

The Corporation of the Town of South Bruce Peninsula

By-Law Number 62-2021

**Being a By-Law to Set Fees for the Services Performed by
the Corporation of the Town of South Bruce Peninsula**

Whereas Section 391 of the Municipal Act, 2001, c.25, as amended, provides that a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

And whereas Section 398 of the Municipal Act, 2001, c.25, as amended provides that fees and charges imposed by a municipality constitute a debt of the person to the municipality and that the Treasurer may add amounts owing to the tax roll;

And whereas Section 69 of the Planning Act, 1990, c.P. 13, as may be amended from time to time provides that a municipality may pass a by-law establishing a tariff of fees with respect to planning applications;

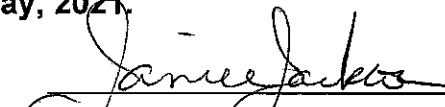
And whereas the Council of the Corporation of the Town of South Bruce Peninsula has enacted a consolidated fee by-law and wishes to make amendment to said by-law.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:


1. **That** Appendix A as attached hereto and forming part of this by-law shall hereby replace Appendix A in the Fee By-Law.
2. **That** Appendix D as attached hereto and forming part of this by-law shall hereby replace Appendix D in the Fee By-Law.
3. **That** Appendix L as attached hereto and forming part of this by-law shall hereby replace Appendix L in the Fee By-Law.
4. **That** it is intended that all provisions of this by-law shall be binding and effective. In the event that any particular provision or provisions or part of a provision is found to be void, voidable or unenforceable for any reason whatever, then the particular provision or provisions or part of the provision shall be deemed severed from the remainder of this by-law and all other provisions shall remain in full force.
5. **That** non-payment of the fee on the due date specified therein shall result in a penalty of 2 percent being added and thereafter a penalty of 2 percent will be added on the last day of each month in which the default continues.

6. **That** in accordance with the Municipal Act, the Treasurer may add any uncollected fee or charge to the tax roll to be collected in like manner as taxes.
7. **That** on the first day of the commencement of each year, fees may be increased in proportion to the increase in the Consumer Price Index as published by Statistics Canada for the immediately preceding calendar year and that fee shall become the new base fee.
8. **That** the HST or other tax rates shall be the rate approved by the Government of Canada and/or the Province of Ontario as amended from time to time.
9. **That** this by-law supersedes any by-law or fee in any other by-law not consistent with this by-law.
10. **That** the fees contained herein shall come into full force and effect upon final passage of this by-law.

Read a first and second time this 4th day of May, 2021.

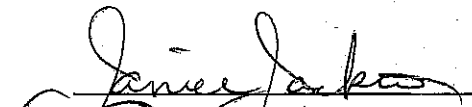


Mayor




Clerk

Read a third time and finally passed this 4th day of May, 2021.



Mayor



Clerk

Administration Fees and Service Charges**General**

Description	Fee	HST	Total
Commissioning of oaths	17.70	2.30	20.00
Certification of any document - does not include photocopying	17.70	2.30	20.00
Swearing an affidavit - affidavit previously prepared	17.70	2.30	20.00
Swearing an affidavit - affidavit prepared by municipality	22.12	2.88	25.00
Photocopies (per copy)	0.44	0.06	0.50
Information Search -per hour -non MFIPPA	35.40	4.60	40.00
Information Search -minimum charge -non MFIPPA	8.85	1.15	10.00
Returned Item Charge -except if due to estate freeze	50.00	0.00	50.00
Parking Ticket Returned Item Charge	50.00	0.00	50.00
Unpaid Parking Ticket Administrative Charge	35.00	0.00	35.00

Description	Fee	HST	Total
Incoming Fax (per page)	0.80	0.10	0.90
Local Outgoing Fax (per page)	1.33	0.17	1.50
Long Distance Fax (per page)	1.77	0.23	2.00
Vital Statistics Travel Letter	30.00	0.00	30.00
Freedom of Information Request	As per legislation	0.00	As per legislation
Promotional Royalty Deposits -Wiarion Willie product contracts	100.00	0.00	100.00
Fenceviewer Charge -per viewer, per visit -plus applicable Town mileage rate	65.00	0.00	65.00
Civil Marriage Solemnization	309.73	40.27	350.00
Animal Reclaim and Administration Fee -per animal -in addition to animal shelter fees	95.00	12.35	107.35
Animal Shelter Fees -actual costs charged to the Town by shelter -in addition to animal reclaim and administration fee	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Animal Removal and Seizure -including but not limited to investigation, vet, transportation, holding, feed, etc.	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Program Administration Fee -refund or credit	\$10.00	0.00	10.00
Transfer unpaid utility or receivable balances to the Tax Roll for collection	\$30.00	0.00	30.00

Description	Fee	HST	Total
Mailing of Tax Arrears Notices -for annual notice only and only for balances > \$25.00	5.00	0.00	5.00
Mortgage Company Fee -per property-with billing listing	5.00	0.00	5.00
Ownership/Billing Information Change Fee -change ownership or billing information on a property tax account (note 2)	30.00	0.00	30.00
Ownership/Billing Information Change Fee -change ownership or billing information on a utility account (note 2)	30.00	0.00	30.00
Removal of Items From Town Property -full recovery of all costs	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Administration Charge for Removal of Items From Town Property -per occurrence	150.00	19.50	169.50

Certificates, Compliance Letters and Permits and Associated Fees

Description	Fee	HST	Total
Tax Certificate	60.00	0.00	60.00
Water Certificate	60.00	0.00	60.00
Burial Permit/Death Registration	30.00	0.00	30.00
Zoning/Building Compliance Letter	75.00	0.00	75.00
Septic Compliance Letter	75.00	0.00	75.00

Description	Fee	HST	Total
Cut Permit	175.00	0.00	175.00
Cut Permit Additional Inspection Fee	60.00	0.00	60.00
Sidewalk Cut Deposit (certified cheque)	750.00	0.00	750.00
Road Cut Deposit (certified cheque)	1,500.00	0.00	1,500.00
Curb Cut Deposit (certified cheque)	600.00	0.00	600.00
Entrance Permit	175.00	0.00	175.00
Entrance Permit Additional Inspection Fee	60.00	0.00	60.00
Road Occupation Permit	175.00	0.00	175.00
Road Occupation Additional Inspection Fee	60.00	0.00	60.00
Road Occupation Deposit (certified cheque)	1000.00	0.00	1000.00
Logging Permit Deposit (certified cheque)	5,000.00	0.00	5,000.00
Moving Permit (municipal roads only)	175.00	0.00	175.00
Moving Permit Deposit (certified cheque)	1,500.00	0.00	1,500.00
Topsoil Removal Bond (per acre)	1,000.00	0.00	1,000.00
Topsoil Removal Permit Fee	300.00	0.00	300.00
Septic Re-Inspection Fee	220.00	0.00	220.00
Septic Re-Inspection Missed Appointment Fee	100.00	0.00	100.00

Septic Re-Inspection Cost Recovery -attendance at Court -legal costs -other costs required to enforce compliance	Actual Costs	As Applicable to Actual Costs	Actual Costs plus HST
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1. The Town reserves the right to require 48 hours' notice to respond to any certificate request. Where a request is made to waive the notice period for a more immediate response, it shall be hereby understood that the Town shall charge double the applicable fee if a response is given within the 48-hour notice period.
2. The Treasurer is authorized to waive in the event a duplicate fee is charged in either case due to a change to an estate and again to beneficiary, with proof provided by trustee.

Signs

Description	Fee	HST	Total
Tourism Oriented Destination Signs (TODS) -12" x 48" -blue with white lettering	210.00	27.30	237.30
Warton Business Directional Signs -6 ¼" x 30" -blue with white lettering	100.00	13.00	113.00
911 Blades	No Charge	No Charge	No Charge
911 Posts	13.27	1.73	15.00
911 Blade, Post and Installation	39.82	5.18	45.00
Portable Signs -60 days	45.00	0.00	45.00
Portable Signs -120 days	90.00	0.00	90.00
Portable Signs -non-profit organizations -maximum 30 consecutive days	20.00	0.00	20.00
Billboard and Ground Signs -one-time fee	400.00	0.00	400.00

Sign Permit -all other types of signs -per sign -one-time fee	50.00	0.00	50.00
Description	Fee	HST	Total
Removal of Unauthorized Signs -per sign	44.25	5.75	50.00
House Signage for Properties of Interest -per sign	Actual Cost	As Applicable to Actual Cost	Actual Cost Including HST

Planning

Description	Fee	HST	Total
Limited Service Agreement -no demand for service - not fronting on a public street	600.00	0.00	600.00
Site Plan Control Agreement - application fee -small development	700.00	0.00	700.00
Site Plan Control Agreement -application fee - medium development	1,000.00	0.00	1,000.00
Site Plan Control Agreement -application fee -large development	2,000.00	0.00	2,000.00
Site Plan Control Agreement -fees and deposits	As deemed appropriate to application	As applicable	As deemed appropriate to application plus HST
Site Plan Control Agreement	500.00	0.00	500.00

-temporary use			
Site Plan Control Agreement -archaeological assessments -environmental conditions	500.00	0.00	500.00
Description	Fee	HST	Total
Deeming By-Law	500.00	0.00	500.00
Encroachment Agreement -application	100.00	0.00	100.00
Encroachment Agreement -registration, legal fees, etc.	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Official Plan/Zoning/Minor Variance	Fee Set by Bruce County	As Applicable to Bruce County Fee	Fee Set by Bruce County Plus HST
Release of Subdivision Agreement -full or partial	75.00	0.00	75.00
Cash in Lieu of Parking -per space	1,000.00	0.00	1,000.00
Severance Administration -new lot created	350.00	0.00	350.00
Severance Administration -no new lot created	150.00	0.00	150.00
Appraisal or Letter of Opinion	Actual Cost	As Applicable to Actual Cost	Actual Cost plus HST
By-Law to Remove Holding Symbol	400.00	0.00	400.00
Subdivision/Development Agreement -application fee	1,500.00	0.00	1,500.00
Subdivision/Development Agreement		As applicable	

-fees and deposits	As deemed appropriate to application		As deemed appropriate to application plus HST
Subdivision Compliance Letter	75.00	0.00	75.00
Description	Fee	HST	Total
Parkland Dedication Fees - % value of the unimproved lot	In accordance with the Planning Act	0.00	In accordance with the Planning Act
Land Use Inquiry -per property inquiry	20.00	0.00	20.00
Development Pre-Consultation -per application	75.00	0.00	75.00

Property Standards

Description	Fee	HST	Total
Issuance of Property Standards Order	125.00	0.00	125.00
Appeal of Property Standards Order -non-refundable -payable upon application for appeal	150.00	0.00	150.00
Property Standards Order Confirmed or Partially Confirmed by Committee -property not in compliance when Order confirmed or partially confirmed	125.00	0.00	125.00
Attendance of Property Standards Officer in Court -appeal of decision to Superior Court of Justice -per Officer	500.00	0.00	500.00

Property Standards Compliance -cost of clean-up, repair, demolition or any required action under an Order	Actual Costs	As Applicable to Actual Costs	Actual Costs plus HST
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Licensing Fees

Notes

Dog licensing fees must be renewed each year. Pups under the age of twelve (12) weeks are exempt from licensing.

Lottery, raffle and bingo licenses are issued to charitable, non-profit organizations and community interest groups subject to the rules and regulation of the Alcohol and Gaming Commission of Ontario.

Dog Licensing and Kennel Fees

Description	Fee	HST	Total
January - May			
First Neutered or Spayed Dog	20.00	0.00	20.00
Second Neutered or Spayed Dog	30.00	0.00	30.00
Third Neutered or Spayed Dog	40.00	0.00	40.00
First Dog Not Spayed or Neutered	40.00	0.00	40.00
Second Dog Not Spayed or Neutered	55.00	0.00	55.00
Third Dog Not Spayed or Neutered	75.00	0.00	75.00

Description	Fee	HST	Total
June - December			
First Neutered or Spayed Dog	40.00	0.00	40.00
Second Neutered or Spayed Dog	55.00	0.00	55.00
Third Neutered or Spayed Dog	70.00	0.00	70.00
First Dog Not Spayed or Neutered	55.00	0.00	55.00
Second Dog Not Spayed or Neutered	75.00	0.00	75.00
Third Dog Not Spayed or Neutered	90.00	0.00	90.00
Other			
Hobby Kennel (up to 10 dogs) -including offspring under 12 weeks -per year	100.00	0.00	100.00
Breeding Kennel (up to 10 dogs) -including offspring under 12 weeks -per year	175.00	0.00	175.00
Commercial Kennel (up to 40 dogs) -per year	325.00	0.00	325.00
Commercial Kennel -additional dogs over 40 -only on approval (per dog, per year)	40.00	0.00	40.00
Kennel Licence Surcharge (per year)	125.00	0.00	125.00
Ownership Change (per dog)	4.42	0.58	5.00
Dangerous or Potentially Dangerous Dog -per dog, per year -in addition to other licensing fee	200.00	0.00	200.00
Replacement Dog Tag Fee (per tag)	4.42	0.58	5.00

Other Licenses

Description	Fee	HST	Total
Marriage License	130.00	0.00	130.00
Bingo License -% of prize package of each bingo	2.00%	0.00	2.00%
Raffle -% of prize value for each raffle	3.00%	0.00	3.00%
Break Open Tickets -% of prize value per box	3.00%	0.00	3.00%
Bazaar -% of prize value for raffle or bingo event	3.00%	0.00	3.00%
Bazaar (per wheel)	\$10.00	0.00	\$10.00
Trailer License Fee -for occupation while building a home -in addition to deposit	600.00	0.00	600.00
Trailer Deposit -for occupation while building a home	1000.00	0.00	1000.00
Taxi License (annual fee) -includes 2 vehicles and 2 drivers	300.00	0.00	300.00
Taxi License (annual fee) -extra vehicle -only one extra vehicle permitted	150.00	0.00	150.00
Taxi License (annual fee) -extra driver -per driver	50.00	0.00	50.00

Other Licenses

Description	Fee	HST	Total
Salvage Yard License -annual fee	300.00	0.00	300.00
Pet Shop License -annual fee	300.00	0.00	300.00
Rickshaw or Pedicab Owner License -annual fee -per vehicle	100.00	0.00	100.00
Rickshaw or Pedicab Operator License -annual fee -per person	25.00	0.00	25.00
Racetrack Operating License -annual fee	300.00	0.00	300.00
Restaurant-Mobile License -per vehicle -annual fee -Sauble Beach and Warton	2,000.00	0.00	2,000.00
Restaurant-Mobile License -per vehicle -annual fee -All Other Areas of SBP	1,200.00	0.00	1,200.00
Restaurant-Mobile Lease Agreement -public property -per week	420.00	0.00	420.00
Restaurant-Mobile Lease Agreement -public property -shoulder season Sept 15 to June 15 -per day	30.00	0.00	30.00
Food Delivery License -annual fee -includes 2 vehicles and 2 drivers	300.00	0.00	300.00

Food Delivery License -annual fee -extra vehicle	150.00	0.00	150.00
Food Delivery License -annual fee -extra driver -per driver	50.00	0.00	50.00
Food Delivery Parking Space License -annual fee -per business	25.00	0.00	25.00

Paid Parking

Paid Parking

Description	Fee	HST	Total
Seasonal Pass -calendar year -per vehicle -resident	44.25	5.75	50.00
Seasonal Pass -calendar year -per vehicle -non-resident	176.99	23.01	200.00
All Paid Parking Areas -per hour	6.19	0.83	7.00
All Paid Parking Areas -maximum per day	26.55	3.45	30.00
Pay by Phone or Other Method of Payment Processing Fee	Actual Cost	As Applicable	Actual Costs plus Taxes As Applicable