

STAFF REPORT: Financial Services



REPORT TO: Council
MEETING DATE: October 15, 2008
REPORT NO.: FS.08.49
**SUBJECT: 2009 Fees and Charges for
Certain Municipal Goods and
Service**
**PREPARED BY: Ruth Prince, Manager of
Revenue**

A. Recommendations

THAT Council does hereby receive Staff Report FS.08.49 "2009 Fees and Charges for certain Municipal Goods and Services."

AND THAT Council authorize staff to move forward with a public meeting to review the proposed fees and charges on November 24, 2008.

B. Background

Authority – Municipal Act, 2001, S.O. 2001, c.25

Without limit to sections 9, 10 and 11, sections 391(1) of the Municipal Act, 2001 authorizes a municipality to pass a By-law 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 any local board; and (c) for the use of its property including property under its control.

Authority – Planning Act, R.S.O. 1990, c. P.13

Section 69 (1) of the Planning Act, R.S.O. 1990, authorizes the council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided

By-law No. 2000-90, being a by-law for the imposition and collection of fees and charges for certain municipal services and activities, was passed November 6, 2000. Staff reviewed By-law No. 2000-90 to determine if any fees should be amended. Consideration was given to end user affordability, neighbouring municipal comparisons and community benefit when reviewing the fees and charges.

As part of the operating budget process, departments have reviewed their respective fees and charges. Financial Services has coordinated this review and prepared the proposed by-law for Council's consideration. The 2009 Fees and Charges for Certain Municipal Goods and Services for the Town of The Blue Mountains are attached.

The various fees and charges will be in effect upon the passing of the By-law by Council.

A consolidated comprehensive list of all user fees, licensing fees and service charges will be available on the Town's web site, subject to the passing of the Fees and Charges By-law.

Listed below are the proposed changes to the Fees and Charges By-law:

Clerk/Administration

A fee of \$50.00 for a request for a Closed Meeting Investigator has been added to the by-law. This fee will be refunded if a Closed Meeting Investigator verifies the request.

Financial Services

The fee for returned cheques has increased from \$20.00 to \$35.00. Time spent by staff in processing and collecting returned cheques has initiated this increase.

Recreation

A general 5% increase was applied across the board to address escalating maintenance costs to maintain appropriate civic standards in the operation of Town facilities. The Recreation Committee has endorsed the recommended increases.

Due to the Capital upgrades that the facility requires, a "Harbour Financing Strategy" was passed by the Recreation Committee and approved by Council in 2007. This strategy allows for an annual increase of \$2.00 per foot on seasonal dockage.

Engineering and Public Works

Entrance Permits have increased from \$100 to \$125.00. Time spent by staff in processing and inspecting exceeds the cost of the permit. The Municipal Land Works Permit Fees has increased from \$100 to \$200.00. This permit is to ensure that anyone that is working on municipal land has the appropriate

insurance coverage and comply with the Health & Safety requirements. Staff time to administer and ensure compliance has increased the permit fee. The security deposit has been changed from a flat fee for all work completed, to a deposit based on the estimated cost of the works.

Fire Services

False fire alarms are not only expensive in terms of the cost to the Fire Department resources; repeated false alarms can become a serious threat to life safety because of the complacency which can result from repeated false alarms. The proposed changes to the application of the false alarm fee will make these charges a useful tool ensuring that property owners maintain their alarm systems in proper working order, rather than just a way of recovering the costs involved.

By-law 2000-90 imposed an hourly fee of \$30.00 for emergency response services and it is recommended to increase to \$35.00 per hour due to wage increases.

Planning

In May of 2008 By-law No. 2008-42 was adopted for Fees and Service Charges related to processing planning application and related engineering and public works services. Minor changes to the fees are proposed. The planning opinion letter will increase from \$50.00 to \$60.00. Time spent by staff processing the letters has initiated the increase. A security deposit for minor Zoning By-law Amendment applications has been changed from \$2,500 to zero. A security deposit for PEER Reviews, for any supporting studies, with a minor Zoning By-law amendment application is rarely required.

Municipal Comparisons

A comparison of similar-type fees in other municipalities is attached to this report where possible.

C. The Blue Mountains' Strategic Plan

Providing a strong, well managed municipal government

D. Environmental Impacts

Supporting Environmentally sound decisions

E. Budget Impact

The revenue generated through the fees and charges is reflected in the 2009 proposed budget.

F. Attached

1. Schedules to Proposed By-law to “Fees and Charges” for Certain Municipal Goods and Services to amend By-law 2000-90
2. Municipal Comparisons

Respectfully submitted,

Signature

For more information, please contact:

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By-law No. 2008 – DRAFT

SCHEDULE “ _ ”

ADMINISTRATION SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Tax Certificate	\$30.00
2.	Returned (NSF) Cheque	\$35.00
3.	Photocopies	\$0.50 / copy
4.	Facsimile Sent	\$2.00 / first page \$0.50 / each additional page
5.	Lottery Licences	3% of the total prize value to a maximum of \$100.00
6.	Various Town Studies	To be determined
7.	Interest on Special Charges and Accounts Receivable	1.25% per month (compounded monthly, 16.075% per annum)
8.	Request for Closed Meeting Investigator	\$50.00 (refunded if substantiated)

All rates are subject to the applicable GST.

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SCHEDULE “ _ ”

FREEDOM OF INFORMATION (FOI) REQUESTS:

The following are the fees that shall be charged for access to a record or for access to personal information about the individual making the request for access:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Photocopies and Computer Printouts	\$0.20 / page
2.	CD-ROMs	\$10.00 / disk
3.	Manual Search of a Record	\$7.50 / 15 minutes spent by any person
4.	Preparing a record for disclosure, including severing a part of the record	\$7.50 / 15 minutes spent by any person
5.	Developing a computer program or other method of producing a record or personal information requested from machine readable record	\$15.00 / 15 minutes spent by any person
5.	For the costs, including computer costs, that the Town incurs in locating, retrieving, processing and copying the record or personal information requested if those costs are specified in an invoice that the Town has received	

Other such fees as may be authorized by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended and regulations thereto.

These fees are subject to change from time to time with and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended and regulations thereto.

All rates are subject to the applicable GST.

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SCHEDULE “ _ ”

TOWN MERCHANDISE:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Grey County Map Book	\$6.00
2.	Town of Thornbury History Book	\$6.00
3.	“End of an Era” - Collingwood Township History Book	\$20.00
4.	Town Flag	\$45.00
5.	Tapestry Map	\$2.00
6.	Tapestry Map (plaqued)	\$50.00
7.	Town Pins	\$2.00
8.	Other Town Merchandise	T.B.D.

All rates are subject to the applicable GST and PST

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SCHEDULE “ _ ”

FIRE DEPARTMENT SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Request for Fire Report	\$50.00
2.	Request for Property Information Letter	\$50.00
3.	Inspection of all Premises or Buildings:	
	* up to 2,500 square feet	\$75.00
	* 2,500 to 5,00 square feet	\$100.00
	* 5,000 to 10,000 square feet	\$150.00
	* 10,000 to 20,000 square feet	\$200.00
	* over 20,000 square feet	\$300.00
	* additional inspection – per call back	\$25.00
	<i>Not including initial inspection resulting from a building permit application or inspections required by legislation</i>	
4.	Inspection required by L.L.B.O. **	\$50.00
	<i>** Inspection of public hall facilities, restaurants and licensed facilities that are requested by owner</i>	
5.	Apparatus Standby ** – per hour	\$150.00
	<i>** Includes use of Fire Department Apparatus and 2 firefighters</i>	
6.	Standby for suspicious fire – per hour, per man	\$50.00
7.	False Alarms – Non-emergency activation of a fire alarm system resulting in Fire Department response. Includes (but not limited to) malicious activation, accidental discharge of nuisance smoke into common areas, system malfunctions, non-notification of work on system, poor maintenance, human error, etc.	\$300.00
8.	Fire Prevention Officer & Inspector – per hour (for commercial, industrial, condominium and association groups)	\$50.00
9.	Fire Safety Plan Review	\$50.00 per hour
10.	Special Occasion Permit Inspections	
	* Initial Inspection	\$50.00
	* Additional Inspection – per call back	\$25.00
11.	Fireworks	
	* Approval	\$50.00
	* Inspection	\$75.00

EMERGENCY RESPONSE SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Vehicle Extrication on Municipal Streets, non-residents	
	a) Labour	\$35.00 / man / hour
	b) plus machine time	\$50.00 / truck / hour
2.	Vehicle Extrication on Provincial Highways	Current MTO Rates
3.	Out of Control Brush / Grass Fire or other (started by owner or tenant of property)	
	a) Labour	\$35.00 / man / hour
	b) plus machine time	\$50.00 / truck / hour
4.	Rescue, High Angle Rescue, Cold Water Rescue	
	a) Labour	\$35.00 / man / hour
	b) plus machine time	\$50.00 / truck / hour
5.	Illegal Burning	
	a) Labour	\$35.00 / man / hour
	b) plus machine time	\$50.00 / truck / hour

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OTHER PROTECTION AND INSPECTION

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Fence Viewer	\$18.00/hour + current Town km rate
2.	Tile Drainage Inspection	\$50.00
3.	Civic Addressing	\$100.00
4.	Civic Addressing Replacement	
	Sign	\$30.00
	Post	\$10.00
	Hardware	\$5.00
5.	Parking Permit	\$100.00
	“No Parking” signs’ covers and locks	

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ROADS

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Entrance Location Permit Security Deposit \$400.00	\$125.00
2.	Mail Box Location Permit	\$10.00
3.	Heavy and Oversized Vehicle Moving Permit	\$100.00
4.	Municipal Land Works Permit Security Deposit of \$1,000 for works < \$2,500 Security Deposit of \$2,500 for works \$2,500-\$10,000 Security Deposit of \$2,500 plus 2.5% of the value for works of >\$10,000	\$200.00

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SOLID WASTE DIVISION:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Sale of Compost	\$0.05 / kg
2.	Blue & Grey Recycling Boxes	\$10.00 each **
3.	Composters	\$30.00 each **
4.	Blue & Grey Commercial / Multi Unit Recycling Carts	\$84.00 each **
5.	Illegal Dumping & Littering Charge	\$400.00
6.	Garbage Bag Tags	\$1.00 each
7.	Rain Collection Barrels	\$60.00 each **

** Applicable GST & PST included.

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RECREATION SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Athletic Fields (per game)	\$32.10 / game
2.	Ice Time	
	Prime	\$111.90 / hour
	Non Prime (weekdays 7 am to 4 pm)	\$57.14 / hour
3.	Grounds Rental	\$115.00 / day
4.	Arena (non ice)	\$675.00 / day
5.	Hall #1 (includes Kitchen Use)	
	Weekdays (3 hour minimum)	\$270.00 / day
	Weekends (3 hour minimum)	\$430.00 / day
6.	Hall #2	
	Weekdays (up to 3 hours)	\$45.00 / day
	Weekdays (more than 3 hours)	\$95.00 / day
	Weekends	\$170.00 / day
	Use of Kitchen	\$55.00 / day
7.	Hall #1 and #2 – Weekends	
	Includes the use of the kitchen	\$480.00 / day
8.	Bayview Park Pavilion	\$25.00 / day
9.	Arena Sign Rental	
	Arena Boards	\$300.00 / year
	Wall Boards	\$250.00 / year

All rates are subject to the applicable GST.

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SCHEDULE “ _ ”

HARBOUR SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Moving of boats that are in the incorrect berth and have not been moved by the owner at their own expense	\$150.00 per hour
2.	Seasonal Mooring	\$47.00 per foot plus G.S.T.
3.	Hydro Rates – per outlet	\$160.00 including G.S.T.
4.	Transient Rates – Weekly	\$7.20 per foot + G.S.T.
5.	Hydro Rates – Weekly Transient Rate	\$26.50
6.	Transient Rates – Nightly	\$1.55 per foot + G.S.T.
7.	Hydro Rates – Nightly Transient Rate	\$7.00
8.	Pumpout	\$16.00
9.	Ramp Launch	\$7.50 including G.S.T.
10.	Seasonal Launch Ramp	\$40.00 including G.S.T.
11.	Offseason Land Storage	\$7.50 per foot plus G.S.T.

SCHEDULE

Planning Matters and Related Engineering Services

Application	2008 Planning		2008 Works Fee		
	2008 Fee	Security Deposit	2008 Fee (Note # 1)	Prepay't of Works Fee	Minimum Works Fee
Official Plan Amendment					
Major	2,900	5,000			
Minor	2,000	2,500			
Zoning By-law Amendment					
Major	2,900	5,000			
Minor	1,700	0	(Note # 4)		
Remove Holding Symbol	800	0			
Temporary Use By-law (Note # 2)	1,600	0			
Draft Plan/Site Plan Review					
<u>Residential</u>					
Major > 10 units	3,300	5,000	3% / 2%	15,000	5,000
Minor < 10 units	2,000	2,500	3% / 2%	3,500	5,000
<u>Comm/Ind/Recreational</u>					
Major >1000 sq.m. floor area	3,100	5,000	3% / 2%	7,500	5,000
Minor <1000 sq.m. floor area	1,500	2,500	3% / 2%	2,500	5,000
Consent to sever	1,500	0			
deed stamping	incl in consent fee				
validation	1,500	0			
Minor variance	900	0			
Develop. Agree.					
Major / Master	6,900	5,000	3% / 2%	15,000	5,000
Minor	4,100	2,500	3% / 2%	3,500	5,000
Pre-servicing	700	0	3% / 2%	100% of Fee	
Site Plan Agree.					
Major	4,400	5,000	3% / 2%		5,000
Minor	2,200	2,500	3% / 2%		5,000
Modification	50% of initial fee				
Part Lot Control By-law	500				
Deeming By-law	500				
O.M.B. Attendance	1,500 1st day, incl prep time				
	750 each addtl day				
	100 per hour				
Planning Opinion Letters	60 each				
Printing/Plotter					
Copies (site plans)	1	per inch			
Photocopies	0.50				
Documents					
TBM Official Plan	50				
By-law No. 10-77	35				
By-law No. 83-40	35				

Notes:

#1 - Fee is 3% of the first \$1,000,000 of the estimated cost of the Works plus 2% of the estimated cost of the Engineering Works in excess of \$1,000,000

#2 - When ZBA is submitted in conjunction with OPA and/or consent, a 25% maximum reduction in the ZBA fee shall be applied

#3 - A 50% fee for modification of any application (i.e. consent/zba/minor variance) where change made by applicant

#4 - Refer to #3 of the Notes to Schedule A

ADMINISTRATION/CLERKS

Item	Description	Fee or Charge	Town of Collingwood	Meaford	Wasaga Beach
1	Tax Certificate	\$ 30.00	\$ 35.00	\$ 30.00	\$ 60.00
2	Returned Cheques	\$ 35.00	\$ 35.00	\$ 25.00	\$ 35.00
3	Photocopy Letter or Legal	\$ 0.50 per copy	\$ 0.55	\$ 0.25	\$ 0.40
	Facsimile Sent				
4	First Page	\$ 2.00 per page			\$ 2.00
	Each Additional Page	\$ 0.50 per page			\$ 1.00
5	Lottery 3% of Prizes to a Maximum of \$100	3% Max \$100.00	2% No Maximum	3% No Maximum	3% No Maximum
6	Various Town Studies	To be Determined			
7	Interest Charges Special Charges and Accounts Receivable	1.25% per month			
8	Request for Closed Meeting Investigator	\$ 50.00 (refunded if substantiated)	\$ 125.00		

FIRE SERVICES

Item	Description	Fee or Charge	Town of Collingwood	Meaford	Wasaga Beach
1	Request for Fire Report	\$ 50.00	\$ 70.00	\$ 50.00	\$ 75.00
2	Request for Property Information Letter	\$ 50.00	\$ 70.00	\$ 50.00	
3	Inspection of all Premises or Buildings a) up to 2500 square feet b) 2500 to 5000 sq. ft. c) 5000 to 10000 sq. ft. d) 10,000 to 20000 sq. ft. e) over 20000 sq. ft. f) Additional inspection per call back <i>(not including initial inspection resulting from a blding permit application or inspections required by legislation)</i>	\$ 75.00 \$ 100.00 \$ 150.00 \$ 200.00 \$ 300.00 \$ 25.00	Collingwood and Wasaga Beach base these rates on Single Occupancy, Multiple Tenant and Apartment Buildings. No comparison can be made to these fees		
4	Inspection required by LLBO <i>(inspection of public hall facilities, restaurants, and licenced facilities that are requested by owner)</i>	\$ 50.00	\$ 80.00	\$ 50.00	\$ 100.00
5	Fireworks Inspections and Approvals a) Approval only b) Inspection and approval <i>(inspection of the site from which fireworks will be ignited)</i>	\$ 50.00 \$ 75.00	\$ 100.00	\$ 50.00	\$ 75.00
6	Apparatus Standby per hour <i>(use of fire Department apparatus for standby fire protection including two firefighters)</i>	\$ 150.00	\$ 150.00		\$ 175.00
7	Standby for Suspicious Fire per hour	\$ 50.00			\$ 100.00
8	False Alarms - Non-emergency activation of a fire alarm system resulting in Fire Department response. Includes (but not limited to) malicious activation, accidental discharge of nuisance smoke into common areas, system malfunctions, non-notification of work on system, poor maintenance, human error, etc.	\$ 300.00	\$ 450.00	\$ 300.00	\$ 350.00 Collingwood, Meaford & Wasaga Beach charge after 2 false alarms per 12 months
9	Fire Prevention Officer and Inspector - per hour <i>(for commercial, industry, condominium, and association groups)</i>	\$ 50.00	\$ 85.00	\$ 50.00	\$ 75.00
10	Fire Safety Plan Review	\$ 50.00		\$ 50.00	
Emergency Response Services			Note #1		
11	Special Occasion Permit Inspections a) initial inspection b) additional inspection per call back	\$ 50.00 per man/hr \$ 25.00 per truck/hr			
12	Vehicle Extrication on Municipal Street, non-residents a) Labour b) Machine time (additional)	\$ 35.00 per man/hr \$ 50.00 per truck/hr			
13	Vehicle Extrication on Provincial Highways	MTO Rates			
14	Out of control Brush Fire/ Grass Fire or other a) Labour b) Machine time (additional) <i>started by owner or tenant of property</i>	\$ 35.00 per man/hr \$ 50.00 per truck/hr		\$ 30.00 \$ 50.00	
15	Rescue, High Angle Rescue, Cold Water Rescue a) Labour b) Machine time (additional)	\$ 35.00 per man/hr \$ 50.00 per truck/hr			
16	Illegal Burning a) Labour b) Machine time (additional)	\$ 35.00 per man/hr \$ 50.00 per truck/hr			

Note #1 For the Emergency Response Services, Collingwood, Meaford and Wasaga Beach have on charge per hour that includes both labour and machine time. It is therefore hard to compare these services. For example Collingwood is \$450 for the 1st hour (includes labour and machine)

RECREATION

Item	Description	Fee or Charge		Town of Collingwood	Meaford	Wasaga Beach
1	Athletic Fields	\$ 32.10	per game	Note #1	\$ 30.00	Note #1
2	Prime Time Ice Time	\$ 111.90	per hour	\$ 127.36	\$ 112.50	\$ 109.52
	Non Prime Time Ice Time (weekdays 7 am to 4 pm)	\$ 57.10	per hour	\$ 89.15	\$ 55.00	\$ 61.90
3	Ground Rental	\$ 115.00	per day		\$ 175.00	
4	Arena (non ice)	\$ 675.00	per day		\$ 550.00	
5	Hall #1 (includes Kitchen Use)					
	Weekdays (3 hour minimum)	\$ 270.00	per day	Note #2		
	Weekends (3 hour minimum)	\$ 430.00	per day			
6	Hall #2					
	Weekdays (up to 3 hours)	\$ 45.00	per day	Note #2		
	Weekdays (more than 3 hours)	\$ 95.00	per day			
	Weekends	\$ 170.00	per day			
	Use of Kitchen	\$ 55.00	per day			
7	Hall #1 and #2 - Weekends (includes Kitchen)	\$ 480.00	per day	Note #2		
8	Bayview Park Pavillion	\$ 25.00	per day		\$ 50.00	\$ 71.43
9	Arena Sign Rental					
	Arena Boards	\$ 300.00	per year			
	Wall Boards	\$ 250.00	per year			

Note #1 Collingwood and Wasaga Beach charge their Athletic Fields by the hour

Note #2 A comparison is difficult to make since every Community Hall is different