**THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE**

**BY-LAW No. 32 of 2022**

**BEING A BY-LAW TO ESTABLISH CERTAIN USER FEES AND CHARGES**

**WHEREAS** Section 391 (1) and 391 (1.1) of the *Municipal Act, 2001* (as amended by Bill 130) hereinafter "Municipal Act", as amended, authorize a municipality and a local board to impose fees or charges on persons,

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

**AND WHEREAS** Section 398 (3) of the Municipal Act provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

**AND WHEREAS** Section 398 (1) of the Municipal Act provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively.

**AND WHEREAS** Section 398 (2) of the Municipal Act provides that the treasurer of a local municipality may, and upon he request of its upper-tier municipality, if any or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.

2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges

**AND WHEREAS** section 7 of the *Building Code Act, 1992, S.O. 1992, c. 23* as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding of fees;

**AND WHEREAS** Section 69 (1) of the *Planning Act, R.S.O. 1990, c.P.13*, provides the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet

only the anticipated cost to the municipality or to a committee of adjustment in respect of the processing of each type of application provided for in the tariff

**AND WHEREAS** in respect of planning matters, the Council of the Corporation of the Township of Adelaide Metcalfe has deemed it appropriate that the municipality shall allow development on a full cost recovery basis. The council has set the tariff of planning fees in such manner as the applicant on any development shall agree to pay the actual costs incurred by the municipality, where those costs exceed the tariff amount.

**AND WHEREAS** the Council of the Corporation of Township of Adelaide Metcalfe deems it expedient to establish such fees and charges, and interest charges and other penalties.

**NOW THEREFORE** the Council of the Corporation of the Township of Adelaide Metcalfe enacts as follows:

1. That the tariff of fees and charges for the services as set out in Schedules "A – E" be adopted.

2. Planning Fees & Tariffs:

   (a) Where planning costs exceed the tariff amount as outlined in Schedule "E", the costs to the applicant shall be the actual cost borne by the municipality of a full cost recovery basis
   (b) Costs in excess of the tariff amount may include, but not be limited to, internal costs, Ontario Land Tribunal hearing costs, outside consultants, associated professional fees, etc.

3. Where any costs are not paid forthwith after being invoiced, the applicant agrees that such costs may be paid by the municipality, add to their tax bill and collected in same manner as taxes.

4. That interest charges, not to exceed 1 ¼ per cent each month of the amount of fees and charges due and unpaid, may be imposed for the non-payment of the fees and charges in the manner specified in the by-law, but interest may not start to accrue before the first day of default.

5. The fees in this by-law take precedence over any fees listed elsewhere in Adelaide Metcalfe documents.

6. By-law 45 of 2014, By-law 11 of 2022, and By-Law 19 of 2022 are hereby repealed.

7. This By-law Shall com into full force and effect upon final passing thereof.

Read a first, second and third time

**IN OPEN COUNCIL**

This 18th day of July, 2022.

Kurtis Smith, Mayor

Michael Barnier, Clerk

## Schedule A - Administration

| Item | Description of Charge | Fee Amount |
|---|---|---|
| | **GENERAL** | |
| 1.1 | Penalty on Outstanding Taxes | 1.25% |
| 1.2 | Interest on Tax Arrears | 1.25% |
| 1.3 | Interest on Special Charges | 1.25% |
| 1.4 | Interest on Accounts Receivable | 1.25% |
| 1.5 | Copy of Tax Bill or Statement of Account | $15.00 |
| 1.6 | Tax Registration | All direct costs plus 10% |
| 1.7 | Tax sale tender package | $25.00 |
| 1.8 | Tax sale administration fee | $750.00 |
| 1.9 | New Tax Account/Ownership Change | $20.00 |
| 1.10 | Statement Fee | $5.00 |
| 1.11 | Photocopying and printing | .50 per page |
| 1.12 | Facsimile | $1.00 Page |
| 1.13 | NSF Cheque Return | $50.00 |
| 1.14 | Additional Copy of Invoice and supporting documentation issued | $5.00/invoice |
| 1.15 | Administration Fee-Transfer unpaid accounts to Taxes | $30.00 |
| 1.16 | Commissioner of Oath Services | $25 per document for commercial & non residents |
| 1.17 | Administration Fee for Cost Recovery Billing, includes Third party invoices and internal professional and employees fees billed | cost of invoice plus 5% administration fee (maximum of $100.00 on the 5% administration fee) |
| 1.18 | Administration Fee for Debentures | $100.00 |
| | 911 Numbering | |
| 1.19 | Sign Only | $30.00 |
| 1.20 | Post | $25.00 |
| 1.21 | Installation | $45.00 |
| | | |
| | **CERTIFICATES** | |
| 2.1 | Tax Certificate | $60.00 |
| 2.2 | Tax Certificate - Rush | $80.00 |
| 2.3 | Zoning Certificate | $60.00 |
| 2.4 | Zoning Certificate - Rush | $80.00 |
| 2.5 | Septic Certificate/Information Request (regardless of document availability) | $75.00 |
| | | |
| | **LOTTERY** | |
| 3.1 | Lottery Licence | 3% of Prizes |

## Schedule A - Administration

| Item | Description of Charge | Fee Amount |
|---|---|---|
| | | |
| | **ANIMAL CONTROL** | |
| 5.1 | First dog | $25.00 |
| 5.2 | Second Dog | $35.00 |
| 5.3 | Every dog over two | $45.00 |
| 5.4 | Kennel License | $150.00 |
| 5.5 | Replacement tag | $10.00 |
| 5.6 | Enabling Dog | No Charge |
| | | |
| | **WEST ADELAIDE CEMETERY** | |
| | Single Lot Grave | |
| 6.1 | Interment Rights | $350 |
| 6.2 | Care & Maintenance | $250 |
| | Grave Opening Fees | |
| 6.3 | Full Burial (Mon-Fri) | $650.00 |
| 6.4 | Full Burial (Saturday) | $700.00 |
| 6.5 | Cremation (Mon-Fri) | $300.00 |
| 6.6 | Cremation (Saturday) | $350.00 |
| 6.7 | Additional Charges at time of Opening - Snow Removal | $50.00/hr |
| | Other Service Fees | |
| 6.8 | Disternment (Mon-Fri) | $650.00 |
| 6.9 | Disinertnment (Saturday) | $700.00 |
| 6.10 | Registration Fee | $50.00 |
| 6.11 | Transfer Fee (New Certificate) | $50.00 |
| 6.12 | Duplicate Copy of Certificate | $25.00 |
| 6.13 | Foundation/Marker Locate | $50.00 |
| | Monument Fund (paid by stone company to Cemetery and included in price of stone/ monument) | |
| | (in addition to Locate Fee of $50.00) | |
| 6.14 | Flat Marker (smaller than 1,116.13 $cm^2$/ 173 $in^2$) | $0.00 |
| 6.15 | Flat Marker (larger than 1,116.13 $cm^2$/ 173 $in^2$) | $50.00 |
| 6.16 | Upright Marker (1.22m/4ft or less in height and 1.22 m/4ft or less in length, including base) | $100.00 |
| 6.17 | Upright Marker (more than 1. 22m/4ft in either height or length, including base) | $200.00 |
| | | |
| | **FENCE VIEWERS** | |
| 7.1 | Fence Viewers | $40.00 attendance + $0.50 per kilometre (per appointed fence viewer) |
| | | |
| | **LIVESTOCK EVALUATORS** | |
| 8.1 | Livestock Valuers | $60.00/attendance + $0.50 per kilometre |
| | | |

## Schedule B - Building

| Item | Description of Charge | Fee Amount |
|---|---|---|
| | **NEW CONSTUCTION** | |
| 1 | Assembly Occupancies - Group A | $5,475 + $1.08/ft$^2$ >10,000 ft$^2$ for first 20,000 ft$^2$ + $0.54/ft$^2$ over 20,000 ft$^2$ |
| 2 | Institutional Occupanices - Group B | $5,475 + $1.08/ft$^2$ >10,000 ft$^2$ for first 20,000 ft$^2$ + $0.54/ft$^2$ over 20,000 ft$^2$ |
| 3 | *Residential Occupancies - Group C* | |
| 3.1 | Single House, Semi-detached, duplex | $2,400 + $1.00/ft$^2$ > 2,000 ft$^2$/dwelling unit |
| 3.2 | Multiple Unit Dwelling | $2,,295 + $1.00/ft$^2$ > 2,000 ft$^2$/dwelling unit |
| 3.3 | Mobile Home | $665 Flat fee |
| 3.4 | Residential Major Additions and Alterations | $1,845 + $1.00/ft$^2$ > 2,000 ft$^2$ |
| 4 | Business/Personal Services Occupancies - Group D | $5,475 + $1.08/ft$^2$ >10,000 ft$^2$ for first 20,000 ft$^2$ + $0.54/ft$^2$ over 20,000 ft$^2$ |
| 5 | Mercantile Occupancies - Group E | $5,475 + $1.08/ft$^2$ >10,000 ft$^2$ for first 20,000 ft$^2$ + $0.54/ft$^2$ over 20,000 ft$^2$ |
| 6 | Industrial Occupancies - Group F | $5,475 + $1.08/ft$^2$ >10,000 ft$^2$ for first 20,000 ft$^2$ + $0.54/ft$^2$ over 20,000 ft$^2$ |
| 7 | *Special Occupancies* | |
| 7.1 | Agricultural Buildings | $500 + $0.35/ft2 > 5,000 ft2 for first 20,000 ft2 + $0.18/ft2 over 20,000 ft2 |
| 7.2 | Manure Storage, Grain Bins, Silos etc. | $500 flat fee |
| 7.3 | Tents and other temporary structures | $300 flat fee |
| 8 | *Accessory Buildings/Structures* | |
| 8.1 | Detached garage, shed, boat house, other accessory building | $300 + $1.00/ft2 > 500ft2 |
| 8.2 | Swimming Pool | $300 flat fee |
| 8.3 | Finished Basements | $300 flat fee |
| 8.4 | Deck | $300 flat fee |
| | | |
| | **ALTERATIONS AND REPAIRS** | |
| 9 | *Interior Major Alterations, Repairs, Tenant Improvements* | |
| 9.1 | Occupancies - Groups A, B, D, E, F (for additions/renovations value > $10,000) | $3,305 + $1.08/ft$^2$ > 10,000 ft$^2$ |
| 9.2 | Residential Occupancies - Group C - Minor Alterations, renovations, repairs, retrofitting | $300 + $1.00/ft$^2$ > 500ft$^2$ |
| 9.3 | Minor Alterations - Groups A, B, D, E, F (for minor additions/renovations, interior finishes, mechanical stand alone value< $10,000) | $900.00 + $0.41/ft$^2$ > 10,000 ft$^2$ |
| 9.4 | Alterations & Repairs to existing buildings or building systems not provided for above | $10.00 for each $1,000 of constuction value or part thereof as determined by the Chief Building Official - minimum $50.00 |
| 10 | Fireplace, woodstove, inserts, chimney, Solid fuel appliance, standalone plumbing, HVAC, or mechanical, banking machine | $300 flat fee |
| 11 | Sewage Disposal System - new system | $500 flat fee |
| 12 | Sewage Disposal System - repair | $300 flat fee |
| 13 | Inspection of building connection to sewer, storm or water pdc | $50 per connection |
| 14 | Basic Plumbing Fee | $75 flat fee |
| | | |
| | **DEMOLITION** | |
| 15 | Residential | $300 flat fee |
| 16 | Non-Residential | 689.51 flat fee |
| | | |
| | **MISCELLANEOUS** | |
| 17 | Change of Use | $300 flat fee |
| 18 | Other Permits | |
| 19 | Transfer Permit | $500 flat fee |
| 20 | Conditional Permit - Agreement | $300 flat fee |
| 21 | Alternative Solution Review | $500 flat fee |
| 22 | Major Revisions to Building Drawings | 10% if original Permit fee |

## Schedule B - Building

| Item | Description of Charge | Fee Amount |
|---|---|---|
| | | |
| | **ADMINISTRATIVE** | |
| 23 | Occupant Load Inspection and Report | $150 flat fee |
| 24 | Re-inspect, defective and incomplete work, 3rd + additional inspections | $200 paid prior to scheduling inspection |
| 25 | Statement of concurrence for Telecommunications Towers | $1,000 flat fee |
| | | |

## Schedule C - Fire Services

| Item | Description of Charge | Fee Amount |
|---|---|---|
| | **FALSE ALARM RESPONSE** | |
| 1.1 | False Alarm Response | $500.00 after three calls in the same year |
| | | |
| | **PUBLIC ROADWAY RESPONSE (NON-MUNICIPAL RESIDENTS)** | |
| 2.1 | First hour | Current MTO Rates |
| 2.2 | Every ½ hour thereafter | Current MTO Rates |
| 2.3 | Additional expenses – to retain a private contractor and/or rent special equipment in order to preserve property or evidence | Actual cost of equipment and services |
| | | |
| | **OPEN BURN VIOLATIONS** | |
| 3.1 | First Offence | $500.00 |
| | Second Offence and Subsequent Offences | |
| 3.2 | - First Hour (Minimum 1 Hour) | $500.00 |
| 3.3 | - Every 1/2 Hour thereafter | $250.00 |
| 3.4 | Additional expenses – to retain a private contractor and/or rent special equipment in order to preserve property or evidence | Actual cost of equipment and services |
| | | |
| | **FIRE INVESTIGATIONS** | |
| 4.1 | Additional expenses – to retain a private contractor and/or rent special equipment in order to preserve property or evidence | Actual cost of equipment and services |
| | | |
| | **FIRE REPORTS** | |
| 5.1 | Response & Investigation reports | $100.00 / per report |
| | | |
| | **FIRE RESPONSE FEE** | |
| 6.1 | Indemnification Technology | i) Current MTO rate per vehicle and personnel/hour plus any costs incurred for each and every call<br>ii) Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative |
| | | |
| | **RISK & SAFETY MANAGEMENT PLAN** | |
| | Risk & Safety Management Plan Review (RSMP) | |
| 7.1 | - Level One RSMP (Initial review and onsite Inspection) | $400.00 |
| 7.2 | - Level Two RSMP (Initial review and onsite Inspection) | $400.00 |
| 7.3 | Risk & Safety Management Plan Annual Review (RSMP) | $200.00 |

## Schedule D - Public Works & Eng

| Item | Description of Charge | Fee Amount |
|---|---|---|
| | **WATER AND SERVICES** | |
| 1.1 | Kerwood Wastewater Annual Operating Fee | $675.00 |
| 1.2 | Kerwood Wastewater System Fee | $6,782.00 |
| 1.3 | New Connection Fee - Upon Connection | $8,400.00 |
| | | |
| | **ROADS AND DEVELOPMENT** | |
| 2.1 | Entrance permit | $300 |
| 2.2 | Entrance security deposit if contracted | $2,000 Minimum |
| 2.3 | Road occupancy permit | $125 |
| 2.4 | Road occupancy security deposit | $1,500 Minimum |
| 2.5 | Roadway degradation fee – surface treated roads | $10.00 Square metre |
| 2.6 | Roadway degradation fee – gravel roads | $5 Square metre |
| 2.7 | Roadway degradation fee – asphalt roads | $14.00 Square metre to $35.00 Square metre based on pavement condition index |
| | | |
| | **PROVISION OF HOURLY MUNICIPAL EQUIPMENT AND STAFF SERVICES** | |
| 3.1 | Road Closure Trailer | $30.00/per hour |
| 3.2 | Grader | $110.00/per hour |
| 3.3 | Tandem Truck | $80.00/per hour |
| 3.4 | Backhoe | $75.00/per hour |
| 3.5 | Half Ton Truck | $30.00/per hour |
| 3.6 | One Ton Truck | $50.00/per hour |
| 3.7 | Equipment Operator (business hours) | $36.75/per hour |
| 3.8 | Equipment Operator (after hours) | $55.00/per hour |
| 3.9 | Lead Hand (business hours) | $45.50/per hour |
| 3.10 | Lead Hand (after hours) | $68.75/per hour |
| 3.11 | Public Works Manager (business hours) | $66.75/per hour |
| 3.12 | Overhead - (a) Municipal Labour | 10% |
| 3.13 | Overhead - (b) on outside contracts or quotations not including area municipalities | 5% |
| 3.14 | Cost recovery for damages to public property caused during a collision | Actual Cost |
| | | |
| | **WASTE MANAGEMENT** | |
| 4.1 | Landfill Disposal Fees | $20.00/ car minimum load |
| 4.2 | | $45.00/ SUV/Van/trailer min load |
| 4.3 | | $50.00 pick up truck load/single axle load |
| 4.4 | | $35.00 appliance containing refrigerant |
| 4.5 | | $2.00/ bag of residential garbage |
| | | |
| 4.6 | Wheelie Bin - additional charges | All direct fees + 10 % |
| | Annual Service Fee for Waste Bin | |
| 4.7 | a) Small | $100.00 |
| 4.8 | b) Medium | $140.00 |
| 4.9 | c) Large | $185.00 |

## Schedule E - Planning

| Item | Description of Charge | Fee Amount |
|---|---|---|
| 1.1 | Consent to Sever Application | $1,100 |
| 1.2 | Amending Conditions of Consent | $250 |
| 2.1 | Zoning By-law Amendment | $1,600 |
| 3.1 | Zoning By-law Amendment for Temporary Use | $1,600 |
| 4.1 | Minor Variance Application | $600.00 |
| 5.1 | Removal of Holding Symbol | $500 |
| 6.1 | Official Plan Amendment | $2,000 |
| 7.1 | Draft Plan of Subdivision or Condominium | $3,000 |
| 7.2 | Phased Subdivision Agreements | $750.00 for each phase after initial phase |
| 7.3 | Amendment to Subdivision or Condominium Agreement | $600 |
| 7.4 | Redline Amendment for Subdivision or Condominium | $350.00 |
| 8.1 | Site Plan Approval | $3,000.00 |
| 8.2 | Amendment to a Site Plan Agreement | $750.00 |
| 9.1 | Additional Review Fee Required (see By-Law explanation, Section #2) | (see By-Law explanation, Section #2) |

## Schedule F - Parks & Recreation

| Item | Description of Charge | Fee Amount |
|---|---|---|
| | | |
| | **PARKS & RECREATION** | |
| | **Kerwood Park** | |
| 1.1 | North Pavilion | $55.00/day |
| 1.2 | Noth Pavilion with Kitchen | $75.00/day |
| 1.3 | South Pavilion | $55.00/day<br>(with local churches having free use a maximum of three times per year. Any additional uses to be charged a rate of $55.00 per use) |
| 1.4 | Baseball Diamond - North | $25.00/per single occasion |
| 1.5 | Baseball Diamond - South | $25.00/per single occasion |
| 1.6 | Baseball Diamond - South with lights | $30.00/per single occasion |
| | | |
| | **PROVISION OF HOURLY MUNICIPAL EQUIPMENT & STAFF SERVICES** | |
| 2.1 | Half Ton Truck | $30.00/hour |
| 2.2 | Equipment Operator | $36.75/hour |
| 2.3 | Lead Hand (business hours) | $45.50/hour |
| 2.4 | Public Works Manager (business hours) | $66.75/hour |