



THE REGIONAL MUNICIPALITY OF NIAGARA  
BUDGET REVIEW COMMITTEE OF THE WHOLE  
FINAL AGENDA

BRCOTW 10-2019

Thursday, December 5, 2019

6:30 p.m.

Council Chamber

Niagara Region Headquarters, Campbell West

1815 Sir Isaac Brock Way, Thorold, ON

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	Pages
1. <u>CALL TO ORDER</u>	
2. <u>DISCLOSURES OF PECUNIARY INTEREST</u>	
3. <u>PRESENTATIONS</u>	
4. <u>DELEGATIONS</u>	
5. <u>ITEMS FOR CONSIDERATION</u>	
5.1 <u>CSD 78-2019</u> 2020 Levy Operating Budget	3 - 46
A presentation will precede the discussion of this item.	
5.2 <u>CSD 72-2019</u> 2020 Fees and Charges By-law	47 - 76
6. <u>CONSENT ITEMS FOR INFORMATION</u>	
6.1 <u>CSD 79-2019</u> Financial Disclosure Requirements - Ontario Regulations 284/09	77 - 80
6.2 <u>BRC-C 14-2019</u> Additional Information Regarding 2020 Capital Budget Vehicle Projects	81 - 91
7. <u>OTHER BUSINESS</u>	

8. **NEXT MEETING**

The next meeting will be held on Thursday, June 18, 2020 at 6:30 p.m. in the Council Chamber, Regional Headquarters.

9. **ADJOURNMENT**

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisor at 905-980-6000 ext. 3252 (office), 289-929-8376 (cellphone) or [accessibility@niagararegion.ca](mailto:accessibility@niagararegion.ca) (email).

NIAGARA REGION BUDGET

2020

CONSOLIDATED

LEVY BUDGET

December 5<sup>th</sup>, 2019

# 2020 Consolidated Levy Budget

## Key Themes

**New Budget Planning By-law** – Base budget increase of 2.00% is within Council budget direction inclusive of many mitigation measures

**Sustainability** – funding for capital to replace assets (LTC), maintain social services despite provincial funding cuts, growth by investing in NRT and GO

**Transparency** – Provincial decisions and costs to support growth cannot be accommodated within the base without declines in service levels

**Affordability** – Balance resident expectations for high quality services by phasing in capital needs and deferring items that can't be accommodated

# 2020 Consolidated Levy Budget

What we're going to cover tonight:

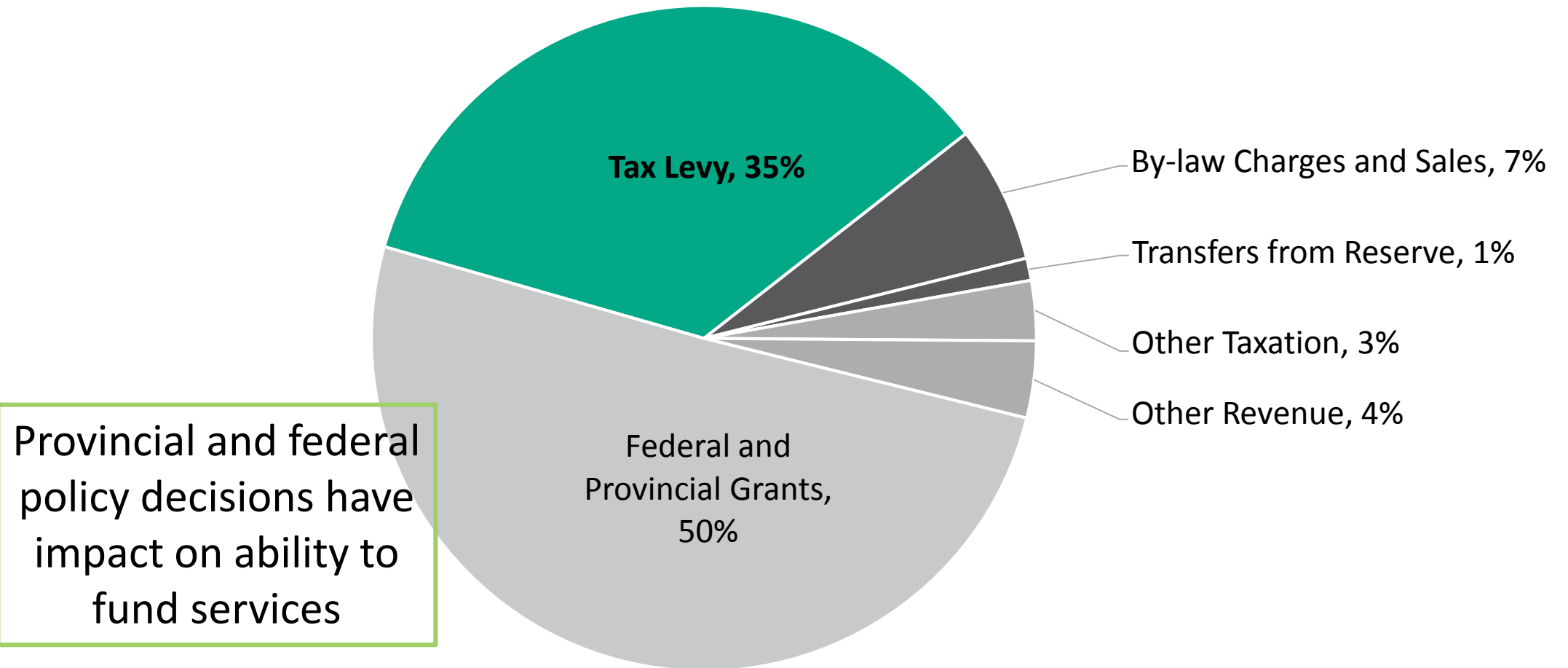
- Introduction
- Budget Summary
- Recommendations in accordance with Budget Planning By-law
- Risks and Opportunities
- Next Steps

# 2020 Budget Process

- ✓ June 20 - Council established base budget direction of 2%
- ✓ Budget Planning By-law & Capital Financing Policy approved Oct 17
- ✓ Staff identified service needs and mitigations/service cuts
- ✓ CLT met five times and supports recommended inclusions, priority of new initiatives, and risk of mitigation measures
- ✓ Levy Workshop provided education and information
- ❑ BRC and Council approval required

# Regional Department Expenses (excludes ABCs) of \$585.7M

Where Does the Money Come From?



# Consolidated Levy Budget

Total Levy Request of \$392.9 Million

Recommended budget increase is 6%

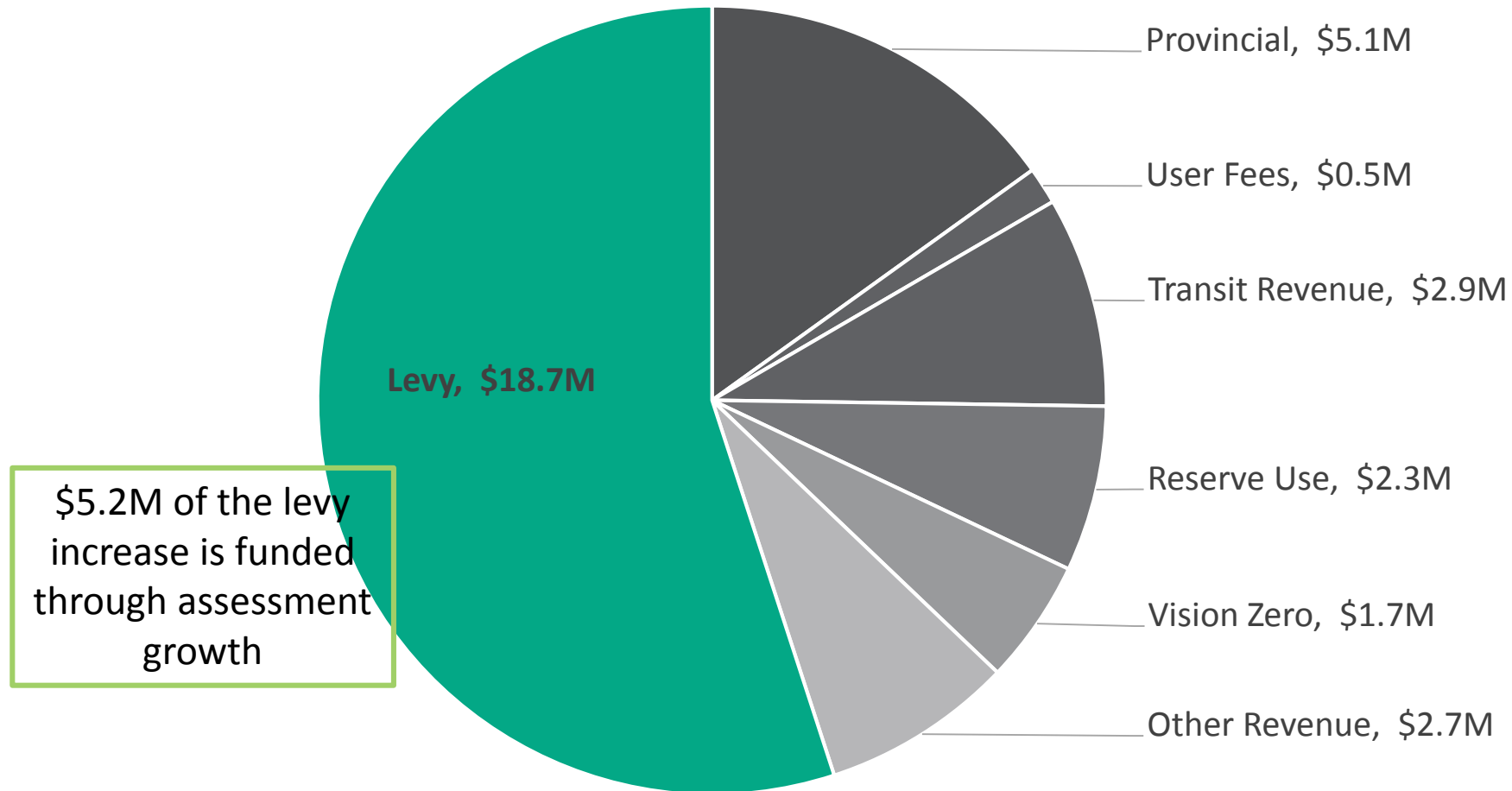
- Regional departments is 1.0%
- Separate pressures of 2.7% related to provincial decisions, capital funding, new programs and cost of growth
- ABC increase is 2.3%

	\$	Yr/yr Increase	% of Levy
<b>2019 Levy Budget</b>	<b>\$365.7</b>		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
LTC Redevelopment	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (incl. TIGs)	6.7		0.4%
<b>Regional Departments</b>	<b>18.7</b>		<b>3.7%</b>
ABCs	8.5	4.7%	2.3%
<b>Total Increase</b>	<b>27.2</b>		<b>6.0%</b>



# Regional Department Levy Increase

Leveraging Other Funding of \$15.2 Million



# Council Strategic Priorities

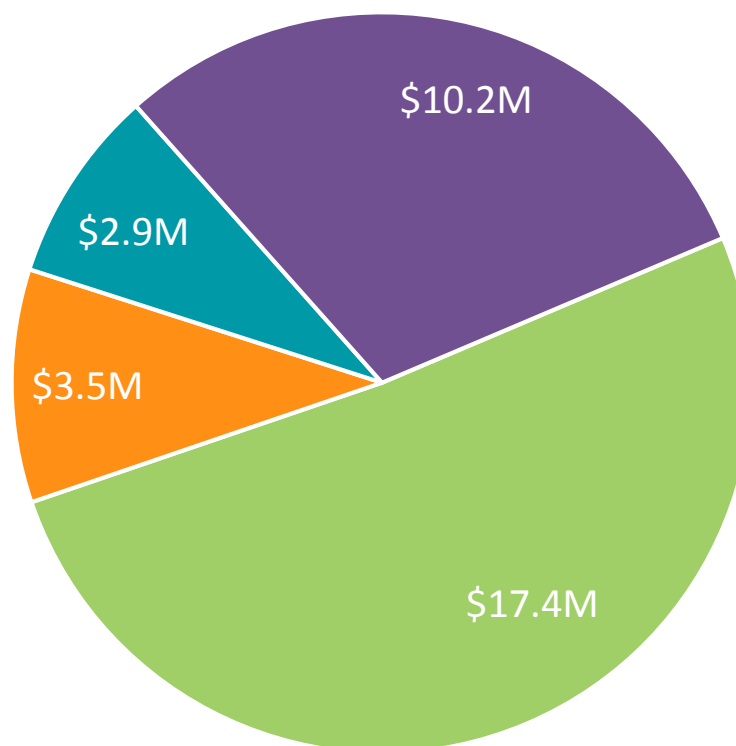
Alignment of \$33.9M gross, \$18.7M net increase with Council Priorities



**Sustainable and Engaging Government**  
Coalition of Inclusive Municipalities  
HR Systems Implementation



**Supporting Businesses and Economic Growth**  
Development Charge grants  
Regional Airports  
Tax Increment Grants





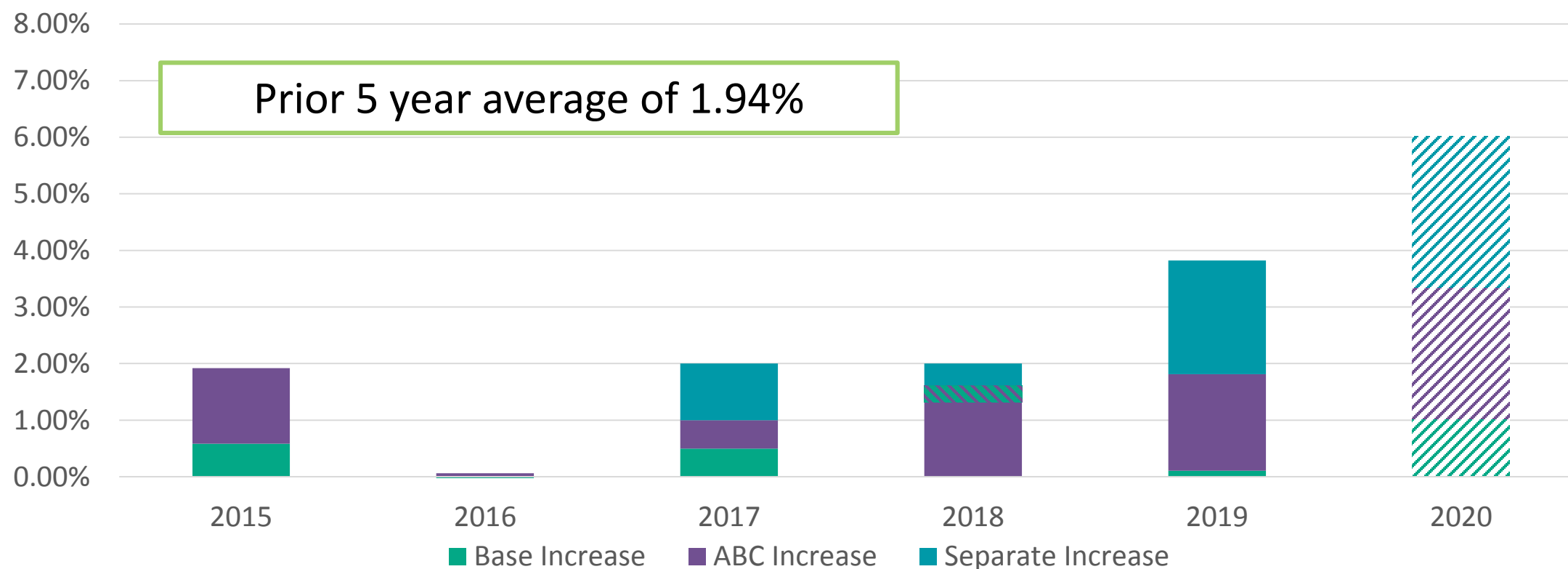
**Healthy and Vibrant Communities**  
Long-term care  
Vision Zero  
EMS System Transformation



**Responsible Growth and Infrastructure Planning**  
Long-term care  
Niagara Regional Transit  
GO Transit

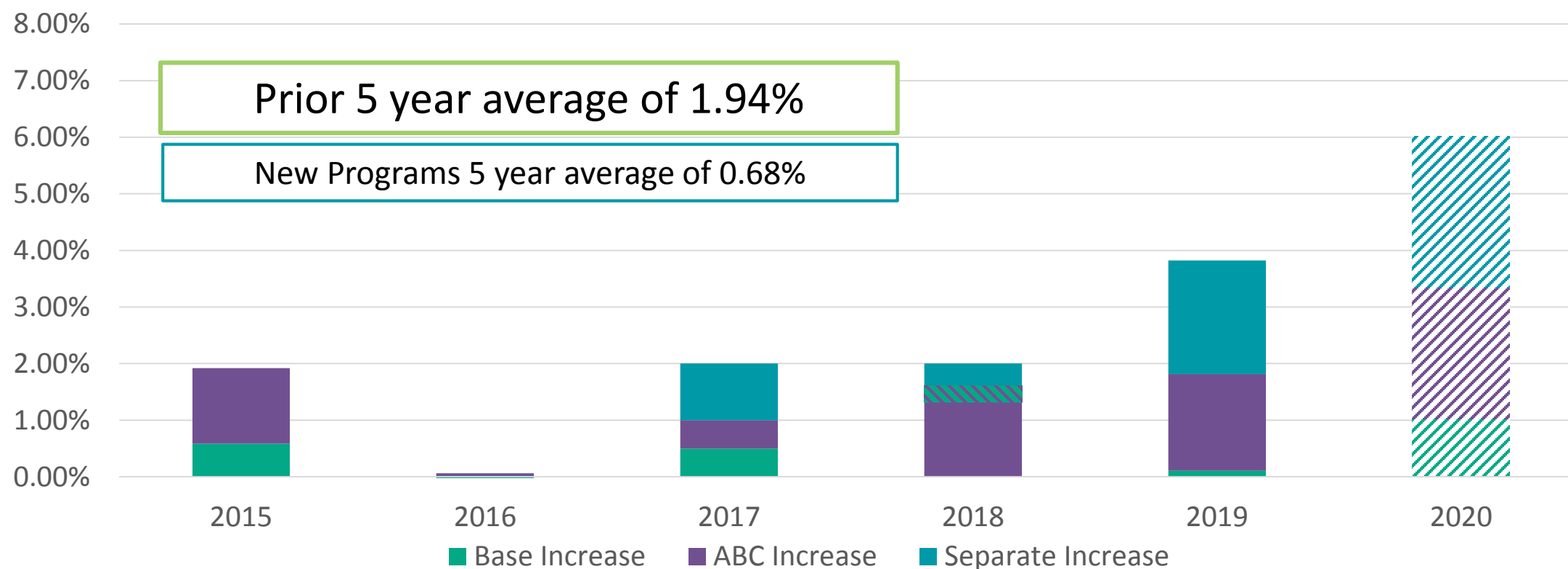
# Consolidated Levy Budget

## Historical Tax Levy Increases net of Assessment Growth



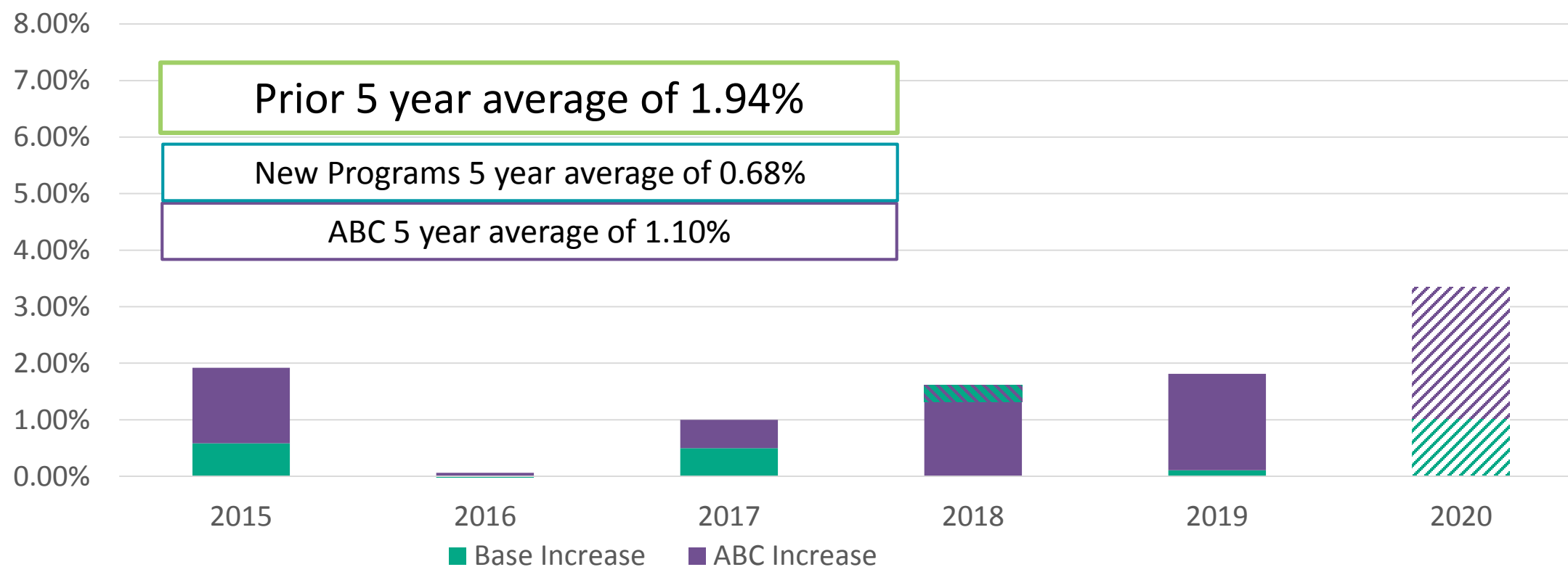
# Consolidated Levy Budget

## Historical Tax Levy Increases net of Assessment Growth



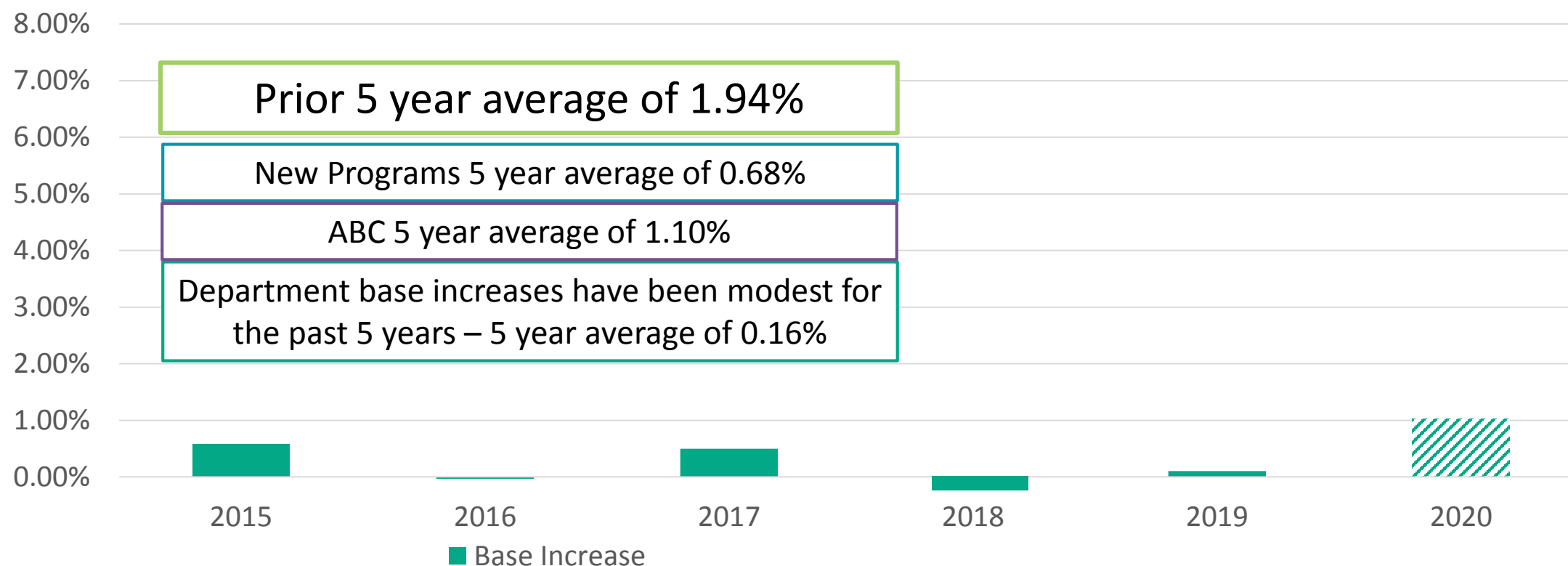
# Consolidated Levy Budget

## Historical Tax Levy Increases net of Assessment Growth



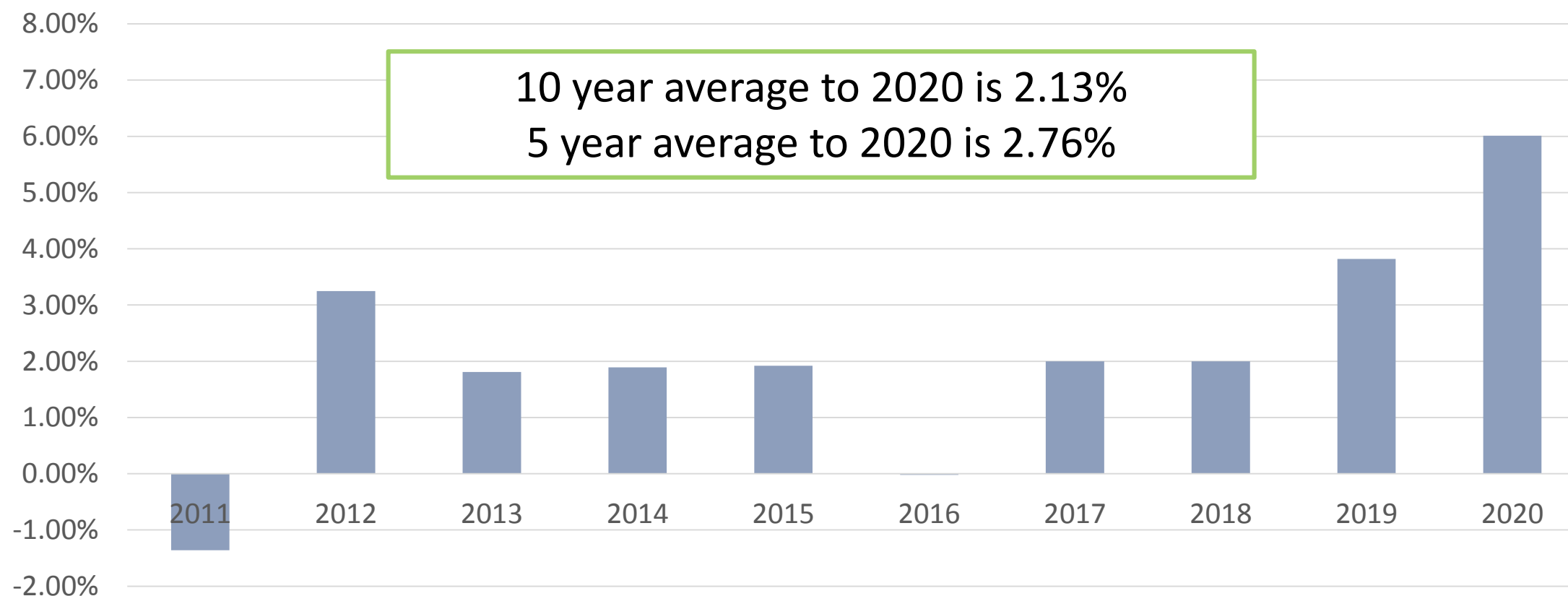
# Consolidated Levy Budget

## Historical Tax Levy Increases net of Assessment Growth



# Consolidated Levy Budget

## Historical Tax Levy Increases net of Assessment Growth



Note: upload included in 2011 to 2018 budgets at various amount

# Consolidated Levy Budget

Cost per household estimated for 6.0% increase in Levy

	Assessed Home Value	Taxes Paid		Difference
		2019	2020	\$
Average assessment for the Region	277,044	\$1,516	\$1,603	\$87
Average home prices*	400,000	\$2,189	\$2,312	\$123

85% of homes in Niagara are below  
this assessment

\*Source: <https://nationalpost.com/life/homes/go-train-fuels-niagara-housing-boom>



# Consolidated Levy Budget

## Recommendation I – Base budget increase of 2.0%

Includes base funding for:

- Pressures of \$3.2M (net of subsidy) mainly labour & contractual obligations, WSIB escalations, etc.
- Homelessness service contract \$0.8M
- Sustainable transit funding \$0.8M
- Settlements of historical claims, software costs, R&M, etc. \$1.3M

DC grants of \$1.6M offset by increases in supplemental tax revenue, investment income

	\$	% Increase	% Levy
<b>2019 Levy Budget</b>	<b>\$365.7</b>		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
LTC Redevelopment	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (incl. TIGs)	6.7		0.4%
<b>Regional Departments</b>	<b>18.7</b>		<b>3.7%</b>
ABCs	8.5	4.7%	2.3%
<b>Total Increase</b>	<b>27.2</b>		<b>6.0%</b>

# Consolidated Levy Budget

Recommendation I – Base budget increase of 2.0%

Reduce/eliminate discretionary programs \$0.5M

- Niagara Prosperity Initiative
- Pro Kids

Service Impacts \$0.9M

- Cuts to staffing levels and managing staff vacancies

Other savings such as fuel, utilities, etc. \$1.2M

Deferrals include Smarter Niagara Incentive Program, Suicide Prevention Initiative, etc. (appendix 6)

	\$	% Increase	% Levy
<b>2019 Levy Budget</b>	<b>\$365.7</b>		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
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Costs of Growth (incl. TIGs)	6.7		0.4%
<b>Regional Departments</b>	<b>18.7</b>		<b>3.7%</b>
ABCs	8.5	4.7%	2.3%
<b>Total Increase</b>	<b>27.2</b>		<b>6.0%</b>
Deferred to 2021	0.6		0.2%
Deferred to 2022 or beyond	1.5		0.4%

# Consolidated Levy Budget

## Recommendation 2 – Revenue/Provincial Decisions/Download

### Provincial policy decisions \$0.6M:

- Increased costs due to Bill 108, cannabis transitional funding
- Childcare subsidy reduced, offset by tax credit to eligible parents

### Provincial funding cuts \$1.5M:

- Land ambulance inflation, Public Health cost sharing, SAE0 administration

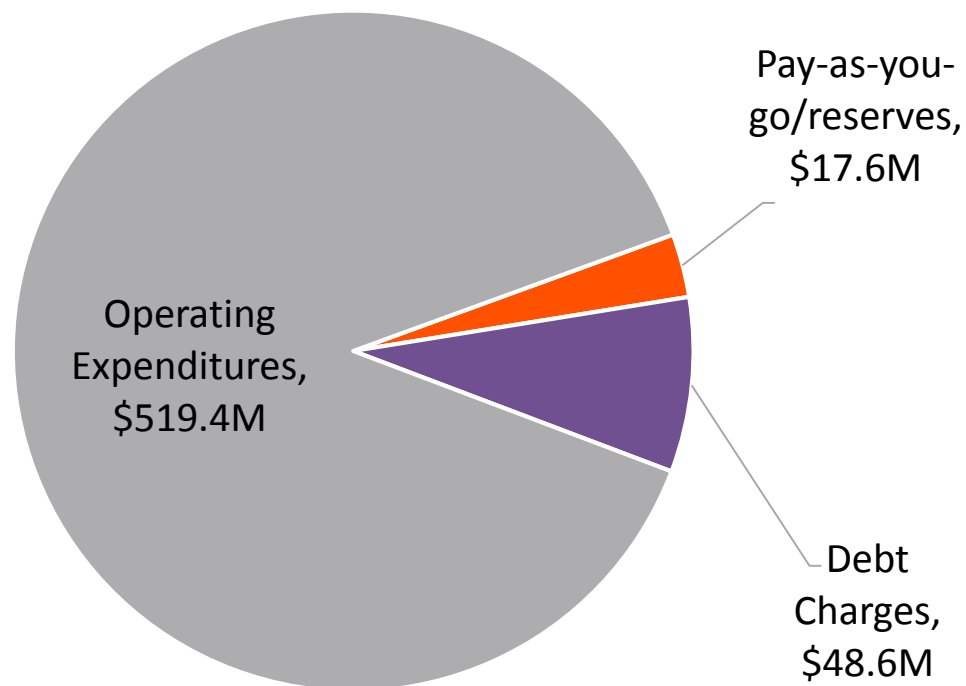
See appendix 2 for direct service implications if not approved

	\$	% Increase	% Levy
<b>2019 Levy Budget</b>	<b>\$365.7</b>		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
LTC Redevelopment	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (incl. TIGs)	6.7		0.4%
<b>Regional Departments</b>	<b>18.7</b>		<b>3.7%</b>
ABCs	8.5	4.7%	2.3%
<b>Total Increase</b>	<b>27.2</b>		<b>6.0%</b>

# Consolidated Levy Budget

## Recommendation 3 – Capital Financing for \$2.7 Billion of Assets

Capital Financing is 11% of the gross departmental budget



	\$	% Increase	% Levy
2019 Levy Budget	\$365.7		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
LTC Redevelopment	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (incl. TIGs)	6.7		0.4%
Regional Departments	18.7		3.7%
ABCs	8.5	4.7%	2.3%
Total Increase	27.2		6.0%

# Consolidated Levy Budget

## Recommendation 3 – Capital Financing for \$2.7 Billion of Assets

### 2.16%/year required per Capital Financing Policy

- Pay-as-you-go for asset sustainability and to support rate program's use of debt, growth capital has doubled, long-term care home redevelopments

### Immediate need for long-term care redevelopment is \$5.6M/1.54%

- \$7.8M of gross debt charges, leverages 28% from province

### Sustainability Review opportunities outstanding

	\$	% Increase	% Levy
<b>2019 Levy Budget</b>	<b>\$365.7</b>		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
LTC Redevelopment	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (incl. TIGs)	6.7		0.4%
<b>Regional Departments</b>	<b>18.7</b>		<b>3.7%</b>
ABCs	8.5	4.7%	2.3%
<b>Total Increase</b>	<b>27.2</b>		<b>6.0%</b>

# Consolidated Levy Budget

## Recommendation 4 – New/Enhanced (Net of One-time Reserve Funding)

Cost avoidance (\$1.8M gross, \$0.3M net)

- EMS System Transformation, HRIS Systems Implementation, PTSD Psychological Resource, etc.

Council directed (\$0.2M gross, \$0.1M net)

- Coalition of Inclusive Municipalities, 50<sup>th</sup> Anniversary Celebrations

Public Safety (\$2.3M gross, \$0 net)

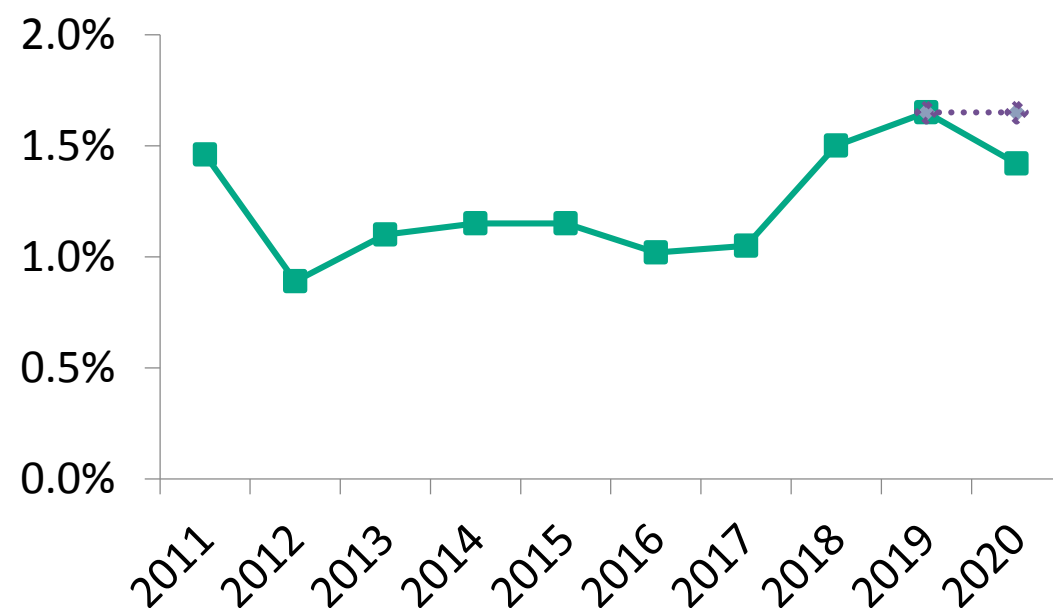
- Vision Zero, Roads & Construction by-law, Community Safety and Well Being, etc.

	\$	% Increase	% Levy
<b>2019 Levy Budget</b>	<b>\$365.7</b>		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
LTC Redevelopment	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (incl. TIGs)	6.7		0.4%
<b>Regional Departments</b>	<b>18.7</b>		<b>3.7%</b>
ABCs	8.5	4.7%	2.3%
<b>Total Increase</b>	<b>27.2</b>		<b>6.0%</b>

# Consolidated Levy Budget

## Recommendation 5 – Costs of Growth

- Forecasted growth 1.65%
- Actual 1.42%



	\$	% Increase	% Levy
<b>2019 Levy Budget</b>	<b>\$365.7</b>		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
LTC Redevelopment	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (incl. TIGs)	6.7		0.4%
<b>Regional Departments</b>	<b>18.7</b>		<b>3.7%</b>
ABCs	8.5	4.7%	2.3%
<b>Total Increase</b>	<b>27.2</b>		<b>6.0%</b>



# Consolidated Levy Budget

## Recommendation 5 – Costs of Growth

Assessment Growth of \$5.2M prioritized to grow:

- Tax increment grants \$1.4M
- Niagara Regional Transit service enhancements initiated in 2019
- GO implementation (see confidential report CSD 17-2019)

Costs exceed assessment growth revenue by \$1.5M or 0.41%

	\$	% Increase	% Levy
<b>2019 Levy Budget</b>	<b>\$365.7</b>		
Departmental Pressures	3.7	2.0%	1.0%
Revenue/Provincial Decisions/Download	2.1		0.6%
LTC Redevelopment	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (incl. TIGs)	6.7		0.4%
<b>Regional Departments</b>	<b>18.7</b>		<b>3.7%</b>
ABCs	8.5	4.7%	2.3%
<b>Total Increase</b>	<b>27.2</b>		<b>6.0%</b>



# Regional Department Staffing Complement

CSD 78-2019, Appendix 5

	Perm FTEs	Temp FTEs
<b>2019 Approved Budget</b>	<b>2,359.2</b>	<b>35.3</b>
In-year Adjustments (in accordance with policy regarding in year provincial funding)	5.4	9.0
<b>2019 Adjusted Budget</b>	<b>2,364.6</b>	<b>44.3</b>
Recommended changes in:		
Base	3.2	4.0
Revenue/Provincial Decision/Download	1.0	-
New and Enhanced Services	5.0	3.8
Costs of Growth	2.0	1.0
Subtotal of Changes	11.2	8.8
<b>2020 Requested FTEs</b>	<b>2,375.8</b>	<b>53.1</b>

# Consolidated Levy Budget

Recommendation impact on average household (\$277,044 assessment)

Recommendation	2020 Impact to Household	Cost to Household
2019 cost per household for base services		1,516
1 – Departmental pressures	15	
2 – Revenue/Provincial Decisions/Downloads	8	
3 – LTC Redevelopment	22	
4 – New and Enhanced Services	2	
5 – Costs of Growth (including TIGs) Net of Assessment Growth	26 (20)	
ABCs Budget Increase	34	
<b>2020 Cost per Household</b>	<b>87</b>	<b>1,603</b>

# Consolidated Levy Budget

## Risks & Opportunities

Objective	Actions
Sustainability	Requires approval of 0.6% for revenue/provincial decisions/downloads to keep services whole
Affordability	Capital requirement of 2.16% deferred to 2021 in favour of 1.54% for long-term care; sustainability review may provide future opportunities
Risk Mitigation	Use of stabilization and capital reserves inhibit the ability to react to risks inherent in budget estimates
Compliance with legislation	In the absence of anticipated provincial funding, we still need to deliver legislated services (Public Health, SAE0)
Transparency	On-going communication of consolidated pressures through our committee reports, all BRC meetings, and workshops
Health Equity	Strategies for piloting the reporting on health equity are in progress

# Next Steps

## Approvals and Tax Policy

- Council approval of budget (incl. By-laws) – December 12, 2019
- Communication with LAMs
- General tax rate set based on 2020 Assessment and Tax Policy decisions (estimated April 2020)



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**Subject:** 2020 Levy Operating Budget

**Report to:** Budget Review Committee of the Whole

**Report date:** Thursday, December 5, 2019

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## Recommendations

1. That an increase of 2.0% or \$3,726,858 over the 2019 departmental levy, for a total departmental levy of \$190,069,763, in accordance with the Budget Planning By-law for base services, as outlined in appendix 1, **BE APPROVED**;
2. That an increase of 0.6% or \$2,146,506 over the 2019 consolidated levy operating budget, in accordance with the Budget Planning By-law for revenue pressures, as outlined in appendix 2, **BE APPROVED**;
3. That an increase of 1.54% or \$5,620,497 over the 2019 consolidated levy operating budget, in accordance with the Budget Planning By-law to support capital net debt charges for the Long-term Care Home Redevelopment, **BE APPROVED**;
4. That an increase of 0.1% or \$478,995 over the 2019 consolidated levy operating budget, in accordance with the Budget Planning By-law for new and enhanced programs, as outlined in appendix 3, **BE APPROVED**;
5. That an increase of 1.83% or \$6,690,323 over the 2019 consolidated levy operating budget, funded by 1.42% of assessment growth and a 0.41% separate increase, in accordance with the Budget Planning By-law that assessment growth be utilized for costs of growth and Council Priorities as identified in appendix 4, **BE APPROVED**;
6. That the 2020 levy operating budget including the Niagara Regional Departments of \$205,006,084 and ABCs of \$187,877,851 for a total of \$392,883,935 **BE APPROVED**; and
7. That the necessary by-law **BE PREPARED** and **PRESENTED** to Council for consideration.

## Key Facts

- The purpose of this report is to seek approval for the consolidated \$392,883,935 2020 levy operating budget, including a departmental request of \$205,006,084 and ABC requests totalling \$187,877,851 as presented to BRCOTW on November 21, 2019.
- Base departmental budgets are increasing by 2% before program changes, capital financing, and revenue reductions, however with significant mitigation efforts.

- Pressures that have increased the budget beyond 2% relate to revenue/provincial decisions/downloads, capital financing, new programs, and ABC increases. Significant mitigation efforts have been utilized to mitigate base budget pressures, therefore these items could not be accommodated without additional increases in excess of 2.0%.
- Impacts of the sustainability review have not been included in the financial impacts or analysis of this report. If any opportunities are actioned in 2020, it is recommended that those be directed towards capital financing.
- Assessment growth was estimated at 1.65% in June for budget planning purposes; since that time growth for 2020 has been finalized at 1.42%, allowing less funding for growth costs or new programs.

## Financial Considerations

The recommendations of this report are made in accordance with By-law 2019-79 “Budget Planning”. The Budget Planning By-law was put into effect in 2019 to clarify guiding principles of the budget preparation, as well to make the process more transparent. Recommendations for the 2020 Budget are listed below in Table 1.

The resulting net tax levy increase after assessment growth is 6.0%, inclusive of increases for provincial decisions/downloads, Long-term Care Homes Redevelopment, new and enhanced programs, costs of growth that are not funded by assessment growth, and ABC increases.

Table 1 – 2020 Levy Budget Recommendations (in millions)

Recommendation #	2019	2020	\$ Change	% Change	% Levy Increase
1 – Departmental Base Budget	186.3	190.0	3.7	2.0%	1.02%
2 – Revenue/Provincial Decisions/Downloads		2.1	2.1		0.59%
3 – Capital Financing		5.6	5.6		1.54%
4 – New and Enhanced Services		0.5	0.5		0.13%
5 – Costs of Growth (net)		6.7	6.7		0.41%
ABCs (BRCOTW November 21)	179.4	187.9	8.5	4.7%	2.32%
<b>Consolidated Levy Budget</b>	<b>365.7</b>	<b>392.9</b>	<b>27.2</b>	<b>7.4%*</b>	<b>6.01%</b>

\*increase before assessment growth

## Analysis

The following information aligns with the order of the recommendations, which also aligns to the new Budget Planning By-law approved in October.

### Recommendation 1 – Departmental Base Budget

The departmental base budget was able to meet Council’s budget direction of 2.0%.

Table 2 – Departmental Base Budget (in millions)

Item	2019	2020	\$ Change	% Change
Base Budget Pressures	132.7	140.2	7.5	5.6%
General Government	53.6	53.1	(0.5)	(0.9%)
Mitigation and Service Cuts	-	(3.3)	(3.3)	-
<b>Net Regional Department Budget</b>	<b>186.3</b>	<b>190.0</b>	<b>3.7</b>	<b>2.0%</b>

The increase in Base Budget Pressures can be attributed to the following items:

- \$6.8 million in net compensation and benefits increases, including:
  - \$1.01 million in WSIB cost increases, primarily driven by EMS presumptive legislation
  - \$0.65 million in costs related to an extra salary day (offset below with reserve financing)
- \$0.82 million pressure due to \$7.9 million or 2.3% of the levy for transit service enhancements implemented in 2019 funded with a 1.4% increase in the levy and \$3 million in unsustainable use of reserves which is offset by a reduction in the use of levy to fund pay-as-you-go capital of \$2.2 million. The balance of capital, as planned in 2019, was funded with debt. This base budget pressure is in addition to another incremental 1% required in 2020 budget to fund the annualized cost of these service enhancements which is included as a program change recommended for use of assessment growth dollars.
- \$0.82 million in Homelessness Services contract cost pressure
- \$0.55 million to right-size insured and uninsured claims which have been underfunded
- \$0.39 million in software licensing and support cost inflation
- \$0.39 million in repairs and maintenance to include costs for new assets and increase costs for aging assets
- These are offset by inflationary increases in provincial revenues, separate from the changes in provincial decisions/downloads identified in recommendation 2.

Staff efforts to offset these cost pressures are the following:

- Increases in user fees identified in CSD 72-2019 “2020 Fees and Charges Update”
- General Government increase of \$1.46 million in supplementary taxation revenues, net of tax write-offs, to closer align to actual revenues realized in prior years, \$0.73 million increase in investment income due to increase in the investment portfolio, net of increase of \$1.58 million in development charge grants which have been underfunded since the approval of By-law 2017-98 “Development Charges”. Estimated grants for 2020 are \$10 million (consistent with 2019 forecast); base budget available is \$6.87 million, for an estimated



shortfall of \$3.13 million to be funded with Development Charge Reserve Payback if required.

- \$0.57 million in fuel and utilities savings
- \$0.66 million in other various savings including closed facilities, specialized transit costs, etc.

To meet Council direction of 2.0% other mitigation and service cuts were required as follows:

- \$0.88 million from estimated savings from position vacancies primarily in Public Health and Community Services resulting from staff turnover as well as managing reductions which may impact service levels.
- \$0.25 million in reduction to the Niagara Prosperity Initiative
- \$0.25 million through the removal of the Pro Kids program
- \$0.65 million in transfers from reserve to fund the impacts of the extra salary day

#### Recommendation 2 – Revenue/Provincial Decisions/Download

Staff have identified \$2.1 million (0.6%) in pressures related to recent provincial announcements inclusive of changes to funding formulas for existing services (downloading) related to Public Health and SAEO. These impacts have been reported to Council through the quarterly updates and committee reports. Appendix 2 lists the programs affected as well as noting the direct service impacts of not proceeding with the budget increase.

#### Recommendation 3 – Capital Financing

Staff have recommended an increase of \$5.6 million (1.54%) for capital financing in the 2020 budget. Previously staff reported the need for a 2.0% annual increase to the tax levy over the next ten (10) years dedicated to pay-as-you-go capital financing to fund the asset replacement backlog in accordance with the Capital Financing Policy. The budget does not include this amount but instead recommends an increase required to support Long-term Care debt servicing costs as identified in COM 32-2019, “Long Term Care Home Redevelopment Project Update” and CSD 53-2019, “2020 Capital Budget”. The funding of the debt charges provides for one-time funding of \$5.6 million in 2020 due to the timing of the debenture issuance which has been utilized in the approved Capital Budget. If the separate levy is not approved, an additional \$5.6 million of levy capital projects will have to be deferred or reduced.

#### Recommendation 4 – New and Enhanced Programs

Staff have recommended new or enhancements to programs for a net request of \$0.5 million. The programs included in appendix 3 have been recommended as they have been requested by Council, avoid incremental costs, or improve service delivery. Also included in appendix 3 are \$1.6 million of one-time reserve funded initiatives that focus on improving service delivery.

#### Recommendation 5 – Growth Related Costs

Staff are recommending growth related initiatives of \$5.3 million. These are offset by net assessment growth of \$3.8M. The net assessment growth is derived from the assessment growth of 1.42% less the budget increase for tax increment grants of \$1.4M. This is less than was estimated during the budget planning process of 1.65%.

The growth related initiatives include Niagara Regional Transit (NRT) and GO Transit implementation costs. The recommendation for NRT is \$3.5 million (or 1%) required to implement annualized cost of service enhancements initiated in 2019. The plan proposed in 2019 was a 2.3% and 0.7% increase (3% in total) in 2019 and 2020 respectively. The 2020 plan, due to one time use of reserves in 2019, resulted in a 1.4% increase in 2019 and 0.2% in base for 2020 and 1% growth for 2020 for a total increase of 2.6%. The reduction in the overall cumulative ask is a result of additional student pass revenue negotiated to closer align with cost recover of student related services.

GO Transit implementation costs were the subject of confidential report CSD 17-2019 and due to their phase in offer a one-time opportunity in 2020 to fund other one-time growth related costs of \$615 thousand, as per appendix 4.

#### Staffing Complement

The proposed 2020 Regional Department Operating Budget includes a full-time equivalent (FTE) staff complement, inclusive of program changes, of 2,375.8 permanent FTEs and 53.1 temporary FTEs. This represents a net increase of 11.2 permanent FTEs and 8.8 temporary, as detailed in appendix 5. These FTEs are funded as follows:

- Base – 3.2 perm, 4.0 temp
- Revenue/Provincial Decision/Download – 1.0 perm
- New and Enhanced – 5.0 perm, 3.8 temp
- Growth – 2.0 perm, 1.0 temp

#### Household Impact

Based on the 2020 cost for levy programs, the average household assessed at \$277,044 is estimated to increase from \$1,516 to \$1,603 in 2020, an increase of \$87 of which \$34 represents the increase related to ABCs.

Table 3 - Household Tax Impact

	2020 impact to household	Cost to Household
<b>2019 cost per household</b>		<b>1,516</b>
Departmental base budget	15	
Net provincial policy change	8	
Capital financing	22	
New and enhanced programs	2	
Costs of growth	26	
Assessment growth revenue	(20)	
ABC budget increase	34	
<b>2020 cost per household</b>	<b>87</b>	<b>1,603</b>

The actual cost per household may change depending on tax policy decisions that are made in 2020. The impact on individual property owners will depend on the increase in assessment that they experience; those with an increase greater than the average property would experience a larger tax impact, while those with an increase less than the average property would experience a smaller tax impact.

#### Multi-year

Only the current year budget is approved by Council annually, however a multi-year budget is included to forecast future pressures or initiatives. Included in the multi-year are a number of initiatives (appendix 6) that could not be accommodated in 2020 due to other pressures. Opportunities in the future that may be available to offset some of these initiatives include:

- Canada Summer Games annual operating grant of \$1.0 million lasts only to 2021, and provides opportunity in 2022.
- The Niagara College agri-food research grant of \$0.2 million lasts to 2022, and provides opportunity in 2023.
- The development charge by-law expires in 2022, this allows Council the opportunity to add or remove provisions in the by-law;
  - budget for development charge exemptions that exceeds requirements in the new by-law could be used for other priorities
  - if exemptions increase as the result of by-law changes, budget increases could be required

#### Risks and Opportunities

Niagara Region budget is prepared based on information available at a point in time. Services and/or the actual operational costs can be impacted by the following:

- Inflation and economic conditions, such as utility, fuel costs and interest rates
- Potential for further policy changes in provincially funded programs
- Leveraging asset management to reduce repairs and maintenance

- Opportunities identified in the sustainability review
- Potential for sponsorship revenue opportunities through partnership with City of St. Catharines
- Use of the Taxpayer Relief Reserve for one-time initiatives has eroded the balance of the reserve to 4% of gross operating expenditures (target of 10-15%)

### Sinking Fund

As per the Municipal Act, Section 289, Niagara Region is required to prepare and adopt a budget including amounts to be raised for sinking funds. Additionally, as per Section 424, the Treasurer must prepare for Council, an annual statement of the amount to be raised for a sinking fund. This report will also serve to carry out Niagara Region's responsibilities as prescribed in the Municipal Act.

Niagara Region's sinking fund is a separate fund maintained for the purpose of providing the repayment of all sinking fund debt when it becomes due and payable. Proportionally, 88.05% of the fund relates to Niagara Region and the remaining 11.95% relates to the City of St. Catharines. The debt issued on June 30, 2010 subject to repayment through the sinking fund is \$78,079,000. This amount is repayable in full on June 30, 2040. The annual budget for Niagara Region's portion of the debt charges associated with the sinking fund is \$4,906,470 (\$1,331,695 principal, \$3,574,775 interest). This amount has been included in the 2020 budget, and subject to Niagara Region achieving the annual required rate of return of 3.50%, will remain in effect until the sinking fund matures on June 30, 2040. To date the Niagara Region has been able to invest in bonds yielding greater than the required rate of return.

### **Alternatives Reviewed**

At the discretion of Council, they can identify to eliminate or add programs from/to the budget. If this action is taken, staff request the opportunity to provide impacts/risks with these decisions.

### **Relationship to Council Strategic Priorities**

The 2020 levy budget supports all facets of the organization in their support of Council's priorities.

### **Other Pertinent Reports**

CSD 65-2019 Budget Planning By-law  
CSD 53-2019 2020 Capital Budget

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**Prepared by:**

Helen Chamberlain, CPA, CA  
Director Financial Management &  
Planning, Deputy Treasurer  
Corporate Services

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**Recommended by:**

Todd Harrison, CPA, CMA  
Commissioner Corporate Services,  
Treasurer  
Corporate Services

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**Submitted by:**

Ron Tripp, P.Eng.  
Acting, Chief Administrative Officer

*This report was prepared in consultation with Tyler Potts, Senior Budget Analyst, and reviewed by Margaret Murphy, Associate Director Budget Planning and Strategy.*

**Appendices**

Appendix 1	Niagara Region Departments Budget
Appendix 2	Provincial Download Pressures
Appendix 3	New and Enhanced Programs
Appendix 4	Costs of Growth and Council Priorities
Appendix 5	Full-time Equivalents Summaries
Appendix 6	Multi-year Programs and Enhancements

Niagara Region Departments Budget

Object of Expenditure	2019 Budget	2020 Budget	\$ Variance	% Variance	Note
Compensation	235,834,949	242,799,053	6,964,104	3.0%	(1)
Administrative	21,819,649	21,768,368	(51,281)	(0.2%)	
Operational & Supply	37,433,905	37,044,225	(389,680)	(1.0%)	
Occupancy & Infrastructure	12,515,411	12,592,990	77,579	0.6%	
Equipment, Vehicles, Technology	8,464,679	8,372,761	(91,918)	(1.1%)	
Community Assistance	171,626,014	166,076,979	(5,549,034)	(3.2%)	(2)
Partnership, Rebate, Exemption	11,112,324	12,649,571	1,537,247	13.8%	(3)
Financial Expenditures	66,273,077	61,626,072	(4,647,005)	(7.0%)	(4)
Transfers to Funds	24,933,935	23,030,575	(1,903,360)	(7.6%)	(5)
Expense Allocations to Capital	(140,000)	(140,000)	-	-	
Allocations Between Departments	(703,983)	(604,565)	99,418	14.1%	
<b>Total Expenditure before Indirect Allocations</b>	<b>589,169,960</b>	<b>585,216,030</b>	<b>(3,953,930)</b>	<b>(0.7%)</b>	
Indirect Allocations to Rate and Courts	(6,536,246)	(6,916,323)	(380,077)	(5.8%)	
Capital Financing Allocation to Rate and Courts	(12,379,731)	(12,420,277)	(40,547)	(0.3%)	
<b>Total Expenditure</b>	<b>570,253,983</b>	<b>565,879,430</b>	<b>(4,374,553)</b>	<b>(0.8%)</b>	
Taxation	(15,267,076)	(17,064,223)	(1,797,147)	(11.8%)	(6)
Federal & Provincial Grants	(302,470,526)	(298,494,704)	3,975,822	1.3%	(7)
By-Law Charges & Sales	(12,747,039)	(13,191,850)	(444,811)	(3.5%)	
Other Revenue	(41,108,101)	(43,132,638)	(2,024,537)	(4.9%)	(8)
Transfers From Funds	(12,318,337)	(3,926,253)	8,392,084	68.1%	(9)
<b>Total Revenue</b>	<b>(383,911,079)</b>	<b>(375,809,668)</b>	<b>8,101,411</b>	<b>2.1%</b>	
<b>Net Levy Budget</b>	<b>186,342,905</b>	<b>190,069,762</b>	<b>3,726,858</b>	<b>2.0%</b>	

Notes:

1. Compensation of staff wages and benefits includes WSIB premiums/payouts. May vary from report analysis which considers net impact after subsidy
2. Community Assistance includes a reduction of grants included in Children's Services 2019 budget that were funded through one-time provincial grant funding (included in note 7)
3. Partnership, Rebates, Exemptions increase includes the rightsizing of development charge exemptions
4. Financial Expenditures decrease is due to a one-time balloon principal payment that was funded by a one-time debt reissuance (included in note 9)
5. Transfers to Funds decrease relates to a reduction in the use of levy to fund pay-as-you-go capital for Niagara Regional Transit
6. Taxation revenue increases are due to increases in supplemental taxation revenue driven by growth
7. Federal and Provincial revenue decreases are a result of one-time provincial grant funding to Children's Services to fund grants in 2019 (included in note 2)
8. Other Revenue increase is due to increases in investment income, Long-term Care Home accommodation revenues, and secondments revenue
9. Transfers from Funds decreases are due to the one-time reissuance of debt to fund a balloon principal payment (included in note 4) and the reduction of unsustainable reserve funding for NRT included in 2019

Provincial Budget Implications

Item	Gross \$	Net \$	Direct service impact of not approving
Community Benefit and Development Charge Administration (1 perm FTE)	138,115	138,115	Without an additional FTE, the Region would risk being non-compliant with Bill 108 and forfeit development charge and community benefit charge revenues. (2019 forecasted collection of DC's amount to \$48.8 million)
Cannabis transitional funding	509,528	509,528	Cannabis revenue was included in the 2019 budget with the assumption of being sustained; announced later that funding was for transitional costs only and must be replaced with levy dollars
Land Ambulance inflationary increase	391,396	391,396	The province removed the Cost of Living Allowance increase from future grant payments. To offset the impact of this revenue decrease, an ambulance would have to be taken off the road for 8-10 hours a day.
Public Health Cost Sharing changes from 100% & 75% share to 70% share	636,046	636,046	Public Health programs that were 100% or 75% funded have been reduced to 70%, causing revenue decreases of 30% and 5%. To offset the impact of this revenue decrease a reduction of \$2.1 million in expenses, or 20-25 FTEs, would be required.
SAEO Program Administration funding	471,421	471,421	Province limited the amount of administration subsidy for the Ontario Works program based on 2018 actuals which was impacted by staff turnover. To offset the impact of the revenue decrease, a decrease of approx. 6 FTEs would be required.
Long-term Care Structural Compliance funding	292,902	-	This program was initiated in 1998 to support eligible operators with complying with relevant design standards until such time that they were eligible for other Ministry support for developing and upgrading projects. Reduction was offset within Long-term Care.
Children's Provider Subsidy reduction	1,169,154	-	Province implemented a change in policy in the way childcare funding/subsidy is being delivered and introduced a new CARE tax credit. Operating grants to childcare providers will be reduced which is offset by tax credit to eligible parents.
<b>Total</b>	<b>3,608,562</b>	<b>2,146,506</b>	



New and Enhanced Programs

Sustainably Funded Programs

Item	Gross \$	Net \$	Description
EMS System Transformation (1 perm, 3.8 temp FTEs)	683,168	209,836	PHD 20-2019
Coalition of Inclusive Municipalities (1 temp FTE)	142,000	142,000	CAO 14-2019
Transportation Integrated Services Manager (1 perm FTE)	127,159	127,159	To support Transportation capital and operating programs through support of software systems
Vision Zero Road Safety Program (2 perm FTEs)	1,725,317	-	PW 64-2019
Transportation Services Coordinator (1 perm, -1 temp FTE)	-	-	To assist in the coordination of administrative functions in the Transportation Services division
<b>Total</b>	<b>2,677,644</b>	<b>478,995</b>	

One-time Initiatives

Item	Gross \$	Description
HR Systems Implementation	830,000	To provide for one-time system and consultant costs should an alternative model be required to the current human capital management services contract at its expiry in March 2021.
Wayfinding Guidelines	400,000	To develop guidelines and design standards for wayfinding signage and installation of the signage at the priority areas
Community Safety and Well Being	142,000	CAO 8-2019 To fund a community safety and well being plan as required by legislation under the Police Services Act.
Primary Care Paramedic Autonomous Intravenous (IV) Training	100,000	To train Primary Care Paramedics (PCP's) to apply an intravenous as only Advanced Care Paramedics (ACP's) are providing that currently
PTSD Psychological Resource (1 temp FTE)	89,687	To continue planned psychological health initiatives as well as improve Emergency Medical Service (EMS) employee resiliency and rehabilitation processes
Roads and Construction By-law	80,000	To support By-Law update to the roads, traffic and parking regulations on Regional roads
Region's 50 <sup>th</sup> Anniversary Celebrations	50,000	CLK 9-2019
<b>Total</b>	<b>1,691,687</b>	

Costs of Growth and Council Priorities

Description	Gross \$	Net \$	% Increase
Gross Assessment Growth	(5,190,969)	(5,190,969)	(1.42%)
Tax Increment Grants on new assessment	1,391,509	1,391,509	0.38%
<b>Net Assessment Growth</b>	<b>(3,799,460)</b>	<b>(3,799,460)</b>	<b>(1.04%)</b>
Niagara Regional Transit	6,547,556	3,617,381	0.99%
GO Implementation Phase 1 (2020) (1 perm FTE)	1,091,863	839,863	0.23%
GO Implementation Phase 2 (2021)	615,387	615,387	0.17%
Operating Impacts of the Capital Budget	124,950	124,950	0.03%
Additional Headquarters Maintenance and Coordination (1 perm FTE)	101,233	101,233	0.03%
Development Charge Study*	250,000	-	-
Regional Airports Project Management and Studies (1 temp FTE)*	290,000	-	-
Community Benefit Charge Study*	150,000	-	-
Transportation CityWorks Asset Management Upgrade*	150,000	-	-
<b>Total Costs of Growth</b>	<b>9,320,989</b>	<b>5,913,814</b>	<b>1.45%</b>
<b>Separate Increase Required</b>		<b>2,114,354</b>	<b>0.41%</b>

\*funded through repurposing of GO implementation phase 2 on a one-time basis

## Full-time Equivalent Summaries

### Permanent Full-time Equivalents

Item	FTE	Comments
<b>2019 Approved FTEs</b>	<b>2,359.2</b>	
Public Health and Emergency Services	3.4	Positions to support the 100% funded Seniors Dental Program PHD 16-2019
Public Health and Emergency Services	2.0	Two positions funded by Local Health Integrated Network (LHIN) funding to support Mental Health PHD 13-2019
<b>2019 Adjusted FTEs</b>	<b>2,364.6</b>	
<b>2020 Budget Changes</b>		
Corporate Services	1.0	Legal Counsel~
Corporate Services	1.0	Licensing Service Associate~
Corporate Services	1.0	IT Application Analyst~
Corporate Services	0.2	Rightsizing hours of Office Cleaners
Corporate Services	1.0	Headquarters Maintainer
Corporate Services	1.0	Community Benefit and Development Charges Administration
Corporate Services	1.0	GO Implementation
Public Health and Emergency Services	1.0	EMS System Transformation
Public Works – Levy	1.0	Transportation Integrated Services Manager
Public Works – Levy	2.0	Vision Zero – Road Safety Program
Public Works – Levy	1.0	Transportation Services Coordinator*
<b>Total</b>	<b>2,375.8</b>	

\*offset with a reduction in temporary FTE in following table

~transferred from Court Services

Temporary Full-time Equivalents

Item	FTE	Comments
<b>2019 Approved FTEs</b>	<b>35.3</b>	
Community Services	1.0	Nurse Practitioner <sup>1</sup>
Community Services	1.0	Manager Resident and Family Support Services <sup>1</sup>
Community Services	2.0	Music Therapists <sup>1</sup>
Community Services	1.0	SAEO Program Evaluation and Advisor <sup>1</sup>
Public Works – Levy	1.0	Transportation Capital Planning Specialist <sup>1</sup>
Public Works – Levy	2.0	Transportation Office Assistants <sup>1</sup>
Public Works – Levy	1.0	Transportation Services Coordinator <sup>1</sup>
<b>2019 Adjusted FTEs</b>	<b>44.3</b>	
<b>2020 Budget Changes</b>		
Governance	1.0	Executive Admin Assistant To the Regional Chair <sup>1</sup>
Corporate Administration	1.0	Corporate Communications Advisor <sup>1</sup>
Corporate Administration	1.0	Diversity Action Plan
Corporate Administration	1.0	Community Safety and Well Being
Corporate Services	2.0	IT Info and Analytics team <sup>1</sup>
Public Health and Emergency Services	(2.0)	2019 PTSD Resources
Public Health and Emergency Services	1.0	2020 PTSD Resource
Public Health and Emergency Services	3.8	Emergency Communications Nurses – EMS System Transformation
Public Works – Levy	(1.0)	Transportation Services Coordinator*
Public Works – Levy	1.0	Project Manager – Airports
<b>Total</b>	<b>53.1</b>	

\*offset by increase in permanent FTE in prior table

<sup>1</sup>changes approved through C-HR-005 Corporate Delegation of Authority Policy

## Multi-year Programs and Enhancements

### Programs Deferred to 2021

Item	Amount	Description
Sports Tourism Bid	\$300,000	To attract more sports events to Niagara
Skilled Maintenance Worker at 1 District building	\$75,916	One FTE to maintain the new 1 District Police building in St. Catharines to be finished in 2020
Enviroic's Data	\$40,000	A data subscription that has been used by Public Health in a number of studies
External Mass Notification System	\$115,000	A system that would be used to notify residents of Niagara in the event of an emergency or disaster
Transportation Integrated Services Analyst	\$115,098	An analyst to support the Integrated Services Manager. The position would make it possible to implement key updates to Transportation Operations processes
<b>Total</b>	<b>\$646,014</b>	

### Programs Deferred to 2022

Item	Amount	Description
Smarter Niagara Incentive Program	\$600,000	To re-establish a base budget for the Smarter Niagara Incentive Program, which is funded in 2019 with 2018 surplus.
Suicide Prevention Initiative	\$185,678	Per report PHD 8-2019 to add two additional Mental Health positions to increase response to suicide in Niagara
Travel Demand Modelling Software	\$100,000	Having software to model travel demand will assist staff in assessing permits and updating the Transportation Master Plan
Canada Summer Games Park Capital Reserve	\$320,000	To provide capital reserves for future facility capital requirements including replacement at end of useful life. To consider repurposing operating grant which ends in 2021.
<b>Total</b>	<b>\$1,205,678</b>	

### Programs Deferred to 2023

Item	Amount	Description
Brock LINC (Learn, Innovate, Network, Connect)	\$300,000	Funding request from Brock. To consider repurposing Niagara College agri-food research grant when it ends in 2022

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**Subject:** 2020 Fees and Charges By-law

**Report to:** Budget Review Committee of the Whole

**Report date:** Thursday, December 5, 2019

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## Recommendations

1. That the 2020 Fees and Charges schedule, Appendix 1 of Report CSD 72-2019, **BE APPROVED**, with an effective date of January 1, 2020; and
2. That the necessary by-law, Appendix 2 of Report CSD 72-2019, **BE PREPARED** and **PRESENTED** to Council for Consideration.

## Key Facts

- The purpose of this report is to seek Council's approval for the 2020 Fees and Charges By-law.
- Appendix 1 contains the complete schedule of fees and charges. The schedule does not include fees and charges related to the Niagara Regional Police Services (NRPS). The most updated fees and charges by-law for NRPS is 371-2017.
- Fees and charges provide funding for the operation of some programs and services across the Region's departments, Boards and Agencies. In 2019, fees and charges provide annual revenue to the general levy budget of \$12.7 million (3.5% of the general levy) and \$5.7 million to the rate operating budget (3.8% of the rate requisitions). User fee revenues are estimated to increase by \$0.9 million in the 2020 budget (including NRPS).
- The 2020 fees and charges schedule includes new fees as well as modifications to existing user fees to reflect historic inflationary pressures and enhanced services. User fees should be set to recover the full cost of the service to the extent that there is no conflict with other policy objectives and the service benefits the user directly rather than the community as a whole.

## Financial Considerations

The Niagara Region delivers a wide range of programs and services that in 2020 will rely on the budgeted \$19.3 million (including NRPS) generated through user fees and charges rather than receive support via the general levy or the rate requisition. The proposed fees and charges were developed after consultation with Regional departments and are estimated to increase revenues by \$0.9 million annually (net of a \$0.5 million reduction in NRPS revenue). The total net increase in user fee and charges revenue will reduce the burden to the general taxpayer by offsetting the levy budget by \$12.8 million and the rate budget by \$6.5 million.

Section 391 of the *Municipal Act* and section 69 of the *Planning Act* provide the authority for a municipality to establish fees and charges. The fundamental principle behind user fees and cost recovery price setting is that those who actually consume and benefit from the good/service pay for it and those who do not use the good/service or receive any benefit from it should not be obligated to pay for it. A key element is that the benefit of the service is to the individual, not the general taxpayer. The main economic reason why user charges should be levied on the direct recipient of benefits is that this improves the efficiency of the government in allocating resources in a way which creates the largest bundle of possible services demanded by the public.

The Region's fees and charges are monitored on a regular basis to assess potential changes as a result of known and anticipated service changes, program or service cost changes, and legislative changes. Financial review related to volume, revenue and cost of service are conducted annually to ensure that services which can be fully recoverable by the user do not unnecessarily burden the general tax payer.

The 2020 fees and charges schedule is attached (Appendix 1) and identifies where HST is applicable.

## **Analysis**

A summary of proposed changes by division are as follows:

### Community Services

- Deer Park Assisted Living fees are increasing by 1% to address inflationary costs, changing the range of monthly rates from \$1,929.66 - \$2,459.50 to \$1,948.96 - \$2,483.85.

### Public Health

- The majority of services under Public Health are regulated by the Province of Ontario and fees are set in accordance with the Ministry of Health regulations. Where services are under Regional policy, cost of service adjustments were based on full cost recovery.
- There has been a change in offering and prices of oral contraception, changing the per package rate from a range of \$8.00 - \$22.00 to \$8.00 - \$18.00.
- The presentation of IUDs and IUSs in the schedule has been updated for clarity. Previously they were included as one combined fee with a range of \$45.00 - \$345.00. These are now listed as two separate fees: IUS at \$45.00 - \$55.00, and IUD at \$330.00 - \$345.00.
- The Region no longer offers fee for service vaccines and the section entitled Vaccine Preventable Diseases (VPD) has been deleted.



- Fees for food handler certification, exams, and manuals have been updated to reflect the appropriate HST treatment (the fees were previously listed as HST exempt when they should have been HST included). For 2020, the base fees are decreasing to keep the total fees (inclusive of HST) the same year over year. The HST implications from prior years will be adjusted by the Region on a future HST remittance to Canada Revenue Agency and cost recovery analysis of the fees will be reviewed for 2021.
- A new fee for a tick sign has been included at \$30.
- Fee for disinterment is increasing from \$113.00 to \$226.00 to better align with the cost of the service.

### Corporate Services

- Business Licensing has undertaken a review of all fees after their first year of operations under the Region, after transferring from NRPS in 2019.
  - For transparency and ease of administration, 32 fees have been deleted from the 2020 schedule as they are no longer required after consolidation (for example, a variety of specific late fees and license replacement fees have been replaced with a universal late fee of \$50 and a universal license replacement fee of \$60).
  - A number of fees have been updated as follows:
    - Adult Entertainment Parlour fees are increasing to match the fees in place at the City of Niagara Falls which more accurately reflect the cost recovery for this type of license.
      - Owner increase from \$2,537 to \$3,750
      - Operator increase from \$126 to \$1,200
      - Entertainer increase from \$126 to \$250
      - Arm's length license transfer from \$2,537 to \$3,750
    - Fees that are raising on average 1%-2% to account for inflationary cost increases include:
      - Caleche Owner and Second Hand Store renewals from \$181 to \$185
      - Initial Application fees and Transfer fees from \$1,294 to \$1,300 for Paratransit Owner, Shuttle Owner, Sightseeing Owner, Specialty Owner, Taxi Owner, Tow Truck Owner
      - Paratransit Owner, Shuttle Owner, Sightseeing Owner, Specialty Owner, Taxi Owner, and Tow Truck Owner renewals from \$258 to \$260
      - Salvage Yard – Initial Application from \$362 to \$370
      - Second Hand Dealer – Renewal from \$155 to \$160
      - Spare Vehicle – Initial Application from \$621 to \$625
      - Transportation Network Company fees for up to 999 vehicles from a range of \$1,015 - \$15,225 to \$1,020 to \$15,300 (note:

the fee for 1000 or more vehicles remains the same for 2020 at \$50,750)

- Other fees that are increasing to more closely match the processing costs are:
  - Auto Wrecking Yard and Salvage Yard renewals from \$207 to \$220
  - Caleche Driver, Shuttle Driver, Sightseeing Driver, Specialty Driver, Taxi Driver, and Tow Truck Driver initial applications from \$53 to \$60
  - Second Hand Dealer – Initial Application from \$233 to \$260
  - Second Hand Store – Initial Application from \$233 to \$300
  - Shuttle Driver, Sightseeing Driver, Specialty Driver, Taxi Driver, and Tow Truck Driver renewals from \$28 to \$40
  - Spare Vehicle – Renewal from \$258 to \$300
  - Transportation Network Company Per Trip Charge from \$0.11 to \$0.13
- Transportation Network Company Driver initial application fee and fee for second and subsequent short-term licenses are decreasing from \$15.25 per quarter (each) to \$40 annually and \$25 annually, respectively. An annual fee is easier administratively for the drivers, as well as simpler for the Business Licensing team to enforce, and the reduction in fees brings them in line with the department's other renewal fees.
- NSF Cheque fee will be reduced from \$51 to \$35 to better reflect the associated cost and align with similar fees charged by other Region departments.
- In addition, a number of new fees have been added to the schedule:
  - The non-refundable administration fee related to Adult Entertainment Parlours was previously \$25 across the board, and there is now one each for Owners, Operators, and Entertainers to proportionately match the updated license fees (\$150, \$50, and \$25, respectively).
  - The review conducted by Business Licensing identified the following net new fees applicable to operating within the Region:
    - Caleche Horse \$30
    - Caleche Business \$150
    - Paratransit Driver – Initial Application \$60
    - Paratransit Driver – Renewal \$40
    - Paratransit Business \$150
    - Shuttle Business \$150
    - Sightseeing Business \$150
    - Specialty Business \$150
    - Tow Truck Yard \$100

- Tow Truck Business \$150
  - Replacement Vehicle \$100
- With the imminent completion of the International Plaza, Customer Service has identified a number of new fees related to the rental of that space. At this time, these rental fees are not yet at full cost recovery. Staff have completed a scan of similar rental fees in the surrounding area and set the Region's fees to be market driven for the first year. As the initial estimated budgeted expenses for operation of the space are tested in 2020, these fees will be reviewed with the intent that they are increased to full cost recovery in the following year (or phased in, if determined to be more appropriate). Customer Service has also taken the opportunity to formalize rates for Niagara Region Headquarters meeting rooms rented to external groups. To align with local municipality practices, the rental rates for both the International Plaza and meeting rooms have been discounted for non-profits and charitable organizations. The list of new fees can be found under "Customer Service" in the Corporate Services section of Appendix 1.

#### Corporate Administration

- Clerks Office has added three new fees at cost recovery to address customer requests related to requests for records and information. A CD/USB will now cost \$10. For PHIPA requests only, the search, file redaction, and shipping of the first 20 pages of a request will now be charged at cost up to \$30, with \$0.20 per page for photocopying after the first 20 pages. In addition, Clerks has deleted two fees: the \$5 fee for certifications is no longer required, and the \$65 fee for a Niagara Region flag has been removed as they are no longer being sold.

#### Public Works

- Waste Management is making changes as follows:
  - Garbage tags for each container (bag/can) above the low-density residential (properties with one (1) to six (6) units) garbage limit is increasing from \$2.00 to \$2.50. The fee includes the following associated costs: low-density residential waste collection and disposal costs, including program support costs and planning and administration allocation; cost to produce the tag; and retail commission. The change reflects the increasing costs related to the new waste collection contract.
  - Recycling carts – Multi-residential were previously subsidized by approximately 50% of the Commercial fee (\$35 compared to \$69). In addition, 32 gallon organic carts – Multi-residential were previously subsidized by 100% of the Commercial fee (\$0 compared to \$40). The majority of multi-residential properties purchased their carts when the recycling program was implemented in 2011. The subsidy was intended to be a short-term offer to entice multi-residential properties to participate,

- and only to be available while the Region was receiving Continuous Improvement Fund (CIF) funding. As the funding has ended, these subsidies for multi-residential have been eliminated. There is now one fee for Recycling carts – Commercial and Multi-Residential at \$69, and one fee for 32 gallon organic carts – Commercial and Multi-Residential at \$40.
- All other fees remain unchanged at this time; however, staff expect that an amendment to this section of the schedule will be brought forward in 2020, pending the October 2020 start of the new waste collection contract.
  - Environmental Enforcement in Water-Wastewater are increasing most fees:
    - Hauled sewage – domestic/non-domestic is increasing per 1,000 gallons from \$42 to \$44 as a result of increased processing costs.
    - Batch discharge permit (from \$104 to \$150), Surcharge agreement – application fee (from \$130.50 to \$150), and Restrictive discharge agreement – application fee (from \$130.50 to \$150) are all increasing to better reflect the processing time required by staff.
    - Environmental record search changing from \$78.50 per hour to \$169.50 per request. Most requests take approximately two hours to complete, and the increase is to better reflect the actual cost of processing time required.
    - The remainder of the increases for sewer surcharge fees, environmental audit information requests, etc. are inflationary at 2%.
  - Transportation Services has completed a review of all related fees and charges:
    - Six fees related to Traffic Data have been deleted as they are no longer required in 2020 (fees for average annual daily traffic map, AADT volume hard copy book, spot speed study, 24 hour speed study, 24 hour classification count, and motor vehicle collision general inquiry report). Three new fees were added in this area:
      - 24 hour automatic traffic recorder – Speed/Classification and Volume \$265
      - 24 hour automatic traffic recorder – Volume \$85
      - Motor vehicle collision general inquiry report \$157
    - For cost recovery purposes and to bring the fees in line with those in comparable jurisdictions, a number of Road Permit fees have been updated or new fees identified:
      - Detour fee \$230
      - Daily permit fees ranging from \$100 - \$450
      - Project permit fees ranging from \$600 - \$950
      - Special event fees ranging from \$50 - \$660
    - There are no proposed changes for 2020 related to Inter-Municipal Transit and Niagara Specialized Transit fares.

### Planning and Development Services

- Planning has added a new fee of \$36,000 for privately initiated Regional Official Plan amendment applications – Urban Boundary Expansion. Staff has calculated that the cost of such an application is approximately twice as much as the existing Regional Official Plan Amendment Review fee of \$18,125 and set the new fee accordingly. Other planning fees are increasing by 2% for inflation.
- Development fees were reviewed and many fees were deleted, consolidated, or had the description language updated to simplify and condense the schedule. With the exception of sewage system fees which have no change, most remaining development fees are increasing by 2% for inflation. New development fees for 2020 are as follows:
  - Environmental Impact Study (EIS) Terms of Reference (TOR) Review (to be deducted from EIS fee when EIS submitted) \$400
  - EIS Draft Review (to be deducted from EIS fee when EIS submitted) \$400
  - EIS Second Submission (Addendum) Review – no charge
  - EIS Third Submission (Addendum) Review \$1200
  - Environmental site assessments, response to request – update letter \$100

### Niagara Regional Police Service (NRPS)

- NRPS fees and charges are set by the Police Services Board. The most updated fees and charges by-law for NRPS is 371-2017.

### **Alternatives Reviewed**

An alternative to the proposed fees and charges schedules would be to not increase the fees and charges and to subsidize the cost of service through the general levy tax base. This alternative is not recommended since many of these services directly benefit the user and provide little or no direct benefits to the community as a whole.

Alternatively, larger increases to the fees and charges schedule could have been applied to ensure full cost recovery and no subsidization from the general tax levy. This alternative is also not recommended since larger increases may have negative impacts on lower income customers and small businesses.

### **Relationship to Council Strategic Priorities**

This report ties to the Council Strategic Priority of Sustainable and Engaging Government, in particular the objective to be Fiscally Sustainable by exploring opportunities for driving new revenues.

## Other Pertinent Reports

N/A

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### Prepared by:

Erin Amirault, MBA  
Associate Director, Finance Operations  
and Systems  
Corporate Services

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### Recommended by:

Todd Harrison, CPA, CMA  
Commissioner, Corporate Services,  
Treasurer  
Corporate Services

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### Submitted by:

Ron Tripp, P.Eng.  
Acting, Chief Administrative Officer

*This report was prepared in consultation with the Region's Departments and Program Financial Specialists, and reviewed by Helen Chamberlain, Director, Financial Management and Planning, Deputy Treasurer.*

## Appendices

Appendix 1	2020 Fees and Charges Schedule
Appendix 2	Draft By-law to establish fees and charges

**Regional Municipality of Niagara**  
**2020 Fees and Charges**  
(effective January 1, 2020)

Fee/Charge Description	Unit of Measure	2019 Fee/Charge (\$)	2020 Base Fee/Charge (\$)	HST (\$)	2020 Total Fee/Charge (\$)	Tax Implication
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**Community Services**

**Seniors Services:**

Adult day programs (geared-to-income)	per day	15.86 - 36.05	15.86 - 36.05	-	15.86 - 36.05	Exempt
Deer Park assisted living (geared-to-income)	per month	1,929.66 - 2,459.50	1,948.96 - 2,483.85	-	1,948.96 - 2,483.85	Exempt
In-home respite (geared-to-income)	per hour	2.50 - 6.50	2.50 - 6.50	-	2.50 - 6.50	Exempt
Aphasia program	per half day	15.00	15.00	-	15.00	Exempt

**Child Care Services:**

Child care (geared-to-income)	per day	10.11 - 55.16	10.11 - 52.93	-	10.11 - 52.93	Exempt
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**Public Health**

**Public Health:**

**Inspections:**

Food handler certification (includes the course, manual, exam, and one (1) free exam rewrite)	per certificate	50.00	44.25	5.75	50.00	HST included
Food handler exam only	each	20.00	17.70	2.30	20.00	HST included
Food handler exam rewrite only	each	20.00	17.70	2.30	20.00	HST included
Food handler manual only	each	25.00	22.12	2.88	25.00	HST included
Replacement of lost certificates	per certificate	20.00	17.70	2.30	20.00	HST included
Fixed premises real estate inspection – on site	per inspection	339.00	300.00	39.00	339.00	HST included
Fixed premises real estate inspection – file search only	per inspection	150.00	132.74	17.26	150.00	HST included
Routine inspections after business hours	per inspection	282.50	250.00	32.50	282.50	HST included
Re-opening pool or restaurant after-hours	per re-opening	282.50	250.00	32.50	282.50	HST included
Tick sign	each		26.55	3.45	30.00	HST included

**Sexual Health:**

Oral contraception	per package	8.00 - 22.00	8.00 - 18.00	-	8.00 - 18.00	Zero-rated
Contraceptive patch	each	10.00	10.00	-	10.00	Zero-rated
Metronidazole	dose	5.00	5.00	-	5.00	Zero-rated
Plan B	each	10.00	10.00	-	10.00	Zero-rated
Depo-Provera	each	18.00	18.00	-	18.00	Zero-rated
NUVA Ring	each	10.00	10.00	-	10.00	Zero-rated
Valcyclovir	caplet	1.00	1.00	-	1.00	Zero-rated
Intrauterine System (IUS)	each	45.00-55.00	45.00-55.00	-	45.00-55.00	Zero-rated
Intrauterine Device (IUD)	each	330.00-345.00	330.00-345.00	-	330.00-345.00	Zero-rated

**Disinterment:**

Disinterment initial fee	each	113.00	200.00	26.00	226.00	HST included
Disinterment each additional hour or part thereof	per hour	113.00	100.00	13.00	113.00	HST included

**Regional Municipality of Niagara**  
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(effective January 1, 2020)

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**Emergency Medical Services:**

Ambulance Call Report	each	60.00	53.10	6.90	60.00	HST included
Summary report/dispatch record	each	60.00	53.10	6.90	60.00	HST included
Statements	each	40.00	35.40	4.60	40.00	HST included
Birth (statement of declaration)	each	60.00	53.10	6.90	60.00	HST included
Interviews (minimum of four (4) hours)	per hour	80.00	70.80	9.20	80.00	HST included
Special events ambulance and paramedic (two (2) medics required)	per hour (incl. two medics) plus ambulance cost	160.00 plus 80.00	141.59 plus 70.80	18.41 plus 9.20	160.00 plus 80.00	HST included

**Corporate Services**

**Legal:**

***Schedule of Legal Services Fees for Planning, Public Works, and Other Matters:***

Development charge agreements	each	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	-	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Exempt
Servicing, site plan, engineering or other development control agreements	each	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	-	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Exempt
Land severance approval agreements	each	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	-	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Exempt
Waterline, easement, etc. agreements	each	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	-	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Exempt
Applications to close roads for private benefit	each	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	-	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Exempt



**Regional Municipality of Niagara**  
**2020 Fees and Charges**  
(effective January 1, 2020)

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Encroachment agreements	each	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	-	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Exempt
Other miscellaneous agreements	each	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	-	Greater of 550.00 plus disbursements and application of Hourly Rates applicable to the review of the Agreement	Exempt
Compliance letters	each	110.00	110.00	-	110.00	Exempt
Respond to the request for the Release of Easements, Agreements or other rights	each	Greater of 110.00 and application of Hourly Rates applicable to the review of the agreement(s)/other legal documentation related to the request	Greater of 110.00 and application of Hourly Rates applicable to the review of the agreement(s)/other legal documentation related to the request	-	Greater of 110.00 and application of Hourly Rates applicable to the review of the agreement(s)/other legal documentation related to the request	Exempt
Provide the Release of the Easement, Agreement or other rights	each	Greater of \$165.00 plus disbursements and application of Hourly Rates applicable to the preparation of release documents	Greater of \$165.00 plus disbursements and application of Hourly Rates applicable to the preparation of release documents	-	Greater of \$165.00 plus disbursements and application of Hourly Rates applicable to the preparation of release documents	Exempt
Director of Legal and Court Services / Senior Counsel hourly rates	per hour	225.00	225.00	Varies	225.00	Varies with service
Legal Counsel hourly rates	per hour	200.00	200.00	Varies	200.00	Varies with service
Law Clerks hourly rates	per hour	66.00	66.00	Varies	66.00	Varies with service
Litigation hourly rates	per hour	Litigation on a time, legal seniority, and complexity of the matter basis as permitted by applicable courts or legal assessment officers ranging inclusive of hourly rates and lump sums for interlocutory proceedings	Litigation on a time, legal seniority, and complexity of the matter basis as permitted by applicable courts or legal assessment officers ranging inclusive of hourly rates and lump sums for interlocutory proceedings	Varies	Litigation on a time, legal seniority, and complexity of the matter basis as permitted by applicable courts or legal assessment officers ranging inclusive of hourly rates and lump sums for interlocutory proceedings	Varies with service

**Regional Municipality of Niagara**  
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**Court Services:**

First placement fee - consumer accounts	each	12% - 15%	12% - 15%	-	12% - 15%	Exempt
Second placement fee - consumer accounts	each	17.5% - 32%	17.5% - 32%	-	17.5% - 32%	Exempt
Third Placement fee - consumer accounts	each	29.5% - 50%	29.5% - 50%	-	29.5% - 50%	Exempt

*Consumer accounts refer to those involving individual debtors.*

First placement fee - commercial accounts	each	12% - 15%	12% - 15%	-	12% - 15%	Exempt
Second placement fee - commercial accounts	each	17.5% - 32%	17.5% - 32%	-	17.5% - 32%	Exempt
Third Placement fee - commercial accounts	each	29.5% - 50%	29.5% - 50%	-	29.5% - 50%	Exempt

*Commercial accounts refer to all non-consumer debtors including businesses, corporations, partnerships, companies, institutions, government agencies, etc.*

Records Search - initial request (in accordance with MFIPPA fees schedule)	each	5.00	5.00	-	5.00	Exempt
Records Search - per 15 minutes of search time (in accordance with MFIPPA fees schedule)	each	7.50	7.50	-	7.50	Exempt
Photocopies (not certified) and ICON Screen Prints (per Section 391 of the Municipal Act)	per page	1.00	1.00	-	1.00	Exempt
Photocopies (certified) (per Section 391 of the Municipal Act)	per page	3.50	3.50	-	3.50	Exempt
Faxes (per Section 391 of the Municipal Act)	per page	1.50	1.50	-	1.50	Exempt
Administration fee for POA cases at certification of default stage	each	40.00	40.00	-	40.00	Exempt
NSF fee (under authority Section 66.2 of the Provincial Offences Act)	per incident	35.00	35.00	-	35.00	Exempt

**Finance:**

Hourly rates (where applicable)	each	225.00	225.00	Varies	225.00	Varies with service
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**Consumer & Commercial Accounts (Non-Court Services):**

First placement fee - consumer accounts	each	12% - 15%	12% - 15%	-	12% - 15%	Exempt
Second placement fee - consumer accounts	each	17.5% - 32%	17.5% - 32%	-	17.5% - 32%	Exempt
Third Placement fee - consumer accounts	each	29.5% - 50%	29.5% - 50%	-	29.5% - 50%	Exempt

*Consumer accounts refer to those involving individual debtors.*

First placement fee - commercial accounts	each	12% - 15%	12% - 15%	-	12% - 15%	Exempt
Second placement fee - commercial accounts	each	17.5% - 32%	17.5% - 32%	-	17.5% - 32%	Exempt
Third Placement fee - commercial accounts	each	29.5% - 50%	29.5% - 50%	-	29.5% - 50%	Exempt

*Commercial accounts refer to all non-consumer debtors including businesses, corporations, partnerships, companies, institutions, government agencies, etc.*

NSF fee	per incident	35.00	35.00	-	35.00	Exempt
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**Information Technology:**

**GIS Mapping:**

Digital Mapping:

2018 Aerial Photography (10 cm pixel)	1 sq. km Tile	50.00	44.25	5.75	50.00	HST included
2015 Aerial Photography (20 cm pixel)	1 sq. km Tile	50.00	44.25	5.75	50.00	HST included
2013 Aerial Photography (10 cm pixel)	1 sq. km Tile	50.00	44.25	5.75	50.00	HST included
2010 Aerial photography (20cm pixel colour)	1 sq. km Tile	50.00	44.25	5.75	50.00	HST included
2006 Aerial photography (10cm pixel black & white)	1 sq. km Tile	50.00	44.25	5.75	50.00	HST included
2002 Aerial photography (20cm pixel colour)	1 sq. km Tile	50.00	44.25	5.75	50.00	HST included
2000 Aerial photography (30cm pixel black & white)	1 sq. km Tile	50.00	44.25	5.75	50.00	HST included

**Regional Municipality of Niagara**  
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**Hardcopy Mapping:**

Road map - Niagara Region 8.5" x 11" or 11" x 17"	Plot (std bond)	10.00	8.85	1.15	10.00	HST included
Road map - Niagara Region 24" x 36" (colour or B&W)	Plot (std bond)	25.00	22.12	2.88	25.00	HST included
Road map - Niagara Region 36" x 48" (colour or B&W)	Plot (std bond)	50.00	44.25	5.75	50.00	HST included
Road map - 42" paper	Plot (std bond)	75.00	66.37	8.63	75.00	HST included
Hardcopy map customization (one (1) hour minimum charge)	per hour	50.00	44.25	5.75	50.00	HST included

**Business Licensing:**

*Unless otherwise stated below, refer to the appropriate Business Licensing By-law for details on required frequency of fee payment (e.g. annual, pro-rated, one-time, etc.).*

Adult Entertainment Parlour Owner	each	2,537.00	3,750.00	-	3,750.00	Exempt
Adult Entertainment Parlour Operator	each	126.00	1,200.00	-	1,200.00	Exempt
Adult Entertainment Parlour Entertainer	each	126.00	250.00	-	250.00	Exempt
Adult Entertainment Parlour Owner - Non-refundable Administration Fee	each		150.00	-	150.00	Exempt
Adult Entertainment Parlour Operator - Non-refundable Administration Fee	each		50.00	-	50.00	Exempt
Adult Entertainment Parlour Entertainer - Non-refundable Administration Fee	each	25.00	25.00	-	25.00	Exempt
Adult Entertainment Parlour Transfer of Owner's Licenses - Arm's length transfer	each	2,537.00	3,750.00	-	3,750.00	Exempt
Adult Entertainment Parlour Transfer of Owner's Licenses - Transfer to an existing Co-owner or non-arm's length transfer	each	1,015.00	1,015.00	-	1,015.00	Exempt
Auto Wrecking Yard – Initial Application	each	362.00	360.00	-	360.00	Exempt
Auto Wrecking Yard – Renewal	each	207.00	220.00	-	220.00	Exempt
Caleche Driver – Initial Application	each	53.00	60.00	-	60.00	Exempt
Caleche Driver – Renewal	each	28.00	28.00	-	28.00	Exempt
Caleche Owner – Initial Application	each	362.00	360.00	-	360.00	Exempt
Caleche Owner – Renewal	each	181.00	185.00	-	185.00	Exempt
Caleche Owner – Transfer	each	362.00	360.00	-	360.00	Exempt
Caleche Horse	each		30.00	-	30.00	Exempt
Caleche Business	each		150.00	-	150.00	Exempt
Paratransit Driver – Initial Application	each		60.00	-	60.00	Exempt
Paratransit Driver – Renewal	each		40.00	-	40.00	Exempt
Paratransit Owner – Initial Application	each	1,294.00	1,300.00	-	1,300.00	Exempt
Paratransit Owner – Renewal	each	258.00	260.00	-	260.00	Exempt
Paratransit Owner – Transfer	each	1,294.00	1,300.00	-	1,300.00	Exempt
Paratransit Business	each		150.00	-	150.00	Exempt
Salvage Yard – Initial Application	each	362.00	370.00	-	370.00	Exempt
Salvage Yard – Renewal	each	207.00	220.00	-	220.00	Exempt
Second Hand Dealer – Initial Application	each	233.00	260.00	-	260.00	Exempt
Second Hand Dealer – Renewal	each	155.00	160.00	-	160.00	Exempt
Second Hand Store – Initial Application	each	233.00	300.00	-	300.00	Exempt
Second Hand Store – Renewal	each	181.00	185.00	-	185.00	Exempt
Shuttle Driver – Initial Application	each	53.00	60.00	-	60.00	Exempt

**Regional Municipality of Niagara**  
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Shuttle Driver – Renewal	each	28.00	40.00	-	40.00	Exempt
Shuttle Owner – Initial Application	each	1,294.00	1,300.00	-	1,300.00	Exempt
Shuttle Owner – Renewal	each	258.00	260.00	-	260.00	Exempt
Shuttle Owner – Transfer	each	1,294.00	1,300.00	-	1,300.00	Exempt
Shuttle Business	each		150.00	-	150.00	Exempt
Sightseeing Driver – Initial Application	each	53.00	60.00	-	60.00	Exempt
Sightseeing Driver – Renewal	each	28.00	40.00	-	40.00	Exempt
Sightseeing Owner – Initial Application	each	1,294.00	1,300.00	-	1,300.00	Exempt
Sightseeing Owner – Renewal	each	258.00	260.00	-	260.00	Exempt
Sightseeing Owner – Transfer (New Owner)	each	1,294.00	1,300.00	-	1,300.00	Exempt
Sightseeing Business	each		150.00	-	150.00	Exempt
Spare Vehicle – Initial Application	each	621.00	625.00	-	625.00	Exempt
Spare Vehicle – Renewal	each	258.00	300.00	-	300.00	Exempt
Specialty Driver – Initial Application	each	53.00	60.00	-	60.00	Exempt
Specialty Driver – Renewal	each	28.00	40.00	-	40.00	Exempt
Specialty Owner – Initial Application	each	1,294.00	1,300.00	-	1,300.00	Exempt
Specialty Owner – Renewal	each	258.00	260.00	-	260.00	Exempt
Specialty Owner – Transfer	each		1,300.00	-	1,300.00	Exempt
Specialty Business	each		150.00	-	150.00	Exempt
Taxi Driver – Initial Application	each	53.00	60.00	-	60.00	Exempt
Taxi Driver – Renewal	each	28.00	40.00	-	40.00	Exempt
Taxi Owner – Broker	each	155.00	150.00	-	150.00	Exempt
Taxi Owner – Initial Application	each	1,294.00	1,300.00	-	1,300.00	Exempt
Taxi Owner – Renewal	each	258.00	260.00	-	260.00	Exempt
Taxi Owner – Transfer (New Owner)	each	1,294.00	1,300.00	-	1,300.00	Exempt
Tow Truck Driver – Initial Application	each	53.00	60.00	-	60.00	Exempt
Tow Truck Driver – Renewal	each	28.00	40.00	-	40.00	Exempt
Tow Truck Owner – Initial Application	each	1,294.00	1,300.00	-	1,300.00	Exempt
Tow Truck Owner – Renewal	each	258.00	260.00	-	260.00	Exempt
Tow Truck Owner – Transfer	each	1,294.00	1,300.00	-	1,300.00	Exempt
Tow Truck Yard	each		100.00	-	100.00	Exempt
Tow Truck Business	each		150.00	-	150.00	Exempt
Transportation Network Company – Driver initial application administration fee	each	15.25 per quarter	40.00	-	40.00	Exempt
Transportation Network Company – Driver application administration fee for second and subsequent short-term licences (less than 12 months)	each	15.25 per quarter	25.00	-	25.00	Exempt
Transportation Network Company:						
1 - 24 Vehicles	each	1,015.00	1,020.00	-	1,020.00	Exempt
25 - 99 Vehicles	each	5,075.00	5,100.00	-	5,100.00	Exempt
100 - 499 Vehicles	each	10,150.00	10,200.00	-	10,200.00	Exempt
500 - 999 Vehicles	each	15,225.00	15,300.00	-	15,300.00	Exempt
1000+ Vehicles	each	50,750.00	50,750.00	-	50,750.00	Exempt
Per Trip Charge	trip	0.11	0.13	-	0.13	Exempt

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***Business Licensing Administrative***

NSF Cheque	each	51.00	35.00	-	35.00	Exempt
Late fee	each		50.00	-	50.00	Exempt
License replacement	each		60.00	-	60.00	Exempt
Replacement Vehicle	each		100.00	-	100.00	Exempt

**Customer Service:**

International Plaza Event (up to 149 attendees)	per hour		40.00	5.20	45.20	HST included
International Plaza Event (150+ attendees): Non-profit and Charitable	per hour		35.00	4.55	39.55	HST included
International Plaza Event (150+ attendees): Commercial	per hour		70.00	9.10	79.10	HST included
International Plaza Event Hydro	per day		30.00	3.90	33.90	HST included
International Plaza Event (150+ attendees) Staff Time	per hour		44.25	5.75	50.00	HST included
International Plaza Vendor Space	per day		45.00	5.85	50.85	HST included
International Plaza Photography Permit	per hour		30.00	3.90	33.90	HST included
International Plaza Instructional Class	per hour		22.00	2.86	24.86	HST included
Small Meeting Room - Event: Non-profit and Charitable	per hour		10.00	1.30	11.30	HST included
Small Meeting Room - Event: Commercial	per hour		20.00	2.60	22.60	HST included
Small Meeting Room - Meeting (non-event): Non-Profit and Charitable	per hour		-	-	-	HST included
Large Meeting Room - Event: Non-profit and Charitable	per hour		15.00	1.95	16.95	HST included
Large Meeting Room - Event: Commercial	per hour		32.00	4.16	36.16	HST included
Large Meeting Room - Meeting (non-event): Non-Profit and Charitable	per hour		-	-	-	HST included
Reinstatement of property	each		at cost (time and material) plus 15%	applicable	at cost (time and material) plus 15%	HST included
Cancellation fee with less than three (3) business days' notice or no-shows	each		25.00	3.25	28.25	HST included

*Small Meeting Room options: CE101, CE102, CE103, or CR4*

*Large Meeting Room option: CE101 and CE102 (combined)*

**Corporate Administration**

**Human Resources:**

3rd party request for release of information	each	71.00	71.00 per hour plus incidental costs	-	71.00 per hour plus incidental costs	Exempt
Document Archive Request (Record Search)	each	7.50	7.50	-	7.50	Exempt
Photocopying	per page	0.20	0.20	-	0.20	Exempt

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**Clerks Office:**

**Subscription Rates:**

Council blue book - yearly	yearly	235.70	208.58	27.12	235.70	HST included
Agenda package (for Standing Committees)	per committee, yearly	107.00	94.69	12.31	107.00	HST included
Minutes only	per committee, yearly	74.90	66.28	8.62	74.90	HST included

**Miscellaneous Items:**

Swearing of oaths (may be waived/amended at the discretion of the Clerk)	each	15.00	15.00	-	15.00	Exempt
Photocopying (may be waived/amended at the discretion of the Clerk)	per page	0.20	0.20	-	0.20	Exempt

**Requests for Records and Information (includes requests made under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA)):**

Initial requests (MFIPPA)	each	5.00	5.00	-	5.00	Exempt
Preparation fee (redaction time)	per 15 minutes	7.50	7.50	-	7.50	Exempt
Photocopying	per page	0.20	0.20	-	0.20	Exempt
Manual Search	per 15 minutes	7.50	7.50	-	7.50	Exempt
Producing an electronic record	per 15 minutes	7.50	7.50	-	7.50	Exempt
Search involving third party (i.e. locating, retrieval, processing, copying)	each	all costs incurred plus HST applicable	all costs incurred (inclusive of any non-recoverable HST paid to the third party)	-	all costs incurred (inclusive of any non-recoverable HST paid to the third party)	Exempt
CD/USB	each		10.00	-	10.00	Exempt
Search, file redaction, shipping and the first 20 pages (PHIPA ONLY)	per request		all costs incurred up to \$30	-	all costs incurred up to \$30	Exempt
Photocopying after the first 20 pages (PHIPA ONLY)	per page after 20 pages		0.20	-	0.20	Exempt

**Procedures & Fees for the Processing of Applications for Holiday Openings for Maintenance & Development of Tourism under Retail Business Holidays Act:**

Each application (non-refundable)	each	750.00	750.00	-	750.00	Exempt
Business 2,400 square feet or more for service public or if business normally has 4 or more employees service the public (in addition to application fee)	each	100.00	100.00	-	100.00	Exempt

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**Public Works**

Hourly rates (where applicable)	each	225.00	225.00	Varies	225.00	Varies with service
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**Waste Management:**

Blue or grey recycling bins	each	6.00	5.31	0.69	6.00	HST included
Kitchen organics containers	each	4.00	3.54	0.46	4.00	HST included
Green organics bin	each	17.00	15.04	1.96	17.00	HST included
Backyard composters	each	21.00	18.58	2.42	21.00	HST included
Recycling carts - Commercial and Multi-Residential	each	69.00	61.06	7.94	69.00	HST included
32 gallon organic cart - Commercial and Multi-Residential	each	40.00	35.40	4.60	40.00	HST included
64 gallon organic cart - Commercial	each	69.00	61.06	7.94	69.00	HST included
Garbage tags for each container (bag/can) above the low-density residential (properties with one (1) to six (6) units) garbage limit	each	2.00	2.50	-	2.50	Exempt
Refrigerant removal stickers	each	20.00	20.00	-	20.00	Exempt

**For Landfill Sites & Residential Waste Drop-off Sites:**

**Residential and Commercial Tipping Fees:**

0 - 60 kg	flat charge	5.00	5.00	-	5.00	Exempt
Above 60 kg	per tonne	115.00	115.00	-	115.00	Exempt
Shingles	per tonne	75.00	75.00	-	75.00	Exempt
Asbestos	per tonne	300.00	300.00	-	300.00	Exempt
Residential concrete and asphalt	per tonne	10.00	10.00	-	10.00	Exempt
Residential clean soil	per load	-	-	-	-	Exempt
Residential and Commercial scrap metal	per tonne	-	-	-	-	Exempt
Commercial clean loads of Blue and Grey Box Materials, Electronics (e-waste), Tires, Batteries	per load	No Charge	-	-	-	Exempt
Residential clean loads of Blue and Grey Box Materials, Electronics (e-waste), Tires, Batteries, Leaf and Yard Waste, FOG, Propane Tanks, Used Motor Oil	per load	No Charge	-	-	-	Exempt
Commercial leaf and yard waste	per tonne	70.00	70.00	-	70.00	Exempt
Commercial clean soil - open landfill sites	per load	20.00	20.00	-	20.00	Exempt
Commercial contaminated soil	per tonne	30.00	30.00	-	30.00	Exempt
Commercial clean or slightly contaminated soil - Closed Landfill Sites (without operator/ equipment)	per load	40.00	40.00	-	40.00	Exempt
Commercial clean or slightly contaminated soil - Closed Landfill Sites (operator/equipment supplied)	per load	25.00	25.00	-	25.00	Exempt
Commercial concrete and asphalt	per tonne	10.00	10.00	-	10.00	Exempt
Appliances containing CFC's	per unit	20.00	20.00	-	20.00	Exempt
Weigh scale measurement (no drop off)	each	10.00	10.00	-	10.00	Exempt

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**Residential Waste Drop-off Locations - Weigh Scales not Operating:**

**Tipping Fees:**

Cars or mini-vans	per load	5.00	5.00	-	5.00	Exempt
Cars or mini-vans with trailer	per load	15.00	15.00	-	15.00	Exempt
Cube Van	per load	35.00	35.00	-	35.00	Exempt
Cube Van with trailer	per load	40.00	40.00	-	40.00	Exempt
Pick-up truck	per load	20.00	20.00	-	20.00	Exempt
Pick-up truck with trailer	per load	25.00	25.00	-	25.00	Exempt
Van or SUV	per load	15.00	15.00	-	15.00	Exempt
Van or SUV with trailer	per load	20.00	20.00	-	20.00	Exempt
Cargo Van	per load	20.00	20.00	-	20.00	Exempt

**Special Event Recycling (SER):**

Return of contaminated organics or recycling material	per event	59.00	52.21	6.79	59.00	HST included
Return of all organics carts or recycling containers empty or unused	per event	59.00	52.21	6.79	59.00	HST included
Disposal of contaminated organics or recycling material to landfill	per tonne	115.00	115.00	-	115.00	Exempt
SER materials not ready for pick up at prearranged time	per return trip	170.00	150.44	19.56	170.00	HST included
Replacement of damaged or missing 64 gal recycling cart	each	123.00	108.85	14.15	123.00	HST included
Replacement of damaged or missing 32 gal organics cart	each	61.00	53.98	7.02	61.00	HST included
Replacement of damaged or missing portable folding recycling container	each	135.00	119.47	15.53	135.00	HST included
Replacement of damaged or missing roll-off signs	each	74.00	65.49	8.51	74.00	HST included
Replacement of damaged or missing locks	each	8.00	7.08	0.92	8.00	HST included
Request to move roll-off container after placement	per move	170.00	150.44	19.56	170.00	HST included

**Environmental Enforcement:**

Hauled sewage - domestic/non-domestic	per 1,000 gallons	42.00	44.00	-	44.00	Exempt
Hauled sewage - hauler application fee	each	104.00	106.00	-	106.00	Exempt
Hauled sewage - hauler permit	first 3 vehicles	52.00	52.00	-	52.00	Exempt
Hauled sewage - access cards	each	16.00	16.00	-	16.00	Exempt
Batch discharge permit	each	104.00	150.00	-	150.00	Exempt
Administrative fee - failure to leave hauled sewage record after disposal	each	30.10	31.00	-	31.00	Exempt
Environmental audits information requests - industrial	each	398.89	360.00	46.80	406.80	HST included
Environmental audits information requests - commercial	each	398.89	360.00	46.80	406.80	HST included
Environmental audits information requests - residential	each	133.34	120.00	15.60	135.60	HST included
Sewer overstrength surcharge	per kg	1.52	1.55	-	1.55	Exempt
Surcharge agreement - application fee	each	130.50	150.00	-	150.00	Exempt
Restrictive discharge agreement - application fee	each	130.50	150.00	-	150.00	Exempt
Wastewater sampler rental	per month	294.93	266.00	34.58	300.58	HST included
Environmental Record Search	per request	78.50	150.00	19.50	169.50	HST included



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**Transportation Services:**

**Traffic Data Fees:**

Eight hour intersection traffic count	each	165.00	234.51	30.49	265.00	HST included
24 hour automatic traffic recorder	each	55.00	48.67	6.33	55.00	HST included
24 hour automatic traffic recorder- Speed/Classification and Volume	each		234.51	30.49	265.00	HST included
24 hour automatic traffic recorder- Volume	each		75.22	9.78	85.00	HST included
Motor vehicle collision general inquiry report per location for 3-5 years history	each		138.94	18.06	157.00	HST included
Intersection capacity analysis summary information	each	275.00	243.36	31.64	275.00	HST included
Traffic signal timing	each	110.00	97.35	12.65	110.00	HST included
Transportation forecasts - area and specific plots	per hour	82.00	72.57	9.43	82.00	HST included
Transportation forecasts - custom analysis	per hour	82.00	72.57	9.43	82.00	HST included
Land use information by traffic zone	per hour	82.00	72.57	9.43	82.00	HST included

**Transportation Engineering:**

Design review for development related road improvements	per application	-	In accordance with executed agreement between Niagara Region and developer	applicable	In accordance with executed agreement between Niagara Region and developer	HST included
Inspection fee for development related road improvements	per application	-	In accordance with executed agreement between Niagara Region and developer	applicable	In accordance with executed agreement between Niagara Region and developer	HST included

**Road Permit Fees:**

Annual Permit fee (Tourism Bus Operators Over-Height Only); Fee is for annual utilization. Fee will not be pro-rated for any reason unless terminated by the Region.	each	55.00	55.00	-	55.00	Exempt
Commercial and industrial entrances (fees payable at the time of Permit Issuance)	each	220.00 + Inspection fee	220.00 + Inspection fee	-	220.00 + Inspection fee	Exempt
Residential entrances (fees payable at the time of Permit Issuance)	each	55.00 + Inspection Fee	55.00 + Inspection Fee	-	55.00 + Inspection Fee	Exempt
Inspection fee	each	82.00	72.57	9.43	82.00	HST included
Sign permit	each	82.00	82.00	-	82.00	Exempt
Detour fee (on Provincial Highway or Local Area Municipalities road and diverting traffic to Regional roads)	each		230.00	-	230.00	Exempt
Daily permit fee (single move - load below 63,500kg; the proposed route is not over regional structure, same route only, OBF check is not required)	each	55.00	100.00	-	100.00	Exempt
Daily permit fee (single move - load above 63,500kg; the proposed route is not over regional structure, same route only, OBF check is not required)	each		100.00	-	100.00	Exempt
Daily permit fee (single move - load above 63,500kg; the proposed route is over regional structure, same route only, OBF check is required)	each		450.00	-	450.00	Exempt

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Project permit fee (granted for 12 weeks (3 months); multiple moves - load below 63,500kg; the proposed route is not over regional structure, same route only, OBF check is not required)	each	330.00	600.00	-	600.00	Exempt
Project permit fee (granted for 12 weeks (3 months); multiple moves - load above 63,500kg; the proposed route is not over regional structure, same route only, OBF check is not required)	each		600.00	-	600.00	Exempt
Project permit fee (granted for 12 weeks (3 months); multiple moves - load above 63,500kg; the proposed route is over regional structure, same route only, OBF check is required)	each		950.00	-	950.00	Exempt
Annual permit fee (multiple moves at unspecified intervals - load below 63,500kg)	each	330.00	330.00	-	330.00	Exempt
Full load (March, April)	each	165.00	165.00	-	165.00	Exempt
Special Events: Full Closure: This is an event that requires the complete closure of a Regional Road. Traffic movement must be diverted by a scheduled detour plan. Police must be at the event site for traffic control.	each		660.00	-	660.00	Exempt
Special Events: Partial Closure: This is a special event that requires lane closures, but allows traffic to continue in both directions. Police may be at the event site for traffic control.	each		300.00	-	300.00	Exempt
Special Events: Rolling Closure: This is a special event closure that does not require any permanent lane closures. Used mostly for small parade walks that use sidewalks only and/ or bike events that close roads for a very short period of time. All closures are contained to either (1) lane and monitored by police presence.	each		275.00	-	275.00	Exempt
Special Events: Charity Organization	each		50.00	-	50.00	Exempt
Road Occupancy	each	110.00	110.00	-	110.00	Exempt
Info bars	each	55.00	55.00	-	55.00	Exempt
Construction encroachment - no pavement cut (fees applicable when permit obtained before construction begins)	each	275.00 + Inspection Fee	275.00 + Inspection Fee	-	275.00 + Inspection Fee	Exempt
Construction encroachment - no pavement cut (fees applicable when permit obtained after construction begins)	each	550.00 + all applicable per visit Inspection Fees	550.00 + all applicable per visit Inspection Fees	-	550.00 + all applicable per visit Inspection Fees	Exempt
Construction encroachment - with pavement cut (fees applicable when permit obtained before construction begins)	each	550.00 + Inspection Fee	550.00 + Inspection Fee	-	550.00 + Inspection Fee	Exempt
Construction encroachment - with pavement cut (fees applicable when permit obtained after construction begins)	each	1,100.00 + all applicable per visit Inspection Fees	1,100.00 + all applicable per visit Inspection Fees	-	1,100.00 + all applicable per visit Inspection Fees	Exempt
Encroachment Agreement Application (fees set to offset the cost to administer the application, review, circulate, and respond to request)	each	330.00	330.00	-	330.00	Exempt
Construction encroachment (Local Area Municipal Access Agreements - Emergency Repair) (permit obtained within 30 days of repair)	each	-	-	-	-	Exempt

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Construction encroachment (Local Area Municipal Access Agreements - Emergency Repair) (permit obtained after 30 days of repair)	each	275.00 - 550.00 + all applicable per visit Inspection Fees	275.00 - 550.00 + all applicable per visit Inspection Fees	-	275.00 - 550.00 + all applicable per visit Inspection Fees	Exempt
Landscaping (There will be no attributed encroachment fee for landscaping done on road allowance wherein the improvements are mutually beneficial and beautifying of Regional Property.)	each	-	-	-	-	Exempt
Encroachment of Structure/Sign/Patios (As result of ROW widening or as a result an existing build found during planning application)	each	-	-	-	-	Exempt
Annual Encroachment Agreement – (Residential) (Fee is for the annual utilization of the Region's lands. Fee will not be pro-rated for any reason, unless terminated by the Region.)	each	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$330.00	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$330.00	-	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$330.00	Exempt
Annual Encroachment Agreement – New Structure/Sign/Patio (Commercial) (Fee is for the annual utilization of the Region's lands. Fee will not be pro-rated for any reason unless terminated by the Region.)	each	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$550.00	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$550.00	-	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$550.00	Exempt
Annual Underground Structure Encroachment (Fee is for the annual utilization of the Region's lands. Fee will not be pro-rated for any reason unless terminated by the Region.)	each	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$1100.00	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$1100.00	-	8.0% of Market Value per square meter multiplied by the area of the encroachment, with minimum annual fee as \$1100.00	Exempt
Annual Private Infrastructure Encroachment (as per previous Agreement)	each	1.00	1.00	-	1.00	Exempt
Municipal Gateway Features/Streetscape Improvements (as per previous Agreement)	each	1.00	1.00	-	1.00	Exempt
Construction encroachment (Municipal Access Agreements - Annual Fee)	each	5,000.00	5,000.00	-	5,000.00	Exempt
Construction encroachment (Municipal Access Agreements - Resubmission)	each	200.00	200.00	-	200.00	Exempt
Encroachment Agreement (within Development Planning Agreements) (If pavement is less than 5 years old; Fee is refundable only if pavement reinstatement is done to the Region's standards and passes inspection.)	each	100% of estimated cost of repair	100% of estimated cost of repair	-	100% of estimated cost of repair	Exempt

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Encroachment Agreement (within Development Planning Agreements) (If pavement is more than 5 years old; Fee is refundable only if pavement reinstatement is done to the Region's standards and passes inspection.)	each	15% of estimated value of project	15% of estimated value of project	-	15% of estimated value of project	Exempt
Canadian Tourism-Oriented Directional Signing (TODS)	per operator	150.00	132.74	17.26	150.00	HST included
Canadian Tourism-Oriented Directional Signing (TODS)	per assembly	300.00	265.49	34.51	300.00	HST included
Regional directional sign	each	50.00	44.25	5.75	50.00	HST included
Lane Occupancy (Lane occupancy without construction being done on roadway)	per lane, per day	250.00	250.00	-	250.00	Exempt
Community events (fee plus applicable operational costs are payable by the event organizer)	each	11.00 - 55.00	11.00 - 55.00	-	11.00 - 55.00	Exempt

*Road Permit Fees: "Market Value" means either the land value acquired from the associated MPAC value or approved land appraisal value.*

**Inter-Municipal Transit:**

Adults Cash Fare	each	6.00	6.00	-	6.00	Exempt
Adults 10-ride Card	each	45.00	45.00	-	45.00	Exempt
Adults Monthly Pass	each	160.00	160.00	-	160.00	Exempt
Adults Cash Fare Fort Erie to Niagara Falls Link Service	each	3.50	3.50	-	3.50	Exempt
Adults Cash Fare Port Colborne to Welland Link Service	each	3.50	3.50	-	3.50	Exempt
Seniors (65+) Cash Fare	each	5.00	5.00	-	5.00	Exempt
Seniors (65+) 10-ride Card	each	40.00	40.00	-	40.00	Exempt
Seniors (65+) Monthly Pass	each	130.00	130.00	-	130.00	Exempt
Seniors (65+) Cash Fare Fort Erie to Niagara Falls Link Service	each	3.50	3.50	-	3.50	Exempt
Seniors (65+) Cash Fare Port Colborne to Welland Link Service	each	3.50	3.50	-	3.50	Exempt
Elementary (6+) / High School Students Cash Fare	each	5.00	5.00	-	5.00	Exempt
Elementary (6+) / High School Students 10-ride Card	each	40.00	40.00	-	40.00	Exempt
Elementary (6+) / High School Students Monthly Pass	each	130.00	130.00	-	130.00	Exempt
Elementary (6+) / High School Students Cash Fare Fort Erie to Niagara Falls Link Service	each	3.50	3.50	-	3.50	Exempt
Elementary (6+) / High School Students Cash Fare Port Colborne to Welland Link Service	each	3.50	3.50	-	3.50	Exempt

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**Niagara Specialized Transit Fares:**

Adults Cash Fare	each	6.00	6.00	-	6.00	Exempt
Adults 10-ride Card	each	45.00	45.00	-	45.00	Exempt
Adults Monthly Pass	each	160.00	160.00	-	160.00	Exempt
Adults Cash Fare Trips to Hamilton	each	15.00	15.00	-	15.00	Exempt
Adults Cash Fare Trips - Fort Erie to Niagara Falls Link Service	each	3.50	3.50	-	3.50	Exempt
Adults Cash Fare Trips - Port Colborne to Welland Link Service	each	3.50	3.50	-	3.50	Exempt
Seniors (65+) Cash Fare	each	5.00	5.00	-	5.00	Exempt
Seniors (65+) 10-ride Card	each	40.00	40.00	-	40.00	Exempt
Seniors (65+) Monthly Pass	each	130.00	130.00	-	130.00	Exempt
Seniors (65+) Cash Fare Trips to Hamilton	each	14.00	14.00	-	14.00	Exempt
Seniors (65+) Cash Fare Trips - Fort Erie to Niagara Falls Link Service	each	3.50	3.50	-	3.50	Exempt
Seniors (65+) Cash Fare Trips - Port Colborne to Welland Link Service	each	3.50	3.50	-	3.50	Exempt
Elementary (6+) / High School Students Cash Fare	each	5.00	5.00	-	5.00	Exempt
Elementary (6+) / High School Students 10-ride Card	each	40.00	40.00	-	40.00	Exempt
Elementary (6+) / High School Students Monthly Pass	each	130.00	130.00	-	130.00	Exempt
Elementary (6+) / High School Students Cash Fare Trips to Hamilton	each	14.00	14.00	-	14.00	Exempt
Elementary (6+) / High School Students Cash Fare Trips - Fort Erie to Niagara Falls Link Service	each	3.50	3.50	-	3.50	Exempt
Elementary (6+) / High School Students Cash Fare Trips - Port Colborne to Welland Link Service	each	3.50	3.50	-	3.50	Exempt

**Tourism Oriented Destination Signage:**

Initial Fee for Manufacturing and Installation:						
Up to 30 cm x 120 cm (1' x 4') signs (for roads with speed limit of 60 km/h or less)	Per sign	367.25	325.00	42.25	367.25	HST included
Up to 45 cm x 180 cm (1.5' x 6') signs (for roads with speed limit greater than 60 km/h)	Per sign	565.00	500.00	65.00	565.00	HST included
Annual Maintenance Fee	Per sign	113.00	100.00	13.00	113.00	HST included

*Tourism signage initiated by a local municipality may be exempt from the annual maintenance fee; however, the municipality will be responsible for the cost of any modifications or replacements.*

**Regional Municipality of Niagara**  
**2020 Fees and Charges**  
(effective January 1, 2020)

Fee/Charge Description	Unit of Measure	2019 Fee/Charge (\$)	2020 Base Fee/Charge (\$)	HST (\$)	2020 Total Fee/Charge (\$)	Tax Implication
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**Planning and Development Services:**

Hourly rates (where applicable)	each	225.00	225.00	Varies	225.00	Varies with Service
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**Planning Services:**

**Regional Official Plan Amendments (ROPA):**

Regional Official Plan Amendment Review	per application	17,765.00	18,125.00	-	18,125.00	Exempt
Regional Official Plan Amendment Application Fee - Urban Boundary Expansion	per application		36,000.00	-	36,000.00	Exempt
ROPA to Establish or Expand a Pit or Quarry **	per application	111,650.00	113,885.00	-	113,885.00	Exempt
Advertising - Public Notice (Applicant is responsible for advertising cost over & above the fee)	per application	cost of advertising plus HST applicable	cost of advertising	applicable	cost of advertising plus HST applicable	HST included

*\*\* In addition to the fees set out above for Pits and Quarries (new and expansion fees), the owner/applicant shall bear any and all costs pertaining to Peer Reviews and for an Aggregate Advisor, if required. The owner/applicant shall be required to sign a cost acknowledgement agreement which must be signed and submitted as part of the application.*

**Local Official Plan Amendments:**

Major Official Plan Amendment Review (Change in land use designation, conversion, or significant change in policy direction)	per application	9,520.00	9,715.00	-	9,715.00	Exempt
Minor Official Plan Amendment Review (Change in policy)	per application	5,075.00	5,180.00	-	5,180.00	Exempt

**Development Services:**

**Subdivision, Vacant Land or Common Element Condominium Base Fee:**

**Additional fees apply for Storm Water, Urban Design, Hydrogeology, EIS and/or Private Sewage System Reviews as required.**

Draft Plan Review (Fee is based on the entire area of the subdivision)	per application	5,075.00 base fee + 1,120.00 per hectare to a maximum of 22,840.00	5,180.00 base fee + 1,145.00 per hectare	-	5,180.00 base fee + 1,145.00 per hectare	Exempt
Revision to Submission by Applicant (Prior to Draft Approval)	per application	1,270.00	1,300.00	-	1,300.00	Exempt
Modification of Draft Plan Approval	per application	2,540.00	2,595.00	-	2,595.00	Exempt
Extension of Draft Plan Approval	per application	1,270.00	1,300.00	-	1,300.00	Exempt
Extension of Draft Plan Approval (Approved prior to 2006)	per application	2,540.00	2,595.00	-	2,595.00	Exempt
Clearance of Draft Plan Conditions	per phase	2,540.00	2,595.00	-	2,595.00	Exempt

**Standard Condominium Base Fee:**

**Additional fees apply for Storm Water, Urban Design, Hydrogeology, EIS and/or Private Sewage System Reviews as required.**

Combined Standard Condominium and Site Plan Review Fee	per application	3,810.00	3,890.00	-	3,890.00	Exempt
Plan of Standard Condominium Review (where site plan review is not required)	per application	2,540.00	2,595.00	-	2,595.00	Exempt
Revisions to Submission by Applicant (Prior to Approval)	per application	1,270.00	1,300.00	-	1,300.00	Exempt
Modification of Standard Draft Plan of Condominium Approval	per application	635.00	650.00	-	650.00	Exempt
Extension of Standard Draft Plan of Condominium Approval	per application	705.00	720.00	-	720.00	Exempt

**Regional Municipality of Niagara**  
**2020 Fees and Charges**  
(effective January 1, 2020)

Fee/Charge Description	Unit of Measure	2019 Fee/Charge (\$)	2020 Base Fee/Charge (\$)	HST (\$)	2020 Total Fee/Charge (\$)	Tax Implication
Extension of Standard Draft Plan of Condominium Approval (Approved prior to 2006)	per application	1,400.00	1,430.00	-	1,430.00	Exempt
Clearance of Conditions (Standard Plan of Condominium)	per application	705.00	720.00	-	720.00	Exempt

**Zoning By-law Amendments Base Fee:**

**Additional fees apply for Storm Water, Urban Design, Hydrogeology, EIS and/or Private Sewage System Reviews as required.**

Zoning By-law Amendment Review	per application	1,270.00	1,300.00	-	1,300.00	Exempt
Agricultural purposes only (APO) zoning amendment *	per application	410.00	420.00	-	420.00	Exempt
Revision to Submission by Applicant (Prior to Approval)	per application	635.00	650.00	-	650.00	Exempt
Removal of holding symbol	per application	635.00	650.00	-	650.00	Exempt

\* Where the Region or Local Area Municipality has requested an APO zone as a condition of severance or subdivision approval there will be no charge for the APO application

**Consent Reviews Base Fees:**

**Additional fees apply for Storm Water, Urban Design, Hydrogeology, EIS and/or Private Sewage System Reviews as required.**

Consent Review - Urban	per application	605.00	620.00	-	620.00	Exempt
Consent Review - Rural /Outside Urban	per application	855.00	875.00	-	875.00	Exempt
Final certification fee (active consent files still remaining under the authority of the Region will be subject to Final Certification Fee, payable upon request for final certification, prior to registration.)	per application	255.00	265.00	-	265.00	Exempt

**Site Plan Reviews Base Fees:**

**Additional fees apply for Storm Water, Urban Design, Hydrogeology, EIS and/or Private Sewage System Reviews as required.**

Major Site Plan Review (Applications which entail a Regional response if the subject property is located on a Regional road or there are Regional infrastructure/facilities located nearby or the application has a Regional or Provincial issue as determined by the local municipal planner.)	per application	1,270.00	1,300.00	-	1,300.00	Exempt
Minor Site Plan Review (Minor Site Plans requiring Waste Collection Review, Entrance Permits, Encroachment Permits, Sign Permits.)	per application	510.00	525.00	-	525.00	Exempt
Revision to Submission by Applicant (Prior to Approval)	per application	635.00	650.00	-	650.00	Exempt
Review of Waste Management Only	per application	410.00	420.00	-	420.00	Exempt
Clearance of Site Plan Conditions	per application	1,270.00	1,300.00	-	1,300.00	Exempt

**Minor Variance Reviews Base Fees:**

**Additional fees apply for Storm Water, Urban Design, Hydrogeology, EIS and/or Private Sewage System Reviews as required.**

Minor Variance Review (excludes Septic) (Applications which require Regional Review if the subject property is located on a Regional road or there are Regional infrastructure/facilities located nearby or the application has a Regional or Provincial issue.)	per application	410.00	420.00	-	420.00	Exempt
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**Regional Municipality of Niagara**  
**2020 Fees and Charges**  
(effective January 1, 2020)

Fee/Charge Description	Unit of Measure	2019 Fee/Charge (\$)	2020 Base Fee/Charge (\$)	HST (\$)	2020 Total Fee/Charge (\$)	Tax Implication
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**Niagara Escarpment Plan Applications:**

**Additional fees apply for Storm Water, Urban Design, Hydrogeology, EIS and/or Private Sewage System Reviews as required.**

Development Permit Review	per application	765.00	785.00	-	785.00	Exempt
Minor Development Permit Review (No Provincial or Regional concerns identified (i.e. sheds, garages, pools, etc.))	per application	410.00	420.00	-	420.00	Exempt

**All Development Applications are subject to the following additional fees as applicable:**

Storm Water Review more than 5 ha	per application	1,830.00	1,870.00	-	1,870.00	Exempt
Storm Water Review < 5 ha	per application	610.00	625.00	-	625.00	Exempt
Major Urban Design Review	per application	600.00	615.00	-	615.00	Exempt
Minor Urban Design Review	per application	250.00	255.00	-	255.00	Exempt
Hydrogeology Review	per application		1,200.00	-	1,200.00	Exempt
Major Environmental Impact Study (EIS) Review (2 or more features)	per application	2,200.00	2,245.00	-	2,245.00	Exempt
Minor EIS Review (1 feature)	per application	1,100.00	1,125.00	-	1,125.00	Exempt
EIS Terms of Reference (TOR) Review (To be deducted from EIS fee when EIS Submitted)	per application		400.00	-	400.00	Exempt
EIS Draft Review (To be deducted from EIS fee when EIS Submitted)	per application		400.00	-	400.00	Exempt
EIS Second Submission (Addendum) Review	per application		No Charge	-	No Charge	Exempt
EIS Third Submission (Addendum) Review	per application		1,200.00	-	1,200.00	Exempt
Private Sewage System Review	per lot or unit	400.00	400.00	-	400.00	Exempt

**Secondary Plans:**

Secondary Plans - Privately Initiated (Fee Includes Secondary Plan fee, Urban Design Review, Engineering Review, and OPA review)	per application	13,195.00	13,460.00	-	13,460.00	Exempt
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**Maintenance Fees:**

Maintenance Fees (Where a file is inactive for over one year, a final maintenance fee will apply to keep the file open. If the fee is not received within four weeks of a request, the file will be closed.)	per application	1,270.00	1,300.00	-	1,300.00	Exempt
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**LPAT Appeal Record Preparation:**

LPAT Appeal Record Preparation	per application	610.00	625.00	-	625.00	Exempt
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**Environmental Site Assessments (Brownfields) Requests to Use Non-potable Water Site Condition Standards:**

Response to request	per application	635.00	650.00	-	650.00	Exempt
Response to request - Update Letter	per application		100.00	-	100.00	Exempt



**Regional Municipality of Niagara**  
**2020 Fees and Charges**  
(effective January 1, 2020)

Fee/Charge Description	Unit of Measure	2019 Fee/Charge (\$)	2020 Base Fee/Charge (\$)	HST (\$)	2020 Total Fee/Charge (\$)	Tax Implication
------------------------	-----------------	----------------------------	---------------------------------	-------------	----------------------------------	-----------------

**Urban Design Projects Associated with Development/Planning Applications:**

Urban Design - Concept Design	per hour	\$110.00 Hourly Rate applies unless work covered under Service Agreement	\$115.00 Hourly Rate applies unless work covered under Service Agreement	-	\$115.00 Hourly Rate applies unless work covered under Service Agreement	Exempt
Urban Design - Streetscape Design	per hour	\$110.00 Hourly Rate applies unless work covered under Service Agreement	\$115.00 Hourly Rate applies unless work covered under Service Agreement	-	\$115.00 Hourly Rate applies unless work covered under Service Agreement	Exempt
Urban Design & Architectural Peer Review	per hour	\$110.00 Hourly Rate applies unless work covered under Service Agreement	\$115.00 Hourly Rate applies unless work covered under Service Agreement	-	\$115.00 Hourly Rate applies unless work covered under Service Agreement	Exempt

**Sewage System Applications:**

New system	per application	1,100.00	1,100.00	-	1,100.00	Exempt
Holding tank	per application	1,100.00	1,100.00	-	1,100.00	Exempt
Septic tank replacement only	per application	600.00	600.00	-	600.00	Exempt
Hydrogeology review	per study		1,200.00	-	1,200.00	Exempt

**Small, On Lot Sewage Systems - Special Requests:**

Preliminary site inspection (where no other application has been made)	per application	400.00	400.00	-	400.00	Exempt
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**Small, On Lot Sewage Systems - Real Estate Inquiries Including Site Inspection Visits:**

Site inspection and report	per application	565.00	500.00	65.00	565.00	HST included
File searches only	per application	282.50	250.00	32.50	282.50	HST included

**MOE, Ontario Water Resources Act (Sec 52, 53):**

Admin processing	per application	200.00	200.00	-	200.00	Exempt
Admin amendments	per application	100.00	100.00	-	100.00	Exempt
MOE application processing fee for storm and sanitary sewers and appurtenances	per application	900.00	900.00	-	900.00	Exempt
MOE application processing fee for storm and sanitary sewers pump stations and force mains	per application	1,800.00	1,800.00	-	1,800.00	Exempt
Watermains and appurtenances, including hydrants	per application	1,000.00	1,000.00	-	1,000.00	Exempt
Servicing Review with Stormwater Management	per application	2,000.00	2,000.00	-	2,000.00	Exempt

**Regional Water & Sewer Lateral Connections:**

Water service connection	per application	1,250.00	1,250.00	-	1,250.00	Exempt
Sanitary sewer lateral connection	per application	1,250.00	1,250.00	-	1,250.00	Exempt

**Regional Municipality of Niagara**  
**2020 Fees and Charges**  
(effective January 1, 2020)

Fee/Charge Description	Unit of Measure	2019 Fee/Charge (\$)	2020 Base Fee/Charge (\$)	HST (\$)	2020 Total Fee/Charge (\$)	Tax Implication
------------------------	-----------------	----------------------------	---------------------------------	-------------	----------------------------------	-----------------

**Note - Development Services Fees:**

- All development review/processing fees must be received by the Development Services Division prior to the Region's submission of comment/recommendations to the approval authority.
- The Region's review/processing fees are not refundable if an application is refused or only partially approved by the approval authority.
- The Region's review/processing fees may be returned if the applicant voluntarily withdraws the application prior to staff commencing the review process.
- In addition to development review fees the Region may require the applicant to cover the cost of peer review for specific technical studies.
- All development applications initiated by a local municipality are exempt from the Region's development review fees.
- Wainfleet, Welland and West Lincoln do their own private sewage system review and therefore the Regional private septic system review fee is not required.
- All development applications are circulated to the Region for review, except where the Region has determined through pre-consultation that the development proposal is exempt from further circulation and review.

**Police Services:**

See Police Services Board by-law on user fees & charges.

**Note - Tax Implication:**

- If HST is found to be applicable where originally deemed not applicable, HST will be applied and payable by the user paying the fee or charge.
- Inter- and intra-municipal supplies are tax exempt and billed under the "2020 Base Fee/Charge" column unless they relate to supply of electricity, gas, steam, or telecommunication services made while acting as a public utility.

## THE REGIONAL MUNICIPALITY OF NIAGARA

## BY-LAW NO. &lt;&gt;

A BY-LAW TO ESTABLISH FEES AND CHARGES FOR  
SERVICES AND ACTIVITIES PROVIDED BY THE  
REGIONAL MUNICIPALITY OF NIAGARA AND FOR THE  
USE OF ITS PROPERTY AND TO REPEAL BY-LAW 2019-  
28

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WHEREAS section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a municipality may pass by-laws respecting services and things that the municipality is authorized to provide; and

WHEREAS section 391 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a municipality may impose fees or charges on persons: for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control; and

WHEREAS section 69 of the *Planning Act*, R.S.O. 1990, c. P.13, permits a council of a municipality to establish a tariff of fees for the processing of applications made in respect of planning matters.

NOW THEREFORE the Council of The Regional Municipality of Niagara enacts as follows:

1. That By-law 2019-28 is hereby repealed.
2. That the fees and charges as set out in Appendix '1' to this by-law are hereby adopted and enacted.
3. That where the provisions of any other by-laws are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

Bill <>

Authorization Reference:

4. That this by-law shall come into force and effect on January 1, 2020.

THE REGIONAL MUNICIPALITY OF NIAGARA

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James Bradley, Regional Chair

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Ann-Marie Norio, Regional Clerk

Passed: <date>

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**Subject:** Financial Disclosure Requirements – Ontario Regulations 284/09

**Report to:** Budget Review Committee of the Whole

**Report date:** Thursday, December 5, 2019

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## Recommendations

That this report **BE RECEIVED** for information.

## Key Facts

- The purpose of this report is to comply with *Ontario Regulation 284/09 Budget Matter – Expenses*, requiring that before adopting a budget for the year that excludes non-cash expenses noted below that a Municipality must prepare a report to council about the excluded expenses.
- The purpose of this report is to comply with *Ontario Regulation 284/09 Budget Matter – Expenses*, requires that before adopting a budget for the year that excludes non-cash expenses noted below that a Municipality must prepare a report to council about the excluded expenses.
- Municipal budgets exclude estimated amounts for non-cash expenses:
  - Amortization of tangible capital assets
  - Post-employment benefit expenses
  - Solid waste landfill closure and post-closure expenses
- This report identifies the components that modify the Region's balanced operating budget (prepared on modified accrual basis for tax levy and water and wastewater rate setting purposes) to a forecasted operating surplus of \$118.8 million (prepared on full accrual basis – including non-cash outlay items) that would be reported in the Region's annual financial report in accordance with Public Sector Accounting Standards (PSAS).

## Financial Considerations

As required by Ontario Regulation 284/09 this report addresses current funding practices of tangible capital assets, employee future benefits, and solid waste landfill closure and post closure costs and identifies the potential impact on the Niagara Region (the Region) operating surplus if the Region were to budget for tangible capital assets through amortization, changes in the employee future benefits (EFBs) liabilities and changes with solid waste landfill closure and post closure costs liabilities. The impact of budgeting for these items, on the operating surplus, is summarized in Table 1 – 2020 PSAS Adjusted Budget.

Table 1 – 2019 PSAS Adjusted Budget (in millions)

Description	2020 Budget
<b>Budgeted Operating Surplus</b>	<b>\$ 0</b>
<b>Impact of Non-Budgeted Items</b>	
Tangible Capital Assets	
Principal debt repayments	48.8
Amortization	(95.4)
Other capital program revenues and expenditures	98.9
Total Tangible Capital Assets Impact	52.3
Total Net Transfers to Reserves	67.4
Employee Future Benefits Increase	(0.6)
Landfill Liability Increase	(0.3)
<b>Operating Surplus adjusted for PSAS</b>	<b>118.8</b>

## Analysis

The Region's operating budget is prepared for the purpose of setting tax rates and user fees rather than a framework for presenting annual financial results. Therefore in order to issue financial statements, the Region is required to adjust its presentation of the financial results to be in accordance with Canadian public sector accounting standards. The report identifies the components that move the Region from its approved balanced operating budget to a presentation consistent with Canadian public sector accounting standards.

The Region is required under Ontario Regulation 284/09 to report the estimated impact of excluding amortization, EFBs, and solid waste landfill closure and post closure costs from the annual budget on accumulated surplus and future tangible capital asset funding requirements. The Region, like most municipalities, does not budget for amortization and its annual impact on tangible capital assets, changes in the EFBs liabilities, and changes in the solid waste landfill closure and post closure costs liability.

This report contains forward-looking information; a number of factors could cause actual results to differ from the financial estimates disclosed in this report.

### Tangible Capital Assets

Amortization is a non-cash expense reflecting the estimated usage of our tangible capital assets in the financial statements over time. For purposes of this report the 2020 budget for amortization has been estimated at \$95.4 million. The differential between the estimated amortization and proposed capital funding budgeted in 2020 is approximately \$52.3 million, as disclosed in Table 1. Amortization reflects the historical cost of the asset. Budgeting for amortization alone does not support the Region's future capital needs, nor does it properly consider the Region's asset funding strategies. As

detailed in Table 1, budgeting for amortization alone would result in a cash flow deficit to the Region.

#### Employee Future Benefits

In 2020, it is estimated that the Region's EFB liability will increase by \$0.6 million from \$103.4 million to \$104.0 million. If the forecasted growth in the EFB liabilities was budgeted, in addition to the projected cash payments, the impact would be a reduction in the accumulated surplus by approximately \$0.6 million (the increase in estimated liability during 2020). The forecasted balance of the Region's EFB reserves at December 31, 2019 based on the Q3 financial update is \$34.6 million.

#### Solid Waste Landfill Closure and Post Closure Costs

If solid waste landfill closure and post closure liability costs were included in the budget the accumulated surplus would decrease by \$0.3 million as we are anticipating that the liability will increase from \$62.1 million to \$62.3 million during 2020. The forecasted balance of the Region's Landfill Liability reserve at December 31, 2019 based on the Q3 financial update is \$8.2 million.

Based on closure and post closure cost projections as of December 31, 2019 the estimated operating and capital costs for 2020 are \$2.2 million. The Region has two remaining open landfill sites for which the closure and post-closure costs have been reflected in the liability.

#### Contaminated Sites

Similar to the EFB and solid waste landfill closure and post closure costs, the Region does not budget for liabilities related to contaminated sites. No properties recorded are determined to be contaminated and no liability is recorded. This liability is not anticipated to change in 2020 and therefore would not impact the accumulated surplus.

### **Alternatives Reviewed**

No alternatives were reviewed as all municipalities are required to comply with Ontario Regulation 284/09.

### **Relationship to Council Strategic Priorities**

This report was written to comply with Ontario Regulation 284/09. There are no direct links between this report and Council Strategic Priorities.

### **Other Pertinent Reports**

CSD 78-2019      2020 Levy Operating Budget

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**Prepared by:**

Tyler Potts, CPA, CA  
Senior Budget Analyst  
Corporate Services

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**Recommended by:**

Todd Harrison, CPA, CMA  
Commissioner/Treasurer  
Corporate Services

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**Submitted by:**

Ron Tripp, P.Eng.  
Acting, Chief Administrative Officer

*This report was prepared in consultation with Margaret Murphy, Associate Director, Budget Planning and Strategy, and reviewed by Helen Chamberlain, Director, Financial Management & Planning/Deputy Treasurer.*



## MEMORANDUM

**BRC-C 14-2019**

**Subject: Additional Information Regarding 2020 Capital Budget Vehicle Projects**

**Date: December 5, 2019**

**To: Budget Review Committee of the Whole**

**From: Carolyn Ryall, Director, Transportation Services**

This memo is in addition to the original response to Councillor Information Request at BRCOTW on October 28, 2019, and includes additional information requested on new vehicles to be purchased as part of the 2020 Capital Budget as follows:

Project ID	Project Name	Department	Gross Budget
20001117	20 Ann-Fleet & Vehicle Replace (Existing)	Transportation	\$1,520,000
20001245	20-Facilities Maint Vehicle (New)	Transportation/ Corporate Services	35,000
20001162	20-Water Three New Vans	Water	150,000
20001135	20-Wastewater Five Trucks and Five Vans (New)	Wastewater	530,000
	<b>Total Transportation Services – Fleet</b>		<b>\$2,235,000</b>

Project ID	Project Name	Department	Gross Budget
20001257	NRPS – Annual Vehicle Replacements - NRPS - Annual Forecast (2020)	Niagara Regional Police Services (NRPS)	\$1,500,000
20001230	NRPS – Command Post	Niagara Regional Police Services	450,000
	<b>Total NRPS</b>		<b>\$1,950,000</b>

Project ID	Project Name	Department	Gross Budget
20001201	20-Ann Ambulance & Equip Replace	Emergency Medical Services (EMS)	\$3,367,644
	<b>Total EMS</b>		<b>\$3,367,644</b>

There are seven projects totaling \$7,552,644 included within the 2020 Capital Budget that are related to vehicle purchases. Of the seven projects, Transportation Services –

Fleet is responsible to procure \$2,235,000 of these vehicles. Projects 20001257, 20001230, and 20001201 are managed by NRPS and EMS, respectively. NRPS and EMS vehicles are partially funded by other levels of government or have different legislative requirements and guidelines, and therefore are not procured by Transportation Services – Fleet. Any further details to NRPS and EMS 2020 Capital Budget requests will require consultation with respective stakeholders.

Transportation Services – Fleet continues to optimize and move the business forward by:

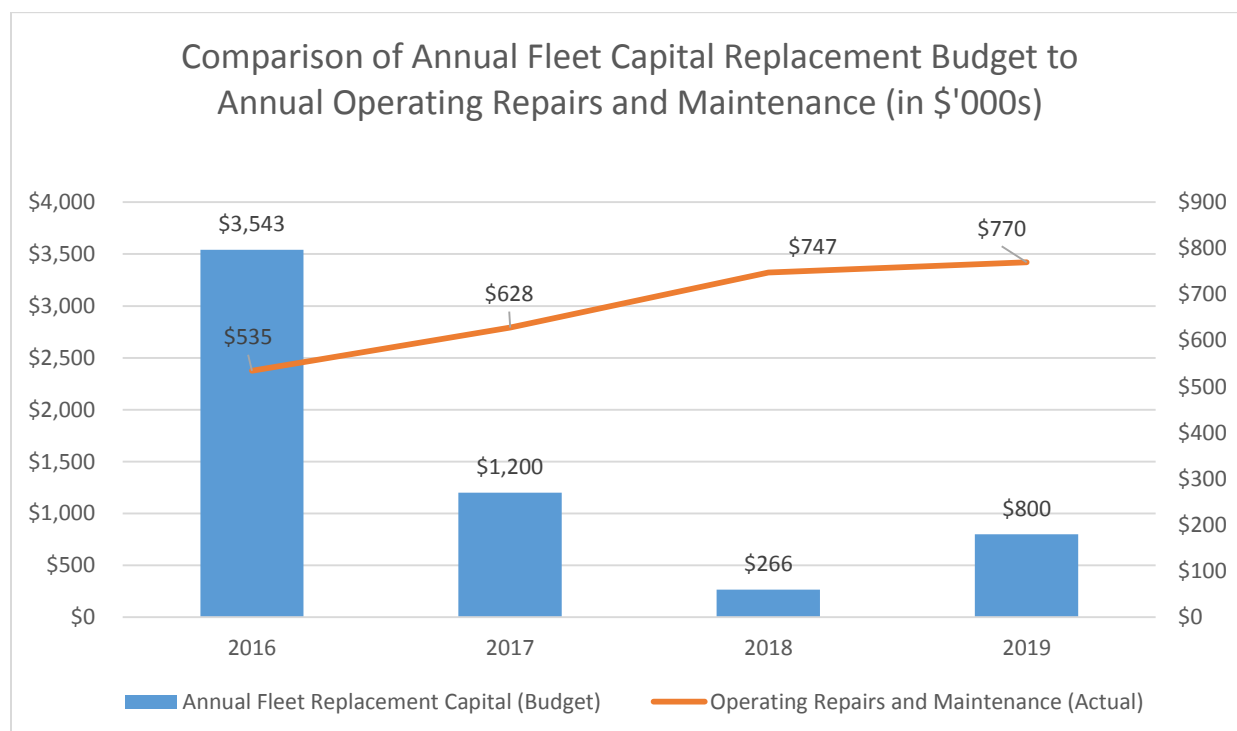
- utilizing recommendations from an audit from 2017, AC-C 1-2017, Value for Money Audit – Fleet, Equipment Management and Replacement review;
- understanding and balancing the needs of the different Regional customer departments; and
- continually expanding analysis and reporting on all Fleet vehicles for better analysis and capital forecasting which drive least cost solutions to the Niagara Region.

To date, Fleet Replacement considerations include a combination of the following:

1. *Age & Usage of Vehicles*
  - a. Useful life/age normally attained 8 to 12 years at standard depreciation
  - b. Usage includes kms or hours of heavy duty use
2. *Reliability & Safety*
  - a. As a regional vehicle or equipment, reliability to perform duties for Public Works (e.g. special purpose vehicles, heavy duty trucks, backhoes)
  - b. Warranty expiration after 3 to 6 years on new vehicles
  - c. higher maintenance & repairs after warranty expires (increasing age and utilization drives increased repairs & maintenance costs)
3. *Image*
  - a. Overall image we are required to maintain for Regional vehicles
  - b. Mandatory legislative requirements to maintain licensed vehicles
  - c. Discretion with unlicensed equipment; this does not include safety related items which are required
4. *Price at Auction – Good Salvage Value*
  - a. Age/Usage of vehicle
  - b. Condition of vehicle
  - c. Market demand

The Transportation Services – Fleet Capital and Operating Budgets are directly linked. Decisions made in one area will impact the other area. For example, a decision to extend the usage of vehicles past normal age and usage criteria will increase operating maintenance costs, reduce vehicle service levels and decrease salvage value.

The following table summarizes 2016 to 2019 Annual Fleet Replacement Capital Budget to Operating Repairs & Maintenance costs. Over the last four years, the cost of repairs & maintenance has been increasing as fleet replacement capital has been deferred as can be seen in the following chart:



Transportation Services – Fleet is balancing risk and safety with operating repairs and maintenance costs in determining Annual Fleet Replacement Capital Budget. Of the 220 licensed vehicles inventoried on the Public Works M5 AssetWorks Fleet Management System, on average 10% of these vehicles are considered for replacement in any given year, equating to approximately 22 licensed vehicles per year.

Please refer to Appendix 1 which outlines the age, model, mileage, condition of the vehicles put forward for consideration with the recommended status (replacement, net new, business case review) by Transportation Services – Fleet. Of the \$2,235,000 requested for the 2020 Capital Budget under Transportation Services – Fleet, \$1,310,000 is categorized for Replacement, \$610,000 is categorized for Net New, and \$315,000 is categorized for Business Case Review in advance of initiating any purchase.

Respectfully submitted and signed by,

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Carolyn Ryall, Director, Transportation Services Division, Public Works

Appendix 1 – Detail on Fleet Vehicle Replacements and New Vehicle Requests

**Appendix 1: Detail on Fleet Vehicle Replacements and New Vehicle Requests**

#	Division	Type of Vehicle	Vehicle Usage at Nov 2019 (KMs/HRs)	Comments	Status	Proposed Replacement Cost
1	Transportation	2013 Nissan 3500NV 9900 GVW Van Aerial Ladder	193,241 KMs	<ul style="list-style-type: none"> <li>- 8 years old at replacement,</li> <li>- High mileage vehicle,</li> <li>- Used daily,</li> <li>- On-call duty,</li> <li>- Higher safety consideration due to weather conditions</li> <li>- Projected increase in maintenance costs</li> <li>- Complex replacement timing of 9-12 months from manufacturer</li> </ul>	Replacement	\$125,000
2	Transportation	2013 Nissan 3500NV 9900 GVW Van Aerial Ladder	233,301 KMs	<ul style="list-style-type: none"> <li>- 8 years old at replacement,</li> <li>- High mileage vehicle,</li> <li>- Used daily,</li> <li>- On-call duty,</li> <li>- Higher safety consideration due to weather conditions</li> <li>- Projected increase in maintenance costs</li> <li>- Complex replacement timing of 9-12 months from manufacturer</li> </ul>	Replacement	125,000
		<b>Total Heavy Duty Commercial Vehicles</b>				<b>\$250,000</b>
3	Transportation	2008 Ford F550 17950 GVW Ext Cab Aerial	152,485 KMs	<ul style="list-style-type: none"> <li>- 13 years old at replacement,</li> <li>- High maintenance costs,</li> <li>- Complex replacement timing of 9-12 months from manufacturer</li> </ul>	Replacement	\$175,000
4	Transportation	2012 GMC 2500 HD 9200 GVW Ext Cab Pickup VMB	263,530 KMs	<ul style="list-style-type: none"> <li>- 9 years old at replacement,</li> <li>- High mileage vehicle,</li> <li>- Used daily,</li> <li>- Roads patrol truck</li> <li>- On-call duty,</li> </ul>	Replacement	40,000

BRC-C 14-2019  
Appendix 1

#	Division	Type of Vehicle	Vehicle Usage at Nov 2019 (KMs/HRs)	Comments	Status	Proposed Replacement Cost
				- Higher safety consideration due to weather conditions - Projected increase in maintenance costs		
5	Waste Management	2009 GMC Savana 8500 GVW Cargo Van	151,891 KMs	- 12 years old at replacement, - Moderate mileage, - Known mechanical issues	Replacement	35,000
6	Wastewater	N/A	N/A	- Net new vehicle for new FTE - Environmental Enforcement Officer	Net New	70,000
7	Wastewater	N/A	N/A	- Net new vehicle for new FTE - Environmental Enforcement Officer	Net New	70,000
8	Wastewater	N/A	N/A	- Net new vehicle for new FTE - Environmental Enforcement Officer	Net New	70,000
9	Wastewater	N/A	N/A	- Net new vehicle for new FTE - Systems Maintenance	Net New	70,000
10	Wastewater	N/A	N/A	- Net new vehicle for new FTE - Systems Maintenance	Net New	70,000
11	Water	N/A	N/A	- Net new vehicle for new FTE - Systems Maintenance	Net New	50,000
12	Water	N/A	N/A	- Net new vehicle for new FTE - Systems Maintenance	Net New	50,000
13	Water	N/A	N/A	- Net new vehicle for new FTE - Systems Maintenance	Net New	50,000
		<b>Total Heavy Duty Trucks And Cargo Vans</b>				<b>\$750,000</b>
14	Transportation	2014 Ford F-150 7000 GVW Ext Cab 4X4 Pickup 6.5 Box	187,082 KMs	- 7 years old at replacement, - High mileage vehicle, - Used daily, - Roads patrol truck, - On-call duty, - Higher safety consideration due to weather conditions, - Projected increase in maintenance costs	Replacement	\$35,000

#	Division	Type of Vehicle	Vehicle Usage at Nov 2019 (KMs/HRs)	Comments	Status	Proposed Replacement Cost
15	Transportation	2014 Ford F-150 7000 GVW Ext Cab 4X4 Pickup 6.5 Box	199,020 KMs	<ul style="list-style-type: none"> <li>- 7 years old at replacement,</li> <li>- High mileage vehicle,</li> <li>- Used daily,</li> <li>- Roads patrol truck,</li> <li>- On-call duty,</li> <li>- Higher safety consideration due to weather conditions,</li> <li>- Projected increase in maintenance costs</li> </ul>	Replacement	35,000
16	Transportation	2014 Ford F-150 7000 GVW Ext Cab 4X4 Pickup 6.5 Box	180,996 KMs	<ul style="list-style-type: none"> <li>- 7 years old at replacement,</li> <li>- High mileage vehicle,</li> <li>- Used daily,</li> <li>- Roads patrol truck,</li> <li>- On-call duty,</li> <li>- Higher safety consideration due to weather conditions,</li> <li>- Projected increase in maintenance costs</li> </ul>	Replacement	35,000
17	Transportation	2013 Ford F-150 7000 GVW Crew Cab 4x4 Pickup 6.5 Box	179,860 KMs	<ul style="list-style-type: none"> <li>- 8 years old at replacement,</li> <li>- High mileage vehicle,</li> <li>- Used daily,</li> <li>- Roads patrol trucks</li> <li>- On-call duty,</li> <li>- Higher safety consideration due to weather conditions</li> <li>- Projected increase in maintenance costs</li> </ul>	Replacement	35,000
18	Transportation	2013 Ford F-150 7000 GVW Crew Cab 4x4 Pickup 6.5 Box	173,093 KMs	<ul style="list-style-type: none"> <li>- 8 years old at replacement,</li> <li>- High mileage vehicle,</li> <li>- Used daily,</li> <li>- Roads patrol trucks</li> <li>- On-call duty,</li> <li>- Higher safety consideration due to weather conditions</li> <li>- Projected increase in maintenance costs</li> </ul>	Replacement	35,000

#	Division	Type of Vehicle	Vehicle Usage at Nov 2019 (KMs/HRs)	Comments	Status	Proposed Replacement Cost
19	Wastewater	2011 Ford Ranger 5099 GVW Ext Cab Pickup	139,266 KMs	- 10 years old at replacement, - Moderate mileage, - Requires physical condition assessment - Business model has changed and does not meet current needs	Business Case Review	30,000
20	Wastewater	2010 Ford Ranger 5040 GVW Ext Cab Pickup	127,500 KMs	- 11 years old at replacement, - Moderate mileage, - Requires physical condition assessment, - Business model has changed and does not meet current needs	Business Case Review	30,000
21	Wastewater	2010 Ford F-150 6050 GVW Reg Cab Pick up 8' Box	134,664 KMs	- 11 years old at replacement, - Moderate mileage, - Body panel corrosion	Business Case Review	30,000
22	Wastewater	2011 Ford Ranger 5099 GVW Ext Cab Pickup	62,402 KMs	- 10 years old at replacement, - Moderate mileage, - Requires physical condition assessment, - Business model has changed and does not meet current needs	Business Case Review	30,000
23	Wastewater	2008 Ford Ranger 5040 GVW Ext Cab Pickup	95,487 KMs	- 13 years old at replacement, - Moderate mileage, - Body panel corrosion, - Business model has changed and does not meet current needs	Business Case Review	30,000
24	Wastewater	2008 Ford Ranger 5040 GVW Ext Cab Pickup	115,330 KMs	- 13 years old at replacement, - Moderate mileage, - In-cab floor in poor physical condition - Business model has changed and does not meet current needs	Replacement	30,000
25	Wastewater	2011 Ford Ranger 5099 GVW Ext Cab Pickup	101,148 KMs	- 10 years old at replacement, - Moderate mileage, - Requires physical condition assessment	Business Case Review	30,000



#	Division	Type of Vehicle	Vehicle Usage at Nov 2019 (KMs/HRs)	Comments	Status	Proposed Replacement Cost
				- Business model has changed and does not meet current needs		
26	Water Wastewater Integrated Services	2008 Ford Ranger 5040 GVW Ext Cab Pickup	78,159 KMs	- 13 years old at replacement, - Lower mileage, - Requires physical condition assessment, - Projected increased in maintenance costs	Business Case Review	30,000
27	Wastewater	N/A	N/A	- Net new vehicle for new FTE - Biosolids Manager	Net New	37,500
28	Wastewater	N/A	N/A	- Net new vehicle for new FTE - Operations – New NOTL Plant	Net New	37,500
29	Wastewater	N/A	N/A	- Net new vehicle for new FTE	Business Case Review	35,000
30	Wastewater	N/A	N/A	- Net new vehicle for new FTE	Business Case Review	35,000
31	Wastewater	N/A	N/A	- Net new vehicle for new FTE	Business Case Review	35,000
32	Construction, Energy & Facilities Management	N/A	N/A	- Net new vehicle for new FTE - Operations Supervisor	Net New	35,000
		<b>Total Light Duty Trucks</b>				<b>\$630,000</b>
33	Clerks	2016 Dodge Caravan 2747 kg GVW Mini Cargo Van	195,461 KMs	- 5 years old at replacement - High mileage vehicle, - Used daily, - Avg. 50,000 km/yr, - Projected increase in maintenance costs	Replacement	\$30,000
34	Clerks	2016 Dodge Caravan 2747 kg GVW Mini Cargo Van	205,482 KMs	- 5 years old at replacement - High mileage vehicle, - Used daily, - Avg. 50,000 km/yr,	Replacement	30,000

#	Division	Type of Vehicle	Vehicle Usage at Nov 2019 (KMs/HRs)	Comments	Status	Proposed Replacement Cost
				- Projected increase in maintenance costs		
35	Waste Management	2008 Dodge Caravan 600 GVW Mini Cargo Van	177,592 KMs	- 13 years old at replacement, - High mileage vehicle, - Used daily, - Projected increase in maintenance costs	Replacement	30,000
36	Transportation	2011 Ford Escape 5000 GVW AWD Hybrid	148,898 KMs	- 10 years old at replacement, - 8yr warranty expired by manufacturer on hybrid battery & hybrid components - Unknown future maintenance costs & reliability	Replacement	35,000
37	Water	2011 Ford Escape 5000 GVW AWW Hybrid	89,802 KMs	- 10 years old at replacement, - 8yr warranty expired by manufacturer on hybrid battery & hybrid components - Unknown future maintenance costs & reliability	Replacement	35,000
38	Water Wastewater Integrated Services	2008 Dodge Caravan 5701 GVW Mini Cargo Van	163,966 KMs	- 13 years old at replacement, - Projected increased in maintenance costs, - Surface & mechanical corrosion	Replacement	30,000
		<b>Total Minivans And SUVs</b>				<b>\$190,000</b>
39	Transportation	2010 CAT 924 H 2.0 CY 128 HP Loader	8,238 HRs	known safety concerns; heavy hours of use, material repairs required	Replacement	\$200,000
	Transportation	2008 Solar Tech Truck Mounted Message Board		- 13 years old at replacement, - Standardized technology and operational features - Improved lightening technology for road safety - Enhanced programming features	Replacement	15,000
	Transportation	2012 Solar Tech Truck Mounted Message Board		- 9 years old at replacement, - Standardized technology and operational features	Replacement	15,000

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#	Division	Type of Vehicle	Vehicle Usage at Nov 2019 (KMs/HRs)	Comments	Status	Proposed Replacement Cost
				- Improved lightening technology for road safety - Enhanced programming features		
	Transportation	2012 Solar Tech Truck Mounted Message Board		- 9 years old at replacement, - Standardized technology and operational features - Improved lightening technology for road safety - Enhanced programming features	Replacement	15,000
	Transportation	2012 Solar Tech Truck Mounted Message Board		- 9 years old at replacement, - Standardized technology and operational features - Improved lightening technology for road safety - Enhanced programming features	Replacement	15,000
	Transportation	Small Tools & Equipment		-Chainsaws, pole saws, trimmers, pumps, compactors, compressors, generators, etc.	Replacement	155,000
		<b>Total Unlicensed Equipment</b>				<b>\$415,000</b>
		<b>Total</b>				<b>\$2,235,000</b>