

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2018-004

BEING a by-law to establish and require payment of general fees and charges in the Township of South Stormont.

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WHEREAS the *Municipal Act, 2001*, s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Act, 2001*, s. 8 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act;

AND WHEREAS the *Municipal Act, 2001*, c 25, s. 326 authorizes the council of a local municipality, in authorizing the installation of special series to levy a special local municipal levy upon owners or occupants of land who derive or will or may derive a benefit, to pay all or such portion of the capital costs as the by-law may specify;

AND WHEREAS the *Municipal Act, 2001* s. 391 authorizes the municipality to impose Fees and Charges;

AND WHEREAS the *Municipal Act, 2001* s. 398 authorizes a municipality to add unpaid fees and charges imposed by the municipality to the tax roll for which the owners are responsible for paying the fees and charges;

AND WHEREAS the *Municipal Act 2001* s. 446 authorizes a municipality to require a person to do a matter or thing or, that in default of it being done by the person directed, the matter or thing shall be done at the person's expense.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. Council hereby establishes Fees and Charges as set out in Schedule "A", "B", "C", "D", "E", "F", "G" and "H" attached hereto and forming part of this by-law and shall be deemed to be an integral part of this By-law.

2. No request by any person for any information, service, activity or use of Township property described in Schedule "A", "B", "C", "D", "E", "F", "G" and "H" will be processed unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fee in the prescribed amount as set in the applicable Schedule.
3. Council or the CAO has the authority to waive, reduce, or otherwise vary a fee or charge for the item concerned, in accordance with the general criteria of the fee or charge.
4. The fees as listed in Schedule "A", "B", "C", "D", "E", "F", "G" and "H" shall be subject to Harmonized Sales Tax (HST) where applicable.
5. This By-law shall be known as the General Fees and Charges By-law.
6. Should any part of this By-law, including any part of any Schedule attached hereto, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules shall continue and operate and be in force and effect.
7. That the fees described herein shall become effective pursuant to the date included on each respective Schedule.
8. That any by-law inconsistent with this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 13<sup>th</sup> day of February, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

SCHEDULE "A"  
ADMINISTRATIVE SERVICES

Taxes are included, if applicable.  
Effective date: March 1, 2018

ITEM	FEE
Administration Fee	25% of total invoice
Fax Transmission	\$2.00 first page, \$1.00 each additional page (taxes included)
Freedom of Information (FOI) Requests	\$5.00 + cost of search Pursuant to R.R.O. 1990, Reg. 823
Commissioner of Oaths (non-municipal documents)	\$10.00
Copies of various reports and other documents, including but not limited to: ~ Waterfront Development Strategic Plan ~ Recreation Master Plan ~ Road and Bridge Management Report ~ Business Retention and Expansion Report ~ Comprehensive Zoning By-law ~ Asset Management Plan	\$0.35 per page to a maximum of \$50.00 per report (taxes included)
Photocopies ~ Single Sided Photocopies  ~ Double Sided Photocopies  ~ Large Format Printout	\$0.25 per page (taxes included)  \$0.40 per page (taxes included)  \$5.00 per page (taxes included)
Lottery License ~ Raffle (except "Catch the Ace") ~ Raffle "Catch the Ace"  ~ Bingo  ~ Nevada Ticket	\$10.00 per licence 3% of total proposed prize up to a maximum of \$100.00 per application  3% of prize value greater than \$5,000.00  3% of total prizes per unit
Hourly rate for specialized requests from property owners where staff time <b>exceeds</b> 10 minutes. NOTE: Only written requests including email will be provided a response; they will be forwarded by mail to the mailing address of the property owner on file.	\$45.00 per hour, \$45.00 minimum, plus applicable disbursements
Title Search Fee	Actual Search Fee
Transient Trader License Application Fee for Initial Application Only	\$50.00
Transient Trader License - Annual Fee	\$250.00

SCHEDULE "A"  
ADMINISTRATIVE SERVICES

Taxes are included, if applicable.  
Effective date: March 1, 2018

ITEM	FEE
Marriage Solemnization Service ~ Rehearsal fee ~ Mileage  ~ Marriage License Fees	\$300.00 \$50.00 Based on County of SDG current rate (applicable if distance is more than 20 km from origin) \$100.00 for residents \$125.00 for non-residents
Admission to Township Events for Support Person accompanying an individual with a disability	No Charge
Taxi-cab/Limousine Owner License ~ First Vehicle ~ Each Additional Vehicle	\$100.00 per year \$75.00 per year
Taxi-cab / Limousine Driver (Owner Exempt)	\$50.00 per year
Taxi-cab / Limousine License Transfer Fee	\$100.00
Tax Bill (reprint) Tax Certificates Drainage Certificate Subdivision/Site Plan Compliance Work Order Letters Zoning Compliance Letter Letter of Conformity to fulfill requirements of AGCO, MTO or other applicable agencies.  NOTE: All requests for information must be received in writing.	\$ 5.00 \$50.00 \$40.00 \$75.00 \$50.00 \$50.00 \$50.00  \$20.00 additional fee if applicable response is requested within 2 business days (planning).
Property Detail Certificate	\$25.00
Tile Drainage Inspection Fee	\$125.00
Returned Payments (NSF Fees)	\$30.00
Interest Rate for Miscellaneous Accounts Receivable	1.25% per month
Closed Meeting Investigator Application Fee	\$125.00
Request from Court Services to Apply Charges	\$20.00 per event

SCHEDULE "B"  
BUILDING SERVICES DEPARTMENT

Taxes are not applicable.

Effective date: March 1, 2018

**Building permit fees are based on the determined value of construction at \$7.00 per \$1,000 of value. The determined value of construction is defined as the actual value of construction as indicated on the building permit application or the construction value (minimum fee - \$75.00) calculated from the table below, whichever is greater.**

ITEM	CONSTRUCTION VALUE/FEE
Construction Value – Square Footage	
Assembly (OBC Group A) Value Calculations (includes portable classrooms, schools, etc.) ~ All Assembly Occupancies	\$102.50 per square foot
Institutional (OBC Group B) Value Calculations ~ Ground Floor ~ All Other Floors	\$154.92 per square foot \$92.21 per square foot
Residential (OBC Group C) Value Calculations ~ Ground Floor ~ Floors above Ground Floor ~ Finished Basement ~ Garage (attached) ~ Carports ~ Decks ~ Porches ~ Above Ground Pools ~ In-ground Pools ~ Apartment Buildings (3 apts. or more) ~ Condominiums ~ Accessory Buildings (detached garage/shed)	\$108.53 per square foot \$72.37 per square foot \$36.18 per square foot \$42.21 per square foot \$36.18 per square foot \$14.47 per square foot \$36.18 per square foot FLAT RATE \$75.00 \$24.13 per square foot \$59.09 per square foot \$72.37 per square foot \$36.18 per square foot
Office and Personal Services (OBC Group D) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	\$96.60 per square foot \$110.82 per square foot
Mercantile (OBC Group E) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	\$71.14 per square foot \$98.27 per square foot
Industrial (OBC Group F) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	\$55.49 per square foot \$83.21 per square foot
Farm Buildings Value Calculation ~ Greenhouse and Fabric Covered Pre- Engineered Farm Storage Building ~ Farm Buildings	\$18.09 per square foot \$36.18 per square foot
~ Temporary Buildings ~ Change of Use	\$120.00 \$400.00



SCHEDULE "C"  
MUNICIPAL LAW ENFORCEMENT

Taxes are not applicable.  
Effective date: March 1, 2018

ITEM	FEE
Lodging House License	\$15.00
Lodging House License Transfer	\$10.00
Property Standards Appeal	\$250.00
Certificate of Completion	\$20.00
Topsoil Removal	Application Fee - \$300.00 Deposit – Certified Cheque or Letter of Credit (in a form satisfactory to the Township) at the rate of \$500.00 per acre calculated on the area of the site from which the topsoil is to be removed, prior to commencing removal of topsoil.
Dog Retrieval from Animal Control Officer	\$75.00 per incident
Dog Kennel License	\$75.00 per year (1-9 dogs) \$100.00 per year (10-24 dogs) \$150.00 per year (24+ dogs)
Boarding Kennel	\$100.00
Dog License Fee ~ intact dogs ~ spayed / neutered dogs	\$30.00 per dog per year \$20.00 per dog per year
Dog Control ~ replacement tag ~ transfer tag	\$5.00 \$5.00
Civic Number and Sign Post	\$120.00
Civic Number Blade Replacement at Property Owner's Request	\$45.00
Civic Number Post Replacement at Property Owner's Request	\$75.00
Rename Township Road (if approved by Council) at Property Owner's Request	Cost of administration and installation of new signage

SCHEDULE "D"  
PARKS AND RECREATION DEPARTMENT

Applicable taxes are included.

Effective date: May 7, 2018

Current Rental Facility Form must be completed, as required.

ITEM	FEE
<b>Recreational Facility Rentals</b>	
<b>Long Sault Arena</b>	
~ Daytime, Monday-Friday, 8:00 a.m. to 4:00 p.m.	\$140.00 per hour
~ Rental - Monday-Friday after 4:00 p.m. and Saturday & Sunday	\$190.00 per hour
~ Minor Sports from Township	\$140.00 per hour
~ Training Ice	\$80.00 per hour
~ Public Skating	\$2.00 per participant
~ School Rate	\$90.00 per hour
~ Spring Ice Rates Prime (after 4:30 PM and weekends)	\$200.00 per hour
~ Spring Ice Rates Non-Prime (weekdays 8:00 AM to 4:30 PM)	\$155.00 per hour
~ Spring Ice Rates Youth (non profit youth teams)	\$155.00 per hour
~ Summer Rate (floor rental)	\$85.00 per hour
~ Dance Rental	\$85.00 per hour
~ Arena Board Advertising	\$350.00 per year
~ Zamboni Advertising (1/2 Panel)	\$300.00 per year
~ John Cleary Room	\$20.00 per hour* \$50.00 per day*
~ Friendly Circle Seniors Group	\$50.00 per month
~ Chairs	\$1.00 per chair
~ Tables	\$5.00 per table
<b>Additional Facilities Rental</b>	
~ Lancer Centre Rental	\$45.00 per hour
~ Events requiring the presence of a Township Employee	\$25.00 per hour \$50.00 per hour on public holidays

\* If Township staff is required, i.e. outside of normal hours, applicable costs (additional wages) may be added to the rental fee.



SCHEDULE "D"  
PARKS AND RECREATION DEPARTMENT

Applicable taxes are included.  
Effective date: March 1, 2018

ITEM	FEE
<b>Town Hall Rental</b>	
<u>Community Hall</u>	
~ Non-Licensed Event	\$25.00 per hour (3 hour minimum)
	\$150.00 full day rental – maximum 10 hours to be completed by 2:00 am
~ Licensed Event	\$60.00 per hour (3 hour minimum)
	\$400.00 per day – maximum 10 hours to be completed by 2:00 am
~ Friendly Circle Seniors Group	\$100.00 per month
<u>Community Hall and Council Chambers</u>	
~ Non-Licensed Event	\$45.00 per hour (3 hour minimum)
	\$285.00 full day rental – maximum 10 hours to be completed by 2:00 am
~ Licensed Event	\$85.00 per hour (3 hour minimum)
	\$550.00 per day – maximum 10 hours to be completed by 2:00 am
<u>Additional fees</u>	
~ Damage / Key Deposit	\$100.00
~ Additional Set-up or Tear-Down by Staff	\$25.00 per hour
~ Security Guard	\$25.00 per hour (rate may change without notice)
~ Coat Check Attendant	\$25.00 per hour
~ Events requiring the presence of a Township Employee	\$50.00 per hour for public holidays

SCHEDULE "D"  
PARKS AND RECREATION DEPARTMENT

Applicable taxes are included.  
Effective date: March 1, 2018

ITEM	FEE
Ball Diamonds (Monday-Thursday Evening)	\$25.00 per 1.5 hour game \$300.00 – 1.5 hours per evening, one evening per week, seasonal rate \$400.00 – 3 hours per evening, one evening per week, seasonal rate \$80.00 per day for tournaments
~ Advertising on Ball Diamond/Soccer Field Fences	\$250.00 per year
Volleyball/Tennis Courts (Monday-Thursday Evening)	\$12.50 per 1.5 hour game \$150.00 - 1.5 hours per evening, one evening per week, seasonal rate \$200.00 per 3 hours per evening, one evening per week, seasonal rate \$50.00 per day for tournaments

**SCHEDULE "D"**  
**PARKS AND RECREATION DEPARTMENT**

Unless stated, taxes are not applicable.  
Effective date: March 1, 2018

ITEM	FEE
<b>Recreational Programs</b>	
<u>Summer Programs-Arena</u>	
~ Shuffleboard	\$40.00 (taxes included), per participant
~ Ball Hockey / Roller Hockey	\$60.00 per participant
<u>Ball Programs</u>	
~ Tee-Ball	\$60.00 per participant
~ Softball	\$60.00 per participant
<u>Soccer Program</u>	
~ House	\$60.00 per participant
Sport Jersey if not returned at the end of the season	\$10.00 (taxes included)
<u>Youth Basketball</u>	
~ Summer Basketball Camp	\$40.00 (up to grade 4) per participant \$80.00 (grades 5-12) per participant
~ Fall House League	As per Association
~ Winter House League	As per Association
~ Spring Clinic (4 sessions)	As per Association
<u>Adult Programs</u>	
~ Fall Session	\$50.00 or \$5.00 per night (taxes included)
~ Winter Session	\$50.00 or \$5.00 per night (taxes included)
<u>Other</u>	
~ Sport for Life	\$40.00 per participant
~ Special Events & Programs	
~ Small supply events	\$2.00 per participant
~ Large supply events or contracted entertainment	\$5.00 per participant
~ Shopping bus trip	\$15.00 per seat

**SCHEDULE "D"**  
**PARKS AND RECREATION DEPARTMENT**

Unless stated, taxes are not applicable.  
Effective date: March 1, 2018

ITEM	FEE
<b>Swimming Programs-Pools</b>	
~ Swim Kids (Levels 1-10)	\$65.00 per participant
~ Private Lessons	
~ up to level 4	\$130.00 per participant
~ level 5 to 10	\$150.00 per participant
~ Bronze Medallion	\$140.00 including study material, per participant
~ Bronze Star	\$75.00 per participant
~ Speed Swimming team	\$40.00 per participant
~ Synchronized Swimming Team	\$25.00 per participant
<b>Public Swimming</b>	
<u>St. Andrews</u>	
~ Family Passes	\$100.00 (taxes included)
~ Individual Passes	\$30.00 (taxes included)
~ Daily Rates	\$3.00 per participant per afternoon/evening session (taxes included)
~ Entire Facility	\$60.00 per hour (taxes included)
<u>Long Sault</u>	
~ Individual Passes	\$15.00 (taxes included)
~ Per Day	\$2.00 per participant (taxes included)
~ Entire Facility	\$60.00 per hour (taxes included)

SCHEDULE "E"  
PLANNING DEPARTMENT

Taxes are not applicable.  
Effective date: March 1, 2018

ITEM	FEE
Minor Variance	\$500.00
Application for Consent (Severance)	\$400.00 – new lot \$350.00 – technical/lot addition/ easement/etc.
Cash-in-Lieu of Parkland	\$1,600.00 per residential lot or as prescribed in the Township's Parkland Dedication By-law.
Zoning By-law Amendment	\$1,300.00 \$1,000.00 if condition of consent approval
Temporary Use By-law	\$800.00
Remove Holding By-law	\$300.00
Joint Application (Official Plan/ Zoning)	\$2,000.00
Lot Consolidation Agreement Deeming By-law	\$300.00
Site Plan Approval (Major with Agreement)	\$1,000.00 for initial review \$60.00/hour + disbursement + admin. fee charged for further review  \$500.00 legal deposit + applicable security deposit required
Site Plan Approval (Minor Proposal with no Agreement/ Amending Existing Site Plan)	\$250.00 for initial review \$60.00/hour + disbursement + admin. fee charged for further review
Part Lot Control By-Law	\$800.00 per by-law (includes registration completed by township + \$500.00 maximum in disbursements)
Draft Plan of Subdivision/ Condominium Application	\$2,500.00
Subdivision/Condominium Agreement	\$1,500.00 + applicable deposits
Telecommunications/Cell Tower Application	\$1,000.00
Partial Release of Security for Subdivisions and Site Plan Agreements	\$100.00 plus direct costs per request. All requests must be submitted in writing.
Municipal Consultation Support of Forms for renewable energy projects to be completed	\$100.00 projects 10kw or less \$400.00 projects greater than 10 kw or less than 1 mw \$1,000.00 projects 1 mw or greater

Where the Township requires legal, engineering, planning or other external expertise concerning a planning-related application, the applicant shall be responsible for reimbursing the Township for all costs associated with the aforementioned external expertise. A minimum deposit of \$1,500.00 shall apply.

In case of an appeal or referral to the Local Planning Appeals Tribunal or applicable appeals body, of any or all of the above-mentioned types of applications, the applicant shall submit a minimum deposit of \$1,500.00 to assist in covering the municipality's costs.

SCHEDULE "F"  
PUBLIC WORKS DEPARTMENT - ROADS

Taxes are not applicable.  
Effective date: March 1, 2018

ITEM	FEE
Entrance Permit – requiring a culvert	\$125.00
Entrance Permit – not requiring a culvert	\$75.00
Entrance culvert extensions	\$50.00
Permit to move Loads in Excess of Weight	\$50.00
Curb Cut	\$75.00
Streetlight Shade	\$100.00
Ditch Fill In Permit	\$125.00
Road Cut Permit	\$150.00 plus \$1,000.00 deposit; refer to By-law No. 2016-024 for specifics

SCHEDULE "G"  
PUBLIC WORKS DEPARTMENT – WASTE MANAGEMENT

Unless stated, taxes are not applicable.  
Effective date: March 1, 2018

ITEM	FEE
Personal Use	
~ Car	\$15.00
~ Van	\$15.00
~ ½ Ton Truck	\$20.00
~ Utility Trailer – Single Axle	\$25.00
~ Utility Trailer – Double Axle	\$35.00
~ 1 Ton Truck	\$55.00
~ Hay Wagon	\$55.00
Appliances containing Freon that have been decommissioned.	No Charge
Appliances containing Freon that have not been decommissioned	\$40.00
Shingles	\$55.00
Construction Materials	\$55.00
Tire with Rims	
~ Car & Truck	\$5.00
~ Transport	\$15.00
Blue Boxes	2 Recycle boxes – Free of charge for each new residential unit - \$5.00 per box thereafter (taxes included)
360L Recycle Cart	\$55.00 (taxes included)
Composter	\$30.00 (taxes included)
Township Garbage Tags	\$1.50
Replacement landfill site pass	\$5.00
Advertising on Waste Receptacles	\$300.00 per year per receptacle, or \$50.00 per month per receptacle, if available (Taxes included)
Waste Management collection services for schools and South Stormont Seniors' Support Centre	0.091102 % of current value assessment

SCHEDULE "H"  
FIRE DEPARTMENT

Unless stated, taxes are not applicable.

Effective date: March 1, 2018

ITEM	FEE
Fire Guard Requests	Ministry of Transportation rate * (full cost recovery)
False Alarms, within a 1 year period ~ first false alarm  ~ second false alarm ~ third false alarm	First Notice issued indicating potential financial implications \$100.00 Ministry of Transportation rate * (full cost recovery)
Fire call-outs on Provincial Highways: ~ first hour per vehicle ~ each additional half hour or part	MTO rate * (full cost recovery) * MTO rate * (full cost recovery) *
Request for File Search	\$75.00
Request for Incident Report	\$50.00
Compliance Letter – Third Party requests, e.g. lawyers, insurance companies (written requests received; search of files will be conducted and written response provided from Fire Chief)	\$60.00
Special Occasion Permit/Inspection LCBO Inspection	\$100.00
Fire Extinguisher Training	\$80.00
Wood Energy Technology Transfer (WETT) Inspection (solid fuel appliance inspection)	Refer to Municipal Reception – Service provided by private certified individual(s)
Licensed Day Care Inspection	\$75.00
Transient Trader License Inspection	The cost of this inspection is included in the cost of the Transient Trader License as per Schedule "A" of this By-law
Other Inspection – i.e. Ready to Learn Program	No Charge
Open Air Burn Permit	\$10.00
Individuals in contravention of By-law No. 2009- 40, being a by-law to regulate conditions where fires may be set in the open air	Ministry of Transportation rate * (full cost recovery) to a maximum of \$2,000.00 per incident
Special event(s) for Fire Protection / Stand-by Supervision only	Cost Recovery Fees i.e. personnel, equipment, apparatus and materials
Fire Hall Rental Current Rental Facility Form must be completed as required	\$20.00 per hour (taxes included) If Township staff is required, i.e. outside of normal hours, applicable costs (additional wages) may be added to the rental fee.

- \* Current Ministry of Transportation (full cost recovery)  
~ First Hour (or part thereof) \$450.00 per vehicle  
~ Each additional half hour \$225.00 per vehicle