



TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURER'S REPORT 2012/114

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: November 20, 2012

SUBJECT: 2013 User Fee Schedule

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 in December.

At the October 22, 201 Council Meeting approved a 1% increase for the 2013 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 2013 User Fees for the Administration & Finance Division and Schedule "B" Emergency Services.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of proposed 2013 Administration & Finance Division and Schedule "B" Emergency Services User Fees and that the fees go forward to the 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 2013 User Fees to the Schedule of Fees and that the authorizing by-law be prepared.

**TOWN OF FORT FRANCES
SCHEDULE OF FEES**

		Resident	Non-Resident	Proposed 2013 Rates @1% increase	
				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	36.20		36.55	
	1.1.1.2 Public Halls - Transfer of License - One Time Fee	18.15		18.35	
1.1.2	Taxi Driver	30.55		30.85	
1.1.3	Taxi/Chauffeur Operator's I.D. Card (New or Replacement)	10.00		14.00	*PDEC Reviewing
1.1.4	Taxi Owner's License				
	1.1.4.1 For Each On-Street Taxi-Cab	377.45		381.20	
	1.1.4.2 For Each Off-Street Taxi-Cab	140.55		141.95	
	1.1.4.3 For Each Transfer of License - One Time	58.90		59.50	
1.1.5	Chauffeur's License (Limousine Driver)	30.55		30.85	
1.1.6	Limousine Owner's License				
	1.1.6.1 For Each Vehicle	117.75		118.95	
1.1.8	Business Licenses				
	1.1.8.1 Adult Live Entertainment Parlours	412.00		416.10	
	1.1.8.2 Auctioneer	41.85	148.55	42.25	150.00
	1.1.8.3 Billiard Hall or Pool Tables (each Table)	41.85		42.25	
	1.1.8.4 Bowling Alley (each Lane)	41.85		42.25	
	1.1.8.5 Community Events	176.75		178.50	
	1.1.8.6 Eating Establishments				
	1.1.8.6.1 Restaurants	41.85		42.25	
	1.1.8.6.2 Food Shops	41.85		42.25	
	1.1.8.6.3 Groceries	41.85		42.25	
	1.1.8.6.4 Bakery	41.85		42.25	
	1.1.8.6.5 Meat Vendor	41.85		42.25	
	1.1.8.6.6 Deli	41.85		42.25	
	1.1.8.7 Hairstyling Shops	41.85		42.25	
	1.1.8.8 Local Retailers (Retail Sales)	41.85		42.25	
	1.1.8.9 Hawker & Peddler	41.85		42.25	

		Proposed 2013 Rates @ 1% increase		
		Resident	Non-Resident	Resident Non-Resident
1.1.8.9.1	Hawker & Peddler Class 1 (day sales)	154.10		155.65
1.1.8.9.2	Hawker & Peddler Class 1 - Each Additional Day	70.25		70.95
1.1.8.9.3	Hawker & Peddler Class 2 (seasonal sales)	41.85	148.55	42.25 150.00
1.1.8.9.4	Hawker & Peddler Class 3 (door to door sales)	53.25	148.55	53.75 150.00
1.1.8.9.5	Hawker & Peddler Class 4 (door to door sales person)	53.25	148.55	53.75 150.00
1.1.8.9.6	Hawker & Peddler Class 5 (antique/collectible)	41.85	148.55	42.25 150.00
1.1.8.9.7	Hawker & Peddler Class 6 (craft shows)	41.85	148.55	42.25 150.00
1.1.8.9.8	Hawker & Peddler Class 7 (trade shows)	154.10		155.65
1.1.8.9.9	Hawker & Peddler Class 7 - Each Additional Day	70.25		70.95
1.1.8.9.10	Hawker & Peddler Class 8 (flea markets)	41.85	148.55	42.25 150.00
1.1.8.9.11	Hawker & Peddler Class 9 (general not including above)	41.85	148.55	42.25 150.00
1.1.8.10	Motor Vehicle Towing	41.85	148.55	42.25 150.00
1.1.8.11	Photographer	41.85		42.25
1.1.8.12	Places of Amusement	41.85		42.25
1.1.8.13	Plumbing Contractors & Plumbers	41.85		42.25
1.1.8.14	Public Garage (automotive rental, sales, & service)	41.85	412.65	42.25 416.75
1.1.8.14.1	Motor Vehicle Service Station	41.85		42.25
1.1.8.14.2	Public Garage (see classes 1 - 7)	41.85		42.25
1.1.8.15	Refreshment Vehicles	53.25	148.55	53.75 150.00
1.1.8.16	Mobile Food Vending	176.75		178.50
1.1.8.17	Second Hand Dealers or Salvage Yard Operators	41.85	148.55	42.25 150.00
1.1.8.18	Tattoo Parlour, Body Piercing, Electrolysis	41.85	148.55	42.25 150.00
1.1.8.19	Laundries and Laundromats	41.85		42.25
1.1.8.20	Newspapers and Magazines	154.10		155.65
1.1.8.21	Old Gold and Silver Dealers	41.85		42.25
1.1.8.22	Trades and Occupations	41.85	412.65	42.25 416.75
1.1.8.23	Salvage Yard or Second Hand Shop or Store Premises	41.85		42.25
1.1.8.24	Pawnbroker	41.85		42.25
1.1.8.25	Wholesale Fruit, Vegetables, etc.			
1.1.8.25.1	Ontario Residents	41.85	165.45	42.25 167.10
1.1.8.26	Professions	41.85	148.55	42.25 150.00
1.1.8.27	Transient Traders		589.40	
1.1.8.28	Transportation including bussing but excluding taxis	41.85	148.55	42.25 150.00
1.1.8.29	Hotel/Motel	41.85		42.25

		Proposed 2013 Rates @1% increase	
		Resident	Non-Resident
1.2 Lottery Licenses - For Each License Issued			
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
1.2.4	Bazaars - per license	5.00	5.00
1.2.4.1	Bazaar - up to 3 wheels of fortune	10.00 per wheel	10.00 per wheel
1.2.4.2	Bazaar Bingo Prize Value to \$500	3% of Prize Value	3% of Prize Value
1.2.4.3	Bazaar Raffle Prize Value to \$500	3 % of Prize Value	3 % of Prize Value
1.3 Other Charges			
1.3.1	Tax Certificate - Each One	57.50	58.10
1.3.2	Duplicated Receipts - Each One	6.00	6.05
1.3.3	History of Account Transactions	Actual Costs	Actual Costs
1.3.4	Dishonoured Cheques - Each	29.65	29.95
1.3.5	Photocopies		
1.3.5.1	Letter and Legal Size	0.55	0.55
1.3.5.2	11" x 17"	1.00	1.00
1.3.5.3	Certified as True Copy (per signature)	5.40	5.45
1.3.6	Fax - Send/Receive		
1.3.6.1	First Page	2.20	2.20
1.3.6.2	Each Additional	1.00	1.00
1.3.7	Commissioning Oaths & Affidavits		
1.3.7.1	Completed Documents - One Signature	10.95	11.05
1.3.7.2	Per Signature/Initial where more than one signature is requested	5.45	5.50
1.3.8	Utility Bill Inserts	.05/item	.05/item
1.3.9	Vital Statistics Administration Fee		
1.3.9.1	Birth Registration	29.65	29.95
1.3.9.2	Death Registration	30.45	30.75
1.3.10	Marriage Licence/Ceremony		
1.3.10.1	Marriage Licence	133.55	133.55
1.3.10.2	Civil Marriage Ceremony	309.00	312.10
1.3.10.3	Civil Marriage Ceremony (After Office Hours at Civic Centre)	360.50	364.10
1.3.10.4	Civil Marriage Ceremony (Weekends other than at Civic Centre)	360.50	364.10
1.3.10.5	Marriage Ceremony Outside of Town * See Below	504.70	509.75

		Proposed 2013 Rates @1% increase	
		Resident	Non-Resident
1.3.10.6	Attendance at Wedding Rehearsal * See Below	50.00	62.50
1.3.10.7	Renewal of Wedding Vows * See Below		Same fee as marriage services above less \$50.00
	*Plus, where applicable, travel time and distance charges on a return basis as per Town travel Policy		
1.3.11	Application for Closure of		
1.3.11.1	Road or Lane - Deposit	576.80	
1.3.11.2	On Completion of Closure		Actual Costs less Deposit
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	30.50	
1.3.13	Committee Room Rental (External Groups)	51.50	
1.4	Tax Sale - Administrative Charges		
1.4.1	File Preparation, Searches, to completion tax arrears certificate	230.00	
1.4.2	Preparation & Registration of Tax Arrears Certificate	230.00	
1.4.3	Regulatory Sub-Searches	115.00	
1.4.4	Processing of First Notice	175.00	
1.4.5	Processing of Treasurer's Statutory Declaration re: 1st Notice	115.00	
1.4.6	Registration of Statutory Declaration	115.00	
1.4.7	Processing of Cancellation Certificate	115.00	
1.4.8	Registration of Cancellation Certificate	115.00	
1.4.9	Processing of Extension Agreement	230.00	
1.4.10	Processing Final Notice	175.00	
1.4.11	Processing Treasurer's Statutory Declaration re: Final Notice	115.00	
1.4.12	Sale process	230.00	
1.4.13	Legal Fees as they apply to any process	actual	
1.4.14	Mailing Costs as they apply to any process	actual	
		50.50	63.15
		582.60	
		Actual Costs less Deposit	
		otherwise	
		30.80	
		52.00	
		232.30	
		232.30	
		116.15	
		176.75	
		116.15	
		116.15	
		116.15	
		232.30	
		176.75	
		116.15	
		232.30	
		actual	
		actual	

TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "B"

3.17 Emergency Services - January 1, 2013 (Plus Applicable Taxes)

3.17.1 Administration

3.17.1.1	Copy of Fire Reports	66.00	66.65
3.17.1.2	Letter of Compliance or Approval for Properties	66.00	66.65
3.17.1.3	File Search, Written Report and Records on Properties	66.00	66.65
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	66.00	66.65

3.17.2 Property Inspection Request - by Owner or Business Operator

3.17.2.1	Private Home Day Care Facilities (5 or less)	66.00	66.65
3.17.2.2	Licensed Day Care Centres (more than 5)	86.00	86.85
3.17.2.3	Special Care and Group Homes (3 or less)	66.00	66.65
3.17.2.4	Special Care and Group Homes (more than 3)	86.00	86.85
3.17.2.5	Inspections required by//for LCBO Licensing	118.00	119.20
3.17.2.6	Lodging House	66.00	66.65
3.17.2.7	Occupancy Load Calculation and Posting	86.00	86.85
3.17.2.8	Private Nursing Homes	118.00	119.20
3.17.2.9	Fire Inspections of Educational Institutions	N/C	N/C
3.17.2.9.1	Base Inspection	118.00	119.20
3.17.2.9.2	Each Classroom Additional	5.00	5.00
3.17.2.9.3	Portable Classrooms	66.00	66.65
3.17.2.10	Assembly Occupancies <60 persons	66.00	66.65
3.17.2.11	Assembly Occupancies >61 persons	66.00	66.65
3.17.2.12	Industrial/Commercial Single Tenant or Occupancy	118.00	119.20
3.17.2.13	Residential/Commercial - Multi Occupancy Complex	118.00	119.20
3.17.2.14	Residential/Apartment or Condominium Building	118.00	119.20
3.17.2.15	Office/Commercial Retrofit Inspections	118.00	119.20

		2012 Fees	Proposed 2013 Fees
3.17.2.16	Additional Inspection for incomplection or initial follow-up	118.00	119.20
3.17.2.17	Inspection - All Properties	66.00	66.65
3.17.3	Special Occasions Inspections		
3.17.3.1	Mandated Fire Code inspection (tents/marquee)	66.00	66.65
3.17.3.2	Mandated Fire Code inspection (fireworks permits)	118.00	119.20
3.17.3.3	Public Vendors - Commercial Establishments	66.00	66.65
3.17.3.4	Public Vendors - Vendors from Outside Municipality	229.00	231.30
3.17.3.5	Public Vendors - Service Clubs	N/C	N/C
3.17.3.6	Misc. inspections not otherwise specified - per hour	66.00	66.65
3.17.4	Other Service Fees/Charges		
3.17.4.1	Burning Permits - Residential 7 day	12.50	12.65
3.17.4.2	Burning Permits - Commercial/Industrial - each burn	114.00	115.00
3.17.4.3	Open Air Burning Violations	As per Burning By-Law	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	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	410.00 per hour
3.17.4.6	Training Services - per hour	66.00 plus costs	66.65 plus costs
3.17.4.7	Air Bottle Refills - other Fire Services	12.50 per bottle	12.65 per bottle
3.17.4.8	Air Bottle Refills - Scuba, Private, Provincial, Industry	17.50 per bottle	17.65 per bottle
3.17.4.9	Fire Service Training Outside Municipal Boundaries	66.00 per hour plus costs	66.65 per hour plus costs
3.17.4.10	Fire Service Fire Prevention Programs Outside Municipal Boundaries:	66.00 per hour plus costs	66.65 per hour plus costs
3.17.4.11	Fire Service Administration Outside Municipal Boundaries	66.00 per hour plus costs	66.65 per hour plus costs
3.17.4.12	Fire Protection Outside Municipal Boundaries	As per Contract	As per Contract
3.17.4.13	Controlled Burns e.g. grass	Full cost recovery plus 15% resident administration fee	Full cost recovery plus 15% resident administration fee

		2012 Fees	Proposed 2013 Fees
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	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	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	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	410.00 per hour
3.17.5.4	Motorized Vehicle Fires	N/C	N/C
3.17.5.5	False Alarms (1st & 2nd in a three month period)	N/C	N/C
3.17.5.6	Third False Alarm (after 3-call outs in a calendar year)	410.00 per apparatus per hour	410.00 per apparatus per hour
3.17.5.7	For each Proceeding False Alarm (Within the Calendar Yr)	110.00 increase per occurrence	110.00 increase per occurrence