

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NUMBER 12-2023

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", and "G" 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 \$200.00 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 That By-law #07-2022 and it's attached schedules are hereby repealed.
6. That this by-law shall come into force and take effect on the date of passing.

THIS BY-LAW READ A FIRST, SECOND AND THIRD TIME, IN OPEN COUNCIL, AND ENACTED THIS 27th DAY OF FEBRUARY 2023

MAYOR

CLERK

SCHEDULE "A" TO BY-LAW NUMBER 12-2023

PLANNING FEE STRUCTURE

Application Type	APPLICATION PROCESSING FEES			SECURITIES/DEPOSITS		OTHER DEVELOPMENT FEES				
	Base Application Fee	Contingency Deposit / Other*	Total Base Application Fee and Deposits	Development Agreement		NVCA	Development Charges			Cash in Lieu of Parkland Dedication
				Security (eg. Letter of Credit)	Deposit		Town	County	School	
Consent – New Lot (with development agreement)	\$4,545	Plus \$900 per new lot created	\$4,545+\$900/lot	\$5,000-\$10,000	\$5,000	Based on NVCA current fee structure Based on NVCA current fee structure	In accordance with Town of Shelburne Development Charges By-laws and requirements of Dufferin County and Upper Grand District School Board		5% of land value or 2% for IC	
Consent – New Lot (no development agreement)	\$3,145		\$3,145 +\$900/lot	-	-					
Consent – Lot Addition	\$2,795	-	\$2,795	-	-					
Consent – Request to change condition(s)	\$2,668	\$1,075	\$2,668 + \$1,075	-	-					
Minor Variance	\$2,100	\$535	\$2,100 + \$535	-	-					
Official Plan Amendment	\$10,485	\$3,040	\$10,485 + \$3,040	-	-					
Zoning By-law Amendment (Minor Amendment or Temporary Use or Extension of Temporary Use)	\$2,795	\$1,230	\$2,795 + \$1,230	-	-					
Zoning By-law Amendment (Re-Zoning/New Dev't)	\$6,985	\$2,420	\$6,985 + \$2,420	-	-					
Zoning By-law Amendment (Holding Zone Removal)	\$2,455	-	\$2,455	-	-					
OPA/ZBA Combined	\$11,185	\$4,840	\$11,185 + \$4,840	-	-					
Plan of Subdivision/Condominium (to draft approval)	\$20,985	\$10,765	\$20,985 +\$10,765	100% of works to be assumed	\$20,000-\$30,000					
Draft Plan of Subdivision/Condominium Red-Line Revisions, Change of Conditions and Extension Requests	\$2,685	\$1,075	\$2,685 + \$1,075	-	-					
Part Lot Control Exemption By-law	\$2,430	Plus \$120 per lot (Less than 20 Lots) Or \$95 per lot (More than 20 Lots)	\$2,430 plus \$120 per lot (less than 20 lots) or plus \$95 per lot (more than 20 lots)	-	-				As per Conditions of Approval and Agreement	

Application Type	APPLICATION PROCESSING FEES			SECURITIES/DEPOSITS		OTHER DEVELOPMENT FEES				
	Base Application Fee	Contingency Deposit / Other*	Total Base Application Fee and Deposits	Development Agreement		NVCA	Development Charges			Cash in Lieu of Parkland Dedication
				Security (eg. Letter of Credit)	Deposit		Town	County	School	
Site Plan – less than 2ha (to execution of agreement)	\$3,490	\$3,015	\$3,490 + \$3,015	\$20,000	\$10,000-\$15,000	Based on NVCA current fee structure	In accordance with Town of Shelburne Development Charges By-laws and requirements of Dufferin County and Upper Grand District School Board	5% of land value or 2% for IC		
Site Plan – 2ha to 10 ha (to execution of agreement)	\$6,995	\$5,385	\$6,995 + \$5,385	100% of cost of works to be assumed plus up to 50% of cost of private works	\$15,000-\$25,000					
Site Plan – 10 ha + (to execution of agreement)	\$9,790	\$8,175	\$9,790 + \$8,175							
Site Plan Amendment (to execution of amending agreement)	\$4,200	\$2,625	\$4,200 + \$2,625	As above	As above					
Telecommunications Facilities	\$525	\$1,050	\$525 + \$1,050	-	-	-	-	-	-	
Developer Lot Fee	\$735	-	-	-	-	-	-	-	-	
Sign Variance Request	\$525									
Municipal Approval – Residential Accessory Structure, New Dwelling, Sign Permit Review	\$135	-	-	-	-	-	-	-	-	
Municipal Approval – Non-residential Building or Structure / Renovation / Addition	\$160	-	-	-	-	-	-	-	-	
Municipal Approval – Mixed-use Building – New/Renovation/Addition	\$160	Plus \$200 per Dwelling Unit	-	-	-	-	-	-	-	
Zoning Compliance Request	\$135	-	-	-	-	-	-	-	-	
Pre-application Consultation	In accordance with Pre-application Consultation By-law									

SCHEDULE "B" TO BY-LAW NUMBER 12-2023

Parks and Facilities Rentals

Administrative Fees			
Item	Unit	Proposed Fee 2023	2022 Fee, Change and Comments
Damage Deposit	Per Permit	\$200.00	\$200.00
Key Deposit	Per Permit	\$50.00	\$50.00
Stage Deposit	Per Permit	\$250.00	\$250.00
Cancellation Fee	Each	\$20.00	New fee as per Sport Fields and Outdoor Facilities Allocation Policy.
Amendment Fee	Each	\$10.00	New fee as per Sport Fields and Outdoor Facilities Allocation Policy.
Operations Staff Call Out Fee	Per Call Out	\$85.00	\$85.00, New unit to per call out.
Non-Resident Fee	Per Person / Per Season	\$15.00	\$12.00, 25% increase (\$3.00)
Non-Resident Organization Booking Surcharge	Per Permit	+ 20%	+ 20%
<p>NOTE:</p> <p>Deposits are exempt from HST.</p> <p>Damage Deposit to be returned after last permitted use should there be no damage or debris.</p> <p>Key Deposit to be returned once keys are returned. Keys must be returned by October 31 each year or deposit will be charged.</p> <p>Cancellation Fee – cancelling one or more bookings from a permit.</p> <p>Amendment Fee – a change made to one or more bookings on a permit to a different date, time or facility.</p>			

Town Hall Facilities			
Item	Unit	Proposed Fee 2023	2022 Fee, Change and Comments
Grace Tipling Hall	Per Four Hours	\$114.75	\$165.00 per event, +2%, New hourly blocks and Council Chamber use included in price.
Grace Tipling Hall	Per Eight Hours	\$229.50	\$165.00 per event, +2%, New hourly blocks and Council Chamber use included in price.
Grace Tipling Hall – Set Up / Rehearsal Day	Per 24 Hours	\$100.00	New fee
Grace Tipling Hall – Theatre Off Day	Per 24 Hours	\$80.00	New fee.

Council Chambers – Monday – Friday 8:30 a.m. – 4:30 p.m.	Per Hour	\$15.00	\$60.00 per meeting, New unit to per hour and designated date/time.
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NOTE:

Sound Board, Accessories for Sound and Light Board removed.

Theatre Off Day – No set up, rehearsal or performance. Facility and stage occupied by set and equipment, all lights are off.

Cemetery			
Item	Unit	Proposed Fee 2023	2022 Fee, Change and Comments
Mortuary Building	Per Service	\$88.75	\$87.00

Portable Stage			
Item	Unit	Proposed Fee 2023	2022 Fee, Change and Comments
Portable Stage	Per Permit	\$210.00	\$513.00, New cost for daily use.
Portable Stage – Set Up Day / Tear Down Day	Per Permit	\$523.30	\$513.00, +2%

Fiddle Park			
Item	Unit	Proposed Fee 2023	2022 Fee, Change and Comments
Fiddle Park – Concession Building	Per Four Hours	\$52.00	\$205.00 Fiddle Park (with kitchen), New hourly blocks and designated spaces.
Fiddle Park – Concession Building	Per Eight Hours	\$102.00	\$205.00 Fiddle Park (with kitchen), New hourly blocks and designated spaces.
Fiddle Park – Pavilion	Per Four Hours	\$52.55	\$103.00 Fiddle Park (no kitchen), New hourly blocks and designated spaces.
Fiddle Park – Pavilion	Per Eight Hours	\$105.10	\$103.00 Fiddle Park (no kitchen), New hourly blocks and designated spaces.
Fiddle Park – Park space	Per Four Hours	\$80.00	\$103.00 Fiddle Park (no kitchen), New hourly blocks and designated spaces.
Fiddle Park – Park Space	Per Eight Hours	\$160.00	\$103.00 Fiddle Park (no kitchen), New hourly blocks and designated spaces.
Fiddle Park – Special Event Includes pavilion, park space, and concessions building. Excludes Community Garden and Off Leash Dog Park.	Per 24 Hours	\$367.10	New fee.

Other Parks and Pavilions			
Item	Unit	Proposed Fee 2023	2022 Fee, Change and Comments
Jack Downing Park	Per Four Hours	\$30.60	\$60.00, +2%, New hourly blocks
Jack Downing Park	Per Eight Hours	\$61.20	\$60.00, +2%, New hourly blocks

Natasha Paterson Park – Pavilion	Per Four Hours	\$40.80	\$80.00, +2%, New hourly blocks
Natasha Paterson Park – Pavilion	Per Eight Hours	\$81.60	\$80.00, +2%, New hourly blocks
Allocated Park Space (Greenwood Park, Natasha Paterson Park, Simon Street Park)	Per Hour	\$15.00	New fee.

Sports Fields			
Baseball Diamonds			
Item	Unit	Proposed Fee 2023	2022 Fee, Change and Comments
Lighting Fee	Per Hour	\$20.00	New fee, replaces with lights items.
Minor (+18)			
Lisa McKechnie Baseball Diamond A	Per Hour	\$8.45	\$16.55 per game, +2%
Baseball Diamond B	Per Hour	\$8.45	\$16.55 per game, +2%
Gary Galbraith Diamond C	Per Hour	\$8.45	\$16.55 per game, +2%
Diamond E	Per Hour	\$8.45	\$16.55 per game, +2%
KTH Diamond	Per Hour	\$8.45	\$16.55 per game, +2%
Adult (19+)			
Lisa McKechnie Baseball Diamond A	Per Hour	\$8.45	\$16.55 per game, +2%
Baseball Diamond B	Per Hour	\$8.45	\$16.55 per game, +2%
Gary Galbraith Diamond C	Per Hour	\$8.45	\$16.55 per game, +2%
Diamond E	Per Hour	\$8.45	\$16.55 per game, +2%
KTH Diamond	Per Hour	\$8.45	\$16.55 per game, +2%
Tournament			
Hyland Diamonds Tournament Includes Diamond A, B, C, and E and Natasha Paterson Pavilion	Per Eight Hours	\$322.35	Diamond A \$63.55 per day, Diamond B \$57.50 per day, Diamond C \$57.50 per day, Diamond E \$57.50 per day, +2%, Tournament now includes all Diamonds and Pavilion.
KTH Cricket Use			
KTH Cricket Use	Per Hour	\$8.45	\$16.55 per game, +2%
KTH Cricket Use – Tournament	Per Eight Hours	\$58.65	\$57.50 per day, +2%
Soccer Fields			
Lighting Fee	Per Hour	\$20.00	New fee, replaces with lights items.
Minor (+18)			
Greenwood Park Mini Fields	Per Hour	\$7.50	\$9.50 per game, New cost to reflect half of allocated park space fee.
Brigands Field	Per Hour	\$9.35	\$18.35 per game, +2%
KTH Field	Per Hour	\$9.35	\$18.35 per game, +2%
Thunder Field	Per Hour	\$12.05	\$23.65 per game, +2%
Adult (19+)			
Brigands Field	Per Hour	\$10.28	\$20.15 per game, +2%
KTH Field	Per Hour	\$10.28	\$20.15 per game, +2%
Thunder Field	Per Hour	\$18.93	\$37.10 per game, +2%
Tournament			
Minor (+18)			
Greenwood Park Mini Fields	Per Eight Hours	\$37.84	\$37.10 per day, +2%
Brigands Field	Per Eight	\$60.30	\$59.10 per day, +2%

	Hours		
KTH Field	Per Eight Hours	\$60.30	\$57.60 per day, +2%, New cost to reflect same as Brigands
Thunder Field	Per Eight Hours	\$120.50	\$118.15 per day, +2%
Adult (19+)			
Brigands Field	Per Eight Hours	\$81.00	\$76.85 per day, New cost to reflect same as KTH
KTH Field	Per Eight Hours	\$81.00	\$79.40 per day, +2%
Thunder Field	Per Eight Hours	\$145.70	\$142.85 per day, +2%

Fees are subject to HST.

Finance charge of 1.25% per month is added to balances not paid before due date.

Administrative Fees		
Item	Unit	2023 Fee
Damage Deposit	Per Permit	\$200.00
Key Deposit	Per Permit	\$50.00
Stage Deposit	Per Permit	\$250.00
Cancellation Fee	Each	\$20.00
Amendment Fee	Each	\$10.00
Operations Staff Call Out Fee	Per Call Out	\$85.00
Non-Resident Fee	Per Person / Per Season	\$15.00
Non-Resident Organization Booking Surcharge	Per Permit	+ 20%
NOTE:		
Deposits are exempt from HST.		
Damage Deposit to be returned after last permitted use should there be no damage or debris.		
Key Deposit to be returned once keys are returned. Keys must be returned by October 31 each year or deposit will be charged.		
Cancellation Fee – cancelling one or more bookings from a permit.		
Amendment Fee – a change made to one or more bookings on a permit to a different date, time or facility.		

Town Hall Facilities		
Item	Unit	2023 Fee
Grace Tipling Hall	Per Four Hours	\$114.75
Grace Tipling Hall	Per Eight Hours	\$229.50
Grace Tipling Hall – Set Up / Rehearsal Day	Per 24 Hours	\$100.00
Grace Tipling Hall – Theatre Off Day	Per 24 Hours	\$80.00
Council Chambers – Monday – Friday 8:30a.m. – 4:30p.m.	Per Hour	\$15.00
NOTE:		
Theatre Off Day – No set up, rehearsal or performance. Facility and stage occupied by set and equipment, all lights are off.		

Cemetery		
Item	Unit	2023 Fee
Mortuary Building	Per Service	\$88.75

Portable Stage		
Item	Unit	2023 Fee
Portable Stage	Per 24 Hours	\$210.00
Portable Stage – Set Up Day / Tear Down Day	Per 24 Hours	\$523.30

Fiddle Park		
Item	Unit	2023 Fee
Fiddle Park – Concession Building	Per Four Hours	\$52.00
Fiddle Park – Concession Building	Per Eight Hours	\$102.00
Fiddle Park – Pavilion	Per Four Hours	\$52.55
Fiddle Park – Pavilion	Per Eight Hours	\$105.10
Fiddle Park – Park Space	Per Four Hours	\$80.00
Fiddle Park – Park Space	Per Eight Hours	\$160.00
Fiddle Park – Special Event Includes Pavilion, Park Space, and Concessions Building. Excludes Community Garden and Off Leash Dog Park.	Per 24 Hours	\$367.10

Other Parks and Pavilions		
Item	Unit	2023 Fee
Jack Downing Park	Per Four Hours	\$30.60
Jack Downing Park	Per Eight Hours	\$61.20
Natasha Paterson Park – Pavilion	Per Four Hours	\$40.80
Natasha Paterson Park – Pavilion	Per Eight Hours	\$81.60
Allocated Park Space (Greenwood Park, Natasha Paterson Park, Simon Street Park)	Per Hour	\$15.00

Sports Fields		
Baseball Diamonds		
Item	Unit	2023 Fee
Lighting Fee	Per Hour	\$20.00
Minor (+18)		
Lisa McKechnie Baseball Diamond A	Per Hour	\$8.45
Baseball Diamond B	Per Hour	\$8.45
Gary Galbraith Diamond C	Per Hour	\$8.45
Diamond E	Per Hour	\$8.45
KTH Diamond	Per Hour	\$8.45
Adult (19+)		
Lisa McKechnie Baseball Diamond A	Per Hour	\$8.45
Baseball Diamond B	Per Hour	\$8.45
Gary Galbraith Diamond C	Per Hour	\$8.45
Diamond E	Per Hour	\$8.45
KTH Diamond	Per Hour	\$8.45
Tournament		
Hyland Diamonds Tournament Includes Diamond A, B, C, E and Natasha Paterson Pavilion	Per Eight Hours	\$322.35
KTH Cricket Use		
KTH Cricket Use	Per Hour	\$8.45
KTH Cricket Use – Tournament	Per Eight Hours	\$58.65
Soccer Fields		
Lighting Fee	Per Hour	\$20.00

Minor (+18)		
Greenwood Park Mini Fields	Per Hour	\$7.50
Brigands Field	Per Hour	\$9.35
KTH Field	Per Hour	\$9.35
Thunder Field	Per Hour	\$12.05
Adult (19+)		
Brigands Field	Per Hour	\$10.28
KTH Field	Per Hour	\$10.28
Thunder Field	Per Hour	\$18.93
Tournament		
Minor (+18)		
Greenwood Park Mini Fields	Per Eight Hours	\$37.84
Brigands Field	Per Eight Hours	\$60.30
KTH Field	Per Eight Hours	\$60.30
Thunder Field	Per Eight Hours	\$120.50
Adult (19+)		
Brigands Field	Per Eight Hours	\$81.00
KTH Field	Per Eight Hours	\$81.00
Thunder Field	Per Eight Hours	\$145.70

Fees are subject to HST.

Finance charge of 1.25% per month is added to balances not paid before due date.

SCHEDULE "C" TO BY-LAW NUMBER 12-2023

Administrative Services

Commissioner Services:

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
Municipal Tax Sale Letters	Actual
Tax Certificates	\$70.00
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 12-2023

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 "E" TO BY-LAW NUMBER 12-2023

Licenses and Permits

Business Licenses permanent	\$138.00
Business Licenses Seasonal (resident)	\$356.00
Business Licenses Seasonal (non-resident)	\$695.00
Lottery Licenses	3% of prize board
Marriage License	\$130.00
Sign Permit	\$135.00
Parking Permit	\$35.00/month, plus tax
Road/Sidewalk/Boulevard Occupancy Permit	\$135.00
By-law Enforcement Re-inspection Fee	\$135.00
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	\$135.00 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 st)	\$21.00	\$31.00
Second Dog (2 nd)	\$31.00	\$41.00
Third Dog (3 rd)	\$81.00	\$91.00
Fourth (4 th) & 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 "F" TO BY-LAW NUMBER 12-2023

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 (plus HST)
Water turn on	\$60.00
Water turn off	\$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 (plus HST)
Sewer Connection Fee (New Service after decommissioning)	\$ 5,500.00
Sewer Camera Inspection Fee	\$ 100.00 (plus HST)
Sewer Camera Inspection Fee (after regular business hours)	\$ 200.00 (plus HST)
Dumping/Processing Septage	\$ 75.00 per 50 gallons
Vactor Truck Rental	\$200.00/ hour, plus HST
Vactor Disposal fee	\$60.00 Per 1,000 Gallons
Meter Kit:	
5/8" & 3/4" meter kit	\$ 795.00
1 " meter kit	\$ 965.00
1.5 " meter kit	\$ 1,912.00
2 " meter kit	\$ 2,730.00
3 " meter (meter plus flange kit)	\$ 3,400.00
Meter (iPerl)	\$170.00
Dual Check Valve (5/8 meter)	\$ 50.00
Meter Valve (5/8 meter)	\$ 95.00
Ball Valve w/drain (5/8 meter)	\$25.00

Expansion Tank (5/8 meter)	\$100.00
MXU (all meter sizes)	\$175.00
Meter components for large meters	Quote required
Expansion Tank	\$ 100.00

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 "G" TO BY-LAW NUMBER 12-2023

Operations

Item	Unit	Fee
Sidewalk Machine With Broom Attachment – Minimum Two Hours	Per Hour	\$136.50
Winter Maintenance Unassumed Roads	Per Hour	\$183.75
Winter Maintenance Unassumed Sidewalks	Per Hour	\$183.75
Backhoe / Grader Equipment Rate	Per Hour	\$128.10
Trackless / Mini Excavator Equipment Rate	Per Hour	\$64.05
Mowing Equipment Rate	Per Hour	\$73.50

Fees are subject to HST.