

# The Corporation of the Township of Whitewater Region

## By-law Number 23-12-1654

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### **Being a by-law to authorize the 2024 user fees and charges for all municipal departments**

**Whereas**, Section 390 and 391 of the *Municipal Act, 2001* authorize the Council to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of the municipality and for the use of its property;

#### **The Council of The Corporation of the Township of Whitewater Region enacts as follows:**

1. That all Council resolutions or similar expressions, whether formal or informal, inconsistent with this by-law shall be deemed to be rescinded.
2. The fees and charges set out on the attached Schedules are hereby imposed and ratified set out as follows:
  - Schedule A – Community Development
  - Schedule B – Parks & Recreation
  - Schedule C – Finance & Administration
  - Schedule D – Legislative & Protective Services
  - Schedule E – Public Works
3. All fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
4. In the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
5. Council does hereby delegate to the Chief Administrative Officer, Clerk, and/or the Treasurer the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
6. That By-law 23-02-1576 is hereby repealed.

**Read a first, second and third time and finally passed this 20th day of December, 2023.**

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**Neil Nicholson, Mayor**

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**Carmen Miller, Clerk**

## SCHEDULE A - COMMUNITY DEVELOPMENT

12-16-23 1:20 PM

Description	Unit of Measure	2024
<b>Planning Department</b>		
Official Plan Amendment Application	Per Lot	1,000.00
Zoning By-law Amendment	Per Lot	900.00
Holding Zone Removal	Each	250.00
Minor Variance	Each	600.00
Consent Application (severance, lot addition, easement, etc)	Each	900.00
Cancellation of Consent Certificate	Each	200.00
Site Plan Control Approval	Each	1,000.00
Plan of Subdivision/Condominium	Each	1,500.00
Professional Services-Deposit (Additional deposit required once depleted) + Cost Recovery	Each	5,000.00
Pre-servicing Agreement ( <i>Plus Recovery Cost</i> )	Per Lot	500.00
Part-Lot Control	Per Lot	300.00
Lifting of One-Foot Reserves	Per Lot	250.00
Zoning Compliance Report	Per Roll	100.00
Development/Road/Other Agreements	Each	250.00
Karst Inspection	Per Lot	175.00
County Official Plan (Copy of document)	Each	60.00
Zoning By-law ( <i>Copy of document</i> ) 10% off /Multiple Applications	Each	60.00
<b>Building Department</b>		
Building Permits Base Rate ( <i>plus below</i> )	Each	200.00
Residential ( <i>New/Additions or Extensive Renovations -plumbing permit included</i> )	SQ. FT	0.75
Residential ( <i>Accessory Buildings &amp; Attached Garages</i> )	SQ. FT	0.70
Commercial/Industrial/ Institutional ( <i>New/Additions /Extensive Renovations</i> )	SQ. FT	0.95
Commercial/ Industrial/Institutional ( <i>Accessory Buildings/Deck</i> )	SQ. FT	0.75
Agriculture ( <i>New Construction, Additions or Extensive Renovations</i> )	SQ. FT	0.40
Agriculture ( <i>Accessory Buildings &amp; Storage Containers (Silos)</i> )	SQ. FT	0.30
Agriculture ( <i>Dry Storage Containers – Grain Silos/Bunker Silos</i> )	Each	200.00
Residential patio decks < 400 SQFT without a roof	Each	200.00
Pool Permit	Each	200.00
Installation of Solid Fuel Burning Appliance ( <i>Outdoor</i> )	Each	200.00
Inspections Included in Permit Fee		
All required inspections included...		
Exceptions:		
Additional Inspection, as required	Each	100.00
Fee for each inspection following a non-issued Occupancy Permit	Each	100.00
Liquor License (SOP)	Each	80.00
Occupancy Permit		

## SCHEDULE A - COMMUNITY DEVELOPMENT

12-16-23 1:20 PM

Description	Unit of Measure	2024
If building permit is open, no additional fee for Occupancy Permit		N/A
If building permit is closed (2 years), Occupancy Permit <i>(Fee for each additional inspection following a non-issued Occupancy Permit (see Inspections))</i>		200.00
Change of Use Permit	Each	600.00
Transfer of Permit	Each	200.00
Deferral of Revocation of Permit	Each	80.00
Transmission		
INCLUDES: Transmitter, Telecommunications towers, Pumping stations, Hydro stations and sub-stations, Related appurtenances/plant	\ \$1,000 of Construction Value	6.00
Demolition Permits		
600 sq. ft. or less (+ see below)		200.00
For each additional 100 sq. ft. or portion	per 100 sq ft	2.00
Conditional Building Permit (incl. Agreement)		500.00
File Search Fee (Building/Septic Permit)	Per Roll	60.00
Performance Deposit:		
Permit cost - less than \$1,000	Per Permit	300.00
Permit cost - greater than \$1,000	Per Permit	1,500.00
Performance Deposit Retention:		
The full amount of the deposit be refunded if the project is completed within 2 years of the date the permit was issued. After that period, and without any further notice, the entire original deposit is retained for administrative purposes.		
<b>Sewage Systems</b>		
For approval of a plan of subdivision under the Planning Act R.S.O. 1990 CH. 13	Per lot or Block on Plan	100.00
For approval of a condominium (Each on-site sewage system)	up to 10,000L	550.00
For Approval for Consents Under the Planning Act	Each	200.00
Septic Permit for a class 2 sewage system	Each	200.00
Septic Permit for a class 3 sewage system	Each	200.00
Septic Permit for a class 4 sewage system – Leaching Bed	Each	550.00
Septic Permit for a class 4 sewage system – Filter Bed	Each	550.00
Septic Permit for a class 5 sewage system	Each	200.00
File search fees	Per Roll	60.00
Investigations		80.00
Septic Permit for a tank change only	Each	200.00
Construction/building commencing with no building/septic permit	= Fee x 2	

## SCHEDULE B - Parks & Recreation

12-16-23 1:20 PM

Description	Unit of Measure	2024
<b>Summer Recreation</b>		
Organized Fishing Tournament <i>(between May and October long weekends)</i>	Per Event	265.48
Organized Fishing Tournament <i>(before May or after October long weekends)</i>	Per Event	265.48
	Per Boat	8.85
Daily Launch Fee		No Charge
Programming <i>(not listed above)</i>	Market	
Regular Lesson	Market	
Private Lesson		
<b>Arenas (*Ice Rentals Effective August 1, 2024 - July 31, 2025)</b>		
ICE - Minor – Prime/Tournament	Per Hour	116.59
ICE - School – Weekday	Per Hour	83.94
ICE - Adult – Prime	Per Hour	172.56
ICE - Adult – Weekday/Tournament	Per Hour	135.85
ICE - Holiday Rate	Per Hour	184.68
SLAB - Basic Rental	Per Event	619.47
SLAB - Auctions	Per Event	292.03
SLAB - Hourly	Per Event	44.25
SLAB - Hourly (half slab)	Per Event	22.12
COBDEN BALL DIAMOND - Minor Use	Per Game	29.85
COBDEN BALL DIAMOND - Minor Use with Lights	Per Game	35.45
COBDEN BALL DIAMOND - Adult Use	Per Game	41.97
COBDEN BALL DIAMOND - Adult Use with Lights	Per Game	51.30
COBDEN HALL RENTAL - Prime	Per Hour	65.00
COBDEN HALL RENTAL - Weekday	Per Hour	26.55
COBDEN HALL RENTAL - Basic Day	Per Hour	265.49
COBDEN HALL RENTAL - Basic Day <i>(with bar and/or kitchen)</i>	Per Hour	287.61
Programming <i>(not listed above)</i>	Market Rate	
Covid-19 Cleaning Fee - <i>when Required</i>	Per Event	17.70

\*NOTE - All costs above are plus HST

### Definitions:

“**Day**” means a rental consisting of four or more hours, but less than 10 and approved by the Manager of Community Services or his/her designate.

“**Event**” means one (1) event pre-arranged and approved with the Manager of Community Services or their designate.

“**Game**” means, for the purposes of ball diamond rental, the time to play one (1) game, typically taking between 1 – 2 hours in length.

## SCHEDULE B - Parks & Recreation

12-16-23 1:20 PM

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**“Holiday Rate”** means, any day defined by the Township or by the province as the recognized holiday including but not limited to: New Year Day, Family Day, Good Friday, Easter Monday, Victoria Day Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. The Township reserves the right to select which arenas remain open during holidays.

**“Hour”** means, for the purposes of ice rental, 50 minutes of on-ice time. For all other services “Hour” shall mean 60 minutes.

**“Market Rate”** means the rate determined by the market (i.e. rate charged for a service at a particular time) rather than a calculated rate such as cost recovery.

**“Prime”** means 5:00 p.m. to 1:00 a.m. Monday to Friday, Saturday and Sundays, and includes holidays.

**“Season”** means September to April, for the purposes of Public Skating, when the ice surface is being maintained.

**“Weekday”** means 8:00 a.m. to 5:00 p.m. Monday to Friday, except holidays.

## SCHEDULE C - FINANCE & ADMINISTRATION

12-16-23 1:20 PM

Description	Unit of Measure	2024
<b>Administrative Charges</b>		
Commissioning Documents & Certified True Copies	Per Doc	10.00
Administrative Research	Per 15 Min	7.50
Photocopies	Per Page	0.20
Faxes - Local	Per Doc	1.00
Faxes - Long Distance	Per Doc	1.00
Tax/Water Certificates	Per Roll	65.00
Tax/Water Certificates - 1 Day Rush	Per Roll	75.00
Tax Account Statement/Receipt Reprint	Per Roll	5.00
Municipal Office Community Hall- <i>(No Charge for Community Use if approved)</i>	Per Hour	26.55
Covid-19 Cleaning Charge <i>(When Required)</i>	Per Event	17.70
NSF Cheques	Per CHQ	50.00
Transfer of utility arrears to tax roll	Per Roll	50.00
Township Apparel	At cost	Cost Recovery
Township Map	Each	7.08
County Map	Each	7.08
Tax Sale Admin Charge	Per Roll	150.00
+Tax Sale Recovery of all Fees and Charges by Realtax	Per roll	Cost Recovery

## SCHEDULE D - LEGISLATIVE & PROTECTIVE SERVICES

12-16-23 1:20 PM

Description	Unit of Measure	2024
<b>Licenses</b>		
Burial Permit	Per Permit	15.00
All eligible lottery events	Per Event	3% of Prize Value
Wheels (Wheel of Fortune)	Per Day	10.00
Recreational Vehicle Licence	Per	300.00
Recreational Vehicle Variance	Per	200.00
Removal of a non-licensed Recreational Vehicle pursuant to Licensing By-law, Section 5.6	Per Vehicle	Cost Recovery
Hawker & Peddlers	Per Permit	\$150.00
<b>Legislative Services</b>		
Municipal Freedom of Information (FOI) Request Application Fee	Per Application	5.00
Municipal Freedom of Information (FOI) Request Application Fee > 100.00	50% Deposit	
FOI Search and Preparation Time	Per 15 Min	7.50
FOI Disc	Per Disc	10.00
FOI - Associated costs	Per invoice	Cost Recovery
FOI costs to develop a computer program to provide a readable record	Per 15 Min	15.00
In Office (during office hours by Clerk or Deputy Clerk)	Per Ceremony	200.00
Offsite (By Clerk or Deputy Clerk) + Mileage	Per Visit	300.00
Witnesses	Per person	25.00
Cancellation Fee/Deposit	Per Fee	100.00
Township appointed non-staff marriage solemnization Fee	Per Ceremony	66.37
Marriage License fee - Resident	Per License	125.00
Marriage License fee Non Resident	Per License	150.00
<b>Animal Control</b>		
DOG LICENSE Sterilized Dogs (Before < March 31 <sup>st</sup> )	Per License	15.00
DOG LICENSE Sterilized Dogs (After > March 31 <sup>st</sup> )	Per License	30.00
DOG LICENSE Unsterilized Dogs (Before < March 31 <sup>st</sup> )	Per License	30.00
DOG LICENSE Unsterilized Dogs (After > March 31 <sup>st</sup> )	Per License	45.00
Replacement Dog Tags	Per Tag	5.00
First day of impoundment, or all costs incurred ( <i>Whichever is greater</i> )	Per Dog	100.00
Each additional day of impoundment or all costs incurred ( <i>Whichever is greater</i> )	Per Dog	25.00
Kennel License	Per Week	150.00
Backyard Chicken License	Per License	150.00
<b>Fire Department</b>		
Recreational Burn Permit	Annual	No Charge
Open Air Burn Permit	Annual	10.00
Special Permit/Large Agricultural Burn (Inspection Required)	Per Event	100.00
Commercial Campsite	Per Season	150.00
Request for Property Information	Per Roll	70.00
Letter to Insurance &/or Lawyer	Per Roll	70.00
Inspections, upon request ( <i>incl special occasion permit</i> )	Per Inspection	100.00
Fire Vehicle - to attend incident - PER MTO force & effect ( <i>including equipment</i> )	Per Incident	MTO Rate
Fire Vehicle Refurbishment - post incident - PER MTO force & effect ( <i>including equipment</i> )	Per Incident	MTO Rate
Additional vehicles &/or equipment (outside fleet)	Per Incident	Cost Recovery
Firefighters	Per Incident	Cost Recovery

## SCHEDULE E - PUBLIC WORKS

12-16-23 1:20 PM

Description	Unit of Measure	2024
<b>Waste Management - Curbside</b>		
Waste Collection Fee (2 Bags/week + unlimited recycling)	Per Unit	168.00
WWR yellow garbage bags	Each	5.00
WWR yellow garbage bag distributor	Each	4.50
Blue Boxes Purchase	Each	12.00
<b>Waste Management - Landfill</b>		
Special Opening Closing of Site - Subject to attendant availability outside of regular operating hours. (Monday, Friday, Sunday and holidays are not subject for opening)	Per Incident	125.00
Minimum Charge (<200 kg)		21.00
Tipping Fee	Per Tonne	105.00
Sorted Construction & Demolition - Separated Tipping Fees Apply	Per Tonne	105.00
Unsorted Loads (Loads which contain blue box recycling, construction/demolition material, scrap metal, electronic waste, and/or tires mixed with garbage waste or loads of construction/demolition materials that are mixed or improperly sorted) = x 2 Tipping Fees	Per Tonne	210.00
Recyclables ( <i>accepted in Blue Box</i> )		No Charge
Cardboard		No Charge
Scrap Metal		No Charge
Leaf & Yard Waste		No Charge
Brush (under 3")		No Charge
Trees/large branches/ stumps/ roots/ timber/logs	Per Tonne	105.00
Tires (all sizes – with or without rims)		No Charge
Batteries		No Charge
<b>REFRIGERATED APPLIANCES</b> ( <i>with or without Freon</i> ), includes refrigerator, freezer, air-conditioner, dehumidifier, and water coolers	Each	25.00
<b>All NON-REFRIGERATED APPLIANCES</b>		
Mattresses, Couches & Armchairs	Each	30.00
Baled Agricultural Plastic (must be strapped on a pallet)		No Charge
Contaminated Soil ( <i>subject to submission of acceptable testing</i> )	Per Tonne	105.00
Asbestos and Hazardous Material		<b>NOT ACCEPTED</b>
Boats	Per Tonne	105.00
Vehicles (whole)		<b>NOT ACCEPTED</b>
Equipment/Operator (Township Use Only) Cost Recovery Based on MTO Rates + Operator		Cost Recovery

**All Waste/Landfill Operator and cost recovery rates are subject to the following:**

“**Regular Hours of Work**” shall mean Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays as stated in Township Policy.

“**Outside Regular Hours of Work**” shall mean any hours worked beyond those hours defined as Regular Hours of Work. Outside Regular Hours of Work is one and a half (1 ½) times Regular Hours of Work rate.

“**Emergency Rate**” means a serious, unexpected, or unforeseen combination of circumstances and often dangerous situation requiring immediate action, need for assistance or relief. Emergency rate is three (3) times the Regular Hours of Work rate.



## SCHEDULE E - PUBLIC WORKS

12-16-23 1:20 PM

Description	Unit of Measure	2024
<b>Roads</b>		
Entrance Permit	Each	125.00
Civic address sign (installed)	Each	175.00
Civic address sign replacement (installed)	Each	100.00
Private Road Sign	Each	Cost Recovery
Tile Drain Road Crossing Approval	Each	250.00
Utility Road Crossing Permit	Each	250.00
Sale of Used Culverts	Each	250.00
Private Road & Driveway Grading - <b>NOT PROVIDED</b>		N/A
Winter Sand - Residential Use NO CHARGE Limit Annual=3yd <sup>3</sup>		No Charge
Winter Sand - Commercial Use - <b>NOT PROVIDED</b>		N/A
Winter Salt for Residential or Commercial use - <b>NOT PROVIDED</b>		N/A

**All Roads Equipment/Operator and cost recovery rates are subject to the following:**

1. "Regular Hours of Work" shall mean Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays
2. "Outside Regular Hours of Work" shall mean any hours worked beyond those hours defined as Regular
3. "Emergency Rate" means a serious, unexpected, or unforeseen combination of circumstances and often dangerous situation requiring immediate action, need for assistance or relief. Emergency rate is three (3) times the Regular Hours of Work rate.

<b>Water - Billed Bi-Monthly</b>		
Residential	Per Unit	195.56
Multi-Residential (1 <sup>st</sup> unit)	Per Unit	195.56
Multi-Residential (2 <sup>nd</sup> & subsequent units)		156.45
Small Commercial	Per Unit	195.56
Medium Commercial	Per Unit	293.54
High/Large Commercial	Per Unit	391.31
Metered (Or a minimum residential/small commercial rate whichever is higher)	Per M <sup>3</sup>	2.041
Vacancy = 20% of Water Rate	Per Unit	
Water Service Turn-on or off (during regular hours)	Each	50.00
Water Service Turn-on or off (outside regular hours)	Each	220.00
Unauthorized turn-on or off	Each	750.00
Bulk Water – A WWR employee/contractor must be in attendance and a backflow preventer must be in place = x 2 Metered Rate		4.08
Water Service Installation - Cost Recovery		Cost Recovery
<b>Wastewater - Sewer Rates Billed Bi-Monthly</b>		
Residential	Per Unit	316.96
Multi-Residential (1 <sup>st</sup> unit)	Per Unit	316.96
Multi-Residential (2 <sup>nd</sup> & subsequent units)		253.57
Small Commercial	Per Unit	316.96
Medium Commercial	Per Unit	475.32
High/Large Commercial	Per Unit	633.90
Metered (Or a minimum small residential/commercial rate whichever is higher)	Per M <sup>3</sup>	4.914
Vacancy = 20% of Water Rate	Per Unit	20%

## SCHEDULE E - PUBLIC WORKS

12-16-23 1:20 PM

Description	Unit of Measure	2024
Sanitary or Storm Service Installations		Cost Recovery
RV Waste Discharge		NOT ACCEPTED
Contaminated Ground Water		NOT ACCEPTED
Sewage Holding Tank Transfer		NOT ACCEPTED

### Definitions:

1. "Regular Hours of Work" is Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays as stated in Policy.
2. "Outside Regular Hours of Work" meaning hours worked beyond those hours defined as Regular Hours of Work. Outside Regular Hours of Work is one and a half (1 ½) times Regular Hours of Work rate.