



## Staff Report

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<b>Report To:</b>	<b>General Government Committee</b>	
<b>Date of Meeting:</b>	May 6, 2024	<b>Report Number:</b> FSD-021-24
<b>Submitted By:</b>	Trevor Pinn, Deputy CAO/Treasurer, Finance and Technology	
<b>Reviewed By:</b>	Mary-Anne Dempster, CAO	<b>Resolution#:</b>
<b>Authored by:</b>	Brittany Renwick, Administrative Assistant, Finance and Technology	
<b>File Number:</b>		<b>By-law Number:</b>
<b>Report Subject:</b>	2024 User Fee By-law Update	

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### Recommendations:

1. That Report FSD-021-24, and any related delegations or communication items, be received;
2. That the By-law attached to Report FSD-021-24, as Attachment 1, repealing and replacing By-law 2023-044, the User Fee By-law, be approved; and
3. That all interested parties listed in Report FSD-021-24, and any delegations be advised of Council's decision.

## Report Overview

In June 2023, Council approved report [FSD-029-23](#), which began the process of consolidating user fees into one by-law, an efficient way to incorporate inflationary factors and adopt new fees in a consistent manner. The Deputy CAO/Treasurer has the authority to approve annual changes to existing fees in the User Fee By-law up to the CPI increase or \$5, whichever is greater. These changes took effect in January of 2024.

This report adds new fees and highlights administrative changes to the User Fee By-law, which will take effect July 1, 2024. This requires Council approval. Once these new fees are added to the Fee Schedule, they will also be subject to the annual CPI/\$5 increase to be approved by the Deputy CAO/Treasurer.

## 1. Background

- 1.1 For the 2024 update, in consultation with the Clerk, it was decided that last year's By-law would be repealed, and a new By-law would be created for ease of reference and public transparency.
- 1.2 The [Municipal Act, 2001](#) allows the Municipality to charge user fees for services which are provided to individuals. The user fee must be provided for in a by-law approved by Council.
- 1.3 Increasingly, municipalities are reviewing their user fee process to consider the appropriateness of the amount of costs that should be borne by the property tax levy versus the amount that the benefiting party should be paying.
- 1.4 As Municipalities are limited in the types of revenue that they may generate (property taxes, user fees, investment income), it is important to ensure that user fees are carefully considered when the service being provided benefits individuals.

## 2. By-law Changes

- 2.1 In [By-law 2023-044](#), authority was provided to the Deputy CAO/Treasurer to waive fees up to \$50. The intent of this authority was to address customer service issues. It has been noted that customer service complaints are not the only time that fee waivers may be beneficial to the corporation.

- 2.2 The Community Services Division of the Public Services Department receives requests from community groups for in-kind support such as reduced rental charges. Further, special events such as ParticipAction Week or other campaigns (such as Bike Safety Week) may benefit from reduced fees for activities. As well, the Municipality historically has provided free public swims during extreme heat events.
- 2.3 The Deputy CAO/Treasurer will develop a management directive and standard operating procedures for implementing controls on the waiving or provision of complimentary or reduced fees for community events and partners.
- 2.4 Throughout the year, it may be necessary for staff to establish new fees outside of the schedule outlined in the User Fee By-law. In order to meet customer service standards and service delivery requirements, it is recommended that the Deputy CAO/Treasurer (or designate) be authorized to approve interim service fees to be ratified by Council within 12 months of approval. For example, it is anticipated that certain services from the Region of Durham may be transferred to the Municipality, there would be a need to add these new services to the User Fee Schedule.

### **3. Legislative Services - Animal Services**

#### **Current Animal Adoption Services, Costs, and Fees**

- 3.1 Currently, all animals made available for adoption are vaccinated with species-appropriate vaccinations and rabies vaccinations, dewormed, and microchipped.
- 3.2 Any additional veterinary care, within reasonable parameters, may be undertaken, such as eye and ear treatments or minor dental work.
- 3.3 Cats over six months of age are sterilized. Adopters of kittens under the age of six months are provided a \$75 voucher at the time of the adoption to be redeemable on proof of sterilization by a veterinarian. Adopters are responsible for any other costs.
- 3.4 Most dogs in Clarington Animal Shelter's care are not sterilized prior to adoption as the current adoption fees do not cover the cost of the required veterinary and aftercare. Some exceptions have been made in unique circumstances, which has proven to increase the animal's adoptability.
- 3.5 The current fee for a cat adoption is \$135. The adoption fee includes the Municipality of Clarington's license fee (\$15 for a microchipped/spayed or neutered pet) for one year.
- 3.6 The current fee for a dog adoption is \$100. The adoption fee includes the Municipality of Clarington's license fee (\$15 for a microchipped/spayed or neutered pet) for one year. There is no voucher program currently in place.

- 3.7 Dogs (adults and puppies) were not routinely sterilized prior to adoption until late 2023. Costs were viewed as prohibitive, and there were concerns with recuperation in the shelter. Post-surgical animals have a ten-to-fourteen-day recovery period.

### **Rationale for Proposed Animal Adoption Fee Increases**

- 3.8 Moving forward, Shelter staff recommend that Clarington require sterilization of all dogs prior to adoption. This will result in extra costs, however the returns, tangible and intangible, are worthwhile.
- 3.9 Sterilization of animals is quite expensive for pet owners and can be a barrier to adoption for many people. This could lead to a preference for sterilized animals, leading to longer shelter stays between incoming and outgoing dates. Longer shelter stays cost the Municipality for animal care (food, staffing, cleaning, shelter overhead) and decreases available space in the shelter, causing challenges for sufficient housing of incoming animals.
- 3.10 Unsterilized pets contribute to the overpopulation of unwanted and abandoned pet populations. Pet owners often wish to surrender pregnant dogs or cats or entire litters of puppies or kittens. They may also try to surrender puppies that they could not sell, after intentional, or accidental, breeding. In 2023, one stray adult female Rottweiler was impounded and within three days had eight puppies at the shelter. Eleven stray cats gave birth at the shelter in 2023. Other callers asking about surrendering their pregnant pets were referred elsewhere due to space limitations.
- 3.11 In a shelter setting, unsterilized dogs and cats are behaviourally more anxious, excitable, and reactive and may show more signs of aggression.
- 3.12 Sterilized animals help decrease the domestic animal population. This assists in mitigating the root cause of animal sheltering requirements—overpopulation with unwanted animals.
- 3.13 Sterilized animals lead less stressful, healthier lives due to the reduction of hormonal urges and effects. Sterilization has also been shown to reduce common hormonal-related illnesses such as mammary gland tumours and testicular cancer.
- 3.14 Sterilization of young animals is not an accepted veterinary practice by many veterinarians. Approximately six months is the commonly accepted age for a vet to perform the surgery. Rebates are already provided to adopters of kittens. This rebate is \$75 off the \$135 adoption fee, and the amount is sent once proof of sterilization is remitted. This important incentive to sterilize adopted animals, provides a 56% discount. A similar rebate program for dogs will incentivize puppy adoptions and have a positive impact on the unwanted pet population by helping to reduce accidental breeding.

- 3.15 There are many sources of incoming animals: strays, surrenders, Ontario Provincial Police and Provincial Animal Welfare Services seizures, and protective custody holds with varying hold times.
- 3.16 Incoming animals are vaccinated, dewormed, and treated with flea medication as needed, within 48 hours of impoundment in the shelter, to protect them and other animals.
- 3.17 Animals that are not redeemed become the property of the Municipality of Clarington after the stray hold time is expired (five days, as per the [Responsible Pet Owners By-law 2013-024](#) Section 4.21(1)). After this time, they are assessed to determine adoptability. This hold time can vary if the animal is from a seizure. Surrenders become the immediately the property of the Municipality of Clarington as soon as the surrender forms are signed.
- 3.18 Care costs are difficult to quantify for pets in the care of Clarington Animal Shelter. The costs include many factors, depending on the length of stay, the animal's health, and/or special needs such as diet or medication. Staff hours, disinfection, and cleaning supplies, as well as appropriate bedding and enrichment, all contribute to the cost of sheltering animals from their intake to their outcome. Once an animal is deemed suitable for adoption, it is microchipped and sterilization surgery is booked as soon as possible.
- 3.19 Veterinary Costs for Cats in 2023 (Average of various clinics used):

<b>Item</b>	<b>Average Cost</b>
FVRCP	\$25
Rabies	30
Flea Tx	25.66
Deworming	10
Microchip	10
Male Neuter	121.32
Female Spay	179.80
<b>Male Total</b>	<b>\$221.98</b>
<b>Female Total</b>	<b>\$280.46</b>
<b>Adoption Fees</b>	<b>\$130 (\$135 in 2024)</b>

3.20 Veterinary Costs for Dogs in 2023 (Average of various clinics used):

Item	Average Cost
DHCPP	\$25
Rabies	28
Flea Tx	30
Deworming	2
Microchip	10
Male Neuter	406.13
or Female Spay	499.70
<b>Male Total</b>	<b>\$501.13</b>
<b>Female Total</b>	<b>\$594.70</b>
<b>Adoption Fees</b>	<b>\$95 (\$100 in 2024)</b>

- 3.21 The above charts include only routine veterinary costs to prepare an animal for adoption. Any other treatments or interventions are in addition to these costs, such as dental work or umbilical hernia repair.
- 3.22 Animals that remain in the shelter for more than 30 days may also require booster vaccinations for the initial vaccines (FVRCP or DHCPP) and repeat flea treatment.
- 3.23 Currently, the Clarington Animal Shelter does not have a contracted veterinarian due to the lack of bidder in the most recent Request for Quotations. The Shelter must obtain services from whichever vet is willing to provide them, at their convenience, and at their variable prices and discounts.
- 3.24 Currently the adoption costs in the Municipality of Clarington are very low compared to surrounding municipalities. Differences range from 300% to 600% higher than the adoption fee at Clarington Animal Shelter.

3.25 Current Adoption Fees in Surrounding Communities:

Municipality	Puppies	Adult Dogs	Senior Dogs	Kittens	Adult Cats	Senior Cats
Clarington	\$100	\$100	\$100	\$135 (\$75 voucher)	\$135	\$135
Pickering		300		**	150	
Whitby	500	309.74		250	150	
Oshawa	500	400		226	169.50	
Port Hope	600	450	300	200	150	100
Ajax (HSDR)		585	325		210	85

3.26 All surrounding municipalities adopt out only sterilized animals, except in the case of Pickering, which offers a \$75 rebate for kittens adopted unsterilized due to age.

**Recommended Changes to Clarington’s Adoption Fees**

3.27 The following chart summarizes the recommended changes:

Species	New Fee	Increase	Voucher Rebate (Proof of Sterilization)	Net increase
Dog - Adult	\$400	\$300	N/A	\$300
Dog – Puppy (<6mo)	500	400	\$100 rebate (25%) (new)	300
Cat – Adult	150	15	N/A	15
Cat – Kitten (<6mo)	150	15	\$75 rebate (50%)	15

3.28 Cat fees remain constant between adults and kitten, so the increase would be the net increase in both cases.

- 3.29 Fees for puppies would be higher to mitigate the cost of a voucher program.
- 3.30 In 2023, 24 adult dogs and 10 puppies were successfully adopted to new owners. Additionally, 76 adult cats and 53 kittens were adopted. The recommended rate increase applied to the 2023 adoptions would have resulted in a gain of \$12,885 adoption revenue.
- 3.31 The increased fees would put the Clarington Animal Shelter fees in the mid-range of the other area lakeshore communities.
- 3.32 New Adoption Fees in Relation to Surrounding Communities:

Municipality	Puppy Fee	Adult Dog Fee	Senior Dog Fee	Kitten Fee	Adult Cat Fee	Senior Cat Fee
Pickering		\$300		**	\$150	
Whitby	500	309.74		250	150	
Clarington	500 (\$100 rebate)	400		150 (\$75 rebate)	150	
Oshawa	500	400		226	169	
Port Hope	600	450	300	200	150	100
Ajax (HSDR)		585	325		210	85

**Other Agency Boarding User Fee Addition**

- 3.33 It is recommended that Clarington adopt new “Other Agency Boarding” fees and add to the Legislative Services fee schedule.
- 3.34 Other agencies, such as the Provincial Animal Welfare Services or neighboring municipalities, may sometimes require assistance housing animals in their care. Clarington Animal Shelter may be able to assist in some cases, depending on the number of animals in care at the time.



3.35 This is to set the fees for outside agencies and allow them to be raised along with the other user fees at the shelter when appropriate.

Other Agency Boarding	Fee	HST	Total	Unit
Intake exam – first day board	\$60	\$7.80	\$67.80	First day
<b>Daily Boarding Fee (includes food, cage space, care, daily monitoring, etc.) Regular</b>				
Dog	30	3.90	33.90	Per animal, per day
Cat	25	3.25	28.25	Per animal, per day
Aggressive, dangerous, quarantine or medical isolation animals	75-100	Plus HST	Varies	Per animal, per day
Nursing mom and litter (kittens or pups <4 weeks)	35-100	Plus HST	Varies	Per animal, per day
Small Animals	30	3.90	33.90	Per animal, per day
<b>Medical Care</b>				
Veterinary intervention	As billed			Total bill per animal
Daily medication administration	15	1.95	16.95	Per animal
Grooming (if necessary)	As billed			Total bill per animal
<b>Other Services</b>				
Cold Storage	25-40	Plus HST	Varies	Billed by month based on size

3.36 The Agency to whom the service is provided shall be responsible for all additional incidental fees, including veterinary fees, medications, grooming, any special dietary requirements, and any other unforeseen fees that may arise.

3.37 Unless a situation is an emergency, consent will be sought from the responsible Agency for any additional care.

- 3.38 It is recommended that Clarington adopt new “Other Agency Boarding” fees and add to the Legislative Services fee schedule.
- 3.39 Staff will develop SOPs regarding temporary boarding services for outside agencies. These additional SOPs and user fees will be included in future amendments to the Responsible Pet Owner’s By-law (2013-024).
- 3.40 Staff will set out criteria for the SOP for numbers permitting intake, intake procedures, responsibilities of each agency, and hold time/outcomes. Procedures for emergencies and medical care will also be documented. Necessary documents will be drawn up and executed by staff for these boarding services.

## **4. Legislative Services – Clerk’s Division**

### **Marriage License**

- 4.1 The [Province of Ontario Form 8 is used to reduce the marriage license fee](#) when both parties to a marriage have, or are entitled to have, registered Indian status under the Indian Act and also reside in Ontario on a reserve or Crown lands.
- 4.2 The Province of Ontario waives their portion of the marriage license fee when Form 8 “Affidavit to Waive Provincial Fee for a Marriage License” is used. Staff support waiving the Municipality’s fee when Form 8 is used as well, to be consistent with the Province’s process.
- 4.3 The current fee for a marriage license is \$140, with \$75 be the portion that the Province waives. Clerk’s Division staff recommend that the remainder (i.e. the Municipal portion) be waived.
- 4.4 This situation has not occurred in the past and is not anticipated to occur frequently but inquiries have been made and it speaks to the goals of the Strategic Plan.

### **Civil Marriage Ceremony Witnesses**

- 4.5 Since Clarington started providing the civil marriage ceremony service, Clarington has provided, free of charge, witnesses (aka Clarington Staff) for couples who are unable to provide their own witnesses. This often happens when the couple is having a larger celebration later and does not want to make it known that they are getting married at a civil ceremony. Another reason occurs when the couple is getting married at a civil ceremony during the day, and all of their friends (aka possible witnesses) are at work.
- 4.6 This does not happen frequently (perhaps six times per year), but it does take Staff away from their duties.

4.7 The following summarizes what other comparator municipalities charge for witnesses (sorted by fee):

Municipality with link to Webpage	Witnesses Provided?	If yes, Fee?	Notes
<a href="#">Clarington</a>	Yes	Free	
<a href="#">Ajax</a>	Yes	Free	
<a href="#">Prince Edward County</a>	Yes	Free	
<a href="#">Cornwall</a>	Yes	\$20 per witness	Cash only
<a href="#">Cobourg</a>	Yes	\$25	Not clear on whether this is per witness
<a href="#">Kingston</a>	Yes	\$25 per witness	
<a href="#">Welland</a>	Yes	\$25	Not clear on whether this is per witness
<a href="#">Niagara Falls</a>	Yes	\$25 per witness (plus HST)	
<a href="#">Hamilton</a>	Yes	\$31.85 per witness (HST included)	
<a href="#">Waterloo</a>	Yes	\$30 per witness	
<a href="#">Uxbridge</a>	Yes	\$35 per witness (plus HST)	
<a href="#">Brock</a>	Yes	\$50 per witness (HST included)	
<a href="#">Oshawa</a>	No		
<a href="#">Whitby</a>	No		
<a href="#">Pickering</a>	No		
<a href="#">Caledon</a>	N/A		Does not provide civil ceremonies
<a href="#">Belleville</a>	N/A		Does not provide civil ceremonies

Municipality with link to Webpage	Witnesses Provided?	If yes, Fee?	Notes
Innisfil	N/A		Does not provide civil ceremonies
Milton	N/A		Does not provide civil ceremonies
Scugog	N/A		Does not provide civil ceremonies

4.8 Clerk’s Division staff recommend adding a new fee line that indicates “\$25 + HST per witness, provided by Clarington, for civil marriages.”

### Commissioner of Oaths Fee – Subsequent Documents

4.9 Clarington has an existing fee for Commissioner of Oaths (\$26+HST=\$29.38 currently) but has never established how many documents that might include nor the fee for subsequent documents. Commissioner of Oaths Services is provided by both the Clerk’s Division and the Planning & Infrastructure Department (for planning documents only).

4.10 The following summarizes Durham Area municipalities’ fees for Commissioner of Oaths, sorted by “First Commissioning Fee”:

Municipality	First Commissioning Fee (non-resident where applicable)	First Commissioning #Documents	Subsequent Commissioning	URL & Notes
Uxbridge	\$25	5	\$5	<a href="#">Uxbridge</a>
Oshawa	\$25 + HST = \$28.25	3	\$5 + HST = \$5.65	<a href="#">Oshawa</a>
Clarington (Currently)	\$26 + HST = \$29.38	N/A	N/A	<a href="#">Clarington</a>
Pickering	\$26.50	5	\$5	<a href="#">Pickering</a>

Municipality	First Commissioning Fee (non-resident where applicable)	First Commissioning #Documents	Subsequent Commissioning	URL & Notes
Brock	\$27	5	\$5	<a href="#">Brock</a> Brock Resident initial fee is \$21. Hardly any non-residents. Over 65 are free, except for MTO vehicle transfers.
Scugog	\$27 +HST = \$30.51	5	\$7 + HST = \$7.91	<a href="#">Scugog</a>
Ajax	\$28.41 + HST = \$32.10	5	\$23.72+HST	<a href="#">Ajax</a> Ajax Resident initial fee is \$23.72 + HST
Whitby	\$30 + HST = \$33.90	4	Full fee amount again	<a href="#">Whitby</a> Whitby Resident initial fee is \$17.50+HST. Vast majority are Whitby residents. Increase in resident fee to \$20 + HST to take effect April 1 <sup>st</sup> .

NOTE: The above is exclusive of Change of Name Forms and Pension (aka Life Certificates).

4.11 Clerk’s Division Staff are recommending the following additions to the User Fee By-law, within the General Schedule:

- a. Add text to indicate that “the initial fee covers up to three documents for commissioning in a single visit.”
- b. Add a new fee line that indicates “\$5 for each subsequent document for commissioning in a single visit.”

**Printing Services**

4.12 Council approved [Report LGS-007-27](#), which included a recommendation for harmonization of printing fees with the Clarington Library Museum and Archives (CLMA). Accordingly, the following fees are included in the attached by-law:

Service	Fee	Unit
<b>Letter (8 ½” x 11”)</b>	\$0.15	Per side black and white
	0.35	Per side colour
<b>Legal (8 ½” x 14”)</b>	0.15	Per side black and white
	0.35	Per side colour
<b>Ledger/Tabloid (11” x 17”)</b>	0.20	Per side black and white
	1	Per side colour

**5. Legislative Services – Municipal Law Enforcement**

**Fees for Routine Disclosure of Information**

- 5.1 Two new fees are being added resulting from a recent modernization of processes and the creation of a Routine Disclosure Management Directive. The fees reflect the time and resources required to meet routine disclosure requests. These requests are not a public benefit but rather a benefit to identifiable parties, and therefore, a service fee is reasonable.
- 5.2 A fee of \$50 per investigation for investigation details will be charged for investigations occurring in 2023 or onwards. In 2023, the Municipality completed its adoption of AMANDA and all MLE investigations are now kept in this system.

5.3 A fee of \$100 per investigation for investigation details will be charged for investigations occurring prior to 2023. This added cost reflects the additional time and effort required to access the records for MLE investigations not maintained in the AMANDA system.

## 6. Finance and Technology - Taxation

6.1 There are several changes being recommended to provide clarity and or eliminate redundancy:

Proposed Change	Rationale
Remove in its entirety – “Refund of incorrect payment by lawyers, mortgage companies”	This fee is duplicated. A refund would be included in “Process a Refund”. There is no change to fee.
Remove in its entirety – “Electronic payment correction (first correction at no charge for resident only)”	In many cases, this fee contradicts the “Transfer between accounts” fee which is \$40
Remove in its entirety – “Reprint tax bills, PASP letter...” and replace with “Reprint of any previously issued tax correspondence.”	Covers all possible current and future letters.
Add under “Dishonoured payments (pre-authorized payments/cheques) - \$5 for each additional roll	This captures the staff time required to correct returned payments that impact multiple roll numbers.
Add under “Process a refund/transfer between accounts” - \$5 for each additional roll	This captures the staff time required to correct returned payments that impact multiple roll numbers.

6.2 The addition of the per roll fee is recommended because commercial taxpayers or developers pay multiple tax bills with one single payment. Each transfer or dishonoured payment has to be individually adjusted and reviewed; the current fee treats does not differentiate between payments to one or one hundred different properties and, therefore, is not equitably treating the different situations.

## 7. Planning and Infrastructure – Planning

- 7.1 As a result of changes to routine disclosures, a fee of \$200 per property is recommended to be added for each request for an Environmental Review Letter. These letters are similar to Land Use Information and Compliance Letters which already have a fee associated for the service.

## 8. Planning and Infrastructure - Infrastructure

- 8.1 It is proposed that, in accordance with the new Site Alteration By-law, changes to the fees be made to reflect the changes as adopted:

Service	Fee	HST	Total	Unit
Minor Fill Operation Permit	\$250		\$250	Per permit
Minor Fill Operation Permit Renewal	125			Per permit
Small Fill Operation Permit	1,000		1,000	Per permit
	2		2	Per cubic metre of fill
Small Fill Operation Permit Renewal	500			Per permit
	2		2	Per cubic metre of fill
Large Fill Operation Permit	2,000		2,000	Per permit
	2		2	Per cubic metre of fill
Large Fill Operation Permit Renewal	1,000		1,000	Per permit
	2		2	Per cubic metre of Fill

## 9. Planning and Infrastructure – Building Inspections

- 9.1 Staff have proposed the addition of a Pool Enclosure Permit fee of \$75 per application to the fee schedule. Please note, this is not a new fee, but was not previously captured on the schedule.



## 10. Planning and Infrastructure – Development Engineering

10.1 Staff have proposed the following additions to the Planning and Infrastructure user fee schedule. Please note, these are not new fees, but were not previously captured on the schedule:

Development Engineering Fees	Fee	HST	Total	Unit
ROW Closure and Conveyance Application Fee	\$250	\$32.50	\$282.50	Per application
ROW Closure and Conveyance Processing Fee	750	97.50	847.50	Per closure and conveyance processed
Winter Maintenance Fee	5,600			Per km of road in the development
Streetlighting Fee	125			Per light in subdivision
Engineering Review Fee	1.25% of the Final Works Cost Estimate or \$2,000, whichever is greater.			
<b>Engineering Inspection Fee</b>				
Estimated Cost of Services:				
Less than \$500,000	\$8,000 or 3.5% of the Estimated Cost of Services, whichever is greater.			

Development Engineering Fees	Fee	HST	Total	Unit
\$500,000-\$1,000,000	\$17,500 or 3.0% of the Estimated Cost of Services, whichever is greater.			
\$1,000,000-\$2,000,000	\$30,000 or 2.5% of the Estimated Cost of Services, whichever is greater.			
\$2,000,000-\$3,000,000	\$50,000 or 2.25% of the Estimated Cost of Services, whichever is greater.			
\$3,000,000 or greater	\$67,500 or 2.0% of the Estimated Cost of Services, whichever is greater.			

## 11. Public Services – Public Works

- 11.1 It is being recommended that the Access Permit Urban, Curb Reinstatement, and Sidewalk Remove and Replace fees be changed to match the wording for the installation of culverts to read “Actual costs of required resources”.

11.2 Staff have proposed the addition of a Commemorative Tree Plaque fee to the Commemorative Tree and Bench Program:

Commemorative Tree and Bench Program	Fee	HST	Total	Unit
Commemorative Tree	\$900	\$117	\$1,017	Per tree
Commemorative Bench	2,750	357.50	3,107.50	Per bench
<b>Commemorative Tree Plaque</b>	<b>477.88</b>	<b>62.12</b>	<b>540</b>	<b>Per plaque</b>

11.3 Staff have also proposed the addition of Incident Response fees pertaining to municipal roadway and right of way clean up, infrastructure damage incidents and any additional incurred expenses. Fees to be determined by the current MTO rate plus actual cost of required resources.

## 12. Public Services – Community Services

12.1 Staff recommend the addition of new fees to better reflect available rental facilities in our community:

Facilities	Fee	HST	Total	Unit
Category F	\$25		\$25	Per hour
Indoor Turf Half Field Discount	50		50	Per hour
Event – Additional Amenities				
<ul style="list-style-type: none"> <li>Community Group / Not-For-Profit</li> </ul>	0		0	Per event

12.2 Staff recommend the inclusion of a Youth equivalent general drop-in fee to support program expansion. This fee is in-line with other comparable rates for drop-in programming for youth:

Recreation	Fee	HST	Total	Unit
General Drop-In Youth	1.92		1.92	Per visit

12.3 Inclusion of wording 'locker rentals per term' in the per transaction Administrative Fee description. Currently, the Administrative Fee applies to cancellations of activities, memberships, and permit requests.

- 12.4 With the addition of new multi-use outdoor skating and civic square facilities anticipated to open between 2024 to 2026, the Facility category of Parking Lots is updated to include reference to Civic Squares. This provides staff an appropriate fee for these new facilities that is in-line with current vendor markets and similar community events that currently take place in our parking lots.
- 12.5 Staff wish to make clarification to items in FSD-029-23 where staff have continued to honour previous rates and fees:
- a. The non-resident surcharge was listed as applicable for activity registrations only. The non-resident surcharge also applies to memberships and facility rentals;
  - b. The age-based discount for seniors aged 55 years and older was excluded. This discount of 50% remains in effect;
  - c. The student membership discount was incorrectly stated at 20%. The correct discount is 25%.
- 12.6 For clarification, the standard multi-fee discount of 10% off pay-as-you-go admissions instated in FSD-029-23 is only applicable on drop-in programming and not on ticketed or registered programs (i.e. luncheons and special events).

### **13. Public Services – Emergency and Fire Services**

- 13.1 No proposed user fee updates.

### **14. Financial Considerations**

- 14.1 The Financial considerations have been identified in the above rationale; departments will update user fee revenue as part of the 2025-2027 Budget Update.

### **15. Strategic Plan**

- 15.1 Not applicable

### **16. Concurrence**

This report has been reviewed by the Planning and Infrastructure Services, Public Services and Legislative Services Deputy CAO's who concur with the recommendations.

## **17. Conclusion**

It is respectfully recommended that Council approve the attached draft User Fee By-law, and repeal By-law 2023-044.

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Staff Contact: Trevor Pinn, Deputy CAO/Treasurer, CPA, CA, 905-623-3379 x2602 or tpinn@clarington.net.

Attachments:

Attachment 1 – Draft User Fee By-law

Interested Parties:

The following interested parties will be notified of Council's decision:

- Clarington's Staff Truth & Reconciliation Committee, c/o Pinder DaSilva, IDEA Officer
- Pranay Gunti, Founder and President, Cultural Association of Clarington