



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date: Monday, February 28, 2022

To: Members of Council

From: Jennifer Willoughby, Director of Legislative Services/Clerk

Report: LS2022-01

Subject: **2022 User Fees and Charges By-law**

Recommendation

BE IT RESOLVED THAT Council receives report #LS2022-01 from the Clerk for information;

AND THAT leave be given for the reading and enacting of By-law #07-2022 being a by-law to amend user fees and charges.

Background

At the March 4, 2019, Council meeting, Council reviewed staff report LS2019-04 regarding the 2019 User Fees and Charges by-law. The following resolution was passed:

BE IT RESOLVED THAT Council receives report LS2019-04 from the Clerk regarding the 2019 User Fees and Charges By-law;

AND THAT Staff undertake a comprehensive review of the parks, recreation and facilities user fees and charges in preparation for the 2020 budget.

Analysis

Staff has not had the opportunity to conduct a comprehensive review as directed by Council. With Council having received the Service Delivery Review and Grace Tipling Hall Revitalization project information on November 22, 2021, further review and information gathering is required prior to an overall comprehensive review of user fees and charges. The Operations Review will be commencing in March 2022 and will take approximately 5 months. This review is expected to also have an impact on future recommended rates and fees.

Prior to updating the User Fees and Charges By-law in 2019, the previous update to user fees and charges took place in 2016.

Council provided relief to rental fees in 2020 and 2021 as a result of the current pandemic situation.

By-law #07-2022, attached as Appendix 1, being presented for Council's consideration incorporates a 2.5% cost of living increase. Note - Planning application fees, are not to be structured as revenue generating but rather a cost recovery, revenue neutral fee as per the Planning Act. The Planning application fees listed in Schedule A of By-law #07-2022 incorporates a 2.5% overall increase and is inline and in keeping with our surrounding lower tier municipalities.

Policies and Implications

N/A

Financial Impact

N/A

Consultation and Communications

Shelburne Senior Management Team

Council Strategic Priorities

Council's Strategic Priorities have three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the sustainable goals within the targets:

Target T2 – municipal services review and evaluation

Supporting Documentation

Appendix 1 – 2022 User Fees and Charges By-law #07-2022

Respectfully Submitted and Prepared By:

Jennifer Willoughby, Director of Legislative Services/Clerk

Reviewed By:

Denyse Morrissey, CAO

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NUMBER 07-2022

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 #09-2021 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 28TH DAY OF FEBRUARY 2022

MAYOR

CLERK

SCHEDULE “A” TO BY-LAW NUMBER 07-2022

PLANNING FEE STRUCTURE

	APPLICATION PROCESSING FEES			SECURITIES/DEPOSITS		OTHER DEVELOPMENT FEES				
Application Type	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)	\$4,330	Plus \$865 per new lot created	\$4,330+\$865/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)	\$2,995		\$2,995 +\$865/lot	-	-				n/a	
Consent – Lot Addition	\$2,665	-	\$2,600	-	-					
Consent – Request to change condition(s)	\$2,560	\$1,025	\$2,560 + \$1025	-	-					
Minor Variance	\$3,025	\$510	\$3,025 + \$510	-	-					
Official Plan Amendment	\$9,985	\$2,895	\$9,985 + \$2,895	-	-					
Zoning By-law Amendment (Minor Amendment or Temporary Use or Extension of Temporary Use)	\$2,665	\$1,170	\$2,665 + \$1,170	-	-					
Zoning By-law Amendment (Re-Zoning/New Dev’t)	\$6,650	\$2,305	\$6,650 + \$2,305	-	-					
Zoning By-law Amendment (Holding Zone Removal)	\$2,340	-	\$2,340	-	-					
OPA/ZBA Combined	\$10,655	\$4,610	\$10,665 + \$4,610	-	-					
Plan of Subdivision/Condominium (to draft approval)	\$19,990	\$10,250	\$19,990 +\$10,250	100% of works to be assumed	\$20,000-\$30,000				As per Conditions of Approval and Agreement	
Draft Plan of Subdivision/Condominium Red-Line Revisions, Change of Conditions and Extension Requests	\$2,560	\$1,025	\$2,560 + \$1,025	-	-					
Part Lot Control Exemption By-law	\$2,315	Plus \$115 per lot (Less than 20 Lots) Or \$90 per lot (More than 20 Lots)	\$2,315 plus \$115 per lot (less than 20 lots) or plus \$90 per lot (more than 20 lots)	-	-					

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				Security (eg. Letter of Credit)	Deposit		Town	County	School	
Site Plan – less than 2ha (to execution of agreement)	\$3,325	\$2,870	\$3,325 +\$2,870	\$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)	\$6,660	\$5,125	\$6,660 + \$5,125	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)	\$9,330	\$7,790	\$9,330 + \$7,790							
Site Plan Amendment (to execution of amending agreement)	\$4,000	\$2,500	\$4,000 + \$2,500	As above	As above					
Telecommunications Facilities	\$500	\$1,000	\$500 + \$1,000	-	-	-	-			-
Developer Lot Fee	\$665	-	-	-	-	-	-			-
Sign Variance Request	\$500									
Municipal Approval – Residential Accessory Structure, New Dwelling, Sign Permit Review	\$130	-	-	-	-	-	-			-
Municipal Approval – Non-residential Building or Structure / Renovation / Addition	\$155	-	-	-		-	-			-
Municipal Approval – Mixed-use Building – New/Renovation/Addition	\$155	Plus \$100 per Dwelling Unit	-	-	-	-	-			-
Zoning Compliance Request	\$130	-	-	-	-	-	-			-
Pre-application Consultation	In accordance with Pre-application Consultation By-law									

SCHEDULE “B” TO BY-LAW NUMBER 07-2022

BALL DIAMOND RENTALS

DIAMONDS	ADULT	MINOR	WITH LIGHTS	TOURNAMENT
A	\$16.55 PER GAME +HST	\$16.55 PER GAME +HST	\$47.15 PER GAME +HST	\$63.55 PER DAY +HST
B	\$16.55 PER GAME +HST	\$16.55 PER GAME +HST	n/a	\$57.50 PER DAY +HST
C	\$16.55 PER GAME +HST	\$16.55 PER GAME +HST	n/a	\$57.50 PER DAY +HST
D T-BALL	NO CHARGE	NO CHARGE	n/a	NO CHARGE
E	\$16.55 PER GAME +HST	\$16.55 PER GAME +HST	n/a	\$57.50 PER DAY +HST
KTH	\$16.55 PER GAME +HST	\$16.55 PER GAME +HST	n/a	\$57.50 PER DAY +HST

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

NATASHA PATERSON PAVILION RENTAL	\$80.00 + HST INCLUDES USE OF WASHROOMS
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SOCCER FIELDS

FIELDS	ADULT	MINOR	WITH LIGHTS	TOURNAMENT
HYLAND FULL	\$20.15 PER GAME +HST	\$18.35 PER GAME +HST	n/a	\$76.85 Adult \$57.60 Minor
GREENWOOD MINI FIELDS	n/a	\$9.50 PER GAME +HST	n/a	\$37.10 PER DAY +HST
KTH	\$20.15 PER GAME +HST	\$18.35 PER GAME +HST	n/a	\$79.40 Adult \$57.60 Minor
THUNDER	\$37.10 PER GAME +HST	\$23.65 PER GAME +HST	\$59.10 ADULT \$37.10 MINOR PER GAME +HST	\$142.85 ADULT \$118.15 MINOR PER DAY WITH LIGHTS +HST
BRIGANDS	\$20.15 PER GAME +HST	\$18.35 PER GAME +HST	n/a	\$76.85 Adult \$59.10 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 \$85 call out fee payable by your organization**

SCHEDULE “C” TO BY-LAW NUMBER 07-2022

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 07-2022

Town Property Rentals:

Rental of Council Chambers	\$60.00 per meeting
Rental of Grace Tipling Hall	\$165.00 per event
Damage Security Deposit	\$200.00 (refundable if no damage)
Key Deposit	\$50.00 (refundable when key returned)
Rental of Sound Board	\$110.00 per event
Accessories for Sound	\$215.00 per event
Rental of Lighting Board	\$162.00 per event
Mortuary Rental for Service	\$87.00 per service
Jack Downing Park	\$60.00
Natasha Paterson Pavilion	\$80.00
Fiddle Park (no kitchen)	\$103.00
Fiddle Park (with kitchen)	\$205.00
Hyland Park (park space only)	\$60.00
Portable Stage	\$513.00

Should Public Works be called out to assist on the day of a booked event, there is a mandatory \$85 call out fee payable by your organization

SCHEDULE “E” TO BY-LAW NUMBER 07-2022

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 07-2022

Licenses and Permits:

Business Licenses permanent	\$135.00
Business Licenses Seasonal (resident)	\$348.00
Business Licenses Seasonal (non-resident)	\$680.00
Lottery Licenses	3% of prize board
Marriage License	\$125.00
Sign Permit	\$125.00
Parking Permit	\$35.00/month, plus tax
Road/Sidewalk/Boulevard Occupancy Permit	\$125.00
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	\$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 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 "G" TO BY-LAW NUMBER 07-2022

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	\$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
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" & ¾" 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 07-2022

Public Works:

Road Sweeping (2 hr. minimum) Unassumed Roads	\$ 130.00 per hour + HST
Sidewalk Machine w/broom attachment (2 hr. min)	\$130.00 per hour + HST
Winter Maintenance Unassumed Roads	\$175.00 per hour + HST
Winter Maintenance Unassumed Sidewalks	\$175.00 per hour+ HST
Equipment Rate	\$122.00 per hour + HST (Backhoe/Grader) \$ 61.00 per hour + HST (trackless/Mini Ex) \$ 70.00 per hour (Mowing)