

Staff Report to Council

Title: 2024 Consolidated Rates & Fees

Report Number: Financial Services-2023-32

Director: Corporate Services

Manager: Financial Services

Meeting Date:
Wednesday, October 25, 2023

Date to be considered by Council:
Wednesday, October 25, 2023

Recommendation:

That Council approve the proposed 2024 Consolidated Rates and Fees Schedule as outlined in Staff Report Financial Services-2023-32, effective January 1, 2024.

Executive Summary:

The Rates and Fees charged by the Municipality for various services are reviewed each year to assess the financial appropriateness of the amounts being charged. Council approved the current Rates and Fees By-law in October 2022. The proposed Rates and Fees are brought forward prior to the budget process for approval as the new rates are used to estimate the revenue streams for the upcoming budget year. An economic increase of 3.3% has been applied to the majority of the rates and fees, with minor rounding adjustments. Any significant increases or changes from 2023 fees have been summarized in this report.

Strategic Priorities:

D.16-Ensure the Municipality provides value for money and long-term sustainability

Financial Considerations:

User fees allow the Municipality to reduce the impact on the tax levy while transferring the incremental cost burden directly to the end user. The rates and fees established for 2024 will assist in developing the budget estimates for the year.

Policy:

Municipal Act, 2001, S.391

Context and Background Information:

For the upcoming year, an inflationary increase of 3.3% (12-month CPI rate from July-July) has been applied to the majority of the rates and fees in the schedule. Many of the rates can be directly associated with staff time, thus the 3.3% increase is in line with expense increases expected for 2024. Some rates have remained the same as in 2023 and some new fees have been added.

Attached is the full listing of all fees, with the recommended changes listed below by schedule:

Schedule A: Administration Fees

Description of Fees & Charges	2023 Fee	2024 Fee
Commissioning of oaths	\$19.14	\$19.78
Certification of any document (plus cost of photocopy, if necessary)	\$19.14	\$19.78
Photocopies (per copy)	\$0.75	\$0.77
Information search (minimum charge 1 hr)	\$51.89	\$53.60
Tax Certificate	\$55.00	\$75.00
Utility Certificate	\$42.75	\$45.00
Zoning Compliance Certificate	\$102.00	\$105.00
Zoning Compliance Certificate - Less than 48 hours notice	\$136.00	\$140.00
Zoning Provisions Letter	\$102.00	\$105.00
Parcel Abstract/Title Search	\$100.00	\$103.00
Marriage Licence	\$134.00	\$140.00
Administration Fee for Tax Registration	\$430.00	\$445.00
Administration Fee for Tax Sale	\$1,060.00	\$1,095.00
Administration Fee for Tax Payment Plan or Extension Agreement	\$225.00	\$232.00
Mortgage Company Fee	\$7.50	\$10.00
BIA Annual Accounting/Audit Fee	\$4,250.00	\$4,400.00
Line Fences Administration Fee	\$124.97	\$129.00
Tile Drain Inspection Fee	\$124.97	\$129.00

The annual BIA Audit Fee has increased by \$150 based on the increase in the agreement for audit services with the external auditor.

Tax certificates have been modified to one standard rate to simplify the administration process. Previously, there was a higher rate of \$80 applied to tax certificate issuance with a turnaround time of less than 48 hours.

Schedule B: Building, Plumbing and Septic Fees

No changes have been made to building permit fees. Building permit fees are legislated under Section 7 of the Ontario Building Code Act, 1992 S.O. 1992, c. 23, as amended. Any

fee increases are subject to public consultation and a justification for the increases to the fees.

Schedule C: Planning

Description of Fees & Charges	2023 Fee	2024 Fee
Site Plan Application Fees and/or Condo Exemption		
Site Plan Application Fee	\$500.00	\$515.00
Amendments	\$500.00	\$515.00
Draft Approval Extension and Municipal Comment Letter	\$500.00	\$515.00
Condo exemption fee (fee is charged for application and each phase)	\$165.00	\$170.00
Release of Development Agreement/Site Plan Agreement from Title	\$300 plus legal	\$310 plus legal
Development Application Fees and/or Plan of Condominium		
Development Application Fee	\$305.00	\$315.00
By-law under section 50 (4) of the Planning Act to deem a plan or part of a plan not to be a registered plan (per application)	\$1,055.00	\$1,085.00
Part-Lot Exemption control By-law under section 50 (7) of the Planning Act (per application)	\$1,055.00	\$1,085.00
By-law to remove "h" holding zone (per application)	\$300.00	\$305.00
Access and Indemnification Agreement	\$175.00	\$180.00
Limited Services Agreement	\$250.00	\$255.00
Spoiling description on Lot of Record \$2,000 deposit for actual costs (legal and survey)	\$175.00	\$180.00
Road Dedication Fee \$1,000 deposit for actual costs (legal)	\$175.00	\$180.00
Development Agreement Consent Condition (\$1,000 deposit; legal registration actual cost)	\$175.00	\$180.00
Application Review Fees		
Consultation on Renewable Energy project	\$645.00	\$665.00
Projects greater than 10kW		
Solar PV, bioenergy, water	\$645.00	\$665.00
Wind Turbine-per turbine	\$645.00	\$665.00
Official Plan Amendment	\$500.00	\$515.00
Zoning By-law Amendment	\$500.00	\$515.00
Severance/Consent including Easements and Right of Way/Lot Creation	\$500.00	\$515.00
Minor Variance	\$500.00	\$515.00
Condominium Request	\$160.00	\$165.00
Joint Application (combination of any two above, except renewable energy applications)	\$900.00	\$925.00
Pre Consult - Subdivision	\$350.00	\$360.00
Draft Plan of Condominium	\$620.00	\$640.00

Other types of applications not noted above	\$160.00	\$165.00
Payment in Lieu of Parking		
All qualifying C1 zoned properties	\$1.15	\$1.20
- less than 20 spaces – per space	\$1,730.00	\$1,785.00
- more than 19 spaces – per space	\$3,460.00	\$3,570.00
Non-qualifying C1 zoned properties – per space	\$3,460.00	\$3,570.00
C1 properties where residential use intensifies	\$3,460.00	\$3,570.00
Multi-residential redevelopment	\$3,460.00	\$3,570.00
Development Pre Consult/Application	\$350.00	\$360.00

Planning fees are regulated by Section 69 of the Planning Act, R.S.O. 1990, c. P.13, as amended. An economic adjustment of ~ 3% has been applied to the planning fees.

Schedule D: Cemetery Rates

No changes are being proposed for cemetery rates. A comprehensive review was undertaken in 2016 in attempt to achieve cost-recovery of cemetery operations. Fees were increased gradually from 2017-2019 and have not been increased since. A review of neighbouring municipalities' fees was completed in 2023 and staff are recommending no increases for 2024.

Schedule E: Licensing Fees

Description of Fees & Charges	2023 Fee	2024 Fee
Dog Licensing and Kennel Boarding Fees		
Kennel Licence:		
Breeding Kennel Licence per calendar year – on or before the 1 st business day in March	\$144.00	\$148.75
Breeding Kennel Licence per calendar year – after the 1 st business day in March	\$216.00	\$223.00
Dog Licence – New Registrations:		
First dog per calendar year	\$20.00	\$20.50
For each additional dog per calendar year	\$27.00	\$28.00
For new registrations after July 1st, the fee is half price		
Dog Licence – Renewals:		
On or before the 1st business day in March:		
First dog per calendar year	\$20.00	\$20.50
For each additional dog per calendar year	\$27.00	\$28.00
After the 1st business day in March:		
First dog per calendar year	\$30.00	\$30.75
For each additional dog per calendar year	\$40.00	\$42.00
Replacement dog tag	\$9.50	\$10.00
Dog Reclaim Fee	\$120.00	\$124.00
Hawkers and Peddlers Licence Fee		

Per Licence per calendar year	\$702.71	\$725.90
Refreshment Vehicles Licence		
Per Licence per calendar year	\$406.00	\$419.40
Seasonal Mobile Watersport Equipment Rental Business Licence Fee		
Per Licence per calendar year	\$406.00	\$419.40
Taxi Licensing, Per each 2-year licensing period or part thereof		
Owner/Driver (including one vehicle & one driver Licence)	\$118.00	\$122.00
Taxi broker	\$74.00	\$77.00
For each additional taxi cab owned by the same owner/driver	\$44.00	\$46.00
For each driver who is not an owner	\$38.00	\$40.00
For the renewal of a driver's Licence (if previously suspended)	\$16.50	\$17.00
For a replacement of a lost Licence	\$16.50	\$17.00
Outdoor Patio Leases		
Outdoor Patio Application	\$227.88	\$235.40
Outdoor Patio Lease	\$0.28	\$0.29
Outdoor Patio - Jersey Barrier Rental Fee	\$222.30 + \$12.50 per barrier	\$229.64 + \$12.91 per barrier

An economic increase of ~ 3% has been applied to licensing fees. No changes have been made to lottery, raffle and bingo licence fees.

Schedule F: Taxi Rates Charged to Customers

No changes to taxi rates are being proposed, as the rates were last updated in July 2022 and are collected by the taxi companies.

Schedule G: Facility Rental Fees

Description of Fees & Charges	2023 Fee	2024 Fee
Municipal Administration Centre:		
Public Hall, Council Chambers		
Full day	\$118.58	\$122.49
Half-day or evening	\$79.65	\$82.28
Cancellation Fee (less than 48 hours notice)	\$40.71	\$42.05
Combined Public Hall and Council Chambers		
Full day	\$235.24	\$243.00
Half-day or evening	\$159.86	\$165.14
Cancellation Fee (less than 48 hours notice)	\$57.10	\$58.98
Airport Facilities:		
Meeting Rooms:		

Full day	\$128.17	\$132.40
Half-day or evening	\$64.09	\$66.20
Office Rent	\$83.44	\$86.19
Hangar	\$0.41	\$0.42
Maintenance Building	\$1,668.53	\$1,723.59
Bruce Township Community Centre, Underwood:*		
Auditorium and Kitchen Monday to Friday 9:00am-4:00pm	\$30.00	\$30.97
Auditorium and Kitchen (4:00pm-close), and Daytime Saturday and Sunday	\$38.00	\$39.25
Set-Up/Take-Down rate	\$20.00	\$20.62
Armow Women's Institute Hall:		
Armow Hall Monday to Friday 9:00am-4:00pm	\$13.00	\$14.29
Armow Hall (4:00pm-close), and Daytime Saturday and Sunday.	\$11.00	\$12.08
Municipal Event Vending:		
Seasonal Space: 10ft x 10ft	\$185.50	\$250.00
Daily Fee: 10ft x 10ft	\$20.50	\$25.00
Community Garden Rental	\$20.50	\$22.55
Kincardine Marina:		
Floating docks rentals: Seasonal Fees-Pleasure Craft		
up to and including 20 feet	\$1,154.27	\$1,269.70
up to and including 22 feet	\$1,270.18	\$1,397.20
up to and including 24 feet	\$1,384.79	\$1,523.27
up to and including 30 feet	\$1,732.17	\$1,905.39
up to and including 32 feet	\$1,847.27	\$2,032.00
up to and including 36 feet	\$2,078.03	\$2,285.83
up to and including 40 feet	\$2,310.01	\$2,541.01
Fixed docks rentals:		
30 feet	\$1,385.51	\$1,524.06
40 feet	\$1,961.70	\$2,157.87
North Wall		\$1,800.00
Hourly Rentals:	\$8.57	\$10.00
Short-term visitors shall pay \$10 per hour or part thereof to moor their vessel in the marina, up to the daily transient rate for the length of the vessel. North Pier Rental only commercial vessels, non-pleasure i.e. charters, rescue boat and by exception transient vessels larger than 44 feet.		
Commercial Fishing Vessels & Other Commercial Vessels	\$1,140.93	\$1,255.02
Charter Vessels: Seasonal fees- pleasure craft rate + an additional \$75.00/ft surcharge		See above rates + surcharge
Transient Rates:		

(1) The transient rate is \$2.50 per foot per night plus taxes (minimum 20 feet); seventh night is free.(2) The transient rates noted in this paragraph will apply to transient boaters assigned to a North wall berth.(3) The transient rate for a Seadoo is \$35.00 + HST per night, provided a minimum of 2 Seadoos can fit in a 20' berth. If only one Seadoo can fit in a 20' berth, its transient fee shall be \$32/night + HST.		
Administration Fees:		
Waiting List Fee	\$86.15	\$94.69
Note: A boater who pays the seasonal fee for a bye berth will be added to the wait list at no cost.		
Bye Fee	\$115.15	\$126.55
Fish Derby Dock Rental Rate		
1) Kincardine Fishing Derby participants shall be entitled to a 50% Transient rate for the duration of the derby, with no free nights regardless of the duration of stay.2) Participants in any other fishing derby recognized by Kincardine Tourism (other than the Kincardine Fishing Derby) shall be entitled to a 15% discount on the normal transient rate and 7th night is free.		
Winter Storage:		
Per season	\$310.54	\$500.00
Summer storage of trailers, cradles and boat stands		\$50.00
Mast storage fee		\$50.00
Storage of Marina & Rescue Boat, KYC Trailer & Support Trailers		Free
Kincardine Centre for the Arts:		
Green Room		
Full day	\$66.91	\$69.12
Half-day	\$41.84	\$43.22
Ball User Fees:		
Ball Diamond (Class A, Lit)	\$35.00	\$38.50
Ball Diamond (Class B, Unlit)	\$30.00	\$33.00
Kincardine Minor Ball	\$4,546.83	\$4,774.17
Baseball Tournament Fee - Minor	\$129.00	\$133.26
Baseball Tournament Fee - Adult	\$167.00	\$172.51
Additional One Line and Drag (Tournament)	\$35.00	\$36.16
Soccer User Fees:		
Soccer Pitch (Class A, Lights on after 9pm)	\$19.00	\$24.70
Soccer Pitch (Class B)	\$14.00	\$18.20
Kincardine Minor Soccer	\$5,400.00	\$5,578.20
Soccer Tournament Fee - Adult	\$53.00	\$54.75
Soccer Tournament Fee - Minor	\$41.00	\$42.35
Track & Field (Outdoor Track)	\$137.00	\$157.55
Pavilion/Rock Garden Reservation	\$50.00	\$51.65
Davidson Centre Fees		

Kincardine Hall:		
Daytime Mon. – Fri.	\$52.53	\$54.26
Primetime Mon.-Fri. 4p.m. – Closing & Sat. – Sun.	\$65.49	\$67.65
Special Event Security	\$30.00	\$30.99
Set-up/Take-Down (night before/morning after)	\$20.00	\$20.66
New Year’s Eve	\$1,034.05	\$1,068.17
Davidson Centre Gymnasium:		
1/3 of gym - per hour	\$17.27	\$17.84
2/3 of gym - per hour	\$34.55	\$35.68
Full gym - per hour	\$49.13	\$50.75
Meeting rooms (Davidson Centre & Tiverton Sports Centre):		
Standard Meeting Room	\$16.48	\$17.02
Double Meeting Room	\$32.96	\$34.04
Lobby	\$16.48	\$17.02
Advertising and Partnership Program		
Sponsor a Public Skate	\$123.89	\$130.08

The majority of rental fees have increased by ~3%, with the exception of the following:

Municipal Event Lending: Seasonal space rentals have increased from \$185.50 to \$250.00 (34.8%). However, this is a 38% discount over the daily fee and is in line with other surrounding communities. As well, the daily fee has increased from \$20.50 to \$25.00 (22%). Applications must be completed and pre-approved prior to attending the market.

Marina Fees: Marina fees are increasing by 10% and storage fees have been added as a new source of revenue. Updates to charter vessel fees which are the base rate of the pleasure craft rate plus an additional \$75.00/foot surcharge.

Schedule H: Recreation Programs

Description of Fees & Charges	2023 Fee	2024 Fee
Pool Programs		
Swim Kids 1-4 & Preschool (per class)	\$9.11	\$9.40
Swim Kids 5-10 (per class)	\$11.00	\$11.35
Bronze Star/Basic First Aid/CPR-A	\$136.00	\$140.50
Children's Private Lesson (one)	\$28.90	\$29.85
Children's Semi-Private Lesson (one)	\$26.50	\$27.40
Adult Private Lessons (per class)	\$29.14	\$30.09
Adult Group Lessons (per class)	\$14.99	\$15.48
Bronze Medallion/Emergency First Aid/CPR B	\$174.00	\$180.00
Bronze Cross	\$175.00	\$180.53
Bronze Cross Recertification	\$60.53	\$62.61
Lifesaving Assistant Instructor	\$222.13	\$229.20

Lifesaving Learn to Swim Instructors	\$222.13	\$229.20
Lifesaving Instructor	\$222.13	\$229.20
National Lifeguard Service – Pool Option	\$270.00	\$278.76
Manual (Bronze Medallion/NLS)	\$50.00	\$51.55
N.L.S. Recertification	\$110.62	\$114.16
Power Swim	\$112.39	\$115.93
CPR	\$86.50	\$89.38
CPR recertification	\$72.08	\$74.34
Emergency First Aid	\$95.44	\$98.67
Standard First Aid & CPR Basic Rescuer – Level C	\$132.00	\$136.28
Standard First Aid & CPR Recertification	\$111.28	\$115.04
Pool Charges:		
Straight rate rental – up to 25 people (2 guards)	\$133.54	\$138.05
Extra guard supplied	\$30.00	\$30.97
School rate – 2 staff supplied	\$95.00	\$98.23
KDSS Swim Team early morning	\$45.46	\$46.90
Kipper's Rate	\$120.78	\$124.78
Pool Admission Rates:		
10 Swim Pass:		
Family Rate	\$99.07	\$75.22
Swim Memberships:		
Adult, monthly		\$34.74
Adult, yearly		\$344.16
Senior/youth, monthly		\$24.22
Senior/youth, yearly		\$246.27
Child, monthly		\$22.40
Child, yearly		\$224.88
Family, monthly		\$44.79
Family, yearly		\$537.52
Birthday Parties		
Birthday Parties (1hr pool, 3hrs room)	\$198.00	\$204.51
Birthday Parties - Kindergym	\$211.28	\$218.14
Birthday Parties - Gym & Swim	\$193.33	\$199.56
Birthday Parties - Gym	\$121.96	\$125.66
General Recreation Programs		
Adult Daytime Table Tennis	\$2.28	\$4.42
Carpet Bowling	\$2.28	\$4.42
Shuffleboard	\$2.28	\$4.42
Pickle Ball	\$2.28	\$4.42
Kindergym Drop-In:		
One-time drop in fee	\$4.43	\$4.87
Ten class pass	\$39.82	\$43.80

Family drop in fee	\$8.85	\$9.74
Drop-In Gym:		
One-time drop in fee	\$4.43	\$4.87
Family drop in fee	\$8.85	\$9.74
Archery	\$7.47	\$8.40
Games Night	\$6.32	\$6.53
Fitness Bundle/Aquafit Passes:		
One-time drop in fee	\$7.52	\$7.97
Ten class pass	\$67.68	\$71.76
Adult Volleyball	\$103.96	\$108.12
Adult Volleyball - Drop-In	\$8.85	\$9.29
Youth Volleyball	\$83.63	\$86.39
Youth Volleyball Drop-In	\$6.64	\$6.86
Badminton		\$86.39
Summer Children's Programs		
Single Participant:		
Daily	\$44.29	\$45.75
Weekly	\$42.87	\$44.28
Family Rate (regular rate for first two children)	\$21.44	\$22.15
Senior's Games		
Per Event (to a maximum of \$12.00)	\$3.54	\$3.67
Davidson Centre Arena and Tiverton Sports Centre Arena		
Arena (September 1, 2023 to March 31, 2024):		
All Non-prime ice times receive a 30% discount from the regular ice rental rate, before taxes. Includes Mon-Fri 6:30am-4:00pm, Minor Sports 7:00am-8:00am Sat & Sun		
Prime time – 4:00 p.m. – 12:00 a.m. + all day Sat. & Sun, except time listed above:		
Adults	\$135.62	\$142.40
Youth	\$123.89	\$130.08
Junior "C" – Game	\$153.05	\$160.70
Junior "C" – Practice	\$135.62	\$142.40
Mun. of Kincardine Minor Sports:	\$122.52	\$128.65
Business Enterprise Rate. Anyone renting the ice for the purposes of making a monetary profit (e.g. hockey school), is charged an additional 5% of the regular rental rate, before taxes, on ice, pool and room rentals. This includes off-season August ice time.		
School Rate	\$39.25	\$41.21
Deposit for Tournaments. All tournament dates must pay a deposit of 20% of the rental subtotal, before taxes. Non-refundable.		
Ticket Ice	\$19.47	\$19.47
Same Day Ice Rental		\$74.00
Arena (September 1, 2024 to March 31, 2025):		

All Non-prime ice times receive a 30% discount from the regular ice rental rate, before taxes. Includes Mon-Fri 6:30am-4:00pm, Minor Sports 7:00am-8:00am Sat & Sun		
Prime time – 4:00 p.m. – 12:00 a.m. + all day Sat. & Sun, except time listed above:		
Adults	\$142.40	\$147.10
Youth	\$130.08	\$134.37
Junior “C” – Game	\$160.70	\$166.00
Junior “C” – Practice	\$142.40	\$147.10
Mun. of Kincardine Minor Sports:	\$128.65	\$132.90
Business Enterprise Rate. Anyone renting the ice for the purposes of making a monetary profit (e.g. hockey school), is charged an additional 5% of the regular rental rate, before taxes, on ice, pool and room rentals. This includes off-season August ice time.		
School Rate	\$41.21	\$42.57
Deposit for Tournaments. All tournament dates must pay a deposit of 20% of the rental subtotal, before taxes. Non-refundable.		
Ticket Ice	\$19.47	\$20.11
Drop in Shinny	\$5.31	\$5.53
Huff & Puff Hockey	\$5.31	\$5.53
Summer Activity Rate	\$44.37	\$45.83
Off Season Ice Rate	\$153.46	\$158.52
Arena Surface - Set Up Rate	\$20.00	\$20.66
Arena Surface - Event Rate	\$95.00	\$98.14
Health Club Membership:		
Day Pass		\$10.62
Adult, yearly		\$618.72
Senior/Youth, yearly		\$500.00
Adult, one month complete		\$80.00
Senior/youth, one month complete		\$75.00
Adult, complete yearly		\$880.00
Senior/youth, complete yearly		\$825.00
6 weeks Health Club/fitness workshops - non-member		\$62.00
6 weeks Health Club/fitness workshops - member		\$55.00
Team Training (dryland fitness, up to 12 participants)		\$10.00
Personal Training:		
1 on 1		\$75.00
10 pass (1:1)		\$700.00
2 on 1		\$100.00
Small Group (max 4)		\$125.00

The majority of recreation program fees are increasing by ~ 3%. Other changes include:

- New fees have been introduced for monthly and yearly swim memberships.

- Badminton has been added as a new program.
- Now offering a same day ice rental rate of \$74.00/hour
- Introduced offerings at the health club including personal training and fitness workshops. Regular memberships are the same price as 2023, but no longer include access to the pool and sauna. Alternatively, complete memberships are being added which include landfit, drop-in pool programming, Aquafit and workshops

Schedule I: Sale of Lots

This schedule has been removed as it is no longer relevant. Sale of municipally-owned surplus land follows the municipal Sale and Disposition of Land Policy.

Schedule J: Service Charges

Description of Fees & Charges	2023 Fee	2024 Fee
Mechanic labour rate	\$52.93	\$54.68
Road and sidewalk cut permit – each permit includes processing fee	\$114.85	\$118.00
Road and sidewalk occupancy permit – each permit includes processing fee	\$114.85	\$118.00
Refundable deposit on each sidewalk permit	\$710.70	\$734.15
Refundable deposit on each road cut permit deposit to be refunded upon approval of the Manager of Operations	\$1,364.84	\$1,409.88
Follow-up locates of municipal services (water/sewer/storm/streetlighting)		\$75.00
Processing Charge	\$36.86	\$38.08
Equipment Rental Rates (Operator cost additional unless noted):		
Sterling Vactor (Includes Operator)	\$331.77	\$342.72
Sweeper (Includes Operator)	\$127.61	\$131.82
Trackless (Includes Operator)	\$127.61	\$131.82
Dozer	\$104.92	\$108.38
Case Loader	\$121.93	\$125.95
S/A Dump Truck	\$87.91	\$90.81
Tandem	\$99.25	\$102.53
1/2 Ton Pick Up	\$29.29	\$30.26
One Ton Pick Up	\$30.25	\$31.25
Bucket Truck	\$110.59	\$114.24
Tractor	\$61.44	\$63.47
Grader	\$61.44	\$63.47
Airport Services:		
Landing Fee – commercial aircraft 3,000 kg & over	\$154.50	\$159.60
Tie Down Fee (overnight)	\$16.03	\$16.56
(1 week)	\$42.72	\$44.13
(1 month)	\$85.45	\$88.27
Tie Down Fee (overnight) with electricity	\$21.36	\$22.06

(1 week) with electricity	\$53.41	\$55.17
(1 month) with electricity	\$106.81	\$110.33
Pavement Tie Down Fee (overnight)	\$16.03	\$16.56
(1 week)	\$53.41	\$55.17
(1 month)	\$106.81	\$110.33
Pavement Tie Down Fee (overnight) with electricity	\$21.36	\$22.06
(1 week) with electricity	\$64.09	\$66.20
(1 month) with electricity	\$128.17	\$132.40
Call out fee (per hour from time of call)	\$106.81	\$110.33
Call out fee (additional hours after first)	\$53.41	\$55.17

The majority of fees have increased by 3%. A new cost-recovery fee has been added for follow-up locates for municipal services (water, sewer, stormwater, streetlights) of \$75.00/hour. As well, equipment rental fees have been eliminated as these services are no longer performed.

Schedule K: Landfill Site Fees

Description of Fees & Charges	2023 Fee	2024 Fee
Kincardine Waste Management Centre		
Domestic Sorted Waste (per tonne)	\$117.00	\$120.00
Shingles (per tonne)	\$117.00	\$120.00
Drywall (per tonne)	\$117.00	\$120.00
Unsorted Waste (per tonne)	\$230.00	\$250.00
Brush, Tree Branches per pick up truck, small trailer*	\$27.00	\$27.00
Brush, Tree Branches (per tonne)	\$113.00	\$120.00
Stumps (per tonne)	Not Accepted	\$200.00
Concrete Rubble/bricks/asphalt* (min. \$25.00) (per tonne)	\$109.00	\$120.00
Contaminated Fill* (per tonne)	\$134.00	\$150.00
Cover Material** (per tonne)	\$31.00	\$35.00
Appliances - untagged refrigerators, freezers, dehumidifiers	\$27.00	\$20.00
Reuse Store Items	Free	Free
Mattress/Box Spring	\$25.00	\$28.00
Gate opening outside of regular hours – fee in addition to the applicable fee for items being landfilled	\$80.00	\$85.00

Several changes to the landfill site fees include:

- Brush is now being charged by weight
- Stumps are now accepted and are being charged by weight
- Reduction of \$7.00 (26%) for appliance disposal costs
- Bag tag fees have not increased and remain at \$3.50/tag

Schedule L: Development Charges

Description of Fees & Charges	2023 Fee	2024 Fee
For all other properties:		
Sanitary Sewer Main Charge		
Property owner to pay Municipality's cost including administration related to installation of the sanitary sewer main and all appurtenances.		
Sewer Lateral Charge (deposit of \$10,000)	Actual costs	Actual costs
Property owner to pay Municipality's cost including administration related to installation of the lateral from the sewer main to the property line. \$250 non-refundable plus actual field expenses.		
Water Main Charge		
Property owner to pay Municipality's cost including administration related to installation of the water main and all appurtenances.		
Water Lateral Charge (deposit of \$5,000)	Actual costs	Actual costs
Property owner to pay Municipality's cost including administration related to installation of the lateral from the water main to the property line. \$250 non-refundable plus actual field expenses.		
Storm Lateral Charge (deposit of \$5,000)	Actual costs	Actual costs
Property owner to pay Municipality's cost including administration related to installation of the lateral from the storm main to the property line. \$250 non-refundable plus actual field expenses.		

The Development Charges (DC) schedule is in accordance with the Development Charges By-Law No. 2021-114. The DC Act requires the indexing of the Development Charges to use the most recent Non-Residential Building Construction Price Index. The annual indexing will be updated prior to the beginning of 2024 based on the Statistics Canada Quarterly Construction Price Statistics.

An administration fee of \$250 has been added for the installation of water, sewer and storm laterals.

Schedule M: Sanitary Sewer Operating Charges

Description of Fees & Charges	2023 Fee	2024 Fee
Residential – per unit, per year	\$488.11	\$531.06
Apartments of 3 units or more - per unit, per year	\$389.91	\$424.22
Commercial, Industrial, Nursing homes, Non-self contained units in shared accommodations, schools, churches – per unit, per year	the greater of 80% of the water charged for current year or \$488.11	the greater of 80% of the water charged for current year or \$531.06
Industrial sewage in excess of 30.4 m3/month	\$1.04	\$1.13
Bruce Energy Centre Industrial customers:		

Fixed rate per month	\$40.68	\$44.26
Plus:		
0 - 3000 m3	\$1.04	\$1.13
3001 - 10,500 m3	\$1.53	\$1.66
> 10,500 m3	\$2.01	\$2.19
No sewage meter	90% of water consumption	90% of water consumption
Sewer Sampling, per year	\$3,420.95	\$3,721.99
Septage Fees*		
Residents:		
Septic Tank	\$45.21	\$49.19
Holding Tank	\$22.61	\$24.60
Portable Toilet	\$22.61	\$24.60
Non-Residents:		
Septic Tank	\$90.42	\$98.38
Holding Tank	\$45.21	\$49.19
Portable Toilet	\$45.21	\$49.19
Sewer Camera-Private Property Blockages*	\$113.41	\$123.39

Sewer and water rates have increased as recommended in the 2022 Asset Management Plan Financial Strategy. Increased revenue is required to fully fund the lifecycle costs of the underlying infrastructure. Therefore, the sewer rates have increased by 8.8%. A Water and Wastewater Rate Study will be conducted in 2024 to review the user fees, for implementation in 2025.

Schedule N: Water Operating Charges

Description of Fees & Charges	2023 Fee	2024 Fee
Kincardine Water Treatment Plant, Underwood, Scott's Point, Armow and Tiverton Water Supplies		
Metered properties – Fixed rate per month:		
Size of pipe		
19 mm.	\$38.14	\$40.77
25 mm.	\$73.32	\$78.38
38 mm.	\$146.65	\$156.77
50 mm.	\$234.67	\$250.86
75 mm.	\$439.96	\$470.32
100 mm.	\$733.28	\$783.88
150 mm.	\$1,466.55	\$1,567.74
200 mm.		\$2,617.98
250 mm.		\$3,884.75
300 mm.		\$5,376.00
Plus		

Metered Rate	\$1.10	\$1.18
Huron Twp. fire hydrant maintenance/rental	\$186.95	\$199.85
Bruce Energy Centre Non-Potable Water Supply		
Fixed rate per month	\$622.80	\$665.77
Plus		
Metered rate	\$0.46	\$0.49
All Supply Systems*		
Contribution to meter	\$163.12	\$174.38
Replacement of frozen or damaged meter (due to customer neglect)	Actual costs	Actual costs plus \$250 administration fee
After Hours Water/Wastewater On/Off - at discretion of water purveyor	\$169.70	\$181.41
Testing for water meter accuracy (at customer's request)	\$51.93	\$55.51
Repair of a private/customer asset	Actual costs	Actual costs
Unauthorized operation of water valve	\$166.38	\$177.86
Rates for meters on fire hydrants:		
Flat minimum	\$216.99	\$231.96
Plus Metered Rate for applicable water system		
Bulk Water Station*		
Account Set Up Fee	\$62.28	\$66.58
Metered Rate	\$3.40	\$3.63

Sewer and water rates have increased as recommended in the 2022 Asset Management Plan Financial Strategy. Increased revenue is required to fully fund the lifecycle costs of the underlying infrastructure. Therefore, the water rates have increased by 6.9%. A Water and Wastewater Rate Study will be conducted in 2024 to review the user fees, for implementation in 2025.

Other changes included:

- New rates for additional pipe sizes (200mm, 250mm, 300mm)
- Removing repair fees to a private/customer asset as these services are no longer provided

Schedule O: Fire Department Fees

Description of Fees & Charges	2023 Fee	2024 Fee
Fire Inspection (request other than home inspection)	\$274.06	\$283.10
Letters to Lawyer/Insurance Companies and Real Estate including file search	\$90.00	\$92.97

Copy of fire report from a non-government agency	\$85.63	\$88.46
Propane Risk & Safety Management Plan Review	\$59.95	\$61.93
Kincardine or Tiverton Station Meeting Room-Full day	\$79.66	\$82.29
- Half-day	\$11.45	\$11.83
Open Burning Permit	\$20.00	\$20.66
Recreational Burn Permit	\$20.00	\$20.66
Special Fire Burn Permit (house or barn burning) - Site visit required	\$50.00	\$51.65
Smoke Alarm	\$53.82	\$55.60
Carbon Monoxide Alarm	\$75.34	\$77.83
Request fire extinguisher training (Industrial/Commercial Occupancies) - minimum \$100.00 charge	\$14.11	\$14.58

Schedule P: By-law Enforcement Fees

Description of Fees & Charges	2023 Fee	2024 Fee
By-law inspection fee where owner fails to comply with order, per inspection	\$120.00	\$124.00
Property Standards Order appeal fee	\$213.00	\$220.00
Certificate of Compliance	\$99.00	\$103.00
Administration Fee - request for registration or discharge	\$99.00	\$103.00

Consultation Overview:

Staff have reviewed fees in advance of the 2024 budget. Reviews of neighbouring municipalities' rates have been completed to assist in determining comparable rates, as well as reviews of relevant studies including the Asset Management Plan, Development Charges By-law, and Water/Wastewater Studies.

Origin:

Municipal Act, 2001

Implementation Considerations:

Rates are approved in advance of developing the 2024 budget in order to develop estimates and update the relevant billing systems, as well as to allow sufficient time for external communications.

Risk Analysis:

User fees assist with cost recovery for operations within the municipality. The municipality is proactive in reviewing rates annually and adjusting for inflation, changing legislation and market conditions where possible.

The risks of not adopting the 2024 Consolidated Rates & Fees schedule in advance of the 2024 calendar year include:

- Increased uncertainty in developing the 2024 budget estimates
 - Delay in updating the relevant billing systems (e.g. Keystone, Cloudpermit, Activenet)
 - Increased uncertainty to ratepayers and user groups
-

Attachments: Consolidated Rates & Fees Schedule

Prepared by: Shelby Clancy, Manager of Financial Services

Submitted by: Shelby Clancy, Manager of Financial Services