

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2015-107

**As Amended by By-law Nos. 2016-12 & 2016-71**

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. 2015-14, as amended, be and it is hereby repealed.

By-law read a first and second time this 17<sup>th</sup> day of December, 2015.

By-law read a third time and finally passed this 17<sup>th</sup> day of December, 2015.

CORPORATION OF THE TOWNSHIP OF SEVERN

---

MAYOR

---

CLERK

**SCHEDULE "A" TO BY-LAW NO. 2015-107**

	<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. 2015-107**

	<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 + HST	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	\$75/annually + HST	In Advance
Option D – Culture & Recreation	\$75/annually + HST	In Advance
<i>** Committee Members exempt</i>		
<b>CD's</b>	\$10 + HST	Upon Receipt
<b>Land Acquisition/Sale</b>	Actual Costs + HST \$6,500 deposit \$350 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 + HST	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>	\$5 + HST	Upon Receipt
<b>Township Poll/Ward Maps</b>	\$10 + HST	Upon Receipt

**SCHEDULE “C” TO BY-LAW NO. 2015-107**

	<b>FIRE DEPARTMENT</b>	

SERVICE	FEES	PAYMENT DUE
<b>Fire Watch/Emergency Scene Security / Standby Fee</b>		Invoiced
Emergency Scene Security	\$125 / hour	
- includes 2 firefighters & requisite equipment and/or fire apparatus		
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	\$35 / 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	\$50	
101 m2 to 1000 m2	\$75	
> 1001 m2	\$125	
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. 2015-107 (cont'd)**

	<b>FIRE DEPARTMENT</b>	
SERVICE	FEES	PAYMENT DUE

<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>		
Fire Permits (maximum 7 consecutive day term)	\$5	Upon Approval of Permit
Seasonal Fire Permits - (May 1st to October 31st annually)	\$20	Upon Approval of Permit
Fire Permits - Contravention/Fee for Service		Invoiced
1st hour or part thereof	\$410 / piece of equipment	
Additional 1/2 hour or part thereof	\$205 / piece of equipment	
Open Air Fire Without a Permit		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	\$50	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. 2015-107 (cont'd)**

	<b>FIRE DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>

Review of Site Plan/Subdivision Agreement	\$50 / hour	
<b>Risk &amp; Safety Management Plans (RSMPs)</b>		
Level 1 Review	\$200.00,	Upon Receipt
Level 2 Review	\$2,000.00 (\$500.00 non-refundable)	
<b>** Indicates that this fee may be waived by a resolution of Council upon written request</b>		

**SCHEDULE "D" TO BY-LAW NO. 2015-107**

	<b>LIBRARY SERVICES</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>

<b>Computer Print-Outs</b>	\$.25 / page (Incl. HST)	Upon Receipt
<b>Faxing Documents</b>		Upon Receipt
Outgoing	\$2 / first page + HST	
	\$1 / each add'l page + HST	
Incoming	\$1 / page + HST	
<b>Fines</b>		Upon Return of Material
Late Books	\$.25 / day	
Late Videos/CS Roms/DVD's	\$1.00 / 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>	\$30 / family	Upon Registration
<i>(Oro-Medonte exempted)</i>		

**SCHEDULE "E" TO BY-LAW NO. 2015-107**

	<b>PLANNING DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>Agreements – Application Fees</b> <b>(non refundable)</b>		Upon Application



Pre-Servicing	\$3,000	
Model Home Agreement	\$2,000	
Consent Agreement	\$1,000	
Amending Agreement	\$1,000	
Site Plan Agreement	\$2,000	
Subdivision Agreement	\$3,000	
<b>Committee of Adjustment</b>		Upon Application
Minor Variance	\$750	
Consent to Convey	\$1,000	
Recirculation / Deferral	\$250	
Peer Review Deposit	\$1,000	
Validation of Title	\$500	
<b>Condominium Application</b>	\$5,000	Upon Application
	\$2,000 non-refundable	
<b>Compliance Letters</b>		Upon Application
(includes zoning, building, fire & septic)		
Septic Only	\$100	
Subdivision Compliance	\$40	
Rush Compliance Letter (same day delivery)	\$200	
	\$150	
<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	
Peer Review Deposit	\$6,000	
	\$2,000 non-refundable	
Draft Extension	\$500	
Revisions (minor)	\$1,000	
Revision (major)	\$2,000	
Multi-Phase Registration	\$1,500	
<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
Municipal Address Change	\$200 per lot	
<b>Municipal Signage</b>		Upon Application (to a maximum of annual budget)
Settlement Areas	50/50 split	
Trail Signage	50/50 split	
Directional Signage	100% Twsp.	
<b>(to a maximum of annual budget)</b>		
<b>Map Book</b>	\$20 + HST	Upon Receipt

**Schedule "E" to By-law No. 2015-107 (cont'd)**

	<b>PLANNING DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<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 + HST	Upon Receipt
<b>Official Plan Amendments</b>	\$4,000	Upon Application
	\$1,500 non-refundable	
Peer Review Deposit	\$2,500	
County OP Municipal Review	\$1,000	
<b>Part Lot Control</b>	\$700	Upon Application
	\$200 non-refundable	
Extension to Part Lot Control	\$500	
<b>Pre-Consultation</b>	\$100	
<b>Removal of Holding Zone</b>	\$1,000	Upon Application
<b>Site Alteration / Fill</b>		Upon Application
Fill/Alteration of Grade		
- Residential Property	\$350	
- Commercial/Industrial	\$750	
Renewal of Permit	\$50	
Transfer of Permit	\$50	
Minimum Deposit (including exemptions for Building Permits & Private Road Construction)	\$2,000	
<b>Site Plan Approval/Agreement</b>	\$3,000	Upon Application
	\$500 non-refundable	
Peer Review Deposit	\$2,000	
Site Plan Revision (minor)	\$500	
Site Plan Revision (major)	\$1,000	
Amendment to Site Plan Agreement (minor)	\$500	
Amendment to Site Plan Agreement (major)	\$1,000	
<b>Subdivision Agreement</b>	Actual Costs	Upon Application
	\$10,000 deposit	
<b>Telecommunications Tower Review</b>	\$1,000	
<b>Zoning By-law Books</b>	Actual Cost + HST	Upon Receipt
<b>Zoning By-law Amendments</b>	\$1,000 non-refundable	Upon Application
Major Application	\$4,000	
Minor Application	\$3,000	
Zoning Review / Search of Records	\$60	
Temporary Use By-law	\$1,000	
Interim Control By-law	\$1,000	

**SCHEDULE "F" TO BY-LAW NO. 2015-107**

	<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>	Actual Cost	Invoiced
time & material - minimum 2 workers		
minimum charge - 1 hour/regular time		
minimum charge - 3 hours/overtime		
<b>Hydrant Use by Bulk Users</b>		
Water Use Consumption	Actual Cost	
Set Up of Hydrant	\$100	
Tear Down of Hydrant	\$100	
<b>Neighbourhood Watch Signs</b>	50% of cost	Upon Application
<b>Source Water Protection Plan</b>		Upon Application
Residential Use or Home Based Occupation	\$10/hour, plus HST \$240 deposit	
Other Than Residential or Home Based Occupation	\$120/hour, plus HST \$1,200 deposit	
<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. 2015-107**

	<b>RECREATION DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>COLDWATER ARENA</b>		Invoiced
<b>Ice Prime Time</b>		
Adults	\$145.33/hour + HST	
Youth	\$103.81/hour + HST	
<b>Ice Non-Prime Time</b>		
Adults	\$117.355/hour + HST	
Youth	\$63.19/hour + HST	
School Board	\$46.16/hour + HST	
<b>Ice Tournament/Special Events</b>		
Adults (2016 – 2017)	\$146.02/hour + HST	
Youth (2016 – 2017)	\$104.43/hour + HST	
Adults – September 1, 2017	\$148.94/hour + HST	
Youth – September 1, 2017	\$106.52/hour + HST	
<b>Use of Hall During Ice Rentals</b> Conditions: (a) if not already rented (b) parental supervision (c) no pucks, sticks, games of Chase (d) left clean & tidy (as it was)	<b>N/C</b>	
<b>Statutory Holiday Surcharge</b>	Fee + \$10/hour + HST	
<b>Arena Floor (1 Day)</b>		
Set Up	\$194.70 + HST	
Special Community Group Event	\$575.23 + HST	
Special Event/Private	\$769.92 + HST	
<b>Arena Floor (1 Hour)</b>		
Adults	\$50.45 + HST	
Youth	\$35.40 + HST	
<b>Public Skating</b>		Entrance Fee
Adults	\$2.22 + HST	
Family	\$5.31 + HST	
Moms, Pops & Tots	\$.89 each + HST	
Puck & Stick Program	\$1.77 each + HST	
Seniors Skate	\$1.77 each + HST	
Seniors Shinny	\$1.77 each + HST	
Shinny	\$1.77 each + HST	
Youth	\$1.55	
<b>Ad Board Rentals (Oct. to Sept.)</b>		Invoiced
4' x 8' (each)	\$350 + HST	
4' x 6' (each)	\$300 + HST	
3' x 8' (each)	\$250 + HST	
Lobby – 6' x 1.5' (each)	\$110.00 + HST	
Olympia Front Panels (each)	\$250 + HST	

	<b>RECREATION DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<b>COLDWATER COMMUNITY HALL</b>		
<b>Receptions/Dances, etc.</b>		Upon Approval of Agreement
<b>Sunday to Thursday – No Liquor</b> Non-Profit Business	\$10/hour + HST \$15/hour + HST	
<b>Sunday to Thursday – With Liquor</b> Non-Profit Business	\$15/hour + HST \$18/hour + HST	
<b>Friday &amp; Saturday – No Liquor</b> Non-Profit Business	\$12/hour + HST \$15/hour + HST	
<b>Friday &amp; Saturday – With Liquor</b> Non-Profit Business	\$18/hour + HST \$21/hour + HST	
<b>Non-Profit Only – Tournament Ice &amp; Hall</b>	Total Hall Fee Only less 50% (based on per hour)	
<b>Kitchen – Full Use</b>	\$37.50	
<b>Kitchen – Coffee Only</b>	\$10.00	
<b>Bar Area</b>	\$25.00	
<b>Set-Up / Take Down</b> Per Occasion	\$40.00	
<b>Damage Deposit</b> (non-refundable)	\$100.00	
<b>Coldwater Shuffleboard Club</b>	\$35.00 + HST	
<b>Miscellaneous</b>		
Chair Rental (outside facility)	\$.98/each + HST	
Table Rental (outside facility)	\$1.95/each + HST	
<b>Socan Fees (per event)</b>		
Without Dancing	\$29.56 + HST	
With dancing	\$59.17 + HST	
<b>SEVERN OUTDOOR FACILITIES</b>		
Invoiced		
<b>Sports Fields &amp; Diamonds</b>		
Adults	\$9.93/hour + HST	
Youth	\$7.22/ hour + HST	
Field Lights	Fee/hour (above) + \$10/hour + HST	
School Board	No Charge Lining (if required) - \$8.00 + HST	
<b>Tournaments/Special Events</b>		
Adults & Youth	Fee/hour + \$25/day + HST	
School Board	No Charge Lining (if required) - \$8.00 + HST	
Field Lights	Fee/hour (above) + \$10/hour + HST	
<b>Diamond Field Lining (Soccer &amp; Ball Diamonds)</b>	\$8 per Lining + HST	
Statutory Holiday Surcharge	Fee + \$10/hour + HST	

**Schedule “G” to By-law No. 2015-107 (cont’d)**

	<b>RECREATION DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>

<b>Picnic Shelter</b>		Upon Approval of Agreement
Casual Use	No Charge	
Reservations	\$20/4 hrs. + HST	
Special Events	\$30/day + HST	
Late Payment Charge – Invoices	1.25% (over 30 days)	Invoiced
<b>Park Use Fees</b>		
Small Scale – use of area within park	\$50.00/day + HST	Upon Approval of Agreement
Medium Scale – large group with requirements	\$100.00/day + HST	
Large Scale – Council approved exclusive use of park	\$200.00/day + HST	

**SCHEDULE “H” TO BY-LAW NO. 2015-107**

	<b>TREASURY DEPARTMENT</b>	
<b>SERVICE</b>	<b>FEES</b>	<b>PAYMENT DUE</b>
<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</b>	\$100 + HST	Invoiced

<b>same location in one calendar year</b>		
<b>Non-Sufficient Funds Cheque</b>	Actual Cost	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