

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

By-Law Number 35 of 2021

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 K attached hereto.
2. That By-law 42 of 2018 is hereby repealed
3. That this By-law shall come into force and effect as at this day, or on the date(s) as listed on the attached schedules.

READ A FIRST AND SECOND TIME THIS 8th DAY OF JULY, 2021.

READ A THIRD TIME AND FINALLY PASSED THIS 8th DAY OF JULY, 2021.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

SCHEDULE A
ADMINISTRATIVE SERVICES FEES

DESCRIPTION	FEE OR CHARGE
Tax Certificates or Water Certificates (each)	\$40.00
Return Cheque charge	\$35.00
Fax – local exchange	\$ 1.00 per sheet
Fax – long distant exchange	\$ 3.00 per sheet
Fax – overseas	\$ 5.00 per sheet
Fax – received will be charged the same rates as a photo copy	
Black & White copies	
Photocopies – letter (per side)	\$ 0.25 per sheet
Photocopies – legal (per side)	\$ 0.35 per sheet
Photocopies – 11 x 17 (per side)	\$ 0.50 per sheet
Colour copies	
Photocopies – letter (per side)	\$ 1.25 per sheet
Photocopies – legal (per side)	\$ 1.75 per sheet
Photocopies – 11 x 17 (per side)	\$ 2.50 per sheet
Computer Printouts - Black & White	\$ 0.25 per page
Interest on all accounts and charges other than taxes	1.25% per month
Commissioning Signatures (non ratepayer)	\$5.00 per signature
Tax Bill Reprint / Statement	\$10.00 per bill
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	
Chip Wagon or patio license (per season)	\$125.00
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

**SCHEDULE B
BUILDING PERMIT FEES**

RESIDENTIAL	Deposit/fee
NEW RESIDENTIAL UNIT (including attached garage)	\$1,500.00
NEW GARAGE (attached, if built separately)	\$600.00
DETACHED ACCESSORY BUILDING (Residential)	\$450.00
APPARTMENTS & MULTIPLE HOUSING	\$2,750.00
ADDITIONS (Residential)	\$950.00
ALTERATIONS/REPAIRS (Residential)	\$750.00
FIREPLACES, WOODSTOVES	\$275.00
DECKS	\$375.00
AGRICULTURAL	
BUILDINGS (drive sheds, pole barns, etc)	\$750.00
BUILDINGS (livestock barns, etc)	\$2,250.00
GRAIN BINS/SILOS	\$500.00
MANURE PITS	\$1,500.00
COMMERCIAL/INDUSTRIAL	
NEW BUILDINGS (including Restaurants)	\$2,250.00
RENOVATIONS	\$1,950.00
INSTITUTIONAL	
NEW BUILDINGS	\$2,250.00
RENOVATIONS	\$1,950.00
OTHER	
DEMOLITIONS	\$225.00
BUILDING RELOCATIONS (road deposit, etc. needed)	\$1,200.00
SWIMMING POOLS/FENCING	\$250.00
TENT (added at the August 12, 2021 Regular Council Meeting)	\$150.00
COMMERCIAL TOWERS	\$1,250.00
WIND MILLS / TURBINES	\$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)	\$525.00
BIO-ENERGY FACILITIES	\$675.00
WATER ENERGY FACILITIES	\$675.00
CHANGE OF USE	\$300.00
RENEWAL OF CANCELLED PERMIT - flat fee	\$100.00
PLUMBING PERMIT - Plumbing/Septic Permits are issued by the County	Varies
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: Building Fee Revenues must be used solely to fund Building Permit Fees Services. The above Fees have been established based on a review of Building Permit Fee Costs invoiced by the County and a comparison of Fees charged by other surrounding municipalities. Building Permit Fee Revenues and Costs will be reviewed annually and any excess/deficiency will be allocated to/from a Building Permit Cost Stabilization Reserve Fund. When appropriate, fee adjustments will be brought forward for consideration.</p>	

**SCHEDULE C
ANIMAL CONTROL FEES**

* Fees effective January 1, 2022

DESCRIPTION		YEARLY FEE OR CHARGE
Kennel licence		\$125.00
Dogs:		
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

**SCHEDULE D
FIRE & EMERGENCY SERVICES FEES**

DESCRIPTION	FEE OR CHARGE
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Emergency 911 Civic addressing:

911 address sign (signs provided by County)	At Cost, plus HST (Currently \$16.39 - 14.50 + HST)
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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%
Call out by Police/By-law officials	Putting out illegal fire	Cost recovery trucks and personnel plus 5%; Cost of By-law Enforcement Officer, plus 5%
Fire Inspections		Cost recovery plus 5%
Fire Observance Request	(Request fire personnel/trucks to attend/monitor a fire/burn	\$100/truck/hour

SCHEDULE E
PUBLIC WORKS DEPARTMENT FEES

DESCRIPTION	FEE OR CHARGE
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 performed 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 (e.g. culverts) shall be at a cost determined by the Public Works Manager.	

**SCHEDULE F
PLANNING AND DEVELOPMENT FEES**

DESCRIPTION	FEE OR CHARGE
Official Plan Amendment, plus SCRCA fee, if applicable	\$1,000.00
Zoning amendment (includes County fee)	\$850.00
Site Plan, plus SCRCA fee, if applicable	\$300.00
Minor variance, plus SCRCA fee, if applicable	\$550.00
Consent/Severance, plus SCRCA fee, if applicable	\$800.00
Consent Deed Stamping	\$300.00
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)	
Third Party Service Review (Plans of Subdivision) *	\$2,000 deposit + actual costs
Tile Drainage Inspection	Cost, plus 5%
Municipal Drain Inspector – call out to review drainage issues not covered under the Drainage Act for recovery purposes	Cost, plus 5%

SCRCA = St. Clair Region Conservation Authority

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

* Fee incorporated at the September 9, 2021 Regular Council Meeting

SCHEDULE G
FREEDOM OF INFORMATION 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
<p>If it is estimated that the cost is \$100.00 or more than the person requesting the record must pay a deposit equal to the estimate before further steps are taken to respond.</p>	

**SCHEDULE H
PROPERTY STANDARDS FEES**

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 10% administrative fee. (to be added to taxes if not paid in 30 days)
Municipal Costs - Grass cutting by staff	\$50 per hour - \$75 minimum per cut charge. (to be added to taxes if not paid in 30 days)
Other Municipal Costs	Full cost recovery based on hourly rates plus a 10% 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 10% administrative fee and shall be added to taxes if not paid in 30 days, with applicable interest charges being applied.

SCHEDULE I
BROOKE-ALVINSTON-INWOOD COMMUNITY CENTRE FEES

DESCRIPTION	FEES/CHARGES <i>(H.S.T.extra, unless otherwise noted)</i>				
	2021	2022	2023	2024	2025
Effective Date					
MAIN AUDITORIUM					
Daily Rental - Includes Kitchen & Bar (12 hr max)	\$495.00	\$502.00	\$510.00	\$518.00	\$526.00
Credit if bar not used	(\$27.00)	(\$28.00)	(\$29.00)	(\$30.00)	(\$31.00)
Extra Day Set Up (7:30am-4:00pm)	\$219.00	\$222.00	\$225.00	\$228.00	\$231.00
Additional hourly setup (above extra day setup)	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00
Half Day Rental (4 hours or less)	\$260.00	\$264.00	\$268.00	\$272.00	\$276.00
Funeral Rental - Includes Kitchen & Bar	\$252.00	\$256.00	\$260.00	\$264.00	\$268.00
Kitchen only - per hour	\$37.00	\$38.00	\$39.00	\$40.00	\$41.00
Bar supplies charge	\$53.00	\$54.00	\$55.00	\$56.00	\$57.00
Set up by staff (Tables/Chairs)	\$78.00	\$79.00	\$80.00	\$81.00	\$82.00
Booking deposit (due day of booking)	\$225.00	\$225.00	\$225.00	\$225.00	\$225.00
Damage Deposit (refundable)	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Youth Activity - Per Person - <i>H.S.T. Included</i>	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Summer fitness programs (Apr 1 - Sept 30)/hour	\$42.00	\$43.00	\$44.00	\$45.00	\$46.00
Winter fitness programs (Oct 1 - Mar 31)/hour	\$32.00	\$33.00	\$34.00	\$35.00	\$36.00
ICE					
Prime Time - per hour (4:00pm-12:00 midnight)	\$120.00	\$122.00	\$124.00	\$126.00	\$128.00
Non Prime Time - hourly (5am-4pm Mon-Fri, excluding Stat Holidays, School Holidays and School Professional Development Days)	\$78.00	\$79.00	\$80.00	\$81.00	\$82.00
Minor Sports - per hour	\$110.00	\$112.00	\$114.00	\$116.00	\$118.00
Non Prime Time Week Day/hour/elementary age child (9am-3:30pm on snow/fog days only) HST incl.	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Non Prime Time Week Day/hour/individual (walk-ins - 9am-3:30pm) HST incl.	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Sunday ice time per hour (until noon)	\$92.00	\$93.00	\$94.00	\$95.00	\$96.00
Moms & Tots	N/C	N/C	N/C	N/C	N/C
UPSTAIRS HALL & MEETING ROOM					
Hall - Full Day/Evening (Includes Kitchen/Bar)	\$116.00	\$118.00	\$120.00	\$122.00	\$124.00
Hall - Half Day/Evening (4 hours or less)	\$42.00	\$43.00	\$44.00	\$45.00	\$46.00
Hall - Service Club/Outreach Program Meeting	\$29.00	\$30.00	\$31.00	\$32.00	\$33.00
Hall Set up Fee	\$37.00	\$38.00	\$39.00	\$40.00	\$41.00
Kitchen only (per hour)	\$27.00	\$28.00	\$29.00	\$30.00	\$31.00
Damage Deposit	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Summer fitness programs (Apr 1 - Sept 30)/hour	\$39.00	\$40.00	\$41.00	\$42.00	\$43.00
Winter fitness programs (Oct 1 - Mar 31)/hour	\$29.00	\$30.00	\$31.00	\$32.00	\$33.00
Meeting Room (4 hours or less)	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00
ARENA FLOOR					
Day/Night Rental - 12 hours maximum	\$495.00	\$502.00	\$510.00	\$518.00	\$526.00
Hourly Rate	\$52.00	\$53.00	\$54.00	\$55.00	\$56.00
BALL DIAMONDS & MISC					
Adult per game - with lights	\$33.00	\$34.00	\$35.00	\$36.00	\$37.00
Adult per game - no lights	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00
Additional liming fee - per game (if requested)	\$37.00	\$38.00	\$39.00	\$40.00	\$41.00
Minor Ball Tournament - N/C per game	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minor Ball - Annual Fee/child (excludes T-ball)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Inwood Pavillion/day (12 hours or less - unstaffed)	\$38.00	\$39.00	\$40.00	\$41.00	\$42.00
Alvinston Pavillion/day (12 hours or less - unstaffed)	\$55.00	\$56.00	\$57.00	\$58.00	\$59.00
Grounds Rental - per day (12 hours or less)	\$154.00	\$156.00	\$158.00	\$160.00	\$162.00
Grounds / Pavillion Clean Up Charge	\$154.00	\$156.00	\$158.00	\$160.00	\$162.00
Bodily Fluids Clean Up Charge (min extra charge)	\$75.00	\$76.00	\$77.00	\$78.00	\$79.00
Chairs - wooden (each)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Tables - picnic or other wooden (each)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Blackout fee - Private Event (per day) *	N/A	\$403.00	\$409.00	\$415.00	\$421.00
Blackout fee - Public Event (per day) *	N/A	\$200.00	\$203.00	\$206.00	\$209.00

* as per Council Resolution 2022-163 of April 28, 2022

SCHEDULE J

WATER & SEWER CONNECTION/DISCONNECTION & RELATED FEES

DESCRIPTION	FEE OR CHARGE
Bulk Water Dispenser Key (Water Tower)	\$25.00 deposit
Replacement Water Tower Key	\$100.00
Water Meter (3/4")	\$250.00
Water Meter (1")	\$325.00
Water Meter (>1")	Cost, plus 5%
Water Disconnection/Reconnection - temporary	\$75.00
Water Disconnection/Reconnection - temporary (after hours)	\$150.00
Water Disconnection - Permanent	\$500.00 deposit
	Billed all costs + 5% admin
Sewer Disconnection - Permanent	\$500.00 deposit
	Billed all costs + 5% admin
Water Reconnection after permanent disconnection	\$1,500.00 deposit
	Billed all costs + 5% admin
Sewer Reconnection after permanent disconnection	\$1,500.00 deposit
	Billed all costs + 5% admin
Alvinston Water - New Connection - in town (see notes 1, 2, & 3 below)	\$3,500.00 capital charge; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$1,500.00 deposit required.
Alvinston Sewer - New Connection - in town (see notes 1, 2, & 3 below)	\$3,500.00 capital charge; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$1,500.00 deposit required.
Inwood - Water - In town	Provided by the Township of Enniskillen
Inwood Sewer - new connection - in town (see notes 1, 2 & 3 below)	\$8,500 capital charge ; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$2,500.00 deposit required.
Specific Waterline Subsequent Connection Charge - Connection after waterline service was originally installed past property.	
Shiloh Line (see notes 1 & 2 below)	Original cost (\$8,500.00) + yearly inflation since 2013 + 10%
Churchill Line to Alvinston (see notes 1 & 2 below)	Original cost (\$7,500.00) + yearly inflation since 2004 + 10%
Brooke Line - West of Nauvoo (see notes 1 & 2 below)	Original cost (\$9,335.82) + yearly inflation since 2009 + 10%
Brooke Line - East of Nauvoo (see notes 1 & 2 below)	Original cost (\$8,857.51) + yearly inflation since 2009 + 10%
Railroad Line Extension (see notes 1 & 2 below)	Original cost (\$7,500.00) + yearly inflation since 2007 + 25%
Service Charge	Hourly rate + overhead + 25% administration fee
Tenant Deposit	\$300.00
Note 1 - Assumes water/sewer line runs past property, but property has no curbstop/stub to make connection. If line(s) does not run past property, then property owner is responsible for all costs to bring the line(s) to the property in addition to above charges.	
Note 2 - Property owners are responsible for all costs of connection from property line to dwelling.	
Note 3 - Any "In Town" property located in one of the "Specific Waterline Subsequent Connection Charge" areas are subject to the Specific Waterline Subsequent Connection Charges, as indicated.	

**SCHEDULE K
MISCELLANEOUS FEES**

DESCRIPTION	FEE OR CHARGE
Marriage Licences	\$100.00
Marriage Ceremonies	
- Normal Working Hours	\$250.00
- weekends / after hours	\$300.00
Advertising at BAICCC	
- Advertising – wall	\$105.00 + H.S.T.
- Advertising – boards	\$155.00 + H.S.T.
- Advertising – outer board	\$55.00 + H.S.T.
- Olympia - wrapping	Minimum \$1,050.00/year + H.S.T. (5 year contract) (Advertiser pays for wrapping charges)
- Olympia – individual business	\$150.00 + H.S.T. per ad
- Ice Lay Logos - 8 x 8 *	\$500.00 + H.S.T./season
- Ice Lay Logos - 4 x 4 *	\$300.00 + H.S.T./season
- Ice Lay Logos - 1 x 4 *	\$200.00 + H.S.T./season

* as per Council Resolution 2022-302 on August 10, 2022.