



Municipality of Port Hope

Staff Report

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Report Title: Prescribed Fees for Services

Report to: Council

Date of meeting: November 26, 2024

Report Author:

Sandra Brown, Manager, Tax and Revenue

Department responsible:

Finance

Report Number: FS-18-24

Recommended Action:

Refer to By-laws.

Highlights:

- Staff undertook the annual review of fees for services and are recommending that the proposed changes come into effect on January 1, 2025.
- Fees for services assists with cost recovery and reducing the amount of funds required from tax levy to provide community services.

Background:

Annually, departments review the Prescribed Fees for Services and recommend changes that should be implemented for the upcoming year. This is undertaken for staff to conduct a review and comparison of their fees for services to other Municipalities and other market trends to recover costs.

The proposed Fees and Charges schedules included in Attachment 1 have been attached for consideration.

Discussion:

A summary of the proposed changes are described below:

Fees Associated with Police – Schedule 'A'

1. The majority of fees associated with Police in Schedule 'A' have increased.
 2. The fees for Volunteer, Student and Employment Same Day Criminal Record Checks have been removed.
 3. Student finger prints have been moved from a \$0 fee to be the same fee as fingerprints for Employment.
 4. All paid duty fees for First Class Constable and Sargeant rates have increased.
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Fees Associated with Works and Engineering – Schedule ‘B’

The Fee associated with curb cutting has increased based on the actual cost from a contractor for a single curb cut.

Fees Associated with Environmental Services – Schedule ‘C’

1. Water meter fees and service fees have increased due to inflation/COLA
2. Bulk water fees per cubic meter have increased due to inflation/COLA
3. All Wastewater service fees have increased 3%

Fees Associated with Heritage Port Hope – Schedule ‘D’

No content changes.

Fees Associated with Cemetery – Schedule ‘E’

1. Graves, Regular, child and scattering garden fees have increased to align with comparators
2. A new fee has been added for Columbarium #5, Interment rights, care and maintenance

Fees Associated with Development Services – Schedule ‘F’

1. Planning - Official plan Amendment-Major and Consent to sever (each new parcel) increased to align with comparators
2. Planning - Temporary Use By-law Extension has increased due to expectation of increased extensions to bring fee closer to offsetting costs.
3. Planning - Consent to Sever (each new parcel) aligns with comparator
4. Planning - Pre-Consultation cost remains but will be deducted from any new application provided filed within a year
5. Planning - Removed Telecommunication and Green Energy Project fees
6. Building – Increase in the majority of the fees
7. Economic Development – Filming Fees – updated wording format
8. Economic Development – Filming Fines – removed standard traffic/parking by-law violations, should not be repeated
9. Economic Development – Filming – new fee added to prevent long traffic holds
10. Economic Development – Filming – removed Number of Crew members fees obsolete

Fees Associated with Finance – Schedule ‘G’

No content changes have been made

Fees Associated with Animal Control – Schedule ‘H’

Notes added that dog tags are purchased and managed through the Humane Society

Fees Associated with Corporate Services – Schedule ‘I’

1. All fees associated with Taxi Licensing have been removed as taxi licencing has been deregulated and will no longer be providing licenses for these.

Fees Associated with Parks, Recreation and Culture – Schedule ‘J’

1. Program Fees and advertising have increased 3% as they do annually
2. Parent & Tot Skating fee has been removed due to less need for the program
3. Youth workshops & special events wording change to flat rate
4. Removed lower hall rental fee for Canton Community Hub
5. Parks has added a new fee for Parking lot fee/day

Fees Associated with Protective Services – Schedule ‘K’

1. Fire and Emergency Services wording change for Preventable Fires and Alarm Service
2. Fire and Emergency Services increase in inspection fees due to additional operating costs
3. Fire and Emergency Services added two additional fees, Fire Safety Plan Review not required by the Ontario Fire Code and Fire Safety Plan Review required by the Ontario Fire Code for additional review.
4. Fire and Emergency Services added additional wording to Additional Expenses
5. Municipal By-law Enforcement added reference to Bylaw 10-24 for fees
6. Municipal By-law Enforcement added fees pertaining to Orders, Inspections, Summons, Legal Fees, and Staff Supervision for Remedial Work, these fees are required to recoup all costs associated for the Division to carry out operations.

Financial Considerations:

The proposed fees are to improve cost recovery, this reduces the requirement for all taxpayers to pay for specific services directly impacting certain individuals or businesses. The 2025 draft budget will reflect the updated fees.

Communication and Public Engagement:

The Draft Fee and Charges schedules were posted on My Port Hope (myporthope.ca) community engagement website under the 2025 Budget engagement page to share the changes to the Fees and Charges schedules for public awareness and to collect comments from the community. Three comments were received from the public. One comment indicated Policing costs were too expensive along with the water and sewer bills (double charge). The second comment was to spend funds to change one set of stairs into a ramp from parking lot to Lent’s Lane for accessibility to downtown. The third comment was a suggestion that the current rates should also be linked to the comment form so the public can compare the rates suggested. Current rates are listed on the by-law page.

Conclusion:

This Staff Report is coming before Council this evening to summarize the comments that have been received and to ensure that a By-law is passed in order to come into effect for January 1, 2025 and the By-law will be presented for Council’s consideration on November 26, 2024

Attachments:

Attachment 1 – Draft Fee Schedules