

# The Corporation of the Town of Lakeshore

## By-law Number 16-2020

### A By-law to Establish User Fees for Certain Services Provided by the Corporation of the Town of Lakeshore

**Whereas** Section 391(1) of the *Municipal Act, 2001*, S.O. 2001, C.25, allows 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 The Corporation of the Town of Lakeshore (hereinafter referred to as the “Town of Lakeshore”) wishes to pass a by-law respecting fees for processing of applications to the Town of Lakeshore for services, inspections, activities, document provision, use of property and facilities provided by the Town of Lakeshore and related matters;

**And whereas** Section 69 of the *Planning Act*, R.S.O. 1990, c.P.14, allows 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 Town 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, allows municipalities to pass a by-law concerning the issuance of permits and related matters requiring the payment of fees on applications for and on the issuance of permits;

**And whereas** the Council of the Town 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 The Corporation of the Town of Lakeshore enacts as follows:

#### 1. Definitions

- 1.1. In this by-law: “Schedule” means Schedules A through to and including K attached to this by-law.

#### 2. Interpretation

- 2.1. 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.
- 2.2. References to items in the plural include the singular, as applicable.
- 2.3. 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.
- 2.4. Headings are inserted for ease of reference only and are not to be used as interpretation aids.
- 2.5. Specific references to laws in the by-law are printed in italic font and 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.

- 2.6. 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.
- 2.7. The obligations imposed by the by-law are in addition to obligations otherwise imposed by law or contract.

### 3. Severability/Conflict

- 3.1. 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.
- 3.2. 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 Town of Lakeshore or shall be deemed to authorize anything contrary to the *Municipal Act, 2001*.

### 4. Fees Established

- 4.1. The Council of the Town of Lakeshore hereby 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 Town of Lakeshore shall be charged in addition to the fees identified.

### 5. Payment Terms

- 5.1. Any person who makes an application to, or a request for, any services, activity, use of any Town 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 Town, 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.
- 5.2. 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 Town 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 Town 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.
- 5.3. Notwithstanding subsection 5.1, 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 Town 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

- 6.1. 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 Town's 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 Town of Lakeshore to attend on or participate in the appeal.
- 6.2. The applicant shall pay to the Town 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 Director 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 Director of Legislative & Legal Services, prior to the commencement of the hearing, the Town 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 Town 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 Town of Lakeshore and bear interest at the rate provided for in this by-law until payment in full.
- 6.3. Nothing in subsection 6.2 limits Council for the Town of Lakeshore from determining that the Town 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

- 7.1. Unless a contrary rate is provided for elsewhere, overdue amounts owing to the Town 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.
- 7.2. 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

- 8.1. 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 Corporation of the Town of Lakeshore. The Town's Treasurer may add unpaid fees and charges imposed by the Town to the tax roll for the following property in the Town limits and shall collect them in the same manner as municipal taxes:
  - 8.1.1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was charged; and
  - 8.1.2. 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

- 9.1. Where permitted under this or any other by-law or law, where the Town has directed or required a person to do a matter or thing, in default of it being done by the person directed or required to do it, the Town 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. Annual Inflationary Increase

- 10.1. The fees in Schedule A through K shall be adjusted annually, without amended to this by-law, on the 1<sup>st</sup> of January, except for Schedule C and Schedule I rates which are effective the 1<sup>st</sup> of April, in accordance with the applied year over year change in the Consumer Price Index (CPI). Fees, including indexing adjustments, may then be rounded up, as follows:
  - 10.1.1. Fees less than \$1 per unit rounded up to the nearest \$0.01 (one cent);
  - 10.1.2. Fees greater than \$1 and up to \$5 per unit rounded up to the nearest \$0.05 (five cents);
  - 10.1.3. Fees greater than \$5 per unit rounded up to the nearest \$1.00 (one dollar);All fees will be charged plus applicable taxes, unless otherwise noted.
- 10.2. The user deposit amounts in various Schedules and the user rates for water and wastewater (Schedule K) are not subject to annual CPI indexing, but are as established under this by-law and as amended through Council approval from time to time.

## 11. Repeal

- 11.1. By-law 15-2019 and all by-laws amending By-law 15-2019 are hereby repealed.
- 11.2. Any amount owing under By-law 15-2019 as amended and unpaid as of the date of repeal shall survive and continue to be a debt owing to the Town and is collectible by the Town, despite the repeal of By-law 15-2019 as amended.

## 12. Effect

- 12.1. This by-law shall come into force and effect upon passage, 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.
- 12.2. Despite anything to the contrary in this by-law, where a Schedule in this By-law has specified effective dates, then any such Schedule shall be in effect only until the date set out therein, or shall come into effect only as of the date set out therein, as the case may be.

## 13. Short Title

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

## 14. Accessibility

- 14.1. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c.11, and regulations thereunder, all as amended or replaced from time to time, no additional fee shall be charged to a person with a disability arising from or related to their disability.

Read and passed in open session on March 10, 2020.

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**Mayor  
Tom Bain**

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**Clerk  
Kristen Newman**

**By-law Number 16-2020  
Schedule A**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services</b>	
<b>Building Services</b>	

<b>Construction - New</b>	
New Residential – per square foot of living area	\$1.06
Modular Homes/Relocated Dwellings – per square foot	\$0.41
New Non-Residential (including Mezzanines) – per square ft	\$0.78
Greenhouses– per square foot	\$0.02
Greenhouse related Structures – per square foot	\$0.30
<b>Construction - Addition or Renovations</b>	
Permit fees for all other construction not shown will be calculated <b>per thousand dollars of the construction cost.</b> 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.	\$12.16
Detached Garage/Shed – per square foot	\$0.23
Pole Barn – per square foot (Agricultural Use)	\$0.16
Construction– Residential Application Fee Deposit (minimum)	\$1,000.00

<b>Flat Fees</b>	
Inspection fee – no show and/or not ready for inspection	\$55.00
Minimum Building Permit fee	\$99.00
Fence Permit	\$60.00
Application for variance to Fence By-law	\$469.00
Application for variance to Noise By-law	\$469.00
Application for variance to Sign By-law	\$469.00
Swimming Pool Permit – Above Ground	\$60.00
Swimming Pool Permit – In-Ground	\$119.00
Sign Permit	\$77.00
Plumbing Permit – per washroom	\$99.00
Driveway Approach	\$176.00
Demolition Permit	\$99.00
Deck Permit ( <b>Minimum</b> )	\$145.00
Solar Panel Permit - per panel rate ( <b>max. \$605; min. \$90</b> )	\$13.00
Lawyer letters – per property inquiry	\$75.00
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	\$88.00
Wind Turbines with an output over 1.5 megawatts, per turbine	\$11,917.00

<b>Indemnity Deposits</b>	
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

<b>Part 8 (O.B.C.) Program</b>	
Permit - Class 4 – Septic New or Replacement System	\$841.00
Permit – Class Tertiary System	\$968.00
Permit – Class 4 – Tank Replacement only	\$336.00
Class 5 – Holding Tank	\$841.00

<b>Fill Permit</b>	
1.5 to 2 acres ( <b>fee plus \$2,500 deposit</b> )	\$121.00
2 to 4 acres ( <b>fee plus \$5,500 deposit</b> )	\$121.00
4 to 5 acres ( <b>fee plus \$7,500 deposit</b> )	\$121.00

**By-law Number 16-2020  
Schedule A**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services Building Services</b>	
Over 5 acres (fee plus deposit of \$7,500 plus \$2,500 per acre over 5 )	\$121.00
<b>Refund Policy*</b>	
Application filed, no work done (Minimum Administrative Fee*)	\$30.00
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	
<b>Property Standards</b>	
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
<p>Building Permit Fees (building, plumbing &amp; septic) will be charged at twice the applicable rate if any work requiring a permit is commenced prior to receiving a Building Permit.</p>	

**By-law Number 16-2020  
Schedule B**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services Planning and Development Services</b>			
<b>Description</b>	<b>Minimum Deposit to Accompany Application</b>	<b>Fee (Non ReFundable) plus actual costs</b>	<b>Flat Fee</b>
<b>Official Plan amendments</b>			
Major (see below)	\$5,000.00	\$2,360.00	
Minor (see below)	\$3,500.00	\$1,770.00	
<b>Zoning By-law amendments</b>			
Major (see below)	\$4,500.00	\$2,360.00	
Minor (see below)	\$3,500.00	\$1,770.00	
Temporary Use By-law	\$3,500.00	\$1,770.00	
By-law to extend the time limit for a Temporary Use			\$591.00
Combined Official Plan Amendment and Zoning By-law Amendment	\$6,000.00	\$3,187.00	
"H" Removal By-law			\$1,415.00
Deeming By-law			\$1,181.00
<b>Site Plan Approval – Minor</b>			
Site Plan Approval - Minor	\$3,000.00	\$1,770.00	
Amendment (see below)	\$2,500.00	\$1,181.00	
Amendment (No Report to Council)			\$591.00
Request for Security Release			\$237.00
Release of Agreement			\$176.00
<b>Site Plan Approval – Major</b>			
Site Plan Approval - Major	\$5,500.00	\$2,951.00	
Amendment (see below)	\$4,000.00	\$2,360.00	
Request for Security Release			\$237.00
Release of Agreement			\$176.00
<b>Telecommunications Facilities</b>			
Exempt from Public Consultation			\$591.00
Not Exempt from Public Consultation			\$946.00
<b>Subdivision Applications</b>			
Subdivision Application	\$10,000.00	\$5,310.00	
Subsequent Phases of Existing Plans of Subdivision	\$6,000.00	\$2,314.00	
<b>Revisions to Draft Approved Plans</b>			
Revisions to a Draft Approved Plan of <b>Subdivision (Red Line Revision)</b>			
Minor Revision (see below)	\$6,000.00	\$2,951.00	
Major Revision (see below)	\$8,000.00	\$4,720.00	
Request to Amend Conditions of Draft Approval	\$3,000.00	\$1,181.00	
Request to Extend Draft Approval			\$591.00
Clearance letter from County			\$355.00
Condominium Application	\$10,000.00	\$5,310.00	



**By-law Number 16-2020  
Schedule B**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services Planning and Development Services</b>
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Description	Minimum Deposit to Accompany Application	Fee (Non ReFundable) plus actual costs	Flat Fee
Revisions to a Draft Approved Plan of <b>Condominium (Red Line Revision)</b>			
Minor Revision (see below)	\$6,000.00	\$2,951.00	
Major Revision (see below)	\$8,000.00	\$4,720.00	
Request to Amend Conditions of Draft Approval (no change to layout)	\$3,000.00	\$1,181.00	
Request to Extend Draft Approval			\$591.00
Clearance letter from County			\$355.00
Condominium Conversion	\$3,000.00	\$1,181.00	
Preparation of a subdivision, condominium, site plan or development agreement		Actual Costs	
Lift Part Lot Control			\$1,181.00
Extend Part Lot Control			\$591.00
<b>Minor Variance, Consent and Rezoning Applications</b>			
Minor Variance – Residential		\$709.00	
Minor Variance – All others		\$946.00	
Amendment when Recirculation Required			\$237.00
Tabling Fee			\$119.00
Special Hearing			\$591.00
Consent	\$1,500.00	\$1,181.00	
Amendment - Recirculation Required			\$237.00
Tabling Fee			\$119.00
Special Hearing			\$591.00
Stamping Fee (Certificate):			
For consent, new lot & lot additions			\$119.00
For lease and easement			\$78.00
Combined Minor Variance & Consent	\$1,700.00	\$1,415.00	
Combined Consent & Rezoning	\$2,900.00	\$2,242.00	
<b>Other Fees</b>			
Compliance Letters			\$119.00
Heritage Permit Application			Actual cost
Peer Review of all Specialized Reports/Studies	\$3,000.00	Actual Costs	
OMB Costs	\$2,500.00	Actual Costs	
Photocopies – per page			\$0.30
Information search (per hour, first hour free)			\$36.00
Advertising fee		Actual Costs	
More than one Open House or Public Meeting Required			\$355.00
Notice to Cancel Public Meeting or Open House			\$237.00
Re-circulation of Public Notices			\$237.00

**By-law Number 16-2020  
Schedule B**

**(Applicable taxes will be added to all fees)**

**Community and Development Services  
Planning and Development Services**

Description	Minimum Deposit to Accompany Application	Fee (Non ReFundable) plus actual costs	Flat Fee
Engineering Review Fee			\$176.00
Legal Review Fee		Actual Costs	
Septic Review Fee			\$176.00
Preconsultation Meeting			\$50/hour
Amendment to Development or Subdivision Agreement			\$679.00
Refund Policy*			
Minimum fee*		\$30.00	
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,

**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
- 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.

**By-law Number 16-2020  
Schedule B**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services Planning and Development Services</b>
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Description	Minimum Deposit to Accompany Application	Fee (Non ReFundable) plus actual costs	Flat Fee
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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.

**By-law Number 16-2020  
Schedule C**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services Parks and Recreation Services</b>	
	<b>Effective 01-Apr-20</b>
<b>Fees – Rooms and Pavilions</b>	
Cancellation fee - (not refundable if within 72 hours)	\$33.00
Set up and Take Down	\$111.00
Security Deposit (no alcohol function)	\$109.00
Security Deposit (alcohol function)	\$217.00
<b>Rentals - Park Pavilions</b>	
Large Pavilion Rental – no alcohol (Lakeview, Geralyn Tellier Perdu, Tilbury North, Optimist) - per day	\$172.00
Small Pavilion Rental – no alcohol (Woodslee Memorial) - per day	\$87.00
Centennial and Pleasant Park Pavilions – no alcohol - per day	\$42.00
All Pavilion Rentals – Alcohol Event - per day	\$627.00
Lakeview Park Amphitheatre – electrical access	\$89.00
Park Permit (per event)	\$56.00
<b>Rentals – Community and Recreation Centres</b>	
Large Room - per day	\$285.00
Large Room – non-profit - per hour	\$56.00
Large Room - commercial - per hour	\$78.00
Large Room – 4 hour block with or without kitchen	\$171.00
Large Room and kitchen – Alcohol Event - per day	\$631.00
Large Room and kitchen– Alcohol Event – non-profit group - per day	\$615.00
Small Room - per hour	\$56.00
Small Room - non-profit - per hour	\$33.00
Small Room - per day	\$171.00
Small Room – Alcohol Event - per day	\$329.00
Small Room + hall and servery (Libro Centre) no alcohol - per day	\$220.00
Small Room – Community/non-profit group (regular business hours, non-fee usage, approved by Manager of Recreation)	Free
Gymnasium – half – non-profit – per hour	\$32.00
Gymnasium – half – commercial – per hour	\$75.00
Gymnasium - full – per hour	\$56.00
Gymnasium – full – commercial – per hour	\$148.00
Gymnasium – full – block of 10 hours or more – per hour	\$50.00
Gymnasium – Sporting event (non-profit) 12 hours	\$598.00
Arena floor (non-ice) - non-profit – per hour	\$56.00
Arena floor (non-ice) – per day	\$603.00
AtlasTube Centre Lobby or Common Area(s)	150.00
Projector and Screen (with facility rental, per day)	\$24.00
Sound System (with facility rental, per day)	\$24.00
Table Rentals (each)	\$10.00
<b>Recreation Fees</b>	
<b>Drop-in Fees:</b>	
Gymnasium per visit:	
Teen (13-14 years)	\$6.00
Teen (15-17 years)	\$6.00
Adult (18-54 years)	\$6.00
Senior (55 years and over)	\$3.75
Family rate (up to 6 immediate family members)	\$12.00
Adult – Open Gym Time	\$6.00
Pickleball or Shuffleboard	
Adult/Senior (up to 3 hours) per visit – no instructor	\$3.75

**By-law Number 16-2020  
Schedule C**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services Parks and Recreation Services</b>	
	<b>Effective 01-Apr-20</b>
Fitness Class Drop-in	
Adult instructor led fitness class – per class	\$7.50
Senior instructor led fitness class – per class	\$5.00
Pickleball and Shuffleboard - 10 Session Pass	\$33.75
Gymnasium Drop in Pass - 10 Session Pass	\$54.00
<b>Program Registration:</b>	
Recreation Programs: (per hour)	
Preschool (0-5 years)	\$6.50
Youth (6-12 years)	\$6.50
Teen (13-14 years)	\$6.50
Teen (15-17 years)	\$6.00
Adult (18-54 years) (not instructor led fitness)	\$7.00
Senior (55 years and over) (not instructor led fitness)	\$7.00
Fitness: (per class)	
Adult Fitness –instructor led fitness class	\$6.00
Senior Fitness – instructor led fitness class	\$3.00
Adult Fitness – full session registration	\$5.00
Senior Fitness (55 years and over)– full session registration	\$2.00
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
<b>Recreation - Camps and Birthday Parties</b>	
<b>Camps:</b> (fees include activity fees and supplies)	
Summer or March Break Camp - per day	\$40.00
Summer or March Break Camp - per week	\$150.00
Specialty Camp – includes activity fees and supplies - per week	\$165.00
<b>Birthday parties:</b>	
Birthday parties - room plus staff (2 hrs, max 20 children)	\$192.00
Birthday parties - room plus staff plus pizza (2 hrs, max 20 children)	\$220.00
Birthday parties - gym + room + staff (2 hrs, max 20 children)	\$209.00
Birthday parties - gym + room + staff + pizza (2 hrs, max 20 children)	\$313.00
Birthday parties – room, staff, pizza, primetime skating (2 hrs, max 20 children)	\$339.00
Each additional child (non-swim parties)	\$8.00
Birthday parties – room + staff + pool (2hrs, max 20 children)	\$261.00
Birthday parties – room + staff + pool + pizza (2hrs, max 20 children)	\$365.00
<b>Sports Facilities and Fields</b>	
Soccer or Baseball – Registered league fees, per user per season	\$13.15
Baseball Diamond –reservation & preparation (non-league)	\$56.00
Tennis Court key – per season	\$29.79
<b>WFCU Pool</b>	
Drop-in Swimming	
Pool Lengths and Leisure swim	\$4.87
Pool – Aquatic Exercise	\$5.75
Recreation Swim	
Child under 24 months (with paid adult)	Free
Child/Youth (ages 2-14)	\$3.50
Child/Youth (ages 15-17)	\$3.10
Adult/Senior	\$3.10

**By-law Number 16-2020  
Schedule C**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services Parks and Recreation Services</b>	
	<b>Effective 01-Apr-20</b>
<b>Swim Passes:</b>	
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)	\$165.00
Summer Adult Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$56.00
Summer Youth (up to age 14) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$50.00
Summer Youth (ages 15-17) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$44.25
Summer Organization Swim Pass (Valid for a recognized organization up to 6 people)	\$165.00
Preschool Swim Pass (3 month pass for 1 child to attend preschool swims only, with guardian in the water)	\$99.00
<b>Memberships and Pass Cards</b>	
Adult Pool Membership – Monthly	\$40.00
Adult Pool Membership – 3 Month	\$108.00
Adult Pool Membership – 6 Month	\$193.00
Adult Pool Membership – Annual	\$347.00
Adult Enhanced Pool Membership – Monthly	\$47.00
Adult Enhanced Pool Membership – 3 Month	\$132.00
Adult Enhanced Pool Membership – 6 Month	\$235.00
Adult Enhanced Pool Membership – Annual	\$422.00
Adult Swim Pass – 10 Sessions	\$45.00
Adult Enhanced Swim Pass – 10 Sessions	\$53.00
<b>Swimming Lessons – rates per person, per ½ hour:</b>	
Child/Youth (regular ratios)	\$8.50
Adult (regular ratios)	\$7.52
Child/Youth (up to age 14) (1:4 ratios)	\$11.50
Youth (age 15-17) (1:4 ratios)	\$10.18
Private Lessons - individual	\$27.50
Private Lessons – 2 participants (per person)	\$17.00
Private Lessons – 3 or more participants (per person)	\$13.80
<b>Swim/Skate Passes:</b>	
Fall Swim/Skate Pass – Adult (3 month pass. Valid for public skate and swim only)	\$56.00
Fall Swim/Skate Pass – Youth to age 14 (3 month pass. Valid for public skate and swim only)	\$50.00
Fall Swim/Skate Pass – Youth ages 15 - 17 (3 month pass. Valid for public skate and swim only)	\$44.25
<b>Pool Rental:</b>	
1 hour rental -1 pool, 2 lifeguards max. 24 people (base fee)	\$121.00
Extra Lifeguard for Hourly Pool Rental – per additional lifeguard per hour (added to base fee)	\$28.00

**By-law Number 16-2020  
Schedule D**

**(Applicable taxes will be added to all fees)**

<b>Legislative and Legal Services Police Services</b>	
Motor Vehicle Accident Reports	\$75.00
Incident Report Confirmation	\$53.00
Criminal Record Checks (CRC)	\$53.00
Criminal Record Checks – students	\$25.00
Criminal Record Checks – volunteers	Free
Duplicate Copy of CRC Certificate	\$5.00
Technical Traffic Collision Reports	\$558.00
Reconstructionist Report	\$1,115.00
Alarm Registration – Annual	\$20.00
False Alarm Fees:	
Unregistered Premises - Any at fault false alarm call	\$120.00
Registered Premises -Third at fault false alarm and each subsequent call thereafter	\$120.00

**By-law Number 16-2020  
Schedule E**

**(Applicable taxes will be added to all fees)**

<b>Legislative and Legal Services Fire Services</b>	
<b>Letters of Compliance</b>	
Lawyer Letters – per inquiry	\$75.00
Commercial - includes on site inspection	\$192.00
Residential - includes on site inspection	\$97.00
Fire Reports for property owners	\$71.00
<b>Fire Inspections</b>	
Inspection and certification of premises for liquor license approval	\$120.00
Inspection by request (day care facility, retirement homes, group homes etc) - excluding residential homes	\$60.00
Fire Inspections (after standard 3 visits) – per hour	\$44.00
Special Occasion Permit Inspection	\$41.00
All retrofits	\$359.00
Fire Scene Photographs (each)	\$4.40
Assistance for private standby beyond normal fire protection of Commercial and Industrial premises per hour (MTO rates per manned apparatus)	\$475.00
Call for Service – Failure to Locate Utilities – per manned fire apparatus	\$542.00
Fire Investigation Reports	\$239.00
Fire Safety Plan Review:	
Vulnerable Occupancies Small Facilities (up to 5 residents)	\$271.00
Vulnerable Occupancies Large Facilities (over 5 residents)	\$542.00
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	\$169.00
New/modified 5,000 USWG or less	\$338.00
Existing greater than 5,000 USWG	\$1,687.00
New/modified greater than 5,000 USWG	\$1,687.00
If necessary to retain 3 <sup>rd</sup> party engineer/other firm	Actual cost
<b>False Alarms</b>	
After second false alarm:	
First Hour – per manned apparatus	Current MTO rate
Each additional half hour – per manned apparatus	Current MTO rate
<b>Open Burn By-law Cost Recovery Formula</b>	
Fire Administration only attends location	½ the current MTO rate for a single manned fire apparatus
Camp fire extinguishment only	½ the current MTO rate for a single manned fire apparatus
Fire extinguishment using less than 6 firefighters	Current MTO rate for a single manned fire apparatus
Fire extinguishment using greater than 6 firefighters and less than 12 firefighters	Current MTO rate for 2 manned fire apparatus
Fire extinguishment requiring a 2 station response	Current MTO rate for 4 manned fire apparatus
<b>External Services</b>	
Recovery – external services cost	Actual Costs



**By-law Number 16-2020  
Schedule F**

**(Applicable taxes will be added to all fees)**

<b>Legislative and Legal Services</b>	
<b>Legislative and Legal Services and Animal Control</b>	
<b>Permits, Licences and Fees</b>	
Break open lottery tickets – per box	\$12.00
Bingo/Raffle Licenses	3% of Proposed Prize
Hunting Licences	
Resident – Small Game (subject to Ministry approval)	\$12.00
Non-Resident – Small Game (subject to Ministry approval)	\$17.00
Marriage License	\$137.00
Marriage Solemnization - Ceremony fee (basic)	\$271.00
Taxi Licences (Annual)	
Company License	\$120.00
Company License Renewal	\$60.00
Driver Permits – OPP Clearance provided by applicant	\$24.00
Burial Permits	\$15.00
Commisioning of Oaths	\$10.00
Photocopying – Per Standard Page	\$0.30
<b>Privacy Act</b>	
Freedom of Information (MFIPPA) Requests:	
Application Fee	\$5.00
Electronic document search – per 15 minutes	\$15.00
Miscellaneous Charges per OReg 823	Per O. Reg 823
<b>Alley Closing</b>	
Closing, sale and disposition of streets and alleys - Policy AD-284 - non-refundable fee plus applicable costs	\$1,073
<b>Animal Control</b>	
Dog Tags	\$20.00
Dog Tag Penalty if Purchased after March 31	\$10.00
Replacement of lost dog tag	\$6.20
Dog Tags – for calendar year of adoption from Lakeshore Area 3 Dog Pound by Lakeshore resident	Free
Kennel License - In designated zoning areas only	\$64.00
<b>Dog Pound Fees</b>	
Second Offence	\$60.00
Third Offence	\$120.00
Impound Fee Per Day	\$12.00
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
<b>Contribution to Appeals</b>	
Costs and Disbursements to attend third party appeals	Actual Costs

**By-law Number 16-2020  
Schedule G**

**(Applicable taxes will be added to all fees)**

<b>Engineering and Infrastructure Services</b>	
<b>Public Works Services</b>	
Ditching Policy EN120 - Administrative Fee	\$239.00
Encroachment/entrance permit and other miscellaneous works	\$239.00
Indemnity deposit – refundable up to 3 years from issuance of permit	\$1,300.00
Mini-Cam Inspection	\$0.00
<b>Drainage Services</b>	
Tile Loans – Administrative Fee	\$150.00
<b>Engineering Services</b>	
Lawyer Letters - per property inquiry	\$75.00
<b>Water Services</b>	
Water Shut-Off - nonpayment	\$50.00
Water Shut-Off	\$30.00
Water Shut Off – After Hours	\$152.00
Water Turn-On	\$30.00
Water Turn On – After Hours	\$152.00
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	\$30.00
Water account late payment fee	3% per month
Shut off notice	\$6.00
Relocation of Water Service:	
Short Service	\$2,980.00
Long Service	\$3,695.00
Inspection Fee – water service when building demolished	\$58.00
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	\$295.00
Inspection Fee when property owner performs the work	\$58.00
Water Service Abandonment Reconnection Fee (at property line):	
Town performs the work	\$295.00
Inspection Fee when property owner performs the work	\$58.00
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	\$30.00
Test of Water Meter - where meter is found to be in proper working order	\$163.00
Frozen Meter Repair	\$108.00
Water Buy-In Fees	Per By-law 49-2015

**By-law Number 16-2020  
Schedule H**

**(Applicable taxes will be added to all fees)**

<b>Finance Services</b>	
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<b>Administration Fees and Service Charges</b>	
Convenience Fee – US currency transactions (per item)	\$3.00
NSF Cheque/Returned Item Charge	\$35.00
Financing Administration Fee – per property	\$112.00
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	\$75.00
Tax Certificate and Water Certificate - each per property inquiry within 3 business days	\$150.00
Property Tax bill reprint	\$12.00
Additions to the Roll - Water, AR, POA, WSIB, etc.	\$30.00
Refund or Misdirected Payment Fee	\$30.00
Title search on property > 2 years in arrears	\$56.00
Financing Admin Fee	\$112.00
Ownership Changes	\$35.00
Mortgage Fees for tax bills	\$11.00

<b>Tax Sale Fees</b>	
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

<b>G.I.S. Mapping</b>	
<b>Standard Map Products</b>	
Municipal Wide Street Map - (Double Sided – Colour) 11"x17"	Free
Municipal Wide Street Map - (Double Sided – Colour) 18"x34"	\$6.00
Municipal Wide Street Map - (Double Sided – Colour) 24"x50"	\$12.00
<b>Custom Map Products</b>	
Custom Mapping - include any plots larger than 11" x 17" up to maximum size 24" x 50" - per hour	\$50.00

**By-law Number 16-2020  
Schedule I**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services</b>	
<b>Arena – Ice Rates</b>	
	<b>Effective 01-Apr-19</b>
<b>Ice Rentals – hourly rates:</b>	
Weekday morning (M-F 7am – 12pm; September – March)	\$110.00
Weekday non-prime time (M-F 12pm – 5pm; 10pm-12am)	\$154.00
Prime Time (M-F 5pm-10:00pm, Sat/Sun 8am-10pm)	\$192.00
Same Day rental	\$135.00
Ice Rental Cancellation Fee – minimum 48 hours notice	\$32.00
Arena Storage Room – registered leagues	Free
<b>Public Skating:</b>	
Public Skate session (up to age 14)	\$2.00
Public Skate session (over age 14)	\$2.00
Parent and Tot Skate session	Free
Adult/Senior Skate session	Free
Figure Skating practice (Child/Youth to age 14)	\$11.00
Figure Skating practice (Youth ages 15-17)	\$10.00
<b>Drop-in Hockey: (full equipment is required)</b>	
Child/Youth to age 14	\$5.00
Youth – ages 15-17	\$5.00
Adult	\$7.00

**By-law Number 16-2020  
Schedule J**

**(Applicable taxes will be added to all fees)**

<b>Community and Development Services</b>
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<b>Belle River Marina Rates</b>	
<b>Slip Rental –Seasonal:</b>	
Fully Serviced - based on size of slip - per foot	\$52.00
Un-serviced- based on size of slip - per foot	\$41.00
<b>Slip Rental – Monthly:</b>	
Docks A and B – Serviced	\$460.00
Docks C, D, G and F – Serviced	\$400.00
Docks E and F – Un-serviced	\$370.00
<b>Slip Rental - Transient</b>	
Slip Rental - per foot	\$1.80
5-night Discount (Sunday through Wednesday)	Buy 3 nights, Get 2 nights free
3-night Discount (Sunday through Wednesday)	Buy 2 nights, Get 1 night Free
2-night Club Event Booking	Buy 1 night, Get 1 night 50% Off
<b>Other Fees:</b>	
Electrical Fee -Air Conditioner per unit	\$195.00
Pump Out	\$13.28
Boat Launch Ramp – Day Pass	\$13.28
Boat Launch Ramp – 10-pack	10% off
Boat Launch Ramp - Season Pass	\$184.00
Boat Launch Ramp - Seasonal Pass Senior Rate	\$150.00
Jet Ski Access – Season Pass (must supply own Town-approved dock)	\$195.00
Chartering Access – Season Pass	\$500.00
Marina Pavillion – seasonal boater use only	Free

**By-law Number 16-2020  
Schedule K**

<b>Engineering and Infrastructure Services</b>	
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<b>Water Rates</b>	
Consumption - per cubic meter	\$1.52
Basic - per month	\$20.41
Flat rate - per month	\$72.00
Late payment charge on water bill	3% per month

<b>Wastewater Rates</b>	
Consumption - per cubic meter	\$1.52
Basic - per month	\$18.71
Flat rate - per month	\$71.00

<b>Bulk Water Rates</b>	
Bulk Water Fill Station Rate - per 1,000 gallons (0.4546 m3)	\$6.00