

**THE CORPORATION OF THE TOWN OF SHELBURNE**

**BY-LAW NUMBER 09-2021**

**BEING A BY-LAW TO AMEND USER FEES AND CHARGES FOR MUNICIPAL SERVICES, PROGRAMS AND FACILITIES**

**WHEREAS** Section 391(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws imposing fees or charges for services or activities provided, for costs payable by it for services or activities provided or done by or on behalf of the municipality and for the use of its property including property under its control;

**WHEREAS**, Section 391 of the Municipal Act, S.O. 2001, c.25, as amended, empowers municipalities to enact by-laws to impose water and wastewater rates upon owners or occupants of lands who use water;

**AND WHEREAS** the Planning Act, R.S.O. 1990, c.P.13, as amended, and the Building Code Act, S.O. 1992, c.23, as amended, and various other statutes provide municipalities with authority to impose various fees and charges;

**AND WHEREAS** the Council of The Corporation of the Town of Shelburne deems it expedient to implement a By-law to establish user fees and charges;

**NOW THEREFORE** the Council of The Corporation of the Town of Shelburne enacts the following:

1. That the fees and charges listed in Schedules "A", "B", "C", "D", "E", "F", "G", and "H", attached hereto and forming part of this by-law, are hereby adopted.
2. That fees and charges are subject to HST where applicable and where not included in the price.
3. That authority to set fees and charges for consumable items valued under \$100.00 and for recreational and cultural programming is hereby delegated to the CAO or their designate.
4. That the fees for consumable items and recreational and cultural programming shall be set on a cost-recovery basis, including any associated facility cost.
5. That By-law #16-2019 and its attached schedules are hereby repealed.
6. That this by-law shall come into force and take effect on February 22, 2021.

**THIS BY-LAW READ A FIRST, SECOND AND THIRD TIME, IN OPEN COUNCIL, AND ENACTED THIS 22<sup>nd</sup> DAY OF FEBRUARY 2021**



MAYOR



CLERK

**SCHEDULE "A" TO BY-LAW NUMBER 09-2021**

**PLANNING FEE STRUCTURE**

Application Type	APPLICATION PROCESSING FEES			SECURITIES/DEPOSITS		OTHER DEVELOPMENT FEES			Cash in Lieu of Parkland Dedication
	Base Application Fee	Contingency Deposit / Other*	Total Base Application Fee and Deposits	Security Agreement (eg. Letter of Credit)	Development Deposit	NVCA	Development Charges	School	
Consent – New Lot (with development agreement)	\$4,225	Plus \$845 per new lot created	<b>\$4,225+\$845/lot</b>	\$5,000-\$10,000	\$5,000	Based on NVCA current fee structure	DC due at building permit in accordance with Town of Shelburne Development Charges By-law and requirements of Dufferin County and Upper Grand District School Board	n/a	5% of land value or 2% for IC
Consent – New Lot (no development agreement)	\$2,920		<b>\$2,920 +\$845/lot</b>	-	-				
Consent – Lot Addition	\$2,600	-	<b>\$2,600</b>	-	-				
Consent – Request to change condition(s)	\$2,500	\$1,000	<b>\$2,500 + \$1000</b>			Based on NVCA current fee structure			
Minor Variance	\$1,950	\$500	<b>\$1,950 + \$500</b>						
Official Plan Amendment	\$9,740	\$2,825	<b>\$9,740 + \$2,825</b>						
Zoning By-law Amendment (Minor Amendment)	\$2,600	\$1,150	<b>\$2,600 + \$1,150</b>						
Zoning By-law Amendment (Re-Zoning/New Dev't)	\$6,490	\$2,250	<b>\$6,490 + \$2,250</b>						
Zoning By-law Amendment (Holding Zone Removal)	\$2,280	-	<b>\$2,280</b>						
OPA/ZBA Combined	\$10,395	\$4,500	<b>\$10,395 + \$4,500</b>						
Plan of Subdivision/ Condominium (to draft approval)	\$19,500	\$10,000	<b>\$19,500 +\$10,000</b>	100% of works to be assumed	\$20,000	Based on NVCA current fee structure	DC due at building permit or as specified in subdivision agreement		5% of land value or 2% for IC
Draft Plan of Subdivision/Condominium Red-Line Revisions, Change of Conditions and Extension Requests	\$2,500	\$1,000	<b>\$2,500 + \$1,000</b>		\$30,000				

Site Plan – less than 2ha (to execution of agreement)	\$3,245	\$2,800	\$3,245 + \$2,800	\$20,000	\$10,000 -\$15,000	Based on NVCA			DC due at building permit or at site plan approval as specified in site plan agreement	5% of land value or 2% for IC
						Based on NVCA current fee structure	Based on NVCA current fee structure	Based on NVCA current fee structure		
Site Plan – 2ha to 10 ha (to execution of agreement)	\$6,495	\$5,000	\$6,495 + \$5,000	100% of cost of works to be assumed plus up to 50% of cost of private works	\$15,000					
Site Plan – 10 ha + (to execution of agreement)	\$9,100	\$7,600	\$9,100 + \$7,600							
Part Lot Control	\$2,260	Plus \$110 per lot (Less than 20 Lots) Or \$85 per lot (More than 20 Lots)	\$2,260 plus \$115 per lot (less than 20 lots) or plus \$90 per lot (more than 20 lots)						DC due at building permit	n/a
Developer Lot Fee	\$650	-	-							
Municipal Approval – Residential Accessory Structure, New Dwelling, Sign Permit Review	\$125	-	-							
Municipal Approval – Non-residential Building or Structure / Renovation / Addition	\$150	-	-							
Municipal Approval – Mixed-use Building – New/Renovation/Addition	\$150	Plus \$100 per Dwelling Unit	-							
Zoning Compliance Request	\$125	-	-							

**SCHEDULE "B" TO BY-LAW NUMBER 09-2021**

**BALL DIAMOND RENTALS**

<b>DIAMONDS</b>	<b>ADULT</b>	<b>MINOR</b>	<b>WITH LIGHTS</b>	<b>TOURNAMENT</b>
<b>A</b>	\$16.15 PER GAME +HST	\$16.15 PER GAME +HST	\$46.00 PER GAME +HST	\$62.00 PER DAY +HST
<b>B</b>	\$16.15 PER GAME +HST	\$16.15 PER GAME +HST	n/a	\$56.10 PER DAY +HST
<b>C</b>	\$16.15 PER GAME +HST	\$16.15 PER GAME +HST	n/a	\$56.10 PER DAY +HST
<b>D T-BALL</b>	NO CHARGE	NO CHARGE	n/a	NO CHARGE
<b>E</b>	\$16.15 PER GAME +HST	\$16.15 PER GAME +HST	n/a	\$56.10 PER DAY +HST
<b>KTH</b>	\$16.15 PER GAME +HST	\$16.15 PER GAME +HST	n/a	\$56.10 PER DAY +HST

**\*\*\* Please note there is a \$12 per person for the current season user fee for every Out-of-Town Player\*\*\***

<b>NATASHA PATERSON PAVILION RENTAL</b>	<b>\$77.00 + HST INCLUDES USE OF WASHROOMS</b>
---	--

**SOCCER FIELDS**

<b>FIELDS</b>	<b>ADULT</b>	<b>MINOR</b>	<b>WITH LIGHTS</b>	<b>TOURNAMENT</b>
<b>HYLAND FULL</b>	\$19.65 PER GAME +HST	\$17.90 PER GAME +HST	n/a	\$74.95 Adult \$56.20 Minor
<b>GREENWOOD MINI FIELDS</b>	n/a	\$9.25 PER GAME +HST	n/a	\$34.60 PER DAY +HST
<b>KTH</b>	\$19.65 PER GAME +HST	\$17.90 PER GAME +HST	n/a	\$77.45 Adult \$56.20 Minor
<b>THUNDER</b>	\$34.60 PER GAME +HST	\$23.10 PER GAME +HST	\$57.65 ADULT \$34.60 MINOR PER GAME +HST	\$139.35 ADULT \$115.25 MINOR PER DAY WITH LIGHTS +HST
<b>BRIGANDS</b>	\$19.65 PER GAME +HST	\$17.90 PER GAME +HST	n/a	\$74.95 Adult \$57.65 Minor

**\*\*\* Please note there is a \$12 per person user fee for every Out-of-Town Player per season\*\*\***

**An additional 20% rental fee will be added to all Out-of-Town Group Bookings  
Should Public Works be called out to assist on game/tournament day, there is a  
mandatory \$80 call out fee payable by your organization**

**SCHEDULE "C" TO BY-LAW NUMBER 09-2021**

**Administrative Services:**

Commissioner Signing:

Resident	\$10.00 per document
Non-Resident & Commercial Businesses	\$20.00 per document
Council packages (non -residents)	\$25.00
Council reports (non-residents)	\$25.00
Faxes	\$4.00 per page
Photocopies	\$0.75 cents per page
Key Deposit	\$50.00 (conditions on refund)
Municipal Tax Sale Letters	Actual
Tax Certificates	\$60.00
NSF cheques	\$40.00
Property tax letters/Reprint Tax Bill	\$35.00
Search and Copy	\$25.00 per quarter hour
RFP or Tender Packages	Actual

**SCHEDULE "D" TO BY-LAW NUMBER 09-2021**

**Town Property Rentals:**

Rental of Council Chambers	\$57.00 per meeting
Rental of Grace Tipling Hall	\$160.00 per event
Damage Security Deposit	\$200.00 (refundable if no damage)
Key Deposit	\$50.00 (refundable when key returned)
Rental of Sound Board	\$108.00 per event
Accessories for Sound	\$210.00 per event
Rental of Lighting Board	\$158.00 per event
Mortuary Rental for Service	\$87.00 per service
Jack Downing Park	\$57.00
Natasha Paterson Pavilion	\$77.00

**SCHEDULE "E" TO BY-LAW NUMBER 09-2021**

**Administrative Products:**

Town Pins	\$10.00 each
Post Cards	\$5.00 each
Town Spoons	\$5.00 each
Fiddle Print painting	\$130.00
Town Flags	Actual

**SCHEDULE "F" TO BY-LAW NUMBER 09-2021**

**Licenses and Permits:**

Business Licenses permanent	\$130.00
Business Licenses Seasonal (resident)	\$340.00
Business Licenses Seasonal (non-resident)	\$665.00
Lottery Licenses	3% of prize board
Marriage License	\$120.00
Sign Permit	\$125.00
Parking Permit	\$35.00/month
Taxicab Owners License Application	\$575.00 per new application
Taxicab Owners License Renewal	\$160.00 per year
Taxicab Drivers License Application	\$150.00 per year
Taxicab Drivers License Renewal	\$50.00 per year
Taxicab Vehicle Inspection	\$65.00 per year & per vehicle
Taxicab Owner Waiting List	\$105.00 per application
Retail Business Holiday Exemption	\$125.00 per year

Dog Licensing is as follows per By-law #15-2018:

<u>Number of Dogs</u>	<u>Spayed or Neutered</u>	<u>Not Spayed or Neutered</u>
First Dog (1 <sup>st</sup> )	\$21.00	\$31.00
Second Dog (2 <sup>nd</sup> )	\$31.00	\$41.00
Third Dog (3 <sup>rd</sup> )	\$81.00	\$91.00
Fourth (4 <sup>th</sup> ) & Additional	\$101.00	\$111.00
Service Dog	No Charge	
Replacement Tag(s)	\$5.00	
<u>Impound Fee</u>	<u>With Tag</u>	<u>Without Tag</u>
First Occurrence	\$50.00	\$100.00
Second Occurrence	\$75.00	\$125.00
Third Occurrence	\$100.00	\$150.00



**SCHEDULE "G" TO BY-LAW NUMBER 09-2021**

**Water and Sewer Services:**

Inspection of Existing services	\$75.00
Water connection Fee (New service after decommissioning well)	\$5,500.00
Water Inspection Fee (New Service)	\$ 80.00
Water turn on (includes disconnect)	\$60.00
Water turn on (after hours)	\$150.00
Water turn off (after hours)	\$ 150.00

**Sewer Services:**

Inspection of Existing Services	\$ 75.00
Sewer Inspection Fee (New Service)	\$ 80.00
Sewer Connection Fee (New Service after decommissioning)	\$ 5,500.00
Sewer Camera Inspection Fee	\$ 100.00 (+ HST)
Sewer Camera Inspection Fee (after regular business hours)	\$ 200.00 (+ HST)
Dumping/Processing Septage	\$ 75.00 per 50 gallons
Vactor Truck Rental	\$200.00/ hour + HST
Vactor Disposal fee	\$60.00 Per 1,000 Gallons

**Meter Kit:**

5/8" & 3/4" meter kit	\$ 775.00
1 " meter kit	\$ 915.00
1.5 " meter kit	\$ 1,893.00
2 " meter kit	\$ 2,293.00
3 " meter	\$ 3,273.00
Meter (iPerl)	\$154.00
Dual Check Valve (5/8 meter)	\$ 47.00
Meter Valve (5/8 meter)	\$ 88.00
Ball Valve w/drain (5/8 meter)	\$15.00
Expansion Tank (5/8 meter)	\$80.00
MXU (all meter sizes)	\$170.00
Meter components for large meters	Quote required

**Water Financial:**

Water Certificate/final meter reading request	\$ 40.00
Water/Sewer arrears transferred to municipal tax roll (Pursuant to Municipal Act 20012, S.O. 2001 c25, Section 398 )	\$ 45.00
Resident refusal of Water Meter or/ refusal of Access to Town Water Meter and/also: Improper installation resulting in a non-functioning meter	Triple the Water Base Rate fee 5/8" (Schedule "B" By law 10-2020)
Temporary Water Supply (Bulk Water) via Hydrant	1.5 x 2" Water Base Charge by Meter Size (Schedule B By Law 10-2020) plus Consumption water charges will reflect Schedule B By Law 10-2020
Penalty and Interest	Any amount unpaid on an account upon the due date which the accounts are rendered shall be subject to a late payment charge equal to 1.25%. Interest will be charged at a rate of 1.25 % for every monthly unpaid thereafter

**SCHEDULE "H" TO BY-LAW NUMBER 09-2021**

**Public Works:**

Road Sweeping (2 hr minimum)                      \$ 130.00 per hour + HST  
Unassumed Roads

Sidewalk Machine w/broom attachment (2    \$130.00 per hour + HST  
hr min)

Winter Maintenance                                      \$175.00 per hour + HST  
Unassumed Roads

Winter Maintenance                                      \$175.00 per hour+ HST  
Unassumed Sidewalks

Equipment Rate    \$122.00 per hour + HST (Backhoe/Grader)  
\$ 61.00 per hour + HST (trackless/Mini Ex)  
\$ 70.00 per hour (Mowing)