

February 3, 2015

**CORPORATE SERVICES REPORT –  
LEGISLATIVE SERVICES 2015-03**

TO: Council

SUBJECT: Housekeeping amendments to 2015 User Fees and Charges – Legislative Services

ORIGIN: Director, Legislative Services/Town Clerk & Supervisor, By-law Enforcement

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**RECOMMENDATIONS**

**THAT Corporate Services Report – Legislative Services Report 2015-03 dated February 3, 2015 regarding Housekeeping amendments 2015 User Fees and Charges- Legislative Services be received and the following recommendations be adopted:**

1. THAT a by-law to enact user fees and charges related to 2015 (Legislative Services - General Fees and Charges) be approved as outlined in Attachment A;
2. AND THAT By-law 2014-58 Schedule "F" be repealed.

**PURPOSE**

The purpose of this report is to recommend amendments to 2015 fees and charges for Legislative Services. As a result of a clerical error included in By-law 2014-58, Schedule "F" passed by Council on December 8, 2014, the incorrect fees were authorized, with regard to Municipal Information – Liquor Licence, Property Standards Appeal fee, and Ground Signs. The following fees should have been recommended for 2015:

Service Provided	2015 Proposed Fee
Municipal Information- Liquor Licence	160.00
Property Standards Appeal Fee	155.00
Ground Sign	412.00 *

\* Note: fees for Davis Drive & Yonge Street \$150.00.

**Corporate Services Department**

**TOWN OF NEWMARKET**  
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The Procedure By-law allows for housekeeping amendments to By-laws to be brought forward to Council without prior consideration by Committee of the Whole.

### **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.

### **CONSULTATION**

Public notification was given in the form of notice in a local newspaper, at least two weeks prior to the February 9, 2015 Council meeting. As well, notice was provided to local sign companies, by email from the Supervisor, Bylaw Enforcement.

### **HUMAN RESOURCE CONSIDERATION**

There are no human resources considerations related to this report.

### **BUDGET IMPACT**

The fees proposed are reflected in the 2015 draft budget.


### **CONTACT**

For more information on this report, please contact Lesley Long, Supervisor of Bylaw Enforcement at [llong@newmarket.ca](mailto:llong@newmarket.ca) or at 905 953-5300, ext. 2222



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Lesley Long, Supervisor of Bylaw Enforcement



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Andrew Brouwer, Director, Legislative Services /Town Clerk



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Anita Moore, Commissioner of Corporate Services

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

**Attachment A**

**Department: Legislative Services- General Fees**

**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
<b>VITAL STATISTICS</b>						
Death Registration	each event	N	\$ 30.00	\$ 30.00	\$0.00	\$30.00
Marriage Licence	each licence	N	\$ 125.00	\$ 125.00	\$0.00	\$125.00
<b>Municipal Information - Liquor Licence</b>	<b>each location</b>	<b>N</b>	<b>\$ 155.00</b>	<b>\$ 160.00</b>	<b>\$0.00</b>	<b>\$160.00</b>
Ontario Municipal Board (OMB) Appeal Fee	each	N	\$ 155.00		\$0.00	\$155.00
<b>Property Standards Appeal Fee</b>	<b>each</b>	<b>N</b>	<b>\$ 103.00</b>	<b>\$ 155.00</b>	<b>\$0.00</b>	<b>\$155.00</b>
Property Standards Reinspection Fee	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00
Noise Exemption Application /Residential	each	N	\$ 52.00	\$ 54.00	\$0.00	\$54.00
Noise Exemption Application/Construction	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00
Permit Fee - Inground/Onground Pool	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00
Permit Fee - Above Ground Pool	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00
Permit Fee - Hot Tub	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00
Permit Fee - Inflatable Pool	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00
Permit Fee - Ponds	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00
Sign By-law Exemption Fee	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00
<b>Ground Sign</b>	<b>each</b>	<b>N</b>	<b>\$ 400.00</b>	<b>\$ 412.00</b>	<b>\$0.00</b>	<b>\$412.00</b>
Fascia Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00
Mural Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00
Projecting Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00
Construction Information Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00
Hoarding Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00
<b>New Home Development Sign</b>	<b>each</b>	<b>N</b>	<b>\$ 100.00</b>	<b>\$ 103.00</b>	<b>\$0.00</b>	<b>\$103.00</b>
Clerks - General Fees						Page 1 of 6



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

Attachment A

**Department: Legislative Services- General Fees**

**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
Portable Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00
Mobile Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00
Inflatable Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00
Banner Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00
Election Sign Deposit	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00
Election Sign Removal	per sign	N	\$ 25.00	\$ 25.00	\$0.00	\$25.00
Billboard Sign	each	N	\$ 1,500.00	\$ 1,545.00	\$0.00	\$1,545.00
Billboard Sign Renewal	every 5 Years	N	\$ 500.00	\$ 515.00	\$0.00	\$515.00
Variance Fee - Staff Review	per review	N	\$ 250.00	\$ 258.00	\$0.00	\$258.00
Variance Fee - Committee	per review	N	\$ 500.00	\$ 515.00	\$0.00	\$515.00
Sign Removal	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00
Sign Fees for Davis Drive until December 31, 2015						
Ground Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00
Fascia Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00
Mural Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	\$400.00
Projecting Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00
Construction Information Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00
Hoarding Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	\$400.00
New Home Development Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00
Portable Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00
Mobile Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00
Inflatable Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00
Banner Sign	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00
Election Sign Deposit	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00
Election Sign Removal	per sign	N	\$ 25.00	\$ 25.00	\$0.00	\$25.00
Billboard Sign	each	N	\$ 1,500.00	\$ 1,500.00	\$0.00	\$1,500.00
Billboard Sign Renewal	every 5 Years	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00
Commissioning of Documents (except foreign pensions)	\$15 per document	Y	\$ 15.04		\$1.96	\$17.00
Clerks - General Fees						

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

Attachment A

**Department: Legislative Services- General Fees**

**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
Certification of Document	\$5 per document to a maximum of \$25	Y	\$ 4.94		\$0.06	\$5.00
<b>FILMING PERMIT</b>						
Administration Fee		N	\$ 250.00		\$0.00	\$250.00
Administration Fee - private property		N	\$ 135.00		\$0.00	\$135.00
Municipal Property Fee	if applicable	N	\$ 250.00		\$0.00	\$250.00
Contribution to Main Street District BIA if filming within designated BIA		N	\$ 500.00		\$0.00	\$500.00
Security Deposit depending on the nature of the film (where deemed necessary)	\$500 to \$5000	N	\$500 to \$5000		\$0.00	#VALUE!
<b>Registration of Accessory Dwelling Units</b>						
Application (Non-refundable)	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00
Lost identification plate	each	N	\$ 10.00	\$ 10.00	\$0.00	\$10.00
Accessory Dwelling Unit Appeal	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00
<b>FENCE VIEWING</b>						
Administration Fee		N	\$ 250.00	\$ 250.00	\$0.00	\$250.00
Fence Viewer's Inspection Fee	per person	N	\$ 50.00	\$ 50.00	\$0.00	\$50.00



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

Attachment A

**Department: Legislative Services- General Fees**

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SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE
<b>MARRIAGES</b>						
Civil Marriage Solemnization Service Fee	per service	Y	\$ 250.00	\$ 400.00	\$52.00	<b>\$452.00</b>
Witness Fee	per person	Y	\$ 50.00	\$ 50.00	\$6.50	<b>\$56.50</b>
Rehearsal Fee for offsite	per service	Y	-	\$ 75.00	\$9.75	<b>\$84.75</b>
Administration fee to be charged for change of wedding date within 7 days		Y	\$ 25.00	\$ 25.00	\$3.23	<b>\$28.23</b>
Administration Fee to be charged for cancellation before		Y	\$ 50.00	\$ 50.00	\$6.50	<b>\$56.50</b>
Administration fee to be charged for cancellation after		Y	\$ 150.00	\$ 150.00	\$19.50	<b>\$169.50</b>
<b>LOTTERY LICENCES</b>						
Bingo	2.5% of the prize value	N				<b>\$0.00</b>
Nevada	3% of the prize value	N				<b>\$0.00</b>
Raffle	3% of the prize value	N				<b>\$0.00</b>
<b>Election Candidate Nominations</b>						
	Mayor	N	\$ 200.00	\$ 200.00	\$0.00	<b>\$200.00</b>
	Regional Councillor	N	\$ 100.00	\$ 100.00	\$0.00	<b>\$100.00</b>

Clerks - General Fees

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

**Attachment A**

**Department: Legislative Services-General Fees**

**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
	Councillor	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00

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

**Attachment A**

**Department: Legislative Services- General Fees**

**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
<b>Freedom of Information</b>						
Application	each	N	\$ 5.00	\$ 5.00	\$0.00	\$5.00
Photo Copies	per page	N	\$ 0.20	\$ 0.20	\$0.00	\$0.20
Disks	per disk	N	\$ 10.00	\$ 10.00	\$0.00	\$10.00