

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2008-19

As Amended by By-law No. 2008-39

BEING A BY-LAW TO IMPOSE FEES AND CHARGES WITH RESPECT TO THE PROVISION OF SERVICES BY THE CORPORATION OF THE TOWNSHIP OF SEVERN

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 391., authorizes a Municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it, 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 for the use of its property, including property under its control;

AND WHEREAS the *Planning Act*, R.S.O. 1990, Chapter P.13, Section 69.(1) provides that a Municipality may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. General

That fees and charges with respect to services provided by the Corporation of the Township of Severn in the form of following Schedules attached hereto and forming part of this By-law be and they are hereby adopted:

Schedule "A" - Building/By-law Department
Schedule "B" – Clerk's Department
Schedule "C" – Fire Department
Schedule "D" – Library Services
Schedule "E" - Planning Department
Schedule "F" - Public Works Department
Schedule "G" - Recreation & Facilities Department
Schedule "H" - Treasury Department

2. Planning

- a) That a tariff of fees, as set out in Schedule "E" attached hereto and forming part of this By-law, shall apply to the processing of planning applications, which applications shall be considered to be mutually exclusive, and which fees shall be payable in full in advance with each application.

- b) That the Council may require a preliminary planning and/or engineering report prior to making a formal decision with respect to any planning applications, and the cost thereof shall be paid in advance by the applicant in addition to any other fees prescribed or payable pursuant to Schedule "E" attached thereto and forming part of this By-law.
 - c) That the tariff of fees prescribed in Schedule "E" attached hereto and forming part of this By-law shall not include the processing of objections to amendments; the attendance of the Municipality at Ontario Municipal Board Hearings, the attendance of the Municipality at any public meetings other than those formally required by the Planning Act; nor the preparation of Subdivision Agreements. Prior to undertaking the matters specifically excluded by this Section, the applicant shall enter into an Agreement with the Municipality wherein the applicant agrees to reimburse the Municipality for all its anticipated costs contributal to the processing of such matters.
 - d) That the fees prescribed in Schedule "E" attached hereto and forming part of this By-law, represent the anticipated costs of the Corporation of the Township of Severn for the processing of applications related to planning matters specifically described in Schedule "E" referred to above for a period of one year from the date that the application is received. Where an application relative to a particular planning matter exceeds one year, no further processing of the application shall occur unless and until the applicant has re-filed the above prescribed fees in advance, which fees shall cover the further anticipated costs of the Township for a period of one year only.
 - e) That notwithstanding the tariff of fees prescribed in Schedule "E" attached hereto and forming part of this By-law, the Council of the Corporation of the Township of Severn may, by resolution, reduce the amount of or waive the requirements for the payment of the fee in respect of the application where the Council is satisfied that it would be unreasonable to require payment in accordance with the tariff.
 - f) All applicants, in addition to the fees as set out in Schedule "E" attached hereto and forming part of this By-law, shall also be responsible for all legal and/or consulting expenses that may be incurred by the Municipality in connection with their application.
3. That this By-law shall come into force and effect on the date of passing thereof.
 4. That the short title of this By-law is "**Fees and Charges By-law**".
 5. That By-law No. 2007-148 be and it is hereby repealed.

By-law read a first and second time this 6th day of March, 2008.

By-law read a third time and finally passed this 6th day of March, 2008.

CORPORATION OF THE TOWNSHIP OF SEVERN

Phil Sled

MAYOR

W. Henry Sander

CLERK-TREASURER

SCHEDULE "A" TO BY-LAW NO. 2008-19

	BUILDING DEPARTMENT	
SERVICE	FEEES	PAYMENT DUE
Enviro-Save Program	\$50	Upon Application
Lot Grading Deposit	\$1,500.00 minimum	Issue of Building Permit

SCHEDULE "B" TO BY-LAW NO. 2008-19

	CLERK'S DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
Certified Copy of By-law	.25/page	Upon Receipt
Certified Copy of Documents (not related to municipal business)	\$20	Upon Receipt
Colour Prints	.50/page	Upon Receipt
Commissioning of Documents (not related to municipal business)	\$20	Upon Receipt
Council/Committee Agenda Packages		
Option A - Council	\$175/annually	In Advance
Option B - Corporate Services	\$175/annually	In Advance
Option C - Planning & Development	\$75/annually	In Advance
<i>** Committee Members exempt</i>		
Floppy Discs/CD's	\$10	Upon Receipt
Land Acquisition/Sale	Actual Costs	Invoiced
	\$2,500 deposit	
	\$250 non-refundable	
Legal Fees	Actual Costs	Invoiced
Photocopying	.25/page	Upon Receipt
Records Preparation/Search	\$7.50 per 1/4 hour	Upon Receipt
Township Flags	Actual Cost	Upon Receipt
Township Hats	\$12	Upon Receipt
Township Lapel Pins	\$5	Upon Receipt
Township Maps		Upon Receipt
Large	\$27.50	
Small	\$5	
Township Poll/Ward Maps		Upon Receipt
Large	\$27.50	
Small	\$10	

SCHEDULE "C" TO BY-LAW NO. 2008-19

	FIRE DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
Fire Watch/Emergency Scene Security / Standby Fee		Invoiced
Emergency Scene Security - includes 2 firefighters & requisite equipment and/or fire apparatus	\$125 / hour	
False Alarms - after receipt of 3 false alarms to same location in 1 year	\$300 / hour per apparatus	
Fire Watch as required by Building or Fire Department	\$25 / hour per firefighters **	
Ice/Water Rescue Service - Level One	\$300 / hour per truck	
Standby at Public Functions (ie. Fairs, Demolition Derbies, Fire Works Displays) – include 5 personnel and 1 pumper	\$200 / hour **	
Inspections		Invoiced
Inspection of Single Family Dwelling/Day Care (not including wood burning appliance)	\$30	
Re-inspection of Single Family Dwelling/Day Care (not including wood burning appliances)	\$25	
Inspection of Single Commercial/ Retail Industrial Premise		
Under 100 m2	\$30	
101 m2 to 1000 m2	\$50	
> 1001 m2	\$100	
Re-inspection of any Single Retail/ Commercial Industrial Premise	\$25	
Inspection of Single Wood Burning Appliance (WBA) - includes photos & one re-inspection	\$60	
Second and each subsequent re-inspection of WBA	\$25	
Inspection of "Chip Wagon" or similar commercial/industrial Itinerant enterprise	\$25	
Inspection for the purpose of setting off fireworks	\$50	

Schedule "C" to By-law No. 2008-19 (cont'd)

	FIRE DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
MTO Emergency Responses		Invoiced
1st hour or part thereof	\$350 / piece of equipment	
Additional 1/2 hour or part thereof	\$175 / piece of equipment	
Emergency Responses - County, Township & Private Roadways (Non-Residents Only)		Invoiced
1st hour or part thereof	\$350 / piece of equipment	
Additional 1/2 hour or part thereof	\$175 / piece of equipment	
No Emergency Services Rendered	\$350 flat rate	
Permits		
<u>Fire Permits</u> (maximum 7 consecutive day term)	\$5	Upon Approval of Permit
<u>Seasonal Fire Permits</u> - (May 1st to October 31st annually)	\$20	Upon Approval of Permit
<u>Fire Permits - Contravention/Fee for Service</u>		Invoiced
1st hour or part thereof	\$350 / piece of equipment	
Additional 1/2 hour or part thereof	\$175 / piece of equipment	
<u>Open Air Fire Without a Permit</u>		Invoiced
1st hour or part thereof	\$350 / piece of equipment	
Rent		
Rental of Fire Station Facilities	\$400.00/day **	Invoiced
Services		2007-148
Additional 1/2 hour or part thereof	\$175 / piece of equipment	Invoiced
Copy & Release of Fire Inspection Report	\$50	Upon Receipt
File Search for Outstanding Inspection Reports	\$25	Upon Receipt
Review of Architectural and/or Engineering Drawings for Issuance of Building Permit (ie. A,B,C,D,E,F occupancies)	\$50 / hour	Upon Receipt

Schedule "C" to By-law No. 2008-19 (cont'd)

	FIRE DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
Review of Site Plan/Subdivision Agreement	\$25 / hour	
** Indicates that this fee may be waived by a resolution of Council upon written request		

SCHEDULE "D" TO BY-LAW NO. 2008-19

LIBRARY SERVICES		
SERVICE	FEES	PAYMENT DUE
Computer Print-Outs	\$.25 / page	Upon Receipt
Computer Use (including high speed internet)	\$1 / hour	Upon Receipt
Faxing Documents		Upon Receipt
Outgoing	\$2 / first page \$1 / each addt'l page	
Incoming	\$1 / page	
Fines		Upon Return of Material
Late Books	\$.10 / day	
Late Videos/CS Roms/DVD's	\$.50 / item / library day	
Failure to Rewind Video	\$.25	
Laminating		Upon Receipt
8 1/2 x 14	\$3	
8 1/2 x 11	\$2	
Any smaller size	\$1	
Photocoping	\$.25 / page	Upon Receipt
User Fees for Non-Residents <i>(Oro-Medonte exempted)</i>	\$25 / family	Upon Registration

SCHEDULE "E" TO BY-LAW NO. 2008-19

	PLANNING DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
Committee of Adjustment		Upon Application
Minor Variance	\$750	
Consent to Convey	\$1,000	
Condominium Application	\$5,000	Upon Application
	\$2,000 non-refundable	
Compliance Letters		Upon Application
(includes zoning, building, fire & septic)	\$85	
Septic Only	\$25	
Consent Agreements	\$1,000	Upon Application
	\$500 non-refundable	
Conversion Zoning	\$250	Upon Application
Deeming By-law Process	\$650	Upon Application
	\$150 non-refundable	
Draft Plan of Subdivision	\$5,000	Upon Application
	\$2,000 non-refundable	
Encroachment Fee	\$500	Upon Application
G.I.S. Map	\$10	Upon Receipt
Municipal Number Plates	\$31.65	Upon Receipt
Municipal Signage		Upon Application
Settlement Areas	50/50 split	<i>(to a maximum of annual budget)</i>
Trail Signage	50/50 split	
Directional Signage	100% Twsp.	
Map Book	\$20	Upon Receipt
Naming of Roads		Upon Application
Naming or Name Change of Private Roads	\$500	
Re-Naming Public Roads	\$500	
Official Plan Books	Actual Cost	Upon Receipt
Official Plan Amendments	\$3,500	Upon Application
	\$1,500 non-refundable	
Part Lot Control	\$700	Upon Application
	\$200 non-refundable	
Removal of Holding Zone	\$500	Upon Application
Site Plan Approval/Agreement	\$3,000	Upon Application
	\$500 non-refundable	

Schedule "E" to By-law No. 2008-19 (cont'd)

	PLANNING DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
Subdivision Agreement	Actual Costs \$10,000 deposit	Upon Application
Zoning By-law Books	Actual Cost	Upon Receipt
Zoning By-law Amendments	\$2,000 \$1,000 non-refundable	Upon Application

SCHEDULE "F" TO BY-LAW NO. 2008-19

	PUBLIC WORKS DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
Closed Drains	Actual Cost	Invoiced
Ditching	Actual Cost	Invoiced
Frozen Water/Sewer Service time & material - minimum 2 workers minimum charge - 1 hour/regular time minimum charge - 3 hours/overtime	Actual Cost	Invoiced
Neighbourhood Watch Signs	50% of cost	Upon Application
Review Telecommunications Applications	\$50	Invoiced
Temporary Road Closing	\$50	Upon Application
Tile Drainage Inspections	\$300	Invoiced
Water Meter Assembly	Actual Cost	Upon Receipt
Water Service Hookup	\$100	Invoiced
Water Shutdown Notices for Contractors	\$50 minimum or Actual Cost	Invoiced
Westshore Non-Compliance Hook-Up	Actual Cost	Invoiced
Westshore Permits for Water/Sewer Connections	\$400	Upon Application
Westshore Service Connection Agreements	Actual Costs \$15,500 deposit	Upon Application

SCHEDULE "G" TO BY-LAW NO. 2008-19

	RECREATION DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
COLDWATER ARENA		Invoiced
Ice Prime Time		
Adults	\$130/hour	
Youth	\$97/hour	
Non-Resident	\$152/hour	
Ice Non-Prime Time		
Adults	\$100/hour	
Youth	\$54/hour	
Non-Resident	\$145/hour	
School Board	\$68/hour	
Ice Tournament/Special Events		
Adults	\$130/hour	
Youth	\$86/hour	
Statutory Holiday Surcharge (minimum 4 hours)	Fee + \$80	
Arena Floor (1 Day)		
Set Up	\$200	
Special Community Group Event	\$600	
Special Event/Private	\$800	
Arena Floor (1 Hour)		
Adults	\$52	
Youth	\$37	
Non-Resident	\$58	
User Fees (<i>school hockey exempted</i>)		At Registration
Non-Residents (<i>without a Capital Funding Agreement</i>)	\$100/each	
Public Skating		Entrance Fee
Family	\$5	
Adults	\$2	
Youth	\$1.50	
Ad Board Rentals (Oct. to Sept.)		Invoiced
4' x 8'	\$350 + GST	
4' x 6'	\$300 + GST	
3' x 8'	\$250 + GST	
Zamboni Side Panels	\$350 + GST	
COLDWATER COMMUNITY HALL		
Bar Services		Upon Receipt
Pop	\$1.25	
Beer	\$3.75	
Wine Coolers	\$4.00	
Liquor	\$3.75	
Caesars	\$4.25	

Schedule "G" to By-law No. 2008-19 (cont'd)

RECREATION DEPARTMENT		
SERVICE	FEES	PAYMENT DUE
Kitchen Services		
Potato Chips	\$1.25	
Peanuts	\$1.25	
Pepperoni	\$1.50	
Beef Jerky	\$1.50	
Pickled Eggs	\$0.75	
Pickled Sausage	\$1.25	
Popcorn	\$1.25	
Subs	\$2.50	
Ham & Cheese Sandwich	\$2.25	
Hamburger	\$2.00	
Cheeseburger	\$2.25	
Whistle Dog	\$2.00	
Roast Beef Chuck	\$2.25	
Receptions/Dances		
		Upon Approval of Agreement
Bar Service Provided - Sun. to Thurs.	\$125	
Bar Service Provided - Fri. & Sat.	\$150	
Bar Service by Renter - Sun. to Thurs.	\$100	
Bar Service by Renter - Fri. & Sat.	\$275	
No Bar - Sun. to Thurs.	\$15/hour	
No Bar - Fri. & Sat.	\$25/hour	
Kitchen Use	\$55/day	
Miscellaneous		
Chair Rental (outside facility)	\$1/each	
Table Rental (outside facility)	\$2/each	
Socan Fees (per event)		
Without Dancing	\$32	
With dancing	\$65	
SEVERN OUTDOOR FACILITIES		
		Invoiced
Sports Fields & Diamonds		
Adults	\$10/hour	
Youth	\$7/hour	
Field Lights	Fee + \$10/hour	
Tournaments/Special Events		
Adults & Youth	Fee + \$25/day	
Diamond Field Lining		
	\$7	
Picnic Shelter		
Casual Use	No Charge	
Reservations	\$20/4 hrs. + GST	
Special Events	\$30/day + GST	

SCHEDULE "H" TO BY-LAW NO. 2008-19

	TREASURY DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
Bailiff Fees for Unpaid Fees/Taxes	Actual Cost	Upon Receipt
Ontario Provincial Police False Alarms - after 3 false alarms to same location in one calendar year	\$100	Invoiced
Microfiche of Assessment Roll	\$20	Upon Receipt
Non-Sufficient Funds Cheque	\$25	Invoiced
Tax Certificate / Confirmation of Realty/Commercial Taxes	\$25	Upon Receipt
Tax Registrations	Actual Costs/Legal Fees	Tax Sale Procedures