

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2010-44

**As Amended by By-law Nos. 2010-82 & 2011-59**

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

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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 1<sup>st</sup> day of July, 2010.
  4. That the short title of this By-law is "**Fees and Charges By-law**".
  5. That By-law No. 2008-19, as amended, be and it is hereby repealed.

By-law read a first and second time this 3<sup>rd</sup> day of June, 2010.

By-law read a third time and finally passed this 3<sup>rd</sup> day of June, 2010.

CORPORATION OF THE TOWNSHIP OF SEVERN

*Phil Sled*

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MAYOR

*W. Henry Sander*

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CLERK-TREASURER

**SCHEDULE "A" TO BY-LAW NO. 2010-44**

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

**SCHEDULE "B" TO BY-LAW NO. 2010-44**

<b>CLERK'S DEPARTMENT</b>		
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>Certified Copy of By-law</b>	\$ .30/page (Incl. HST)	Upon Receipt
<b>Certified Copy of Documents</b> (not related to municipal business)	\$20	Upon Receipt
<b>Colour Prints</b>	\$ .60/page (Incl. HST)	Upon Receipt
<b>Commissioning of Documents</b> (not related to municipal business)	\$20 + HST	Upon Receipt
<b>Council/Committee Agenda Packages</b>		
Option A - Council	\$175/annually + HST	In Advance
Option B - Corporate Services	\$175/annually + HST	In Advance
Option C - Planning & Development <i>** Committee Members exempt</i>	\$75/annually + HST	In Advance
<b>CD's</b>	\$10 + HST	Upon Receipt
<b>Land Acquisition/Sale</b>	Actual Costs + HST \$2,500 deposit \$250 non-refundable + HST	Invoiced
<b>Legal Fees</b>	Actual Costs (Incl. HST)	Invoiced
<b>Photocopying</b>	\$ .30/page (Incl. HST)	Upon Receipt
<b>Records Preparation/Search</b>	\$7.50 per 1/4 hour	Upon Receipt
<b>Township Flags</b>	Actual Cost (Incl. HST)	Upon Receipt
<b>Township Hats</b>	\$12 + HST	Upon Receipt
<b>Township Lapel Pins</b>	\$5 + HST	Upon Receipt
<b>Township Maps</b>		Upon Receipt
Large	\$27.50 + HST	
Small	\$5 + HST	
<b>Township Poll/Ward Maps</b>		Upon Receipt
Large	\$27.50 + HST	
Small	\$10 + HST	

**SCHEDULE "C" TO BY-LAW NO. 2010-44**

	<b>FIRE DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>Fire Watch/Emergency Scene Security / Standby Fee</b>		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	\$410 / hour per apparatus	
Fire Watch as required by Building or Fire Department	\$25 / hour per firefighters **	
Ice/Water Rescue Service - Level One	\$410 / hour per truck	
Standby at Public Functions (ie. Fairs, Demolition Derbies, Fire Works Displays) – include 5 personnel and 1 pumper	\$200 / hour **	
<b>Inspections</b>		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 & <u>one</u> 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. 2010-44 (cont'd)**

	<b>FIRE DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>MTO Emergency Responses</b>		Invoiced
1st hour or part thereof	\$410 / piece of Equipment	
Additional 1/2 hour or part thereof	\$205 / piece of Equipment	
<b>Emergency Responses - County, Township &amp; Private Roadways (Non-Residents Only)</b>		Invoiced
1st hour or part thereof	\$410 / piece of equipment	
Additional 1/2 hour or part thereof	\$205 / piece of equipment	
No Emergency Services Rendered	\$410 flat rate	
<b>Permits</b>		
<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	\$410 / piece of equipment	
Additional 1/2 hour or part thereof	\$205 / piece of equipment	
<u>Open Air Fire Without a Permit</u>		Invoiced
1st hour or part thereof	\$410 / piece of equipment	
<b>Rent</b>		
Rental of Fire Station Facilities	\$400.00/day ** + HST	Invoiced
<b>Services</b>		2007-148
Additional 1/2 hour or part thereof	\$205 / 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. 2010-44 (cont'd)**

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

**SCHEDULE "D" TO BY-LAW NO. 2010-44**

	<b>LIBRARY SERVICES</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>Computer Print-Outs</b>	\$ .30 / page (Incl. HST)	Upon Receipt
<b>Computer Use</b> (including high speed internet)	\$1 / hour + HST	Upon Receipt
<b>Faxing Documents</b>		Upon Receipt
Outgoing	\$2 / first page + HST \$1 / each addtl page + HST	
Incoming	\$1 / page + HST	
<b>Fines</b>		Upon Return of Material
Late Books	\$.10 / day	
Late Videos/CS Roms/DVD's	\$.50 / item / library day	
Failure to Rewind Video	\$0.25	
<b>Laminating</b>		Upon Receipt
8 1/2 x 14	\$3 + HST	
8 1/2 x 11	\$2 + HST	
Any smaller size	\$1 + HST	
<b>Photocopying</b>	\$.30 / page (Incl. HST)	Upon Receipt
<b>User Fees for Non-Residents</b> <i>(Oro-Medonte exempted)</i>	\$25 / family	Upon Registration

**SCHEDULE "E" TO BY-LAW NO. 2010-44**

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

**Schedule "E" to By-law No. 2010-44 (cont'd)**

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

**SCHEDULE "F" TO BY-LAW NO. 2010-44**

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

**SCHEDULE "G" TO BY-LAW NO. 2010-44**

	<b>RECREATION DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>COLDWATER ARENA</b>		Invoiced
<b>Ice Prime Time (Incl. HST)</b>		
Adults	\$161/hour	
Youth	\$115/hour	
<b>Ice Non-Prime Time (Incl. HST)</b>		
Adults	\$130/hour	
Youth	\$70/hour	
School Board	\$85/hour	
<b>Ice Tournament/Special Events (Incl. HST)</b>		
Adults	\$162/hour	
Youth	\$103/hour	
<b>Statutory Holiday Surcharge</b> (minimum 4 hours)	Fee + \$80 + HST	
<b>Arena Floor (1 Day) (Incl. HST)</b>		
Set Up	\$220	
Special Community Group Event	\$650	
Special Event/Private	\$870	
<b>Arena Floor (1 Hour) (Incl. HST)</b>		
Adults	\$57	
Youth	\$40	
<b>Public Skating (Incl. HST)</b>		Entrance Fee
Family	\$6	
Adults	\$2.50	
Youth	\$1.75	
<b>Ad Board Rentals (Oct. to Sept.)</b>		Invoiced
4' x 8'	\$350 + HST	
4' x 6'	\$300 + HST	
3' x 8'	\$250 + HST	
Zamboni Side Panels	\$350 + HST	
<b>COLDWATER COMMUNITY HALL</b>		
<b>Bar Services (Incl. HST)</b>		Upon Receipt
Pop	\$1.50	
Beer	\$4.00	
Wine	\$4.00	
Liquor	\$4.00	
Caesars	\$4.50	
Wine Coolers	\$4.50	

**Schedule "G" to By-law No. 2010-44 (cont'd)**

	<b>RECREATION DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>Kitchen Services (Incl. HST)</b>		
Potato Chips	\$1.50	
Peanuts	\$1.50	
Pepperoni	\$1.75	
Beef Jerky	\$1.75	
Pickled Eggs	\$1.00	
Pickled Sausage	\$1.50	
Popcorn	\$1.50	
Subs	\$2.75	
Ham & Cheese Sandwich	\$2.50	
Hamburger	\$2.50	
Cheeseburger	\$2.75	
Whistle Dog	\$2.25	
Roast Beef Chuck	\$2.50	
<b>Receptions/Dances (Incl. HST)</b>		
		Upon Approval of Agreement
Bar Service Provided - Sun. to Thurs.	\$140	
Bar Service Provided - Fri. & Sat.	\$165	
Bar Service by Renter - Sun. to Thurs.	\$110	
Bar Service by Renter - Fri. & Sat.	\$300	
No Bar - Sun. to Thurs.	\$17/hour	
No Bar - Fri. & Sat.	\$27/hour	
Kitchen Use	\$60/day	
<b>Miscellaneous (Incl. HST)</b>		
Chair Rental (outside facility)	\$1.10/each	
Table Rental (outside facility)	\$2.20/each	
<b>Socan Fees (per event) (Incl. HST)</b>		
Without Dancing	\$35	
With dancing	\$70	
<b>SEVERN OUTDOOR FACILITIES</b>		
		Invoiced
<b>Sports Fields &amp; Diamonds</b>		
Adults	\$11/hour (Incl. HST)	
Youth	\$8/hour (Incl. HST)	
Field Lights	Fee + \$10/hour + HST	
<b>Tournaments/Special Events</b>		
Adults & Youth	Fee + \$25/day + HST	
<b>Diamond Field Lining</b>		
	\$8	
<b>Picnic Shelter</b>		
Casual Use	No Charge	
Reservations	\$20/4 hrs. + HST	
Special Events	\$30/day + HST	

**SCHEDULE "H" TO BY-LAW NO. 2010-44**

	TREASURY DEPARTMENT	
SERVICE	FEES	PAYMENT DUE
<b>Bailiff Fees for Unpaid Fees/Taxes</b>	Actual Cost (Incl. HST)	Upon Receipt
<b>Ontario Provincial Police False Alarms - after 3 false alarms to same location in one calendar year</b>	\$100 + HST	Invoiced
<b>Non-Sufficient Funds Cheque</b>	\$30 + HST	Invoiced
<b>Tax Certificate / Confirmation of Realty/Commercial Taxes</b>	\$30	Upon Receipt
<b>Tax Registrations</b>	Actual Costs/Legal Fees (Incl. HST)	Tax Sale Procedures