

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

By-Law Number 22 of 2016

Being a By-Law for the imposition and collection of fees and charges for certain Municipal Services and Activities.

WHEREAS Section 391(1) of the Municipal Act, 2001, as amended from time to time, authorizes the Council of a municipality to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c.P.13, as amended from time to time, authorizes the Council of a municipality to pass a by-law imposing a tariff of fees on persons for the processing of applications made in respect of planning matters;


AND WHEREAS the Council of the Municipality of Brooke-Alvinston deems it advisable and expedient to impose fees or charges for services and planning applications;

NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON HEREBY ENACTS AS FOLLOWS:

1. That the fees and charges as set out in schedules inclusive to this By-law shall be hereby set for the services described in schedules A through L attached hereto.
2. That By-law 43 of 2010 is hereby repealed
3. That this By-law shall come into force and effect as listed on the attached schedules.

READ A FIRST AND SECOND TIME THIS 26th DAY OF MAY, 2016.

READ A THIRD TIME AND FINALLY PASSED THIS 26th DAY OF May, 2016.



Don McGugan, Mayor



Janet Denkers, Clerk-Administrator

Schedule A
By-law 22 of 2016
Administrative Services

DESCRIPTION	FEE OR CHARGE
Tax Certificates or Water Certificates (each)	\$ 40.00
Return Cheque charge	\$ 35.00
Fax – local exchange	\$ 1.00
Fax – long distant exchange	\$ 3.00
Fax – overseas	\$ 5.00
Fax – received will be charged the same rates as a photo copy	
Photo copies – letter (single sided)	\$ 0.25 per sheet
Photo copies – letter (double sided)	\$ 0.25 per sheet
Photo copies – legal (single sided)	\$ 0.35 per sheet
Photo copies – legal (double sided)	\$ 0.35 per sheet
Photo copies – 11 x 17	\$ 0.50 per sheet
Photo copies – colour (8 1/2 x 11 only)	\$1.25 per page
Computer printouts	\$ 0.30 per page
Interest on all accounts and charges other than taxes	1.25% per month
Commissioning Signatures (non ratepayer)	\$5.00 per signature
Prior Year Tax Bill Reprint / Statement	\$10.00 per bill
Closed Meeting Investigations	\$125.00
If investigation proves unfounded, frivolous or vexatious fees will be charged on a cost recovery basis.	
License to conduct a Lottery	
For local community group - prize value < than \$1,000.00	\$ 5.00
For local community group - prize value > than \$1,000.00	\$25.00
A local community group is defined as a not for profit organization operating in the municipality, the proceeds of which are used for community projects within Brooke-Alvinston.	
All other licenses	3% of the prize value
Break Open	3% of the prize value
Birth/Death registration administration fee	\$ 30.00
Small Game Hunting License	\$15.00
Resident – no charge; Non Resident Charge	+HST
Chip Wagon license	\$100.00
POA Processing Fees	\$50.00
Administration fees for preparing historical information for ratepayers and/or their representative(s), providing certified copies of by-laws or preparation of other material shall be charged, at the discretion of the Treasurer, a fee based on costs incurred for time spent by municipal staff, as well as the charges above as they may apply.	Hourly payroll costs including overhead, with a 10% mark-up
*Fenceviewer – Filing Form 1 – Request for Fenceviewer	\$150.00

Schedule B
By-law 22 of 2016
Building Permit Fees

DEPOSIT	
RESIDENTIAL	
NEW RESIDENTIAL UNIT <i>(INCLUDING ATTACHED GARAGE)</i>	1,100.00
NEW GARAGE	550.00
RESIDENTIAL DETACHED ACCESSORY BLDING	425.00
APTS & MULTIPLE HOUSING	1,200.00
ADDITIONS RESIDENTIAL	900.00
ALTERATIONS/REPAIRS	600.00
FIREPLACES	300.00
DECKS	425.00
AGRICULTURAL	
BUILDINGS (drive sheds, pole barns, etc)	550.00
BUILDINGS (livestock barns, etc)	550.00
GRAIN BINS/SILOS	250.00
MANURE PITS	675.00
COMMERCIAL/INDUSTRIAL	
NEW BUILDINGS (8 to 16 inspections)	1,400.00
RENOVATIONS	1,100.00
INSTITUTIONAL	
NEW BUILDINGS (8 to 16 inspections)	1,400.00
RENOVATIONS	1,100.00
OTHER	
DEMOLITIONS	150.00
BUILDING RELOCATIONS (road deposit etc needed)	825.00
SWIMMING POOLS/FENCING	250.00
COMMERCIAL TOWERS	550.00
WIND MILLS	
Flat Fee	14,000.00
SOLAR FACILITIES	
Class 1 - ground mounted (less or equal to 10 kw)	No charge
Class 1 - 2 rooftop/wall mounted (less or equal to 10 kw)	225.00
Class 3 - (greater than 10 kw)	475.00
BIO-ENERGY FACILITIES	675.00
WATER ENERGY FACILITIES	675.00
CHANGE OF USE	250.00
RENEWAL OF CANCELLED PERMIT	75.00
BUILDING WITHOUT A PERMIT – any person commencing building without the Required permit is subject to a fine equal to the applicable permit fee.	
<p>NOTE: ALL BUILDING INSPECTION COSTS ARE TO BE RECOVERED. THEREFORE IF COSTS ARE GREATER THEN THE DEPOSIT THEY WILL BE INVOICED AND REQUIRED TO BE PAID PRIOR TO OCCUPANCY, USAGE, FINAL INSPECTION BEING ISSUED OR COMPLETED. ANY COSTS LESS THEN THE DEPOSIT WILL BE REFUNDED UPON THE DIRECTION OF THE BUILDING INSPECTOR. A5% MUNICIPAL ADMINISTRATION FEE WILL BE INCLUDED TO COVER OVERHEAD.</p>	

CODE AGENCY – The use of a code agency for any of the above will result in a fee reduction. The deposit is still required with refunds being made as set out above.

Schedule C
By-law 22 of 2016
REFUND OF BUILDING PERMIT FEES

The fees that may be refunded shall be a percentage of the fees payable under this by-law, as follows:

- (i) **80% if administrative functions only have been performed**
- (ii) **70% if administrative and zoning functions only have been performed**
- (iii) **35% if the permit has been issued and no field inspections have been performed subsequent to the permit issuance**
- (iv) **5% shall additionally be deducted for each field inspection that has been performed after the permit has been issued.**
- (v) **No refund shall be made on an amount less than \$10.00**

Schedule D
By-law 22 of 2016
ANIMAL CONTROL

DESCRIPTION		FEE OR CHARGE
Kennel :		\$100.00
Altered / Unaltered		
First dog > 3 mo	Valid rabies certificate	\$25.00
Second dog > 3 mo	Valid rabies certificate	\$25.00
Altered / Unaltered		
First dog > 3 mo	No Valid rabies certificate	\$45.00
Second dog > 3 mo	No Valid rabies certificate	\$45.00
1 st Restricted dog	Valid rabies certificate	\$150.00
	No rabies certificate	\$200.00

DESCRIPTION	FEE OR CHARGE
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Emergency 911 Civic addressing:

911 sign payable to the County of Lambton (current cost + HST)	\$16.39
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Fire Department:

Vehicle accident	Non resident - % basis unless one responsible (police charges) for two or more vehicles involved	Cost recovery trucks and personnel plus 5%
Fire compliance letters -	Residential	\$50.00
	Commercial/Industrial/Multi-Res	\$200.00
Property (Infrastructure) Inspections	Residential Commercial/Industrial/Multi-Res	Cost recovery plus 5% administration fee
Call out by Police/By-law officials	Putting out illegal fire	Cost recovery trucks and personnel plus 5%; Cost of By-law Enforcement Officer
Fire Inspections		Cost recovery plus 5%

Schedule F
By-law 22 of 2016
PUBLIC WORKS DEPARTMENT

Culvert – one allowable / property (8m)	Owner pays costs for culvert over 8m
Drains – road crossings	50% owner; 50% municipality
Laneways	1 access / assessed property owner; additional laneways at owner's expense

Any custom work done for a private land owner shall be charged out at a cost that will recover invoiced costs, the cost of the labourer(s) hourly rates including benefits as well as the Municipal rental rate for any machinery used (MTO rental rate to be used) as well as a 5% administration fee.

Sale of used material ie: culverts shall be at a cost determined by the Public Works Manager.

Schedule G
By-law 22 of 2016
PLANNING AND DEVELOPMENT

DESCRIPTION	FEE OR CHARGE
Official Plan Amendment (\$200 SCRCA may be applicable)	\$1,000.00
Zoning amendment (includes County fee)	\$850.00
Site Plan + \$200 to SCRCA if applicable	\$300.00
Minor variance + \$200 to SCRCA if applicable	\$550.00
Consent + SCRCA fee if applicable	\$800.00
Consent Deed Stamping	\$300.00
Planning/zoning requests for information	\$50.00
Copy of Official Plan (no coloured maps)	\$75.00
Copy of Zoning By-law (no coloured maps)	\$100.00
(copies of individual sections – administration charges apply)	
Tile Drainage Inspection	\$100.00
Municipal Drain Inspector – call out to review drainage issues not covered under the Drainage Act for recovery purposes	Actual hourly rate plus a 5% administration fee

Any other costs incurred in excess of the fees listed above will be charged at a full cost recovery basis plus a 5% administrative fee.

Schedule H
By-law 22 of 2016
F.O.I. FEES PER PROVINCIAL REGULATIONS

DESCRIPTION	FEE OR CHARGE
Fee required with application	\$5.00
Photo copies and computer print outs	Schedule A charges apply
Photo copies (color – letter size only)	Schedule A charges apply
Manually searching a record	\$30.00 per hour / 15 min intervals
Preparation of record for disclosure	\$40.00 per hour / 15 min intervals
If it is estimated that the cost is \$100.00 or more then the person requesting the record must pay a deposit equal to the estimate before further steps are taken to respond.	

Schedule I
By-law 22 of 2016
PROPERTY STANDARDS

DESCRIPTION	FEE OR CHARGE
Invoices received from property standards officer or from the By-law Enforcement Officer related to any property standards issue	Full charges from invoices plus a 5% administrative fee (to be added to taxes if not paid in 30 days)
Municipal costs	Full cost recovery based on hourly rates plus a 5% administrative fee (to be added to taxes if not paid in 30 days)

Any other costs incurred relating to a property standards issue shall be recovered on a full cost recovery basis, be subject to a 5% administrative fee and shall be added to taxes if not paid in 30 days, with applicable interest charges being applied.

DESCRIPTION	FEE OR CHARGE		
AUDITORIUM	RATE	HST- 13%	TOTAL
Weekend Rental with Kitchen & Bar	\$473.45	\$61.55	\$535.00
Weekend Rental with Bar	\$400.00	\$52.00	\$452.00
Weekend Rental with Kitchen	\$442.48	\$57.52	\$500.00
Weekend Rental just Hall	\$376.11	\$48.89	\$425.00
Weekday Rental	\$371.68	\$48.32	\$420.00
Half Day Weekday Rental(4 hours or less)	\$247.79	\$32.21	\$280.00
Funeral	\$209.74	\$27.26	\$237.00
Funeral with Bar	\$240.71	\$31.29	\$272.00
Extra Day Set-Up	\$209.74	\$27.26	\$237.00
Booking Deposit (Due day of booking)	\$225.00	NA	\$225.00
Damage Deposit (Refundable)	\$225.00	NA	\$225.00
Youth Activity per Person	\$1.77	\$0.23	\$2.00
ICE			
Prime Time per Hour	\$114.16	\$14.84	\$129.00
Non Prime Time per Hour	\$75.22	\$9.78	\$85.00
Minor Sports per Hour	\$104.43	\$13.57	\$118.00
*Non prime time weekday / hr –elementary age child			\$2.00
Non prime time weekday / hr - individual	\$4.42	\$5.58	\$5.00
Moms & Tots			n/c
Sunday ice time	88.49 11.51		\$100.00
UPSTAIRS HALL			
Day/Evening just Hall	\$75.22	\$9.78	\$85.00
Day/Evening with Kitchen	\$97.34	\$12.66	\$110.00
Day/Evening with Bar	\$101.77	\$13.23	\$115.00
Day/Evening with Kitchen & Bar	\$110.62	\$14.38	\$125.00
Half Day/ Evening (4hrs or less)	\$39.82	\$5.17	\$45.00
Other Programs(summer) either of the halls	Fitness Summer		\$40.00
Other Programs (winter) either of the halls	Fitness winter		\$30.00
Service Club Rate/ Outreach programs	\$26.55	\$3.45	\$30.00
Board Room	\$13.27	\$1.73	\$15.00
Board Room with kitchen	\$26.54	\$3.46	\$30.00
ARENA FLOOR			
Day/Night Rental	\$473.45	\$61.55	\$535.00
Hourly Rate	\$49.53	\$6.44	\$56.00
BALL DIAMOND			
Adult- per game- with lights	\$30.00	\$3.90	\$33.90
Adult- per game- no lights			
Adult Tournament- with lights-per game/per diamond	\$35.00	\$4.55	\$39.55
Adult Tournament- no lights-per game/per diamond	\$25.00	\$3.25	\$28.25
Minor Ball-Annual Fee / Player (includes Jr. Team)			\$10.00
Minor Ball Tournaments- with lights/per game			
Minor Ball Tournaments – no lights/per game			

*Indicates from the hours of 9:00 am-3:30 p.m. on snow / fog days only

Schedule K
By-law 22 of 2016
Water and Sewer Disconnection / Reconnection Charges

DESCRIPTION	FEE OR CHARGE
Bulk Water Dispenser Key (Water Tower)	\$25.00 deposit
Replacement Water Tower Key	\$100.00
Water Meter (3/4")	\$175.00
Water Meter (1")	\$250.00
Water Disconnection / Reconnection - temporary	\$75
Water Disconnection / Reconnection – temporary (after hours)	\$150.00
Water Disconnection - Permanent	\$500.00 deposit
Water Reconnection after permanent disconnection	\$2,265.00 deposit
Sewer Disconnection - Permanent	\$500.00 deposit
Sewer Reconnection	\$5,748.00 deposit
Water and Sewer Disconnection - Permanent	All cost + overhead \$1,000.00 deposit
Water & Sewer Reconnection after disconnection	\$8,013.00 deposit
Water New Connection	\$2,265.00 deposit + all expenses
Sewer New Connection	\$5,748.00 deposit + all expenses
Waterline Subsequent Connection Charge – connection after waterline service was connected	
Shiloh Line	Original cost + yearly inflation + 10%
Churchill Line to Alvinston	Original cost + yearly inflation + 10%
Brooke Line	Original cost + yearly inflation + 10%
Railroad Line Extension	Original cost + yearly inflation + 25%
Service Charge	Hourly rate + overhead + 25% administration fee
Tenant Deposit	\$150.00

Schedule L
By-law 22 of 2016
MISCELLANEOUS

DESCRIPTION	FEE OR CHARGE
Marriage Licences	\$100.00
Marriage Ceremonies	
- Normal Working Hours	\$250.00
- weekends	\$300.00
Advertising at BAICCC	
- Advertising -- wall	\$100 + tax
-Advertising -- boards	\$150 + tax
-Advertising -- outer board	\$50 + tax
-Olympia - wrapping	Minimum \$1000 + tax/ year & 5 year contract (Business pays for wrapping)
-Olympia -- individual business	\$150 + tax / ad