



## **TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURER'S REPORT 2013/114**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** November 20, 2013  
**SUBJECT:** Admin & Finance and Emergency Services 2014 User Fees

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### **BACKGROUND**

User Fees are an important part of the operational budget preparation for the coming year. In the past few years we have endeavored to pass the user fees, with the exception of water and sewer rates, for the upcoming year late November or early December.

At the November 12, 2013 Council Meeting, a 1% increase was approved for the 2014 User Fees with the exception of water & sewer rates and specific fees that require individual discussion and evaluation. Attached to this report is the proposed 2014 User Fees for the Administration & Finance Division and Schedule "B" Emergency Services. The attached User Fee Rates have been rounded to the nearest 5cents.

### **RECOMMENDATION**

The Administration and Finance Executive Committee recommends approval of proposed 2014 Administration & Finance Division and Schedule "B" Emergency Services User Fees and that the fees go forward to the 2014 User Fee Schedule and that the authorizing by-law be prepared.

Council Approval of this Report will Approve the Administration & Finance Executive Committee recommendation to forward the Administration & Finance Division and Schedule "B" Emergency Services 2014 Schedule of User Fees and that the authorizing by-law be prepared.

# ADMINISTRATION & FINANCE SCHEDULE OF FEES

	2013 RATES		PROPOSED 2014	
	Resident	Non-Resident	Resident	Non-Resident
1.0 Administration and Finance Division				
Effective January 1, 2013 (Plus Applicable Taxes)				
1.1 Licenses - Annual Fees (unless otherwise noted)				
1.1.1 Public Halls				
1.1.1.1 Public Halls - Limited	36.55		36.95	
1.1.1.2 Public Halls - Transfer of License - One Time Fee	18.35		18.55	
1.1.2 Taxi Driver	30.85		31.15	
1.1.3 Taxi/Chauffeur Operator's I.D. Card (New or Replacement)	14.00		14.15	
1.1.4 Taxi Owner's License				
1.1.4.1 For Each On-Street Taxi-Cab	381.20		385.00	
1.1.4.2 For Each Off-Street Taxi-Cab	141.95		143.40	
1.1.4.3 For Each Transfer of License - One Time	59.50		60.10	
1.1.5 Chauffeur's License (Limousine Driver)	30.85		31.15	
1.1.6 Limousine Owner's License				
1.1.6.1 For Each Vehicle	118.95		120.15	
1.1.8 Business Licenses				
1.1.8.1 Adult Live Entertainment Parlours	416.10		420.25	
1.1.8.2 Auctioneer	42.25	150.00	42.70	151.50
1.1.8.3 Billiard Hall or Pool Tables (each Table)	42.25		42.70	
1.1.8.4 Bowling Alley (each Lane)	42.25		42.70	
1.1.8.5 Community Events	178.50		180.30	
1.1.8.6 Eating Establishments				
1.1.8.6.1 Restaurants	42.25		42.70	
1.1.8.6.2 Food Shops	42.25		42.70	
1.1.8.6.3 Groceries	42.25		42.70	
1.1.8.6.4 Bakery	42.25		42.70	
1.1.8.6.5 Meat Vendor	42.25		42.70	
1.1.8.6.6 Deli	42.25		42.70	
1.1.8.7 Hairstyling Shops	42.25		42.70	
1.1.8.8 Local Retailers (Retail Sales)	42.25		42.70	
1.1.8.9 Hawker & Peddler				
1.1.8.9.1 Hawker & Peddler Class 1 (day sales)	155.65		157.20	
1.1.8.9.2 Hawker & Peddler Class 1 - Each Additional Day	70.95		71.65	

	2013 RATES		PROPOSED 2014	
	Resident	Non-Resident	Resident	Non-Resident
1.1.8.9.3 Hawker & Peddler Class 2 (seasonal sales)	42.25	150.00	42.70	151.50
1.1.8.9.4 Hawker & Peddler Class 3 (door to door sales)	53.75	150.00	54.30	151.50
1.1.8.9.5 Hawker & Peddler Class 4 (door to door sales person)	53.75	150.00	54.30	151.50
1.1.8.9.6 Hawker & Peddler Class 5 (antique/collectible)	42.25	150.00	42.70	151.50
1.1.8.9.7 Hawker & Peddler Class 6 (craft shows)	42.25	150.00	42.70	151.50
1.1.8.9.8 Hawker & Peddler Class 7 (trade shows)	155.65		157.20	
1.1.8.9.9 Hawker & Peddler Class 7 - Each Additional Day	70.95		71.65	
1.1.8.9.10 Hawker & Peddler Class 8 (flea markets)	42.25	150.00	42.70	151.50
1.1.8.9.11 Hawker & Peddler Class 9 (general not including above)	42.25	150.00	42.70	151.50
1.1.8.10 Motor Vehicle Towing	42.25	150.00	42.70	151.50
1.1.8.11 Photographer	42.25	150.00	42.70	151.50
1.1.8.12 Places of Amusement	42.25	150.00	42.70	151.50
1.1.8.13 Plumbing Contractors & Plumbers	42.25	150.00	42.70	151.50
1.1.8.14 Public Garage (automotive rental, sales, & service)	42.25	416.75	42.70	420.90
1.1.8.14.1 Motor Vehicle Service Station	42.25		42.70	
1.1.8.14.2 Public Garage (see classes 1 - 7)	42.25		42.70	
1.1.8.15 Refreshment Vehicles	53.75	150.00	54.30	151.50
1.1.8.16 Mobile Food Vending	178.50		180.30	
1.1.8.17 Second Hand Dealers or Salvage Yard Operators	42.25	150.00	42.70	151.50
1.1.8.18 Tattoo Parlour, Body Piercing, Electrolysis	42.25	150.00	42.70	151.50
1.1.8.19 Laundries and Laundromats	42.25		42.70	
1.1.8.20 Newspapers and Magazines	155.65		157.20	
1.1.8.21 Old Gold and Silver Dealers	42.25		42.70	
1.1.8.22 Trades and Occupations	42.25	416.75	42.70	420.90
1.1.8.23 Salvage Yard or Second Hand Shop or Store Premises	42.25		42.70	
1.1.8.24 Pawnbroker	42.25		42.70	
1.1.8.25 Wholesale Fruit, Vegetables, etc.				
1.1.8.25.1 Ontario Residents	42.25	167.10	42.70	168.75
1.1.8.26 Professions	42.25	150.00	42.70	151.50
1.1.8.27 Transient Traders		595.30		599.25
1.1.8.28 Transportation including bussing but excluding taxis	42.25	150.00	42.70	151.50
1.1.8.29 Hotel/Motel	42.25		42.70	
<b>1.2 Lottery Licenses - For Each License Issued</b>				
1.2.1 Raffle Prize Value to \$50,000	3% of Prize Value		3% of Prize Value	
1.2.2 Bingo Prize Value to \$5,500	3% of Prize Value		3% of Prize Value	
1.2.3 Break Open Ticket	3% of Prize Value		3% of Prize Value	

2013 RATES		PROPOSED 2014	
		Resident	Non-Resident
1.2.4	Bazaars - per license	5.00	
1.2.4.1	Bazaar - up to 3 wheels of fortune	10.00 per wheel	
1.2.4.2	Bazaar Bingo Prize Value to \$500	3% of Prize Value	
1.2.4.3	Bazaar Raffle Prize Value to \$500	3 % of Prize Value	
<b>1.3 Other Charges</b>			
1.3.1	Tax Certificate - Each One	58.10	
1.3.2	Duplicated Receipts - Each One	6.05	
1.3.3	History of Account Transactions	Actual Costs	
1.3.4	Dishonoured Cheques - Each	29.95	
1.3.5	Photocopies		
1.3.5.1	Letter and Legal Size	0.55	
1.3.5.2	11" x 17"	1.00	
1.3.5.3	Certified as True Copy (per signature)	5.45	
1.3.6	Fax - Send/Receive		
1.3.6.1	First Page	2.20	
1.3.6.2	Each Additional	1.00	
1.3.7	Commissioning Oaths & Affidavits		
1.3.7.1	Completed Documents - One Signature	11.05	16.70
1.3.7.2	Per Signature/Initial where more than one signature is requested	5.50	8.30
1.3.8	Utility Bill Inserts	.05/item	.06/item
1.3.9	Vital Statistics Administration Fee		
1.3.9.1	Still Birth Registration	29.95	
1.3.9.2	Death Registration	30.75	
1.3.10	Marriage Licence/Ceremony		
1.3.10.1	Marriage Licence	134.90	134.90
1.3.10.2	Civil Marriage Ceremony	312.10	390.10
1.3.10.3	Civil Marriage Ceremony (After Office Hours at Civic Centre)	364.10	455.15
1.3.10.4	Civil Marriage Ceremony (Weekends other than at Civic Centre)	364.10	455.15
1.3.10.5	Marriage Ceremony Outside of Town * See Below	509.75	509.75
1.3.10.6	Attendance at Wedding Rehearsal * See Below	50.50	63.15
1.3.10.7	Renewal of Wedding Vows * See Below	Same fee as marriage services above less \$50.00	
1.3.11	Application for Closure of		
1.3.11.1	Road or Lane - Deposit	582.60	
1.3.11.2	On Completion of Closure	Actual Costs less Deposit	
		588.45	
		Same fee as marriage services above	

		2013 RATES		PROPOSED 2014	
		Resident	Non-Resident	Resident	Non-Resident
1.3.11.3 Sale of Lane or Roadway Closed		1.00/sq. ft. or as directed by council otherwise			
1.3.12	Utility Arrears Letter	30.80		31.10	
1.3.13	Committee Room Rental (External Groups)	52.00		52.55	
1.4	<b>Tax Sale - Administrative Charges</b>				
1.4.1	File Preparation, Searches, to completion tax arrears certificate	232.30		234.65	
1.4.2	Preparation & Registration of Tax Arrears Certificate	232.30		234.65	
1.4.3	Regulatory Sub-Searches	116.15		117.30	
1.4.4	Processing of First Notice	176.75		178.50	
1.4.5	Processing of Treasurer's Statutory Declaration re: 1st Notice	116.15		117.30	
1.4.6	Registration of Statutory Declaration	116.15		117.30	
1.4.7	Processing of Cancellation Certificate	116.15		117.30	
1.4.8	Registration of Cancellation Certificate	116.15		117.30	
1.4.9	Processing of Extension Agreement	232.30		234.65	
1.4.10	Processing Final Notice	176.75		178.50	
1.4.11	Processing Treasurer's Statutory Declaration re: Final Notice	116.15		117.30	
1.4.12	Sale process	232.30		234.65	
1.4.13	Legal Fees as they apply to any process	actual		actual	
1.4.14	Mailing Costs as they apply to any process	actual		actual	

**TOWN OF FORT FRANCES**  
**SCHEDULE OF FEES**  
**SCHEDULE "B"**

<b>3.17 Emergency Services - January 1, 2013 (Plus Applicable Taxes)</b>		<b>2013 Rates</b>	<b>Proposed 2014 Rates</b>
<b>3.17.1 Administration</b>			
3.17.1.1	Copy of Fire Reports	66.65	67.35
3.17.1.2	Letter of Compliance or Approval for Properties	66.65	67.35
3.17.1.3	File Search, Written Report and Records on Properties	66.65	67.35
3.17.1.4	Written Response to written request relating to outstanding orders under the Ontario Fire Code or any Act, Regulation or By-Law with which the Fire Service has Authority or Jurisdiction	66.65	67.35
<b>3.17.2 Property Inspection Request - by Owner or Business Operator</b>			
3.17.2.1	Private Home Day Care Facilities (5 or less)	66.65	67.35
3.17.2.2	Licensed Day Care Centres (more than 5)	86.85	87.75
3.17.2.3	Special Care and Group Homes (3 or less)	66.65	67.35
3.17.2.4	Special Care and Group Homes (more than 3)	86.85	87.75
3.17.2.5	Inspections required by/for LCBO Licensing	119.20	120.40
3.17.2.6	Lodging House	66.65	67.35
3.17.2.7	Occupancy Load Calculation and Posting	86.85	87.75
3.17.2.8	Private Nursing Homes	119.20	120.40
3.17.2.9	Fire Inspections of Educational Institutions	N/C	
3.17.2.9.1	Base Inspection	119.20	120.40
3.17.2.9.2	Each Classroom Additional	5.00	5.05
3.17.2.9.3	Portable Classrooms	66.65	67.35
3.17.2.10	Assembly Occupancies <60 persons	66.65	67.35
3.17.2.11	Assembly Occupancies >61 persons	66.65	67.35
3.17.2.12	Industrial/Commercial Single Tenant or Occupancy	119.20	120.40
3.17.2.13	Residential/Commercial - Multi Occupancy Complex	119.20	120.40
3.17.2.14	Residential/Apartment or Condominium Building	119.20	120.40
3.17.2.15	Office/Commercial Retrofit Inspections	119.20	120.40
3.17.2.16	Additional Inspection for incompleteness or initial follow-up	119.20	120.40
3.17.2.17	Inspection - All Properties	66.65	67.35
<b>3.17.3 Special Occasions Inspections</b>			
3.17.3.1	Mandated Fire Code inspection (tents/marquee)	66.65	67.35
3.17.3.2	Mandated Fire Code inspection (fireworks permits)	119.20	120.40
3.17.3.3	Public Vendors - Commercial Establishments	66.65	67.35
3.17.3.4	Public Vendors - Vendors from Outside Municipality	231.30	233.60
3.17.3.5	Public Vendors - Service Clubs	N/C	
3.17.3.6	Misc. inspections not otherwise specified - per hour	66.65	67.35
<b>3.17.4 Other Service Fees/Charges</b>			
3.17.4.1	Burning Permits - Residential 7 day	12.65	12.80
3.17.4.2	Burning Permits - Commercial/Industrial - each burn	115.00	116.15
3.17.4.3	Open Air Burning Violations	As per Burning By-Law	
3.17.4.4	Extinguishing Fire were no permit obtained; out of control	410.00 for apparatus per hour plus wages plus 15% resident administration fee	

3.17.4.5.1	Standby requests other than emergency response (per vehicle) For fire protection during shows, exhibitions, etc.)	410.00 for 1st hour then \$205.00 for every 1/2 hour thereafter	
3.17.4.5.2	Standby requests other than emergency response (per vehicle)	410.00 per hour	
3.17.4.6	Training Services - per hour	66.65 plus costs	67.35
3.17.4.7	Air Bottle Refills - other Fire Services	12.65 per bottle	12.80
3.17.4.8	Air Bottle Refills - Scuba, Private, Provincial, Industry	17.65 per bottle	17.85
3.17.4.9	Fire Service Training Outside Municipal Boundaries	66.65 per hour plus costs	67.35
3.17.4.10	Fire Service Fire Prevention Programs Outside Municipal Boundaries	66.65 per hour plus costs	67.35
3.17.4.11	Fire Service Administration Outside Municipal Boundaries	66.65 per hour plus costs	67.35
3.17.4.12	Fire Protection Outside Municipal Boundaries	As per Contract	
3.17.4.13	Controlled Burns e.g. grass	Full cost recovery plus 15% resident administration fee	
3.17.4.14	Boarding Up/Barricading Premises after Fire, costs per person, plus cost of public works (if used), plus cost of materials used plus 15% resident administration fee (if owner fails to comply within 24 hours the Fire Chief may authorize with all applicable costs.)	Full cost recovery plus 15% resident administration fee	

### 3.17.5 Emergency Services Response Calls

3.17.5.1	Fire Response to Structural Fires	N/C	
3.17.5.2	Emergency response to MVA on MTO Highways as per Province of Ontario rates plus any additional clean-up costs (Recovery through MTO)	410.00 per apparatus for first hour; 205.00 per apparatus for every 1/2 hr thereafter or part thereof; as per MTO Rates	
3.17.5.3	Auto Extrication Services within the Rainy River District	410.00 per hour	
3.17.5.4	Motorized Vehicle Fires	N/C	
3.17.5.5	False Alarms (1st & 2nd in a three month period)	N/C	
3.17.5.6	Third False Alarm (after 3-call outs in a calendar year)	410.00 per apparatus per hour	
3.17.5.7	For each Proceeding False Alarm (Within the Calendar Yr)	110.00 increase per occurrence	111.10