</b>
<b>E – 1 Planning Fees</b>		
Consent for lot creation and boundary adjustments - base fee plus set fee for each additional lot or boundary adjustments when applications are submitted at the same time	\$2,000 plus \$200	\$2,000 plus \$200
Stamping Fee: certificate for lot creation, lot retention, boundary adjustments, easement, charge, lease, right-of-way, correction of title and validation of title	\$500.00	\$500.00
<b>Site Plan Approval</b>		
Residential - base fee plus set fee per residential dwelling unit plus additional fees for agreement preparation and registration	\$7,000.00 plus \$30.00 plus \$1,200.00 plus \$550.00	\$7,000.00 plus \$30.00 plus \$2,450.00 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	\$7,000.00 plus \$30.00 plus \$1,200.00 plus \$550.00	\$7,000.00 plus \$30.00 plus \$2,450.00 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	\$7,000.00 plus \$30.00 plus \$1,200.00 plus \$550.00	\$7,000.00 plus \$30.00 plus \$2,450.00 plus \$550.00
<b>E - 4 - Refund of Zoning By-law Amendment and Site Plan Approval application fees</b>		
Various		To Be Deleted
<p><b>Reason for Changes:</b>                  No change in fee for first two rows, highlighted due to change in service description</p> <p>Site Plan Approval increases aligned with cost recovery strategy</p> <p>Refund of Zoning By-law Amendment and Site Plan Approval application fees are to be deleted as the legislation governing refund of zoning by-law amendment and site plan approval application fees has been repealed</p>		

**Schedule G – Waste Management**

<b>Service Description</b>	<b>Rate Effective January 1, 2024</b>	<b>Rate Effective January 1, 2025</b>
<b>G – 1 Waste Management Fees</b>		
Green organics carts (45L)		\$30.00
Sorted Waste over \$15.00 by weight	\$135.00	\$140.00
<p><b>Reason for Changes:</b>                  New fee for Green organics cart (45L)</p> <p>Changed description from 'Sorted Waste over \$10.00 by weight' to what is described above</p>		



**Schedule I – Transit**

<b>Service Description</b>	<b>Rate Effective January 1, 2024</b>	<b>Rate Effective January 1, 2025</b>
<b>I – 1 Transit Fees</b>		
Fleming College Frost Campus-Student Semester Pass		\$180.00
<b>Reason for Change:</b> New fee for new pass in partnership with Fleming College		

**Other Alternatives Considered:**

Council could choose to apply CPI however, this is not recommended because the strategy for current year was cost recovery.

**Alignment to Strategic Priorities:**

This report aligns with The City of Kawartha Lakes 2024-2027 Strategic Plan of Good Government.

As we work to reduce and consolidate the amount of user fees we have, we are providing innovative and efficient service delivery for better customer experiences as there are less fees to manage for staff and less fees for customers to choose from in online portals.

**Financial/Operation Impacts:**

The 2025 estimate for user fee revenue is \$23.9 million, this is based on focusing a strategy of cost recovery and legislated changes rather than increasing fees based on CPI.

For comparison, the 2024 budget for user fee revenue is projected at \$21.9 million. Actuals for 2023 and 2022 user fee revenues were \$23.9 million and \$19.3 million, respectively.

**Consultations:**

Senior Management and their respective divisions provided direction on fee increases and additions/consolidations.

**Attachments:**

Appendix A – DRAFT 2024-XXX – Amendment to By-law 2018-234



2024-xxx-Amendment  
to By-law 2018-234 C

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**Department Head:** Sara Beukeboom, Director of Corporate Services