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Town of Aurora  
**Information Report**  
No. CS22-006

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**Subject:** Central York Fire Services – 2022 User Fees

**Prepared by:** Michael de Rond, Town Clerk

**Department:** Corporate Services

**Date:** February 15, 2022

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**In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.**

## **Executive Summary**

The attachments to this report provide Council and the public information regarding the 2022 User Fees for Central York Fire Services.

## **Background**

See attachment #1

## **Analysis**

See Attachment #1

## **Advisory Committee Review**

None

## **Legal Considerations**

None.

**Financial Implications**

The review and approval of all Fire Services' annual Fees and Charges are the responsibility of the Joint Council Committee (JCC). All resultant revenue collections support the Fire Services' annual operating budget.

**Communications Considerations**

None

**Climate Change Considerations**

None

**Link to Strategic Plan**

None

**Alternative(s) to the Recommendation**

1. Council provide direction

**Conclusions**

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**Attachments**

Attachment #1 – Report to Joint Council Committee

Attachment #2 – Approved Fees

Attachment #3 – Letter from Ministry of Transportation

**Previous Reports**

None

## **Pre-submission Review**

Agenda Management Team review on January 27, 2022

## **Approvals**

**Approved by Techa van Leeuwen, Director, Corporate Services**

**Approved by Doug Nadorozny, Chief Administrative Officer**



# CENTRAL YORK FIRE SERVICES

## 2022 User Fees Fire Services Report

Report Number: Report Number to be Assigned by Legislative Services  
To: Joint Council Committee  
Author: Central York Fire Services – Rocco Volpe, Deputy Chief  
Meeting Date: Tuesday, January 11, 2022

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### Recommendations

1. That Fire Services Report 2022 User Fees – Schedule G Fire Services be received; and,
2. That the Joint Council Committee (JCC) approve this report and authorize staff to implement the updates in the Fire Services User Fees Schedule G, as amended; and,
3. That the JCC approve staff to invoice at the second occurrence for a property owner who fails to comply with By-law 2009-64 A Bylaw to Regulate Outdoor Burning; and,
4. That the JCC approve the implementation of a Smoke/Carbon Monoxide Alarm cost recovery program, in conjunction with the Stay Fire Smart Campaign.

### Purpose

The purpose of this report is to provide JCC with the proposed 2022 Fees and Charges for Services or Activities Provided by Central York Fire Services (Schedule G) User Fees – see Appendix A.

In particular, the two new cost recovery programs that have been added to the User Fees, smoke/carbon monoxide alarms, and elevator rescues.

### Background

At the October 25, 2021 JCC meeting, CYFS presented Fire Services Report 2021 – 13 Cost Recovery Program (Final Project Update). JCC recommended that the report be brought forward to both municipal councils (Aurora and Newmarket). One of the recommendations within the report was to add the smoke/carbon monoxide alarms and

elevator rescues to the cost recovery program. The two programs have been added to the CYFS (Schedule G) User fees – see attachment A.

On November 23, 2021, CYFS presented Aurora Council with Fire Services Report 2021-13. The report was approved by Council.

As well, the report was approved by Newmarket Council on December 13, 2021.

Newmarket council established the 2022 Budget target increase for fees and charges at 1.5%. The increase represents the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the budget process (Q1-2021).

Currently, CYFS invoices for an unauthorized outdoor burn, when the resident/property owner is in contravention of the Outdoor Burning By-law (2009-64). CYFS applies a “three-strike rule” within a calendar year.

The first visit requires the Captain of the fire truck to educate and inform the resident/property owner that they are in contravention of the Outdoor Burning By-law and ask them to extinguish the fire.

The second visit to a property still requires the Captain to educate and inform the tenant/property owner that they are in contravention of the bylaw and ask them to extinguish the fire. In addition, Fire Administration sends the property owner a letter advising that CYFS has attended their property on two occasions and that the third and sub-sequential visits that are in contravention of the by-law will result in an invoice.

CYFS would like to recommend to JCC a “two-strike rule” within a calendar year.

The first visit where the tenant/property owner is in contravention of the Outdoor Burning Bylaw will be the educational and warning component. The second and sub-sequential visits which are determined to be in contravention of the bylaw would result in the enforcement component (invoice).

## **Financial Impact**

The table below is an analysis of incidents that CYFS attended with respect to Outdoor Burning. The following two years were recorded during the pilot phase of the Cost Recovery Program.

Year	Number of Incidents	Two Strike Rule	Three Strike Rule
2020	145	2 (\$1,020)	0
2021	90	1 (\$510)	0

**Increase to Ministry of Transportation Rates (MTO)**

A letter dated December 14, 2021, from the Ministry of Transportation Ontario (MTO), Robert Hazar, Manager, Municipal and Client Services Office, Transportation User Services Branch, announced that the new provincial MTO rate effective November 1, 2021, will be \$509.89. The MTO rate is followed for cost recovering at incidents on the Highway 404 corridor, which CYFS now covers as part of the Whitchurch-Stouffville Fire Protection Agreement. CYFS practice is to use the current MTO rate for each fire apparatus cost recovery in a number of other scenarios. See Appendix B.

All other increases to services delivered by CYFS in 2022 are proposed at 1.5%.

**Conclusion**

In an effort to maintain fire resources and promote community fire safety, CYFS is recommending to JCC, to support moving from a three-strike to a two-strike rule regarding unauthorized outdoor burns that are in contravention of the Outdoor Burning By-law.

In addition, CYFS will be implementing a smoke/carbon monoxide alarm program. This is a non-profit program that will recover the cost of the alarms. Furthermore, it will ensure that homeowners are in compliance with the Ontario Fire Code (Section 213 and 216) Installation of Smoke Alarms and CO Alarms. This program will work in conjunction with the Stay Fire Smart Campaign.

On an annual basis, Newmarket Treasurer has the Delegated Authority- Report 2021-67, to approve Newmarket increases to fees and charges in the tax-supported budget up to the lesser of the rate of inflation or 2.5%. As such, only the increases to the MTO rates will require Newmarket Council approval. In addition, the Town of Aurora By-law indicates that any fees and charges associated with CYFS are managed and approved through the Town of Newmarket.

**Consultation**

The CYFS Senior Management Team consulted with Newmarket Financial Services.

**Impact On The Master Fire Plan**

This report has no impact on the Master Fire Plan.

## **Attachments**

Appendix A – Schedule G 2022 Fire Services User Fees

Appendix B – Ministry of Transportation (MTO) Letter

## **Contact**

Rocco Volpe, Deputy Chief - Central York Fire Services at [rvolpe@cyfs.ca](mailto:rvolpe@cyfs.ca)

**TOWN OF NEWMARKET  
2022 USER FEES  
SCHEDULE G**

Department: Fire Services

Effective Date: January XX, 2022

SERVICE PROVIDED	DESCRIPTION	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	ADMIN FEE	HST AMOUNT	TOTAL FEE	% INCREASE
<b>Fire Education and Prevention</b>									
Apartment/Office Inspections Base Building	When Fire and Emergency Services receives a request to conduct an inspection of a Apartment / Office Building or Base Building, the property owner will be charged the fees outlined in this schedule.	One to five storey premises	Y	\$367.15	\$372.66	\$ -	\$48.45	<b>\$421.11</b>	1.5%
		Six or more storey premises	Y	\$489.55	\$496.89	\$ -	\$64.60	<b>\$561.49</b>	1.5%
		Each additional unit	Y	\$93.72	\$95.13	\$ -	\$12.37	<b>\$107.49</b>	1.5%
		Day Care Home Inspection	Y	\$99.04	\$100.53	\$ -	\$13.07	<b>\$113.60</b>	1.5%
		Day Nursery Inspection	Y	\$99.04	\$100.53	\$ -	\$13.07	<b>\$113.60</b>	1.5%
Request for Report	When Fire and Emergency Services receives a request to fax, email or mail a report (i.e. standard incident report) the requestor will be charged the fees outlined in this schedule.	Faxing or Mailing Reports	Y	4952%	\$50.26	\$ -	\$6.53	<b>\$56.80</b>	1.5%
Property File Search	When Fire and Emergency Services receives a request for a file search and response. (i.e. file search and response letter to determine if a property has any noted violations) the requestor will be charged the fees outlined in this schedule.	File Search and Response	Y	\$97.00	\$98.46	\$ -	\$12.80	<b>\$111.26</b>	1.5%
Retrofit Inspections (9.5, 9.6)	When the Fire and Emergency Services receives a request to conduct an inspection in accordance with Part 9 of the Ontario Fire Code, the property owner will be charged the fees outlined in this schedule.		Y	\$374.86	\$380.48	\$ -	\$49.46	<b>\$429.95</b>	1.5%
Retrofit Inspections (9.8)	When Fire and Emergency Services receives a request to conduct an inspection in Newmarket in accordance with By-Law 2013-13 for the registration of Accessory Dwelling Units (ADU's) OR in Aurora in accordance with By-Law 5221-10 for registration of second suites, the property owner will be charged the fees outlined in this schedule.		Y	\$199.94	\$202.93	\$ -	\$26.38	<b>\$229.32</b>	1.5%
Fireworks Permit Fee	When Fire and Emergency services receives a request to review a Display Fireworks Permit application in Newmarket in accordance with By-law 2002-51 OR in Aurora in accordance with By-law 4736-05 the fireworks provider requesting the permit will be charged the fees outlined in this schedule.		N	\$111.16	\$112.83	\$ -	\$0.00	<b>\$112.83</b>	1.5%
Extinguisher Training Using Classroom and Burn Pan	When Fire and Emergency Services provides fire extinguisher training to a requestor, the following fee will be charged the fees outlined in this schedule.	Per session up to 20 people with own extinguishers	Y	\$373.12	\$378.71	\$ -	\$49.23	<b>\$427.95</b>	1.5%
Industrial & Commercial Inspection	When Fire and Emergency Services receives a request to conduct an inspection of a industrial or commercial unit, the property owner will be charged the fees outlined in this schedule.	Per single industrial unit	Y	\$99.04	\$100.53	\$ -	\$13.07	<b>\$113.60</b>	1.5%
		Each additional unit	Y	\$99.04	\$100.53	\$ -	\$13.07	<b>\$113.60</b>	1.5%
		LLBO Inspections	Y	\$132.06	\$134.04	\$ -	\$17.43	<b>\$151.47</b>	1.5%
<b>Fire Protection and Response</b>									



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Department: **Fire Services**

Effective Date: January XX, 2022

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Provincial Highway Accident Responses (Ministry of Transportation)	Fees and charges to be set by the Ministry of Transportation.	Flat rate. Per hour/per fire truck (limit of 3 fire vehicles)	<b>N</b>	\$488.40	\$509.89	\$ -	\$0.00	<b>\$509.89</b>	4.4%

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2022 USER FEES  
SCHEDULE G**

Department: **Fire Services**

Effective Date: **January XX, 2022**

SERVICE PROVIDED	DESCRIPTION	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	ADMIN FEE	HST AMOUNT	TOTAL FEE	% INCREASE
Emergency Response to a motor vehicle collision (Regional and Municipal roads)	Refer to By-Law 2019-60 and 2019-61, fees and charges will be charged according to this schedule.	Flat rate. Per hour/per fire truck (limit of 3 fire vehicles)	N	\$488.40	\$509.89	\$25.00	\$0.00	<b>\$534.89</b>	4.4%
Natural Gas Leaks Response	When Fire and Emergency Services attends an incident in response to a natural gas leak, and upon conducting an investigation, CYFS determines that due diligence was not exercised the property owner and/or party responsible shall be charged the fees stipulated in this schedule.	Flat rate. Per hour/per fire truck	N	\$488.40	\$509.89	\$25.00	\$0.00	<b>\$534.89</b>	4.4%
Hydro Incidents (down hydro lines)	When Fire and Emergency Services responds to a hydro incident (down wires), and if stand-by is required for an extended period of time (at the discretion of the Fire Chief or designate) to keep the scene safe then the local utility will be charged according to this schedule.	Flat rate. Per hour/per fire truck	N	\$488.40	\$509.89	\$25.00	\$0.00	<b>\$534.89</b>	4.4%
Drug Labs/Grow Ops/Clandestine Labs	When Fire and Emergency Services is requested to stand-by and provide fire protection services to ensure the scene remains safe, the property owner and/or party responsible will be charged the fees outlined in this schedule.	Flat rate. Per hour/per fire truck	N	\$488.40	\$509.89	\$25.00	\$0.00	<b>\$534.89</b>	4.4%
Elevator Rescue (non-emergency)	When Fire and Emergency Services attends a property in response to a stalled/malfunction elevator and determines the confined individual(s) do not require medical attention, CYFS will assist in patient(s) evacuation. If CYFS is not successful in the evacuation of patient(s), CYFS will remain on scene until the arrival of a responsible elevator representative/company. The property owner shall be charged the fees as stipulated in this schedule.	Flat Rate	N	\$0.00	\$509.89	\$25.00	\$0.00	<b>\$534.89</b>	0.0%
False Alarm (preventable cause)	<p>For the purpose of this schedule, a false alarm means the activation of a fire alarm or emergency system which occurs without just cause, including where there is no fire, carbon monoxide or other emergency situations.</p> <p>Fire and Emergency services shall charge a property owner the false alarm fee stipulated in this schedule if upon attending a property in response to the activation of a fire alarm or emergency system and it is determined it is was a false alarm.</p> <p>Where a false alarm is triggered as a result of work being conducted on a fire alarm or emergency system and CYFS attends to the property in response to the false alarm, the property owner shall be charged the false alarm fee stipulated in this schedule.</p> <p>The false alarm fee will not be charged for the first and second occurrence of the false alarm at a property, but will be charged for subsequent false alarm occurrence within the same calendar year.</p>	Flat Rate	N	\$488.40	\$509.89	\$25.00	\$0.00	<b>\$534.89</b>	4.4%

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SERVICE PROVIDED	DESCRIPTION	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	ADMIN FEE	HST AMOUNT	TOTAL FEE	% INCREASE
Hazardous Materials Response	<p>When Fire and Emergency Services responds to an incident or an emergency, and a hazardous material response is provided, CYFS shall charge the fees stipulated in this schedule to anyone or more of the following: the property owner, the vehicle owner insurance or directly to the vehicle owner in order to recover payment.</p> <p>In the event an emergency involves hazardous materials and at the scene or property, the use of combustible material, other than water and medical supplies, are used to suppress or extinguish a fire, preserve property, prevent a fire from spreading or otherwise control or eliminate and emergency, the expenses incurred by CYFS for using consumable materials shall be recovered as a fee.</p> <p>In the event an emergency involves hazardous materials and at the scene or property, damages or contaminations of equipment occurs, the expenses incurred by CYFS for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee.</p>	Flat rate. Per hour/per fire truck	N	\$485.00	\$509.89	\$25.00	\$0.00	<b>\$534.89</b>	5.1%

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2022 USER FEES  
SCHEDULE G**

Department: **Fire Services**

Effective Date: **January XX, 2022**

SERVICE PROVIDED	DESCRIPTION	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2021 FEE BEFORE TAX	2022 FEE BEFORE TAX	ADMIN FEE	HST AMOUNT	TOTAL FEE	% INCREASE
Outdoor Burning - By-law 2009-64	When Fire and Emergency services proceeds/responds to an incident within the calendar year, and upon investigation fire personnel determine that the By-law 2009-64 is in contravention, a fee will be charged according to this schedule.  1st Response - Verbal warning by fire crew Warning and educational letter to be issued.  2nd Response and subsequent - Within calendar year the property owner shall pay the fee as per this schedule.	Flat Rate	N	\$485.00	\$509.89	\$25.00	\$0.00	\$534.89	5.1%
<b>Miscellaneous</b>									
Extrordinary Expenses	When Fire and Emergency Services responds to a fire or other emergency at a property (including gas leaks, cut mains and clandestine drug operations) and determines, or the Fire Chief or his/her Designate determines, that it is necessary to retain a private contractor, or rent special equipment, or use consumable materials other than water and medical supplies, in order to suppress or extinguish a fire, preserve property, carry out investigations or prevent a fire from spreading or otherwise control or eliminate an emergency or damage equipment owned by CYFS, the Owner or responsible person, shall be charged those expenses, plus applicable taxes.								
Post Fire Investigations	In accordance with the Fire Protection and Prevention Act, all fires need to be investigated to determine origin and cause.  Upon conducting an investigation and/or scene preservation and CYFS determines that due diligence was not exercised, the property owner and/or party responsible shall be charged the fees stipulated in this schedule.  The Fire Chief or designate will have the delegated authority to apply at their discretion the applicable fees as set in this schedule from the outcome of the investigation.	Flat rate. Per hour/per fire truck	N	\$488.40	\$509.89	\$25.00	\$0.00	\$534.89	4.4%
Multi-purpose Smoke and Carbon Monoxide Alarms	When Fire and Emergency Services determine upon investigation that a property is not in compliance with the Ontario Fire Code, then CYFS will provide a combination smoke/carbon monoxide alarm to bring the property temporarily up to compliance until further investigation by the Fire Prevention Division. The alarm provided will be a 10 Year Sealed Battery Slim Design Photoelectric Smoke & CO Alarm (First Alert).	Per unit	Y	\$0.00	\$23.57	\$ -	\$3.06	\$26.63	0.0%
Paid Duty Truck Stand-by	For the provision of a stand-by crew and fire apparatus, other than an emergency response, for a private company, community group, developer, industry or provincial government. Stand-by location must be within CYFS jurisdiction.  All fire apparatus stand-by requests are subject to availability as well as pre-approved by CYFS, the requestor will be charged the fee in this schedule.	Flat Rate	N	\$488.40	\$509.89	\$ -	\$0.00	\$509.89	4.4%

**Ministry of Transportation**

Operations Division

Transportation User Services Branch

301 St. Paul Street, 2<sup>nd</sup> Floor  
St. Catharines, ON L2R 7R4  
Tel.: 905-704-2032

**Ministère des Transports**

Division des Opérations

Direction générale des services aux usagers des transports

301, rue St. Paul, 2<sup>e</sup> étage  
St. Catharines (ON) L2R 7R4  
Tél. : (905) 704-2032



December 14, 2021

Mark Tishman  
Ontario Association of Fire Chiefs  
520 Westney Road South, Unit 22  
Ajax, ON L1S 6W6

Dear Mr. Tishman:

I am pleased to inform you that effective November 1, 2021 the rate for fire response service on provincial highways has increased to \$509.89.

The increased amount has been based on the Consumer Price Index rate of 4.4%. The current limit of three vehicles per incident, unless circumstances require more, will still be in place.

This change will be implemented for callouts which take place on and after November 1, 2021. Invoices for services up to and including October 31, 2021 will be processed in the usual manner at the rate of \$488.40.

If you have any questions or require further clarification, please contact me at [Robert.Hazra@ontario.ca](mailto:Robert.Hazra@ontario.ca), or Kyle Haslam at [Kyle.Halsam@ontario.ca](mailto:Kyle.Halsam@ontario.ca).

Thanks, we greatly appreciate the work of your association and its members.

Sincerely,

A handwritten signature in black ink, appearing to read "RH", with a long horizontal line extending to the right.

Robert Hazra  
Manager, Municipal and Client Services Office  
Transportation User Services Branch