

## STAFF REPORT

### DEPARTMENT

REPORT OF THE DIRECTOR OF FINANCE & TREASURER

### DESCRIPTION

Re: 2023 User Fees

### RECOMMENDATION

**That** the report of the Director of Finance/Treasurer re: 2023 User Fees be received;  
**and that** Council adopt the 2023 User Fees as presented;  
**and that** the necessary bylaw be placed on an upcoming Council agenda for consideration.

### BACKGROUND

The purpose of this report is to present the 2023 User Fees for the City of Elliot Lake. In 2011, Council amended the user fee bylaw to remove the automatic cost of living increase that had been part of the existing bylaw. It was determined that user fees be reviewed annually, and staff has done so each year.

### ANALYSIS

Department heads have reviewed each of the user fees in their areas and have recommended the changes as shown on the attached draft bylaw schedules.

For the purpose of this report historical rates from 2017-2023 are presented (grey font); this presentation will be changed at the time of by-law preparation; reflective of 2023 rates only.

Historically the User Fee Bylaw included Schedule A (all user fees) and Schedule B (Woodlands Cemetery). To assist in ease of use, the 2023 User Fees are divided into multiple schedules as presented herein.

- Schedule A: Recreation and Culture: Programs & Tourism
- Schedule B: Recreation and Culture: Sports
- Schedule C: City Hall
- Schedule D: Building
- Schedule E: Planning
- Schedule F: Woodlands Cemetery
- Schedule G: Animal Control
- Schedule H: Fire Department

- Schedule I: Landfill
- Schedule J: Transportation
- Schedule K: Public Works
- Schedule L: Library

#### PROPOSED EFFECTIVE DATE

Given that 2023 calendar year has begun, the proposed effective date for rates is February 1, 2023; unless otherwise specified.

#### MINIMUM WAGE

Many of the User Fees have been unchanged since 2017. A thorough review of all rates has been completed with the consideration that minimum wage has increased significantly.

Since 2017, the minimum wage has increased by approximately 29%. In correlation, staffing costs, the costs of running facilities, and the supply of equipment and materials has increased.

Effective Date	Minimum Wage	% change
10/1/2022	\$15.50	3%
1/1/2022	\$15.00	4%
10/1/2021	\$14.35	1%
10/1/2020	\$14.25	2%
10/1/2018	\$14.00	17%
10/1/2017	\$11.60	2%

#### FACILITY USERS PROGRAM

In the fall of 2021, Council adopted the “Facility Users Program” offering liability insurance for users/renters of municipal facilities. Since inception, the program has covered various events at the Ruben Yli Jutti Centre, Collins Hall and the Centennial Arena. Examples of liability coverage include, skating parties, birthdays, receptions, basketball, badminton, hockey, and the 2021 Fall Wellness Fair. In 2022, rates became reflective of this program.

#### 50% DEPOSIT REQUIREMENT

**New** in 2023 is the requirement to provide a 50% deposit (for certain line items) at the time of booking. This non-refundable deposit provides a commitment to the rental and assurances when additional staff are required. Scheduled staff provide service, set-up or support to rentals, in the event of cancellation; this deposit will off set these associated costs. User groups with agreements pertaining to regular rental/use of space retain their current requirements (i.e. EL Aquatics Club, EL Skating Club, EL Minor Hockey, et al.).

#### HST REVIEW

In 2021, to ensure that the City is compliant with application of HST, the City’s auditor, BDO reviewed the attached schedules. It is recommended that the HST be reviewed on an adhoc basis when fees are added to the schedules.

## SCHEDULE A: RECREATION AND CULTURE: PROGRAMS & TOURISM

Included in Schedule 'A' are Recreational Programming, Museum, Collins Hall, Westview Park Campground, Elliot Lake Marina, and the Memorial Bench and Tree Program.

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### PROGRAMS

In 2022, drop-in programs began at the Collins Hall. In 2023, there is no increase to rates.

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### COLLINS HALL RENTALS

Staff recommend a 3% increase to rates for 2023. We continue utilizing the Facility Users Program requiring that users/renters of the facility are required to obtain (or provide) liability insurance based on the nature of the event.

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### MISCELLANEOUS RENTALS

A review of the inventory of items held by the city are available for rental to the public based on availability. Rental rates are on a daily basis with a 20% discount for weekly rental. Pick up and return of any rented city asset is the responsibility of the renter.

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### WESTVIEW PARK, CAMPGROUND AND ELLIOT LAKE MARINA

In 2023, by community request, an hourly rental rate for Westview Park is included.

Based on campsites available, and in line with local campgrounds, two rates have been determined for Trailer/RV camping, one for a site sewer services and one without.

The Elliot Lake Marina (dock slips) rates became available in mid 2021. In 2023, by community request, a monthly slip rental rate for the marina is included.

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### MEMORIAL BENCH & TREE PROGRAM

The Memorial Tree and Bench and Tree program launched in mid 2021. In 2023, there is no increase to rates.

## SCHEDULE B: RECREATION AND CULTURE: SPORTS

Included in Schedule 'B' Recreation and Culture: Sports are the Ruben Yli Jutti Centre, Centennial Arena & Sports Fields.

Based on feedback with user groups, changes to the rental fees at both the Centennial Arena and Ruben Yli Jutti Centre will become effective July 1<sup>st</sup>. The rationale behind this decision is to ensure that user groups have ample notice to ensure that participants adequately fund their season. For example hockey, skating and swimming operate in line with the school year calendar.

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### RUBEN YLI JUTTI CENTRE PROGRAMMING

#### *Lessons*

Inline with the City's commitment to ensure that all children learn to swim and have water safety skills. Lessons for "Swim Kids" will not increase. Families enrolling in "Swim Kids" with more than two children receive a discount of 50% for the third and each additional child thereafter. Based on comparable municipalities, staff recommend a 3% increase to rates for private lessons in 2023.

Lifeguards are in high demand at our facility and at facilities across the province. This training provides future employment opportunities for successful students of the program. Fees for certification for Bronze Medallion, Bronze Cross, National Life Guard Service and Water Safety remain unchanged in 2023. Added in 2023, is the Bronze Star program.

### *Aquafit*

The fee for Aquafit is equal to the fee for recreational swimming. In a housekeeping revision, these lines are included under "Pool & Gym - Passes and Membership (includes Aquafit)"

### *Rentals*

Staff recommend a 3% increase to rates for 2023 to rentals; as previously stated, these rates will take affect July 1. Rentals include the choice of two pools; addition of the third pool requires additional lifeguarding at an additional hourly cost per Schedule B. Locker rentals are available on a daily or membership basis.

### *Memberships*

Program passes and membership by grouping:

<b>Child:</b> Age 0-14
<b>Student:</b> +14 with proof of valid student ID
<b>Senior:</b> Age 60+
<b>Pair:</b> Any two people; no age or household restrictions
<b>Family:</b> Same household; limited to 2 adults & children >18 with valid student ID

In line with the strategic plan "to provide activities and promote healthy lifestyles through recreation for all age groups", 2023 passes and membership for the Ruben Yli Jutti Centre will be all-inclusive (patrons aged 14+) where use of the pool includes use of the fitness centre. To increase uptake on memberships for the Ruben Yli Jutti Centre, the 2023 User Fees include three, six and annual "Pair" memberships. As always, the AAP: Affordable Access Pricing applies to children, seniors and student memberships.

Based on comparable municipalities, staff recommend increases are as follows:

Pool & Gym		2022	2023	AAP	Variance	Notes
Children	Single visit	\$4.00	\$4.25	N	\$0.25	\$0.25 increase; rates are significantly less than neighbours
	10 visit pass	\$36.00	\$39.00	N	\$3.00	10 visit pass yields one free visit "buy 9 get 1 free"
	3 month	\$63.00	\$65.00	Y	\$2.00	3%^ cost of living and operational cost increases
	6 month	\$94.00	\$97.00	Y	\$3.00	3%^ cost of living and operational cost increases
	2 month	\$157.00	\$162.00	Y	\$5.00	3%^ cost of living and operational cost increases
Senior / Student	Single visit	\$5.00	\$5.25	N	\$0.25	\$0.25 increase; rates are significantly less than neighbours
	10 visit pass	\$45.00	\$48.00	N	\$3.00	10 visit pass yields one free visit "buy 9 get 1 free"

Pool & Gym		2022	2023	AAP	Variance	Notes
	3 month	\$99.00	\$102.00	Y	\$3.00	3%^ cost of living and operational cost increases
	6 month	\$163.00	\$168.00	Y	\$5.00	3%^ cost of living and operational cost increases
	2 month	\$275.00	\$284.00	Y	\$9.00	3%^ cost of living and operational cost increases
Adult	Single visit	\$7.00	\$7.00	N	\$0.00	Aligned with fees of local pools/gyms
	10 visit pass	\$63.00	\$63.00	N	\$0.00	10 visit pass yields one free visit "buy 9 get 1 free"
	3 month	\$142.00	\$147.00	Y	\$5.00	3%^ cost of living and operational cost increases
	6 month	\$244.00	\$252.00	Y	\$8.00	3%^ cost of living and operational cost increases
	2 month	\$394.00	\$406.00	Y	\$12.00	3%^ cost of living and operational cost increases
Pair	3 month	\$198.00	\$204.00	N	\$6.00	based on senior/student rate x2
	6 month	\$326.00	\$336.00	N	\$10.00	Eligible regardless of age or household.
	2 month	\$550.00	\$568.00	N	\$18.00	Users would not be required to show up exclusively as a pair
Family	Single visit	\$16.00	\$16.00	N	\$0.00	Two adult + half a child $\$7 + \$7 + (\$4.25 \times 50\%) = \$16.13$
	10 visit pass	\$145.00	\$145.00	N	\$0.00	10 visit pass yields one free visit "buy 9 get 1 free"
	3 month	\$230.00	\$236.50	N	\$6.50	3%^ Pair + half of child (rounded)
	6 month	\$280.00	\$373.00	N	\$93.00	3%^ Pair + ½ child $\$326 + (\$94 \times 50\%) = \$373.00$
	2 month	\$450.00	\$630.00	N	\$180.00	3%^ Pair + ½ child (rounded) $\$550 + (\$157 \times 50\%) = \$628.50$

## CENTENNIAL ARENA

### Ice rates

Ice rental rates have remained static since 2016. Staff recommend a 3% increase to rates for 2023 to rentals; as previously stated, these rates will take affect July 1. The recommended increase is to closer align rates with local arenas including, Espanola, Massey and Blind River.

### Arena Facility Rates

Hourly rentals are the same rate in the Centennial Arena Lobby and Collins Hall. We continue utilizing the Facility Users Program requiring that users/renters of the facility are required to obtain (or provide) liability insurance based on the nature of the event. Staff recommend a 3% increase to rates for 2023.

### Advertising

The 2021-2026 agreement with the Elliot Lake Red Wings provides that they may sell / use the Centennial Arena rink boards and on ice logos "for advertising, promotion or revenue". To that extent, the opportunity to generate revenue for the City remains on interior advertising and on the Olympia Ice Resurfacer.

### Programming: Shinny Hockey and Public Skating

Staff recommend a 3% increase to rates for 2023, as reflected at the Ruben Yli Jutti centre. The rates are in alignment with visits and passes at the pool; given a shorter arena season, season passes are set at two times a 10-visit pass.

### Sports Fields

Staff recommend a 3% increase to rates for 2023 for the rental of outdoor sports fields.

## SCHEDULE C: CITY HALL

Schedule 'C' includes general administration activities at City Hall including the Clerk and Treasury department.

Staff recommend a \$20 increase to Marriage Licenses for 2023 and a \$5 increase to Burial Permits.

## SCHEDULE D: BUILDING

Schedule 'D' includes all fees charged by the building department. Staff completed a full review of fees in 2022. The review consisted of researching other municipalities to gather data and form an accurate comparison.

### *New Construction and Alterations*

Staff recommend a \$25 increase to the flat rate permit fee for Garages, Carports, Accessory Buildings, Deck, Minor Alterations, Minor Additions (<10m<sup>2</sup>) and a \$10 increase for Minor Alterations or Decks Adjacent to an Entrance <10m<sup>2</sup>.

### *Other Construction and Permits & Miscellaneous*

Increases to other construction and permits are in line with neighbouring municipalities. Beginning in 2023, a permit will be required for the installation of a 911 sign. .

### *Mechanical Permits - Residential and ICI*

Fees in 2023 remain at 2022 rates. New in 2023 is the requirement for a permit for Sewer Repair.

As a housekeeping notation, the user fee bylaw adds that the CBO retains discretion to fine property owners that are working without a permit to double permit fees.

## SCHEDULE E: PLANNING

Schedule 'E' includes base rates (deposit) for planning related matters; the Clerk's Department oversees these activities. The Fees related to planning applications are representative of base rates. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant shall pay the outstanding balance before the municipality finalizes the approval.

The base rates for applications remain at 2022 rates; with the exception of the Site Plan Approval Application – Minor that sees an increase of \$180, reflective of accurate costs.

In 2023 is a \$250 non-refundable administration fee for the following applications.

- Zoning By-Law Amendment
- Official Plan Amendment
- Plan of Subdivision
- Zoning By-law and Official Plan Amendment
- Zoning By-law Amendment and Plan of Subdivision
- Official Plan Amendment and Plan of Subdivision
- Site Plan Control
- Committee of Adjustment
- Site Plan Pre-Consultation Meeting

This administrative fee covers initialization costs related to the application. Initialization costs include, document commissioning, chargeable planning hours, production of documentation for consideration at committee meetings, public meetings, etc. In the event that an applicant learns that an application will become cumbersome (expensive), an applicant may choose to reverse their request for an application and request a refund of the base rate. In this event, the municipality retains the administration fee; any balance of the base rate (after expenses), may be returned to the applicant on a case-by-case basis.

New in 2023 is the addition of the Site Plan Pre-Consultation Meeting (subject to an administration fee) and Site Plan Approval Application - Major (Commercial, Industrial, Multi Residential and a fee for Zoning Information Requests.

#### SCHEDULE F: CEMETERY

Schedule 'E' includes fees for Woodlands Cemetery; the Clerk's Department oversees these activities. In 2023, based on the Bereavement Authority of Ontario (BAO), Marker Permits for flat markers increases \$56.50 to \$113.00 (including HST).

#### SCHEDULE G: ANIMAL CONTROL

Schedule 'G' includes fees for Animal Control, including the sale of pet tags and use of the animal shelter.

Pet Tags will remain unchanged (since 2016).

Based on Bylaw 22-100, the fee for Pet at Large increases to \$200.00 (+HST).

Animals that retained in the shelter are subject to daily shelter rates; these rates will not be prorated to an hourly rate. The daily shelter fee increases in 2023 by \$20 (the first change since 2019) to \$50 (+HST). In 2023, upon a second or subsequent offense, the daily shelter rate will increase to \$125 (+HST).

#### SCHEDULE H: FIRE DEPARTMENT

Schedule 'H' includes fees for Fire Department. At this time, there are no amendments to the rates charged in 2022; rates will remain status quo.

#### SCHEDULE I: LANDFILL

Schedule 'I' includes fees for the Landfill. At this time, there are no amendments to the rates charged in 2022; rates will remain status quo.

## SCHEDULE J: TRANSPORTATION

Schedule 'J' includes fees for the Elliot Lake Municipal Airport and Municipal Public Transit.

### *Airport*

Staff recommend a 3% increase to all airport rates for 2023.

### *Transit*

At this time, there are no amendments to the rates; rates will remain at the 2016 fees.

## SCHEDULE K: PUBLIC WORKS

Schedule 'K' is new to the user fee schedules in 2023; however, the fees have been in place for years. This schedule ensures an annual review of rates. At this time, there are no amendments to the rates and they will remain status quo.

## SCHEDULE L: PUBLIC LIBRARY

Schedule 'L' includes fees for the Elliot Lake Public Library. At this time, the Chief Librarian is recommending that there are no amendments to the rates charged in 2022; rates will remain status quo.

## FINANCIAL IMPACT

Incremental increases to user fees help to offset costs of Municipal services.

## LINKS TO STRATEGIC PLAN

Goal 8 – To foster an active, healthy and creative community with access to quality parks, recreation, arts and cultural services.

Goal 13 – to ensure the continued long-term financial viability of the municipality at the lowest possible cost to the taxpayer.

## SUMMARY

It is recommended that Council enact a by-law revising the City of Elliot Lake's user fees, effective February 1st, 2023.