

**Subject: Proposed Fees and Charges – Clerk’s Division**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2021-013**

**Meeting Date: 2021-05-31**

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### **Recommendations**

**That report CPS-2021-013 Proposed Fees and Charges – Clerk’s Division be received;**

**And that Council pass a by-law to implement the fees outlined in Report CPS-2021-013.**

### **Background and Analysis**

Section 391 (1) of the Municipal Act provides municipalities with the authority to imposes fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property including property under its control.

The proposed fees outlined below reflect the costs for providing the service which includes:

- Expenses
- Staff time to accept, review, process and issue a licence or commission a document.

## Lottery Licences

The Alcohol and Gaming Commission permits a charge of up to 3% of the prize value to be charged as a lottery licence fee. The Town's practice has been to charge 3% of the prize value and staff do not recommend a change to this fee structure.

## Marriage Licences

The implementation of an on-line marriage licence option for the public has created a verification process for staff with respect to the provision of marriage licenses which includes:

- a review of the marriage licence application and supporting documentation
- co-ordination of an appointment to issue the licence
- processing of payment

In the event of a cancellation once payment has been accepted, and before the marriage licence has been printed, a fee of \$25.00 is applied. The cost to the Town to purchase each marriage licence is \$48.00 and if an appointment is cancelled within 48 hours of the appointment time a fee of \$73.00 is applied.

Outlined below are current Town of Orangeville fees, comparator municipality fees as well as the proposed changes to the fees.

Fee Type	Current Orangeville Fee	Last Updated	Caledon	Centre Wellington	Shelburne	New Proposed Fee
Lottery Licence	3% of total prize value	Not applicable	3% of total prize value	3% of total prize value	3% of total prize value	No change
Marriage Licence Issuance	\$115.00  Note: Cost to the Town to purchase licence is \$48.00 per each licence	2007-12-10 (2007-107)	\$150.00	\$140.00	\$120.00	\$135.00 per each licence
Marriage Licence Cancellation – prior to printing	\$25.00	Not applicable	Nil	Nil	Nil	No change

Marriage Licence Cancellation – after printing	\$73.00	Not applicable	Nil	Nil	Nil	No change
Commissioner of Oaths	\$10.00 – first page \$15.00 – multiple pages	2004-09-01 (CL-2014-016)	\$33.90 1-4 documents \$57.63 5 or more documents	\$20.00	\$10.00 resident \$20.00 non-resident	\$20.00 per document to be commissioned

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## Strategic Alignment

### Orangeville Forward – Strategic Plan

Priority Area: Municipal Services

Objective: Respectful of the Cost and Impact to the Community

### Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Create and Integrate Sustainability Principles into Town Policies, Processes and Practices

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## Notice Provisions

Not Applicable

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## Financial Impact

The proposed fees are recommended to assist with the recovery of costs for providing the services.

Respectfully submitted

Reviewed by

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Town Clerk, Corporate Services

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**Attachment(s): Not Applicable**