

**THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON**

**By-Law Number 45 of 2025**

**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 That By-law 12 of 2024 is hereby repealed, effective December 31, 2024.
3. That this By-law shall come into force and effect as at JANUARY 1, 2025, or on the date(s) as listed on the attached schedules.

READ A FIRST AND SECOND TIME THIS 12th DAY OF DECEMBER, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS 12th DAY OF DECEMBER, 2024.

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David Ferguson, Mayor

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Janet Denkers, Clerk-Administrator

**SCHEDULE A**  
**ADMINISTRATIVE SERVICES FEES**

By-Law Number 45 of 2025

DESCRIPTION	FEE OR CHARGE
Tax Certificates or Water Certificates (each)	\$50.00
Zoning Certificates	\$60.00
Return Cheque charge	\$40.00
Fax – local exchange	\$1.00/transmission
Fax – long distant exchange	\$3.00/transmission
Fax – overseas	\$7.50/transmission
Fax – received will be charged the same rates as a photo copy	
<b>Black &amp; White copies</b>	
Photocopies – letter (per side)	\$ 0.50 per sheet
Photocopies – legal (per side)	\$ 0.50 per sheet
Photocopies – 11 x 17 (per side)	\$ 0.50 per sheet
<b>Colour copies</b>	
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
Interest on all accounts and charges other than taxes	1.25% per month
Commissioning Signatures (non ratepayer)	\$5.00 per signature
Tax Bill Reprint	\$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
Vendor Fee or patio license (per season)	\$250.00
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.	\$40/hr - Staff; \$60/hr - Manager

**SCHEDULE B**  
**BUILDING PERMIT FEES**  
**By-Law Number 45 of 2025**

<b>RESIDENTIAL</b>	<b>Deposit/fee</b>
NEW RESIDENTIAL UNIT (including attached garage)	\$1,536.00
NEW GARAGE (attached, if built separately)	\$614.00
DETACHED ACCESSORY BUILDING (Residential)	\$461.00
APPARTMENTS & MULTIPLE HOUSING	\$2,816.00
ADDITIONS (Residential)	\$973.00
ALTERATIONS/REPAIRS (Residential)	\$768.00
FIREPLACES, WOODSTOVES	\$282.00
DECKS	\$384.00
<b>AGRICULTURAL</b>	
BUILDINGS (drive sheds, pole barns, etc)	\$768.00
BUILDINGS (livestock barns, etc)	\$2,304.00
GRAIN BINS/SILOS	\$512.00
MANURE PITS	\$1,536.00
<b>COMMERCIAL/INDUSTRIAL</b>	
NEW BUILDINGS (including Restaurants)	\$2,304.00
RENOVATIONS	\$1,997.00
<b>INSTITUTIONAL</b>	
NEW BUILDINGS	\$2,304.00
RENOVATIONS	\$1,997.00
<b>OTHER</b>	
DEMOLITIONS	\$230.00
BUILDING RELOCATIONS (road deposit, etc. needed)	\$1,229.00
SWIMMING POOLS/FENCING	\$256.00
TENT (added at the August 12, 2021 Regular Council Meeting)	\$154.00
COMMERCIAL TOWERS	\$1,280.00
WIND MILLS / TURBINES < 1MW plus any additional costs	\$18,500.00
WIND MILLS / TURBINES > 1MW plus any additional costs	\$22,375.00
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)	\$230.00
Class 3 - (greater than 10 kw)	\$538.00
BIO-ENERGY FACILITIES	\$691.00
WATER ENERGY FACILITIES	\$691.00
CHANGE OF USE	\$307.00
RENEWAL OF CANCELLED PERMIT - flat fee	\$102.00
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**

By-Law Number 45 of 2025

DESCRIPTION	Dog By-Law 32 of 2025	YEARLY FEE OR CHARGE
Kennel licence		\$150.00 (plus cost recovery)
Dogs:		
Altered / Unaltered		
First dog > 3 mo	Valid rabies certificate	\$30.00
Second dog > 3 mo	Valid rabies certificate	\$35.00
Third dog > 3 mo	Valid rabies certificate	\$40.00
Altered / Unaltered		
First dog > 3 mo	No Valid rabies certificate	\$50.00
Second dog > 3 mo	No Valid rabies certificate	\$50.00
Third dog > 3 mo	No Valid rabies certificate	\$50.00
Restricted dog licence	Valid rabies certificate	\$225.00
Guide dog/Service dog		No Charge
Replacement tags		\$15.00
Replacement tags (from another municipality)		\$5.00
Redemption Fee (dog impoundment)	First offence	\$125.00
Redemption Fee (dog impoundment)	2nd offence - same dog	\$275.00
Redemption Fee (dog impoundment)	3+ offence - same dog	\$300.00

**SCHEDULE D  
FIRE & EMERGENCY SERVICES FEES**

By-Law Number 45 of 2025

DESCRIPTION	FEE OR CHARGE
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**Emergency 911 Civic addressing:**

911 address sign (signs provided by County)	\$20.00 each (cost recovery)
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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 at MTO rate 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
Attendance at Special Events where Event Organizers charge a fee for entry (Note: excludes our Fall Fair, but includes Tractor Pull and Demolition Derby and any other events where Fire Services are requested).	Provide First Aid, Traffic Control, Fire Protection standby services and other duties	Labour Cost Recovery, plus 5%

False Alarms	As per By-law 50 of 2024
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**SCHEDULE E**  
**PUBLIC WORKS DEPARTMENT FEES**  
**By-Law Number 45 of 2025**

DESCRIPTION	FEE OR CHARGE
Road Occupancy Permit	\$150.00; plus a \$2,500 refundable deposit
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
Equipment/manpower rates for any customer work performed work:	
Backhoe	\$95/hr
Dump truck	\$114.85/hr
Foreman	\$60/hr
Laborer	\$45/hr
Gravel (delivery extra)	\$25/tonne
Cement Gravel	\$25/tonne
Rip Rap	\$55/tonne
Culverts, and other items not listed	Cost, plus 5%
Sale of used material (e.g. culverts) shall be at a cost determined by the Public Works Manager.	

**SCHEDULE F  
PLANNING AND DEVELOPMENT FEES**

By-Law Number 45 of 2025

DESCRIPTION	FEE OR CHARGE
Official Plan Amendment, plus SCRCA fee, if applicable	\$1,000.00
Zoning amendment (includes County fee)	\$1,200.00
Site Plan, plus SCRCA fee, if applicable	\$350.00
Site Plan, Major (over \$100,000 value) plus SCRCA fee, if applicable	\$1,200.00
Minor variance, plus SCRCA fee, if applicable	\$750.00
Consent/Severance, plus SCRCA fee, if applicable	\$800.00
Consent Deed Stamping	\$300.00
Consent Parkland Fee (Commercial/Industrial)	\$2,500.00
Plan of Subdivision (third party servicing review)	\$2,500 deposit - billed actual costs, plus 5% admin
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	Cost, plus 5%
Municipal Drain Inspector – call out to review drainage issues not covered under the Drainage Act for recovery purposes	Cost, plus 5%
Energy Project - review of request for a municipal support resolution	\$1,500.00

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%*

**SCHEDULE G  
FREEDOM OF INFORMATION FEES**

By-Law Number 45 of 2025

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	\$50.00 per hour / 15 min intervals
Preparation of record for disclosure	\$80.00 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**

By-Law Number 45 of 2025

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	\$75 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**

By-Law Number 45 of 2025

DESCRIPTION	FEES/CHARGES <i>(H.S.T.extra, unless otherwise noted)</i>				
	2024	2025	2026	2027	2028
<b>Effective Date (January 1st of each year)</b>					
<b>MAIN AUDITORIUM</b>					
Daily Rental - Includes Kitchen & Bar (12 hr max)	\$605.00	\$635.00	\$667.00	\$700.00	\$735.00
Daily Rental -12 hour max -New Years	\$1,000.00	\$1,050.00	\$1,103.00	\$1,158.00	\$1,216.00
Daily Rental -12 hour max -Stag & Doe	\$800.00	\$840.00	\$882.00	\$926.00	\$972.00
Daily Rental - Hall & Kitchen only (12 hr max)	\$566.00	\$594.00	\$624.00	\$655.00	\$688.00
Extra Day Set Up (7:30am-4:00pm)	\$225.00	\$236.00	\$248.00	\$260.00	\$273.00
Additional hourly setup (above extra day setup)	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Half Day Rental (4 hours or less)	\$305.00	\$320.00	\$336.00	\$353.00	\$371.00
Funeral Rental - Includes Kitchen & Bar	\$295.00	\$310.00	\$326.00	\$342.00	\$359.00
Kitchen only - per hour	\$45.00	\$47.00	\$49.00	\$51.00	\$54.00
Bar supplies charge	\$55.00	\$58.00	\$61.00	\$64.00	\$67.00
Set up by staff (Tables/Chairs)	\$80.00	\$84.00	\$88.00	\$92.00	\$97.00
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>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Summer fitness programs (Apr 1 - Sept 30)/hour	\$45.00	\$47.00	\$49.00	\$51.00	\$54.00
Winter fitness programs (Oct 1 - Mar 31)/hour	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00
Stag & Doe - Special Damage Deposit	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
STAT Holiday Rental - fee + 50% of fee					
<b>ICE (effective October each year)</b>					
Prime Time - per hour (4:00pm-12:00 midnight)	\$150.00	\$180.00	\$185.00	\$191.00	\$197.00
Non Prime Time - hourly (5am-4pm Mon-Fri, excluding Stat Holidays, School Holidays and School Professional Development Days)	\$100.00	\$105.00	\$110.00	\$116.00	\$122.00
Minor Sports - per hour	\$130.00	\$165.00	\$170.00	\$175.00	\$180.00
Non Prime Time Week Day/hour/individual (walk-ins - 9am-3:30pm) HST incl. - Up to 5 skaters	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Moms & Tots	N/C	N/C	N/C	N/C	N/C
STAT Holiday Ice - All Hours Fee	-	\$180.00	\$185.00	\$191.00	\$197.00
<b>UPSTAIRS HALL &amp; MEETING ROOM - Jan 1</b>					
Hall - Full Day/Evening (Includes Kitchen/Bar)	\$140.00	\$147.00	\$154.00	\$162.00	\$170.00
Hall - Half Day/Evening (4 hours or less)	\$75.00	\$79.00	\$83.00	\$87.00	\$91.00
Hall - Service Club/Outreach Program Meeting	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Hall Set up Fee	\$40.00	\$42.00	\$44.00	\$46.00	\$48.00
Kitchen only (per hour)	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00
Damage Deposit	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Summer fitness programs (Apr 1 - Sept 30)/hour	\$37.00	\$39.00	\$41.00	\$43.00	\$45.00
Winter fitness programs (Oct 1 - Mar 31)/hour	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Meeting Room (4 hours or less)	\$23.00	\$19.00	\$20.00	\$21.00	\$22.00
<b>ARENA FLOOR (effective January 1st each year)</b>					
Day/Night Rental - 12 hours maximum	\$577.00	\$606.00	\$636.00	\$668.00	\$701.00
Hourly Rate	\$65.00	\$68.00	\$71.00	\$75.00	\$79.00
<b>BALL DIAMOND, MISC (effect Jan 1 each year)</b>					
Ball Diamond adult games / season	\$500.00	\$525.00	\$551.00	\$579.00	\$608.00
Ball Tournament 1 diamond / weekend	\$200.00	\$210.00	\$221.00	\$232.00	\$244.00
Ball Tournament 2 diamond / weekend	\$375.00	\$394.00	\$414.00	\$435.00	\$457.00
Additional liming fee - per game (if requested)	\$40.00	\$42.00	\$44.00	\$46.00	\$48.00
Minor Ball - Annual Fee/child (excludes T-ball)	\$14.00	\$15.00	\$20.00	\$30.00	\$32.00
Inwood Pavillion/day (12 hours or less - unstaffed)	\$45.00	\$47.00	\$49.00	\$51.00	\$54.00
Alvinston Pavillion/day (12 hours or less - unstaffed)	\$70.00	\$74.00	\$78.00	\$82.00	\$86.00
Grounds Rental - per day (12 hours or less)	\$160.00	\$168.00	\$176.00	\$185.00	\$194.00
Grounds / Pavillion Clean Up Charge	\$180.00	\$189.00	\$198.00	\$208.00	\$218.00
Bodily Fluids Clean Up Charge (min extra charge)	\$200.00	\$210.00	\$221.00	\$232.00	\$244.00
Chairs - wooden (each)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Tables - picnic or other wooden tables (each)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Blackout fee - Private Event (per day)	\$462.00	\$485.00	\$509.00	\$534.00	\$561.00
Blackout fee - Public Event (per day)	\$229.00	\$240.00	\$252.00	\$265.00	\$278.00

**SCHEDULE J**  
**WATER & SEWER CONNECTION/DISCONNECTION & RELATED FEES**  
**By-Law Number 45 of 2025**

DESCRIPTION	FEE OR CHARGE
Bulk Water key (non resident)	\$500 deposit & \$50 annual fee
Bulk Water Dispenser Key (Resident)	\$100 deposit & \$25 annual fee
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 - temp (after hours)	\$150.00
Water disconnection (> mo) - curb stop shut off & water meter ret'd	\$350.00
Water reconnection (> mo) - curb stop turned on	\$350.00 + purchase of new meter
Water Disconnection - Permanent (curb stop removed)	\$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 <u>Enniskillen</u>
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.
<b>Specific Waterline Subsequent Connection Charge - Connection after waterline service was originally installed past property.</b>	
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**  
By-Law Number 45 of 2025

DESCRIPTION	FEE OR CHARGE
<b>Marriage Licences</b>	\$125.00
Marriage Ceremonies	
Normal Working Hours	\$300.00
weekends / after hours	\$350.00 (municipal fee \$50.00)
wedding witness fee	\$25.00 / witness
<b>Advertising at BAICCC</b>	
- Advertising – wall	\$150.00 + H.S.T.
- Advertising – boards	\$225.00 + H.S.T.
- Advertising – board & half	\$350.00 + H.S.T.
- Advertising – outer board	\$75.00 + H.S.T.
- Olympia - wrapping, sponsorship opportunity	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 Logo , <= 10ft2	\$300.00 + H.S.T./season
- Ice Lay Logo, 10> = 21 ft2	\$400.00 + H.S.T./season
- Ice Lay Logos - > 21 ft2	\$500.00 + H.S.T./season
- Glass	\$50.00 / pane + H.S.T
- Main Steps	\$35.00 / step + H.S.T.
- Bleacher steps	\$250.00 / step H.S.T
<b>Ball Diamond Banner Advertising</b>	
4ft x 12 ft with grommets	\$500 / year + HST
4 ft x 6 ft with grommets	\$250 / year + HST
<b>Approved Vending Machine</b>	\$350.00 / year + HST
<b>Moving Permits (By-law 15 of 2015)</b>	\$11,000.00 deposit + \$200.00 application fee
<b>Sale of Land (By-law 56 of 2013)</b>	\$250.00 application fee + \$3,500.00 deposit + any other applicable fees, if approved Residential/urban zone \$1.75/ft <sup>2</sup> (minimum purchase price \$2,500.00 + HST)  Agricultural/commercial/industrial \$3.50/ft <sup>2</sup> (minimum purchase price \$5,000.00 + HST)