

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - November 16, 2021, 12:00 PM

#### MEETING - Civic Centre

Session #16

#### Microsoft Teams meeting

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- |           |   |         |
|-----------|---|---------|
| <b>1.</b> | <b><u>Call to Order/Roll Call</u></b>   |         |
| <b>2.</b> | <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b> |         |
| <b>3.</b> | <b><u>Approval of Previous Committee Minutes</u></b>                          |         |
| 3.1       | Session no 15 - 02 November 2021  | 2 - 3   |
| <b>4.</b> | <b><u>Items Referred from Council - none</u></b>                              |         |
| <b>5.</b> | <b><u>New Business</u></b>  |         |
| 5.1       | 2160 - 357 358 Application - 1336 Colonization Rd W INFO                      | 4 - 9   |
| 5.2       | 2021/61 AFEC User Fees 2022   | 10 - 14 |
| <b>6.</b> | <b><u>Outstanding Items</u></b>   |         |
| 6.1       | Meals on Wheels   | 15 - 22 |
| <b>7.</b> | <b><u>Information</u></b>   |         |
| 7.1       | AFEC Report 2022 User Fees  | 23 - 56 |
| <b>8.</b> | <b><u>In-Camera - none</u></b>  |         |
| <b>9.</b> | <b><u>Adjourn / Next Meeting Date - 07 December 2021</u></b>                  |         |

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #15

November 2, 2021

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually in the Civic Centre on November 2, 2021 from 12:00 1200 hrs to 1245 hrs.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: F. Anwar, CAO, D. Galusha, Treasurer, Gabrielle Lecuyer, Municipal Clerk, Jeremy Hughes, IT Manager, K. Haney, Deputy Clerk, Alyssa Hansma, HR Manager.

### REGRETS:

#### **1. Call to Order @ 1200 hrs/Roll Call**

#### **2. Disclosure of pecuniary interest and the general nature thereof - none**

#### **3. Approval of Previous Committee Minutes**

3.1 Session no 14 - 19 October 2021 - Approved as presented

#### **4. Items Referred from Council - none**

#### **5. New Business**

##### **5.1 TPA for Ontario CCTV Grant Program**

Originally submitted in July. Approved by PSB in August. Grant received. Tight end of November timeline. Committee support obtained to forward to Council meeting of 22 November 2021.

##### **5.2 357/358 - 302 Williams Ave - Accepted as presented**

##### **5.3 357/358 - 427 Mowat Ave - Accepted as presented**

##### **5.4 Amended Property Assessment Notice - 427 Mowat Ave - Accepted as presented.**

##### **5.5 Tax Sale Extension Agreement - By-law currently in place respecting residential extension agreements sufficient. Extensions with respect to Industrial/Commercial will be brought to Council meetings.**

##### **5.6 Voting Method for the 2022 Municipal Election - Committee in agreement to accept and move forward with recommendation.**

##### **5.7 Vaccine Policy - Policy in effect 01 December 2021. Accepted as presented. Recommendation to move forward.**

#### **6. Outstanding Items**

##### **6.1 Meals on Wheels (MOW) Program - No updates as yet.**

#### **7. Information - None**

##### **7.1 Reserve Funds to Sept 30/21 - Accepted as presented**

8. In-Camera - None

9. Adjourn @ 1245 hrs / Next Meeting Date: 16 November 2021

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Executive Committee Chair

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F. Anwar, CAO

To: Administration & Finance Executive Committee  
FROM: Dawn Galusha, Treasurer  
DATE: November 10, 2021  
SUBJECT: 357/358 Applications for Tax Adjustment  
Re: 1336 Colonization Rd W (2021) Roll# 5912-010-006-02000-0000

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**BACKGROUND**

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for March 31, 2021 to December 31, 2021 for 1336 Colonization Rd W. The adjustment is due to the commercial portion of the property being removed as they no longer have a business there. The impact to the 2021 taxes is a reduction of \$1,009.00 of which \$700.40 is municipal and \$308.60 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

**RECOMMENDATION**

Administration recommends approval the adjustment of taxes for March 31, 2021 to December 31, 2021 under Section 357/358 of the *Municipal Act* for property located at 1336 Colonization Road West resulting from the commercial portion of the property being removed as they no longer have a business there.

**2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS**

357 Applications

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
276	2021	1.6.02000	-58,700	CT	0.03366352	0.00848241	-1,494.22					-376.51		-1,870.73
276	2021	1.6.02000	58,700	RTES	0.01788408	0.00153000	793.82		67.91					861.73
							-700.40		67.91			-376.51		-1,009.00

## Application made under Sec 357/358/359 of the Municipal Act, 2001

### MPAC's RESPONSE

Owner name(s) PETERS, ANDREW JAMES  
Roll number 5912-010-006-02000-0000  
Property location 1336 COLONIZATION RD W  
Property description PLAN SM51 LOT 24 PCL 24-1  
Municipality/Local taxing authority FORT FRANCES TOWN

Application number  
Application reason Classification Change  
Received date October 26, 2021  
Claim relief period From: March 31, 2021 - To: December 31, 2021  
Taxation year 2021

#### Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR COM C T	42,300	58,700	46,400	50,500	54,600	58,700
OWNR RU R T	182,700	197,300	186,350	190,000	193,650	197,300
<b>Total</b>	<b>225,000</b>	<b>256,000</b>	<b>232,750</b>	<b>240,500</b>	<b>248,250</b>	<b>256,000</b>

#### Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR RU R T	237,056	256,000	241,792	246,528	251,264	256,000
<b>Total</b>	<b>237,056</b>	<b>256,000</b>	<b>241,792</b>	<b>246,528</b>	<b>251,264</b>	<b>256,000</b>

#### MPAC Remarks

MPAC has removed the commercial apportionment from all land and structures as no longer in business.

MPAC Representative: Mark Cawston  
Date: October 26, 2021

## SECTION 357/358 APPLICATION

Application/Appeal #

## TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year

Municipality: TOWN OF FORT FRANKS Roll Number: 54-12-010-006-080-00  
 Property Address: 1336 CROZIER RD Applicant Name: ANDREW PETERS  
 Owner Name: ANDREW PETERS Contact Number: 575-9191  
 Mailing Address: 1336 CROZIER RD Alternative Num: \_\_\_\_\_  
FT COV PQA QTR

Reason for Application: (Check one box only)

- ☒ Ceases to be liable for tax at rate it was taxed - 357(1)(a) ☐ Sickness or extreme poverty - 357(1)(d.1)  
☐ Became exempt - 357(1)(c) ☐ Mobile unit removed - 357(1)(e)  
☐ Razed by fire, demolition or otherwise - 357(1)(d)(i) ☐ Gross or manifest clerical/factual error - 357(1)(f)  
☐ Damaged and substantially unusable - 357(1)(d)(ii) ☐ Repairs/Repairs preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: BUSINESS CLOSED MAR 31, 2021

Effective from:

03/31/21 to 12/31/21

Applicant Signature:

Andrew PetersDate: 10/26/21  
(MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				ASSESSOR				
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/>		Assessment Report School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other				
		Enter Revisions Below		<input type="checkbox"/> No Change in Assessment <input type="checkbox"/> \$357 Required for Next Year				
RTC/RTQ	2012 Base-year CVA	2016 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2012 Base-year CVA	Revised 2016 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>STN RTES</u>			<u>58,710</u> <u>19,720</u>					
Revised:				Reason for Change (Assessor Comments):				
Reason Original Assessment Revised:								
Assessor Name:				Signature:		Date: ___/___/___		

## TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount \_\_\_\_\_

Comments: \_\_\_\_\_

Treasury Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

## COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY):

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: \_\_\_\_\_

Appeared for Applicant \_\_\_\_\_

Appeared for Municipality \_\_\_\_\_

Signature of Council/ARB Member \_\_\_\_\_

Name/Title \_\_\_\_\_

Batch: HH10272021PETER

s Code	Description	Land Exempt Land	Improvements pt Improvements	Other Exempt Other	Total	Levy
-----						
General						
CTN	Com Tx:Full - NoSup	\$0	\$0	-\$58,700	-\$58,700	-\$1,870.73
		\$0	\$0	\$0		
RTES	Res/Farm Tx:Full - ESep	\$0	\$0	\$58,700	\$58,700	\$861.73
		\$0	\$0	\$0		
Total General		\$0	\$0	\$0	\$0	-\$1,009.00
		\$0	\$0	\$0		
-----						
Report Total:						-\$1,009.00
=====						



Date: 10/27/2021 9:29:54 AM  
User: hhatch

Town of Fort Frances  
Distribution Summary  
Property Taxes

Page: 1

Batch: HH10272021PETER

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$1,009.00
10-010-0150-0121-50019	Residential - ES	-\$793.82
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	\$1,494.22
10-010-0151-0121-50019	Residential - ES	-\$67.91
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	\$376.51
	Report Total:	\$0.00

\*\*\* E N D O F R E P O R T \*\*\*

**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2021/61**

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: November 11, 2021**  
**SUBJECT: 2022 User Fee – Administration & Finance**

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**BACKGROUND**

On October 25, 2021, Council approved that division managers affect a 4.0% user fee increase for 2022, based on the Ontario Consumer Price Index inflationary increase. The Administration & Finance division has a mix of user fees that are legislated user fee rates, non-legislated user fee rates and rebates / revenue from external entities. Legislated user fees include the interest and penalties applied to accounts receivable and tax accounts, lottery license % fees and POA fines are out of the Town's control to affect user fee increases. Revenue from POA administration / management fees, rebates from external entities such as the natural gas rebate and purchase card rebate are also out of the Town's control to affect user fee increases.

Patrick Briere, By-Law Enforcement Officer, suggests keeping the Taxi Driver and Taxi ID rates the same as 2021 as it is the Taxi Driver's responsibility to purchase these. As well, the Taxi Owner's License for on-street taxi-cab is to remain the same, however this is not something that the taxi companies have currently, so there is no impact. Additionally, Administration would like to the Plumbing Contractors & Plumbers and Trades and Occupations, out of town rates the same as 2021 as they are high enough to cover the cost of the Town preparing the license. In 2018, the Municipal Clerk brought forward the freeze of Still Birth Registration, Death Registration and Marriage License fees, to the end of the term of Council. This will be the final year of the freeze, prior to a review.

The estimated revenue increases resulting from the user fee increase as presented on the attached schedule is \$1,626.97. This figure does not include several the lines as we cannot estimate year over year how many people will require those services.

**RECOMMENDATION**

Administration recommends approval of the Administration & Finance user fees for 2022 with a 4% increase with the exceptions as noted in the report and on the attachment.

**TOWN OF FORT FRANCES**  
**2022 SCHEDULE OF FEES BY-LAW \_\_/21**  
**SCHEDULE "A"**

**All Rates are effective January 1, 2022, unless otherwise noted.  
HST is noted per line or per section as applicable.**

## 1.0 Administration and Finance Division

### 1.1 Licenses - Annual Fees (unless otherwise noted)

1.1.1	Public Halls					
1.1.1.1	Public Halls - Limited	41.55		43.20		1.65
1.1.1.2	Public Halls - Transfer of License - One Time Fee	20.80		21.65		-
1.1.2	Taxi Driver	33.65		33.65		- Request to keep the same as 2021
1.1.3	Taxi/Chauffeur Operator's I.D. Card (New or Replacement)	15.35		15.35		- due to type of License. The taxi driver is
1.1.4	Taxi Owner's License	-				- responsible to purchase their own
1.1.4.1	For Each On-Street Taxi-Cab	416.35		416.35		- Rate is high enough- keep the same
1.1.4.2	For Each Off-Street Taxi-Cab	155.15		161.35		-
1.1.4.3	For Each Transfer of License - One Time	65.80		68.45		-
1.1.5	Taxi Owner Business Licence	48.00		49.90		-
1.1.6	Limousine Owner's License	-		-		-
1.1.6.1	For Each Vehicle	131.50		136.75		-
1.1.8	Business Licenses	-		-		-
1.1.8.1	Adult Live Entertainment Parlours	471.85		490.70		18.85
1.1.8.2	Auctioneer	48.00	170.10	49.90	176.90	-
1.1.8.3	Billiard Hall or Pool Tables (each Table)	48.00		49.90		7.60
1.1.8.4	Bowling Alley (each Lane)	48.00		49.90		1.90
1.1.8.5	Community Events	202.40		210.50		-
1.1.8.6	Eating Establishments	-		-		-
1.1.8.6.1	Restaurants	48.00		49.90		41.80
1.1.8.6.2	Food Shops	48.00		49.90		-
1.1.8.6.3	Groceries	48.00		49.90		20.90
1.1.8.6.4	Bakery	48.00		49.90		11.40
1.1.8.6.5	Meat Vendor	48.00		49.90		7.60
1.1.8.6.6	Deli	48.00		49.90		-
1.1.8.7	Hairstyling Shops	48.00		49.90		7.60
1.1.8.8	Local Retailers (Retail Sales)	48.00		49.90		114.00
1.1.8.9	Hawker & Peddler	-		-		-
1.1.8.9.1	Hawker & Peddler Class 1 (day sales)	176.55		183.60		7.05
1.1.8.9.2	Hawker & Peddler Class 1 - Each Additional Day	80.50		83.70		-
1.1.8.9.3	Hawker & Peddler Class 2 (seasonal sales)	48.00	170.10	49.90	176.90	1.90
1.1.8.9.4	Hawker & Peddler Class 3 (door to door sales)	60.90	170.10	63.35	176.90	-
1.1.8.9.5	Hawker & Peddler Class 4 (door to door sales person)	60.90	170.10	63.35	176.90	7.35
1.1.8.9.6	Hawker & Peddler Class 5 (antique/collectible)	60.90	170.10	63.35	176.90	2.45
1.1.8.9.7	Hawker & Peddler Class 6 (craft shows)	60.90	170.10	63.35	176.90	2.45
1.1.8.9.8	Hawker & Peddler Class 7 (trade shows)	176.55		183.60		-

**SCHEDULE "A"**

1.1.8.9.9	Hawker & Peddler Class 7 - Each Additional Day
1.1.8.9.10	Hawker & Peddler Class 8 (flea markets)
1.1.8.9.11	Hawker & Peddler Class 9 (general not including above)
1.1.8.10	Motor Vehicle Towing
1.1.8.11	Photographer
1.1.8.12	Places of Amusement
1.1.8.13	Plumbing Contractors & Plumbers
1.1.8.14	Public Garage (automotive rental, sales, & service)
1.1.8.14.1	Motor Vehicle Service Station
1.1.8.14.2	Public Garage (see classes 1 - 7)
1.1.8.15	Refreshment Vehicles
1.1.8.16	Mobile Food Vending
1.1.8.17	Second Hand Dealers or Salvage Yard Operators
1.1.8.18	Tattoo Parlour, Body Piercing, Electrolysis
1.1.8.19	Laundries and Laundromats
1.1.8.20	Newspapers and Magazines
1.1.8.21	Old Gold and Silver Dealers
1.1.8.22	Trades and Occupations
1.1.8.24	Pawnbroker
1.1.8.25	Wholesale Fruit, Vegetables, etc.
1.1.8.25.1	Ontario Residents
1.1.8.26	Professions
1.1.8.27	Transient Traders
1.1.8.28	Transportation including bussing but excluding taxis
1.1.8.29	Hotel/Motel
1.1.8.30	Business Licence Transfer Fee
1.1.8.31	Show, Carnival, Circus, Etc.
1.1.8.31.1	One Day or Less
1.1.8.31.2	Each Additional Day
1.1.8.32	Tobacconist

2021		2022 DRAFT		Additional Revenue 2022	Notes
Resident	Non-Resident	Resident	Non-Resident		
80.50		83.70		-	
48.00	170.10	49.90	176.90	-	
48.00	170.10	49.90	176.90	3.80	
48.00	170.10	49.90	176.90	-	
48.00	170.10	49.90	176.90	9.50	
48.00		49.90		1.90	
48.00	472.55	49.90	472.55	15.20	Keep the same for 2022
-		-		-	
48.00		49.90		20.90	
47.80		49.70		5.70	
60.90	170.10	63.35	176.90	-	
202.40		210.50		32.40	
48.00	170.10	49.90	176.90	5.70	
48.00	170.10	49.90	176.90	3.80	
48.00		49.90		3.80	
176.55		183.60		-	
48.00		49.90		-	
48.00	472.55	49.90	472.55	87.40	Keep the same for 2022
48.00		49.90		1.90	
48.00	189.50	49.90	197.10	1.90	
48.00	189.50	49.90	197.10	1.90	
48.00	170.10	49.90	176.90	262.20	
	672.85	-	699.75	-	
48.00	170.10	49.90	176.90	3.80	
48.00		49.90		-	
27.40		28.50		-	
-		-		-	
167.80		174.50		40.20	
76.50		79.55		-	
48.00		49.90		11.40	
<b>1.2 Lottery Licenses - For Each License Issued</b>					
<b>1.2.1</b>	Raffle Prize Value to \$50,000	3% of Prize Value		3% of Prize Value	
<b>1.2.2</b>	Bingo Prize Value to \$5,500	3% of Prize Value		3% of Prize Value	
<b>1.2.3</b>	Break Open Ticket	3% of Prize Value		3% of Prize Value	
<b>1.2.4</b>	Bazaars - per license	5.00		5.20	
1.2.4.1	Bazaar - up to 3 wheels of fortune	10.00	per wheel	10.40	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	

**SCHEDULE "A"**

1.04					
2021		2022 DRAFT		Additional Revenue	Notes
Resident	Non-Resident	Resident	Non-Resident	2022	
64.85		67.45		572.00	
6.85		7.10		-	
-		-		-	
34.00		35.35		55.35	
-		-		-	
0.60		0.60		-	
1.15		1.20		-	
6.24	plus HST	6.50	plus HST	5.20	
-		-		-	
2.55		2.65		-	
1.15		1.20		-	
-		-		-	
12.55	15.60	13.05	16.19	39.45	
6.25	7.85	6.50	8.14	4.87	
.10/item		.10/item			
-		-		-	
32.00	42.00	32.00	42.00	-	Freeze to end of term
32.00	42.00	32.00	42.00	-	Freeze to end of term
				-	
140.00	140.00	140.00	140.00	-	Freeze to end of term
354.05	442.55	368.20	460.25	145.05	
412.90	516.15	429.40	536.80	37.15	
412.90	516.15	429.40	536.80	-	
578.10	578.10	601.20	601.20	-	
57.25	71.60	59.55	74.45	-	
Same fee as marriage services above less \$50.00		Same fee as marriage services above less \$50.00			
urn basis as per Town Travel Policy		-		-	
		-		-	
659.70		686.10		-	
Actual Costs less Deposit		Actual Costs less Deposit			
1.00/sq. ft. or as directed by Council		1.00/sq. ft. or as directed by Council			
34.90		36.30		-	
59.45		61.85		-	
-		-		-	

SCHEDULE "A"

1.4 Tax Sale - Administrative Charges

1.4.1	File Preparation, Searches, to completion tax arrears certificate
1.4.2	Preparation & Registration of Tax Arrears Certificate
1.4.3	Regulatory Sub-Searches
1.4.4	Processing of First Notice
1.4.5	Processing of Treasurer's Statutory Declaration re: 1st Notice
1.4.6	Registration of Statutory Declaration
1.4.7	Processing of Cancellation Certificate
1.4.8	Registration of Cancellation Certificate
1.4.9	Processing of Extension Agreement
1.4.10	Processing Final Notice
1.4.11	Processing Treasurer's Statutory Declaration re: Final Notice
1.4.12	Sale process
1.4.13	Legal Fees as they apply to any process
1.4.14	Mailing Costs as they apply to any process
1.4.15	Tax Sale Process by Agency

2021		2022 DRAFT		Additional Revenue	Notes
Resident	Non-Resident	Resident	Non-Resident		
-		-		-	
263.50		274.05		-	
263.50		274.05		-	
131.70		136.95		-	
200.50		208.50		-	
131.70		136.95		-	
131.70		136.95		-	
131.70		136.95		-	
131.70		136.95		-	
263.50		274.05		-	
200.50		208.50		-	
131.70		136.95		-	
263.50		274.05		-	
Actual Costs		Actual Costs			
Actual Costs		Actual Costs			
Actual Costs		Actual Costs			
				\$ 1,626.97	Total estimated impact

**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2021/57**

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Treasurer  
**DATE:** November 17, 2021  
**SUBJECT:** Letter from Riverside Health Care re: Meals on Wheels

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**BACKGROUND**

At the October 12, 2021 meeting of Council, the letter from Henry Gauthier, President & CEO of Riverside Health Care was referred to the Administration & Finance Executive Committee. Riverside has assumed the management of the Fort Frances Meals on Wheels (MOW) program in Fort Frances. The request is for ongoing financial support to aid in the continued success of the MOW program.

At the October 19 meeting of the Administration & Finance Executive Committee, the Committee requested a budget document from Riverside for this specific program. Attached you will find a comparative summary and then two versions of the budget they have sent for consideration of the grant funding. From this you can see there is a shortfall of over \$11,000. I had requested a year to date financial statement with details for the program since they have been running it for about 4 months, as well I questioned the Administration Fee. The response I received from D. Black, Director of Community Services was "MOW is not currently in a separate functional centre, rather consolidated with other Food Services so we are unable to share GL level data specific to this program. The attached spreadsheet represents a costing analysis prepared by Director of Support Services. It is normal practice to attach an admin fee to all services delivered, as there is always some level of admin required to support programs. The 12% admin fee is well below the typical 25% charged for admin fee at the hospital level."

The Town has \$11,000 in the 2021 budget for the MOW program. At the 2021 budget deliberations we discussed that we would only provide \$5,500 to the Meals on Wheels committee if they were running the program only until the end of June. This amount has been transferred and a refund of \$564.97 was received on October 29, 2021.

In addition, at the last meeting we were discussing a policy which allows us to grant money to those asking for it. I am attaching ***Memberships and Grants Policy 1.16***.

**RECOMMENDATION**

Administration recommends approval of a Grant in the amount of \$6,064.97 for the 2021 year. In addition, the ***Memberships and Grants Policy 1.16*** will be sent to Riverside Health Care Facilities, so they are fully aware of the requirements if they are to receive or request the Grant in the future.

## Meals on Wheels

The 2 versions are summarized here

	<b>V1</b>	<b>V2</b>
	5520 Meals	5500 Meals
Revenue		
Total fees collected for meals (\$7.50/meal fee)	<b>41,400.00</b>	<b>41,250.00</b>
Expenses		
Coordination of Volunteers	\$ 2,426.84	2,426.84
Diet Review/Menu Development/Food Prep/Assembly *	\$ 15,200.00	8,827.52
Administration	\$ 1,203.22	-
Cost of food & containers/meal (\$7.81)	\$ 43,111.20	\$42,955.00
Total Expenses	<b>61,941.26</b>	<b>54,209.36</b>
Riverside In-Kind*	<b>7,600.00</b>	<b>1,428.13</b>
<b>Surplus (Deficit)</b>	<b>(12,941.26)</b>	<b>(11,531.23)</b>

\* Note- it appears that the difference in the Riverside in-kind is in the Diet Review section



## Fort Frances Meals On Wheels - Budget July 1 to December 31, 2021

Received on October 28, 2021

Coordination of volunteers

### Riverside FF MOW Budget - July 1 to Dec 31, 2021

Coordination of Volunteers	\$	2,426.84
Diet Review/Menu Development/Food Prep/Assembly	\$	15,200.00
Riverside In-Kind	-\$	7,600.00
Administration	\$	1,203.22
<b>Total</b>	<b>\$</b>	<b>11,230.06</b>

Number of meals/month for July 1 to December 31, 2021 actual & forecast		5,520
Total fees collected for meals (\$7.50/meal fee)	\$	41,400.00
Cost of food & containers/meal (\$7.81)	\$	43,111.20

Total		<b>-\$1,711.20</b>
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\*\*We anticipate a 4% inflationary increase in food and supply in 2022 and a 1% labour increase

**Fort Frances MOW Budget      July 1 to Dec 31, 2021      Cost/meal**

Received on November 10/21

Coordination of Volunteers	\$2,426.84	\$0.44
Diet Review	\$1,391.52	\$0.25
Menu Development	\$848.90	\$0.15
Food, container, meal prep labour	\$42,955.00	\$7.81
Client Management	\$5,528.90	\$1.00
Accounts Payable	\$1,058.20	\$0.19
<b>Sub Total</b>	<b>\$54,209.36</b>	<b>\$9.84</b>
Fee collection	\$41,250.00	\$7.50
Riverside In-Kind	\$1,428.13	\$0.25
<b>Total</b>	<b>\$11,531.23</b>	<b>\$2.09</b>

Actual and forecast meals to be prepared and delivered = 5,500 for time period of July 1 to December 31, 2021

31, 2021.

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
	ADMINISTRATION AND FINANCE
<b><u>MEMBERSHIPS AND GRANTS</u></b>	<b>REVISED</b>
<b><u>POLICY</u></b>	March 1995, July 2002, October 2004
Resolution No. Consent (10/04)	Supercedes Resolution No.
Policy Number 1.16	<b>PAGE 1 of 3</b>

## 1. POLICY STATEMENT

The Town of Fort Frances regularly maintains a number of memberships in a variety of organizations; provides grants to a number of agencies on a recurring basis and provides assistance to groups and individuals on a one-time basis. The purpose of this policy is to provide consistency through the application of guidelines governing how memberships and requests for funding are received, evaluated and processed.

## 2. EFFECTIVE DATE

This policy comes into effect on October 12, 2004 and cancels and supercedes all previous investment policies.

## 3. MEMBERSHIPS

The Town of Fort Frances pays for memberships in two broad categories: corporate and individual. All memberships which are to be paid by the Town in either of these categories are to be detailed in the annual budget submission and will be subject to the normal budget approval process. Any memberships not approved as part of the budget will require the approval of Town Council by resolution.

All requests for memberships are to be analyzed to determine if they are indeed bona fide memberships or requests for on-going operational assistance in which case they will be deemed to be grants (eg: Sunset Country, N.W. Ontario Recycling Association) and be reviewed accordingly.

All memberships must show a benefit to the Town such as provision of information, lobbying efforts, cost savings through access to discounts, or access to training.

Membership fees for individuals will be paid in the situation where:

- Membership is a requirement of the position as defined in the position description
- Membership is the result of a course of studies directly related to the performance of duties
- There is no corporate membership category and the only alternative is an individual membership
- The cost of a corporate membership exceeds the cost of an individual membership to such an extent as to negate any potential additional value that might be attached to a corporate membership.

#### **4. GRANTS AND DONATIONS**

Grant and funding requests received by the Town fall into two broad categories; annually recurring and one time.

In evaluating any request for grants and donations at any level the following criteria will be applied:

- Is there a demonstrable or potential social, economic or other benefit to the Town of Fort Frances, its citizens and taxpayers,
- Is it in keeping with any stated goals and objectives that have been set or endorsed by Town Council,
- Is the request in any significant degree a duplication of the efforts or services provided by another organization whether funded by the Town or not,
- Does the organization submitting the request have a track record of providing value to the community for funding received.

The following will apply to any funding requests that are annually recurring or are deemed to be likely annually recurring:

The Administration and Finance executive committee will recommend to Town Council a list of grants and donations, with individual values not to exceed \$2,000, as part of the normal budget process. Upon budget approval by Town Council these grants and donations will be processed for payment upon request without further referral to Council.

Any funding request in excess of \$2,000 will be referred to the appropriate Executive Committee who may then recommend to Town Council that the request be either denied or be referred to the budget process under the following conditions:

- In order to be part of the overall budget cycle of the Town, funding requests must be filed with the Town not later than 30 days after the Public Budget Meeting in the year preceding the year for which the grant is requested.
- An acceptable financial statement for the year immediately preceding the year in which the request is made, a current year's budget and a projected budget for the year for which the grant is requested is to be filed with the town with the grant request,

If approved in the budget process then payment may be processed upon request accompanied by an acceptable financial statement for the year preceding the year for which the grant is payable without further referral to Town Council.

Any funding request in excess of \$5,000 will be referred to the appropriate Executive Committee who may then recommend to Town Council that the request be either denied or be referred to the budget process under the following conditions:

- In order to be part of the overall budget cycle of the Town, funding requests must be filed with the Town not later than 30 days after the Public Budget Meeting in the year preceding the year for which the grant is requested.
- An acceptable financial statement for the year immediately preceding the year in which the request is made, a current year's budget and a projected budget for the year for which the grant is requested is to be filed with the town with the grant request,

If approved in the budget process then payment will be subject to final Council approval upon delivery of a request for payment accompanied by an audited financial statement for the year preceding the year for which the grant is payable.

The following will apply to one-time requests for funding to organizations and individuals:

- The Administration and Finance executive committee will recommend to Town Council an annual budget for one-time requests.

With regards to tournaments and similar events being held in Fort Frances a grant of \$.50 per participant per day up to a maximum of \$200 may be paid upon approval by Town Council for the purpose of prizes, ice time, rentals, etc. In the case of tournaments and similar events where winners will proceed to competitions at a Provincial, National or International level the maximum grant will be \$1.00 per participant per day to a maximum of \$400.

With regards to the sponsorship of an individual participating in a program or event which has a criteria for participation of community sponsorship, a maximum grant of \$200 may be paid upon approval by Town Council.

Any request for a grant or donation not covered by any of the above must be submitted in writing and will be subject to Town Council referral and approval.

Funding and donation requests received after the events have occurred will be denied.

**To:** Administration & Finance Executive Committee  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** November 8, 2021  
**Subject:** 2022 Emergency Services User Fees & Charges

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As you are aware, Council has approved an increase of 4%, which will be reflective in the 2022 User Fees.

Attached is a spreadsheet outlining the proposed 2022 user fees and charges for the Emergency Services.

### **Recommendation**

Therefore, I am asking the Administration & Finance Executive Committee to recommend that Council approve the report as presented.

Respectfully submitted,



Tyler Moffitt  
Fire Chief/CEMC

**TOWN OF FORT FRANCES**  
**BY-LAW NO. \_\_/21**  
**2022 SCHEDULE OF FEES**

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**TOWN OF FORT FRANCES**  
**BY-LAW NO. \_\_/21**  
**2022 SCHEDULE OF FEES**

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**TOWN OF FORT FRANCES**  
**2022 SCHEDULE OF FEES BY-LAW \_\_/21**  
**SCHEDULE "A"**

All Rates are effective January 1, 2022, unless otherwise noted.  
HST is noted per line or per section as applicable.

**1.0 Administration and Finance Division**

**1.1 Licenses - Annual Fees (unless otherwise noted)**

		<b>2021</b>	
		<b>Resident</b>	<b>Non-Resident</b>
<b>1.1.1</b>	Public Halls		
1.1.1.1	Public Halls - Limited	41.55	
1.1.1.2	Public Halls - Transfer of License - One Time Fee	20.80	
<b>1.1.2</b>	Taxi Driver	33.65	
<b>1.1.3</b>	Taxi/Chauffeur Operator's I.D. Card (New or Replacement)	15.35	
<b>1.1.4</b>	Taxi Owner's License	-	
1.1.4.1	For Each On-Street Taxi-Cab	416.35	
1.1.4.2	For Each Off-Street Taxi-Cab	155.15	
1.1.4.3	For Each Transfer of License - One Time	65.80	
<b>1.1.5</b>	Taxi Owner Business Licence	48.00	
<b>1.1.6</b>	Limousine Owner's License	-	
1.1.6.1	For Each Vehicle	131.50	
<b>1.1.8</b>	Business Licenses	-	
1.1.8.1	Adult Live Entertainment Parlours	471.85	
1.1.8.2	Auctioneer	48.00	170.10
1.1.8.3	Billiard Hall or Pool Tables (each Table)	48.00	
1.1.8.4	Bowling Alley (each Lane)	48.00	
1.1.8.5	Community Events	202.40	
1.1.8.6	Eating Establishments	-	
1.1.8.6.1	Restaurants	48.00	
1.1.8.6.2	Food Shops	48.00	
1.1.8.6.3	Groceries	48.00	
1.1.8.6.4	Bakery	48.00	
1.1.8.6.5	Meat Vendor	48.00	
1.1.8.6.6	Deli	48.00	
1.1.8.7	Hairstyling Shops	48.00	
1.1.8.8	Local Retailers (Retail Sales)	48.00	
1.1.8.9	Hawker & Peddler	-	
1.1.8.9.1	Hawker & Peddler Class 1 (day sales)	176.55	
1.1.8.9.2	Hawker & Peddler Class 1 - Each Additional Day	80.50	
1.1.8.9.3	Hawker & Peddler Class 2 (seasonal sales)	48.00	170.10
1.1.8.9.4	Hawker & Peddler Class 3 (door to door sales)	60.90	170.10
1.1.8.9.5	Hawker & Peddler Class 4 (door to door sales person)	60.90	170.10
1.1.8.9.6	Hawker & Peddler Class 5 (antique/collectible)	60.90	170.10
1.1.8.9.7	Hawker & Peddler Class 6 (craft shows)	60.90	170.10
1.1.8.9.8	Hawker & Peddler Class 7 (trade shows)	176.55	
1.1.8.9.9	Hawker & Peddler Class 7 - Each Additional Day	80.50	
1.1.8.9.10	Hawker & Peddler Class 8 (flea markets)	48.00	170.10
1.1.8.9.11	Hawker & Peddler Class 9 (general not including above)	48.00	170.10
1.1.8.10	Motor Vehicle Towing	48.00	170.10
1.1.8.11	Photographer	48.00	170.10
1.1.8.12	Places of Amusement	48.00	
1.1.8.13	Plumbing Contractors & Plumbers	48.00	472.55

**SCHEDULE "A"**

1.1.8.14	Public Garage (automotive rental, sales, & service)
1.1.8.14.1	Motor Vehicle Service Station
1.1.8.14.2	Public Garage (see classes 1 - 7)

<b>2021</b>	
<b>Resident</b>	<b>Non-Resident</b>
-	
48.00	
47.80	

**SCHEDULE "A"**

		<b>2021</b>	
		<b>Resident</b>	<b>Non-Resident</b>
1.1.8.15	Refreshment Vehicles	60.90	170.10
1.1.8.16	Mobile Food Vending	202.40	
1.1.8.17	Second Hand Dealers or Salvage Yard Operators	48.00	170.10
1.1.8.18	Tattoo Parlour, Body Piercing, Electrolysis	48.00	170.10
1.1.8.19	Laundries and Laundromats	48.00	
1.1.8.20	Newspapers and Magazines	176.55	
1.1.8.21	Old Gold and Silver Dealers	48.00	
1.1.8.22	Trades and Occupations	48.00	472.55
1.1.8.24	Pawnbroker	48.00	
1.1.8.25	Wholesale Fruit, Vegetables, etc.	48.00	189.50
1.1.8.25.1	Ontario Residents	48.00	189.50
1.1.8.26	Professions	48.00	170.10
1.1.8.27	Transient Traders		672.85
1.1.8.28	Transportation including bussing but excluding taxis	48.00	170.10
1.1.8.29	Hotel/Motel	48.00	
1.1.8.30	Business Licence Transfer Fee	27.40	
1.1.8.31	Show, Carnival, Circus, Etc.	-	
1.1.8.31.1	One Day or Less	167.80	
1.1.8.31.2	Each Additional Day	76.50	
1.1.8.32	Tobacconist	48.00	
		-	
<b>1.2</b>	<b>Lottery Licenses - For Each License Issued</b>	-	
1.2.1	Raffle Prize Value to \$50,000	3% of Prize Value	
1.2.2	Bingo Prize Value to \$5,500	3% of Prize Value	
1.2.3	Break Open Ticket	3% of Prize Value	
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</b>	<b>Other Charges</b>	-	
1.3.1	Tax Certificate - Each One	64.85	
1.3.2	Duplicated Receipts - Each One	6.85	
1.3.3	History of Account Transactions	-	
1.3.4	Dishonoured Cheques - Each	34.00	
1.3.5	Photocopies	-	
1.3.5.1	Letter and Legal Size	0.60	
1.3.5.2	11" x 17"	1.15	
1.3.5.3	Certified as True Copy (per signature)	6.24	plus HST
1.3.6	Fax - Send/Receive	-	
1.3.6.1	First Page	2.55	
1.3.6.2	Each Additional	1.15	
1.3.7	Commissioning Oaths & Affidavits (plus HST)	-	
1.3.7.1	Completed Documents - One Signature	12.55	15.60
1.3.7.2	Per Signature/Initial where more than one signature is requested	6.25	7.85
1.3.8	Utility Bill Inserts	.10/item	
1.3.9	Vital Statistics Administration Fee	-	
1.3.9.1	Still Birth Registration	32.00	42.00
1.3.9.2	Death Registration	32.00	42.00

**SCHEDULE "A"**

		2021	
		Resident	Non-Resident
1.3.10	Marriage Licence/Ceremony		
1.3.10.1	Marriage Licence	140.00	140.00
1.3.10.2	Civil Marriage Ceremony	354.05	442.55
1.3.10.3	Civil Marriage Ceremony (After Office Hours at Civic Centre)	412.90	516.15
1.3.10.4	Civil Marriage Ceremony (Weekends other than at Civic Centre)	412.90	516.15
1.3.10.5	Marriage Ceremony Outside of Town * See Below	578.10	578.10
1.3.10.6	Attendance at Wedding Rehearsal * See Below	57.25	71.60
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	659.70	
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	
1.3.12	Utility Arrears Letter	34.90	
1.3.13	Committee Room Rental (External Groups)	59.45	
		-	
1.4	Tax Sale - Administrative Charges	-	
1.4.1	File Preparation, Searches, to completion tax arrears certificate	263.50	
1.4.2	Preparation & Registration of Tax Arrears Certificate	263.50	
1.4.3	Regulatory Sub-Searches	131.70	
1.4.4	Processing of First Notice	200.50	
1.4.5	Processing of Treasurer's Statutory Declaration re: 1st Notice	131.70	
1.4.6	Registration of Statutory Declaration	131.70	
1.4.7	Processing of Cancellation Certificate	131.70	
1.4.8	Registration of Cancellation Certificate	131.70	
1.4.9	Processing of Extension Agreement	263.50	
1.4.10	Processing Final Notice	200.50	
1.4.11	Processing Treasurer's Statutory Declaration re: Final Notice	131.70	
1.4.12	Sale process	263.50	
1.4.13	Legal Fees as they apply to any process	Actual Costs	
1.4.14	Mailing Costs as they apply to any process	Actual Costs	
1.4.15	Tax Sale Process by Agency	Actual Costs	

TOWN OF FORT FRANCES  
2022 SCHEDULE OF FEES BY-LAW \_\_\_/21  
SCHEDULE "B"

All Rates are effective January 1, 2022, unless otherwise noted.  
HST is noted per line or per section as applicable.

	2021	Amounts with HST for calculation purpose	2022 DRAFT	Additional Revenue 2022	Notes
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2.1 Emergency Services

2.1.1 Administration

No HST	2.1.1.1	Copy of Fire Reports	75.60		78.65
	2.1.1.2	Letter of Compliance or Approval for Properties	75.60		78.65
	2.1.1.3	File Search, Written Report and Records on Properties	75.60		78.65
	2.1.1.4	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	75.60		78.65

2.1.2 Property Inspection Request - by Owner or Business Operator (Plus HST)

HST	2.1.2.1	Private Home Day Care Facilities (5 or less)	74.78	84.50	87.90
	2.1.2.2	Licensed Day Care Centres (more than 5)	98.05	110.80	115.25
	2.1.2.3	Special Care and Group Homes (3 or less)	74.78	84.50	87.90
	2.1.2.4	Special Care and Group Homes (more than 3)	98.05	110.80	115.25
	2.1.2.5	Inspections required by/for LCBO Licensing	133.72	151.10	157.15
	2.1.2.6	Lodging House	74.78	84.50	87.90
	2.1.2.7	Occupancy Load Calculation and Posting	98.05	110.80	115.25
	2.1.2.8	Private Nursing Homes	133.72	151.10	157.15
	2.1.2.9	Fire Inspections of Educational Institutions	N/C	N/C	N/C
	2.1.2.9.1	Base Inspection	133.72	151.10	157.15
	2.1.2.9.2	Each Classroom Additional	5.71	6.45	6.70
	2.1.2.9.3	Portable Classrooms	74.78	84.50	87.90
	2.1.2.10	Assembly Occupancies <60 persons	74.78	84.50	87.90
	2.1.2.11	Assembly Occupancies >61 persons	74.78	84.50	87.90
	2.1.2.12	Industrial/Commercial Single Tenant or Occupancy	133.72	151.10	157.15
	2.1.2.13	Residential/Commercial - Multi Occupancy Complex	133.72	151.10	157.15
	2.1.2.14	Residential/Apartment or Condominium Building	133.72	151.10	157.15
	2.1.2.15	Office/Commercial Retrofit Inspections	133.72	151.10	157.15
	2.1.2.16	Additional Inspection for incompletion or initial follow-up	133.72	151.10	157.15
	2.1.2.17	Inspection - All Properties	74.78	84.50	87.90

2.1.3 Special Occasions Inspections (Plus HST)

HST	2.1.3.1	Mandated Fire Code inspection (tents/marquee)	74.78	84.50	87.90
	2.1.3.2	Mandated Fire Code inspection (fireworks permits)	133.72	151.10	157.15
	2.1.3.3	Public Vendors - Commercial Establishments	74.78	84.50	87.90
	2.1.3.4	Public Vendors - Vendors from Outside Municipality	267.65	302.44	314.55
	2.1.3.5	Public Vendors - Service Clubs	N/C	N/C	N/C
	2.1.3.6	Misc. inspections not otherwise specified - per hour	74.78	84.50	87.90

2.1.4 Other Service Fees/Charges

No HST	2.1.4.1	Burning Permits - Residential 7 day	14.00		14.00
	2.1.4.2	Burning Permits - Commercial/Industrial - each burn	129.70		134.90
	2.1.4.3	Open Air Burning Violations	As per Part 1 Provincial Offences Act: Set	As per Part 1 Provincial Offences Act: Set	
	2.1.4.4	Extinguishing Fire where no permit obtained; out of control	MTO Prescribed Rates per apparatus plus 15% resident administration fee	MTO Prescribed Rates per apparatus plus 15% resident administration fee	
HST	2.1.4.5	Standby requests other than emergency response (per vehicle) For fire protection during shows, exhibitions, etc.)	MTO Prescribed Rates per apparatus	MTO Prescribed Rates per apparatus	
	2.1.4.6	Standby requests other than emergency response (per vehicle)	MTO Prescribed Rates per apparatus	MTO Prescribed Rates per apparatus	
	2.1.4.7	Training Services - per hour	74.80 plus costs	77.80 plus costs	
HST	2.1.4.8	Air Bottle Refills - other Fire Services	14.25 per bottle (Plus HST)	16.75 per bottle (Plus HST)	
	2.1.4.9	Air Bottle Refills - Scuba, Private, Provincial, Industry	20.04 per bottle (Plus HST)	23.55 per bottle (Plus HST)	
No HST	2.1.4.10	Fire Service Training Outside Municipal Boundaries	74.80 per hour plus costs	77.80 per hour plus costs	
	2.1.4.11	Fire Service Fire Prevention Programs Outside Municipal Boundaries	74.80 per hour plus costs	77.80 per hour plus costs	
	2.1.4.12	Fire Service Administration Outside Municipal Boundaries	74.80 per hour plus costs	77.80 per hour plus costs	
HST	2.1.4.13	Fire Protection Outside Municipal Boundaries	As per Contract (Plus HST)	As per Contract (Plus HST)	
No HST	2.1.4.14	Controlled Burns e.g. grass	Full cost recovery plus 15% resident administration fee	Full cost recovery plus 15% resident administration fee	
	2.1.4.15	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	
HST	2.1.4.16	Annual Fire Protection for Rusty Myers Flying Service/Nanicost Ltd.	12 hours @MTO Prescribed Rate (Plus HST)	12 hours @MTO Prescribed Rate (Plus HST)	

2.1.5 Emergency Services Response Calls

HST	2.1.5.1	Fire Response to Structural Fires	MTO Prescribed Rates per apparatus per hour and personnel rates per hour plus any costs to Fort Frances Fire & Rescue Service or the Town of Fort Frances for each and every call.	MTO Prescribed Rates per apparatus per hour and personnel rates per hour plus any costs to Fort Frances Fire & Rescue Service or the Town of Fort Frances for each and every call.	
No HST	2.1.5.2	Emergency response to MVA on MTO Highways as per Province of Ontario rates plus any additional clean-up costs (Recovery through MTO)	MTO Prescribed Rates per apparatus	MTO Prescribed Rates per apparatus	
No HST	2.1.5.3	Auto Extrication Services within the Rainy River District	MTO Prescribed Rates per apparatus	MTO Prescribed Rates per apparatus	
	2.1.5.4	Motorized Vehicle Fires	N/C	N/C	
	2.1.5.5	False Alarms (1st & 2nd in a three month period)	N/C	N/C	
	2.1.5.6	Third False Alarm (after 3-call outs in a calendar year)	MTO Prescribed Rates per apparatus	MTO Prescribed Rates per apparatus	
	2.1.5.7	For each Proceeding False Alarm (Within the Calendar Yr)	MTO Prescribed Rates per apparatus	MTO Prescribed Rates per apparatus	

**TOWN OF FORT FRANCES**  
**2022 SCHEDULE OF FEES BY-LAW \_\_\_/21**  
**SCHEDULE "C"**

2021	
Resident	Non-Resident

All Rates are effective January 1, 2022, unless otherwise noted.  
HST is noted per line or per section as applicable.

**3.0 Planning & Development**

**3.1 Building/Demolition Permits**

<b>3.1.1</b>	Garages, Accessory Use Buildings, Covered Decks	0.42/sq.ft.
<b>3.1.2</b>	Uncovered Decks, Sheds, Temporary Structures	0.27/sq.ft.
<b>3.1.3</b>	Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures)	
<b>3.1.3.1</b>	Main Floor	0.83/sq.ft.
<b>3.1.3.2</b>	Basement	0.67/sq.ft.
<b>3.1.3.3</b>	Each Additional Floor	0.42/sq.ft.
<b>3.1.4</b>	<b>All Other Construction/Demolition Not Conforming to the Above Fee Schedule</b>	
<b>3.1.4.1</b>	1st \$1,000 of Value	57.00
<b>3.1.4.2</b>	Each Additional \$1,000 of Value or Part Thereof	11.40
<b>3.1.4.3</b>	Progress Reports	98.00
<b>3.1.4.4</b>	Conditional Permit	259.45
<b>3.1.4.5</b>	Re-Inspection Fee	98.00
<b>3.1.4.6</b>	Special Call Out Services	Applicable Rates (Time & OH)

**3.2 Plumbing Inspection Fee**

<b>3.2.1</b>	Per Fixture	11.40
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**3.3 Change of Use**

87.00

**3.4 Residential Demolition**

57.95

**3.5 Administration Fee**

<b>3.5.1</b>	Construction/Demolition Commenced	159.80
	Prior to Issuance of Building Permit	Greater of \$159.80 or 10% of Building or Demolition Permit Fee

**3.6 Transfer of Permit Fee**

57.95

**3.7 Application for Deferral of Revocation**

57.00

**3.8 Refund of Fees**

<b>3.8.1</b>	Permit Issued but Construction Not Commenced	50%
<b>3.8.2</b>	Reduction of Refund for Each Field Inspection Performed After Issuance of Permit	5%

**3.9 Moving Permit Fees**

<b>3.9.1</b>	Single Trip	98.00
<b>3.9.2</b>	Single Short Term Job	129.80
<b>3.9.3</b>	Single Job - 6 Months	259.60
<b>3.9.4</b>	Annual Permit	519.20

**3.10 Sign Permit Fee**

<b>3.10.1</b>	Permanent Sign Fee	64.90
<b>3.10.2</b>	Mobile Sign - 30 Day Permit	11.80
<b>3.10.3</b>	Mobile Sign - 90 Day Permit	29.55
<b>3.10.4</b>	Mobile Sign - 180 Day Permit	58.90
<b>3.10.5</b>	Annual Sign Fee (Signs on Town Property)	153.50 Per Year

**3.11 Swimming Pool Fencing Permit Fee**

79.95

SCHEDULE "C"

2021	
Resident	Non-Resident



**SCHEDULE "C"**

		<b>2021</b>	
		<b>Resident</b>	<b>Non-Resident</b>
<b>3.12 Animal Control</b>			
3.12.1	3.12.1.1 Cat/Dog License - Spayed/Neutered	25.90	
	3.12.1.2 Cat/Dog License - Unspayed/Non-Neutered	38.20	
	3.12.1.3 Cat/Dog Lifetime Licence Spayed/Neutered/Microchip/Tattoo	21.00	
	3.12.1.4 Replacement for Lost Tag	19.10	
3.12.2	Impound Fee	84.00	
3.12.3	Protective Care Fee per day	21.15	
<b>3.13 Private Parking Spaces (Rented)</b>			
3.13.1	Annual Fee Each	600.00	
<b>3.14 Portage Avenue Municipal Parking Lot</b>			
3.14.1	Each Parking Space per Year	600.00	
3.14.2	Unreserved Parking Spaces - Daily	4.00	
<b>3.15 Metered On-Street Parking</b>		1.25	
<b>3.15 Loading Zone - Annual Fee Each</b>		600.00	
<b>3.17 Church Loading Zone - Annual Fee Each</b>		75.40	
<b>3.18 Planning Fees</b>			
3.18.1	Official Plan Amendment (Delegation of OPA approval January 1, 2017)	2,600 + public notice cost	
3.18.2	Zoning By-Law Amendment	1,400 + public notice cost	
3.18.3	Removal of "H" Symbol	1,000 + public notice cost	
3.18.4	Temporary Use By-Law	1,000 + public notice cost	
	3.18.4.1 Extension to Temporary Use By-Law	362.15	
3.18.5	Application for Subdivision/Condominium	3,018.00	
	3.18.5.1 Amendment to Subdivision/Condominium	603.60	
3.18.6	Consent (i.e. new lot, easement, lot addition, etc.)	585.15	
	3.18.6.1 Successive Applications (related property)	293.70	
	3.18.6.2 Additional Fee if easement, ROW included	293.70	
3.18.7	Minor Variance / Special Permission	324.50	
3.18.8	Acknowledgement, Undertaking & Indemnification	64.25	
3.18.9	Site Plan Agreement	1,040.30	
	3.18.9.1 Amendment to Site Plan Agreement	324.50	
3.18.10	Request for Property Information	64.90	
3.18.11	Encroachment Agreement or other land use agreement not listed elsewhere	389.30	
3.18.12	Validation of Title / Power of Sale	324.45	
3.18.13	Reschedule Public Meeting (at applicant's request) all planning applications	324.45	
3.18.14	Deeming By-Law (applies to second and successive lot)	64.90	
	Land Titles, Ontario Municipal Board, Planner's Fees		
3.18.15	if applicable, excessive staff time	Cost Recovery Basis	
	Solicitor Fees incurred by the Municipality related to any Planning matters within		
3.18.16	Section 2.18	Cost Recovery Basis	
	Pre-consultation fee pertaining to 3.18.1, 3.18.2, 3.18.3, 3.18.4, 3.18.5 & applied to		
3.18.17	applicable fee as noted upon receipt of completed application	10% of Applicable Fee	
3.18.18	Assign Property Address	64.90	
<b>3.19 Daily Impoundment fee for vehicles, trailers, boats, etc.</b>		102.30	

**TOWN OF FORT FRANCES  
2022 SCHEDULE OF FEES BY-LAW \_\_\_/21  
SCHEDULE "D"**

<b>2021</b>	
<b>Resident</b>	<b>Non-Resident</b>

All Rates are effective January 1, 2022, unless otherwise noted.  
HST is noted per line or per section as applicable.

**4.0 Operations & Facilities**

**4.1 Private Work**

**4.1.1 Labour**

4.1.1.1	Regular Hourly Rate	45.35	56.69
4.1.1.2	Overtime Labour Rate	68.10	85.13
4.1.1.3	Double Overtime Labour Rate	90.75	113.44

**4.1.2 Vehicle Rates**

4.1.2.1	All 1/2 tons, 3/4 tons, crew cabs, compacts & vans	23.65	29.56
4.1.2.2	V109 - Sand Truck	88.20	110.25
4.1.2.3	V110 - Dump/Plow Truck	40.60	50.75
4.1.2.4	V115 - Sander/Plow Truck	98.45	123.06
4.1.2.5	V122 - Tandem Truck	88.20	110.25
4.1.2.6	V121 - Tandem Truck	88.20	110.25

**4.1.3 Equipment Rates - includes labour**

4.1.3.1	E205 & E207 Graders	119.90	149.88
4.1.3.2	E206 - Vacuum/Pressure Truck	254.50	318.13
4.1.3.3	E305 - Sidewalk Machine c/w any attachment	111.45	139.31
4.1.3.4	E309 - Hyundai Backhoe	136.75	170.94
4.1.3.5	E313 - Large Snow Blower & Loader	140.05	175.06
4.1.3.6	E318 - Cat 930H Loader	102.00	127.50
4.1.3.7	E315 - Loader Bobcat	97.15	121.44
4.1.3.8	E317 - Cat Loader	102.75	128.44
4.1.3.9	E321 - Loader/Backhoe	94.35	117.94
4.1.3.10	E597 - Ingersoll Rand Packer	125.30	156.63
4.1.3.11	E713 - Low Pressure Steamer w half ton truck	148.25	185.31
4.1.3.12	E726 - Rigid Drain Cleaning Machine w half ton truck	118.00	147.50
4.1.3.13	E816 - Street Sweeper	139.70	174.63
4.1.3.14	E830 - DBH Thawing Machine w 3/4 ton truck	175.15	218.94
4.1.3.15	E831 - Pulse De-Icer (Thawing Machine)	131.00	163.75
4.1.3.16	E838 - Air Compressor w 3/4 ton truck	102.20	127.75

**4.1.4 Private Concrete Crossing or Sidewalk Replacement for Private Crossing**

4.1.4.1	Removal, Supply and Installation of Concrete Driveway per square ft.	19.70	per sq. ft.
4.1.4.2	Culvert	Cost Plus - Max \$178.00 per foot	
4.1.4.3	Removal of Concrete Driveway Crossing Only - per square ft.	6.55	per linear ft.
4.1.4.4	Removal of High-back Concrete Curb & Gutter and Replace with Low-back Concrete Curb & Gutter for New Driveway Crossing Installation - per linear ft.	41.25	per linear ft.
4.1.4.5	Removal of Low-back Driveway Concrete Curb & Gutter and Replace with High-back Concrete Curb & Gutter when Removing Driveway Crossing - per linear ft.	41.25	per linear ft.

**4.1.5 Engineering Services - Minimum One Hour - by Customer Request**

4.1.5.1	Televising Sewer - Regular Hourly Rate	202.60
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**SCHEDULE "D"**

		<b>2021</b>	
		<b>Resident</b>	<b>Non-Resident</b>
4.1.5.2	Televising Sewer - Overtime Hourly Rate	405.70	
4.1.5.3	Tracing Water/Sewer - Regular Hourly Rate	135.10	

## SCHEDULE "D"

		2021	
		Resident	Non-Resident
4.1.5.4	Tracing Water/Sewer - Overtime Hourly Rate	270.15	
4.1.5.5	Setting Lot Grade Only - Regular Hourly Rate (Per Lot Grade)	121.80	
4.1.5.6	Copying Blue prints (Each)	14.60	
4.1.5.7	Scanning Blue Prints (data storage not provided)		
4.1.5.7 (a)	1 to 15 pages	5.30	per page
4.1.5.7 (b)	16 to 30 pages	4.15	per page
4.1.5.7 (c)	31 pages or more	3.15	per page
4.1.5.8	Hardcopy GIS Drawing or Map size 8.5" x 11"	6.15	
4.1.5.9	Hardcopy GIS Drawing or Map size 11" x 17"	12.20	
4.1.5.10	Hardcopy GIS Drawing or Map size 24" x 36"	30.60	
4.1.5.11	Digital Aerial Photography - ecw format only	1,223.85	
4.1.5.12	GIS shape files - per infrastructure layer	306.05	
4.1.5.13	GIS shape files-base map - property lines & addresses	306.05	

### 4.2 Landfill Tipping Fees - see Schedule "E"

### 4.3 Sewer & Water Installation - see Schedule "F"

### 4.4 Stores (Plus HST)

4.4.1 Sale of Items to private sector Cost Plus + 35%

### 4.5 Airport (Plus HST)

#### 4.5.1 Fees

4.5.1.1	Office/square meter	402.20
4.5.1.2	Counter/square meter	402.20
4.5.1.3	Rental of Heated Maintenance Garage Bay per day	110.15

#### 4.5.2 Aviation Fuels

4.5.2.1	100LL	Adjusted Quarterly
4.5.2.2	Jet-A	Adjusted Quarterly
4.5.2.3	Aviation Oils	Cost + 45%

#### 4.5.3 Aircraft Landing Fees

4.5.3.1	Piston Aircraft	14.60
4.5.3.2	Medivac & All Government Aircrafts	275.00
4.5.3.3	Turbine Aircraft - minimum fee	14.60
4.5.3.4	<21,000 kgs - Gross Weight x	4.25
4.5.3.5	21,000 - 45,000 kgs - Gross Weight x	4.25

#### 4.5.3.1 Airport Landing Fees - International Flights

4.5.3.1.1	Piston Aircraft	37.00
4.5.3.1.2	Turbine Aircraft - minimum fee	37.00
4.5.3.1.3	<21,000 kgs - Gross Weight x	9.05
4.5.3.1.4	21,000 - 45,000 kgs - Gross Weight x	9.05

#### 4.5.4 Airport Parking Fees

4.5.4.1	<4,999 kgs/day	12.30
4.5.4.2	<4,999 kgs/month	93.65
4.5.4.3	5,000 - 9,999 kgs/day	19.60
4.5.4.4	5,000 - 9,999 kgs/month	378.20

**SCHEDULE "D"**

4.5.4.5	10,000 - 29,000 kgs/day
4.5.4.6	10,000 - 29,000 kgs/month

<b>2021</b>	
<b>Resident</b>	<b>Non-Resident</b>
35.10	
702.40	

**SCHEDULE "D"**

		<b>2021</b>	
		<b>Resident</b>	<b>Non-Resident</b>
<b>4.5.5</b>	Plug-Ins		
4.5.5.1	Heater per day	6.75	
<b>4.5.6</b>	Ground Power Starts (GP)		
4.5.6.1	Bear Skin Airlines	48.70	
4.5.6.2	All Other Aircraft	60.75	
<b>4.5.7</b>	Aircraft De-icing		
4.5.7.1	Bearskin Airlines	47.30	
4.5.7.2	Other Aircraft *Plus Cost of Fluid	67.50	
<b>4.5.8</b>	General Terminal Fees		
4.5.8.1	0 - 9 seats	18.85	
4.5.8.2	10 - 15 seats	21.65	
4.5.8.3	16 - 25 seats	33.75	
<b>4.5.9</b>	Passenger Facility Charge		
4.5.9.1	Per Person Enplaning	11.75	
<b>4.5.10</b>	Airport Improvement Fee		
4.5.10.1	Outbound Charters per Passenger embarking	11.75	
4.5.10.2	Commercial Charter Ramp Fee per Aircraft	15.05	
<b>4.5.11</b>	Callouts		
4.5.11.1	Callouts	170.15	
4.5.11.2	Overtime Labour Rate	68.10	
4.5.11.3	Double Time Labour Rate	90.75	
4.5.11.4	Loader with Operator	102.75	
4.5.11.5	Snow Blower or Sweeper attachment for Loader	38.15	
4.5.11.6	Sander/Plow Truck without Operator	98.50	
4.5.11.7	Winter Control Sand per Cubic Yard	27.50	
<b>4.5.12</b>	Aviation Charts		
4.5.12.1	Aviation Charts	Cost + 40%	
<b>4.5.13</b>	Car Parking Fees/day		
4.5.13.1	Daily Parking	8.45	
4.5.13.2	Monthly Parking Stall	112.25	
4.5.13.3	Yearly Parking Stall	1,235.10	
<b>4.5.14</b>	Land Lease Rates - Unserved		
4.5.14.1	Private - per square meter plus applicable taxes	1.90	
4.5.14.2	Commercial - per square meter plus applicable taxes	2.85	
<b>4.5.15</b>	Advertising Signs		
4.5.15.1	Small Signs per year	119.20	
4.5.15.2	Large Signs per year	132.45	
4.5.15.3	Commercial Character Ramp Fee per Aircraft	15.05	
<b>4.6</b>	<b>Cemetery User Fees - See Schedule "H"</b>		
<b>4.7</b>	<b>Parks - Effective January 1 (Plus Applicable Taxes)</b>		
<b>4.7.1</b>	Equipment Rental Charges - Labour Not Included		
4.7.1.1	Mower, Riding	16.90	
4.7.1.2	Portable Generator	8.10	
4.7.1.3	Power Saw	8.10	

**SCHEDULE "D"**

		<b>2021</b>	
		<b>Resident</b>	<b>Non-Resident</b>
4.7.1.4	Trailer - Large	13.50	
4.7.1.5	Cement Mixer	13.50	
<b>4.7.2</b>	<b>Equipment Rental Charges - Labour Included</b>		
4.7.2.1	Backhoe	81.05	
4.7.2.2	4200 Tractor & Sweeper	56.75	
4.7.2.3	Stumper (Chipper)	89.20	
4.7.2.4	Snowplow - Ford	51.30	
<b>4.7.3</b>	<b>Point Park Camping Rates (Plus HST)</b>		
4.7.3.1	Full Hook-up - per night	32.30	
4.7.3.2	Full Hook-up - per week	162.47	
4.7.3.3	Full Hook-up - per 4 weeks	626.55	
4.7.3.4	Camping Site - per night (Tenting Sites)	16.68	
4.7.3.5	Camping Site - per week (Tenting Sites)	87.48	
4.7.3.6	Camping Site - per month (Tenting Sites)	339.20	
4.7.3.7	Cost for Utilities per day for Local First Nations Band Members (Couchiching, Naicatchewenin, Nicickousemenecaning & Mitaanjigamiing)	7.34	

**TOWN OF FORT FRANCES**  
**2022 SCHEDULE OF FEES BY-LAW \_\_\_/21**  
**SCHEDULE "E"**

<b>4.2 Landfill Tipping Fees (No HST) - Effective January 1</b>		<b>2021</b>
<b>4.2.1</b>	Flat Rate Period when Scale is <b>not</b> in operation	
4.2.1.1	Passenger Vehicle - Mini Van, SUV & Cars	18.00
4.2.1.2	Trucks include - Compact Trucks, Half Ton Trucks, Mid-size Trucks and Full size vans with no seats	22.25
4.2.1.3	Any vehicle under the description of 4.2.1.1 or 4.2.1.2 towing a single axle trailer	31.75
4.2.1.4	Single Axle Trucks	102.80
4.2.1.5	Tandem Trucks and Trailers	257.00
4.2.1.6	Garbage Trucks, Containerized Hauling Units & Tankers	308.40
<b>4.2.2</b>	Fees to be used when Scale is in operation.	
4.2.2.1	Minimum charge	18.00
4.2.2.2	Rate per Tonne	74.50
4.2.2.3	Weighing Vehicle Only	33.45
4.2.2.4	Contaminated Soil Suitable for Cover Material per tonne	4.05
4.2.2.5	Car Tires - each	9.00
4.2.2.6	Truck Tires - up to and including 18 wheelers	21.00
4.2.2.7	Off Road Tires (anything over 18 wheelers)	105.00
4.2.2.8	Tires by the Tonne	524.35
4.2.2.9	Refrigeration Units Containing Refrigerant or no notification sticker affixed to the unit	43.70
<b>4.2.3</b>	Bag Tags	
4.2.3.1	Bag Tags each	2.25
<b>4.2.4</b>	Waste Management	
4.2.4.1	Monthly Environmental Fee per Water Account	5.00



**TOWN OF FORT FRANCES**  
**2022 SCHEDULE OF FEES BY-LAW \_\_\_/21**  
**SCHEDULE "F"**

		<b>2021</b>
<b>4.3 Sewer &amp; Water Installation - Effective January 1 - plus Applicable Taxes</b>		
4.3.1 Installation and Termination - Per Trench		Cost Plus + 10% + Road Restoration
4.3.1.1 If water and sewer are in separate trenches or same trenches		
4.3.2 Terminations of Services		
4.3.2.1 Inspecting the termination prior to backfilling		48.40
4.3.3 Reconnection of Services		
4.3.3.1 Inspecting the reconnection prior to backfilling		48.40
4.3.3.2 Regular request to turn water on or off (maintenance)		48.40
4.3.3.3 Non-Maintenance Shut off for delinquent accounts - no HST		136.65
4.3.3.4 Non-Maintenance Turn on for delinquent accounts - no HST		136.65
4.3.4 Sale and Installation of Water Meters		
4.3.4.1 Any Size Meter		Cost Plus + 10%
4.3.5 Testing Backflow Devices		Cost Plus + 10%
<b>5.0 Water &amp; Sewer User Rates - Effective January 1</b>		
<b>5.1 Water User Rates - Monthly</b>		
5.1.1 Flat Residential (un-metered)		45.20
5.1.2 Metered Non-Resident		
5.1.2.1 Metered rate after 36 cu. meters	3.12	cu meter
5.1.3 Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or Minimum Bill for metered ICI accounts		61.05
5.1.3.1 10 cu. meters included in the minimum monthly bill for ICI		
5.1.4 Metered - Industry/Commercial	1.70	cu meter
5.1.5 Metered - Institutional	1.98	cu meter
5.1.6 Private (Re: Dedicated) Hydrants	59.85	per unit
5.1.7 Private Sprinkler System	18.75	per system
5.1.8 Sale of Water from Fire Hydrant	29.22	cu meter
5.1.9 Water Meter Replacement		
5.1.9.1 ¾ inch or 20 mm diameter water meter	3.00	per meter
5.1.9.2 1 inch or 25.4 mm diameter water meter	3.25	per meter
5.1.9.3 1.5 inch or 38.1 mm diameter water meter	5.00	per meter
5.1.9.4 2 inch or 50.8 mm diameter water meter	15.00	per meter
5.1.9.5 3 inch or 76.2 mm diameter water meter	17.00	per meter
5.1.9.6 4 inch or 101.6 mm diameter water meter	22.50	per meter
5.1.9.7 6 inch or 152.4 mm diameter water meter	42.00	per meter
5.1.9.8 10 inch or 254 mm diameter water meter	70.00	per meter
<b>5.2 Sewer User Rates - Monthly</b>		
5.2.1 Flat Residential (un-metered)		42.15
5.2.2 Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or Minimum Bill for metered ICI accounts		57.05
5.2.2.1 10 cu. meters included in the minimum monthly bill for ICI		
5.2.3 Metered Non-Resident		
5.2.3.1 Metered rate after 36 cu. meters	2.90	cu meter
5.2.5 Metered - Industry/Commercial	1.69	cu meter
5.2.6 Metered - Institutional	1.96	cu meter
<b>5.3 Minimum Rate to Unplug Blockage in Sanitary Sewer Line</b>		
5.3.1 During regular business hours (7:30 a.m. to 4:00 p.m. Monday thru Friday)		26.65
5.3.2 Overtime Hours		39.75
5.3.3 Statutory Holiday		53.30
<b>5.4 Disposal of External Sewage into Town Collection System</b>		19.85 cu. Meter

**TOWN OF FORT FRANCES**  
**2022 SCHEDULE OF FEES BY-LAW \_\_\_/21**  
**SCHEDULE "G"**

All Rates are effective January 1, 2022, unless otherwise noted.

HST is noted per line or per section as applicable.

**2021**

**6.0 Community Services**

**6.1 Fort Frances Memorial Arena**

<b>6.1.1 Rink Board/In-ice Advertising Rates (Plus HST)</b>	<u>Annual</u>
6.1.1.1 One Rink	430.58
6.1.1.2 Both Rinks	725.58
6.1.1.3 In-Ice Advertising	1,081.42
6.1.1.4 Zamboni	1,203.41
<b>6.1.2 Ice Surface Rentals (Plus HST)</b>	
Prime Time - Opening to 8:00 A.M. Mon - Fri; 3:30 P.M. to Close. Mon - Fri; Opening to Close Saturday & Sunday	
6.1.2.1 Youth	104.03
6.1.2.2 Adult	156.15
*Non-Resident rate for hockey and figure skating programs	
<b>Ice Surface Rentals (Plus HST)</b>	
Non Prime Time - 8:00 A.M. to 3:30 P.M. Mon - Fri (Excluding Holidays, School Breaks & Tournaments)	
6.1.2.3 Youth	72.08
6.1.2.4 Adult	110.49
<b>6.1.3 Summer Ice (Plus HST)</b>	
6.1.3.1 Youth	125.05
6.1.3.2 Adult	187.08
<b>6.1.4 Tournament (Plus HST)</b>	
6.1.4.1 Youth	123.59
6.1.4.2 Adult	169.34

**6.2 Pool/Fitness Centre - Memberships**

<b>6.2.1 Adult (Plus HST)</b>	
6.2.1.1 Annual	519.56
6.2.1.2 Six Months	337.74
6.2.1.3 Three Months	183.05
6.2.1.4 One Month	79.20
6.2.1.5 Daily	7.57
<b>6.2.2 Student</b>	
6.2.2.1 Annual	258.20
6.2.2.2 Six Months	174.50
6.2.2.3 Three Months	93.60
6.2.2.4 One Month	54.80
6.2.2.5 Daily	5.90
<b>6.2.3 Child</b>	
6.2.3.1 Annual	82.05
6.2.3.2 Daily	4.30

## SCHEDULE "G"

### 6.2.4 Family - Annual (Plus HST)

6.2.4.1	Adult	519.56
6.2.4.2	Spouse	432.87
6.2.4.3	Student	222.61
6.2.4.4	Child	69.11

### 6.2.5 Senior (60 Years of Age or Older) (Plus HST)

6.2.5.1	Annual	396.73
6.2.5.2	Six Month	258.01
6.2.5.3	Three Month	139.69
6.2.5.4	One Month	60.53
6.2.5.5	Daily	5.84

### 6.2.6 Locker Fees (Plus HST)

6.2.6.1	Locker - 6 Months	46.55
6.2.6.2	Locker - Annual	69.96
6.2.6.3	Locker - 3 Months	31.77

## 6.3 Pool Rental Rates (Plus HST)

6.3.1	Non-Profit Group rate (per hour)	104.29
6.3.2	6.3.2.1 Swim Club - contracted	75.75
	6.3.2.2 Additional Hours	88.59
6.3.3	One Lane	28.01
6.3.4	Lifeguard	20.98
6.3.5	6.3.5.1 One Guard Pool Rental	104.29
	6.3.5.2 Two Guard Pool Rental	125.05
	6.3.5.3 Three Guard Pool Rental	145.97
	6.3.5.4 Four Guard Pool Rental	166.72
	6.3.5.5 Five Guard Pool Rental	189.38
	6.3.5.6 One Instructor	105.49

## 6.4 Swimming Lesson Rates

6.4.1	Red Cross Lessons (9)	75.85
6.4.2	Private Lessons per time	20.80
6.4.3	Lifesaving	83.55
6.4.4	Combo Class	86.30
6.4.5	Bronze Star	88.60
6.4.6	Bronze Medallion & Emergency First Aid Book	130.00
6.4.7	Bronze Cross & Standard First Aid	91.20
6.4.8	National Life Services	Market Price
6.4.9	Board of Education - 10 Lessons	49.25
6.4.10	Aquafit & Aerobics (Per Class) (Plus HST)	5.93
6.4.11	Senior Aquafit & Aerobics (Plus HST)	4.91

## SCHEDULE "G"

### 6.5 Auditorium (Plus HST)

6.5.1	Base Rate/event	208.18
6.5.2	Hourly	46.11
6.5.3	Social/Wedding (incl. Kitchen)	455.13
6.5.4	Tournament Rate	325.44
6.5.5	Contracted (72% of Base Rate)	33.10
6.5.6	Kitchen Rate per Hour	46.06

### 6.6 East End Hall (Plus HST)

6.6.1	Base Rate	97.96
6.6.2	Socials/Weddings	214.16

### 6.7 MSC Conference Meeting Rooms (Plus HST)

6.7.1	Meeting	19.91
6.7.2	Daily Rate (Tournament/Special Event)	65.93

### 6.8 Arena Floors (no Ice) (Plus HST)

6.8.1	Ice for Kids (600 people)	649.29
6.8.2	Ice for Kids (600 people) with Liquor License	855.79
6.8.3	Ice for Kids (up to 1200 people)	805.13
6.8.4	Ice for Kids (up to 1200 people) with Liquor License	1,012.83
6.8.5	52 Canadians (up to 600 people)	583.89
6.8.6	52 Canadians (up to 600 people) with Liquor License	765.49
6.8.7	52 Canadians (up to 1200 people)	723.59
6.8.8	52 Canadians (up to 1200 people) with Liquor License	905.40
6.8.9	Both Floors (up to 1800 people)	1,054.87
6.8.10	Both Floors (up to 1800 people) with Liquor License	1,406.29
6.8.11	Both Floors (Maximum Capacity)	1,194.74
6.8.12	Both Floors (Maximum Capacity) with Liquor License	1,545.84
6.8.13	Exercise/short Program- half pad (Regular use contracted rate 72% of listed rate)	58.63
6.8.14	Exercise/short Program- full pad (Regular use contracted rate 72% of listed rate)	78.06

### 6.9 Ball Diamonds / Soccer Fields (Plus HST)

6.9.1	Youth Soccer/ Baseball - Half field - Per Team	143.63
6.9.2	Youth Soccer - Full Field - Per Team	207.74
6.9.3	Adult Soccer - Per Team	337.74
6.9.4	Adult Slow Pitch - Per Team	389.60
6.9.5	Tournament - Youth - Per Team	39.69
6.9.6	Tournament - Adult - Per Team	52.21
6.9.7	Fastball	337.74

### 6.10 Other Courses and Services

6.10.1	Babysitting Course	53.20
6.10.2	First Aid Course - 8 hour	102.55
6.10.3	First Aid Course - 13 hour	113.95
6.10.4	Manual	37.20

**SCHEDULE "G"**

<b>6.10.5</b>	P.A. Day	38.35
<b>6.10.6</b>	P.A. Day Extra Child	33.65

## SCHEDULE "G"

<b>6.10.7</b>	Membership Cards Town		10.90
<b>6.10.8</b>	Recreator Ads - Users		164.20
<b>6.10.9</b>	Recreator Ads - Non Users		196.95
<b>6.10.10</b>	Non-resident Fee Winter Programs		
<b>6.10.11</b>	P Fit Class (High School Program)		16.30
<b>6.10.12</b>	Ice Paint Machine (Plus HST)		230.22
<b>6.10.13</b>	Bags of Ice (Plus HST)		2.66
<b>6.10.14</b>	COVID Cleaning- Monthly Fee- per user		7.00
<b>6.11 Sorting Gap Marina (Plus HST)</b>			
<b>6.11.1</b>	Sorting Gap - Slip Rental - Per Season		510.00
<b>6.11.2</b>	River Front - Slip Rental - Per Season		323.19
<b>6.11.3</b>	Daily (overnight)		10.44
<b>6.11.4</b>	Weekly		51.90
<b>6.11.5</b>	Launch Fees: Daily		8.14
<b>6.11.6</b>	Launch Fees: Seasonal		58.41
<b>6.11.7</b>	Launch Fees: Commercial		195.62
<b>6.12 Summer Youth Program</b>			
<b>6.12.1</b>	Rec-n-Crew		
6.12.1.1	Week		75.25
6.12.1.2	each additional child		68.80
6.12.1.3	early/late supervision 1st child		33.10
6.12.1.4	early/late supervision additional child		24.85
6.12.1.5	Extra Supervision - difficult child		33.10
6.12.1.6	Four Weeks		266.50
6.12.1.7	each additional child		259.75
6.12.1.8	Sunny Cove 3 nights 4 days camp		168.30
6.12.1.9	each additional child		148.05
6.12.1.10	5 day camp		128.55
6.12.1.11	each additional child		122.40
6.12.1.12	4 day camp		89.35
6.12.1.13	each additional child		83.20
<b>6.13 Townshend Theatre - (Plus HST)</b>			
<b>6.13.1</b>	Town Recreation Program		
6.13.1.1	Set up & Rehearsal	N/C	
6.13.1.2	First show in Run	N/C	+ \$1.50 Surtax
6.13.1.3	Second show same Day	N/C	+ \$1.50 Surtax
6.13.1.4	Next show same Run	N/C	+ \$1.50 Surtax
6.13.1.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C	+ \$1.50 Surtax
6.13.1.6	*Cafeteria Rental with Performance	N/C	
<b>6.13.2</b>	Board of Education		
6.13.2.1	Set up & Rehearsal	N/C	
6.13.2.2	First show in Run	N/C	+ \$1.50 Surtax

# **SCHEDULE "G"**

6.13.2.3	Second show same Day	N/C	+ \$1.50 Surtax
6.13.2.4	Next show same Run	N/C	+ \$1.50 Surtax
6.13.2.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C	+ \$1.50 Surtax

## SCHEDULE "G"

	6.13.2.6	*Cafeteria Rental with Performance	N/C
<b>6.13.3</b>	Community Theatre		
	6.13.3.1	Set up & Rehearsal - 7 hours	154.69
	6.13.3.2	First show in Run - 7 hours	303.54 + \$1.50 Surtax
	6.13.3.3	Second show same Day - 12 hours	498.27 + \$1.50 Surtax
	6.13.3.4	Next show same Run - 7 hours	303.54 + \$1.50 Surtax
	6.13.3.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	1,231.32 + \$1.50 Surtax
	6.13.3.6	**Cafeteria Rental with Performance	114.51
	6.13.3.7	**Cafeteria Rental with Performance - Alcohol served	229.16
<b>6.13.4</b>	Community Use - Religious Groups, Charitable Non-Profit, Music Festivals		
	6.13.4.1	Set up & Rehearsal - 7 hours	154.69
	6.13.4.2	First show in Run - 7 hours	303.54 + \$1.50 Surtax
	6.13.4.3	Second show same Day - 12 hours	498.27 + \$1.50 Surtax
	6.13.4.4	Next show same Run - 7 hours	303.54 + \$1.50 Surtax
	6.13.4.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	1,231.32 + \$1.50 Surtax
	6.13.4.6	**Cafeteria Rental with Performance	114.51
		**Cafeteria Rental with Performance - Alcohol served	229.16
<b>6.13.5</b>	Commercial Use - Business, Dance Schools, Corporations, Political Rallies		
	6.13.5.1	Set up & Rehearsal - 7 hours	229.16
	6.13.5.2	First show in Run - 7 hours	458.14 + \$1.50 Surtax
	6.13.5.3	Second show same Day - 12 hours	715.93 + \$1.50 Surtax
	6.13.5.4	Next show same Run - 7 hours	458.14 + \$1.50 Surtax
<b>6.13.6</b>	Tech Fee		
	6.13.6.1	Tech Fee (0 - 3 hours event)	54.02
	6.13.6.2	Tech Fee (3 - 8 hours event)	81.10
	6.13.6.3	Tech Fee (8+ hours event)	108.19
	6.13.6.4	Tech Weekend Fee (Hourly Rate plus 1hr before and 1hr after event time)	43.28
<b>6.14</b>	Fort Frances Public Library- see Library website		
<b>6.15</b>	Fort Frances Museum		
<b>6.15.1</b>	Research		
	6.15.1.1	Access	10.35
	6.15.1.2	Staff - initial inquiry	16.80
	6.15.1.3	Additional time	41.90 per hour
<b>6.15.2</b>	Duplication		
	6.15.2.1	Handling	5.80
	6.15.2.2	Copying	0.65 per sheet
	6.15.2.3	Digital copy	8.90
	6.15.2.4	Copy right fee for commercial uses - Photographing Artefacts	42.20
<b>6.15.3</b>	Admission		
		Victoria Day to Thanksgiving (Peak Season)	
	6.15.3.1	Special Events - Adult (Plus HST)	4.47
	6.15.3.2	Senior/Under 12 Fee	3.54
	6.15.3.3	Maximum Family Fee	13.36



## SCHEDULE "G"

<b>6.15.4</b>	Rental (Plus HST)		
6.15.4.1	Per Day		29.47
6.15.4.2	Per Evening		17.79
6.15.4.3	Court Yard		17.79
<b>6.16</b>	<b>Sunny Cove Camp - May 1 (Plus HST)</b>		
<b>6.16.1</b>	6.16.1.1	Daytime	N/A
	6.16.1.2	Overnight	N/A
	6.16.1.3	Meeting - Half day	N/A
	6.16.1.4	Meeting - Full Day	N/A
<b>6.17</b>	<b>Sister Kennedy Centre</b>		
	6.17.1	Facility Rental Fee (Plus HST)	43.80
	6.17.2	Fitness Class- 1 day/week	10.44
	6.17.3	Fitness Class- 2 days/week	20.98
<b>6.18</b>	<b>Rainy Lake Market Square (Plus HST)</b>		
	Private events fenced in- by reservation- Invitation only- No public-not ticketed (eg. Weddings, social gatherings)		
6.18.1	For profit- by reservation (eg. Trade shows, car shows)		455.13
	Casual use- no reservations (eg. Birthday parties and gatherings where the facility remains open to the public)		
6.19.1	Non-profit- by reservation (eg. Fenced in ticketed events for community groups and charities)		-

**TOWN OF FORT FRANCES**  
**2022 SCHEDULE OF FEES BY-LAW \_\_/21**  
**SCHEDULE "H"**

**CEMETERY OPERATOR: TOWN OF FORT FRANCES**  
**CURRENT PRICE LIST OF CEMETERY SUPPLIES & SERVICES - EFFECTIVE DATE January 1st**  
**FOR TWO CEMETERIES: FORT FRANCES CEMETERY- 401 King's Hwy.**  
**RIVERVIEW CEMETERY - 1319 COLONIZATION ROAD WEST**  
**Contact telephone number 274-9893 Monday to Friday from 8:00 am to 4:00 pm- 900 Wright Avenue**  
**Day to Day Operation contact: Travis Rob Operations and Facilities Manager 274-9893 - 900 Wright Avenue**

**A. PRICE LIST PER LOT**

**A.1 Adult Single Lot**

**lot Size: 5' x 10' or 50 Square feet**  
**Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')**  
**And up to six (6) cremations (depending on size of urn)**  
**Markers to be installed in accordance with the cemetery by-law**

**2022 DRAFT**

Lot	286.40
Care & Maintenance	250.00
<b>Sub-Total</b>	<b>536.40</b>
HST	69.73
<b>TOTAL</b>	<b>606.13</b>

**A.2 Adult Double Lot**

**lot Size: 10' x 10' or 100 Square feet**  
**Four (4) Full Burials Allowed - Two (2) MUST be at extra depth (10')**  
**And up to Twelve (12) cremations (depending on size of urn)**  
**Markers to be installed in accordance with the cemetery by-law**

Lot	569.90
Care & Maintenance	250.00
<b>Sub-Total</b>	<b>819.90</b>
HST	106.59
<b>TOTAL</b>	<b>926.49</b>

**A.3 Child (8 years old or under)**

**lot Size: 3' x 2' or 6 Square feet**  
**One (1) Full Burial Allowed plus two (2) cremations (depending on urn size)**  
**side by side at foot only or One (1) cremation centred at head and up to**  
**two (2) cremations (depending on urn size) side by side at foot only**  
**Markers to be installed in accordance with the cemetery by-law**

Lot	114.53
Care & Maintenance	150.00
<b>Sub-Total</b>	<b>264.53</b>
HST	34.39
<b>TOTAL</b>	<b>298.92</b>

## SCHEDULE "H"

### A.4 Cremation Lot

lot Size: 2' x 2' or 4 square feet

Up to Two (2) cremations (depending on size of urn)

Flat Markers only allowed on Cremation lots & No Flower Beds allowed due to size

Lot	85.91
Care & Maintenance	150.00
<b>Sub-Total</b>	<b>235.91</b>
HST	30.67
<b>TOTAL</b>	<b>266.58</b>

### A.5 Veteran Lot

lot Size: 5' x 10' or 50 square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

or Two (2) cremations (depending on size of urn) MAXIMUM 2 INTERMENTS

VETERAN AND SPOUSE ONLY

No charge for Veteran - Interment of Spouse will be the responsibility of the family

## B. UNIT PRICE PER INTERMENT

### B.1 SUMMER - May 1 to October 31

<b>B.1.1 Adult Interment</b>	814.99
HST	105.95
<b>TOTAL</b>	<b>920.94</b>

<b>B.1.2 Adult with Vault</b>	906.56
HST	117.85
<b>TOTAL</b>	<b>1,024.41</b>

<b>B.1.3 Child ( 8 years old or under)</b>	328.15
HST	42.66
<b>TOTAL</b>	<b>370.81</b>

<b>B.1.4 Child ( 8 years old or under) with Vault</b>	356.76
HST	46.38
<b>TOTAL</b>	<b>403.14</b>

<b>B.1.5 Extra Depth 10 ft.</b>	906.56
HST	117.85
<b>TOTAL</b>	<b>1,024.41</b>

<b>B.1.6 Saturday (above rates +)</b>	551.12
HST	71.65
<b>TOTAL</b>	<b>622.77</b>

**B.1.7 Disinterment - above rates plus 150% and all applicable taxes**

**NOTE: All interments include the use of artificial grass and lowering devices**

**SCHEDULE "H"**

**B. UNIT PRICE PER INTERMENT**

**B.2 WINTER - November 1st - April 30th**

<b>B.2.1 Adult Interment</b>	986.68
HST	128.27
<b>TOTAL</b>	<u>1,114.95</u>

<b>B.2.2 Adult with Vault</b>	1,078.38
HST	140.19
<b>TOTAL</b>	<u>1,218.57</u>

<b>B.2.3 Child ( 8 years old or under)</b>	471.31
HST	61.27
<b>TOTAL</b>	<u>532.58</u>

<b>B.2.4 Child ( 8 years old or under) with Vault</b>	562.92
HST	73.18
<b>TOTAL</b>	<u>636.10</u>

<b>B.2.5 Extra Depth 10 ft.</b>	1,174.84
HST	152.73
<b>TOTAL</b>	<u>1,327.57</u>

<b>B.2.6 Saturday (above rates +)</b>	551.12
HST	71.65
<b>TOTAL</b>	<u>622.77</u>

**B.2.7 Disinterment - above rates plus 150% and all applicable taxes**

**NOTE: All interments include the use of artificial grass and lowering devices**

**B.3 UNIT PRICE PER INTERMENT FOR CREMATED REMAINS**

**May 1 to October 31- Only**

<b>B.3.1 Cremation &lt; 12" in diameter to Max. 24 inches</b>	299.49
HST	38.93
<b>TOTAL</b>	<u>338.42</u>

<b>B.3.2. Saturday Cremains &lt; 12" diameter to Max. 24 "</b> <b>in diameter</b>	471.31
HST	61.27
<b>TOTAL</b>	<u>532.58</u>

<b>B.3.3 Cremains Placed in Private</b> <b>Marker/Monument Base</b>	94.19
HST	12.24
<b>TOTAL</b>	<u>106.43</u>

<b>B.3.4 Cremains placed in the ground at the same time</b> <b>as full burial interment</b>	60.05
HST	7.81
<b>TOTAL</b>	<u>67.86</u>

<b>B.3.5 Cremains placed in</b> <b>Monument Niche</b>	74.33
HST	9.66
<b>TOTAL</b>	<u>83.99</u>

**SCHEDULE "H"**

**B.3.6 Disinterment - above rates plus 150% and all applicable taxes**

## SCHEDULE "H"

**NOTE: All interments include the use of artificial grass and lowering equipment**

### C UNIT PRICE FOR A COLUMBARIUM NICHE

<b>C.1 Top Two Rows</b>	1,276.21
Care & Maintenance	<u>191.43</u>
<b>Sub-Total</b>	1,467.64
HST	<u>190.79</u>
<b>TOTAL</b>	<u><u>1,658.43</u></u>
 <b>C.2 Middle Four Rows</b>	 1,573.33
Care & Maintenance	<u>236.00</u>
<b>Sub-Total</b>	1,809.33
HST	<u>235.21</u>
<b>TOTAL</b>	<u><u>2,044.54</u></u>
 <b>C.3 Bottom Two Rows</b>	 1,053.30
Care & Maintenance	<u>158.00</u>
<b>Sub-Total</b>	1,211.30
HST	<u>157.47</u>
<b>TOTAL</b>	<u><u>1,368.77</u></u>
 <b>C.4 2nd Urn Placement in Niche</b>	 161.76
HST	<u>21.03</u>
<b>TOTAL</b>	<u><u>182.79</u></u>
 <b>C.5 Saturday Niche Internment Fee</b>	 181.60
HST	<u>23.61</u>
<b>TOTAL</b>	<u><u>205.21</u></u>

Purchase Price of Columbarium Niche includes  
Purchase of Double Niche  
Bronze Plaque and installation  
One Urn Placement or interment

Interior shelf space of a niche is 13" wide  
x 10" deep x 8" high, therefore urns to be  
placed in the columbarium can be no bigger  
than 6.5" wide x 10" deep x 8" high.

### D. UNIT PRICE FOR FLOWER CARE PER LOT

<b>D.1 Special Care Single - Flowers</b>	2,863.55
HST	<u>372.25</u>
<b>TOTAL</b>	<u><u>3,235.80</u></u>
 <b>D.2 Special Care Double - Flowers</b>	 5,727.21
HST	<u>744.54</u>
<b>TOTAL</b>	<u><u>6,471.75</u></u>
 <b>D.3 Annual Care - Adult - Flowers</b>	 229.11
HST	<u>29.78</u>
<b>TOTAL</b>	<u><u>258.89</u></u>
 <b>D.4 Annual Care - Child - Flowers</b>	 85.86
HST	<u>11.16</u>
<b>TOTAL</b>	<u><u>97.02</u></u>

Single Special Care: The flower bed is  
centred to the monument 3 rows of 6 flowers  
- 18 flowers

Double Special Care: is two (2) singles  
2 single beds are planted 3 rows x 6 = 18  
flowers - 2 x 18 = 36 flowers

Single Pillow: Exact same size as single but  
turned in such a way that the bed is wider  
across the base 3 rows x 6 = 18 flowers  
Double Pillow: Is positioned along the base  
the same as a single pillow but is larger in  
in 4 rows x 6 = 24 flowers

Annual Care paid for and planted each year  
Special Care is paid for once and is planted  
every year

### E. UNIT PRICE FOR A FOUNDATION FOR A UPRIGHT MONUMENT (MARKER)

**SCHEDULE "H"**

**For the Supply, Installation and Inspection of  
Concrete Foundations for Upright Markers or  
Monuments**

\$ 0.32 per square inch  
plus HST

Based on the exact size of the foundation. Where the square inches are calculated by adding 6 inches to both the width and length of the base of the Marker or Monument. The Town will only accepted foundation orders from June 15th to September 15th of each year.

## SCHEDULE "H"

### F. UNIT PRICE FOR A FOUNDATION FOR A FLAT MARKER

For the Supply, Installation and Inspection of  
Concrete Foundations for Flat Markers

\$ 0.30 per square inch  
plus HST

Based on the exact size of the foundation. Where the square inches are calculated by adding 6 inches to both the width and length of the base of the flat Marker . The Town will only accepted foundation orders from June 15th to September 15th of each year.

### G. CARE & MAINTENANCE FOR A FLAT MARKER OR UPRIGHT MONUMENT (MARKER)

G.1 Flat Markers that measure less than 1116.13 square centimetres or 173 sq. inches	0.00
G.2 Flat Markers that measure at Least 1,116.13 square centimetres or 173 sq. inches	50.00
G.3 Upright Monument that measure less than 1.22 meters or 4 feet in height and/or length including the base	100.00
G.4 Upright Monument measuring more than 1.22 meters or 4 feet in height and/or length including the base	200.00

### H. MISCELLANEOUS CEMETERIES FEES

H.1 For non-residents customers the above list rates plus 40% mark-up and all applicable taxes

Note the only exception to applying the 40% increase for non-residents is care and maintenance fees for markers and lots, these rates are established under *the Funeral, Burial and Cremation Services Act, 2002* and regulations, as amended from time to time

H.2 Funeral Arriving before 9 am and after 3:00 pm	133.77
HST	17.39
<b>TOTAL</b>	<b>151.16</b>

H.3 Issue of new Interment Rights Certificate as a result of revisions to intended occupant(s) or ownership change

116.50

per change

HST	15.15
<b>TOTAL</b>	<b>131.65</b>

H.4 Rental of Artificial Grass for off-site interments

11.44

per off-site interment

HST	1.49
<b>TOTAL</b>	<b>12.93</b>

H.6 Hourly labour per cemetery worker

45.40

HST	5.90
<b>TOTAL</b>	<b>51.30</b>

#### General Notes:

- 1) Payment is due at the time of purchase - no financing options available
- 2) For any additional information or clarification , please feel free to contact the cemetery operator as per the contract information outlined at the top of each page of the current price list