

## Request for Decision

### 2016 Miscellaneous User Fees

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Dec 08, 2015

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Type: Routine Management  
Reports

### Recommendation

THAT the City Council prepares the appropriate by-law to increase the 2016 Miscellaneous User Fees as outlined in this report from the Acting Chief Financial Officer/Treasurer.

### Finance Implications

The 2016 rates in this bylaw will be incorporated into the 2016 base budget. If there are any changes to these user fees as a result of 2016 budget deliberations an amendment to the miscellaneous user fee bylaw will be passed.

## BACKGROUND

User fees are fees charged by municipalities to recover direct costs for services provided to a specific user or group of users, including tourists and non-residents. Alternatively, if a service provides an equal benefit to all citizens, the costs to provide this service may be recovered solely on the municipal tax levy.

### 2016 Inflationary Increases

In accordance with the current Miscellaneous User Fee By-law, the 2016 user fee rates were to be increased by the greater of 3% and the September 2015 Stats Canada Consumer Price Index (C.P.I.) for all items which was 1.0%.

Most fee increases were scheduled to come into effect on January 1, 2016. However, there are fees in the by-law that follow the playing season such as ice rentals and play fields, and reflect increases at the start of their respective seasons as opposed to the calendar year.

In most cases, the 2016 User Fees have been rounded to the closest \$.25, \$.50, \$1.00, \$5.00 or \$10.00,

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depending on the value of the service provided.

Each department may request changes to the previous years by-law, including administrative changes for clarity and ease of application. The following is an overview of user fees by department including any exceptions to the 3% guideline increase.

### Assets, Citizen and Leisure

Assets, Citizen and Leisure has approximately 850 user fees and variations, which are primarily made up of leisure, fitness, playing fields, ski hills, arenas, parking, transit and others. These fees represent approximately \$18 million of the total user fee revenue collected with the major contributor being transit fares.

Exceptions to the 3% increase and new fees:

- **Aquatics:** To capture the fees for programs being offered, new fees have been added for Howard Armstrong Gym & Swim program, Junior Lifeguard Club, and lifesaving society assistant instructor. A new program withdrawal fee has been added to accommodate approved program withdrawal requests.
- **Ice Use Charges:** In order to increase usage and revenue, and to market unused ice time, a last minute booking incentive rate has been implemented for groups booking within 5 days or less. As well, the arena section will now market unused ice time to parents to host birthday parties in our arena facilities. There is a new fee for youth birthday parties. Finally, fees for ice cancellation have increased in an effort to reduce loss of revenues and to recover cost for remarketing the ice time.
- **Camping Parks:** The existing event chargebacks for events hosted at the Grace Hartman Amphitheatre have now been added to the bylaw. These charges have been added as a strict cost recovery measure. Also, new fees have been added for monthly vendor rental space as there have been requests to rent the space.
- **Community Halls:** To capture the existing hall cancellation fee, this fee has been added to the user fee bylaw. This fee was put in place by the Community Halls Working Committee in 2006 in order to recover administrative costs. This fee has not been increased since its implementation. A fee for the rental of arena parking lots has also been added.
- **Fitness and Recreation Centres:** New 16 visit fitness passes have been added for Howard Armstrong Recreation Centre to provide more options to customers.
- **Leisure Services Fees and Charges:** In order to capture the difference in rates that are derived from the length of a program (number of weeks), several fees have been added. Moderate fitness for older adults, cycling course, leisure specialty instructor, and a fee for issuing tax receipts have also been captured to demonstrate existing and new programs. A new program withdrawal fee has been added to accommodate approved program withdrawal requests.
- **Parking:** Parking rates in the miscellaneous user fee by-law include fees for attended and automated lots only, as these lots require the user to pay on exit and therefore do not require enforcement. Rates for monthly parking, pay & display machines, and meter parking are included in the Traffic and Parking by-law. The special event rate has been increased from \$3 to \$5 to remain competitive with private lots downtown. Also, a new fee of \$5 per space has been added for all lot rentals.
- **Ski Hills:** The program price for junior day camps for season pass holders has increased more than the 3% to harmonize the fee with other ski hill program rates. Also, a fee for 5 day pass cards have been added for Adanac, and Lively ski hills. Flex Pass rates have been adjusted to reflect the closure of the Capreol Ski Hill.
- **Family Day:** Rates for family day were adjusted to 50% of the regular rate as this was the initial

intent when implemented.

- Summer Camps: The Leisure Services Division is now offering summer camp apparel. New fees have been added for this, as well as for the high five leaders in training program at neighbourhood playgrounds. Fees at Camp Wassakwa were increased to match those at Camp Sudaca. Finally, the 8 week integrated playground fees saw an increase as previously approved by Council
- Ticket Charges – Sudbury Community Arena: Ticket handling charges have been frozen to remain comparative with other ticket handling fees in Ontario and Canadian venues to ensure that service charges are not a deterrent from promoters booking the facility and/or people purchasing tickets.

### Administrative Services

Administrative Services has approximately 60 user fees which accounts for approximately \$200,000 of the total user fee revenue collected. These fees are made up of administrative services, marriage act, and legal fees, with the majority of the revenue coming from legal services.

Exceptions to the 3% increase:

- Licencing: The fee for Spatial Data has been removed as the City has adopted an Open Data policy.

### Finance

Financial Services has over 30 user fees which accounts for approximately \$600,000 of the total user fee revenue collected. The majority of this revenue comes from taxation.

Exceptions to the 3% increase and new fees:

- Financial Services: Fees for tax arrears notices and administrative fees have been frozen at 2015 rates and will only be increased when the cumulative 3% results in a substantial increase (i.e. \$5.00). Also, a new fee for the copy of tax extension agreements has been added to recover costs.

### Growth and Development

Growth and Development has approximately 200 user fees which accounts for \$5 million of the total user fee revenue collected. These fees are primarily made up of building services and planning rates with the majority of the revenue coming from building fees.

### Health, Social and Emergency Services

Health, Social and Emergency Services has approximately 100 user fees which accounts for approximately \$200,000 of the total user fee revenue collected. These fees are made up of emergency management services, the Lionel E. Lalonde Centre rentals, and fire services with the majority of the revenue coming from the Lionel E. Lalonde Centre.

Exceptions to the 3% increase and new fees:

- Emergency Medical Services: New fees have been added for special events to provide primary care paramedic response unit, and advanced care paramedic response unit. These fees offer options to groups that host special events and festivals
- Fire Fees: Several fees have been added as a result of P6M revenue opportunities and a review of municipal comparators.
- Lionel E. Lalonde Centre: Several fees have been adjusted to remain competitive in the facility rental market, and to stay within the Ministry's current per diem schedule for travel reimbursements. A market survey and analysis of our comparators has been conducted resulting in additional fees for

both prime time, and non prime time room rentals.

### Infrastructure Services

Infrastructure Services has approximately 170 user fees which accounts for approximately \$7.5 Million of the total user fee revenue collected. These fees are made up of public works and environmental services with the majority of the revenue coming from tipping fees.

Exceptions to the 3% increase and new fees:

- Infrastructure - General: A new administrative fee has been added for public works departments to recover costs associated with the billing of damages to City property caused by motor vehicle accidents.
- Environmental Services: The annual operating fee for waste management services for high density residential buildings has increased from \$68 to \$75 to reflect year three of the phase in to move towards full cost recovery as approved in the 2014 budget. Several fees have been added to this schedule to combine all Environmental Services fees in other by-laws and provide ease and convenience for the end user. Additional fees have been added to ensure the City is providing the same service when the scales are operational, and not operational. The Fee for Big Blue bins, which is subsidized by the City, has been frozen at the 2015 rate of \$20 to ensure they are accessible to all citizens and to promote diversion.