

Report from Financial Management Services, Director

Date of Report: June 8, 2020

Date of Meeting: June 15, 2020

Report Number: FMS-B019-2020

File: 10.57.28

Subject: 2021 Schedule of Rates & Fees Recommendations

Recommendation

That the Budget Standing Committee approve the changes to the 2021 Schedule of Rates and Fees and forward the same to Council on June 22, 2020 for consideration after the public meeting on July 13, 2020, for which notice will be duly given.

Background

User Fees are charged by the City for purchases of publicly provided goods and services. The rationale for charging fees is that those who distinctly benefit from a good or service should be the ones to pay for it. The legislation primarily governing user fees is Section 391 of the Municipal Act. The Municipal Act requires municipalities to keep a master list of their user fees (Schedule of Rates and Fees) and outlines policy and procedure considerations for establishing, reviewing and implementing user fees.

In October 2005, City Council delegated the review of the Schedule of Rates and Fees to the Ad Hoc Budget Committee. On May 9, 2011, Council approved that Rates and Fees be presented for the consideration and approval of Council prior to January 1 of each year.

In January 2015, BSC approved expanding the information provided to include:

- An executive summary of Rates and Fees changes.
- Revenue implications.
- Comparisons with similar municipalities.

On [September 19, 2016](#), BSC approved that future increases be set at a minimum of the core rate of inflation.

On [April 27, 2020](#), the Budget Standing Committee approved that the rates and fees for 2021 remain the same as the 2020 rates and fees. Details regarding the 2020 rates and fees were presented to City Council at the meeting held on May 27, 2019 (see Report [FMS-114-2019](#)).

Report

This report responds to Council's direction to create a new Community Based Volunteer Group Rental Fee for vacant and unused City properties and presents proposed changes to the Schedule of Rates and Fees in 2021 for Legal and Clerks Services and Planning and Building Services.

Details to the changes and rationale for changes to the 2021 Schedule of Rates and Fees are provided in the five appendices:

1. Appendix One - A list of new fees proposed for 2021 and the impact on revenue by department.
2. Appendix Two - A list of reintroduced fees.
3. Appendix Three - A list of existing fees that are proposed to change in 2021.
4. Appendix Four - A list of new fees and fee changes and how they measure to our comparable municipalities.
5. Appendix Five - Memo from Planning and Building Services to Financial Management Services.

If all items are approved for 2021, the City will have 1,107 user fees. These proposed fees consist of four new fees (Appendix One) and five reintroduced fees (Appendix Two) for 2021. The new fees are to address community based volunteer group rental requests and assist with by-law enforcement issues. The reintroduced fees were included in the City's rates and fees until the end of 2019 but were removed from the by-law when the Niagara Region took over the licensing and by-law enforcement aspect for these businesses. In discussion with the Niagara Region, these fees should be reinstated. The fees have been adjusted for inflation to represent 2020 levels.

Appendix Three provides a list of existing fees that are proposed to change in 2021. The majority of fees (86.5%), have no changes or revenue impacts. The scale of rate and fee changes is summarized below.

Table 1: New and Reintroduced Fees for 2021

Category	Number
Total Number of Fees in 2020	1,098
Total Number of New Fees for 2021	4
Total Number of Reintroduced Fees for 2021	5
Total Number of Proposed Fees for 2021	1,107

Table 2: Analysis of Fee Changes 2020 to 2021

Price Change	Number of Fees	Percentage
Greater than 10%	8	0.7%
Greater than 5%, equal to or less than 10%	9	0.8%
Greater than 2%, equal to or less than 5%	17	1.6%
Greater than 0%, equal to or less than 2%	114	10.4%
No change 0%	950	86.5%
Less than 0%	0	0%
Totals	1,098	100%

For 2021, there are no fees being removed from the 2020 Schedule of Rates and Fees and one fee is being recalculated to simplify the fee structure.

By adopting all of the fees changes above, staff estimate fee revenue should increase \$38,234. This estimate includes new revenue of \$1,157 and \$37,077 from price adjustments. The estimate was obtained for most fees by multiplying the change in the fee (proposed 2021 fee before taxes – 2020 fee before taxes) by the forecasted quantities sold.

Community Based Volunteer Group Rental Fee

For 2021, Community, Recreation and Culture Services (CRCS) is proposing the creation of one new fee with a zero charge (\$0.00) for use of vacant and unused City-owned properties by Community Based Volunteer Groups who provide work or services on behalf of the City.

At its meeting of September 9, 2019, Council approved the following motion made by Councillor Garcia:

“That staff be directed to prepare a report evaluating the creation of a new rental category to be added to our policy with regards to the use of vacant and unused City properties. The new category, for which rental fees could be waived in total, would be Community-based Volunteer Groups that, despite being incorporated as not-for-profits, do not have paid staff and have only minor assets. These groups, which contribute greatly to our city, would still have to carry proper insurance, be prepared to help with maintenance and not use the property for any commercial purpose.”

The City’s Volunteer Management Policy defines a Community Based Volunteer Group / Committee as a group of individuals from the community at large who are providing work or services associated with the City which may utilize volunteers for specific events or projects. The City’s long history of collaborative partnerships with volunteer groups has evolved over the years and can be seen today in the form of various groups such as “Friends of” groups. Examples of “Friends of” groups include, but are not limited to, the following: Malcolmson Creek, the Carousel, Morningstar Mill, Queenston Neighbourhood and Walkers Creek.

Staff recommends that Community based volunteer groups who perform work or services on behalf of the City be treated differently from other volunteer/not for profit groups who provide services the City would not provide as it relates to occupancy and use of City owned facilities and related costs and responsibilities.

There are many other volunteer/not-for-profit groups that are of great benefit to the city and its residents. Groups such as event organizers, not-for-profit groups, sports organizations and corporate-backed groups play a significant role in providing programs and services to residents. Some offer fee-for-service programs while some organize events to raise money for local charities. These volunteer groups provide services that the City would otherwise not provide and therefore will not be included in the new rental rate category.

The provision of accessible vacant City space to community based volunteer groups is a key component of building strong neighbourhoods. Community based volunteer groups use of vacant City space rent free is a form of collaboration and investment in community groups. These groups provide community services on behalf of the City and are aligned with and support the City's strategic objectives. The absence of the community volunteer groups would impact the availability of services that are responsive to local needs.

Recently, new community based volunteer groups such as the Port Dalhousie Beautification and Works Committee (PDBWC) and the Queenston Neighbours and Fitzgerald Neighbours have emerged with the goal of building stronger neighbourhoods by maintaining, promoting and enhancing their respective communities. These newer groups receive minimal direct financial support from the City, with the exception of the provision of in-kind items (e.g. rain barrels) and are performing work in their respective neighbourhoods that City staff cannot perform due to budget constraints. They also address new emerging needs within their communities that are not part of the City's current work plan.

While some of the above community-based volunteer groups are financially stable and possess insurance policies, the newer groups do not have the financial means to obtain insurance policies and in some cases, pay for permit fees or rent to use City facilities. In 2018 Council approved the Neighbourhood Meeting Space Program, which provided eligible organizations the opportunity to host meetings in a designated City facility for no cost, provided they sign an official permit for the space agreeing to the terms and conditions of use and provided they pay the corresponding insurance fees related to the permit. By including these groups under the new rental category the City can assume the cost of rent, thereby reducing the financial burden on these volunteer groups and hopefully allow them to do even more for the city and its residents. The groups would still have to carry proper insurance. The City does have a Facility User Group Insurance Program, which allows certain users to obtain affordable liability insurance protection.

In order for vacant City-owned space to be considered under this category, the space would need to be move-in ready (i.e. AODA compliant and no requirement for capital improvements or repairs, as such improvements or repairs are not budgeted for and cannot be incurred). The City has a limited inventory of available space currently that fits this criteria, specifically, the Ontario Street Parking garage commercial space and a vacant space at the Seymour-Hannah Sports and Entertainment Centre.

Planning and Building Services (PBS)

Planning and Building Services has submitted a request to both create new fees and increase existing fees within its operation. The rationale for these changes is outlined in Appendix Five.

To summarize the rationale, PBS is proposing the creation of three new fees to assist with by-law enforcement. The new revenue associated with these fees is estimated to be \$1,157. The first fee, Maintenance of Grasses / Weeds - Repeat Inspections, is a fee designed to recover additional costs associated from repeatedly having to reinspect properties within the same calendar year receiving Grass and Weeds by-law complaints. The second and third fees, Entry onto Adjoining Land (non-refundable) and Adjoining Land Entry - Extension of Authorization, address cost recovery concerns for a service which is currently being completed without a charge. At present, under certain conditions, residents request letters from the Chief Building Official authorizing entry onto adjoining lands. By collecting a fee for this service, the City can provide greater sustainability for the service and maintain the ability to deliver the service within an acceptable period of time.

PBS is also recommending most fees increase by the core rate of inflation except for 34 fees, which have been increased higher. Fees exceeding the core rate of inflation have been increased for two reasons. First, PBS staff have determined an increase is required to more align the fee with the City's comparator municipalities. Second, a higher price will allow more revenue to be collected, improving the relationship between the actual staff time required to complete the applications (costs) and the price of the applications (revenue).

As part of the 2021 rates and fees, PBS is proposing 114 fees align with the parameters of core inflation (1.9%) and 25 fees remain unchanged. The inflationary increase in fees is required to ensure a better balance between municipal-tax-base-funded and user-fee-funded support. Maintaining a balance is important because any shortfall in user fee support requires local ratepayers to make-up the difference. Maintaining the balance assists in ensuring local ratepayers do not end up subsidizing the private development industry.

Lastly, PBS is revising the calculation for a component of site plan fees. Previously, the fee was calculated based on a flat fee and the floor area of a building. The purposed revised fee structure applies different cost drivers depending on the type of building. For townhouses with four or more units, there is a fixed fee and an amount which scales up

depending on the number of dwellings, subject a maximum charge of \$15,000. However, for complex and larger structures, the dwelling component is removed and replaced with a fixed amount based on the number of storeys within the building. The revised calculation method is expected to better reflect the staff time involved in larger projects where multiple dwellings or storeys are involved and to simplify the overall fee structure and calculation. The fee cap for townhouses ensures fees remain competitive.

Financial Implications

As stated previously, if all items are approved for 2021, the City will have 1,107 user fees. These fees will consist of four new fees and five reintroduced fees. There will be an estimated \$1,157 in new revenue and approximately \$37,077 generated in additional revenue from existing fee increases. Overall these changes are estimated to increase revenue by \$38,234.

Conclusion

Staff recommends the Budget Standing Committee approve the proposed fee changes as indicated in Appendices One, Two and Three.

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Appendices

1. Appendix One – A list of new fees proposed for 2021 and the impact on revenue by department.
2. Appendix Two – A list of reintroduced fees.
3. Appendix Three – A list of existing fees that are proposed to change in 2021.
4. Appendix Four – A list of new fees and fee changes and how they measure to our comparable municipalities.
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Proposed New Fees 2021

Reference	Fee Title	Department or Division	Unit of Measure	Total Fee Paid by Customer	Estimated Quantity Sold per Year	Estimated Revenue
1	Community Based Volunteer Group Rental Fee	CRCS	Per Square Foot	\$0.00	800	\$0

Community, Recreation and Culture Services: Estimated New Fees Revenue Subtotal \$0

2	Entry onto Adjoining Land (non refundable)	PBS	Flat Fee	\$131.30	5	\$657
3	Adjoining Land Entry - Extension of Authorization	PBS	Flat Fee	\$50.00	5	\$250
4	Maintenance of Grasses/Weeds - Repeat	PBS	Flat Fee	\$250.00	1	\$250

Planning and Building Services: Estimated New Fees Revenue Subtotal \$1,157

New Fees Revenue: Grand Total \$1,157

Proposed Reintroduced Fees 2021

Reference	Fee Title	Department or Division	Unit of Measure	Total Fee Paid by Customer
1	Adult Entertainment Parlour - Owner	LCS	Per Location	\$4,300.05
2	Adult Entertainment Parlour - Operator	LCS	Per Location	\$1,182.50
3	Body Rub Parlour - Owner	LCS	Per Location	\$4,300.05
4	Body Rub Parlour - Operator	LCS	Per Location	\$1,182.50
5	Body Rub Parlour - Body Rubber	LCS	Per Person	\$118.25

Proposed Fee Changes 2021

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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Building and Development Service Fees (PBS)

Administrative Fees Associated with a Permit

1	Additional Fee When Permit Divided Into Part Permits	PBS	\$162.70	\$165.80	1.9%	
2	Alternative Solutions	PBS	Job Specific Costing	Job Specific Costing	-	
3	Defer or Revocation of a permit or cancellation of an application.	PBS	\$127.65	\$130.10	1.9%	
4	Letter (No Inspection)	PBS	\$127.65	\$130.10	1.9%	
5	Deferral of revocation of a permit or cancellation of an application	PBS	\$127.65	\$130.10	1.9%	
6	Expedited permit (resource dependent) - 1.5 x the applicable rate	PBS	Job Specific Costing	Job Specific Costing	-	
7	Liquor License Inspection Report	PBS	\$202.00	\$205.85	1.9%	
8	Permit Administration Fee	PBS	Job Specific Costing	Job Specific Costing	-	
9	Re-inspection fee	PBS	\$162.70	\$165.80	1.9%	
10	To reinspect/update file closed with outstanding order	PBS	\$162.70	\$165.80	1.9%	
11	Request for Inspection Outside Normal Working Hours	PBS	Job Specific Costing	Job Specific Costing	-	
12	Retrieval Of Dead Permit Files & Drawings	PBS	\$59.55	\$60.70	1.9%	
13	Review Revised Drawings	PBS	Job Specific Costing	Job Specific Costing	-	
14	Third Party Review for Plans Examination or Inspection	PBS	Job Specific Costing	Job Specific Costing	-	
15	To transfer ownership of permit	PBS	\$127.65	\$130.10	1.9%	

Agreements

16	Agreements, Leases or Licences (Misc.)	PBS	\$437.00	\$445.30	1.9%	
17	Agreements, Release Of Various	PBS	\$285.75	\$311.45	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
18	Conditional Permit Agreement Application	PBS	\$576.30	\$750.00	30.1%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
19	Conditional Permit Agreement Release	PBS	\$346.60	\$377.75	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
20	Demolition Agreement	PBS	\$576.30	\$587.25	1.9%	
21	Demolition Agreement Release	PBS	\$346.60	\$377.75	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
22	Outdoor Patio Development Agreement preparation	PBS	\$500.00	\$509.50	1.9%	
23	Spatial Separation Agreement	PBS	\$691.15	\$704.30	1.9%	
24	Spatial Separation Agreement Release	PBS	\$345.60	\$376.70	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining

Building Permit Fees

25	Minimum Building Permit Fee	PBS	\$128.00	\$139.50	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
26	Building Permit Fee when square foot method is not possible	PBS	Job Specific Costing	Job Specific Costing	-	
27	Application Fee for Complex Projects Adjusted During Plan Review	PBS	Job Specific Costing	Job Specific Costing	-	

Group A - Assembly

28	School, church, restaurant over 30 persons, library, club, outdoor patio,	PBS	\$2.05	\$2.25	9.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
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Group B - Institutional

29	Hospital, nursing home, reformatory, prison and occupancies of a similar	PBS	\$2.40	\$2.45	2.1%	
30	Residential Care Facility	PBS	\$1.90	\$1.95	2.6%	

Group C - Residential

31	Single, semi, duplex, triplex, row house and multiple dwelling	PBS	\$1.45	\$1.50	3.4%	
32	Each attached garage or carport, shed, decks, open porch	PBS	\$1.45	\$1.50	3.4%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
33	Miscellaneous Residential Work - addition to existing	PBS	\$1.40	\$1.45	3.6%	
34	Miscellaneous Residential Work - finish basement	PBS	\$1.40	\$1.45	3.6%	
35	Apartment building - six (6) storey building or less	PBS	\$1.40	\$1.45	3.6%	
36	Apartment building more than six (6) stories	PBS	\$1.20	\$1.30	8.3%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
37	Hotel/motel building - 2 storey building or less	PBS	\$1.50	\$1.55	3.3%	
38	Hotel/motel building - more than 2 stories	PBS	\$1.40	\$1.45	3.6%	

Group D - Business and Personal Services

39	Office, medical, financial institution and occupancies of a similar nature - 6	PBS	\$1.95	\$2.00	2.6%	
40	Office, medical, financial institution and occupancies of a similar nature - More	PBS	\$1.85	\$1.90	2.7%	

Group E - Mercantile

41	Building up to and including 10,000 sq. ft.	PBS	\$1.60	\$1.65	3.1%	
42	Building up to and including 50,000 sq. ft.	PBS	\$1.55	\$1.60	3.2%	
43	Building over 50,000 sq. ft.	PBS	\$1.45	\$1.50	3.4%	

Group F - Industrial

44	Building up to and including 10,000 sq. ft.	PBS	\$1.15	\$1.15	0.0%	
45	Building up to and including 50,000 sq. ft.	PBS	\$1.10	\$1.10	0.0%	
46	Building over 50,000 sq. ft.	PBS	\$0.95	\$0.95	0.0%	
47	Parking Garage	PBS	\$0.70	\$0.70	0.0%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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Farm Buildings and Low Human Occupancy

48	Greenhouse	PBS	\$0.55	\$0.55	0.0%	
49	Storage, livestock buildings and occupancies of a similar nature	PBS	\$0.55	\$0.55	0.0%	

Other Than Low Human Occupancy

50	Office, work area, retail packaging and occupancies of a similar nature	PBS	\$1.15	\$1.15	0.0%	
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Heating, Ventilation and Air Conditioning (HVAC) Permit Fees

51	Minimum HVAC Only Fee	PBS	\$217.95	\$222.10	1.9%	
52	Add on System (unit heater, make up air unit, exhaust fans) and or ductwork	PBS	\$217.95	\$222.10	1.9%	
53	Furnace Replacement or Air Conditioner (Unit Installation)	PBS	\$217.95	\$222.10	1.9%	
54	Commercial Exhaust Hood, Spray Booth, Dust Collection System	PBS	\$217.95	\$222.10	1.9%	
55	Masonry Fireplace, woodstove	PBS	\$217.95	\$222.10	1.9%	

Plumbing Permit Fees (Where no building permit is required)

56	Backflow Prevention Device	PBS	\$79.75	\$81.25	1.9%	
57	Minimum Plumbing Permit Fee	PBS	\$128.00	\$139.50	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
58	Each fixture	PBS	\$15.50	\$15.80	1.9%	
59	Each manhole, catch basin or fire hydrant	PBS	\$38.25	\$39.00	2.0%	
60	Drain, sewer or water pipe 4" (100 mm) or less	PBS	\$0.70	\$0.70	0.0%	
61	Drain, sewer or water pipe more than 4" (100 mm)	PBS	\$1.00	\$1.00	0.0%	
62	Septic Tank Changeover	PBS	\$217.95	\$222.10	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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Other Miscellaneous Permit Fees

63	Balcony guard repair or balcony repair	PBS	\$31.95	\$32.55	1.9%	
64	Business Licence Review (Building & Zoning)	PBS	\$53.15	\$54.15	1.9%	
65	Canopy or Marquee	PBS	\$1.00	\$1.00	0.0%	
66	Change of Use (no construction required)	PBS	\$165.00	\$168.15	1.9%	
67	Demolition Permit	PBS	\$233.90	\$238.35	1.9%	
68	Designated Structure (retaining wall, communication tower, pedestrian	PBS	\$217.95	\$222.10	1.9%	
69	Electromagnetic locking device, hold open device -	PBS	\$31.95	\$50.00	56.5%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
70	Fire alarm system, emergency lighting, sprinkler system, stand pipe system,	PBS	\$217.95	\$235.00	7.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
71	Foundation	PBS	\$0.50	\$0.50	0.0%	
72	Minor Alterations including single partition, demising wall, new roof	PBS	\$253.05	\$257.85	1.9%	
73	Moving of a Building	PBS	\$128.00	\$130.45	1.9%	
74	Occupancy Permit (building not fully completed) Residential - per dwelling	PBS	\$128.00	\$130.45	1.9%	
75	Other occupancies - per 1,000 sq. ft. of floor area or portion to be occupied	PBS	\$63.75	\$64.95	1.9%	
76	Parking Garage Repair	PBS	\$217.95	\$222.10	1.9%	
77	Pavilion, bandshell, open sided covered walkway	PBS	\$1.00	\$1.00	0.0%	
78	Public Pool	PBS	\$760.20	\$774.65	1.9%	
79	Racking System	PBS	\$1.00	\$1.00	0.0%	
80	Shoring	PBS	\$3.50	\$3.55	1.4%	
81	Temporary structure (tent, air supported structure, new portable,	PBS	\$217.95	\$222.10	1.9%	
82	Underpinning	PBS	\$3.50	\$3.55	1.4%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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By-law and Property Standards Fees

83	Certificate of Compliance	PBS	\$137.50	\$140.10	1.9%	
84	Fence By-Law Variance Application	PBS	\$393.60	\$401.10	1.9%	
85	File a Notice of Appeal	PBS	\$402.05	\$409.70	1.9%	
86	Registration/Discharge - Property Standards Order	PBS	\$281.45	\$286.80	1.9%	
87	Reinspection Fee for Property Standards or By-law Enforcement (for	PBS	\$161.85	\$164.95	1.9%	
88	Swimming Pool Fence Permit	PBS	\$174.60	\$177.90	1.9%	

Public Nuisances

89	Removal of Graffiti on Private Property	PBS	Job Specific Costing	Job Specific Costing	-	
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Mowing of Weeds and Grass on Private Lots and the Untraveled Portion of the Public Highway - Area

90	0 - 7,500 square feet	PBS	\$461.05	\$469.80	1.9%	
91	7,501 - 15,000 square feet	PBS	\$525.55	\$535.55	1.9%	
92	15,001 - 30,000 square feet	PBS	\$769.85	\$784.50	1.9%	
93	30,001 - less than 1 acre	PBS	\$807.40	\$822.75	1.9%	
94	1 acre - 1.5 acres	PBS	\$890.95	\$907.90	1.9%	
95	Greater than 1.5 acres - 2 acres	PBS	\$1,044.60	\$1,064.45	1.9%	
96	Over 2 acres - per acre (additional charge)	PBS	\$461.05	\$469.80	1.9%	
97	Mowing requiring a contractor	PBS	Job Specific Costing	Job Specific Costing	-	
98	Additional Admin Fee when contractor required	PBS	\$170.05	\$173.30	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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Sign Permit Fees

99	Ground, projecting and wall	PBS	\$128.65	\$131.10	1.9%	
100	Pole	PBS	\$254.10	\$258.95	1.9%	

Portable

101	For 30 consecutive days	PBS	\$58.20	\$59.30	1.9%	
102	For 60 consecutive days	PBS	\$116.40	\$118.60	1.9%	
103	For 90 consecutive days	PBS	\$143.95	\$146.70	1.9%	
104	For 120 consecutive days	PBS	\$172.45	\$175.75	1.9%	
105	Sign By-Law Variance Application	PBS	\$393.60	\$401.10	1.9%	
106	Temporary Wrap Around Signs	PBS	\$156.55	\$159.50	1.9%	

Planning Fees

Boulevard Trees

107	New Tree Planting 60mm Deciduous Tree	PBS	Refer to City Tree Removal and	Job Specific Costing	-	
108	Replacement Tree (Does not include costs of removal)	PBS	Refer to City Tree Removal and	Job Specific Costing	-	

Committee of Adjustment

109	Consent Application - New Lots	PBS	\$2,000.00	\$2,038.00	1.9%	
110	Consent Application - Others, i.e., easements, etc.	PBS	\$1,396.15	\$1,422.70	1.9%	
111	Variance Application	PBS	\$1,500.00	\$1,528.50	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
112	Consent and Validation of Title Certification Fee	PBS	\$214.80	\$218.90	1.9%	
113	Development Agreement for New Lots	PBS	\$500.00	\$509.50	1.9%	
114	Committee of Adjustment Pre-Consultation All Severances	PBS	\$1,208.95	\$1,255.30	3.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
115	Recirculation Fee	PBS	\$518.00	\$527.85	1.9%	
116	Section 45 Agreements	PBS	\$2,589.10	\$2,638.30	1.9%	
117	Special Hearing Fee (in addition to Application Fee)	PBS	\$863.40	\$879.80	1.9%	

Condominium Fees

118	Amendment - Description for Registered Condominium	PBS	\$526.45	\$536.45	1.9%	
119	Application for Approval - Final Condominium Plans	PBS	\$2,463.80	\$3,000.00	21.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
120	Condominium Draft Plan Approval	PBS	\$6,843.85	\$6,973.90	1.9%	
121	Exemption from Condominium Draft Plan Approval	PBS	\$2,000.00	\$2,038.00	1.9%	

Condominium Extension to Draft Approval

122	Major - With Circulation > 4 months	PBS	\$2,030.00	\$2,500.00	23.2%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
123	Minor - Without Circulation < 4 months	PBS	\$1,358.25	\$1,384.05	1.9%	

Documents and Printing Fees

Basic Street Maps (Paper Prints Only)

124	1:20,000 (Black & White)	PBS	\$6.10	\$6.20	1.6%	
125	1:20,000 (Colour)	PBS	\$9.75	\$9.95	2.1%	
126	Official Plan (Garden City Plan)	PBS	\$78.90	\$80.40	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
127	Official Plan (Certified)	PBS	\$85.05	\$86.65	1.9%	
128	Mapping Requests for Ministry of Environment Approvals	PBS	\$72.85	\$74.25	1.9%	
129	Microfilm Prints	PBS	\$1.90	\$1.95	2.6%	
130	Photocopies - miscellaneous	PBS	\$0.45	\$0.45	0.0%	
131	Property/Addressing Mapping	PBS	\$8.55	\$8.70	1.8%	
132	Zoning Maps	PBS	\$127.60	\$130.00	1.9%	
133	Zoning By-law 2013-283	PBS	\$30.35	\$30.95	2.0%	
134	Zoning By-law - Certified	PBS	\$34.90	\$35.55	1.9%	

Heritage Fees

135	Heritage Permit Application Fee	PBS	\$254.75	\$259.60	1.9%	
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Official Plan

136	Official Plan Application Amendment (includes advertising cost)	PBS	\$9,855.15	\$15,000.00	52.2%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
137	Preconsultation (discounted from full fee)	PBS	\$1,231.90	\$1,255.30	1.9%	

Other Approvals

138	Public Meeting Rescheduling After Public Notice Issued (Official Plan	PBS	\$675.95	\$688.80	1.9%	
139	Street Naming - Private Roads	PBS	\$1,015.85	\$1,035.15	1.9%	

Other

140	Address Change Application Fee	PBS	\$157.95	\$160.95	1.9%	
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Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
141	Heritage Permit Application Fee	PBS	\$254.75	\$259.60	1.9%	
142	Part Lot Control By-Law Application	PBS	\$1,777.75	\$1,811.55	1.9%	
143	Servicing Agreement & Other Development Type Agreements	PBS	\$2,539.60	\$2,587.85	1.9%	
144	Telecommunication Facility Review Fee	PBS	\$2,000.00	\$2,038.00	1.9%	

Site Plan

145	Site Plan Agreement	PBS	\$7,296.55	\$7,435.20	1.9%	
146	Preconsultation (discounted from full fee)	PBS	\$1,231.90	\$1,255.30	1.9%	
147	Maximum Charge	PBS	\$12,318.90	\$15,000.00	21.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
148	Extension of Site Plan Agreement for up to 2 years	PBS	\$1,693.05	\$1,725.20	1.9%	

Site Plan Agreement Amendment Application

149	Major (Registered Agreement) - Includes Preconsultation	PBS	\$5,369.75	\$5,471.80	1.9%	
150	Site Plan - Minor (Registered Agreement)	PBS	\$3,099.80	\$3,158.70	1.9%	
151	Minor (No Registered Agreement)	PBS	\$2,463.80	\$2,510.60	1.9%	
152	Site Plan Agreement Clearance Letters	PBS	\$644.40	\$656.65	1.9%	
153	Site Plan Agreement Release	PBS	\$1,015.85	\$1,035.15	1.9%	
154	More Than 1 Partial Release of Securities	PBS	\$492.80	\$502.15	1.9%	
155	More Than 3 Submission of Plans For Review	PBS	\$1,642.55	\$1,673.75	1.9%	

Subdivision

156	Subdivision Agreement Application	PBS	\$8,212.60	\$8,368.65	1.9%	
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Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
157	New Tree Planting for a Subdivision 60 mm deciduous tree	PBS	\$675.95	\$688.80	1.9%	
158	Subdivision Agreement Amendment Application	PBS	\$2,710.15	\$2,761.65	1.9%	
159	Subdivision Agreement Release	PBS	\$1,023.40	\$1,042.85	1.9%	
160	Subdivision Draft Plan Approval	PBS	\$12,318.90	\$12,552.95	1.9%	
161	Preconsultation (discounted from full fee)	PBS	\$1,231.90	\$1,255.30	1.9%	

Subdivision Extension to Draft Approval

162	Major - With Circulation > 4 Months Extension	PBS	\$2,030.40	\$2,069.00	1.9%	
163	Minor - Without Circulation < 4 Months Extension	PBS	\$1,351.90	\$1,377.60	1.9%	
164	Deeming By-Laws	PBS	\$1,187.70	\$1,210.25	1.9%	

Subdivision Modification to Draft Approval

165	Major - With Circulation	PBS	\$2,034.20	\$2,072.85	1.9%	
166	Minor - Without Circulation	PBS	\$1,351.90	\$1,377.60	1.9%	

Zoning Fees

167	Zoning By-Law Amendment Application - Major	PBS	\$8,212.60	\$10,000.00	21.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
168	Preconsultation (discounted from full fee)	PBS	\$1,231.90	\$1,255.30	1.9%	
169	Zoning By-Law Amendment Application - Minor (Includes preconsultation)	PBS	\$5,921.90	\$6,034.40	1.9%	
170	Zoning By-Law And Official Plan Amendment Application Combined - if	PBS	\$12,318.90	\$14,318.00	16.2%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
171	Zoning Amendment (Lifting of 'Holding' (H) Designation)	PBS	\$1,693.05	\$1,725.20	1.9%	
172	Zoning Compliance or Information Letter (No Inspection)	PBS	\$127.65	\$130.10	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
173	Zoning Compliance or Information Letter (Inspection And No Permit)	PBS	\$204.15	\$208.05	1.9%	

Municipal Comparators		St. Catharines				Rates and Fees (Before Taxes) for Single-Tier Municipalities					Rates and Fees (Before Taxes) for Lower-Tier Municipalities				
Median total income of households		\$59,256				\$77,904	\$77,984	\$67,485	\$66,163	\$55,450	\$77,757	\$70,774	\$60,727	\$70,211	\$83,045
Population		133,113				141,434	131,794	123,798	107,909	217,188	129,920	233,222	88,071	159,458	104,986
Reference	Fee Title	Department or Division	Fee Without Taxes		Comparator Average	Barrie	Guelph	Kingston	Thunder Bay	Windsor	Cambridge	Kitchener	Niagara Falls	Oshawa	Waterloo
			2020	2021											
11	Adjoining Land Entry - Extension of Authorization	PBS	-	\$50.00	-	-	-	-	-	-	-	-	-	-	-
				Flat Fee		Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist
12	Maintenance of Grasses/Weeds - Repeat Inspections	PBS	-	\$250.00	\$186.62	\$540.00	\$100.00	\$215.00	\$100.00	\$215.00	-	\$50.00	-	\$65.00	\$86.35
				Flat Fee		Flat Fee	Flat Fee	Flat Fee	Flat Fee	Flat Fee	-	Flat Fee	-	Per Hour	Flat Fee

To: Kristine Douglas, Director of Financial Management Services

Cc: Lucia Chen, Manager, Budget and Procurements and
Michael Patterson, Process Review Analyst

From: Tami Kitay, Director of Planning and Building Services

Date: May 15, 2020

Subject: 2021 Rates and Fees

On April 27, 2020, the Budget Standing Committee directed that 2021 Rates and Fees be held at the 2020 levels. PBS staff recommend that a reconsideration of that direction be contemplated for the following disciplines:

Building Division

The Building Code Act (BCA) allows municipalities to collect anticipated reasonable costs to deliver the services necessary for the administration and enforcement of the BCA. Such costs include direct costs, such as the review and inspection of buildings and indirect costs, including support and overhead expenditures.

The St. Catharines Building Division operates on a “fee for service” model and does not rely on the municipal tax base. Therefore, fees generated from building permits pay for the operation of the Building Division. Any additional fees collected over and beyond the expenditures necessary to conduct service delivery, is transferred to the Building Reserve fund for future use.

Building permit fees are generated through development applications. In order to maintain a financially sustainable model, municipal building departments all across Ontario deploy a variety of tools to ensure that the fees being collected cover the cost of providing services. Typically, the Building Division undertakes an annual review of building permit fees. This is generally a modest exercise based on a high level review of services delivered and fees charged, using comparator municipalities. Building staff have undertaken a high level review of fees this year and found some areas where modest increases can be made to generate revenue, without imposing unnecessary costs on the development industry. If costs are not adequately recovered through permit fees, once the reserve is depleted, operational costs will eventually be funded by tax dollars, imposing additional pressure on the municipal budget.

This year, modest fee increases have been recommended in certain areas where staff have determined that some services are being delivered without adequate cost recovery. The recommended fee increases will be borne by the development industry

and will be seen as “cost of business”. The development industry typically passes all development related costs pertaining to permits to the end user. Some of the items where we are under recovering includes conditional permits, alternative solutions, and review of fire protection systems. These items support the industry in achieving cost and time efficiency and as such, fee increase in this regard are warranted.

By-law Enforcement

As By-law Enforcement operations are fully funded by the municipal tax base, in recognition of the Budget Standing Committee direction, we are proposing changes only on certain items where we believe we are significantly under cost or providing a free of cost service. The following are the items, where we are proposing a change:

- The inclusion of a new fee for repeat offenders of Grass and Weeds By-law complaints within the same calendar year. We believe that those property owners who are willingly and repeatedly violating the By-law and putting extra pressure on municipal resources should be required to pay an additional amount to cover the cost of their negligence. The extra fee will act as a deterrent for such repeat offenders.
- The City’s By-law on “entry onto adjoining lands” permits residents to request a letter from the Chief Building Official authorizing entry on to adjoining lands, under certain conditions. The City is currently providing this service free of cost and therefore a new fee is introduced to recover cost of administration.

Planning Division

The Planning Division is predominantly supported by the municipal tax base with a portion sustained by development application fees. If the 2021 rates and fees are not increased, even by an inflationary amount, the shortfall will contribute to a further burden in the already strained general revenues of the operating budget. This shortfall requires local ratepayers to make up the difference. Essentially, local ratepayers will be subsidizing the private development industry.

Planning staff have undergone a review of the 2021 rates and fees for the division to recommend increases where fees will be more aligned with the City’s standard comparator municipalities and the local area municipalities in Niagara Region. The increasing interest from developers outside of Niagara Region, particularly from the GTA, suggests an opportunity to increase rates and fees to move in the direction of GTA rates and fees, while still balancing a fee tolerance from local developers.

The recommended increases to 2021 rates and fees more accurately reflect actual staff time allocated to these applications, although they still do not reflect full cost recovery. The development community has historically indicated that the processing time associated with a planning application is of greater concern than the actual fee for the

applications. This proved to be true when fees were substantially increased approximately 5 years ago without any concern from the development community.

The COVID-19 pandemic is constantly evolving and is not a static condition that will prevail throughout 2020 and 2021. Construction permissions are continually being expanded to aid in the recovery of the economy and are anticipated to be back to normal levels well before years' end. To freeze 2021 rates and fees, as an incentive to the development community, compromises the City's efforts to rebound financially from the pandemic, and places an unfair burden on the local taxpayer.

Tami Kitay, M.P.A., MCIP, RPP
Director of Planning and Building Services