



TOWN OF MINTO

DATE: February 15, 2018

REPORT TO: Deputy Mayor and Council

FROM: Annilene McRobb, Deputy Clerk

SUBJECT: Fees and Charges By-law Amendments 2018

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 2018. Public notice was given as required by the Town's notification by-law that revised fees will be considered at the March 6 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 2017 by passing of Bylaws 2017-19, a new By-law would be adopted repealing the previous By-Law so there is no confusion as to which by-law is in effect. The proposed changes this year affect Schedules B, D, E, F, G and I.

Schedule B

The proposed changes greatly increase the cost of Tax Registrations, keeping our Town in line with other municipalities, as well as a new charge of \$5 for Water and Sewer and Tax Arrears notices.

Schedule D

The rate changes provided are part of the 3-year rate plan Recreation presented in 2016. The program changes include modest increases to grassroots sports and pool passes.

Schedule E

The proposed changes add water shut off or turn on fee of \$75.00 that was already captured in Schedule I. It adds a weekend rate for this service of \$125.00

Schedule F

The proposed increase of \$10.00 for reports searches and letters covers will help cover some staff time. There have been no changes to the charges for Posting a Fire watch under

the Ontario Fire Code since 2001. Classroom rentals have been the same price since 2002 and are being increased to cover increasing costs of the hall.

Schedule G

The increase in fees for 1 c. Fee for a dog picked up running at large and the addition of fee 1 d. Impound fee is required to cover fees for services provided.

Schedule I

Changes in Schedule I show that in 2017 the Town held the 2016 rate for residents for Water and Sewer and the schedule is pushed back by one year until 2021. There is also an additional cost to water turn on/shut off during the weekends to cover additional staff time as well an increase to bulk water charges.

FINANCIAL CONSIDERATIONS:

The changes being proposed will not have a large impact on the finances of the Town but will keep us in line with additional costs incurred.

RECOMMENDATION:

That Council receives the Deputy Clerk's February 15, 2018 report regarding Fees and Charges By-law Amendments 2018, and considers adopting a By-law in regular session.

Annilene McRobb, Deputy Clerk

Schedule "B"

Treasury Charges and Fees

DESCRIPTION	PRICE
Tax Certificates personal request (written or verbal)	\$10.00 each
Tax Certificates Professional request (written only)	\$30.00 each
Duplicate Receipt or Bill	\$20.00
Handling charges for transferring any uncollectable Accounts Receivable arrear to Tax Account	\$20.00
Tax Registration (does not include legal fees)	\$150.00 \$1,000.00
Tax Collection Fee (by registered letter)	\$20.00
Tax Sale of Land, Tender Packages	\$25.00
Finance Charge for unpaid accounts receivable	2% per month
Minimum charge of:	\$2.00
Water and Sewer or Tax Arrears Notice	\$5.00 per notice
Returned Item Charge – to apply to all services	\$40.00

Schedule “D” Recreation Charges and Fees

Community Meeting, Community Center	\$20.00 / hour
Norgan Theatre	0
Theatre Area	\$50.00/-hour or \$300.00/-day**
Birthday Party (2 hour minimum)	\$30.00/hour \$75.00
Arena	0
Adult	\$126.00 \$128.00 /-hour**
Local Youth Organized Sport (Saturdays)	\$95.00 \$97.00 /-hour**
Local Youth Organized Sport	\$103.00 \$105.00 /-hour**
Out of Town User (Minor Only)	\$114.00 \$116.00 /-hour**
Ball Diamonds	0
Minor	\$34.00 \$36.00 /-player**
Soccer Fields	0
Minor	\$34.00 \$36.00 /-player**
Pool Admissions	0
Individual Seasons Pass	\$99.00 \$100.00
Family Seasons Pass	\$198.00 \$200.00
Book of 10 Passes	\$30.00 \$32.00
Other Programs	0
Babysitter Course	\$50.00
Hometown Ball	\$35.00 \$40.00
Grassroots Hockey	\$90.00
Grassroots Soccer	\$35.00 \$40.00

Schedule “E”
Public Service Charges and Fees

Water shut-off or turn-on	\$75.00
Water shut-off or turn-on Weekends or After Hours	\$125.00

Schedule "F"

Fire & Emergency Services Administration Charges and Fees

Reports	
File Search/Fire reports/Property Searches	\$90.00 <u>\$100</u>
Letter to insurance and real estate companies	\$75.00 <u>\$100</u>
File Search for Environmental Issues	\$90.00 <u>\$100</u>

DESCRIPTION	FEE
Fire Extinguisher training sessions	\$75.00 per hour, one hour minimum
Posting a Fire watch under the Ontario Fire Code	\$350.00 <u>\$450.00</u> per hour per truck
Each additional half hour or part thereof	\$175.00 <u>\$225.00</u> per half hour per truck
Consultation/Advice to Professional Groups	\$100.00 per hour
Classroom Rental Fire Halls with Kitchen	\$100.00 <u>\$150.00</u> per day
Classroom Rental Fire Halls without Kitchen	\$75.00 <u>\$100.00</u> per day

Schedule "G"

Animal Licensing Charges and Fees

For a license issued with respect to a dog, the license fee shall be as follows;	Before April 1	After March 31
1 a. Per dog for the first, second and third dog	\$20.00	\$35.00
1 b. Per dog for dogs picked up without a current tag	\$50.00	\$50.00
1 c. Fee for a dog picked up running at large impounded for a dog impounded (payable to the Town	\$80.00 + \$15.00/Day \$150.00	\$80.00 + \$15.00/Day \$150.00
1 d. Impound fee	\$25.00/day	\$25.00/day

Schedule "I"

Water and Sewer Charges and Fees

1. Monthly Non metered rates:

	2017	2018
WATER	48.75	58.30
SEWER	57.50	66.70

a) Administration Charges:

Based on the meter size in the left column, the applicable charge for water and the applicable charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Meter	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer
Size	2016	2017	2017	2018	2018	2019	2019	2020	2020	2021
¾"	19.00	19.00	20.00	20.00	21.00	21.00	22.00	22.00	23.00	23.00
1"	21.00	21.00	22.00	22.00	23.00	23.00	24.00	24.00	25.00	25.00
1 ½"	25.00	25.00	26.00	26.00	27.00	27.00	28.00	28.00	29.00	29.00
2"	30.00	30.00	31.00	31.00	32.00	32.00	33.00	33.00	34.00	34.00
3"	32.50	32.50	33.50	33.50	34.50	34.50	35.50	35.50	36.50	36.50
4" +	40.00	40.00	41.00	41.00	42.00	42.00	43.00	43.00	44.00	44.00

b) Volume Charges

Based on the consumption rate in the left column, the applicable volume charge for water and the applicable volume charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Water / m3	2016	2017	2017	2018	2018	2019	2019	2020	2020	2021
0 - 250	1.88	1.88	2.05	2.05	2.21	2.21	2.34	2.34	2.49	2.49
251 - 500	1.44	1.44	1.54	1.54	1.62	1.62	1.70	1.70	1.79	1.79
501 - 3000	1.24	1.24	1.32	1.32	1.39	1.39	1.46	1.46	1.53	1.53
3001 +	0.41	0.41	0.44	0.44	0.46	0.46	0.48	0.48	0.50	0.50

Sewer / m3	2016	2017	2017	2018	2018	2019	2019	2020	2020	2021
0 - 250	2.78	2.78	2.87	2.87	2.96	2.96	3.06	3.06	3.15	3.15
251 - 500	2.08	2.08	2.13	2.13	2.19	2.19	2.24	2.24	2.30	2.30
501 - 3000	1.77	1.77	1.81	1.81	1.86	1.86	1.90	1.90	1.95	1.95
3001 +	0.47	0.47	0.48	0.48	0.49	0.49	0.51	0.51	0.52	0.52

4. Service Charge

- a) A charge of \$75.00 (plus HST) shall be payable for same day disconnecting and reconnecting. **\$125.00 on weekends or after hours**
- b) The charge of \$75.00 (plus HST) shall be levied for disconnecting water and a further charge of \$75.00 (plus HST) shall be levied for reconnection. **\$125 on weekends or after hours**
- c) In addition to applicable charges above a service charge of \$100.00 (plus HST) shall apply where water is to be disconnected or connected
- 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).

5. Broken Water Meter

Time and Material (plus HST)

6. Bulk Water Charges

- a) A charge of ~~\$70.00~~ **\$100.00** (plus HST) shall be payable for Hook Up & Disconnect each day of bulk water transfer.
- b) A volume charge per cubic meter shall be levied **at \$3.00/m3** ~~as per Section 1. b) of this By-Law.~~