

**TOWN OF MINTO****DATE:** February 27, 2017**REPORT TO:** Mayor and Council**FROM:** Annilene McRobb, Deputy Clerk**SUBJECT:** Fees and Charges By-law Amendments 2017

---

**STRATEGIC PLAN:**

5.3 Ensure financial plans include a blend of capital financing methods including long-term debt, user fees, grants, internal reserves and taxation, and maintain reserves to the point where Minto reduces reliance on borrowing or tax increases to finance major capital expenditures.

**BACKGROUND:**

This report outlines increases in fees and charges proposed for 2017. Public notice was given as required by the Town's notification by-law that revised fees will be considered at the March 7 Council meeting. Staff has not had any feedback on the proposed increases in fees and charges. If a member of the public shows up at the Council meeting, they may be heard if it is the wish of the majority of Council, but it is not required that they be heard.

**COMMENTS:**

Fees and charges were last updated in 2016 by passing of Bylaws 2016-12, 2016-23 and 2016-32. This year, a new By-law would be adopted repealing all previous By-Laws so there is no confusion as to which by-law is in effect. The proposed changes this year affect Schedules C, D, E, F, G and I.

***Schedule C***

The cost of enforcement of the Building Code Act was more than the revenue gained by Building Permit Fees as per reporting by the Chief Building Official last Council meeting. The new fee structure should increase revenue by approximately \$50,000 per year, which will decrease the tax support contribution to the Building Department to about \$30,000 to \$40,000. This fee schedule was passed on February 21, 2017 by By-law 2017-15 and is required to be updated on the Fees and Charges By-law.

***Schedule D***

The changes provided are part of the 3-year rate plan Recreation presented in 2016.

***Schedule E***

The proposed changes add a water and sewer inspection charge for new buildings (also in Schedule I) of \$125.00. This fee will be in lieu of charging a \$75 inspection charge and \$75 water on/off charge. Although this will save the owners \$25, having this "one time" charge

---

will streamline billing and issues with plumbers turning on the water for system checks, which takes staff time investigating the water usage and back billing.

The \$50 per year increase for the costs of the Palmerston parking permits helps cover costs associated with lot upkeep; there has not been a change in this cost since 2006.

#### ***Schedule F***

The proposed increase of \$10.00 for reviewing Risk & Safety Management plans covers some staff time, and the \$25.00 increase for Fire Extinguisher Training helps cover staff time for training and preparation. The small amount of revenue generated with these increases will help ensure most of the services are cost recovery, including any equipment used to perform the training.

#### ***Schedule G***

The fee to implement Policy 2.4 Requirements for Keeping of Backyard Hens increases from \$50 to \$75 per year.

#### ***Schedule I***

- Item 4 d) Schedule E, is a one-time charge of \$125.00 for inspection and water “turn on” for new buildings.
- Item 8 a) applies a meter removal and reinstallation charge of \$150.00 where the owner requests temporary removal of the water meter from their premises, for any reason including summer business closing, winter shut off. The fee also includes staff time.
- Item 9 a) imposes a \$275 (plus HST) charge for water meter testing to prevent vexatious and repeated requests. The amount is refunded if a faulty meter is found.

#### **FINANCIAL CONSIDERATIONS:**

The changes being proposed will not have a large impact on the finances of the Town, with the exception Schedule C (Building Permit Fees) which will decrease the amount being used from the tax base in order to cover the costs.

#### **RECOMMENDATION:**

That Town of Minto Council receives the Deputy Clerk’s February 27, 2017 report regarding the Fees and Charges By-law Amendments 2017, and that Council considers adopting a By-law in regular session.

Annilene McRobb, Deputy Clerk

# PROPOSED CHANGES TO THE FEES AND CHARGES BY-LAW

## SCHEDULE C

No.	Building	Admin Fee	BP Fee (per sq. ft. unless noted)
1	Group A & B - Assembly and Institutional Occupancies		
	a) New Construction	\$300.00	\$0.65
	b) Renovation/Alteration	\$200.00	\$0.45
2	Group C - Residential Occupancies		
	a) New Construction - SFD	\$300.00	\$0.80
	b) New Construction - Multi-Residential (No Fee For Basement)	\$300.00	\$1.20
	c) Finished/Unfinished Basement		\$0.40
	d) Renovation/Alteration	\$200.00	\$0.80
	e) Attached Garage	\$200.00	\$0.45
	f) Deck/Porch	\$200.00	\$0.45
	g) Accessory Apartments	\$200.00	\$0.80
3	Group D & E Occupancies		
	a) New Construction	\$300.00	\$0.80
	b) Renovation/Alteration	\$200.00	\$0.40
4	Group F Occupancies		
	a) New Construction	\$300.00	\$0.45
	b) Renovation/Alteration	\$200.00	\$0.45
5	Agricultural		
	a) New Construction	\$200.00	\$0.20
	b) Liquid Manure Tanks		\$4.70 per Lin. Ft.
	c) Grain Bin/Tower Silo		\$325.00 Flat Fee

	e) Bunk Silos		\$400.00 Flat Fee
6	Accessory Structures	\$200.00	\$0.45
7	Demolition Permits		
	a) Class 'A'		\$115.00 Flat Fee
	b) Class 'B'		\$230.00 Flat Fee
8	Class 4 On-Site Septic Systems		
	a) New/Replacement System		\$450.00 Flat Fee
	b) Replacement Tank		\$150.00 Flat Fee
	c) Bed Replacement		\$300.00 Flat Fee
9	Plumbing Permit		\$138.00 Flat Fee
10	Conditional Permit		\$345.00 Flat Fee Plus Completion Permit Amount
11	Solid Fuel Fired Appliance		\$138.00 Flat Fee
12	Tent Permit		\$138.00 Flat Fee
13	Temporary Structure (Temp Dwelling, School Portable, Etc)		\$240.00 Flat Fee
14	Change of Use (No Construction)		\$115.00 Flat Fee
15	Solar		\$300.00 Flat Fee
16	Pool Fence Enclosure		\$138.00 Flat Fee

**Notes To Table:**

- a) An investigation fee of \$150.00 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee
- b) Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$9.00 per \$1000.00 of construction value shall be charged for a building permit.
- c) Inspection only - no permit required: a fee of \$90.00 per hour shall be applied  
Inspection requested and not ready or repeated failed inspections: a fee of \$90.00
- d) shall apply per inspection

**\*\* Updated Permit Fees were passed by By-law on Tuesday February 21, 2017 By-law No 2017-15, update to the Fees and Charges By-law only**

## SCHEDULE D (RECREATION)

<b>Arena</b>	<b>2017</b>
Adult	<del>\$124.00 / hour**</del> \$126.00 / hour**
Local Youth Organized Sport (Saturdays)	<del>\$93.00 / hour**</del> \$95.00 / hour**
Local Youth Organized Sport	<del>\$101.00 / hour**</del> \$103.00 / hour**
Out of Town User (Minor Only)	<del>\$112.00 / hour**</del> \$114.00 / hour**
<b>Ball Diamonds</b>	
Minor	<del>\$32.00 / player**</del> \$34.00 / player**
<b>Soccer Fields</b>	
Minor	<del>\$32.00 / player**</del> \$34.00 / player**

## SCHEDULE E (PUBLIC WORKS)

Water and Sewer Inspection of new Buildings (including turn on)	\$125.00
Palmerston Parking Permits	<del>\$150.00/annually</del> \$200.00 annually

## SCHEDULE F (FIRE)

Reviewing Risk & Safety Management Plans	<del>\$40.00 per hour</del> <del>per staff member</del> \$50.00 per hour per staff member
Fire Extinguisher training sessions	<del>\$50.00 per hour,</del> <del>one hour minimum</del> \$75.00 per hour, one hour minimum

### Extraordinary Expenses

If Minto Fire responds to a fire or other emergency at a property and determines, or the Fire Chief or Deputy Chief determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Minto Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Minto Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

## SCHEDULE G (ANIMAL LICENCING)

Addition of the following as per Policy 2.4 Requirements for Keeping of Backyard Hens:

Backyard Hen Licensing Fee - \$75 per year



## SCHEDULE I (WATER AND SEWER)

The addition of the following charges:

### **4. Service Charge**

d) New buildings will receive a 1 time charge of \$125.00 for Inspection of water/sewer and water turn on as required (up to a maximum of 3 times).

### **8. Temporary Removal and Reinstallation Charge**

a) A charge of \$150.00 (plus HST) shall be payable for a temporary removal and reinstallation charge.

### **9. Meter Testing Charge**

a) A charge of \$275 (plus HST) shall be payable prior to commencement of water meter testing.