



# The Corporation of the Town of Milton

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Report To: Council

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From: Glen Cowan, Chief Financial Officer/Treasurer

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Date: July 22, 2019

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Report No: CORS-044-19

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Subject: User Fee Bylaw Update

**Recommendation:** THAT the changes to user fees, as outlined in staff report CORS-044-19 be received;

AND THAT the proposed User Fee By-law No. 071-2019 on tonight's agenda be considered for approval.

## EXECUTIVE SUMMARY

User fees and charges account for \$29.0 million of the 2019 approved budget and serve as an important tool to recover costs directly from those benefiting from Town services and mitigate pressure on the property tax base.

Many of the Town's fees are proposed to be inflated by the Municipal Price Index (MPI) for expenditures (i.e. 2.76%). Where notable changes other than MPI are being proposed, a brief summary is provided in this report with a full list of changes included as Appendix B.

The proposed changes are expected to result in additional revenue of an amount that would approximately offset an otherwise 1% increase in property taxes.

## REPORT

### Background

The Town currently maintains two user fee bylaws. Building permit fees are identified separately from other Town fees through Building User Fee By-law No. 063-2018 in order to facilitate meeting requirements specific to the *Building Code Act*. This report is addressing all other Town user fees which are currently identified in User Fee By-law No. 062-2018.

User fees, excluding building permit fees, are governed by multiple statutes. For municipal services where no specific statutory authority is provided, such as community services, licensing, etc., municipalities have the ability to impose fees and charges under Part XII



## Background

(s. 391) of the *Municipal Act*. The Town's statutory authority for imposing planning application fees is provided under Section 69 of the *Planning Act*.

User fees and service charges are an important source of revenue for the Town, representing \$29.0 million or 21.2% of revenue in the 2019 budget. User fees are an effective method of ensuring that the users of a service assist in cost recovery, thereby mitigating a portion of the pressure on property tax rates. The Town is proactive in its approach to cost recovery through user fees by annually reviewing all rates and adjusting for inflation, changing legislation and market conditions where possible.

Periodically, a comprehensive full costing of services and review of fees is also performed. The most recent Comprehensive User Fee Study was completed in 2016 in association with Watson and Associates Economist Ltd. where all Town rates and fees, excluding Recreation and Facility fees, were reviewed and updated fees were approved by Council through CORS-047-16. Internal reviews of Recreation and Facility fees were completed in both 2017 (CORS-046-17) and 2018 (CORS-046-18).

Since 2008, the Town has used a customized Municipal Price Index (MPI), to better account for how inflation pressures can impact spending. The MPI is an inflationary index based specifically on the mix of goods and services purchased by the Town calculated as a weighted average of price increases for each component in the Town's budget and has been developed in accordance with Government Finance Officers Association (GFOA) best practices. The 2020 MPI for expenditures has been calculated at 2.76% (see Appendix A).

## Discussion

Through effective management of Town user fees, which includes indexing annually by the Municipal Price Index (MPI), fees are charged to the direct users of many Town services to cover part or all of the costs of providing these services. Consistent with historical practices and where appropriate, staff are recommending an annual inflationary increase to user fees at the rate of 2.76%. In some cases, various fees were rounded to the nearest nickel, quarter, dollar, etc. to facilitate cash handling.

The following sections identify notable proposed changes to the user fee by-law based on the amount of additional revenue expected to be generated or to highlight new proposed fees that are being recommended to assist in cost recovery, increase facility utilization or address market demand. A comprehensive list of all proposed changes to the by-law including commentary for fees that have not been adjusted for inflation is summarized in Appendix B.



## Discussion

### Overall By-law

Language in the bylaw has been updated to align acceptable methods of payment with accounting policies and to allow for delegated authority to amend the tax treatment of user fees as legislative changes occur.

### Recreation Programs

To promote an increase in the Town-wide pool of lifeguard staff, particularly of older youth and adults, new lifeguard certification packages are being recommended that streamline the required courses at a discounted rate from individual course registration.

Due to recent revisions to the Child Care and Early Years Act, 2014 that once again allow municipalities to offer afterschool care programming to kindergarten age children, staff are recommending to reinstate the After School Kindergarten club for children 4 and 5 years of age to support childcare options. Pricing options have been provided with and without transportation.

### Facilities and Parks

Staff are proposing new discount fees and an adjustment to the Bulk Discount fee for ice to increase participation and facility utilization which is expected to generate additional revenue of approximately \$25,000. The adjustments include: offering a new Turf Field Discount during school breaks, a new Individual Ice Hour Discount during non-prime hours, a discounted Indoor Turf Field Rental fee for the months of August and September along with adjusting the Bulk Discount Ice fee to start two hours earlier at 6am.

Fields and Diamond rates have been increased above MPI based on the recommendations from the previous user fee update, CORS-046-18 where a 10% increase above MPI effective in each of January 2019 and January 2020 was approved to improve cost recoveries as the current fee structure recovers approximately 30% of direct costs.

Updates to various fees are being proposed at the FirstOntario Arts Centre Milton to improve recovery rates and align the fee structure with the terms and conditions in contracts which will also provide increased clarity for customers. Fee updates include adjustments to facility bookings over extended periods and labour charges if overtime is required.



## Discussion

### Advertising

New advertising fees at the Sherwood Community Centre are recommended due to the facility opening in 2019 and have been aligned with similar fees currently in use at other Town of Milton comparable rinks. Additional fees for the House Program at the FirstOntario Arts Centre Milton and lobby and common area signage at the Milton Sports Centre are recommended to support demand.

### Licensing Services/Enforcement

Through the Signage on Town Road Allowances report, CORS-029-19, a \$330 user fee for Signage for Non-affiliated Groups was approved to recover the costs of reviewing and processing an application for non-affiliated groups who request access to erect signage on Town-owned road allowances.

An adjustment to Taxi Plate Transfer/Change of Vehicle Fee is recommended to include re-inspections to assist in recovering the cost of providing the service. Further proposed adjustments include adjusting the fee description for the Dog Return Fee to Domestic Animal Return fee and adding applicable shelter fees on top of the base fee to improve cost recovery when the Animal Services Officers are reuniting the domestic animal (i.e. dog or cat) with its owner.

### Clerks

A new fee is being recommended for the Release of Instruments from title. This fee has been set at \$270 plus applicable registration fees and is intended to recover the costs of providing the service.

### MEV Innovation Centre

Effective January 1, 2020 staff are recommending to increase the Office Rental fee from \$34.80/sq. foot to \$35.80/sq. foot and increase the Project Office Rental daily rental fee from \$60 to \$65 along with the monthly rate from \$1,200 to \$1,300. This will assist in increasing cost recovery of the facility while still maintaining the fee at a competitive rate relative to comparable Innovation centres.

On a trial basis staff are recommending to increase the amount of free co-working desk space from 36 hours to 50 hours to entice strategic users. Based on the results, adjustments in complimentary usage in other areas to help build strategic capacity will be evaluated in future user fee updates.



## Discussion

### Corporate Services

Fees related to Corporate Services involve a combination of those that are adjusted with MPI as well as those that are recommended to remain at existing levels and only be updated at the time of a comprehensive review and costing exercise.

### Fire Services

Fees related to Fire Services are generally recommended to remain at existing levels and only be updated at the time of a comprehensive review and costing exercise.

### Engineering Services

Staff are recommending a minor change to the Transfer of Review user fee to reflect the Ministry name change from the Ministry of the Environment and Climate Change (MOECC) to Ministry of the Environment, Conservation and Parks (MECP).

### Development

Staff are recommending a new schedule be included to clarify the intent and/or how various fees within the Development section of the user fee by-law are administered.

### Transit

Milton Transit fares were assessed to determine if an adjustment is warranted based on a number of factors including, but not limited to:

- Recent increased services, service levels and service availability
- Inflationary operating costs
- Understanding of Greater Toronto and Hamilton Area (GTHA) competitive market
- Fare elasticity levels
- Assessment of fare pricing, ridership and municipal subsidy level relationships
- Update in fare policies

In general, fare increases are required to manage the direct incremental costs associated with operating and maintaining transit services, recognizing the relationships between fare pricing, ridership and municipal subsidies. Fares, fare policies and fare concession classifications (and subsequent definitions) are also compared/contrasted with GTHA service providers to maintain a competitive market balance and consistency, while respecting the unique service characteristics among systems. The previous Milton Transit fare increase occurred in January 2018.



## Discussion

The 2019-2023 Milton Transit Service Review and Master Plan Update, ENG-021-19, provides an evaluation of the current Milton Transit fare structure and recommendation for future price adjustments. In response to service improvements made in 2018 and anticipated growth from the Transit Master Plan Update, staff are recommending a 7% cash fare increase and a 4% to 7% fare media pricing increase on all classifications, effective January 2, 2020. The increase will apply to both conventional and Milton access+ (specialized transit) customers as per fare parity legislative requirements under the Integrated Accessibility Standards Regulation (IASR 191-11). While the proposed increase is beyond the estimated 2020 Municipal Price Index (MPI), fares were held constant in 2019, carrying the MPI increase for the current year.

Milton Transit remains as one of most affordable transit systems in the GTHA. Continued fare media discounts on tickets and passes provide further affordable options for frequent travelers, while increasing opportunities to instill loyalty for those who travel less frequently. With service available on Saturdays, later evening service availability, additional service geared toward commuters and students, and more GO Transit connections, it is anticipated that monthly pass purchases and GO Fare Integration subsidies will continue to rise in line with the more opportunities for travel. This trend is evidenced in 2019 Key Performance Indicator (KPI) quarterly reporting, ENG-008-19 and ENG-015-19.

Additionally, the Subsidized Passes for Low Income Transit (SPLIT) program, subsidized by Halton Region, ENG-011-17, continues to be an integral channel to provide affordable Milton Transit fare media to eligible residents. All Adult, Youth and Senior fare media concessions (tickets and monthly passes) are discounted at 50%, with the remaining 50% subsidized by Halton Region. The SPLIT program continues to fulfill a growing need to minimize the barriers associated with the cost of transportation services to households with low incomes, while gaining transit use and loyalty via the purchasing of fare media.

### Town Wide

Town wide fees are generally recommended to remain at existing levels and only be updated at the time of a comprehensive review and costing exercise.

## Financial Impact

The revised fees will be incorporated into the 2020 budget. Increases in fees will assist in mitigating pressure on the property tax rate and are expected to generate revenues in an amount that will offset an otherwise 1% increase in property taxes and will assist in mitigating pressure on the property tax rate.



# The Corporation of the Town of Milton

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Respectfully submitted,

Troy McHarg  
Commissioner, Corporate Services / Town Clerk

For questions, please contact: Brad Schultz, CMA, CPA 905-878-7252 x 2248

<b>Attachments</b>
Appendix A - Municipal Price Index (MPI) Appendix B - Summary of Proposed Changes (excluding MPI) to User Fee By-law 071-2019

CAO Approval  
Andrew M. Siltala  
Acting Chief Administrative Officer

**Municipal Price Index for 2020**

	2019 Budget	% of 2019 tax supported Budget	Price Index	Weighted	Source	2020 Estimate
Salaries	41,699,840	37.89%	1.78%	0.67%	Market Adjustment, Contract Increases	42,442,082
Benefits	10,003,278	9.09%	3.97%	0.36%	Various (OMERS, Manulife, Green Shield, AIG, etc.)	10,400,723
Hydro	3,218,815	2.92%	2.10%	0.06%	Milton Hydro	3,286,410
Hydro - Streetlighting	1,157,074	1.05%	2.10%	0.02%	Milton Hydro	1,181,373
Water	539,436	0.49%	3.90%	0.02%	Region of Halton	560,474
Natural Gas	507,472	0.46%	7.85%	0.04%	Bank Commodity Forecasts, CPI and Regulatory impacts	547,324
Insurance	681,919	0.62%	10.00%	0.06%	Estimated Increase	750,111
Roads	514,910	0.47%	7.85%	0.04%	Asphalt Cement Price Index, MTO	555,355
Fleet Costs						
Fuel	1,184,084	1.08%	9.96%	0.11%	Bank Commodity Forecasts, CPI and Regulatory impacts	1,301,975
Repairs	1,495,310	1.36%	2.00%	0.03%	CPI	1,525,216
Licencing	62,168	0.06%	2.00%	0.00%	CPI	63,411
Contribution to Capital	4,741,584	4.31%	4.99%	0.09%	Various (Stats Can Quarterly Construction Price Index, CPI)	4,978,018
Transfer to Reserves	17,747,209	16.13%	4.00%	0.65%	Various (Stats Can Quarterly Construction Price Index, CPI)	18,457,821
Purchased Goods and Services	24,579,068	22.33%	2.00%	0.45%	CPI	25,070,650
Financial Expenditures	1,921,802	1.75%	2.30%	0.04%	Forecasted Tax Rate Change, Other	1,966,043
<b>TOTAL EXPENSES</b>	<b>110,053,969</b>	<b>100.00%</b>		<b>2.76%</b>		<b>\$113,086,985</b>
User Fees and Service Charges	(22,530,943)		2.76%		MPI (excluding Revenue Impacts)	(23,151,882)
Regional Recovery and Chargebacks	(5,827,657)		2.00%		CPI	(5,944,210)
Contribution from Capital	(5,095,104)		2.14%		Index of Non Union Salaries and Benefits	(5,204,027)
Investment and Interest Income	(5,017,798)		0.00%			(5,017,798)
Taxation and Payments in Lieu	(3,428,845)		0.00%			(3,428,845)
Grants, Other Recoveries and Donations	(1,690,234)		0.00%			(1,690,234)
Contributions from Reserves and Misc.	(2,858,565)		0.00%			(2,858,565)
<b>TOTAL REVENUES</b>	<b>(46,449,146)</b>					<b>(47,295,560)</b>
<b>Tax Levy</b>	<b>63,604,823</b>					<b>\$65,791,425</b>
<b>2020 MPI</b>						<b>3.44%</b>

Current projections from the major banks forecast the Statistics Canada Consumer Price Index (CPI) increasing by 2.16% in 2020. While CPI can be a good proxy for general cost inflation it does not align with cost pressures faced by a municipality. CPI includes measures such as housing, food and transportation which does not reflect the typical basket of goods and services acquired annually by the Town, nor does it consider the significant level of investment in capital infrastructure spending or the impact of flat-lined revenue sources such as grants, investment income and most transfers from reserve.

To account for the differences and more accurately reflect the inflationary pressures facing the Town a customized Municipal Price Index (MPI) has been developed and has been in use since 2008. The MPI is an inflationary index based specifically on the mix of goods and services purchased by the Town calculated as a weighted average of price increases for each component in the Town's budget and has been developed in accordance with Government Finance Officers Association (GFOA) best practices.

Total Expenses and Revenues are \$26.7 million lower than the approved 2019 Operating Budget due to the exclusion of flow through transactions that do not impact the tax levy and therefore are not relevant to MPI. The exclusions include General Government and Interfund transfers, Building Services, Hospital Expansion and reallocated expenses and revenues that have no bottom line impact.



**CORS-044-19 - 2020 User Fee Bylaw Update**  
**Appendix B – Summary of Proposed Changes (excluding MPI) to User Fee Bylaw 071-2019**

Schedule	Fee(s)	Recommendation
<b>Overall By-law</b>	Acceptable methods of payment	Include recommendation that the acceptable methods of payment align with the accounting policies.
	Tax Treatment	Include the flexibility to amend the tax treatment of user fees on a case by case basis when legislative changes or changes in interpretation of legislative occur.
<b>Recreation (Table A-1 of Schedule 'A')</b>	Additional Group Member fee	Minor wording adjustments are recommended to provide clarity that a group is a minimum of 1 adult and a maximum of 2 adults.
<b>Recreation (Table A-1 of Schedule 'A')</b>	Bronze Medallion/Bronze Cross/Standard First Aid	New lifeguard packages are being proposed to facilitate growth in lifeguard staff and to offer streamlined certification courses targeted to older youth and adults.
	The Total Lifeguard (Bronze Cross/Standard First Aid, Bronze Medallion/Emergency First Aid and National Lifeguard)	
	After School Club - with Transportation	Effective September 2019 an increase of 5.3% above MPI is recommended to increase cost recovery due to transportation cost increases.
	Friday Fun Club	Through the 2018 User Fee Report, CORS-046-17, various program fees including Friday Fun Club, Swim and Gym and Camp B were identified to increase above MPI until the targets are met and align with their program classification.
	Swim and Gym	
	Camp B	
	After School Club JK/SK	Based on the recent revisions to the Child Care and Early Years Act, 2014 that once again allow municipalities to offer afterschool care programming to kindergarten age children, staff are recommending to re-implement the After School Kindergarten club with and without transportation for children 4 and 5 years of age, adjusting for MPI and transportation increases, effective September 2019.
	Child & Youth Inclusion (not instructed)	A new fee for a single admission and a 10 visit pass is being recommended based on customer demand.
	Song Spinners	The fee is being discontinued as the programming is no longer offered due to market demand.
	Workshop - Older Adult A/B/C	New workshop fees, effective September 2019, that are based on the adult workshop fee structure, less a 25% discount are being recommended to support programming for older adults.
	Older Adult - Partnership Programs	A new older adult fee, effective September 2019, for programs run by external organizations is recommended. The fee has been set to recover the actual cost of the program + 15% admin fee at a minimum.
	Older Adult - Additional Program Materials	A new older adult fee, effective September 2019, to recover the cost of additional program materials is recommended.
	Cycling Track - Towel Service	Towel service is currently offered as part of Gold package, a new fee is being recommended for non-gold packages based on market demand.
	Cycling Track - Private Change Room	A private change room is currently offered as part of Gold package, a new fee is being recommended for non-gold packages based on market demand.
	Drop-In Track Cycling - Adult: Single Visit Pass	The year over year fee is showing a decrease however due an input error the fee was held at historical rates. To avoid a drastic increase staff are recommending increases above MPI over the next two to three years to re-align the fee
	Discount on Registered Fitness Programs (available to Annual Active Living Pass Holders)	To encourage enrollment and enhance the value of the annual membership, staff are recommending the discount on registered fitness and/or aquafit programs that are available to annual active living and/or annual pass holders be increased from 25% to 50%.
	Personal Training (per hour) - 25 One hour sessions	A 25 one hour session package is being recommended based on market demand and to fill the gap between the current offerings of 10 and 50 one hour session packages.
Various	Various fees are recommended to remain fixed due primarily to market factors. They include Aquatic Leadership Programs, Seniors' Activity Centre Memberships, Active Living - Student Summer Pass and miscellaneous fees such as Replacement Cards at the Walking Track, Late pickup, Holiday Coupon Books and Wristband Replacements.	

**CORS-044-19 - 2020 User Fee Bylaw Update**  
**Appendix B – Summary of Proposed Changes (excluding MPI) to User Fee Bylaw 071-2019**

Schedule	Fee(s)	Recommendation
<b>Facilities and Parks By-law (Schedule B)</b>	Turf Field Discount	To support the new Bulk Turf Rental discount identified below staff are recommending the discount be applied Monday to Friday during school holidays (including but not limited to Winter Break, Spring Break, PA Days, statutory holidays) only between the hours of 6am and 4pm and must contain a minimum booking of 5 hours per week over at least two (2) days.
	Bulk Discount Ice fee	To accommodate market conditions an adjustment to the booking period from the hours between 8am and 4pm to 6am to 4pm is recommended.
	Individual Ice Hour Discount	To support the new Individual Ice Hour rental non-prime discount staff are recommending the discount be applied from Monday to Friday during the school year only between the hours of 6am and 4pm; excluding all school holidays (including but not limited to Winter Break, Spring Break, PA Days, statutory holidays) for a maximum of 5 skaters are recommended.
<b>Facilities and Parks (Table B-1 of Schedule 'B')</b>	<b>FirstOntario Arts Centre Milton</b>	
	MinMaxx Hall - Fee per hour over 10 hours or before 8:00am or after 12:00 midnight	To improve recovery rates and align with the terms and conditions in contracts staff are recommending to include hourly rental fees over 10 hours or for rentals that occur before 8:00 am or after 12:00 midnight.
	Mattamy Theatre - Fee per hour over 10 hours or before 8:00am or after 12:00 midnight	
	Mattamy Theatre - Dance Competition (includes MinMaxx Hall) - per hour over 12 hrs	To improve recovery rates and align with the terms and conditions in contracts staff are recommending to replace per hour over 12 hours fee with a per hour fee over 12 hours or before 8:00 am or after 12:00 midnight.
	Dance Recital ticket return/exchange (per ticket)	An adjustment to the fee and description is being recommended to ensure all ticket returns/exchanges are paying the fee.
	Ticket return/exchange (per ticket)	
	Off Site Events - Per Ticket	To streamline the fee structure and assist in cost recovery staff are recommending to align the fee with other ticket surcharges of \$3.00 per ticket.
	Merchandise Table per day - Saleable items	To provide clarity and align with the contractual terms and conditions adjusting the fee from 15% of sales to 15% of gross sales or \$100 (whichever is greater) is recommended.
	Projector rental	To assist in recovering costs staff are recommending to change the fee from a per use fee to an affiliated hourly fee and a standard hourly fee.
	Labour Charges	To improve recovery rates an additional overtime charge of 1.5 times the normal rate per hour is recommended if overtime is required or if staff are required before 8:00am or after 12:00 midnight.
	<b>Other Fees</b>	
	Indoor Turf Field Rental - August/September	A 75% discount for indoor dome rentals for the months of August and September is being recommended on a one year trial basis to encourage rentals and remain competitive with outdoor fields that are still available for rent in late summer.
	Bulk Turf Field Rental	To encourage usage and accommodate market demands a reduced rate during school breaks is recommended.
	Individual Ice Hour	A new discount to accommodate market conditions by providing a 50% non-prime ice rental discount from Monday to Friday during the school year only between the hours of 6am and 4pm; excluding all school holidays (including but not limited to Winter Break, Spring Break, PA Days, statutory holidays) for a maximum of 5 skaters is recommended.
Equipment Hire - Track Bike Rental (per visit, excludes road bikes)	To provide clarification Track has been added to the description.	

**CORS-044-19 - 2020 User Fee Bylaw Update**  
**Appendix B – Summary of Proposed Changes (excluding MPI) to User Fee Bylaw 071-2019**

Schedule	Fee(s)	Recommendation
<b>Facilities and Parks</b> (Table B-1 of Schedule 'B')	Road Bike Rental - Youth One Day	A new fee is being recommended for MNCC youth bike rentals to increase road bike utilization along with increasing accessibility for kids that will ultimately will feed into Town and NCIM programs.
	Shoe Rental (per visit) - Members/Non-members	The fee is being discontinued as the shoe rental service was never offered.
	Balustrade Board Installation/Removal (per board)	New fees are being recommended for MNCC based on market demand and to assist in cost recovery.
	Spectator Lot Electrical Access (per day)	
	Fields/Diamonds	Fields and Diamond rates have been increased above MPI based on the recommendations from the previous user fee update, CORS-046-18 where a 10% increase above MPI effective in each of January 2019 and January 2020 was approved to improve cost recoveries as the current fee structure recovers approximately 30% of direct costs.
	Community Park Picnic Areas - Various	To align with similar grouping structures (i.e. meeting rooms) and current booking practices staff are recommending to adjust the Community Park Picnic Area fees into A, B and C categories with no change to the fee structure. Category A contains areas B and C, Category B contains areas A and H and Category C contains areas D and F.
	Art Exhibition Administrative Charge	A new fee is being recommended to align with current practices and to assist in cost recovery for when artists are exhibiting artwork on a short-term temporary basis in the Milton Room.
<b>Advertising</b> (Table C-1 of Schedule C)	FirstOntario Arts Centre Milton - House Program Advertising	A new advertising fee is being recommended for an 1/8 page House Program Ad based on market demand.
	Sherwood Community Centre	New fees are recommended for Sherwood Community Centre based on market demand and are aligned with similar fees currently in use at other Town of Milton comparable rinks.
	Sports Centre - Lobby and Common Area Signage	A new fee is recommended for wall signage wall across from Customer Service based on market demand and adjust the rate for the centre lobby area above MPI based on market conditions.
	Seniors' Activity Centre Outdoor Sign	The fee is being discontinued as the Seniors' Activity Centre no longer has an outdoor sign available for advertising opportunities.
<b>Licencing Services/ Enforcement</b> (Table E-1 of Schedule E)	Administrative Fee - External Contractor Order / Emergency Veterinary Care	Staff are recommending to discontinue this fee due to the redundancy and to avoid duplication with the Chargeback Administration Fee on Table 'N-1' – Town Wide Services Fees.
	Discharge of an Order - Registered Order To Comply	Staff are recommending to move the fee to the Clerks, Table F-1 to align with the department charging the fee.
	Signage for Non-affiliated Groups	Through the Signage on Town Road Allowances report, CORS-029-19, a user fee was approved to recover the costs of reviewing and processing an application for non-affiliated groups who request access to erect signage on Town-owned road allowances.
	Taxi Plate Transfer/Change of Vehicle Fee or Re-inspection Fee	An adjustment to the fee description to include re-inspection's to assist in recovering the cost of providing the service is recommended.
	Dog / Domestic Animal Return Fee	Adjusting the description from Dog Return fee to Domestic Animal Return fee is recommended as Milton's Animal Services Officers respond to requests for service for domestic animals (i.e. dogs and cats) at large. These requests may result in the Officer reuniting the animal with its owner. To assist in cost recovery staff are also recommending to include applicable shelter fees on top of the base fee as some cases require animal shelter fees that may vary based on type of animal and length of stay.

**CORS-044-19 - 2020 User Fee Bylaw Update**  
**Appendix B – Summary of Proposed Changes (excluding MPI) to User Fee Bylaw 071-2019**

<b>Schedule</b>	<b>Fee(s)</b>	<b>Recommendation</b>
<b>Clerks (Table F-1 of Schedule F)</b>	Release of Agreement	A new fee is being recommended for the Release of Instruments from title. This fee has been set at \$270.00 plus applicable registrations fees and is intended to recover the costs of providing the service.
	Nomination Fees	Minor wording adjustments to align fees with current Legislation.
<b>MEV Innovation Centre (Schedule G)</b>	Free co-working desk space	Increase the amount of free co-working desk space from 36 hours to 50 hours on a trial basis to evaluate if this will entice strategic users. Based on the results, adjustments in complimentary usage in other areas to help build strategic capacity will be evaluated in future user fee updates.
<b>MEV Innovation Centre (Table G-1 of Schedule G)</b>	Office Rental - per year	Upon review of the facility utilization trends an increase of \$34.80/sq. ft. to \$35.80/sq. ft., effective January 2019, is being proposed to align with market value for like services in surrounding communities and by other local service providers.
	Project Office Rental	Increase the daily rate from \$60 to \$65 and the monthly rate from \$1,200 to \$1,300, effective January 2020 to aligning the rate to comparable options in surrounding areas.
	Various	Based on market rates, demand and comparison with other Centres the majority of fees are recommended to remain at existing levels ensuring fees are not a barrier for scaling knowledge-based businesses.
<b>Corporate Services (Schedule H)</b>	Waived Fees	Staff are recommending to include the flexibility for the waiving of the fees in this schedule in cases of error on the part of the Town or otherwise determined at the sole discretion of the Chief Financial Officer/Treasurer or designate. In any such cases, the data will be tracked to monitor the financial impact and reported annually.
<b>Engineering Services (Schedule J)</b>	MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application)	Updated description to reflect the Ministry name change from the Ministry of the Environment and Climate Change (MOECC) to Ministry of the Environment, Conservation and Parks (MECP).

**CORS-044-19 - 2020 User Fee Bylaw Update**  
**Appendix B – Summary of Proposed Changes (excluding MPI) to User Fee Bylaw 071-2019**

Schedule	Fee(s)	Recommendation
<b>Development Services By-law (Schedule L)</b>	Various	Staff are recommending a new schedule be included to clarify the intent and/or administration of various fees within the Development section of the user fee by-law.
<b>Development (Table L-1 of Schedule L)</b>	Various	Minor wording adjustments were completed to various fees to align with current practice and agreements.
	Parking - Cash in Lieu of Parking (per space)	Staff are recommending to move various fees to the Planning Services, Table K-1 to align with the department applying the fee.
	Damage and Debris Securities - Inground Pools or garages on residential lot	
	Damage and Debris Securities - Residential Development	
	Damage and Debris Securities - Industrial or commercial Development	Staff are recommending to move various fees to the Engineering Services, Schedule J to align with the department applying the fee.
	Damage and Debris Securities - Additions with full foundation onto existing res. Development	
	Damage and Debris Securities - Road Damage Deposit (per 100 metres)	
	Plan Review and Submissions - Pre-Draft Plan Review	
	Plan Review and Submissions - Additional Engineering Submissions	
	Plan Review and Submissions - Additional Landscape Submissions	
<b>Transit (Schedule M)</b>	Various	Staff are recommending various transit fees to increase above MPI as the previous increase was approved in January 2019 as outlined in this user fee update and the 2019-2023 Milton Transit Service Review and Master Plan Update, ENG-021-19.
<b>Town-Wide (Schedule N)</b>	Waived Fees	Staff are recommending to include the flexibility for the waiving of the fees in this schedule in cases of error on the part of the Town or otherwise determined at the sole discretion of the Chief Financial Officer/Treasurer or designate. In any such cases, the data will be tracked to monitor the financial impact and reported annually.