



## Municipality of Port Hope

56 Queen Street  
Port Hope, ON  
L1A 3Z9

**REPORT TO:** Finance Committee  
**FROM:** David Baxter - Director, Finance  
**SUBJECT:** Prescribed Fees for Services Update  
**DATE:** November 16, 2021

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### **RECOMMENDATION:**

That the proposed Draft Prescribed Fees for Services schedules (Appendix 'A') be posted for community consultation and staff be directed to report back with feedback received.

### **BACKGROUND:**

Annually, departments review the prescribed fees for services and recommend changes to be implemented for the upcoming year. This is undertaken for staff to conduct a review of fees for services to recover costs, with consideration of market trends as well as a comparison to fees of other Municipalities.

A summary of the proposed changes is described below and will be posted on the municipal website and in the newspaper for 14 days as per the Public Notice Policy By-law 19/2014:

#### *Fees Associated with Police – Schedule 'A'*

1. The fees associated with Pardon Applications, Cannabis Expedited Pardons, Change of Name applications and Immigration Purposes have increased to reflect the Collective agreement increases.
2. The fees for Passports, Pardons and Employment under the Fingerprint section have been increased to reflect the Collective agreement increases.
3. The fees for Video Statements have been raised based on the increased work to download and the redaction review.

#### *Fees Associated with Works and Engineering – Schedule 'B'*

1. The Meter Certification (Meter Test) service fee has increased from \$309 to \$318 due to market adjustment. The text has been adjusted to include that the 3<sup>rd</sup> party company must be Municipality approved.
2. The Abandonment of Water Service fee has increased from \$1800 to \$3404 to be consistent with current contractor rates. Price range could be anywhere from

\$2600-3404 therefore as an alternative the Municipality could invoice each job according to actual costs for full cost recovery.

3. A Damaged Curb Stop has increased from \$618.00 to \$636.00 due to inflation.
4. The Service Call During Operating Hours fee has increased from \$51.50 to \$52.50 to reflect the cost-of-living adjustment.
5. The Service Call After Operating Hours fee has increased from \$154.50 to \$157.50 to reflect the cost-of-living adjustment.
6. The Residential Water Service Tapping fee has increased from \$309.00 to \$520.00 due to inflation. The text in the schedule has been edited for clarity.
7. The Residential Water Service Connection with an existing dwelling utilizing a private well fee has increased from \$1339 to \$1379 due to inflation.
8. The Residential Water Service Connection fee for a vacant lot has increased from \$3399 to \$3501 as a result of inflation. The text in the schedule has been edited for clarity.
9. The Hydrant Meter service fee has increased from \$200 to \$206 due to inflation.
10. The Bulk Water Consumption fee has increased from \$2.20 to \$2.28 per cubic meter to be consistent with the intent of the Municipality of Port Hope's Bulk Water 2005 report to increase the rate annually to recover the costs of the bulk water station.
11. The text under Unmetered Water Consumption for Development has been modified for clarity purposes.
12. The Residential Sanitary Service fee for vacant lots has increased from \$3811 to \$3925 due to inflation.
13. The Residential Sanitary Service with an existing dwelling fee has increased from \$1545 to \$1591 because of inflation.
14. The Service Call during operating hours fee has increased from \$51.50 to \$52.50 to reflect the cost-of-living adjustment.
15. The Service Call after operating hours fee has increased from \$154.50 to \$157.50 to reflect the cost-of-living adjustment.
16. The Abandonment of Sanitary Service fee increased from \$1800 to \$3792 to recoup costs and maintain consistency with Water Services fees.
17. The Damaged Clean-out cap fee has increased from \$154.50 to \$157.50.
18. The Damaged Clean-out fee has increased from \$618 to \$636 due to inflation.
19. The Camera Inspection fee has increased from \$154.50 to \$157.50.
20. The Septage Waste Disposal Permit fee has increased from \$154.50 to \$157.50.
21. The Septage Waste Disposal fee has increased from \$0.011 to \$0.01133 per litre as a result of inflation.
22. The Septage Waste Disposal After Hours fee has increased from \$100 to 157.50 to align with the after-hours service fee.
23. The Staff Time during normal working hours has increased from \$36.76 to \$39.94 per hour.
24. The Staff Time outside of normal working hours has increased from \$110.28 plus \$73.52/hr thereafter per operator required to \$119.84 plus \$79.88/hr thereafter per operator required
25. The Boulevard Tree planting has increased from \$440.00 to \$452.00.
26. Senior transit age is changed from 65 to 55.

#### *Fees Associated with Building Services and By-Law Enforcement – Schedule ‘D’*

1. Under Municipal By-Law Enforcement the applicable by-law has been added to each section.
2. Offenses and Penalties has been added to the fee schedule with the breakdown of parking fines as they appear on the ticket.
3. Property Standards section has been added to the fee schedule. The fees reflect the applicable cost recovery.

#### *Fees Associated with Cemetery – Schedule ‘E’*

A separate review and full report were presented to Committee of the Whole at the September 7<sup>th</sup> meeting and has been supported by Council at the October 19<sup>th</sup> meeting. The resulting fees will be included in the final report in December.

#### *Fees Associated with Finance – Schedule ‘G’*

1. The Water Certificate fee has been removed as this is essentially a statement print and can be captured in the “Unofficial Statement Reprint”.
2. The Water Account Set Up Administration fee has been increased from \$25.00 to \$30.00 to better reflect costs and is aligned with other municipalities.
3. The text under Unofficial Statement Reprint has been modified to be inclusive of utility requests.

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

A separate review and full report were presented to Committee of the Whole at the September 7<sup>th</sup> meeting and has been supported by Council at the October 19<sup>th</sup> meeting. The resulting fees will be included in the final report in December.

#### *Fees Associated with Fire and Emergency Services – Schedule ‘K’*

1. The Fire Regulation Compliance Letter has been changed to Fire Reports and File Searches, as staff cannot provide a letter stating that a property is in compliance if the property was never inspected.
2. The following fees include an increase by the Ministry of Transportation Ontario (MTO) from \$485 to \$488.40 per hour. They also have an increase in the per half hour for trucks and manpower fee from \$242.50 to \$244.20 for the use of a fire apparatus plus any additional costs to the municipality for manpower and material such as foam:
  - The Attendance at an Unauthorized or Non-Compliant Fire
  - The Attendance at a Non-Resident Motor Vehicle Collision or Vehicle Fire
  - The Hazardous Materials Incident Response
  - False Alarms
  - Fire Watch
  - Vehicle Standby Services
  - The Ice/Water Rescue

No content changes are currently proposed for the following Schedules:

- Schedule C – Heritage Port Hope
- Schedule F – Planning and Development
- Schedule H – Animal Control
- Schedule I – Corporate Services
- Schedule L – Marketing and Tourism

**RESOURCE IMPLICATIONS:**

The proposed fees are to improve cost recovery, which reduces the requirement for all taxpayers to pay for specific services directly impacting certain individuals or businesses. The 2022 Draft Budget will reflect the fees once they have been adopted by by-law.

**CONCLUSION:**

Increases in user fees are required to be fiscally responsible, to be used for planning future budgets, to maintain comparisons with like Municipalities and offset increasing operating costs, to provide quality services, program and facilities.

Respectfully submitted,

David Baxter,  
Director, Finance