



LEGISLATIVE SERVICES

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MEMORANDUM

TO: Mayor Van Bynen & Members of Council

FROM: Andrew Brouwer, Director of Legislative Services/Town Clerk

DATE: November 13, 2015

RE: **Proposed New Legislative Services Fees, 2016**

This memo provides further information regarding proposed new Legislative Services fees and charges referenced in Corporate Services – Financial Services Report 2015-58 (page 23 of the November 16 Special Committee of the Whole agenda). Please note the reference to “minimum 3 hours” is associated with the administration fee for special events/filming production enforcement not private parking administration fee as shown in the staff report.

New fees and charges proposed for 2016:

- **Private parking administration fee.** Businesses can enter into an agreement with the Town to allow the business owners to issue parking tickets for their lots (Town officers do not issue tickets – business owners are delegated authority to do so). There are 20 businesses which take advantage of this service in the Town. Ticket revenue is kept by the Town.

The \$100 private parking administration fee recovers the cost of administering the agreement, ensuring proper training and enforcement of the agreement and the ticket books themselves.

- **Administration fee: large item waste sticker enforcement.** Currently, enforcement officers patrol the Town to ensure stickers are placed on large items prior to collection, to ensure efficient collection and mitigate potential property standards issues. This year to date, enforcement officers have placed 190 stickers. While the \$12.00 sticker cost (2015 rate) is reimbursed by the resident, enforcement officers' time required in the field and to follow up with non-compliant residents is not taken into account. An administrative fee of \$55.00 is proposed to recover the cost of the sticker and the enforcement officers' time, and supports greater enforcement through the introduction of a fee.
- **Administration fee: special events/filming production enforcement (3 hour minimum).** Typically, special events coordinated by various organizations and filming

productions require enforcement officers to attend and mitigate parking and noise issues, taking away their capacity to support enforcement in other parts of the community. To date in 2015, there have been 30 special events and filming productions in the Town. Fees are proposed as follows, intended to recover enforcement officers' time in attending and any administration required in following-up. It should be noted that enforcement officers' hourly rates range from \$36-\$44/hour.

- \$35.00/hour for non-profit events (e.g., Jazz Festival, Newmarket Home Show and Silverstick Tournament) - 3 hour minimum
- \$50.00/hour for for-profit events (e.g., Ribfest, sporting events) - 3 hours minimum
- \$60.00/hour for filming productions - 3 hour minimum

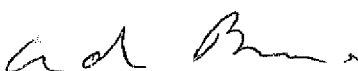
If approved, one (1) enforcement officer will be dedicated to the event or filming production, maintaining the level of enforcement service for the remainder of the community. A dedicated Town enforcement officer will focus on parking, noise and other Town by-law matters, allowing York Region Police officers in attendance to focus on pedestrian/vehicle safety on roadways and alcohol enforcement. The dedicated Town enforcement officer and York Regional Police in attendance will undertake a coordinated approach to their respective enforcement responsibilities.

- **New sign fees.** The current sign by-law (By-law 2014-11) regulates a development sign, which is used on a specific site to advertise a pending development and is similar in structure to a ground sign. A development sign fee was not introduced at the time By-law 2014-11 was passed and should have been. It is proposed that a fee of \$424.00 be introduced in 2016 for a development sign application permit (current ground sign fee), which recovers costs associated administering the permit.

Often, a business owner will change the face of a sign (referred to as a "lens") without altering the sign's structure. Such a change still requires review by Town staff to review compliance with the sign by-law and issue a permit. A sign "lens" replacement fee of \$212.00 is proposed, which recovers costs associated administering the permit.

- **Civil marriage ceremony & licence fee (package).** In 2015, the cost for a civil marriage ceremony before GST is \$400 and a marriage licence is \$125. As an incentive to purchase a marriage licence and book a civil marriage ceremony with the Town, for 2016, a fee of \$500.00 (before GST) is proposed for couples who purchase a marriage licence and book a civil marriage ceremony with the Town. Staff will continue to investigate incentive pricing and packages for various Town wedding services in 2016.

For further information, please contact me at 905-953-5300, ext. 2211 or abrouwer@newmarket.ca.



Andrew Brouwer, Director of Legislative Services/Town Clerk