

**STAFF REPORT: Finance and IT Services**



**REPORT TO:** Committee of the Whole  
**MEETING DATE:** December 2, 2013  
**REPORT NO.:** FIT.13.58  
**SUBJECT:** 2014 Fees and Charges  
**PREPARED BY:** Ruth Prince, Manager of Revenue

**A. Recommendations**

THAT Council does hereby receive Staff Report FIT.13.58, entitled "2014 Fees and Charges";

AND THAT a Public Meeting to review the proposed Amendments to By-law 2008-113 as amended "Fees & Charges By-law", Schedule "A" - Administration, Schedule "D" - Fire Department Services, Schedule "H" - Recreation Department Services, Schedule "I" - Harbour, Schedule "K" - Ice Rentals and Schedule "L" - Cemetery Fees be held on January 13, 2014.

**B. Background**

The Town's fees and charges are reviewed annually as part of the operating budget.

When reviewing and preparing the 2014 Fees and Charges, staff considered end user affordability, user flexibility, maximizing facility use, neighbouring municipal comparisons and community benefit.

Listed below are the proposed changes to the Fees and Charges By-law:

**Administration**

For 2014, Staff is proposing a fee change for Requests for Line Fence Viewing. The current fee for Fence Viewers is \$18.00 per hour/per fence viewer, plus the Town's current kilometre rate. Staff is proposing a new fee schedule for line fence viewing that reflects the actual staff costs associated with line fence viewing. The proposed fee schedule change includes the addition of an administration fee of \$200.00 per request, along with the hourly fence viewing rate and current Town's mileage. An increase in the hourly fence viewer rate from \$18.00 to \$20.00 is also proposed. In 2013 staff responded to three line fence viewing requests.

New for 2014, is the inclusion of a fee for Request for Town comments in response to an Application for Work Permits under the Public Lands Act (Shoreland Work Permits). Currently, the Town does not charge for these comments and are proposing a fee of \$350.00 per application. The Clerk, Director of Recreation and staff from Engineering and Public Works all provide comments. As part of staff's comment process, a site inspection is required. In 2013, staff reviewed ten requests for comments in response to Shoreland Works Permits.

## **Fire Department Services**

An increase in the cost per labour hour and the machine time per hour for Emergency Response Services is proposed. The cost of labour would increase from \$35.00 per hour to \$50.00 per hour and machine time would increase from \$50.00 per hour to \$100.00 per hour. This fee has not increased since 2008.

## **Community Services**

A 2% increase was applied to the ice rental rates for the 2014/15 season. The prime-time ice rental will increase from \$132.50 to \$135.00 per hour and the non-prime time rate will increase from \$68.00 to \$69.50.

The Community Hall fees and Athletic Fields will remain the same as 2013 rates to remain comparable to other facilities in the area.

New for 2014, is a Tomahawk yearly golf membership fee in the amount of \$250.00 per year. This annual fee allows frequent Tomahawk users the option to pay once.

New for 2014 is an application fee for Special Events. This fee is to cover a portion of staff hours needed to complete the logistical review of Special Event Applications. Logistical review of the Community Event (proposed fee of \$500.00 per event) includes the review of the application by the Building & By-law Department, Roads Department, Town Clerk, Police, Fire and EMS, as well the Health Unit. For a regional or multi community event (proposed fee of \$1,500.00 per event) all the previously noted departments are still required, however; additional review and approvals by neighbouring and participating Municipalities as well as County(s) approval are required. During 2013, hours were tracked by staff to provide the justification of the fees that have been presented.

An hourly rate has also been established for the Police Commanding Officer, which is over and above the special events fees noted above. The establishment of an hourly rate for additional logistical review and scheduling of required officers allows for billing of those specific hours. All actual paid duty hours are billed separately to the organizers of the event.

The Harbour fees reflect a \$2.00 per foot increase in seasonal mooring to \$57.00 per foot from the 2013 rate of \$55.00 per foot. This increase allows the fees to remain comparable to other municipal harbours along Georgian Bay. The "Harbour Financing Strategy" was approved by Council in 2007 which allows for an annual increase of \$2 per foot on seasonal dockage. Also being added this year to Harbour Fees and Charges is a fee for potential Commercial Operations in the Thornbury Harbour. There have been some inquiries in the past in regards to allowing chartering services within the Harbour. This fee would provide an opportunity to receive revenue for the Harbour if a proposal was deemed appropriate.

The Cemetery fees have increased to ensure adequate cost recovery and to have fees remain comparable to other regional cemeteries.

### **C. The Blue Mountains' Strategic Plan**

Providing a strong, well managed municipal government.

### **D. Environmental Impacts**

None.

### **E. Financial Impact**

The revenue generated through the fees and charges is reflected in the 2014 Proposed Budget. It is estimated that additional revenue from the proposed increase in the 2014 fees and charges is \$15,500.

### **F. In Consultation With**

Robert Cummings, Director of Finance and IT Services  
Shawn Everitt, Director of Recreation  
Corrina Giles, Clerk  
AJ Lake, Deputy Fire Chief

### **G. Attached**

1. Draft By-law to amend the "Fees and Charges" for Certain Municipal Goods and Services to amend By-law 2008-113 as amended.

Respectfully submitted,

**Ruth Prince**

Ruth Prince, Manager of Revenue

**Rob Cummings**

Robert Cummings, CMA, Director of Finance & IT Services

For more information, please contact:

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# THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

## BY-LAW NO. 2014 -

BEING A BY-LAW TO AMEND BY-LAW 2008-113 AS AMENDED, BEING A BY-LAW FOR THE IMPOSITION AND COLLECTION OF FEES AND CHARGES FOR CERTAIN MUNICIPAL SERVICES AND ACTIVITIES

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**WHEREAS** in accordance with Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, the Council of The Corporation of the Town of The Blue Mountains considers it necessary to impose fees for services rendered under these Acts;

**AND WHEREAS** the Council of The Corporation of the Town of The Blue Mountains has enacted By-law 2008-113 respecting Fees & Charges;

**AND WHEREAS** the Council of The Corporation of the Town of The Blue Mountains deems it necessary and expedient to amend By-law No. 2008-113 as amended respecting Fees and Charges.

**NOW THEREFORE** the Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. THAT Schedule "A" of By-law 2008-113, as amended, be amended as per Schedule "A" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2014.
2. THAT Schedule "D" of By-law 2008-113, as amended, be amended as per Schedule "D" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2014.
3. THAT Schedule "E" of By-law 2008-113 as amended be amended to move Item #1 (Fence Viewer) to Schedule "A" of By-law 2008-113 as amended attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2014
4. THAT Schedule "H" of By-law 2008-113, as amended, be amended as per Schedule "H" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2014.
5. THAT Schedule "I" of By-law 2008-113, as amended, be amended as per Schedule "I" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2014.
6. THAT Schedule "K" of By-law 2008-113, as amended, be amended as per Schedule "K" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2014.
7. THAT Schedule "L" of By-law 2008-113, as amended, be amended as per Schedule "L" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2014.

**AND FURTHER, THAT** this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this \_\_\_\_\_ day of \_\_\_\_\_ 2014

\_\_\_\_\_  
Ellen Anderson, Mayor

\_\_\_\_\_  
Corrina Giles, Clerk

## By-law No. 2013

### SCHEDULE "A"

#### ADMINISTRATION SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	<b>Tax Certificate</b>	\$60.00
2.	<b>Returned (NSF) Cheque</b>	\$35.00
3.	<b>Photocopies</b>	\$0.50 / copy
4.	<b>Facsimile Sent</b>	\$2.00 / first page \$0.50 / each additional page
5.	<b>Lottery Licences</b>	3% of the total prize value to a maximum of \$100.00
6.	<b>Various Town Studies</b>	To be determined
7.	<b>Interest on Special Charges and Accounts Receivable</b>	1.25% per month (compounded monthly, 16.075% per annum)
8.	<b>Request for Closed Meeting Investigator</b>	\$50.00 (refunded if substantiated)
9.	<b>Request for Municipal Information or Letters of Non-Objection as required by A.G.C.O.</b>	\$50.00
10.	<b>Marriage Licences</b>	\$125.00
11.	<b>Civil Marriage Services</b>	
	<b>a) Civil Marriage Service – Town Hall (during business hours)</b>	\$200.00
	<b>b) Civil Marriage Service – The Blue Mountains (outside normal business hours)</b>	\$350.00
	<b>c) Rehearsal Fee</b>	\$50.00
	<b>d) Travel (if service is outside The Blue Mountains)</b>	\$30.00
	<b>The above fees apply for vow renewals</b>	
12.	<b>Line Fence Viewers</b>	
	<b>a) Administrative Fee</b>	\$200.00
	<b>b) Plus: Fee per Fence viewer per hour</b>	\$20.00
	<b>c) Plus: Mileage</b>	Current Town km rate
13.	<b>Request for Town comments in response to Application for Work Permits under the Public Lands Act (Shoreland Work Permits)</b>	\$350.00

By-law No. 2014-

SCHEDULE "D"

FIRE DEPARTMENT SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Request for Fire Report	\$50
2.	Request for Property Information Letter	\$50
3.	Inspection of all Premises or Buildings:	
	• up to 2,500 square feet	\$75
	• 2,500 to 5,000 square feet	\$100
	• 5,000 to 10,000 square feet	\$150
	• 10,000 to 20,000 square feet	\$200
	• over 20,000 square feet	\$300
	• additional inspection – per call back	\$150
	<b><i>Not including initial inspection resulting from a building permit application or inspections required by legislation</i></b>	
4.	Inspection required by A.G.C.O. **	\$50
	<b><i>** Inspection of public hall facilities, restaurants and licensed facilities that are requested by owner</i></b>	
5.	Apparatus Standby ** – per hour	\$200
	<b><i>** Includes use of Fire Department Apparatus and 2 firefighters</i></b>	
6.	Standby for suspicious fire – per hour, per man	\$50
7.	Fire Department Response to a non-emergency activation of a Fire Alarm/Early Warning System:	
	1 <sup>st</sup> occurrence (in a 12 month period)	No charge
	2 <sup>nd</sup> occurrence (in 12 month period)	\$300
	<b><i>(\$200.00 will be refunded if proof of repairs or a solution to the identified problem is provided to the satisfaction of the Fire Prevention Officer)</i></b>	
	3 <sup>rd</sup> occurrence (in a 12 month period)	\$300
	4 <sup>th</sup> occurrence and subsequent	\$1,000
8.	Fire Prevention Officer & Inspector – per hour (for commercial, industrial, condominium and association groups)	\$50
9.	Fire Safety Plan Review	\$50 per hour
10.	Special Occasion Permit Inspections	
	• Initial Inspection	\$50
	• Additional Inspection – per call back	\$150
11.	Fireworks	
	• Approval	\$50
	• Inspection	\$75

**By-law No. 2013-**

**SCHEDULE "D" (continued)**

**EMERGENCY RESPONSE SERVICES:**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FEE OR CHARGE</b>
1.	Vehicle Extrication on Municipal Streets, non-residents	
	a) Labour	\$50/man/hour
	b) Plus machine time	\$100/truck/hour
2.	Vehicle Extrication on Provincial Highways	Current MTO Rates
3.	Out of Control Brush / Grass Fire or other (started by owner or tenant of property)	
	a) Labour	\$50/man/hour
	b) Plus machine time	\$100/truck/hour
4.	Rescue, High Angle Rescue, Cold Water Rescue	
	a) Labour	\$50/man/hour
	b) Plus machine time	\$100/truck/hour
5.	Illegal Burning	
	a) Labour	\$50/man/hour
	b) Plus machine time	\$100/truck/hour
6.	Additional Services	
	a) Additional Equipment, Material and Resources	100% of Cost

*Note: Items identified include but are not limited to retaining a private contractor, equipment rental, additional material, etc., used at emergency incidents to extinguish, preserve, prevent, or control fire, aid in rescue or conduct investigations.*

HST will be applied where applicable

## By-law No. 2014-

### SCHEDULE "H"

#### RECREATION SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	<b>MOREAU PARK</b>	
	Ball Field	\$10/game
	Ball Field "Dragged & Lined"	\$37.25/game
	Ball Field "Tournament"	\$7.60/hour
	Additional Washroom facility	\$157.50/each
	Additional Washroom facility Pump out	\$50/each
	Hydro	\$7.25/outlet
	Additional Picnic table rental (off site)	\$10/table
2.	<b>TOMAHAWK</b>	
	Soccer Pitch - Regulation Size "Tournament"	\$10/hour
	Soccer Pitch - Regulation Size "Lining"	\$50/lining
	Soccer Pitch - Regulation Size	\$13/game
	Soccer Pitch - Mini "Tournament"	\$5.75/hour
	Soccer Pitch - Mini "Lining"	\$23/lining
	Soccer Pitch - Mini	\$8.50/game
	Tee Deck Sponsor Sign	\$300/season
	Golf Course Bench Sponsorship	\$300/season
	Additional Washroom facility	\$157.50/each
	Additional Washroom facility Pump out	\$50/each
	Hydro	\$7.25/outlet
	Additional Picnic table rental (off site)	\$10/table
	Golf Course Green Fee	\$5/per round
	Golf Course Seasons Pass	\$250/year
3.	<b>ARENA</b>	
	Lobby Rental (Non Ice Season)	\$55 / day
	Arena (Non Ice Season)	\$743.50 / day
	Arena Floor (Non Ice Season – 3 Hour Maximum)	\$38.50 / hour
	Arena Advertise Signs Wall	\$250 / season
	Arena Advertise Signs Boards	\$300 / season
	Adult Skating	\$3 / time
4.	<b>COMMUNITY HALL</b>	
	Hall #1 - Large Hall Weekdays (up to 3 hours and no furniture)	\$57.75/use
	Hall #1 - Large Hall Weekdays (up to 3 hours)	\$126.00/use
	Hall #1 - Large Hall Weekdays (over 3 hours)	\$297.50/day
	Hall #1 - Large Hall Weekends (full day)	\$474.00/day
	Hall #2 - Small Hall Weekdays (up to 3 hours and no furniture)	\$38.50/use
	Hall #2 - Small Hall Weekdays (up to 3 hours)	\$49.50/use
	Hall #2 - Small Hall Weekdays (over 3 hours)	\$104.75/day
	Hall #2 - Small Hall Weekends (full day)	\$187.50/day
	Kitchen – Weekdays Only - With Hall Rental for a function	\$78.75/day
	Kitchen – Weekdays Only - Without Hall Rental (8 hour maximum)	\$250.00/day
	Kitchen – Without Hall Rental (over 8 hours)	\$40.00/hour
	Hall #1 & Hall #2 Weekdays (including kitchen –full day only)	\$420.00/day
	Hall #1 & Hall #2 Weekend (including kitchen – full day only)	\$529.25/day
	Set-up/Take Down Fee	\$115.75/event
	Hydro	\$5.00/outlet



Table Rental – (off-site rentals)	\$5.00/table
Chair Rental – (off-site rentals)	\$3.00/chair
Ground Rental	\$120.75/event
<b>5. PARKS</b>	
Bayview Park Pavilion *	\$75.00/event
Bayview Park Grounds & Pavilion*	\$200.00/event
Hydro – Limit 30 amps	\$20/event
Lions Park Pavilion *	\$25/event
Lions Park Grounds & Pavilion *	\$75/event
Town Hall Park Grounds *	75/event
Heathcote Park Grounds *	\$50/event
Delphi Point Pavilion *	\$50.00/event
Delphi Point Park Commercial Use *	\$200/day
Delphi Point Seasonal Commercial *	\$1,200/season
Northwinds Beach Commercial Use *	\$250/day
Northwinds Beach Seasonal Commercial *	\$1,500/season
Lora Bay Grounds *	\$200/event
Hydro – Limit 30 amps	\$20/event
Lora Bay Commercial Use *	\$200/day
Lora Bay Seasonal Commercial *	\$1,500/season
Soccer Pitch - Mini “Tournament”	\$5.25/hour
Soccer Pitch - Mini “Lining”	\$23.00/lining
Soccer Pitch - Mini	\$7.25/game
Memorial Tree Planting (50mm calliper & plaque)	\$472.50/tree
Memorial Bench (composite or galvanized)	\$600.00/bench
<b>6 SPECIAL EVENTS</b>	
Special Events “A” – Regional/Multi Community Event	\$1,500/event
Special Events “B” – Community Event	\$500/event
Police Commanding Officer (time to review logistics of event)...	\$55/hour

All rates are subject to the applicable HST.

Weekend Hall Rates are Friday and Saturday

Weekday Hall Rates are Sunday to Thursday

\* All items with asterisk require certificate of insurance naming the Town as an additional insured.

## By-law No. 2014 –

### SCHEDULE “I”

#### HARBOUR SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Moving of boats that are in the incorrect berth and have not been moved by the owner at their own expense	\$150/hour
2.	Seasonal Mooring	\$57/foot
3.	Hydro Rates – per outlet	\$178.73
4.	Transient Rates – Weekly	\$9.20/foot
5.	Hydro Rates – Weekly Transient Rate	\$30
6.	Transient Rates – Nightly	\$1.97/foot
7.	Hydro Rates – Nightly Transient Rate	\$8.05
8.	Pump-out	\$16.82
9.	Daily Launch Ramp	\$6.64
10.	Seasonal Launch Ramp	\$44.25
11.	Off Season Land Storage	\$9.20/foot
12.	Waiting List Fee (Non-Refundable – Applied to First year Seasonal Mooring)	\$150
13.	Harbour Office Upper Lounge – weekday (8:00 am to 4:00 pm)	\$50/event
14.	Harbour Office Upper Lounge – weekends (8:00 am to 4:00 pm)	\$75/event
15.	Additional/Replacement Shower Cards	\$10/card
16.	Fish Cleaning Station	\$10/key
17.	Pavilion	\$75/event
18.	Penants	\$25/pennant
19.	Harbour Commercial Operations*	\$3,000/season

All items are subject to applicable HST

\* All items with asterisk require certificate of insurance naming the Town as an additional insured.

**By-law No. 2014-**

**SCHEDULE "K"**

**ICE RENTALS: Effective August 1, 2014 – April 30, 2015**

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Prime Ice (includes Christmas, March Break, Statutory Holidays)	\$135.00 /hour
2.	Non Prime (weekdays 7 am to 4 pm)	\$69.50 / hour
3.	Last Minute – Non-Booked Ice (Request 48 Hours prior to ice availability and first available ice)	\$69.50 / hour

All rates are subject to applicable HST.

DRAFT

## By-law No. 2014

### SCHEDULE "L"

#### CEMETERY SERVICES:

##### Lots

Standard		\$875.00
* 40% care and maintenance included in the price		
Cremation		\$561.00
* 40% care and maintenance included in the price		
Columbarium	Row 1 & 6	\$816.00
* 15% care and maintenance included in the price of the niche		
	Rows 4 & 5	\$1,020.00
	Rows 2 & 3	\$1,224.00

##### Interment Charges

Adults		\$875.00
Infant		\$342.00
Child		\$438.00
Double Depth		\$408.00 (in addition to above)
Cremation	In ground Niche	\$438.00 \$224.00
Standard Disinterment Only		\$984.00
Standard Disinterment and second grave opening in another location		\$1859.00
Cremation Disinterment Only		\$548.00
Cremation Disinterment and second cremation grave opening in another location		\$986.00

##### Markers

Flat marker measuring at least 1,116.1 cm <sup>2</sup> (173 sq. in)	\$50.00
Upright marker measuring 1.07 m (3' 6') in either height or length including the base	\$100.00
Upright marker measuring more than 1.22 m (4') in either height or length including the base	\$200.00

**Transfer Fee** \$51.00

**Issue New Deed** \$31.00

**Corner Markers** \$273.00