

2025 User Fee Bylaw Update		
Appendix B – Summary of Proposed Changes (excluding MPI) to User Fee Bylaw 062-2024		
Schedule	Fee(s)	Recommendation
Recreation (Schedule 'A')	Cycling Program Memberships	A housekeeping amendment was made to remove a clause pertaining to a premium charged on annual cycling program memberships which is no longer relevant as memberships are managed by a third party provider.
Recreation (Table A-1 of Schedule 'A')	Swim and Gym (Child & Youth) program/Registered Inclusion Adapted Program - A and B	The fee "Swim and Gym (Child & Youth)" inclusion program fee has been replaced with Registered Inclusion Adapted Program A and B fee. Although there is no change to programming, the revised fee structure allows for a broader user of the fee for other similar programs beyond Swim and Gym.
	Educational Workshop - Regular and Premium	The 30-minute and 90-minute Educational Workshop options will be discontinued effective September 1, 2024 and replaced with a 2 hour (minimum) regular and premium workshop fee to offer longer programming. The fees were established based on municipal/industry benchmarking of similar type programs and represent a slight discount from the historical fee for the Town's 1.5 hour programs. The premium rate is set at an additional \$2 to cover program materials and supplies.
	Personal Trainer Active Living Annual Pass	A new \$900 annual fee, effective September 1, 2024, is proposed to offer a personal training pass intended to provide trainers with opportunities to conduct sessions with their clients at Town of Milton facilities. This initiative is intended to boost Town revenue while streamlining administrative processes for Town staff. The fee is reflective of the value of this new program which is intended to facilitate the growth and sustainability of local small businesses, such as private personal trainers, and enhance their capacity to serve the community.
	Active Living Pass - Annual Pass Bundle Discounting	The previous discount structure provided for a 10% discount when purchasing between 5 and 9 annual passes and a 15% discount when purchasing over 9 annual passes. A new structure is proposed to retain the discount of 10% for 5 to 9 annual passes, offer a 15% discount for purchases of 10 to 24 annual passes and a 25% discount for purchases of over 25 annual passes.
	Pickleball Book-A-Court fees	Based on user feedback, the Pickleball Book-A-Court and Pickleball Book-A-Court for annual Play & Sport Members has been adjusted to an hourly fee rather than the previous requirement for a minimum two hour booking.
	Various	Various fees are recommended to remain fixed due primarily to market factors. They include Personal Training - Private Sessions, Seniors' Activity Centre Memberships, Older Adult drop in single visit passes and miscellaneous fees such as Replacement Cards at the Walking Track, Late pickup, and Wristband Replacements.
Facilities and Parks (Schedule 'B')	Bulk Discount Ice	Adjustments to the clauses associated with bulk discount ice have been amended to align with the introduction of a new Summer Ice Bulk discount .
	Event Application Fee	A new clause has been added to provide for clarity around the new Special Event Application fee being recommended through this report.

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Facilities and Parks (Table B-1 of Schedule 'B')	Arts Centre Rental Rates (Arts Studio, Holcim Gallery, Del Ridge Room, MinMaxx Hall, Mattamy Theatre and Stage)	Effective dates of fee increases will shift from January 1 to September 1 to better align with businesses and contract processing. As a result, current fees will continue to be effective until September 1, 2024.
	Holcim Gallery	Consistent with the fee structure of other rental opportunities within the Arts Centre, an affiliated rental rate is being proposed for the Holcim Gallery effective September 1, 2024.
	MinMaxx Hall and Mattamy Theatre	Adjustments to the off peak times have been made to expand the scope of booking with the intention of maximizing utilization of the facility.
	Licensed Social per hour (minimum 4 hour booking)	A new licensed social fee is proposed for the Mattamy Theatre following the Arts Centre's acquisition of a liquor license which enables the venue to host licensed events. This fee would be effective September 1, 2024.
	Ticket return/exchange (per ticket)	The fee will be discontinued as the Town will no longer permit ticket returns or exchanges, consistent with neighboring municipalities.
	Video Recording	A proposed change in the fee structure for video recording is being made to allow for a "fixed shot" fee of \$75 and "multi-shot" fee of \$150. The fee amounts and structure aligns with neighboring municipalities.
	Turf Field and Fieldhouse Rentals	These fees are being discontinued as they are no longer necessary with the Indoor Turf field now being managed by a third party provider.
	Bulk Ice Rental - Summer	A new fee "Bulk Ice Rental - Summer" was introduced in June 2024 using delegated authority provided for within the User Fee Bylaw. The fee is set at 50% of the Summer Standard fee and applicable only to bookings of over 50 hours. It is intended to encourage bulk ice rental bookings in order to take advantage of underutilized ice time.
	Box Office Charges: Ticket Set-Up Fee - MNCC	A new \$100 fee is proposed effective September 1, 2024 to recover the one-time administrative costs associated with ticket set ups. The amount of the fee aligns with neighboring municipalities and it's consistent with the ticket set-up fee with the Arts Centre.
	Parking Lots - FirstOntario Arts Centre Milton	New standard and affiliated fees have been added for rentals of the FirstOntario Arts Centre parking lot. The Arts Centre has been designated as an additional location for the rental of parking lots. This expansion aims to enhance the Town's revenue stream through increased facility booking opportunities. The fees are aligned with the rental fees associated with other Town parking lots.
Tennis Court/Outdoor Court	The previous Tennis Court rental fee has been re-named Outdoor Court fee to offer users a wider range of rental opportunities such as tennis, basketball, pickleball etc.	

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Facilities and Parks (Table B-1 of Schedule 'B')	Community Park Picnic Areas Rental	A 10% increase has been included for park rentals to continue to move closer to recovering the cost of staffing required for the facilitation, operation and maintenance of park rental events.
	Special Event Area	The fee description "Special Event Area" has been revised to "Special Event Area (day)" in order to improve clarity regarding booking duration.
	Cleaners	The fee description "Cleaners (per hour)" has been revised to "Cleaners (per staff, per hour)" in order to improve clarity regarding the volume of hourly labour charges.
	Event Coordinator	This fee has been discontinued effective July 15th, 2024 as it is not currently been used.
	Holiday Rate Premium - FOACM staff	A new holiday rate premium fee is being introduced to recover the cost of FOACM staff required for events.
	Security Guards	A new fee has been introduced with the purpose of recovering the cost of security guards along with associated administrative costs.
	Off-Site - PA System	The introduction of these new fees aims to offset the administrative costs associated with transferring the PA system equipment from one location to another when required e.g. transferring equipment from the Arts Centre to the Mattamy National Cycling Centre for cycling events.
	Special Event Application Fee	New application fees are being introduced related to the booking of Special Events. The purpose of these fees is to recover a portion of administrative efforts associated with staff reviewing and processing the initial applications for special events. The fees have been set based on a benchmarking review of similar fees of other neighboring municipalities.
	Various	Various fees are recommended to remain fixed due primarily to market factors. They include box office ticketing charges, piano and projector rentals, Art Exhibition Administration charges and deposits associated with Park rentals, along with certain labour charges.

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Advertising (Table C-1 of Schedule C)	Community Services Guide Advertising	These fees will be discontinued as a print version of the Community Services Guide was eliminated a number of years ago.
	FirstOntario Arts Centre Milton (FOACM) Season Programming and Facility Advertising	Fees for certain program and facility advertising options are being discontinued where advertising options are no longer being offered. Further the effective dates on various advertising fees have been adjusted from January 1 to July 1 to better align with business and contract processing. As a result, current fees will continue to be effective until July 1, 2025.
	FOACM - Ticket Wallet Advertising	Fee is being eliminated as this advertising option will no longer be available.
	FOACM - Event Listing Companion Poster Design	The fee description has been updated to "FOACM Poster Printing," with an increased fee of \$50, effective July 1st, 2024. This adjustment is intended to compensate for the rising costs of printing and administration.
	FOACM Eblast	The fee description has been updated to "FOACM e-Blast (per email address) - ONLY available for facility specific rental groups (min. \$500)", with an increased fee of \$0.12, effective July 1st, 2024. These modifications aim to establish a minimum request requirement and to offset the rise in administrative costs.
	Ice Logo Advertising - Blue Lines	This set of fees have been discontinued due to the Town no longer offering advertising under or below the blue lines.
	Rink Banners	This set of fees have been discontinued due to the Town no longer offering rink banners.
	Track Area Banners	This set of fees have been included in the By-law to reflect practices already in place.
	Olympia Ad Panel	This set of fees have been discontinued due to the Town no longer offering this advertising.
	Various	<p>The maximum rate on various sponsorship fees have been reduced to better align with the market rates and existing agreements. This downward shift in sponsorship rates is reflective of a trend of larger companies moving away from municipal sponsorship and smaller scale companies being unable to afford historical pricing.</p> <p>To encourage advertisement, staff are recommending publication advertising fees remain fixed. These include Milton Seniors' Activity Centre Activity Guide, and FirstOntario Arts Centre Milton Season Program .</p>

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Clerks (Table F-1 of Schedule F)	Death Registration	The two existing fees for death registration for in-Town and out-of-Town residents are recommended to be merged into a single fee effective July 15th, 2024. By averaging the rates of the two previous fees, the new consolidated fee structure aims to strike a balance that is equitable for all residents and more comparable to the structure of other municipalities.
	Administrative Penalty Fees	As approved through staff report CORS-011-24, the following new fees has been added effective March 25th, 2024 for expansion of the APS program: adjournment fee, service by registered mail, service by standard mail, corporate search (business) and parcel assessment search (Terraview).
Corporate Services (Table G-1 of Schedule G)	Various	Many of the fees have remained fixed and any fees that are increasing above MPI are due to rounding to nearest dollar.
MEV Innovation Centre (previously Schedule G)	Various	In 2023 the Town of Milton entered into a multi-year lease agreement with Wilfrid Laurier University for the main floor of 555 Industrial Drive. This lease has allowed the post-secondary institution to commit to offering academic programming within the community from 2024 onwards. Laurier commencing their lease required the Town to look at alternate innovation support service options given there was a need to cease offering the municipally offered innovation support services (MEVIC). As a result, the user fees tied to the offering of MEVIC programs and services are no longer possible with revenues replaced by the negotiated lease with Wilfrid Laurier University. It is therefore recommended that any user fees associated with MEVIC be removed.
Fire Services (Table H-1 of Schedule H)	Fireworks (Family)	As family fireworks are no longer permitted in the Town (see Fireworks By-Law 088-2023) the fees for Fireworks (Family) discharge and sale permits have been discontinued.
	Lock Box	To encourage businesses to install lock boxes to enhance the safety of the community and staff during emergencies, staff are recommending to reduce this fee to \$250 effective July 15th, 2024.
	Various	Cash has been eliminated as a method of payment for all Fire fees to mitigate risk given the lack of point of sale functionality at the Fire Halls where some of these fees have historically been received.

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Engineering Services (Table I-1 of Schedule I)	Filming Permit Fee	This fee has been recommended to increase from \$396 to \$798 effective July 15, 2024 in order to provide a greater recovery of staff costs and in consideration of a benchmarking review against other municipalities.
	Encroachment Agreement - Processing and Rental Fees	Proceeding with third and final year of a three year phase-in approved through CORS-058-22 to bring the encroachment agreement fees closer to full cost recovery.
	Municipal Consent Permit application - Extension fee	A new fee has been introduced, set at 50% of the Municipal Consent Permit Application Fee. This fee allow applicants to apply for an extension if they are unable to commence work before their permit expires and avoids the need to undergo the entire Municipal Consent permit process again. The reduced fee reflects the reduction in staff time required to revisit the original application.
Planning Services By-law (Schedule J)	Pre-Submission Review	The pre-submission review process and associated fee structure has been eliminated in line with adjustments in legislation.
Planning Services (Table J-1 of Schedule J)	Advertising Fee	With the Milton Champion no longer in circulation, the Town is no longer producing print advertising. The Planning Act is currently being modified to remove publications in local newspapers. All publications will be done on the Town's website only going forward. The costs associated with publishing on the Town's website are negligible and, as a result, this fee is being eliminated.
	Minor Variance Type 2	Proceeding with third and final year of a three year phase-in approved through CORS-058-22 to bring the minor variance type 2 fee closer to full cost recovery.
Development (Table K-1 of Schedule K)	Geodetic Benchmark (per benchmark)	The Town requires that developers establish geodetic benchmarks as part of subdivision or site plan agreements before final acceptance. Existing agreements require that a security deposit will be held by the Town to ensure compliance with this requirement or, if not met, to cover the costs of completing the necessary benchmarks. The User Fee Bylaw has been updated to also include reference to this security deposit.
	Stormpond Cleaning Security Deposit	The fee description has been amended to "Stormpond Cleaning Security Deposit (no cost estimate provided)" and the fee has been adjusted from "\$120,000" to "Minimum of \$120,000" to provide greater transparency regarding the associated service charge.

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Transit (Schedule L)	Single Use Fares	<p>Staff recommend holding cash fares fixed to reduce barriers for new residents to try out Milton Transit without the commitment of purchasing fare media (tickets and passes).</p> <p>A single-use, e-fare product (via a mobile fare payment app) has also been recommended to provide an additional fare option for new passengers. This new product is priced lower than the cash fare, but higher than the ten-ticket per unit price for each fare concession category (Adult, Youth and Senior).</p>
	Fare media (tickets and passes)	<p>Staff are recommending a 4.25% average price increase across all concession fare categories (excluding cash fares), effective January 1, 2025. The fare increase is in line with the projected 2025 Municipal Price Index (MPI) and will apply to conventional, specialized and OnDemand services as per fare parity compliance with the Integrated Accessibility Standards Regulation (IASR 191-11), AODA.</p>