

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input type="checkbox"/> High <input type="checkbox"/> Low
<b>Submitted by:</b>	Teresa Behan, Deputy Director Community Services <a href="mailto:tbehan@cobourg.ca">tbehan@cobourg.ca</a>	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	<b>May 10, 2021</b>		
<b>Report No.:</b>	Community Services-034-21		
<a href="#">Submit comments to Council</a>			

**Subject/Title:** Waterfront Operations Rates and Fees Schedule for the 2021 Season

## RECOMMENDATION:

THAT Council approve the suggested one year 2021 Rate and User Fee Schedule for the Waterfront Operations Department of the Community Services Division;

## 1. STRATEGIC PLAN

The Town of Cobourg Strategic Plan Components (2019 – 2022) includes the following Strategic Actions:

**People:** The Town supports and cares for the social and physical wellbeing of its citizens

**Programs:** Implement a comprehensive management plan for all of the Town's assets;

**Partnerships:** The Town engages in strong, sustainable public-private partnerships to improve the quality of life for everyone

## 2. PUBLIC ENGAGEMENT

This Report is placed on the Committee of the Whole Agenda 10 days in advance of the meeting and will be considered by Council in open session.

Municipal staff surveyed Marinas and Campgrounds to create a comparative user fee schedule as attached.

### **3. PURPOSE**

The Waterfront Operations Department Rates and Fees are reviewed annually; projected fee increases are then determined to maintain the self-sustaining business model and still remain competitive in the marketplace.

### **4. ORIGIN AND LEGISLATION**

Community Services Staff recognize that the future User Fee Analysis will provide a clear concise direction to design budgets moving forward.

Until such as time as the analysis is complete, staff recommend the attached is approved in order to provide sufficient revenues to cover operational and capital costs for this budget year and to enable staff to begin finalizing contracts and invoicing effectively for the start of season.

### **5. BACKGROUND**

The Cobourg Marina and Victoria Park Campground are self-sustaining business units. Historically, the surplus revenues from the Campground were turned to the tax base and similarly the surpluses from the Marina were retained to maintain areas of the waterfront that are considered to be public use facilities.

Within recent years both facilities have undergone budgeting changes to align the direct costs associated with each facility to the actual receivables which in turn has more clearly defined the budget amount to transfer to reserve accounts.

The proposed fee structure is required to cover projected operational and capital costs for the 2021 season. Due to the COVID-19 Pandemic rates and fees were unchanged in 2020.

### **6. ANALYSIS**

User fee comparatives for the Cobourg Marina and Victoria Park Campground are as attached.

Fee increases are usually within the 3% range to stay competitive in the industry market place, however, when a rate or fee has shown to be lower than the norm, the increase may be a greater than a 3% increase.

### **7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS**

The 2021 Budget goals for revenue shall be met as outlined using this Rate and Fee Schedule. It is recommended by staff that the fee structure below is approved in order to provide sufficient revenues to cover operational and capital cost which in turn will provide both the Marina and Campground with revenues to build reserves for each.

Financial impacts on revenues could be seen in terms of the COVID-19 Pandemic and how it effects the 2021 season.

### **8. CONCLUSION**

THAT Council endorse and approve the proposed 2021 Rates and Fees Schedule for

the Waterfront Operations Department as outlined; and

FURTHER that Council direct staff to evaluate the 2022 Rates and Fees schedule in the fall of 2021 and include the results of the User Fee Analysis when completing the budget in coming years;

### **SUGGESTED RATES AND FEES FOR 2021**

<b>MARINA</b>	<b>2021</b>	<b>Increase</b>
<b>Seasonal Dockage</b>		
SERVICED	\$66.00	3.13%
SERVICED (G)	\$71.00	2.90%
UNSERVICED	\$61.00	3.39%
PREMIUM F	\$73.00	2.82%
MULTI-HULL	X 1.5	
COMMERCIAL	+ 25%	
<b>Transient Dockage</b>		
DAILY SERVICED	\$1.90	2.70%
DAILY UN SERVICED	\$1.70	3.03%
DAILY WALL	\$1.65	3.12%
RAFTING	\$15.50	3.33%
ANCHORING	\$15.50	3.33%
MINIMUM TRANSIENT	\$23.00	0%
WEEKLY	Daily x 6	
MONTHLY	Daily x 20	
COMMERCIAL	+ 25%	
<b>Services</b>		
SEASONAL PUMPOUT	\$10.50	2.44%
SERVICE PUMPOUT	\$21.00	2.44%
SEASON LAUNCH RAMP	\$125.00	28%
DAILY LAUNCH RAMP	\$11.00	10.00%
COMPOUND MOVE	\$200.00	0%
WATER TOW (In harbour)	\$85.00	0%
BLOCKS (non-seasonal)	\$5.00	0%

<b>CAMPGROUND</b>	<b>2021</b>	<b>Increase</b>
<b>Services</b>		
RESERVATION FEE	\$12.00	0%
FIRE WOOD	\$12.50	0%
KINDLING	\$11.50	0%
SANITARY STATION	\$19.00	5.56%
<b>Seasonal</b>		
WATERFRONT	\$4,200.00	7.69%
NON WATERFRONT	\$3,350.00	3.08%
<b>Transient</b>		
TENT AREA	\$43.00	2.38%
INTERIOR H&W	\$47.00	2.17%

RESERVATION FEE	\$12.00	0%
HULL WASH	\$3.25	0%
<b>Storage</b>		
Off Site 29ft. & Under (PW)	Discontinued	
Off Site 30ft & Over (PW)	Discontinued	
29 FT. & UNDER	\$660.00	4.76%
30 FT. & OVER	\$690.00	4.55%
CATAMARANS (x1.5)	x1.5	
CANOE/KAYAK	\$100.00	5.26%
DAILY STORAGE	\$12.00	9.09%
WEEKLY STORAGE	\$60.00	9.09%
MONTHLY STORAGE	\$250.00	8.70%
CRADLE/TRAILER (Non S)	\$125.00	0%

WATERFRONT H&W	\$58.00	7.41%
INTERIOR H&W&S	\$49.00	2.08%
WATERFRONT H&W&S	\$60.00	7.14%
<b>(Weekly – daily x 6)</b>		
TENT AREA	\$1,075.00	6.65%
INTERIOR H&W	\$1,175.00	6.43%
WATERFRONT H&W	\$1,450.00	13.99%
INTERIOR H&W&S	\$1,225.00	6.34%
WATERFRONT H&W&S	\$1,500.00	13.64%

### HISTORICAL DATUM

MARINA	2017	Increase	2018	Increase	2019	Increase	2020	2021	Increase
<b>Seasonal Dockage</b>									
SERVICED	\$60.00	3.45%	\$62.00	3.33%	\$64.00	3.23%		\$66.00	3.13%
SERVICED (G)	\$65.00	4.84%	\$67.00	3.08%	\$69.00	2.99%		\$71.00	2.90%
UNSERVICED	\$56.00	3.70%	\$57.50	2.68%	\$59.00	2.61%		\$61.00	3.39%
PREMIUM F	\$67.00	New	\$69.00	2.99%	\$71.00	2.90%		\$73.00	2.82%
MULTI-HULL	X 1.5		X 1.5		X 1.5			X 1.5	
COMMERCIAL	+ 25%		+ 25%		+ 25%		COVID	+ 25%	
<b>Transient Dockage</b>							NO		
DAILY SERVICED	\$1.75	6.06%	\$1.80	2.86%	\$1.85	2.78%	INCREASE	\$1.90	2.70%
DAILY UN SERVICED	\$1.55	6.90%	\$1.60	3.23%	\$1.65	3.12%		\$1.70	3.03%
DAILY WALL	\$1.55	6.90%	\$1.55	0%	\$1.60	3.23%		\$1.65	3.12%
RAFTING	\$14.75	5.36%	\$14.75	0%	\$15.00	1.69%		\$15.50	3.33%
ANCHORING	\$14.75	5.36%	\$14.75	0%	\$15.00	1.69%		\$15.50	3.33%
MINIMUM TRANSIENT	\$23.00	4.55%	\$23.00	0%	\$23.00	0%		\$23.00	0%
WEEKLY	Daily x 6		Daily x 6		Daily x 6			Daily x 6	
MONTHLY	Daily x 20		Daily x 20		Daily x 20			Daily x 20	
COMMERCIAL	+ 25%		+ 25%		+ 25%			+ 25%	
<b>Services</b>									
SEASONAL PUMPOUT	\$9.75	5.41%	\$10.00	2.56%	\$10.25	2.50%		\$10.50	2.44%

SERVICE PUMPOUT	\$19.75	6.76%	\$20.00	1.27%	\$20.50	2.50%		\$21.00	2.44%
CAMPGROUND	2017	Increase	2018	Increase	2019	Increase	2020	2021	Increase
<b>Services</b>									
RESERVATION FEE	\$12.00	0%	\$12.00	0%	\$12.00	0%		\$12.00	0%
FIRE WOOD	\$11.50	9.52%	\$11.50	0%	\$12.50	8.70%		\$12.50	0%
KINDLING	\$10.50	New	\$10.50	0%	\$11.50	9.52%	COVID	\$11.50	0%
SANITARY STATION	\$16.00	3.23%	\$17.00	6.25%	\$18.00	5.88%	NO	\$19.00	5.56%
<b>Seasonal</b>							INCREASE		
WATERFRONT	\$3,300.00	4.76%	\$3,600.00	9.09%	\$3,900.00	8.33%		\$4,200.00	7.69%
NON WATERFRONT	\$3,050.00	3.39%	\$3,150.00	3.28%	\$3,250.00	3.17%		\$3,350.00	3.08%
<b>Transient</b>									
TENT AREA	\$40.00	2.56%	\$41.00	2.50%	\$42.00	2.44%		\$43.00	2.38%
INTERIOR H&W	\$44.00	2.33%	\$45.00	2.27%	\$46.00	2.22%		\$47.00	2.17%
WATERFRONT H&W	\$47.00	4.45%	\$50.00	6.38%	\$54.00	8.00%		\$58.00	7.41%
INTERIOR H&W&S	\$46.00	2.22%	\$47.00	2.17%	\$48.00	2.13%		\$49.00	2.08%
WATERFRONT H&W&S	\$49.00	4.26%	\$52.00	6.12%	\$56.00	7.69%		\$60.00	7.14%
<b>(Weekly – daily x 6)</b>	<b>Monthly</b>								
TENT AREA	\$960.00	2.56%	\$984.00	2.50%	\$1,008.00	2.44%		\$1,075.00	6.65%
INTERIOR H&W	\$1,056.00	2.33%	\$1,080.00	2.27%	\$1,104.00	2.22%		\$1,175.00	6.43%
WATERFRONT H&W	\$1,128.00	4.45%	\$1,199.00	6.29%	\$1,272.00	6.09%		\$1,450.00	13.99%
INTERIOR H&W&S	\$1,104.00	2.22%	\$1,128.00	2.17%	\$1,152.00	2.13%		\$1,225.00	6.34%
WATERFRONT H&W&S	\$1,176.00	4.26%	\$1,248.00	6.12%	\$1,320.00	5.77%		\$1,500.00	13.64%