



**Mike Mayes, Director
Financial Services/Treasurer**

TOWN OF NEWMARKET
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November 24, 2014

CORPORATE SERVICES REPORT - FINANCIAL SERVICES 2014-48

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: 2015 User Fees and Charges – General Fees and Charges

ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATIONS

THAT Corporate Services Report – Financial Services 2014-48 dated November 24, 2014 regarding 2015 User Fees and Charges – General Fees and Charges be received and the following recommendations be adopted:

- 1. THAT the attached Schedules “A”, “B”, “C”, “D”, “E” and “F” marked as the Town of Newmarket 2015 All Departments, Corporate Services – Finance & Purchasing & IT, Legal Services, Public Works Services, Engineering Services and Legislative Services-General Fees and Charges Schedules respectively, be approved and adopted by by-law;**
- 2. AND THAT the fee adjustments come into full force and effect as of January 1, 2015.**

COMMENTS

Purpose

The purpose of this report is to recommend increases to the fees and charges in Corporate Services, Public Works Services and Engineering Services, to become effective January 1, 2015.

Budget Impact

The impact of the increases to the above fees is estimated to be \$20,000.

Summary

The proposed user fee changes vary depending upon the services provided. A 3% increase has been proposed to all the fees and charges in Legal Services and Engineering Services. In Public Works Services, IT and Legislative Services, increases vary depending on the service provided. No increase is proposed to fees in Financial Services and Procurement Services.

Background

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget Review Process and application of the Service Pricing Policy. Based on the Service Pricing Policy, fees and charges are categorized by user and type of service. Target cost recovery levels are established and user fees and charges are to be adjusted accordingly. The proposed user fee charges vary depending upon the services provided.

Legal Services: All the fees and charges are proposed to increase by 3%.

Legislative Services: Some of the fees are proposed to increase by 3%. The marriage ceremony fee is recommended to increase from \$250 to \$400, which is in line with other private and public officiant fees and includes the officiant's overhead costs currently assumed by the municipality.

Engineering Services: All the fees and charges are proposed to increase by 3%.

Public Works: A 3% increase is proposed to most of the fee items.

Information Technology: No change is proposed to the majority of the fee items.

Financial Services and Procurement Services: No change is proposed to their fees and charges items.

The attached Schedules represent general fees and charges levied by the municipality that are not linked to specific legislation. Any new fees and fee items outside the range of a 2%-4% increase are highlighted.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The adoption of the 2015 General Fees and Charges is in alignment with the key focus area *Well-equipped & managed*, of the Community Strategic Plan.

COMMUNITY CONSULTATION POLICY

Advertisement on the Town of Newmarket's website has been provided for a three-week period in advance of the public meeting. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration of the fee adjustments. The statutory public meeting, which will occur as part of the regular Committee of the Whole meeting, is scheduled on December 8, 2014.

BUDGET IMPACT (Current and Future)

Operating Budget

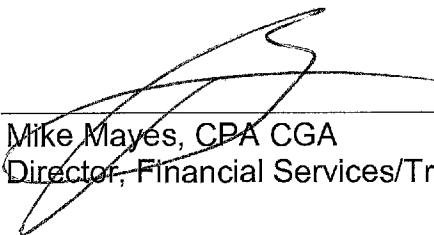
Increases to the fees and charges are limited to cost recovery. The estimated impact of these increases is \$20,000.

Capital Budget


Not applicable.

CONTACT

For more information on this report, please contact Mike Mayes at 905-953-5300, ext. 2102 or mmayes@newmarket.ca.



Mike Mayes, CPA CGA
Director, Financial Services/Treasurer



Anita Moore, AMCT
Commissioner, Corporate Services

MM/nh

Attachments

- (1) Schedule A - All Departments (1 pg.)
- (2) Schedule B - Corporate Services (3 pgs.)
- (3) Schedule C - Legal Services (4 pgs.)
- (4) Schedule D - Public Works (5 pgs.)
- (5) Schedule E - Engineering Services (2 pgs.)
- (6) Schedule F - Legislative Services-General Fees (5 pgs.)

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: All Departments Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Plan Reproduction:						
24" x 36" sheet – for first sheet	per sheet	\$ 16.37	\$ 16.81	\$ 2.19	\$19.00	2.7%
additional sheets	per sheet	\$ 8.19	\$ 8.41	\$ 1.09	\$9.50	2.7%
36" x 42" sheet – for first sheet	per sheet	\$ 16.37	\$ 16.81	\$ 2.19	\$19.00	2.7%
additional sheets	per sheet	\$ 8.19	\$ 8.41	\$ 1.09	\$9.50	2.7%
Photocopy:	per copy	\$ 0.84	\$ 0.84	\$ 0.11	\$0.95	0.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
<i>FINANCE</i>							
Accounts Receivable Finance Charges	1.25% monthly on outstanding balance	N	1.25% monthly on outstanding balance	1.25% monthly on outstanding balance	\$0.00	1.25% monthly on outstanding balance	0%
Accounts Receivable Collection Charges	16% of the outstanding balance	N	16% of the outstanding balance	16% of the outstanding balance	\$0.00	16% of the outstanding balance	0%
Tax Certificate		N	\$75.00	\$75.00	\$0.00	\$75.00	0%
Treasurer's Compliance Letter		N	\$75.00	\$75.00	\$0.00	\$75.00	0%
Returned Cheque		N	\$50.00	\$50.00	\$0.00	\$50.00	0%
Statement of Taxes Paid		N	\$35.00	\$35.00	\$0.00	\$35.00	0%
Statement of Tax Acct. – Owner only	each	N	\$35.00	\$35.00	\$0.00	\$35.00	0%
Verification of Local Improvements		N	\$75.00	\$75.00	\$0.00	\$75.00	0%
Property Search Fee	per hour	N	\$35.00	\$35.00	\$0.00	\$35.00	0%
Detailed Analysis of Tax Account	per hour	N	\$45.00	\$45.00	\$0.00	\$45.00	0%
Update Mortgage Company Information		N	\$15.00	\$15.00	\$0.00	\$15.00	0%
Accounting Administrative Fee	15% of invoice	Y	15% of invoice	15% of invoice		15% of invoice+HST	0%
Copies of Assessment View	per copy	Y	\$ 0.84	\$ 0.84	\$0.11	\$0.95	0%
Administration of Developments	5% of Security Requirement, to a maximum amount +HST	Y	5% of Security Requirement, maximum \$60,000 +HST	5% of Security Requirement, maximum \$60,000 +HST		5% of Security Requirement, maximum \$60,000 +HST	0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
<u>PROCUREMENT SERVICES</u>							
Quotations, Proposals and Tenders	range from \$10.00 to \$250.00 depending on the complexity or value of the solicitation	Y	range from \$10.00 to \$250.00 depending on the complexity or value of the solicitation	range from \$10.00 to \$250.00 depending on the complexity or value of the solicitation		range from \$10 to \$250 depending on complexity or value of the solicitation	0%
<u>INFORMATION SYSTEMS</u>							
Custom Mapping (minimum charge of 1/2 hour)	per hour	Y	\$50.00	\$50.00	\$6.50	\$56.50	0%
	per additional copy (size 8.5x11 to 11x17)	Y	\$1.99	\$1.99	\$0.26	\$2.25	0%
	per additional copy (larger than 11x17)	Y	\$5.00	\$5.00	\$0.65	\$5.65	0%
Digital Address Points Including Street Number and Name		Y	\$1,200.00	\$1,200.00	\$156.00	\$1,356.00	0%
Digital Building Footprints		Y	\$1,200.00	\$1,200.00	\$156.00	\$1,356.00	0%
Ward Polling Location Map	per copy	Y	\$14.83	\$15.27	\$1.99	\$17.26	3%
Individual Ward Map	per copy	Y	\$14.83	\$15.27	\$1.99	\$17.26	3%
Detailed Street Map	per copy	Y	\$25.00	\$25.00	\$3.25	\$28.25	0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE B**

Commission: Corporate Services Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
Municipal Address Map Series	full set of 42, D sized sheets	Y	\$125.00	\$125.00	\$16.25	\$141.25	0%
	per sheet (D sized)	Y	\$6.68	\$6.68	\$0.87	\$7.55	0%
	full set of 42, 11x17	Y	\$74.27	\$76.50	\$9.95	\$86.45	3%
	per sheet (11x17)	Y	\$1.99	\$1.99	\$0.26	\$2.25	0%
Large 2007 Ortho Meeting Room Map	per copy	Y	\$50.00	\$50.00	\$6.50	\$56.50	0%
Large 2009 Ortho Meeting Room Map	per copy	Y	\$50.00	\$50.00	\$6.50	\$56.50	0%
Large 2011 Ortho Meeting Room Map	per copy	Y	\$100.00	\$100.00	\$13.00	\$113.00	0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2015

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to Teraview fees or courier as applicable. An administrative fee of \$10.00 will be added to any courier charges. All fees may be increased based on the complexity and nature of the Agreement, document or service as determined by Municipal Solicitor and based on the hourly rate of \$264.00 per lawyer and \$98 per law clerk.

Some examples of full cost recovery: Registration Fees, Sub-Search Fees, Conveyancer Fees, Printing Fees, Courier Fees, Corporate Search Fees, etc.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Standard Encroachment Agreement - New	each	Y	min. \$1,115	min. \$1,148	varies	Varies	3.0%
Renewals of Encroachment Agreement re: change of property ownership	each	Y	min. \$558	min. \$575	varies	Varies	3.0%
Model Home Agreement	each	Y	\$ 986.00	\$ 1,016.00	\$132.08	\$1,148.08	3.0%
Builder's Agreement	each	Y	\$ 986.00	\$ 1,016.00	\$132.08	\$1,148.08	3.0%
Standard Pre-servicing Agreement	each	Y	min. \$1,115	min. \$1,148	varies	Varies	3.0%
Temporary Sales Office Agreement	each	Y	\$ 986.00	\$ 1,016.00	\$132.08	\$1,148.08	3.0%
Temporary Structure Agreement	each	Y	\$ 986.00	\$ 1,016.00	\$132.08	\$1,148.08	3.0%
Spine Services Development Agreement	each	Y	min. \$9,223	min. \$9,500	varies	Varies	3.0%
Amendments to Spine Services Development Agreement	each	Y	min. \$1,723	min. \$1,775	varies	Varies	3.0%
Miscellaneous Agreements (based on complexity)	each	Y	min. \$407	min. \$419	varies	Varies	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2015

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Some examples of full cost recovery: Registration Fees, Sub-Search Fees, Conveyancer Fees, Printing Fees, Courier Fees, Corporate Search Fees, etc.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
RESIDENTIAL, COMMERCIAL OR INDUSTRIAL DEVELOPMENT FEES (Legal Services from Commencement of Application to Final Release of Acceptance of Subdivision) Billed After Plan Registration							
SUBDIVISION/CONDOMINIUM AGREEMENTS							
Subdivision (includes Residential Condominium) Base Fee (includes first 100 lots and/or developable blocks)	each	Y	min. \$9,223	min. \$9,500	varies	Varies	3.0%
Plus Additional Fee for Each Lot - 101 to 250 Lots	per lot	Y	\$ 31.00	\$ 31.93	\$4.15	\$36.08	3.0%
Plus Additional Fee for Each Lot - 251 to 400 Lots	per lot	Y	\$ 20.00	\$ 20.60	\$2.68	\$23.28	3.0%
Plus Additional Fee for Each Lot - 401 and over	per lot	Y	\$ 13.00	\$ 13.39	\$1.74	\$15.13	3.0%
Standard Subdivision Agreement	each	Y	min. \$5,912	min. \$6,089	varies	Varies	3.0%
Amendments to Standard Subdivision Agreement	each	Y	min. \$1,791	min. \$1,845	varies	Varies	3.0%
Commercial/Industrial	base fee	Y	\$ 5,970.00	\$ 6,149.00	\$799.37	\$6,948.37	3.0%
Commercial/Industrial	per acre	Y	\$ 124.00	\$ 127.72	\$16.60	\$144.32	3.0%
Security Release Requests	each	Y	min. \$327	min. \$337	varies	Varies	3.0%
Security Reduction Requests	each	Y	min. \$168	min. \$173	varies	Varies	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2015

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to Teraview fees or courier as applicable. An administrative fee of \$10.00 will be added to any courier charges. All fees may be increased based on the complexity and nature of the Agreement, document or service as determined by Municipal Solicitor and based on the hourly rate of \$264.00 per lawyer and \$98 per law clerk.

Some examples of full cost recovery: Registration Fees, Sub-Search Fees, Conveyancer Fees, Printing Fees, Courier Fees, Corporate Search Fees, etc.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
SITE PLAN AGREEMENTS							
Commercial/Industrial Sites including commercial, residential or multi-use condominiums (Head Agreements)	each	Y	min. \$812	min. \$836	varies	Varies	3.0%
Commercial/Industrial Sites including commercial, residential or multi-use condominiums (Amendments to Head Agreements)	each	Y	min. \$528	min. \$544	varies	Varies	3.0%
Private Schools	each	Y	min. \$522	min. \$538	varies	Varies	3.0%
Regional Schools	each	Y	min. \$522	min. \$538	varies	Varies	3.0%
Region of York	each	Y	min. \$812	min. \$836	varies	Varies	3.0%
All other Site Plan/Development Agreements	each	Y	min. \$812	min. \$836	varies	Varies	3.0%
All other Amending Site Plan/Development Agreements	each	Y	min. \$544	min. \$560	varies	Varies	3.0%
Security Release Requests	each	Y	min. \$327	min. \$337	varies	Varies	3.0%
Security Reduction Requests	each	Y	min. \$168	min. \$173	varies	Varies	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2015

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to Teraview fees or courier as applicable. An administrative fee of \$10.00 will be added to any courier charges. All fees may be increased based on the complexity and nature of the Agreement, document or service as determined by Municipal Solicitor and based on the hourly rate of \$264.00 per lawyer and \$98 per law clerk.

Some examples of full cost recovery: Registration Fees, Sub-Search Fees, Conveyancer Fees, Printing Fees, Courier Fees, Corporate Search Fees, etc.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
OTHER							
Compliance Letters (For 48 hour turnaround, add 25%) (Legal issues only)	each	Y	min. \$157	min. \$162	varies	Varies	3.0%
Release of Agreement	each	Y	min. \$264	min. \$272	varies	Varies	3.0%
Discharge Mortgage –Per Discharge	each	Y	min. \$233	min. \$240	varies	Varies	3.0%
Property Standards Order – Compliance Release (preparation of discharge and registration per order)	each	Y	min. \$283	min. \$291	varies	Varies	3.0%
Release Documents, Restrictions, Easements, etc.	each	Y	min. \$233	min. \$240	varies	Varies	3.0%
Bylaws that Require Registration	each	Y	min. \$290	min. \$299	varies	Varies	3.0%
Transfers of land and easements or other conveyances not pursuant to a development agreement	each	Y	min. \$558	min. \$575	varies	Varies	3.0%
Reconveyance of land pursuant to an Agreement	each	Y	min. \$558	min. \$575	varies	Varies	3.0%
Registration of Miscellaneous Documents	each	Y	min. \$279	min. \$287	varies	Varies	3.0%
Miscellaneous letters in response to requests for information	each	Y	min. \$157	min. \$162	varies	Varies	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Parks							
Installation of Banners on Main & Water		Y	\$ 610.04	\$ 628.34	\$ 81.68	\$ 710.02	3%
Installation of Banners at all other locations	\$50.00/hour for each staff person plus 15% admin fee to a max. \$550.00						
Celebration Programs							
Celebration & Boulevard Trees (Planting Included)	Each	Y	\$ 350.00	\$ 350.00	\$ 45.50	\$ 395.50	0%
Veteran's Memorial Walkway Stones (Large)	Each	Y	\$ 300.00	\$ 300.00	\$ 39.00	\$ 339.00	0%
Veteran's Memorial Walkway Stones (Small)	Each	Y	\$ 150.00	\$ 150.00	\$ 19.50	\$ 169.50	0%
Celebration Bench	Each	Y	\$ 1,000.00	\$ 1,000.00	\$ 130.00	\$ 1,130.00	0%
Reflection Bench	Each	Y	\$ 1,500.00	\$ 1,500.00	\$ 195.00	\$ 1,695.00	0%
Sewer							
Special Sanitary Sewer Charge - Infilling Lot	per residential unit	N	\$ 412.00	\$ 424.36	\$ -	\$ 424.36	3%
Inspection Fee for Res. San. Service Installed by Owner	\$141.17 + 15% Admin	Y	\$ 157.61	\$ 162.34	\$ 21.10	\$ 183.44	3%
Remove second and subsequent blockages in sanitary sewer (if on private property)	Actual + Administration Fee	Y					

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Water							
Water flow test not related to existing site plan agreements	(\$150.56 + 15% Admin \$22.58) each	Y	\$ 168.10	\$ 173.14	\$ 22.51	\$ 195.65	3%
Water Construction Charge	Residential	N	\$ 81.95	\$ 84.41	\$ -	\$ 84.41	3%
	Commercial/ Industrial/ Institutional	N	\$ 137.20	\$ 141.32	\$ -	\$ 141.32	3%
Watermain Tap for Residential Water Service (by Town)	\$407.24 + 15% Admin of \$61.09	Y	\$ 454.69	\$ 468.33	\$ 60.88	\$ 529.21	3%
Turn Water Off / On for Unpaid Water Bill	During Regular Working Hours (\$114.81+ 15% Admin.\$17.22)	Y	\$ 128.19	\$ 132.04	\$ 17.17	\$ 149.21	3%
	Emergency After Hours (\$329.37+ 15% Admin of \$49.41)	Y	\$ 367.74	\$ 378.77	\$ 49.24	\$ 428.01	3%
Repair/Replace Anti-Tampering device Hydrant or valve	Hydrant (\$401.82 + 15% Admin of \$60.27)	Y	\$ 448.63	\$ 462.09	\$ 60.07	\$ 522.16	3%
	(\$277.46+Admin.\$41.62)	Y	\$ 309.78	\$ 319.07	\$ 41.48	\$ 360.55	3%
Inspection Fee for Residential Water Service Installed by Owner	\$122.34+ 15% Admin of \$18.35	Y	\$ 136.59	\$ 140.69	\$ 18.29	\$ 158.98	3%
	\$404.63+ 15% Admin of \$60.69	Y	\$ 451.77	\$ 465.32	\$ 60.49	\$ 525.81	3%
Water Valve Operating After Hours – related to developments	Per application	Y	\$ 39.16	\$ 40.33	\$ 5.24	\$ 45.57	3%
	Per 1000 gallon	N	\$ 19.63	\$ 20.22	\$ -	\$ 20.22	3%
Water - Bulk Rate	Per liter	N	\$ 0.004318	\$ 0.004448	\$ -	\$ 0.004448	3%
Special Water Charge - Infilling Lot (For new developments)	Per residential unit	N	\$ 494.40	\$ 509.23	\$ -	\$ 509.23	3%
Meter Seal - Return Visit	\$127.06 + 15% Admin \$19.06	Y	\$ 141.86	\$ 146.12	\$ 19.00	\$ 165.12	3%
Valve Locate or Line Tracing	\$108.23 + Admin \$16.23	Y	\$ 120.84	\$ 124.47	\$ 16.18	\$ 140.65	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Water Meters							
Installed by Builder/Plumber	16x13 (5/8"x 1/2")	Y	\$ 364.96	\$ 375.91	\$ 48.87	\$ 424.78	3%
Installed by Builder/Plumber	16x19 (5/8"x3/4")	Y	\$ 364.96	\$ 375.91	\$ 48.87	\$ 424.78	3%
Installed by Builder/Plumber	19 (3/4")	Y	\$ 382.70	\$ 394.18	\$ 51.24	\$ 445.42	3%
Installed by Builder/Plumber	25.0 (1")	Y	\$ 398.89	\$ 410.86	\$ 53.41	\$ 464.27	3%
Installed by Builder/Plumber	38 (1-1/2")	Y	\$ 756.42	\$ 779.11	\$ 101.28	\$ 880.39	3%
Installed by Builder/Plumber	50 (2")	Y	\$ 1,011.06	\$ 1,041.39	\$ 135.38	\$ 1,176.77	3%
75 Compound (3") Installed by Dev.	(including cost of strainers)	Y	\$ 4,084.47	\$ 4,207.00	\$ 546.91	\$ 4,753.91	3%
100 Compound (4") Installed by Dev.	(including cost of strainers)	Y	\$ 6,429.07	\$ 6,621.94	\$ 860.85	\$ 7,482.79	3%
Note: No Refunds on Water Meters							
Other Services							
Municipal Consents	Regular Service	N	\$ 442.90	\$ 456.19	\$ -	\$ 456.19	3%
Water Saving Kits	Each	Y	\$ 8.85	\$ 9.12	\$ 1.19	\$ 10.31	3%
Fire Route/Handi Cap Signs	Each	Y	\$ 36.06	\$ 37.14	\$ 4.83	\$ 41.97	3%
Street Name/Stop Signs, Hardware & Post	Each	Y	\$ 440.84	\$ 454.07	\$ 59.03	\$ 513.10	3%
Anti-Tampering Devices -Hydrant/Valve	Each	Y	\$ 123.58	\$ 127.29	\$ 16.55	\$ 143.84	3%
Anti-Idling Signs	Each	Y	\$ 40.18	\$ 41.39	\$ 5.38	\$ 46.77	3%
Road Occupancy Permit	Each	N	\$ 72.10	\$ 74.26	\$ -	\$ 74.26	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Temporary Encroachment on Roadways	Per m2/week	Y	\$ 2.52	\$ 2.60	\$ 0.34	\$ 2.94	3%
Temporary Encroachment on Boulevard/ Sidewalk	Per m2/week	Y	\$ 0.27	\$ 0.28	\$ 0.04	\$ 0.32	4%
Aerial Crane Trespass	Per Month	Y	\$ 500.00	\$ 515.00	\$ 66.95	\$ 581.95	3%
Construction Access Fee		Y	\$ 100.00	\$ 103.00	\$ 13.39	\$ 116.39	3%
Curb Cut – by Town Contractor	\$238.02 + 15% Admin. Fee \$35.70	Y	\$ 265.75	\$ 273.72	\$ 35.58	\$ 309.30	3%
Curb Cut - by Town Contractor - RUSH	\$279.08 +15% Admin. Fee \$41.86	Y	\$ 311.59	\$ 320.94	\$ 41.72	\$ 362.66	3%
Curb Cut – without Approval	\$322.43+ 15% Admin. Fee \$48.37	Y	\$ 360.00	\$ 370.80	\$ 48.20	\$ 419.00	3%
Graffiti Removal for Utilities	at Cost	Y	TBD	TBD			
Road Closure		Y	\$ 30.97	\$ 31.90	\$ 4.15	\$ 36.05	3%
Solid Waste and Recycling							
White Goods (freezer, stove, etc.)		Y	\$ 10.62	\$ 10.62	\$ 1.38	\$ 12.00	0%
Commercial & Industrial/Apartment Wheel Carts	64 gallon	Y	\$ 142.17	\$ 146.44	\$ 19.04	\$ 165.48	3%
	95 gallon	Y	\$ 155.00	\$ 159.65	\$ 20.75	\$ 180.40	3%
Composters	Standard Size	Y	\$ 17.70	\$ 17.70	\$ 2.30	\$ 20.00	0%
Large Items Recycling Blue Box	(furniture, mattress, etc.) Each	Y	\$ 10.62	\$ 10.62	\$ 1.38	\$ 12.00	0%
Garbage Bag Tags (Sold in Package of 5)		Y	\$ 8.85	\$ 8.85	\$ 1.15	\$ 10.00	0%
Special Refuse Cleanup	Actual + administration cost	N	\$ 12.00	\$ 12.00	\$ -	\$ 12.00	0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Source Separated Organics (SSO)	Large Bin	Y	\$ 17.70	\$ 17.70	\$ 2.30	\$ 20.00	0%
	Kitchen Bin	Y	\$ 5.31	\$ 5.31	\$ 0.69	\$ 6.00	0%
Sewer							
Sanitary Sewer Connection – Residential/ICI - Road Allowance - owner to obtain qualified contractor	Owner's Cost to Install	Y					
Sanitary Connection Application	Per application	Y	\$ 103.01	\$ 106.10	\$ 13.79	\$ 119.89	3%
Sanitary Connection - Local Improvement	Per application						
Water							
Water Connection – Residential/ICI - Road Allowance - owner to obtain qualified contractor	Owner's Cost to Install	Y					
Water Connection Application	Per application	Y	\$ 103.01	\$ 106.10	\$ 13.79	\$ 119.89	3%
Other Services							
Road and boulevard inspection fee for security requirement or release related to private residential construction	Per application	Y	\$ 103.01	\$ 106.10	\$ 13.79	\$ 119.89	3%
Gate Inspection Fee	Each	Y	\$ 103.01	\$ 106.10	\$ 13.79	\$ 119.89	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE E**

Effective Date: Jan 1, 2015

Department: Engineering Services

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Development Services							
Subdivision Design Standard Manual	Each	Y	\$ 84.51	\$ 87.05	\$ 11.32	\$ 98.37	3%
Fill Permit	Owner Occupied Residential	N	\$ 177.50	\$ 182.83	\$ -	\$ 182.83	3%
	All Other Types of Property	N	\$ 354.95	\$ 365.60	\$ -	\$ 365.60	3%
Engineering Checking & Inspection							
Site Plans handled fully in house	6% of the value of all site works and services outside of the buildings \$732.54 minimum	Y	\$ 711.20	\$ 732.54	\$ 95.23	\$ 827.77	3%
Projects in which the Town's Checking Consultant is providing the design review and field monitoring service plus a deposit estimated by the Town for payment of the Town's Checking Consultant is required.	3.00% Admin Fee - minimum of \$732.54 of the value of outside works and services plus deposit for checking consultant	Y	\$ 711.20	\$ 732.54	\$ 95.23	\$ 827.77	3%
Subdivisions – Admin. Fee + Deposit for Checking Consultant	3.00% Admin Fee + 2.75% deposit for checking consultant	Y	\$ -	\$ -	\$ -	\$ -	

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE E**

Effective Date: Jan 1, 2015

Department: Engineering Services

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Other Services							
Emergency Work Performed for Developer or Other	minimum \$957.58 plus HST or Actual Cost + 15% Admin. Fee + HST	Y	\$ 929.69	\$ 957.58	\$ 124.49	\$ 1,082.07	3%
Coordination/administration of private works in Town contract or as part of private works Town works in Region contract.	\$189.23 minimum + HST or Actual Cost + 15% Admin. Fee + HST	Y	\$ 183.72	\$ 189.23	\$ 24.60	\$ 213.83	3%
Coordination/administration of Regional works within Town contracts.	18% Admin. Fee + HST	Y		\$ -			
Property Information – Assumed/ Unassumed + Release Cert. If requested & available	Per application	Y	\$ 155.31	\$ 159.97	\$ 20.80	\$ 180.77	3%
Property Information	(legal, environmental, compliance)	Y	\$ 155.31	\$ 159.97	\$ 20.80	\$ 180.77	3%
Consultant's request for traffic counts (ATR or TMC)	Each	Y	\$ 108.23	\$ 111.48	\$ 14.49	\$ 125.97	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees January 1, 2015

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
VITAL STATISTICS							
Death Registration	each event	N	\$ 30.00	\$ 30.00	\$ 0.00	\$30.00	0.0%
Marriage Licence	each licence	N	\$ 125.00	\$ 125.00	\$ 0.00	\$125.00	0.0%
Municipal Information - Liquor Licence	each location	N	\$ 155.00	\$ 155.00	\$ 0.00	\$155.00	0.0%
Ontario Municipal Board (OMB) Appeal Fee	each	N	\$ 155.00	\$ 155.00	\$ 0.00	\$155.00	0.0%
Property Standards Appeal Fee	each	N	\$ 103.00	\$ 103.00	\$ 0.00	\$103.00	0.0%
Property Standards Reinspection Fee	each	N	\$ 155.00	\$ 160.00	\$ 0.00	\$160.00	3.2%
Sign By-law Exemption Fee	each	N	\$ 155.00	\$ 160.00	\$ 0.00	\$160.00	3.2%
Noise Exemption Application /Residential	each	N	\$ 52.00	\$ 54.00	\$ 0.00	\$54.00	3.8%
Noise Exemption Application/Construction	each	N	\$ 155.00	\$ 160.00	\$ 0.00	\$160.00	3.2%
Permit Fee - Inground/Onground Pool	each	N	\$ 150.00	\$ 155.00	\$ 0.00	\$155.00	3.3%
Permit Fee - Above Ground Pool	each	N	\$ 150.00	\$ 155.00	\$ 0.00	\$155.00	3.3%
Permit Fee - Hot Tub	each	N	\$ 150.00	\$ 155.00	\$ 0.00	\$155.00	3.3%
Permit Fee - Inflatable Pool	each	N	\$ 150.00	\$ 155.00	\$ 0.00	\$155.00	3.3%
Permit Fee - Ponds	each	N	\$ 150.00	\$ 155.00	\$ 0.00	\$155.00	3.3%
Ground Sign	each	N	\$ 150.00	\$ 155.00	\$ 0.00	\$155.00	3.3%
Fascia Sign	each	N	\$ 400.00	\$ 412.00	\$ 0.00	\$412.00	3.0%
Mural Sign	each	N	\$ 400.00	\$ 412.00	\$ 0.00	\$412.00	3.0%
Projecting Sign	each	N	\$ 400.00	\$ 412.00	\$ 0.00	\$412.00	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees January 1, 2015

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
Construction Information Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00	3.0%
Hoarding Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00	3.0%
New Home Development Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Portable Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Mobile Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Inflatable Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Banner Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Election Sign Deposit	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Election Sign Removal	per sign	N	\$ 25.00	\$ 25.00	\$0.00	\$25.00	0.0%
Billboard Sign	each	N	\$ 1,500.00	\$ 1,545.00	\$0.00	\$1,545.00	3.0%
Billboard Sign Renewal	every 5 years	N	\$ 500.00	\$ 515.00	\$0.00	\$515.00	3.0%
Variance Fee - Staff Review	per review	N	\$ 250.00	\$ 258.00	\$0.00	\$258.00	3.2%
Variance Fee - Committee	per review	N	\$ 500.00	\$ 515.00	\$0.00	\$515.00	3.0%
Sign Removal	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00	3.3%
Sign Fees for Davis Drive until December 31, 2015							
Ground Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Fascia Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Mural Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	\$400.00	0.0%
Projecting Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Construction Information Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Hoarding Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	\$400.00	0.0%
New Home Development Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Portable Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Mobile Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees January 1, 2015

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
Inflatable Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Banner Sign	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
Election Sign Deposit	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Election Sign Removal	per sign	N	\$ 25.00	\$ 25.00	\$0.00	\$25.00	0.0%
Billboard Sign	each	N	\$ 1,500.00	\$ 1,500.00	\$0.00	\$1,500.00	0.0%
Billboard Sign Renewal	every 5 years	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Variance Fee - Staff Review	per review	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Variance Fee - Committee	per review	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Sign Removal	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Commissioning of Documents (except foreign pensions)	\$15 per document	Y	\$ 15.04	\$ 15.04	\$1.96	\$17.00	0.0%
Certification of Document	\$5 per document to a maximum of \$25	Y	\$ 4.94	\$ 4.94	\$0.64	\$5.58	0.0%
FILMING PERMIT							
Administration Fee		N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Administration Fee - private property		N	\$ 135.00	\$ 135.00	\$0.00	\$135.00	0.0%
Municipal Property Fee	if applicable	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Contribution to Main Street District BIA if filming within		N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Security Deposit depending on the nature of the film (where	\$500 to \$5000	N	\$500 to \$5000	\$500 to \$5000	\$0.00	\$500 to \$5000	0.0%
Registration of Accessory Dwelling Units							
Application (Non-refundable)	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Lost identification plate	each	N	\$ 10.00	\$ 10.00	\$0.00	\$10.00	0.0%
Accessory Dwelling Unit Appeal	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees January 1, 2015

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
FENCE VIEWING							
Administration Fee		N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Fence Viewer's Inspection Fee	per person	N	\$ 50.00	\$ 50.00	\$0.00	\$50.00	0.0%
MARRIAGES							
Civil Marriage Solemnization Service Fee	per service	Y	\$ 250.00	\$ 400.00	\$52.00	\$452.00	60.0%
Witness Fee	per person	Y	\$ 50.00	\$ 50.00	\$6.50	\$56.50	0.0%
Rehearsal Fee for offsite	per service	Y		\$ 75.00	\$9.75	\$84.75	n/a
Administration fee to be charged for change of wedding date within 7 days		Y	\$ 25.00	\$ 25.00	\$3.25	\$28.25	0.0%
Administration Fee to be charged for cancellation before consultation		Y	\$ 50.00	\$ 50.00	\$6.50	\$56.50	0.0%
Administration fee to be charged for cancellation after consultation		Y	\$ 150.00	\$ 150.00	\$19.50	\$169.50	0.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees January 1, 2015

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
LOTTERY LICENCES							
Bingo	2.5% of the prize value	N	2.5% of the prize value	2.5% of the prize value	\$0.00	2.5% of the prize value	0.0%
Nevada	3% of the prize value	N	3% of the prize value	3% of the prize value	\$0.00	3% of the prize value	0.0%
Raffle	3% of the prize value	N	3% of the prize value	3% of the prize value	\$0.00	3% of the prize value	0.0%
Election Candidate Nominations							
	Mayor	N	\$ 200.00	\$ 200.00	\$0.00	\$200.00	0.0%
	Regional Councillor	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
	Councillor	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
Freedom of Information							
Application	each	N	\$ 5.00	\$ 5.00	\$0.00	\$5.00	0.0%
Photo Copies	per page	N	\$ 0.20	\$ 0.20	\$0.00	\$0.20	0.0%
Disks	per disk	N	\$ 10.00	\$ 10.00	\$0.00	\$10.00	0.0%
Manually Searching Records	per hour	N	\$ 30.00	\$ 30.00	\$0.00	\$30.00	0.0%
\$7.50 per ¼ hour							
Preparation of Record of Disclosure	per hour	N	\$ 30.00	\$ 30.00	\$0.00	\$30.00	0.0%
Developing a Computer Program	per hour	N	\$ 60.00	\$ 60.00	\$0.00	\$60.00	0.0%
\$15.00 per ¼ hour							