



Municipality of Lakeshore

By-law 11-2023

Being a By-law to By-law to Establish User Fees for Certain Services Provided by Municipality of Lakeshore

Whereas section 391(1) of the *Municipal Act, 2001*, S.O. 2001, C.25, authorizes municipalities to pass by-laws imposing fees or charges for services or activities provided, documents provided, use of property and related matters;

And whereas the Council of Municipality of Lakeshore (hereinafter referred to as the "Municipality of Lakeshore") wishes to pass a by-law respecting fees for services, inspections, activities, document provision, use of property and facilities provided by the Municipality of Lakeshore and related matters;

And whereas section 69 of the *Planning Act*, R.S.O. 1990, c.P.13, authorizes municipalities to pass a by-law imposing a tariff of fees for processing of applications made in respect of planning matters;

And whereas the Council of the Municipality of Lakeshore wishes to establish a tariff of fees for processing applications made under the *Planning Act*;

And whereas section 7 of the *Building Code Act, 1992*, S.O. 1990, c.25, authorizes municipalities to pass a by-law concerning the issuance of permits and related matters requiring the payment of fees for applications regarding the issue of permits;

And whereas the Council of the Municipality of Lakeshore wishes to establish a tariff of fees for processing applications made under the *Building Code Act, 1992*;

And whereas Section 446(1) of the *Municipal Act, 2001*, S.O. 2001, C.25, authorizes the municipality under this or any other Act or under by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

Now therefore the Council of Municipality of Lakeshore enacts as follows:

1. Definitions

- a. In this by-law:

"Schedule" means Schedules A through to and including J attached to this by-law which form part of this by-law.

2. Interpretation

- a. Whenever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- b. References to items in the plural include the singular, as applicable.
- c. The words "include", "including" and "includes" are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list.
- d. Headings are inserted for ease of reference only and are not to be used as interpretation aids.
- e. Specific references to laws in the by-law are meant to refer to the current laws applicable with the Province of Ontario as at the time the by-law was enacted, as they are amended, restated or replaced from time to time.

- f. Any reference to periods of time, stated in number of days, shall be deemed applicable on the first Business Day after a Sunday or statutory holiday if the expiration of the time period occurs on a Sunday or statutory holiday.
- g. The obligations imposed by the by-law are in addition to obligations otherwise imposed by law or contract.

3. Severability/Conflict

- a. If any section, subsection, part or parts of this by-law is declared by any court of law to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
- b. Nothing in this by-law relieves any person from complying with any provision of any federal or provincial legislation or any other by-law of the Municipality of Lakeshore or shall be deemed to authorize anything contrary to the *Municipal Act, 2001*.

4. Fees Established

- a. The Council of the Municipality of Lakeshore establishes the fees and charges as set out in the Schedules attached to and forming part of this by-law. Where indicated, disbursements or other costs incurred by the Municipality of Lakeshore shall be charged in addition to the fees identified.

5. Payment Terms

- a. Any person who makes an application to, or a request for, any services, activity, use of any municipal property or facility described in a Schedule attached to and forming part of this by-law, or enters into an agreement with, or obtains approval from, the municipality, in respect of things or matters set out in this by-law, shall pay to the Treasurer the applicable administrative fees or charges set out in the Schedules to this by-law unless otherwise provided for in this by-law. Such administrative fees and charges are not refundable, unless otherwise provided for in this by-law, and are payable upon the person making such application or requiring services or entering into such agreement or obtaining such approval.
- b. Except as expressly provided to the contrary or where not possible in the circumstances, no application by any person, request by any person for any service, activity, use of any municipal property or facility described in a Schedule, and no application to the Committee of Adjustment will be processed or provided unless and until the person making the application or requesting the service, activity or use of municipal property or facility has paid the applicable fee in the prescribed amount as set out in the Schedule, any applicable disbursements or other charges and any applicable Harmonized Sales Tax or other successor tax as may apply.
- c. Notwithstanding subsection 5(a), where a fee or charge levied under this by-law is not due prior to the delivery of the service, participation in the activity, or use of the municipal property or facility, or cannot in the circumstances be determined in advance, as for example, in the case of a service charged on an hourly rate, or where the amount of a recoverable disbursement cannot be determined in advance, then an invoice shall be sent to the person responsible for payment, and payment shall be due on the date specified in the invoice.

6. Contribution to Appeals – Planning Applications

- a. On all applications under the Planning Act, including without limitation, applications for minor variance, consent, rezoning, Official Plan amendment, subdivision approval, the applicant shall, in the application for services, undertake to pay a fee in accordance with Schedule F as a contribution

towards the municipalities legal fees, costs and disbursements associated with the preparation for and attendance at all Land Planning Appeal Tribunal hearings in the event that the application is approved by the Committee of Adjustment or Council as the case may be; the application is appealed by a third party to the Tribunal, and if the applicant wishes the Municipality of Lakeshore to attend on or participate in the appeal.

- b. The applicant shall pay to the Municipality of Lakeshore in advance of any scheduled hearing date, an amount equal to the number of days the hearing is anticipated to last as established by the Corporate Leader of Legislative & Legal Services, times the fee determined in accordance with Schedule F. In the event that payment is not made or guaranteed to the satisfaction of the Corporate Leader of Legislative & Legal Services, prior to the commencement of the hearing, the Municipality of Lakeshore shall not attend upon the hearing. The applicant shall be responsible to pay any fees required by the Land Planning Appeal Tribunal, whether required to be paid by the Municipality of Lakeshore or not, and shall be responsible for payment of any costs associated with his or her own representation at the hearing. Any amount secured by advance payment shall be a debt owing to the Municipality of Lakeshore and bear interest at the rate provided for in this by-law until payment in full.
- c. Nothing in subsection 6.2 limits Council for the Municipality of Lakeshore from determining that the Municipality will attend and participate in the hearing of the third party appeal without the applicant being required to pay the fee as set out in Schedule F.

7. Interest on Receivables

- a. Unless a contrary rate is provided for elsewhere, overdue amounts owing to the Municipality shall bear interest at the rate set out on Schedule H as the rate payable on overdue amounts, from the due date until payment in full.
- b. Notwithstanding Subsection 7.1, the Treasurer is hereby authorized to reduce or waive accrued interest when she or he is satisfied that it would be unreasonable in the circumstances to require payment of interest at the rate provided or at all.

8. Add to Tax Role

- a. Fees and charges listed in the attached Schedules to this by-law and imposed on a person or party, constitute a debt of the person or party to the Municipality of Lakeshore. The municipal Treasurer may add unpaid fees and charges imposed by the Municipality to the tax roll for the following property in the municipal limits and shall collect them in the same manner as municipal taxes:
 - i. In the case of fees and charges for the supply of a public utility, the property to which the public utility was charged; and
 - ii. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

9. Recovery of Costs for Remedial Action

- a. Where permitted under this or any other by-law or law, where the municipality has directed or required a person to do a matter of thing, in default of it being done by the person directed or required to do it, the municipality may do the matter or thing at the person's expense. The municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

10. Repeal

- a. Schedules "A", "B", "D", "E", "F", "G", and "H", of By-law 113-2021 are repealed on January 1, 2023.
- b. By-law 113-2021 is repealed on April 1, 2023.
- c. Any amount owing under By-law 113-2021 and unpaid as of the date of repeal shall survive and continue to be a debt owing to the Municipality and is collectible by the Municipality, despite the repeal of By-law 113-2021 or any amendments thereto.


11. Effect


- a. Subject to subsection (b), this by-law shall come into force and effect on January 1, 2023, unless otherwise indicated herein, and save and except where approval of any fee by any regulatory agency or body is required, in which case the fee shall come into effect only upon such approval being granted.
- b. Schedules "C", "I" and "J" come into force and effect on April 1, 2023.

12. Short Title

- a. This by-law shall be known as the "User Fees By-law".

Read and passed in open session on January 30, 2023.

DocuSigned by:

CA4768DF7D8144F...
**Mayor
Tracey Bailey**

DocuSigned by:

37B9FB432A0E425...
**Clerk
Kristen Newman**

**2023 User Fees - By-law Number
Schedule A**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Building Services | |
|--|-------------|
| Construction - New | |
| New Residential – per square foot of living area | \$1.17 |
| Modular Homes/Relocated Dwellings – per square foot | \$0.45 |
| New Non-Residential (including Mezzanines) – per square ft | \$0.86 |
| Finished Basement-per square foot | \$0.30 |
| Greenhouses– per square foot | \$0.04 |
| Greenhouse related Structures – per square foot | \$0.33 |
| Construction - Addition or Renovations | |
| Permit fees for all other construction not shown will be calculated per thousand dollars of the construction cost . The construction cost will be reflective of labour and materials and will be as determined by the Chief Building Official where a valuation is not provided in this schedule. | \$13.33 |
| Detached Garage/Shed – per square foot | \$0.26 |
| Pole Barn – per square foot (Agricultural Use) | \$0.17 |
| Construction– Residential Application Fee Deposit (minimum) | \$1,000.00 |
| Flat Fees | |
| Inspection fee – no show and/or not ready for inspection | \$61.00 |
| Minimum Building Permit fee | \$109.00 |
| Construction Water | \$150.00 |
| Fence Permit | \$65.00 |
| Application for variance to Fence By-law | \$514.00 |
| Application for variance to Noise By-law | \$514.00 |
| Application for variance to Sign By-law | \$514.00 |
| Swimming Pool Permit – Above Ground | \$65.00 |
| Swimming Pool Permit – In-Ground | \$131.00 |
| Sign Permit | \$85.00 |
| Plumbing Permit – per washroom | \$109.00 |
| Driveway Approach | \$193.00 |
| Demolition Permit | \$109.00 |
| Deck Permit (Minimum) | \$159.00 |
| Solar Panel Permit - per panel rate (max. \$605; min. \$90) | \$15.00 |
| Lawyer letters – per property inquiry | \$80.00 |
| Review for purposes of liquor licence | \$100.00 |
| All 911 Address Signs and Posts | Actual cost |
| All 911 Address Signs Only | Actual cost |
| 911 Sign for undeveloped properties | \$97.00 |
| Wind Turbines with an output over 1.5 megawatts, per turbine | \$13,067.00 |
| Indemnity Deposits | |
| New Construction Indemnity Deposit – refundable up to 3 years from issuance of permit. | |
| Residential - Within a Plan of Subdivision | \$3,000.00 |
| Residential - Outside a Plan of Subdivision | \$1,000.00 |
| Non Residential | \$2,000.00 |
| Site Plan Control Agreement Required | \$5,000.00 |
| Swimming Pool - NEW | \$250.00 |
| Detached garage/Shed - NEW | \$250.00 |
| All Other Construction not listed - NEW | \$500.00 |
| Demolition Permit Indemnity Deposit – refundable up to 3 years from issuance of permit. | \$750.00 |
| Demolition Permit for Second Dwelling | \$20,000.00 |
| Part 8 (O.B.C.) Program | |
| Permit - Class 4 – Septic New or Replacement System | \$922.00 |
| Permit – Class Tertiary System | \$1,061.00 |
| Permit – Class 4 – Tank Replacement only | \$368.00 |
| Class 5 – Holding Tank | \$922.00 |
| Fill Permit | |
| 1.5 to 2 acres (fee plus \$2,500 deposit) | \$134.00 |
| 2 to 4 acres (fee plus \$5,500 deposit) | \$134.00 |
| 4 to 5 acres (fee plus \$7,500 deposit) | \$134.00 |

**2023 User Fees - By-law Number
Schedule A**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Building Services | |
|---|-----------------------------------|
| Over 5 acres (fee plus deposit of \$7,500 plus \$2,500 per acre over 5) | \$134.00 |
| Refund Policy* | |
| Application filed, no work done (Minimum Administrative Fee*) | \$33.00 |
| Application filed, preliminary review of plans performed | 80% |
| Application filed, plans reviewed and permit issued | 75% |
| Additional deduction for each field inspection performed | 5% |
| Permits valued at less than \$100 | 0% |
| *refund applied to balance after minimum fee deducted | |
| Property Standards | |
| Property Standards Order | actual cost plus 20% admin fee |
| Yard Maintenance Order | actual cost plus 20% admin fee |
| Changes to Permits Already Issued | \$150.00 |
| Building Permit Fees (building, plumbing & septic) will be charged at twice the applicable rate if any work requiring a permit is commenced prior to receiving a Building Permit. | |

**2023 User Fees - By-law Number
Schedule B**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Community Planning | | | |
|---|---|---|-----------------|
| Description | Minimum Deposit to Accompany Application | Fee (Non Refundable) plus actual costs | Flat Fee |
| Official Plan amendments | | | |
| Major (see below) | \$5,000.00 | \$2,589.00 | |
| Minor (see below) | \$3,500.00 | \$1,941.00 | |
| Zoning By-law amendments | | | |
| Major (see below) | \$4,500.00 | \$2,589.00 | |
| Minor (see below) | \$3,500.00 | \$1,941.00 | |
| Temporary Use By-law | \$3,500.00 | \$1,941.00 | |
| By-law to extend the time limit for a Temporary Use | | | \$649.00 |
| Combined Official Plan Amendment and Zoning By-law Amendment | \$6,000.00 | \$3,495.00 | |
| "H" Removal By-law | | | \$1,553.00 |
| Deeming By-law | | | \$1,295.00 |
| Site Plan Approval – Minor | | | |
| Site Plan Approval - Minor | \$3,000.00 | \$1,941.00 | |
| Amendment (see below) | \$2,500.00 | \$1,295.00 | |
| Amendment (No Report to Council) | | | \$649.00 |
| Request for Security Release | | | \$262.00 |
| Release of Agreement | | | \$194.00 |
| Site Plan Approval – Major | | | |
| Site Plan Approval - Major | \$5,500.00 | \$3,236.00 | |
| Amendment (see below) | \$4,000.00 | \$2,589.00 | |
| Request for Security Release | | | \$262.00 |
| Release of Agreement | | | \$194.00 |
| Telecommunications Facilities | | | |
| Exempt from Public Consultation | | | \$649.00 |
| Not Exempt from Public Consultation | | | \$1,037.00 |
| Subdivision Applications | | | |
| Subdivision Application | \$10,000.00 | \$5,823.00 | |
| Subsequent Phases of Existing Plans of Subdivision | \$6,000.00 | \$2,539.00 | |
| Revisions to Draft Approved Plans | | | |
| Revisions to a Draft Approved Plan of Subdivision (Red Line Revision) | | | |
| Minor Revision (see below) | \$6,000.00 | \$3,236.00 | |
| Major Revision (see below) | \$8,000.00 | \$5,176.00 | |
| Request to Amend Conditions of Draft Approval | \$3,000.00 | \$1,295.00 | |
| Request to Extend Draft Approval | | | \$649.00 |
| Clearance letter from County | | | \$391.00 |
| Condominium Application | \$10,000.00 | \$5,823.00 | |

**2023 User Fees - By-law Number
Schedule B**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Community Planning | | | |
|---|---|---|-----------------|
| Description | Minimum Deposit to Accompany Application | Fee (Non Refundable) plus actual costs | Flat Fee |
| Revisions to a Draft Approved Plan of Condominium (Red Line Revision) | | | |
| Minor Revision (see below) | \$6,000.00 | \$3,236.00 | |
| Major Revision (see below) | \$8,000.00 | \$5,176.00 | |
| Request to Amend Conditions of Draft Approval (no change to layout) | \$3,000.00 | \$1,295.00 | |
| Request to Extend Draft Approval | | | \$649.00 |
| Clearance letter to County | | | \$391.00 |
| Condominium Conversion | \$3,000.00 | \$1,295.00 | |
| Preparation of a subdivision, condominium, site plan or development agreement | | Actual Costs | |
| Lift Part Lot Control | | | \$1,295.00 |
| Extend Part Lot Control | | | \$649.00 |
| Minor Variance, Consent and Rezoning Applications | | | |
| Minor Variance – Residential | | \$778.00 | |
| Minor Variance – All others | | \$1,037.00 | |
| Amendment when Recirculation Required | | | \$262.00 |
| Tabling Fee | | | \$132.00 |
| Special Hearing | | | \$649.00 |
| Consent | \$1,500.00 | \$1,295.00 | |
| Amendment - Recirculation Required | | | \$262.00 |
| Tabling Fee | | | \$132.00 |
| Special Hearing | | | \$649.00 |
| Stamping Fee (Certificate): | | | |
| For consent, new lot & lot additions | | | \$132.00 |
| For lease and easement | | | \$86.00 |
| Combined Minor Variance & Consent | \$1,700.00 | \$1,553.00 | |
| Combined Consent & Rezoning | \$2,900.00 | \$2,459.00 | |

**2023 User Fees - By-law Number
Schedule B**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Community Planning | | | |
|---|---|---|-----------------|
| Description | Minimum Deposit to Accompany Application | Fee (Non Refundable) plus actual costs | Flat Fee |
| Other Fees | | | |
| Compliance Letters | | | \$132.00 |
| Heritage Permit Application | | | Actual cost |
| Peer Review of all Specialized Reports/Studies | \$3,000.00 | Actual Costs | |
| OLT Costs | \$2,500.00 | Actual Costs | |
| Photocopies – per page | | | \$0.35 |
| Information search (per hour, first hour free) | | | \$40.00 |
| Advertising fee | | Actual Costs | |
| More than one Open House or Public Meeting Required | | | \$391.00 |
| Notice to Cancel Public Meeting or Open House | | | \$262.00 |
| Re-circulation of Public Notices | | | \$262.00 |
| Engineering Review Fee | | | \$194.00 |
| Legal Review Fee | | Actual Costs | |
| Septic Review Fee | | | \$194.00 |
| Preconsultation Meeting | | | \$ 50.00 |
| Amendment to Development or Subdivision Agreement | | | \$746.00 |
| Refund Policy* | | | |
| Minimum fee* | | \$33.00 | |
| After file opened but before circulated | | | 90% |
| After file circulated but before considered at a public meeting | | | 50% |
| After file considered at a public meeting | | | 0% |
| *Refunds on balance after minimum fee deducted | | | |

Where the application is not complete and the deposit has been totally offset by costs, an

Planning Definitions for Major and Minor

Official Plan Amendments

Major

- Proposes a re-designation or change in land use for a property or properties;
- Requires many changes to the policies and schedules of the Official Plan;
- New golf courses or expansion to existing golf courses;
- New waste management facility or expansion to existing waste management facility (including agriculture waste facilities);
- Expansion to urban boundary or re-designation of Urban Reserve Area;
- Commercial Development over 3,000 square metres;
- Deletion or addition of arterial or collector road, and;
- Any application that due to the broader policy implications of the Municipality would require the need to review or manage studies or any application deemed to be major by the Manager of Development Services.

Minor

- Proposes a small-scale exception to a specific Official Plan standard (e.g. minor change to the
- Proposes a minor change to a specific policy that is limited in scope and typically to one property;
- Maintains the intent and purpose of the Official Plan;
- Shall have limited impact or policy implications beyond the subject lands, and;
- Any application deemed to be minor by the Manager of Development Services.

**2023 User Fees - By-law Number
Schedule B**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Community Planning | | | |
|---|---|---|-----------------|
| Description | Minimum Deposit to Accompany Application | Fee (Non Refundable) plus actual costs | Flat Fee |

Zoning By-law Amendments

Major

- Zone Category Change;
- Associated with an Official Plan Amendment;
- Associated with a Plan of Subdivision or Condominium;
- Application involving multiple properties, and;
- Any Application that requires the review of technical support documents or studies (e.g. environmental analysis, transportation studies, retail market studies etc.).

Minor

- Changes within current zone category;
- Re-zoning related to a "surplus lot consent" whereby the remnant parcel of farmland must be re-zoned to ensure that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance.

Site Plan Approval

Major

- New buildings of any size or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height or;
- Comprehensive changes to on-site grading/servicing/drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area.

Minor

- Existing buildings or new additions not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height or;
- Changes to landscaping, parking, grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto.

Site Plan Amendment

"Major" and "Minor" categories, as listed above, apply where a previous Site Plan has been approved and/or a Site Plan Agreement has been entered into with the Town.

Revisions to a Draft Approved Plan of Subdivision or Condominium (Red-Line Revision)

Major

- Major changes to the layout or conditions of draft approval of a draft approved plan.

Minor

- Minor changes to the layout or conditions of draft approval of a draft approved plan.

**2023 User Fees - By-law Number
Schedule C**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Community Services | |
|--|-------------------------------|
| | Effective 1-Apr-23 |
| Fees – Rooms and Pavilions | |
| Cancellation fee - all rentals - minimum 72 hrs notice for refunds | \$38.00 |
| Set up and Take Down (Libro / Comber) | \$121.00 |
| Security Deposit (no alcohol function) | \$250.00 |
| Security Deposit (alcohol function) | \$500.00 |
| Rentals - Park Pavilions | |
| Large Pavillion rental - per day | \$190.00 |
| Small pavillion rental - per day | \$97.00 |
| Centennial and Pleasant Parks Pavillions - per day | \$47.00 |
| All Pavillion rentals where alcohol permitted - per day | \$690.00 |
| Lakeview Park Ampitheatre - electrical access | \$99.00 |
| Park Permit (per event) -covers 2 hours of staff time prior to and after event | \$61.00 |
| Rentals – Community and Recreation Centres | |
| Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day | \$314.00 |
| Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour | \$61.00 |
| Large Room - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour | \$86.00 |
| Large Room & Kitchen - Alcohol Event - Commercial - per day | \$693.00 |
| Large Room & Kitchen - Alcohol Event - Non-Profit - per day | \$675.00 |
| Small Room - ATRC Program Room, Libro CC - Commercial - per hour | \$61.00 |
| Small Room - ATRC Program Room, Libro CC - Non-Profit - per hour | \$38.00 |
| Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day | \$189.00 |
| Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour | \$61.00 |
| Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour | \$38.00 |
| Small room - Alcohol Event - per day | \$361.00 |
| Small Room + hall and servery (Libro Centre) no alcohol - per day | \$241.00 |
| Small Room - Non-Profit Community group (ATRC, Comber, Libro) -regular business hours, non-fee usage, Mgr Rec approval | Free |
| Muzzatti Gymnasium - half - non-profit - per hour | \$36.00 |
| Muzzatti Gymnasium - half - commercial - per hour | \$83.00 |
| Muzzatti Gymnasium - full - non-profit - per hour | \$61.00 |
| Muzzatti Gymnasium - full - commercial - per hour | \$163.00 |
| Muzzatti Gymnasium - full - block of 10 hours or more - per hour | \$56.00 |
| Muzzatti Gymnasium - Sporting Event (non-profit) 12 hours | \$656.00 |
| Arena floor (non-ice) - non-profit – per hour | \$61.00 |
| Arena floor (non-ice) – per day | \$662.00 |
| AtlasTube Centre Lobby or Common Area(s) | 150.00 |
| TV or Screen (per rental date) | \$28.00 |
| Sound System (per rental date) | \$28.00 |
| Alcohol Event - Staff Charge - per event hour | \$30.00 |
| Tables and chairs (per rental date) (Libro / Comber) | \$10.00 |
| Recreation Fees | |
| Drop-in Fees: | |
| Gymnasium per visit: | |
| Teen (13-14 years) | \$6.50 |
| Teen (15-17 years) | \$6.50 |
| Adult (18-54 years) | \$6.50 |
| Senior (55 years and over) | \$4.00 |
| Family rate (up to 6 immediate family members) | \$13.00 |
| Adult – Open Gym Time | \$6.50 |
| Pickleball or Shuffleboard | |
| Adult/Senior (up to 3 hours) per visit – no instructor | \$4.00 |

**2023 User Fees - By-law Number
Schedule C**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Community Services | |
|--|-------------------------------|
| | Effective 1-Apr-23 |
| Fitness Class Drop-in | |
| Adult instructor led fitness class – per class | \$8.00 |
| Senior instructor led fitness class – per class | \$5.50 |
| Pickleball and Shuffleboard - 10 Session Pass | \$36.00 |
| Gymnasium Drop in Pass - 10 Session Pass | \$58.50 |
| Program Registration: | |
| Recreation Programs: (per hour) | |
| Preschool (0-5 years) | \$7.00 |
| Youth (6-12 years) | \$7.00 |
| Teen (13-14 years) | \$7.00 |
| Teen (15-17 years) | \$7.00 |
| Adult (18-54 years) (not instructor led fitness) | \$8.00 |
| Senior (55 years and over) (not instructor led fitness) | \$4.00 |
| Fitness: (per class) | |
| Adult Fitness –instructor led fitness class | \$7.00 |
| Senior Fitness – instructor led fitness class | \$4.00 |
| Adult Fitness – full session registration | \$6.00 |
| Senior Fitness (55 years and over)– full session registration | \$3.00 |
| Recreation Program Discounts: | |
| Family Program Registration – 3 or more immediate family members register for programs at full rates | 10% discount |
| ODSP Recipient Program Registration – eligible persons | 10% discount |
| Seniors Program Registration (55 yrs and up) | 10% discount |
| Individual – Multi-Program – 3 or more programs/session | 10% discount |
| Recreation - Camps and Birthday Parties | |
| Camps: (fees include activity fees and supplies) | |
| Summer or March Break Camp - per day | \$43.00 |
| Summer or March Break Camp - per week | \$161.00 |
| Specialty Camp – includes activity fees and supplies - per week | \$177.00 |
| Birthday parties: | |
| Birthday parties - room plus staff (2 hrs, max 20 children) | \$212.00 |
| Birthday parties - room plus staff plus pizza (2 hrs, max 20 children) | \$241.00 |
| Birthday parties - gym + room + staff (2 hrs, max 20 children) | \$229.00 |
| Birthday parties - gym + room + staff + pizza (2 hrs, max 20 children) | \$344.00 |
| Birthday parties – room, staff, pizza, primetime skating (2 hrs, max 20 children) | \$374.00 |
| Each additional child (non-swim parties) | \$10.00 |
| Birthday parties – room + staff + pool (2hrs, max 20 children) | \$287.00 |
| Birthday parties – room + staff + pool + pizza (2hrs, max 20 children) | \$402.00 |
| Sports Facilities and Fields | |
| Soccer or Baseball – Registered league fees, per user per season | \$15.00 |
| Baseball Diamond –reservation & preparation (non-league) | \$61.00 |
| Tennis Court key – per season | \$34.00 |
| WFCU Pool | |
| Drop-in Swimming | |
| Pool Lengths and Leisure swim | \$5.30 |
| Pool – Aquatic Exercise | \$6.20 |
| Recreation Swim | |
| Child under 24 months (with paid adult) | 0 |
| Child/Youth (ages 2-14) | \$4.00 |
| Child/Youth (ages 15-17) | \$4.00 |
| Adult/Senior | \$4.00 |

**2023 User Fees - By-law Number
Schedule C**

(Applicable taxes will be added to all fees)

| Growth and Sustainability Community Services | |
|--|-------------------------------|
| | Effective 1-Apr-23 |
| Swim Passes: | |
| Summer Family Swim Pass (Valid from June 26-Labour Day for recreation swims only. Up to 6 immediate family members living in the same household) | \$181.00 |
| Summer Adult Swim Pass (Valid from June 26-Labour Day for recreation swims only.) | \$61.00 |
| Summer Youth (up to age 14) Swim Pass (Valid from June 26-Labour Day for recreation swims only.) | \$56.00 |
| Summer Youth (ages 15-17) Swim Pass (Valid from June 26-Labour Day for recreation swims only.) | \$50.00 |
| Summer Organization Swim Pass (Valid for a recognized organization up to 6 people) | \$181.00 |
| Preschool Swim Pass (3 month pass for 1 child to attend preschool swims only, with guardian in the water) | \$110.00 |
| Memberships and Pass Cards | |
| Adult Pool Membership – Monthly | \$44.00 |
| Adult Pool Membership – 3 Month | \$119.00 |
| Adult Pool Membership – 6 Month | \$212.00 |
| Adult Pool Membership – Annual | \$382.00 |
| Adult Enhanced Pool Membership – Monthly | \$53.00 |
| Adult Enhanced Pool Membership – 3 Month | \$146.00 |
| Adult Enhanced Pool Membership – 6 Month | \$258.00 |
| Adult Enhanced Pool Membership – Annual | \$464.00 |
| Adult Swim Pass – 10 Sessions | \$47.70 |
| Adult Enhanced Swim Pass – 10 Sessions | \$55.80 |
| Swimming Lessons – rates per person, per ½ hour: | |
| Child/Youth (regular ratios) | \$9.00 |
| Adult (regular ratios) | \$8.00 |
| Child/Youth (up to age 14) (1:4 ratios) | \$12.00 |
| Youth (age 15-17) (1:4 ratios) | \$11.00 |
| Private Lessons - individual | \$30.00 |
| Private Lessons – 2 participants (per person) | \$19.00 |
| Private Lessons – 3 or more participants (per person) | \$15.00 |
| Pool Rental: | |
| 1 hour rental -1 pool, 2 lifeguards max. 24 people (base fee) | \$134.00 |
| Extra Lifeguard for Hourly Pool Rental – per additional lifeguard per hour (added to base fee) | \$31.00 |
| Activity Guide Advertising | |
| Full Page | \$ 295.00 |
| Full Page (2 Guides) | \$ 531.00 |
| Full Page (3 Guides) | \$ 708.00 |
| Half Page | \$ 195.00 |
| Half Page (2 Guides) | \$ 351.00 |
| Half Page (3 Guides) | \$ 468.00 |
| Business Card Size | \$ 95.00 |
| Business Card Size (2 Guides) | \$ 171.00 |
| Business Card Size (3 Guides) | \$ 228.00 |
| Back Cover | \$ 495.00 |
| Back Cover (2 Guides) | \$ 891.00 |
| Back Cover (3 Guides) | \$ 1,188.00 |
| Inside Front Cover | \$ 395.00 |
| Inside Front Cover (2 Guides) | \$ 711.00 |
| Inside Front Cover (3 Guides) | \$ 948.00 |
| ATRC Marketing TV's Advertising - per month | \$ 200.00 |

**2023 User Fees - By-law Number
Schedule D**

(Applicable taxes will be added to all fees)

| Strategic and Legal Affairs Police Services | |
|---|----------|
| Alarm Registration – Annual | \$22.00 |
| False Alarm Fees: | |
| Unregistered Premises - Any at fault false alarm call | \$133.00 |
| Registered Premises -Third at fault false alarm and each subsequent call thereafter | \$133.00 |

**2023 User Fees - By-law Number
Schedule E**

(Applicable taxes will be added to all fees)

| Strategic and Legal Affairs Fire Services | |
|--|--|
| Letters of Compliance | |
| Fire Prevention Related Letters | \$80.00 |
| Fire Reports for property owners | \$80.00 |
| Fire Inspections | |
| Inspection and certification of premises for liquor license approval | \$133.00 |
| Inspection by request (day care facility, retirement homes, group homes etc) - excluding residential homes | \$80.00 |
| Inspection resulting in Ontario Fire Code Contraventions | \$90.00 |
| Each additional follow-up to close the inspection (phone call, email, site-re-inspection) | \$50.00 |
| Industrial/Commercial Inspections (includes inspection, file review, letter/report development | |
| Premises smaller than 2,500 m ² | \$168.00 |
| Premises greater than 2,500 m ³ | \$213.00 |
| Residential Inspections (includes inspection, file review, letter/report development | |
| One to Five Storey | \$95.00 |
| Six or More Storey | \$140.00 |
| Special Occasion Permit Inspection | \$41.00 |
| All retrofits | \$394.00 |
| Fire Scene Photographs (each) | \$4.85 |
| Assistance for private standby - Comm'l/Ind'l beyond normal fire protection | Current MTO rates/hour per manned apparatus |
| Call for Service – Failure to Locate Utilities – per manned fire apparatus | Current MTO rates/hour per manned apparatus |
| Fire Investigation Reports | \$264.00 |
| Smoke/CO Alarm Inspection- Non Compliance Re Inspection | \$95.00 |
| Fire Safety Plan Review: | |
| Vulnerable Occupancies Small Facilities (up to 5 residents) | \$298.00 |
| Vulnerable Occupancies Large Facilities (over 5 residents) | \$595.00 |
| General – First Plan Initial Review | \$57.00 |
| General – Plan review per review | \$41.00 |
| Inspections for Propane Dispensing Sites: | |
| Existing 5,000 USWG or less | \$186.00 |
| New/modified 5,000 USWG or less | \$371.00 |
| Existing greater than 5,000 USWG | \$1,851.00 |
| New/modified greater than 5,000 USWG | \$1,851.00 |
| If necessary to retain 3 rd party engineer/other firm | Actual cost |
| False Alarms | |
| After second false alarm: | |
| First Hour – per manned apparatus | Current MTO rates/hour per manned apparatus |
| Each additional half hour – per manned apparatus | Current MTO rates/hour per manned apparatus |
| Open Burn By-law Cost Recovery Formula | |
| Fire Administration only attends location | Current MTO rates/hour per manned apparatus |
| Fire extinguishment – 2 nd or more offence | Current MTO rates/hour per manned apparatus + current hourly rate per fire fighter |
| Fire extinguishment using less than 6 firefighters | Current MTO rate/hour for a single manned fire apparatus |
| Fire extinguishment using greater than 6 firefighters and less than 12 firefighters | Current MTO rate/hour for 2 manned fire apparatus |
| Fire extinguishment requiring a 2 station response | Current MTO rate/per hour for 4 manned fire apparatus |
| External Services | |
| Recovery – external services cost | Actual Costs |

**2023 User Fees - By-law Number
Schedule F**

(Applicable taxes will be added to all fees)

| Strategic and Legal Affairs | |
|--|--|
| Civic Affairs | |
| Animal Control and Dog Pound Fees | |
| Dog Pound Impound Fee Per Day | \$ 14.00 |
| Dog At Large Second Offence | \$ 68.00 |
| Dog At Large Third Offence | \$ 133.00 |
| Dog Tags | \$ 22.00 |
| Dog Tag Penalty if Purchased after March 31 | \$ 10.00 |
| Replacement of lost dog tag | \$ 6.40 |
| Kennel Licence - In designated zoning areas only | \$ 70.00 |
| Dangerous Dog Sign | \$ 30.00 |
| Trap rental – per day, up to 7 continuous days, plus \$50 refundable deposit | \$ 10.00 |
| Trap rental – per day beyond 7 continuous days | \$ 5.00 |
| Appeals | |
| Appeal to a Hearing Committee (hearings of all by-laws and statutory hearings but for Committee of Adjustment) | \$ 100.00 |
| Costs and Disbursements to attend third party appeals | Actual Costs |
| Burial Permits | |
| Burial Permits | \$ 15.00 |
| Commissioning Oaths | |
| Commissioning of Oaths - per document | \$ 10.00 |
| Election | |
| Copy of previous election results | \$ 5.00 |
| Copy of Voters List | \$ 25.00 |
| Copy of Ward map | \$ 5.00 |
| Hunting Licences | |
| Resident – Small Game (subject to Ministry approval) | \$ 14.00 |
| Non-Resident – Small Game (subject to Ministry approval) | \$ 20.00 |
| Integrity Commissioner | |
| Formal Complaint to Integrity Commissioner | \$ 10.00 |
| Liquor Licences | |
| LLBO Acknowledgement Letter | \$25.00 |
| * See Schedule A for Building Services fee | |
| * See Schedule E for Fire Services fee | |
| Municipal Significance Designation | \$ 50.00 |
| Lottery Licences | |
| Break open lottery tickets – per box | \$ 14.00 |
| Bingo/Raffle Licences | 3% of Proposed Prize |
| Marriage Licences and Fees | |
| Marriage Licence | \$ 147.00 |
| Marriage Solemnization - Ceremony fee (basic) | \$ 298.00 |
| Witness Fee | \$ 25.00 |
| Photocopy Fees | |
| Photocopying – Per Standard Page | \$0.30 |
| Property Fees | |
| Damage to Town Property | Minimum \$50 or 2% of Property Damage Cost |
| Land Transfer Inquiries (lands not yet declared surplus) | \$ 25.00 |

**2023 User Fees - By-law Number
Schedule F**

(Applicable taxes will be added to all fees)

| |
|------------------------------------|
| Strategic and Legal Affairs |
| Civic Affairs |

| | |
|---|-----------|
| Street Closing Inquiry | \$ 12.00 |
| Street Closing Application Fee (\$90 if inquiry fee was paid) | \$ 110.00 |
| Street Closing Appraisal | At Cost |
| Street Closing Advertising | At Cost |

**2023 User Fees - By-law Number
Schedule F**

(Applicable taxes will be added to all fees)

| |
|------------------------------------|
| Strategic and Legal Affairs |
| Civic Affairs |

Requests under the *Municipal Freedom of Information and Protection of Privacy Act*

| | |
|--|----------------|
| Miscellaneous Charges per Ontario Regulation 823 | Per O. Reg 823 |
| Vehicle for Hire Licences and Fees | |
| Vehicles for Hire | |
| Vehicles for Hire Driver | \$ 55.00 |
| Vehicles for Hire Driver - renewal | \$ 44.00 |
| Vehicle for Hire Owner (per vehicle) | \$ 110.00 |
| Private Vehicles for Hire Driver | \$ 55.00 |
| Private Vehicles for Hire Driver - renewal | \$ 44.00 |
| Private Vehicle for Hire Owner - per vehicle | \$ 110.00 |
| Private Transportation Company | \$ 328.00 |
| Limousine Driver | \$ 55.00 |
| Limousine Driver - Renewal | \$ 44.00 |
| Limousine Owner - per vehicle | \$ 110.00 |
| Broker | \$ 55.00 |
| Replacement of Owner Plate | \$ 28.00 |
| Replacement of Driver Plate | \$ 12.00 |
| Transfer | \$ 39.00 |

| | |
|--|----------|
| Recovery of Legal Costs | |
| Recovery of legal fees for lawyer associated with tax sales, property disposition (per hour) | \$229.00 |
| Recovery of legal fees for legal assistant (per hour) | \$143.00 |
| Recovery of disbursements | At cost |

**2023 User Fees - By-law Number
Schedule G**

(Applicable taxes will be added to all fees)

| Operations | |
|---|--------------|
| Public Works Services | |
| Ditching Policy EN120 - Administrative Fee | \$264.00 |
| Encroachment/entrance permit and other miscellaneous works | \$264.00 |
| Indemnity deposit – refundable up to 3 years from issuance of permit | \$1,300.00 |
| Drainage Services | |
| Tile Loans – Administrative Fee | \$165.00 |
| Engineering Services | |
| Lawyer Letters - per property inquiry | \$80.00 |
| Water Services | |
| Water Shut-Off - nonpayment | \$56.00 |
| Water Shut-Off | \$35.00 |
| Water Shut Off – After Hours | \$167.00 |
| Water Turn-On | \$35.00 |
| Water Turn On – After Hours | \$167.00 |
| Water Disconnect, defined as a complete removal of the water service to corporation stop | Actual cost |
| Water Reconnect, defined as a installation of the water service to corporation stop. Buy-in fee under Tariff of Fees By-law is not applicable if done within 5 years of disconnect. | Actual cost |
| New Water Account Set Up Fee | \$35.00 |
| Water account late payment fee | 3% per month |
| Shut off notice | \$8.00 |
| Relocation of Water Service: | |
| Short Service | \$3,268.00 |
| Long Service | \$4,053.00 |
| Inspection Fee – water service when building demolished | \$65.00 |
| Missed appointment or service refusal per instance | \$55.00 |
| | |
| Water Service Abandonment Fee: Where all buildings have been removed from a building lot and a water service is requested to be abandoned by the property owner, the water service pipe shall be disconnected at the property line. The service box and rod shall be removed by the owner's contractor or by Town forces, at the owner's expense, and inspected by the Town; after which the basic charge will no longer be applicable | |
| Town performs the work | \$325.00 |
| Inspection Fee when property owner performs the work | \$65.00 |
| Water Service Abandonment Reconnection Fee (at property line): | |
| Town performs the work | \$325.00 |
| Inspection Fee when property owner performs the work | \$65.00 |
| In the event that the reconnection is done within 5 years of Water Buy-in, reconnection fee shall not be applicable. | |
| | |
| Water Permit - Includes Supplying Water Meter - Actual cost plus administration fee | \$35.00 |
| Test of Water Meter - where meter is found to be in proper working order | \$179.00 |
| Frozen Meter Repair | \$119.00 |

**2023 User Fees - By-law Number
Schedule H**

(Applicable taxes will be added to all fees)

| |
|----------------|
| Finance |
|----------------|

| Administration Fees and Service Charges | |
|--|----------|
| Convenience Fee – US currency transactions (per item) | \$5.00 |
| NSF Cheque/Returned Item Charge | \$38.00 |
| Financing Administration Fee – per property | \$124.00 |
| Interest on trade receivables over 30 days past due per month | 1.25% |
| Penalty and Interest on tax account arrears per month | 1.25% |
| Tax Certificate and Water Certificate - each per property inquiry | \$80.00 |
| Tax Certificate and Water Certificate - each per property inquiry within 3 business days | \$160.00 |
| Property Tax bill reprint | \$14.00 |
| Additions to the Roll - Water, AR, POA, WSIB, etc. | \$33.00 |
| Refund or Misdirected Payment Fee | \$35.00 |
| Title search on property > 2 years in arrears | \$61.00 |
| Financing Admin Fee | \$124.00 |
| Ownership Changes | \$38.00 |
| Mortgage Fees for tax bills | \$12.00 |

| Tax Sale Fees | |
|--|------------|
| Farm Debt Mediation Letter – per property | \$50.00 |
| Block A – Preliminary work (including registration of Tax Arrears Certificate, mailing of first notices, Statutory Declaration regarding notice, Tax Arrears Cancellation Certificate) | \$1,050.00 |
| Block B – Survey (if required) | Actual |
| Block C – Final Notice, Statutory Declaration | \$300.00 |
| Block D – Extension Agreement | \$400.00 |
| Tender process: | |
| Advertising | Actual |
| Tender opening and examination | \$570.00 |
| Prepare and Register Tax Deed | \$750.00 |
| Pay proceeds into court | \$650.00 |

| G.I.S. Mapping | |
|--|---------|
| Standard Map Products | |
| Municipal Wide Street Map - (Double Sided – Colour) 11"x17" | Free |
| Municipal Wide Street Map - (Double Sided – Colour) 18"x34" | \$8.00 |
| Municipal Wide Street Map - (Double Sided – Colour) 24"x50" | \$14.00 |
| Custom Map Products | |
| Custom Mapping - include any plots larger than 11" x 17" up to maximum size 24" x 50" - per hour | \$56.00 |

**2023 User Fees - By-law Number
Schedule I**

(Applicable taxes will be added to all fees)

| Growth and Sustainability | |
|---|-------------------------------|
| Arena – Ice Rates | |
| | Effective 1-Apr-23 |
| Ice Rentals – hourly rates: | |
| Non-Prime Time: Mon-Fri 6am-4pm (Sept-May) | \$120.00 |
| Non-Prime Time: Mon-Fri 6am-4pm (June-Aug) | \$180.00 |
| Prime Time: Mon-Fri 4pm - 11pm, Weekends | \$200.00 |
| Same Day Rental | \$145.00 |
| Ice Rental Cancellation Fee – minimum 48 hours notice | \$33.00 |
| Arena Storage Room – registered leagues | Free |
| Public Skating: | |
| Public Skate session (up to age 14) | \$3.00 |
| Public Skate session (over age 14) | \$3.00 |
| Parent and Tot Skate session | Free |
| Adult/Senior Skate session | Free |
| Adult Sticks, Pucks and Helmets - per session | Free |
| Women's Only Sticks, Pucks & Helmets - per session | Free |
| Figure Skating practice (Child/Youth to age 14) | \$12.00 |
| Figure Skating practice (Youth ages 15-17) | \$11.00 |
| Drop-in Hockey: (full equipment is required) | |
| Child/Youth to age 14 | \$5.00 |
| Youth – ages 15-17 | \$5.00 |
| Adult | \$7.00 |

**2023 User Fees - By-law Number
Schedule J**

(Applicable taxes will be added to all fees)

| Growth and Sustainability | |
|--|-------------------------------|
| | Effective 1-Apr-23 |
| Belle River Marina Rates | |
| Slip Rental –Seasonal: | |
| Fully Serviced - based on size of slip - per foot | \$55.00 |
| Un-serviced- based on size of slip - per foot | \$44.00 |
| Slip Rental – Monthly: | |
| Docks A and B – Serviced | \$507.00 |
| Docks C, D, G and F – Serviced | \$433.00 |
| Docks E and F – Un-serviced | \$398.00 |
| Slip Rental - Transient | |
| Slip Rental - per foot | \$2.00 |
| Other Fees: | |
| Electrical Fee -Air Conditioner per unit | \$213.00 |
| Pump Out | \$15.00 |
| Boat Launch Ramp – Day Pass | \$15.00 |
| Boat Launch Ramp – 10-pack | \$135.00 |
| Boat Launch Ramp - Season Pass | \$202.00 |
| Boat Launch Ramp - Seasonal Pass Senior Rate | \$150.00 |
| Jet Ski Access – Season Pass (must supply own Town-approved dock) | \$225.00 |
| Chartering Access – Season Pass | \$548.00 |
| Marina Pavillion – seasonal boater use only | Free |

**2023 User Fees - By-law Number
Schedule K**

| |
|-------------------|
| Operations |
|-------------------|

| Water Rates | |
|-----------------------------------|--------------|
| Consumption - per cubic meter | \$1.62 |
| Basic - per month | \$21.68 |
| Manual water meter read | \$ 100.00 |
| Late payment charge on water bill | 3% per month |

| Wastewater Rates | |
|---|---------|
| Consumption - per cubic meter | \$1.83 |
| Basic - per month | \$23.24 |
| Bulk Water Rates | |
| Bulk Water Fill Station Rate - per 1,000 gallons (0.4546 m ³) | \$6.00 |

1. Repeals By-law 113-2021