



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

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905-953-5300 ext. 2102

November 10, 2015

CORPORATE SERVICES REPORT - FINANCIAL SERVICES 2014-58

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

SUBJECT: 2016 User Fees and Charges – General Fees and Charges

ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATIONS

THAT Corporate Services Report – Financial Services 2015-58 dated November 10, 2015 regarding 2016 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 2016 All Departments, Corporate Services – Finance & Procurement & 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, 2016.**

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, 2016.

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 3.5% increase has been proposed to all the fees and charges in Legal Services and Engineering Services. In Public Works Services, IT, Financial Services, and Legislative Services, increases vary depending on the service provided.

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 3.5% and rounded to the nearest \$10. Two new fee items have been added: a fee for the renewal of miscellaneous agreements that are being extended (minimum of \$500), and a fee for the disposal of Town land (minimum of \$1,000; disbursements, surveys, appraisals, etc. are in addition to this fee).

Legislative Services: General fees and charges are proposed to increase by 3% in 2016. Marriage licence fees are proposed to increase by 8% (from \$125 to \$135), as these fees have not been increased since 2010 and are in line with comparable municipalities. A few new fee items are proposed:

- Private parking administration fee (minimum 3 hours)
- Administration fee: large item waste sticker enforcement
- Administration fee: special events/filming production enforcement
- New sign fee for development and sign "lens" replacement
- Civil marriage ceremony & licence fee (package)

Engineering Services: All the fees and charges are proposed to increase by 3.5%.

Public Works: A 3.5% increase is proposed to most of the fee items.

Procurement Services: A 3.5% increase is proposed to its fee item.

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

Financial Services: Fees for compliance letters are proposed to increase by approximately 7% (from \$75 to \$80) as these fees have not been increased in recent years. There are a few new fee items introduced in the Property Tax area.

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 2016 General Fees and Charges is in alignment with the key focus area *Well-equipped & managed*, of the Community Strategic Plan.

CONSULTATION

Advertisement on the Town of Newmarket's website has been provided for a three-week period in advance of the public meeting (Council on November 30). 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. These fees and charges are being presented as part of the Committee of the Whole meeting scheduled for November 16, 2015.

BUDGET IMPACT (Current and Future)

Operating Budget

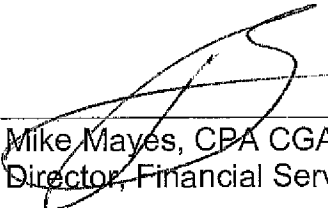
Increases to the fees and charges are limited to cost recovery. The estimated impact of these increases is \$20,000.

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/ne

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 (3 pgs.)
- (5) Schedule E - Engineering Services (2 pgs.)
- (6) Schedule F - Legislative Services-General Fees (5 pgs.)

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2016

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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	% Increase
VITAL STATISTICS							
Death Registration	each	N	\$ 30.00	\$ 30.00	\$0.00	\$30.00	0.0%
GENERAL ADMINISTRATION							
Municipal Information - Liquor Application	each	N	\$ 160.00	\$ 165.00	\$0.00	\$165.00	3.1%
Ontario Municipal Board (OMB) Appeal Fee	each	N	\$ 155.00	\$ 155.00	\$0.00	\$155.00	0.0%
Property Standards Appeal Fee	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%
Property Standards Reinspection Fee	each	N	\$ 160.00	\$ 165.00	\$0.00	\$165.00	3.1%
Noise Exemption Application /Residential	each	N	\$ 54.00	\$ 56.00	\$0.00	\$56.00	3.7%
Noise Exemption Application/Construction	each	N	\$ 160.00	\$ 165.00	\$0.00	\$165.00	3.1%
Private Parking Administration Fee (minimum 3 hour)	per year	N	New	\$ 100.00	\$0.00	\$100.00	n/a
Garbage Administration(large articles)	each	N	New	\$ 55.00	\$0.00	\$55.00	n/a
POOLS							
Permit Fee - Above Ground Pool	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%
Permit Fee - Hot Tub	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%
Permit Fee - Inflatable Pool	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%
Permit Fee - Ponds	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2016

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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	% Increase
SIGNS							
Sign By-law Exemption Fee	each	N	\$ 160.00	\$ 165.00	\$0.00	\$165.00	3.1%
Ground Sign	each	N	\$ 412.00	\$ 424.00	\$0.00	\$424.00	2.9%
Fascia Sign	each	N	\$ 412.00	\$ 424.00	\$0.00	\$424.00	2.9%
Mural Sign	each	N	\$ 412.00	\$ 424.00	\$0.00	\$424.00	2.9%
Projecting Sign	each	N	\$ 412.00	\$ 424.00	\$0.00	\$424.00	2.9%
Construction Information Sign	each	N	\$ 412.00	\$ 424.00	\$0.00	\$424.00	2.9%
Hoarding Sign	each	N	\$ 412.00	\$ 424.00	\$0.00	\$424.00	2.9%
New Home Development Sign	each	N	\$ 103.00	\$ 106.00	\$0.00	\$106.00	2.9%
Development Sign	each	N	New	\$ 424.00	\$0.00	\$424.00	n/a
Portable Sign	each	N	\$ 103.00	\$ 106.00	\$0.00	\$106.00	2.9%
Mobile Sign	each	N	\$ 103.00	\$ 106.00	\$0.00	\$106.00	2.9%
Inflatable Sign	each	N	\$ 412.00	\$ 424.00	\$0.00	\$424.00	2.9%
Banner Sign	each	N	\$ 103.00	\$ 106.00	\$0.00	\$106.00	2.9%
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	\$ 1,545.00	\$ 1,591.00	\$0.00	\$1,591.00	3.0%
Billboard Sign Renewal	every 5 years	N	\$ 515.00	\$ 530.00	\$0.00	\$530.00	2.9%
Variance Fee - Staff Review	per review	N	\$ 258.00	\$ 265.00	\$0.00	\$265.00	2.7%
Variance Fee - Committee	per review	N	\$ 515.00	\$ 530.00	\$0.00	\$530.00	2.9%
Sign Removal	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%
Lens Replacement	each	N	New	\$ 212.00	\$0.00	\$212.00	n/a

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2016

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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	% Increase
Sign Fees for Yonge St. until December 31, 2016							
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%
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 to a maximum of \$25	Y	\$ 15.04	\$ 15.04	\$1.96	\$17.00	0.0%
Certification of Document	each	Y	\$ 4.35	\$ 4.35	\$0.65	\$5.00	0.0%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE F**

Department: Legislative Services - General Fees

Effective Date: Jan 1, 2016

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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	% Increase
PARKING ENFORCEMENT							
Parking Enforcement Private Special Events (minimum 3 hours)	per hour	N		\$ 50.00	\$0.00	\$50.00	n/a
Parking Enforcement Charities & Non-Profit Organizations (minimum 3 hours)	per hour	N		\$ 35.00	\$0.00	\$35.00	n/a
Parking Enforcement Filming (minimum 3 hours)	per hour	N		\$ 60.00	\$0.00	\$60.00	n/a
FILMING PERMIT							
Administration Fee		N	\$ 250.00	\$ 257.50	\$0.00	\$257.50	3.0%
Administration Fee - private property		N	\$ 135.00	\$ 140.00	\$0.00	\$140.00	3.7%
Municipal Property Fee	if applicable	N	\$ 250.00	\$ 257.50	\$0.00	\$257.50	3.0%
Contribution to Main Street District BIA if filming within designated BIA		N	\$ 500.00	\$ 1,000.00	\$0.00	\$1,000.00	100.0%
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	
REGISTRATION OF ACCESSARY 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
2016 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2016

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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAXES	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							
Marriage Licence	each licence	N	\$ 125.00	\$ 135.00	\$0.00	\$135.00	8.0%
Civil Marriage Solemnization Service Fee	per service	Y	\$ 400.00	\$ 412.00	\$53.56	\$465.56	3.0%
Witness Fee	per person	Y	\$ 50.00	\$ 52.00	\$6.50	\$58.50	4.0%
Rehearsal Fee for offsite	per service	Y	\$ 75.00	\$ 77.25	\$9.75	\$87.00	3.0%
Marriage License/Cermony package	per service	Y	\$ 500.00	\$ 500.00	\$52.00	\$552.00	N/A
Administration fee to be charged for change of wedding date within 7 days		Y	\$ 25.00	\$ 26.00	\$3.25	\$29.25	4.0%
Administration Fee to be charged for cancellation before consultation		Y	\$ 50.00	\$ 51.50	\$6.50	\$58.00	3.0%
Administration fee to be charged for cancellation after consultation		Y	\$ 150.00	\$ 154.50	\$19.50	\$174.00	3.0%
LOTTERY LICENCES							
Bingo	% from OLG	N					
Nevada	3% of the prize value	N					
Raffle	3% of the prize value	N					

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2016

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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	% Increase
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%
\$750.00 per 1/4 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 1/4 hour							

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE E**

Department: Engineering Services

Effective Date: Jan 1, 2016

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2015 FEE BEFORE TAX	2016 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Development Services							
Subdivision Design Standard Manual	Each	Y	\$ 87.05	\$ 90.10	\$ 11.71	\$ 101.81	3.5%
Fill Permit	Owner Occupied Residential	N	\$ 182.83	\$ 189.23	\$ -	\$ 189.23	3.5%
	All Other Types of Property	N	\$ 365.60	\$ 378.40	\$ -	\$ 378.40	3.5%
Engineering Checking & Inspection							
Site Plans handled fully in house	6% of the value of all site works and services outside of the buildings \$758.18 minimum	Y	\$ 732.54	\$ 758.18	\$ 98.56	\$ 856.74	3.5%
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 \$758.18 of the value of outside works and services plus deposit for checking consultant	Y	\$ 732.54	\$ 758.18	\$ 98.56	\$ 856.74	3.5%
Subdivisions – Admin. Fee + Deposit for Checking Consultant	3.00% Admin Fee + 2.75% deposit for checking consultant	Y	\$ -	\$ -	\$ -	\$ -	

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE E**

Department: Engineering Services

Effective Date: Jan 1, 2016

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2015 FEE BEFORE TAX	2016 FEE BEFORE TAX	HST AMOUNT
Other Services					
Emergency Work Performed for Developer or Other	minimum \$991.10 plus HST or Actual Cost + 15% Admin. Fee + HST	Y	\$ 957.58	\$ 991.10	\$ 128.84
Coordination/administration of private works in Town contract or as part of private works Town works in Region contract.	\$195.85 minimum + HST or Actual Cost + 15% Admin. Fee + HST	Y	\$ 189.23	\$ 195.85	\$ 25.46
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	\$ 159.97	\$ 165.57	\$ 21.52
Property Information	(legal, environmental, compliance)	Y	\$ 159.97	\$ 165.57	\$ 21.52
Consultant's request for traffic counts (ATR or TMC)	Each	Y	\$ 111.48	\$ 115.38	\$ 15.00

TOTAL FEE	% INCREASE
\$ 1,119.94	3.5%
\$ 221.31	3.5%
\$ 187.09	3.5%
\$ 187.09	3.5%
\$ 130.38	3.5%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2016

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2015 FEE BEFORE TAX	2016 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
FINANCE							
Accounts Receivable Finance Charges	1.25% monthly on out standing 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	each	N	\$75.00	\$80.00	\$0.00	\$80.00	7%
Treasurer's Compliance Letter	each	N	\$75.00	\$80.00	\$0.00	\$80.00	7%
Returned Cheque	each	N	\$50.00	\$50.00	\$0.00	\$50.00	0%
Tax Bill Reprint	each	N	New	\$10.00	\$0.00	\$10.00	N/A
Statement of Taxes Paid	each	N	\$35.00	\$35.00	\$0.00	\$35.00	0%
Verification of Local Improvements	each	N	\$75.00	\$80.00	\$0.00	\$80.00	7%
Detailed Analysis of Tax Account	per hour	N	\$45.00	\$45.00	\$0.00	\$45.00	0%
Update Mortgage Company Information	each	N	\$15.00	\$15.00	\$0.00	\$15.00	0%
Financial Services Administrative Fee	15% of invoice	Y	15% of invoice	15% of invoice		15% of invoice+HST	0%
New Ownership Maintenance Fee	per account	N	New	\$20.00	\$0.00	\$20.00	N/A
New Roll/Property Fee	per roll	N	New	\$20.00	\$0.00	\$20.00	N/A
Detailed Calculations of Tax Adjustments (other than property owner)	per roll	N	New	\$25.00	\$0.00	\$25.00	N/A
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
2016 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2016

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2015 FEE BEFORE TAX	2016 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 \$259 depending on the complexity or value of the solicitation		range from \$10 to \$259 depending on complexity or value of the solicitation	3.6%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2016

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2015 FEE BEFORE TAX	2016 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
INFORMATION SYSTEMS							
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	\$15.27	\$15.27	\$1.99	\$17.26	0%
Individual Ward Map	per copy	Y	\$15.27	\$15.27	\$1.99	\$17.26	0%
Detailed Street Map	per copy	Y	\$25.00	\$25.00	\$3.25	\$28.25	0%
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	\$76.50	\$76.50	\$9.95	\$86.45	0%
	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
2016 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2016

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 the Municipal Solicitor and based on the hourly rate of \$280.00 per lawyer and \$110 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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Standard Encroachment Agreement -New	each	Y	min. \$1,148	min. \$1,190	varies	Varies	3.7%
Renewals of Encroachment Agreement re: change of property ownership	each	Y	min. \$575	min. \$600	varies	Varies	4.4%
Model Home Agreement	each	Y	\$ 1,016.00	\$ 1,050.00	\$136.50	\$1,186.50	3.3%
Builder's Agreement	each	Y	\$ 1,016.00	\$ 1,050.00	\$136.50	\$1,186.50	3.3%
Standard Pre-servicing Agreement	each	Y	min. \$1,148	min. \$1,190	varies	Varies	3.7%
Temporary Sales Office Agreement	each	Y	\$ 1,016.00	\$ 1,050.00	\$136.50	\$1,186.50	3.3%
Temporary Structure Agreement	each	Y	\$ 1,016.00	\$ 1,050.00	\$136.50	\$1,186.50	3.3%
Spine Services Development Agreement	each	Y	min. \$9,500	min. \$9,830	varies	Varies	3.5%
Amendments to Spine Services Development Agreement	each	Y	min. \$1,775	min. \$1,840	varies	Varies	3.7%
Miscellaneous Agreements (based on complexity)	each	Y	min. \$419	min. \$430	varies	Varies	2.6%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2016

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 \$410.00 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 the Municipal Solicitor and based on the hourly rate of \$280.00 per lawyer and \$110 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	2015 FEE BEFORE TAX	2016 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. \$9,500	min. \$9,830	varies	Varies	3.5%
Plus Additional Fee for Each Lot - 101 to 250 Lots	per lot	Y	\$ 31.93	\$ 33.00	\$4.29	\$37.29	3.4%
Plus Additional Fee for Each Lot - 251 to 400 Lots	per lot	Y	\$ 20.60	\$ 21.30	\$2.77	\$24.07	3.4%
Plus Additional Fee for Each Lot - 401 and over	per lot	Y	\$ 13.39	\$ 13.90	\$1.81	\$15.71	3.8%
Standard Subdivision Agreement	each	Y	min. \$6,089	min. \$6,300	varies	Varies	3.5%
Amendments to Standard Subdivision Agreement	each	Y	min. \$1,845	min. \$1,910	varies	Varies	3.5%
Commercial/Industrial	base fee	Y	\$ 6,149.00	\$ 6,360.00	\$826.80	\$7,186.80	3.4%
Commercial/Industrial	per acre	Y	\$ 127.72	\$ 130.00	\$16.90	\$146.90	1.8%
Security Release Requests	each	Y	min. \$337	min. \$350	varies	Varies	3.9%
Security Reduction Requests	each	Y	min. \$173	min. \$180	varies	Varies	4.0%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2016

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to Terraview 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 the Municipal Solicitor and based on the hourly rate of **\$280.00** per lawyer and **\$110** 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	2015 FEE BEFORE TAX	2016 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. \$836	min. \$870	varies	Varies	4.1%
Commercial/Industrial Sites including commercial, residential or multi-use condominiums (Amendments to Head Agreements)	each	Y	min. \$544	min. \$560	varies	Varies	2.9%
Private Schools	each	Y	min. \$538	min. \$560	varies	Varies	4.1%
Regional Schools	each	Y	min. \$538	min. \$560	varies	Varies	4.1%
Region of York	each	Y	min. \$836	min. \$870	varies	Varies	4.1%
All other Site Plan/Development Agreements	each	Y	min. \$836	min. \$870	varies	Varies	4.1%
All other Amending Site Plan/Development Agreements	each	Y	min. \$560	min. \$580	varies	Varies	3.6%
Security Release Requests	each	Y	min. \$337	min. \$350	varies	Varies	3.9%
Security Reduction Requests	each	Y	min. \$173	min. \$180	varies	Varies	4.0%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2016

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 the Municipal Solicitor and based on the hourly rate of \$280.00 per lawyer and \$110 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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
OTHER							
Compliance Letters (For 48 hour turnaround, add 25%) (Legal issues only)	each	Y	min. \$162	min. \$170	varies	Varies	4.9%
Release of Agreement	each	Y	min. \$272	min. \$280	varies	Varies	2.9%
Discharge Mortgage –Per Discharge	each	Y	min. \$240	min. \$250	varies	Varies	4.2%
Property Standards Order – Compliance Release (preparation of discharge and registration per order)	each	Y	min. \$291	min. \$300	varies	Varies	3.1%
Release Documents, Restrictions, Easements, etc.	each	Y	min. \$240	min. \$250	varies	Varies	4.2%
Bylaws that Require Registration	each	Y	min. \$299	min. \$310	varies	Varies	3.7%
Transfers of land and easements or other conveyances not pursuant to a development agreement	each	Y	min. \$575	min. \$600	varies	Varies	4.3%
Reconveyance of land pursuant to an Agreement	each	Y	min. \$575	min. \$600	varies	Varies	4.3%
Registration of Miscellaneous Documents	each	Y	min. \$287	min. \$300	varies	Varies	4.5%
Miscellaneous letters in response to requests for information	each	Y	min. \$162	min. \$170	varies	Varies	4.9%
Renewal Miscellaneous Agreements	each	Y	New	min. \$500	varies	Varies	n/a

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2016

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 the Municipal Solicitor and based on the hourly rate of **\$280.00** per lawyer and **\$110** 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	2015 FEE BEFORE TAX	2016 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Disposal of Town Land (disbursements, surveys, appraisals, etc. would be in addition to this fee)	each	Y	New	min. \$1000	varies	Varies	n/a

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE D**

Department: **Public Works**

Effective Date: **Jan 1, 2016**

SERVICE PROVIDED	UNIT OF MEASURE	2016 Base Fee	2016 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2015 FEE BEFORE TAX	TOTAL 2016 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Parks									
Installation of Banners on Main & Water				Y	\$ 628.34	\$ 650.33	\$ 84.54	\$ 734.87	3.5%
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	\$ 362.25	\$ 47.09	\$ 409.34	3.5%
Veteran's Memorial Walkway Stones (Large)	Each			Y	\$ 300.00	\$ 310.50	\$ 40.37	\$ 350.87	3.5%
Veteran's Memorial Walkway Stones (Small)	Each			Y	\$ 150.00	\$ 155.25	\$ 20.18	\$ 175.43	3.5%
Celebration Bench	Each			Y	\$ 1,000.00	\$ 1,035.00	\$ 134.55	\$ 1,169.55	3.5%
Reflection Bench	Each			Y	\$ 1,500.00	\$ 1,552.50	\$ 201.83	\$ 1,754.33	3.5%
Sewer									
Special Sanitary Sewer Charge - Infilling Lot	per residential unit:			N	\$ 424.36	\$ 439.21	\$ -	\$ 439.21	3.5%
Inspection Fee for Res. San. Service Installed by Owner		\$ 146.10	\$ 21.92	Y	\$ 162.34	\$ 168.02	\$ 21.84	\$ 189.86	3.5%
Remove second and subsequent blockages in sanitary sewer (if on private property)	Actual + Administration Fee			Y					
Water									
Water flow test not related to existing site plan agreements	Residential	\$ 155.83	\$ 23.37	Y	\$ 173.14	\$ 179.20	\$ 23.30	\$ 202.50	3.5%
Water Construction Charge	Commercial/Industrial/Institutional			N	\$ 84.41	\$ 87.36	\$ -	\$ 87.36	3.5%
Watermain Tap for Residential Water Service (by Town)		\$ 421.50	\$ 63.22	Y	\$ 468.33	\$ 484.72	\$ 63.01	\$ 547.73	3.5%
Turn Water Off / On for Unpaid Water Bill	During Regular Working Hours	\$ 118.83	\$ 17.82	Y	\$ 132.03	\$ 136.65	\$ 17.76	\$ 154.41	3.5%
Repair/Replace Anti-Tampering device	Emergency/After Hours	\$ 340.90	\$ 51.14	Y	\$ 378.78	\$ 392.04	\$ 50.97	\$ 443.01	3.5%
Hydrant or valve	Hydrant	\$ 415.88	\$ 62.38	Y	\$ 462.09	\$ 478.26	\$ 62.17	\$ 540.43	3.5%
Inspection Fee for Residential Water Service Installed by Owner		\$ 287.17	\$ 43.08	Y	\$ 319.08	\$ 330.25	\$ 42.93	\$ 373.18	3.5%
Water Valve Operating After Hours - related to developments		\$ 126.62	\$ 18.99	Y	\$ 140.69	\$ 145.61	\$ 18.93	\$ 164.54	3.5%
Water Collection Fee	Per application	\$ 418.79	\$ 62.82	Y	\$ 465.32	\$ 481.61	\$ 62.61	\$ 544.22	3.5%
Water - Bulk Rate	Per 1000 gallon			N	\$ 40.33	\$ 41.74	\$ 5.43	\$ 47.17	3.5%
Special Water Charge - Infilling Lot (For new developments)	Per residential unit			N	\$ 20.22	\$ 21.54	\$ -	\$ 21.54	6.5%
Meter Seal - Return Visit		\$ 131.50	\$ 19.73	Y	\$ 146.12	\$ 151.23	\$ 19.66	\$ 170.89	3.5%
Valve Locate or Line Tracing		\$ 112.02	\$ 16.80	Y	\$ 124.46	\$ 128.82	\$ 16.75	\$ 145.57	3.5%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2016

SERVICE PROVIDED	UNIT OF MEASURE	2016 Base Fee	2016 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2015 FEE BEFORE TAX	TOTAL 2016 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Water Meters									
Installed by Builder/Plumber	16x13 (5/8" x 1/2")			Y	\$ 375.91	\$ 389.07	\$ 50.58	\$ 439.65	3.5%
Installed by Builder/Plumber	16x19 (5/8"x3/4")			Y	\$ 375.91	\$ 389.07	\$ 50.58	\$ 439.65	3.5%
Installed by Builder/Plumber	19 (3/4")			Y	\$ 394.18	\$ 407.98	\$ 53.04	\$ 461.02	3.5%
Installed by Builder/Plumber	25.0 (1")			Y	\$ 410.86	\$ 425.24	\$ 55.28	\$ 480.52	3.5%
Installed by Builder/Plumber	38 (1-1/2")			Y	\$ 779.11	\$ 806.38	\$ 104.83	\$ 911.21	3.5%
Installed by Builder/Plumber	50 (2")			Y	\$ 1,041.39	\$ 1,077.84	\$ 140.12	\$ 1,217.96	3.5%
75 Compound (3") Installed by Dev.	(including cost of strainers)			Y	\$ 4,207.00	\$ 4,354.25	\$ 566.05	\$ 4,920.30	3.5%
100 Compound (4") Installed by Dev.	(including cost of strainers)			Y	\$ 6,621.94	\$ 6,853.71	\$ 890.98	\$ 7,744.69	3.5%
Note: No Refunds on Water Meters									
Other Services									
Municipal Consents	Regular Service			N	\$ 456.19	\$ 472.16	\$ -	\$ 472.16	3.5%
Water Saving Kits	Each			Y	\$ 9.12	\$ 9.44	\$ 1.23	\$ 10.67	3.5%
Fire Router/Hand Cap Signs	Each			Y	\$ 37.14	\$ 38.44	\$ 5.00	\$ 43.44	3.5%
Street Name/Stop Signs, Hardware & Post	Each			Y	\$ 454.07	\$ 469.96	\$ 61.09	\$ 531.05	3.5%
Anti-Lampering Devices -Hydrant/Valve	Each			Y	\$ 127.29	\$ 131.75	\$ 17.13	\$ 148.88	3.5%
Anti-Hiding Signs	Each			Y	\$ 41.39	\$ 42.84	\$ 5.57	\$ 48.41	3.5%
Road Occupancy Permit	Each			N	\$ 74.26	\$ 76.86	\$ -	\$ 76.86	3.5%
Temporary Encroachment on Roadways	Per m2/week			Y	\$ 2.60	\$ 2.69	\$ 0.35	\$ 3.04	3.5%
Temporary Encroachment on Boulevard/ Sidewalk	Per m2/week			Y	\$ 0.28	\$ 0.29	\$ 0.04	\$ 0.33	3.5%
Aerial Crane Trespass	Per Month			Y	\$ 515.00	\$ 533.03	\$ 69.29	\$ 602.32	3.5%
Construction Access Fee				Y	\$ 103.00	\$ 106.61	\$ 13.86	\$ 120.47	3.5%
Curb Cut - by Town Contractor		\$ 246.35	\$ 36.95	Y	\$ 273.72	\$ 283.30	\$ 36.83	\$ 320.13	3.5%
Curb Cut - by Town Contractor - RUSH		\$ 288.84	\$ 43.33	Y	\$ 320.94	\$ 332.17	\$ 43.18	\$ 375.35	3.5%
Curb Cut - without Approval		\$ 333.72	\$ 50.06	Y	\$ 370.80	\$ 383.78	\$ 49.89	\$ 433.67	3.5%
Graffiti Removal for Utilities	at Cost			Y	at cost	at cost		\$ 433.67	3.5%
Road Closure				Y	\$ 31.90	\$ 33.02	\$ 4.29	\$ 37.31	3.5%

**TOWN OF NEWMARKET
2016 USER FEES
SCHEDULE D**

Department: **Public Works**

Effective Date: **Jan 1, 2016**

SERVICE PROVIDED	UNIT OF MEASURE	2016 Base Fee	2016 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2015 FEE BEFORE TAX	TOTAL 2016 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Solid Waste and Recycling									
White Goods (freezer, stove, etc.)	64 gallon	\$ 10.62	\$ 10.62	Y	\$ 10.62	\$ 10.62	\$ 1.38	\$ 12.00	2.7%
Commercial & Industrial/Apartment Wheel	98 gallon	\$ 146.44	\$ 150.44	Y	\$ 150.65	\$ 163.72	\$ 19.56	\$ 170.00	2.7%
Carts	Standard Size	\$ 159.65	\$ 163.72	Y	\$ 17.70	\$ 17.70	\$ 2.30	\$ 185.00	2.5%
Composters	(furniture, mattress, etc.)	\$ 17.70	\$ 10.62	Y	\$ 8.85	\$ 8.85	\$ 1.15	\$ 20.00	0.0%
Large Items	Each	\$ 10.62	\$ 12.00	Y	\$ 17.70	\$ 17.70	\$ 2.30	\$ 12.00	0.0%
Recycling Blue Box	Each	\$ 8.85	\$ 12.00	Y	\$ 17.70	\$ 17.70	\$ 2.30	\$ 10.00	0.0%
Garbage Bag Tags (Sold in Package of 5)	Actual + administration cost	\$ 12.00	\$ -	N	\$ 5.31	\$ 5.31	\$ 0.69	\$ 12.00	0.0%
Special Refuse Cleanup	Large Bin	\$ 17.70	\$ 17.70	Y	\$ 5.31	\$ 5.31	\$ 0.69	\$ 20.00	0.0%
Source Separated Organics (SSO)	Kitchen Bin	\$ 5.31	\$ 5.31	Y	\$ 5.31	\$ 5.31	\$ 0.69	\$ 6.00	0.0%
Sewer									
Sanitary Sewer Connection - Residential/ICI - Road Allowance - owner to obtain qualified contractor	Owner's Cost to Install			Y	\$ 106.10	\$ 109.81	\$ 14.28	\$ 124.09	3.5%
Sanitary Connection Application	Per application			Y	\$ 106.10	\$ 109.81	\$ 14.28	\$ 124.09	3.5%
Sanitary Connection - Local Improvement	Per application			Y	\$ 106.10	\$ 109.81	\$ 14.28	\$ 124.09	3.5%
Water									
Water Connection - Residential/ICI - Road Allowance - owner to obtain qualified contractor	Owner's Cost to Install			Y	\$ 106.10	\$ 109.81	\$ 14.28	\$ 124.09	3.5%
Water Connection Application	Per application			Y	\$ 106.10	\$ 109.81	\$ 14.28	\$ 124.09	3.5%
Other Services									
Road and boulevard inspection fee for security requirement or release related to private residential construction	Per application			Y	\$ 106.10	\$ 109.81	\$ 14.28	\$ 124.09	3.5%
Gate Application and Inspection	Each			Y	\$ 106.10	\$ 109.81	\$ 14.28	\$ 124.09	3.5%