

STAFF REPORT: Finance & IT Services



REPORT TO: Finance and Administration
MEETING DATE: January 30, 2012
REPORT NO.: FIT.12.01
SUBJECT: 2012 Fees and Charges
PREPARED BY: Ruth Prince, Manager of Revenue

A. Recommendations

THAT Council does hereby receive Staff Report FIT.12.01 “2012 Fees and Charges”

AND THAT a Public Meeting to review proposed Amendments to By-law 2008-113 as amended “Fees & Charges By-law”, Schedule “A” Administration, Schedule “D” – Fire Services, Schedule “H” – Recreation Department Services, Schedule “I” – Harbour, Schedule “J” – Craigleith Heritage Depot and Schedule “K” – Ice Rentals, be held on March 12, 2012.

B. Background

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

When reviewing and preparing the 2012 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

As per Staff Report A.11.10, “Civil Marriage Solemnization Services, Fees and Charges” the fees are as follows:

Civil Marriage Services in Town Hall during normal business hours	\$200
Civil Marriage Services in The Blue Mountains, outside normal Office hours	\$350
Rehearsal fee	\$50
Travel (if ceremony is outside The Blue Mountains)	\$30

The above fees will also apply to vow renewals.

The cost to purchase a Marriage Licence will increase from \$100 to \$125.

Tax Certificate fees will increase from \$30 to \$50 in order to recover the cost of staff time in preparing the Tax Certificate and to reflect fees charged by neighbouring municipalities. The Tax Certificate fee has not increased in over 5 years.

Recreation

A 3% increase was applied to the ice rental rates for the 2012/13 season. The prime-time ice rental will increase from \$126 to \$130 per hour and the non-prime time will increase by an additional \$2 per hour. The Community Hall and Athletic Fields will remain at the 2011 rates. For 2012, a small fee has been added for off-site rental of picnic tables, tables and chairs. A \$157.50 charge for any extra required washroom facilities at Moreau Park & Tomahawk has been added as well.

The Harbour fees reflect a \$2 per foot increase in seasonal mooring to \$53 per foot (2011 - \$51 per foot). The "Harbour Financing Strategy" was approved by Council in 2007 which allows for an annual increase of \$2 per foot on seasonal dockage.

The Heritage Depot has two minor changes for 2012. The family admission will increase from \$6 to \$8 and the first visit/curriculum program will increase from \$2.50 to \$3 per student.

Fire Services

Currently, Fire Services charges a re-inspection fee of \$25 per call back. This call back fee is quite low and does not cover the costs associated with re-inspection. The re-inspection fee is to increase from the current \$25 to \$150 to cover the cost of 2 inspectors and a vehicle. This fee is payable when compliance has not been achieved and a second re-inspection is required to confirm compliance with the Ontario Fire Code.

Municipal Comparisons

A comparison of similar-type fees in other municipalities is attached to this report where possible.

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 2012 proposed budget. It is estimated that additional revenue from the proposed increase in the 2012 fees and charges is \$10,000.

F. In Consultation With

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.
2. Municipal Comparisons

Respectfully submitted,

Ruth Prince
Manager of Revenue

Robert Cummings, CMA
Director of Finance & IT Services

For more information, please contact:
Ruth Prince
rprince@thebluemountains.ca
519-599-3131 ext 228

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

BY-LAW NO. 2012 -

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

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, 2012.
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, 2012.
3. 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, 2012.
4. 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, 2012.
5. THAT Schedule "J" of By-law 2008-113 as amended be amended as per Schedule "J" attached hereto which is hereby declared to form part of By-law 2008-113, effective January 1, 2012.
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 August 1, 2012.

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

Enacted and passed this _____ day of _____, 2012

Ellen Anderson, Mayor

Corrina Giles, Clerk

**By-law No. 2012
SCHEDULE "A"**

ADMINISTRATION SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Tax Certificate	\$50
2.	Returned (NSF) Cheque	\$35
3.	Photocopies Plotted Copies (24" x 36")	\$0.50/copy \$30/copy
4.	Facsimile Sent	\$2/first page \$0.50/each additional page
5.	Lottery Licences	3% of the total prize value to a maximum of \$100
6.	Various Town Studies	To be determined
7.	Interest on Special Charges and Accounts Receivable	1.25% per month (compounded monthly, 16.075% per annum)
8.	Request for Closed Meeting Investigator	\$50 (refunded if substantiated)
9.	Marriage Licences	\$125
10.	Civil Marriage Services	
	a) Civil Marriage Service – Town Hall (during business hours)	\$200
	b) Civil Marriage Service – The Blue Mountains (outside normal business hours)	\$350
	c) Rehearsal Fee	\$50
	d) Travel (if service is outside The Blue Mountains)	\$30

The above fees apply for vow renewals

HST will be applied where applicable

By-law No. 2012-

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
	<i>Not including initial inspection resulting from a building permit application or inspections required by legislation</i>	
4.	Inspection required by A.G.C.O. **	\$50
	<i>** Inspection of public hall facilities, restaurants and licensed facilities that are requested by owner</i>	
5.	Apparatus Standby ** – per hour	\$150
	<i>** Includes use of Fire Department Apparatus and 2 firefighters</i>	
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 st occurrence (in a 12 month period)	No charge
	2 nd occurrence (in 12 month period)	\$300
	<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>	
	3 rd occurrence (in a 12 month period)	\$300
	4 th 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

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SCHEDULE "D" (continued)

EMERGENCY RESPONSE SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Vehicle Extrication on Municipal Streets, non-residents	
	a) Labour	\$35/man/hour
	b) Plus machine time	\$50/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	\$35/man/hour
	b) Plus machine time	\$50/truck/hour
4.	Rescue, High Angle Rescue, Cold Water Rescue	
	a) Labour	\$35/man/hour
	b) Plus machine time	\$50/truck/hour
5.	Illegal Burning	
	a) Labour	\$35/man/hour
	b) Plus machine time	\$50/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. 2012-

SCHEDULE "H"

RECREATION SERVICES:

ITEM	DESCRIPTION	FEE OR CHARGE
1. MOREAU PARK		
	Ball Field	\$9.50/game
	Ball Field "Dragged & Lined"	\$35.50/game
	Ball Field "Tournament"	\$7.25/hour
	Additional Washroom facility	\$157.50/ ach
	Additional Washroom facility Pump out	\$25/each
	Hydro	\$7.25/outlet
	Additional Picnic table rental (off site)	\$5/table
2. TOMAHAWK		
	Soccer Pitch - Regulation Size "Tournament"	\$9.50/hour
	Soccer Pitch - Regulation Size "Lining"	\$47.25/lining
	Soccer Pitch - Regulation Size	\$12.50/game
	Soccer Pitch - Mini "Tournament"	\$5.25/hour
	Soccer Pitch - Mini "Lining"	\$23/lining
	Soccer Pitch - Mini	\$7.25/game
	Golf Course - Half Day Tournament	\$300
	Golf Course - Full Day Tournament	\$500
	Golf Course - Proof of Not-For-Profit or Service Club (approval from staff required)	\$200/day
	Tee Deck Sponsor Sign	\$300/season
	Golf Course Bench Sponsorship	\$300/season
	Off Season – November thru April Use	\$500/day
	Additional Washroom facility	\$157.50/each
	Additional Washroom facility Pump out	\$25/each
	Hydro	\$7.25/outlet
	Additional Picnic table rental (off site)	\$5/table
3. ARENA		
	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
	Public Skating - Youth (7 to 17)	\$1.50/time
	Public Skating – Adults	\$2/time
4. COMMUNITY HALL		
	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 /use
	Hall #1 - Large Hall Weekdays (over 3 hours)	\$297.50/day
	Hall #1 - Large Hall Weekends (full day)	\$474/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/day
	Kitchen – Without Hall Rental (over 8 hours)	\$40/hour
	Hall #1 & Hall #2 Weekdays (including kitchen –full day only)	\$420/day

Hall #1 & Hall #2 Weekend (including kitchen – full day only)	\$529.25/day
Set-up/Take Down Fee	\$115.75/event
Hydro	\$5/outlet
Table Rental – (off-site rentals)	\$5/table
Chair Rental – (off-site rentals)	\$3/chair
Ground Rental	\$120.75/event
5. PARKS	
Bayview Park Pavilion	\$27.50/event
Hydro	\$7.25/outlet
Soccer Pitch - Mini "Tournament"	\$5.25/hour
Soccer Pitch - Mini "Lining"	\$23/lining
Soccer Pitch - Mini	\$7.25/game
Lions Park Pavilion & BBQ	\$27.50/event
Delphi Point Pavilion	\$20/event
Lions Park Pavilion	\$20/event
Additional Picnic table rental (off site)	\$5/table
Memorial Tree Planting (50mm calliper & plaque)	\$472.50/tree
Memorial Bench (cast & wood style)	\$1,500/bench
Memorial Bench (composite)	\$600/bench

All rates are subject to the applicable HST.
Weekend Hall Rates are Friday and Saturday
Weekday Hall Rates are Sunday to Thursday

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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	\$53/foot
3.	Hydro Rates – per outlet	\$162.48/outlet
4.	Transient Rates – Weekly	\$8.75/foot
5.	Hydro Rates – Weekly Transient Rate	\$30
6.	Transient Rates – Nightly	\$1.88/foot
7.	Hydro Rates – Nightly Transient Rate	\$8.05
8.	Pump-out	\$17
9.	Daily Launch Ramp	\$6.64
10.	Seasonal Launch Ramp	\$44.25
11.	Off Season Land Storage	\$8.80/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	\$20/card

All items are subject to applicable HST

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SCHEDULE "J"

CRAIGLEITH HERITAGE DEPOT

ITEM	DESCRIPTION	FEE OR CHARGE
1.	ADMISSION	
	Adult	\$3/person
	Children (5+) and Seniors	\$2/person
	Family	\$8/visit
2.	MEMBERSHIP	
	Individual	\$25/year
	Family	\$40/year
	Individual Benefactor	\$100/year
	Life Member	\$500
3.	PROGRAMMES	
	Lecture Series (individual)	\$7/person
	Lecture Series (couple)	\$10/couple
	Lecture Series (youth 7 to 17)	\$2/person
	Children's Day Camp –one week	\$150/child
	First Visit Program/specialty tour/curriculum program	\$3/student
	Edu-kit Rentals – one month loan period	\$45/month
4.	MISCELLANEOUS	
	Research	\$20/hour
	Scanning (sent electronically)	\$4/page
	Laminating (all sizes up to legal size paper)	\$3/page
	Photo Publication Fee	\$50/usage
5.	PHOTO REPRODUCTIONS	
	5 x 7 Black & White	\$7/picture
	8.5 x 11 Black & White	\$15/picture
	11 x 14 Black & White	\$35/picture
	5 x 7 Colour	\$10/picture
	8.5 x 11 Colour	\$20/picture
	11 X 14 Colour	\$40/picture

All rates include HST if applicable

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SCHEDULE "K"

ICE RENTALS: Effective August 1, 2012 – April 30, 2013

ITEM	DESCRIPTION	FEE OR CHARGE
1.	Prime Ice (includes Christmas, March Break, Statutory Holidays)	\$130 /hour
2.	Non Prime (weekdays 7 am to 4 pm)	\$66.50/hour

All rates are subject to applicable HST.

DRAFT

2012 Fees and Charges Municipal Comparisons

	2012 Proposed Town of The Blue Mountains	2011 Current Town of The Blue Mountains	2012 Municipality of Meaford	2012 Owen Sound	2012 Town of Collingwood
Administration					
Marriage Licence	\$ 125.00	\$ 100.00	\$ 130.00	\$ 150.00	\$ 120.00
Civil Marriage Service	\$ 200.00	New Fee	N/A	\$ 350.00	\$ 250.00
Finance					
Tax Certificates	\$ 50.00	\$ 30.00	\$ 45.00	\$ 50.00	\$ 75.00
Ice Rental					
Prime Time (after 4 , weekends, Christmas break, March Break and Stat Holidays)	\$ 130.00	\$ 126.00	\$ 125.00	\$ 168.15	\$ 145.14
Non-Prime Time	\$ 66.50	\$ 64.50	\$ 65.00	\$ 120.05	\$ 90.71
Fire					
Re-inspection Fee	\$ 150.00	\$ 25.00	\$35.00/hour		\$85.00/hour