



THE CORPORATION OF THE TOWN OF AMHERSTBURG

CORPORATE SERVICES

MISSION STATEMENT: *Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Tracy Prince	Report Date: November 22, 2022
Author's Phone: 519 736-0012 ext. 2254	Date to Council: December 12, 2022
Author's E-mail: tprince@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2023 User Fees By-law

1. **RECOMMENDATION:**

It is recommended that:

1. The changes in fees and charges for the 2023 User Fees By-law **BE APPROVED** as outlined in the report; and,
2. **By-law 2022-107** being a by-law to Establish User Fees or Charges for Services, Activities or the Use of Property be taken as having been read 3 times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. **BACKGROUND:**

The Municipal Act authorizes a municipality to impose fees and charges on persons for services or activities provided.

3. **DISCUSSION:**

This report is provided to recommend changes to the Town's user fees and charges through adoption of By-law 2022-107 which is before Council for consideration. Adoption of this By-law as presented will continue fees and user rates previously adopted by Council, indexed based on the Consumer Price Index as applicable, and approve fees and rates as recommended in this report.

All previous By-laws for user fees and charges will be repealed upon adoption of the new By-law.

Schedules A through H of By-law 2022-107 have been adjusted by the current CPI index, so that users of the related services share in the increased cost to provide those services.

It is recommended the following services and fees be eliminated for 2023:

Service		2022 Fee	2023 Fee
Schedule E – Licensing & Enforcement Services			
Civil Marriage Ceremony off-site mileage	Per km	CRA Rate	eliminate
Schedule H – Recreation Services			
Equipment Rental-Chairs	Per chair	\$1.35	Included in room rate
Equipment Rental-Tables	Per table	\$7.00	Included in room rate
Garbage Barrels	Per barrel	\$13	eliminate
Garbage Bags	Per 100	\$34	eliminate
Road Barriers	Per barrier	\$13	eliminate
Pylons	Per pylon	\$19	eliminate
Picnic Tables	Per table	\$30	eliminate
Rim Stands	Per stand	\$24	eliminate

The following fees are included in the Schedules to By-law 2022-107 and were adjusted to remain at 2022 rates or adjusted below/beyond the CPI calculated rate to keep the fees in line with current market rates:

Service		2022 Fee	2023 Fee
Schedule B – Building Services			
Lawyers Letter-Legal property information requests	Per letter	\$85.00	\$85.00
Business Licence Inspection	Per inspection	\$85.00	\$85.00
Plumbing Residential: Renovations, Additions, Secondary units	Per permit	\$94.00	\$100.00 + \$13.40/fixture
Plumbing Non-residential: Internal plumbing	Per application	\$117.00	\$125.00 + \$13.40/fixture
Indemnity Deposits (Refundable up to 3 years from permit issuance)			
Residential	deposit	\$1000.00	\$1000.00
Non-Residential (commercial, industrial, institutional)	deposit	\$1000.00	\$1000.00
Swimming pool enclosures (in-ground pools)	deposit	\$1000.00	\$1000.00
Swimming pool enclosures (above ground pools)	deposit	\$500.00	\$500.00
Accessory structures-residential	deposit	\$500.00	\$500.00
Farm buildings	deposit	\$500.00	\$500.00
Decks and porches	deposit	\$500.00	\$500.00
Schedule G – Engineering & Public Works*			

Hydrant Valve (Hydrant Hookup Box)	Per Valve Per Day	\$142.00	\$150.00
Schedule H – Recreation Services**			
Day Camp			
Daily (maximum 9 hrs/day)	Per day	\$37.00	\$37.00
Weekly	Per Week	\$163.00	\$148.00
Specialty Camp	Per Week	\$159.00	\$175.00
Indoor Recreation Facilities Fees			
Ice Time			
Prime Time Rental	Per Hour	\$217.00	\$209.00
Non-Prime Time Rental	Per Hour	\$189.00	\$118.00
Non-Prime Time Senior & School Rate	Per Hour	\$80.00	\$74.00
Local Minor Sports Assoc. Prime Time Rental	Per Hour	\$198.00	\$205.00
Local Minor Sports Assoc. Non-Prime Time Rental	Per Hour	\$173.00	\$180.00
Goalie Pad	Per Hour	\$44.00	\$46.00
Indoor Soccer Field			
Prime Time Rental-Full Turf (incl. Minor Sport Assoc.)	Per Hour	\$130.00	\$90.00
Non-Prime Time Rental-Full Turf (incl. Minor Sport Assoc.)	Per Hour	\$120.00	\$50.00
Prime Time Rental-Half Turf (incl. Minor Sport Assoc.)	Per Hour	N/A	\$45.00
Non-Prime Time Rental-Half Turf (incl. Minor Sport Assoc.)	Per Hour	N/A	\$25.00
Dry Floor Time			
Arena Floor Rental Prime Time	Per Hour	\$70.00	\$90.00
Arena Floor Rental Non-Prime Time	Per Hour	\$64.00	\$50.00
Baseball Diamonds			
Local Minor Sports Assoc- Libro (Lit)	Per Game	\$59.00	\$62.00
Baseball Diamond Half Day (4 Hours)	Per Day	\$34.00	\$35.00
Baseball Diamond Full Day (8 Hours) Un-lit	Per Day	\$66.00	\$70.00
Soccer/Football Field			
Premier Turf Field (Un-lit)	Per Game	\$38.00	\$40.00
Premier Turf Field (Lit)	Per Game	\$61.00	\$65.00
Local Sports Assoc. Premier Turf Field (Un-lit)	Per Game	\$37.00	\$39.00
Local Sports Assoc. Premier Turf Field (Lit)	Per Game	\$60.00	\$62.00
Football Grass Field Half Day (4 Hours)	Per Day	\$35.00	\$35.00
Football Grass Field Full Day (8 Hours)	Per Day	\$68.00	\$70.00

**Schedule G-Engineering & Public Works: In 2022, User Fees were divided, the department is proposing a return to the 2021 rate structure and thus, several fee lines have been eliminated, combined and renamed accordingly.*

***Advertising Fees listed in Schedule H – Recreation are presented with the CPI increase. At a later date, Administration will bring forward a sponsorship program that will incorporate some or all of these fees, for Council consideration.*

Community Programming Fees: Youth ages have been defined in each fee line. Baseball, Soccer and Football fees will be implemented once per year on April 1.

By-Law 2022-107 includes the following increased or new fees to recover user costs not currently being adequately recovered:

Service		2022 Fee	2023 Fee
Schedule B – Building Services			
Minimum Residential Permit Fee	Per permit	N/A	\$1200.00
Lateral sewer connection to existing house	each	N/A	\$158.00
Schedule C – Corporate Services			
EV Charging Stations			
Level 2 Charging	Per hour	N/A	\$2.00
Level 3 Charging	Per minute	N/A	\$0.50
Charging station-Unattended, Fully charged vehicle (30 min after full charge has been achieved)	Per occurrence	N/A	\$50.00
Schedule E – Licensing & Enforcement Services			
Property Standards Order	Per order	\$109.00	\$150.00*
Property Standards Order Re-inspection	Per order	\$109.00	\$150.00*
By-law Violation-Admin Fee-Work completed by the Town	Per Violation	\$109.00	\$150.00*
Schedule E – Planning Services			
Official Plan Amendment-Major	Per application	\$2,603.00	\$5,355.00
Official Plan Amendment-Minor	Per application	\$2,603.00	\$2,678.00
Zoning By-law Amendment-Major	Per application	\$2,290.00	\$5,355.00
Zoning By-law Amendment-Minor	Per application	\$2,290.00	\$2,678.00
Combined Official Plan Amendment and Zoning By-law Amendment	Per application	N/A	\$7,770.00
Application to the County of Essex for approval of a plan of subdivision/condo or Amendment to a draft plan or extension of DPA	Per application	\$4,164.00	\$9,135.00
Site Plan Control & Development Agreement - Major	Per application	\$2,082.00	\$4,515.00
Site Plan Control & Development Agreement - Minor	Per application	\$2,082.00	\$2,258.00
Amendment of Site Plans & Development Agreement	Per application	\$1,041.00	\$2,520.00
Part Lot Control Exemption By-law	Per application	\$1,041.00	\$2,415.00
Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Per application	\$723.00	\$1,155.00
Combined Consent to Sever Land and Minor Variance	Per application	N/A	\$2,310.00
Planning Act Applications Deferral (Applicant Request)	Per application	\$122.00	\$534.00
Ontario Land Tribunal Appeal	Per application	N/A	\$1,000.00

Schedule G – Engineering & Public Works			
Roads Operator	Per hour	N/A	Actual cost
Water Operator	Per hour	N/A	Actual cost
Water Supervisor	Per hour	N/A	Actual cost
Water Meter Fee w/transmitter 1.5” or greater	Per permit/Water Meter	N/A	Actual cost with \$3500 deposit required
Water Meter Testing for Customer	Per test	\$283.00	\$325.00
Curb Box Replacement	Per service	N/A	\$650.00
After Hours Water Shut Off/Turn ON	Per service	\$198.00	\$220.00
Private Development Watermain Commissioning (4” or larger, less than 100m in length)	Per Project	N/A	\$1,070.00
All new water service connections-service fee until meter is installed and passes inspection	Per Month	\$114.00	\$125.00
Private Development Watermain Commissioning (4” or larger, less than 100m in length)	Per Project	N/A	\$1,070.00
Private Development Watermain Commissioning (4” or larger, larger than 100m in length)	Per Project	N/A	\$1,810.00
Schedule H – Recreation Services			
Drop-Ins (unsupervised, unstructured, max 2.5 hours)*			
Parent & Tot (ages 4 & under)	Per hour	N/A	\$2.00
Pre-School (ages 3-5)	Per hour	N/A	\$2.00
Youth (ages 6-14)	Per hour	N/A	\$3.00
Teen (ages 15-17)	Per hour	N/A	\$3.00
Adult (ages 18-59)	Per hour	N/A	\$5.00
Senior (ages 60+)	Per hour	N/A	\$4.00
Day Camp			
Late Pick-up Fee	Per occurrence	N/A	100% Full Cost Recovery
Field Trip Fee	Per Trip	N/A	\$18.00
Community Room			
Kitchen (Half Day) (4 Hours)	Per Half Day	\$22.00	\$100.00
Kitchen (Full Day) (8 Hours)	Per Full Day	N/A	\$175.00
Sport & Facility Services*			
Electrician	Per event	N/A	100% Full Cost Recovery
Forklift	Per event	N/A	100% Full Cost Recovery
Set up/Tear down (Libro) 0-50 Chairs	Per event	N/A	Included in Room Rental
Set up/Tear down (Libro) 51-100 Chairs	Per event	N/A	\$50.00
Transient office for User Group/tournament organizers, etc	Per hour	N/A	\$12.00
Transient office for User Group/tournament organizers, etc	Per day	N/A	\$75.00

Staff Overtime (groups staying beyond allocated time)	Per occurrence	N/A	100% Full Cost Recovery
Dedicated storage space	Per sq ft-annually	N/A	\$2.60
Dedicated office space	Per sq ft-annually	N/A	\$12.00
Extra cleaning fee (rooms)	Per cleaning	N/A	100% Full Cost Recovery
Extra cleaning fee (dressing rooms)	Per cleaning	N/A	\$20.00

**Full Cost Recovery*

4. RISK ANALYSIS:

User fees are required to be reviewed on an annual basis. A failure to do so may result in a significant time period lapsing before fees are adjusted to meet appropriate levels. This may result in lost opportunities for the Town to recover costs and as a result may place additional pressure on the general tax levy.

5. FINANCIAL MATTERS:

User fees and charges for taxation funded service areas are designed to mitigate the costs associated with providing services to individuals. Fees are recommended with consideration to recovering direct program costs, such as program supplies, but generally do not cover the full cost of the service. Further, in some areas fees have been constrained to achieve market comparability (e.g. recreation and arena fees).

Fee revenue is included in annual budget requests and offsets the cost of programs and services that must otherwise be recovered through taxation. Where 2023 revenue budgets require adjusting, budget issue papers will be included for consideration in the Proposed 2023 Operating Budget.

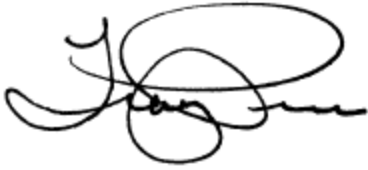
Water and Wastewater operations are not taxation funded, but are to be 'self-funding' through water and wastewater user rates. The user rates set for these services are established to provide sustainable funding of both current and long-term costs for operations and capital infrastructure. The water and Wastewater Rate Review Study is on track to be presented to Council before end of first quarter 2023. This study is considering the existing assets and future infrastructure costs to determine a rate model to support the fee of these costs. The water and wastewater fees will be further updated at that time and brought forward to Council for approval.

6. CONSULTATIONS:

SMT and Management staff

7. CONCLUSION:

Approval of the User Fee By-law will allow the Town of Amherstburg to charge users for services at a comparable rate to that of other municipality's user fees within the Essex County Region.

A handwritten signature in black ink, appearing to read 'Tracy Prince', with a large loop at the top and a trailing flourish.

Tracy Prince
Director of Corporate Services/Chief Financial Officer

Report Approval Details

Document Title:	2023 User Fee By-Law-REPORT.docx
Attachments:	- By-law 2022-107 - 2023 User Fees.pdf
Final Approval Date:	Dec 7, 2022

This report and all of its attachments were approved and signed as outlined below:



Valerie Critchley



Kevin Fox