THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

BY-LAW NUMBER 22-005

BEING A BY-LAW TO AMEND BY-LAW 21-061, GENERAL-PURPOSE BY-LAW TO ESTABLISH GENERAL RATES AND FEES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY

WHEREAS Sections 9, 10, and 11 of the Municipal Act, 2001, S.O. 2001, c. 25 permits a municipality to pass by-laws.

AND WHEREAS Section 391 (1), Municipal Act, 2001, S.O. 2001, c.25, permits a municipality to impose fees and charges for services and activities provided.

AND WHEREAS Section 7(1) & (2) of the Building Code Act S.O. 1992 Chapter 23, as amended, authorizes the Council of a Municipality to enact a By-law establishing fees for the processing of applications made in respect of building matters provided that such fees shall be designed to meet only the anticipated reasonable direct and indirect costs to the Municipality to administer and enforce the Act;

AND WHEREAS Section 15.5 of the Building Code Act authorizes Council to set a fee for issuance of a certificate of compliance with the property standards by-law;

AND WHEREAS Section 69 of the Planning Act, 1990, as amended, authorizes the Council of a Municipality to enact a By-law establishing fees for the processing of applications for planning matters, including appeals to a local body under Section 8.1(8) and 45(3), provided that such fees shall be designed to meet only the anticipated costs to the Municipality to process said applications;

AND WHEREAS Section 69 of the Planning Act, 1990, as amended, provides that any person required to pay a fee for the processing of a planning application may pay the fee under protest and then appeal to the Ontario Municipal Board the levying of the feel or the amount of the fee by giving written notice to the Municipal Board within 30 days of payment of the fee;

AND WHEREAS pursuant to Section 69 of the Planning Act, 1990, as amended, Council or the Committee of Adjustment may reduce or waive an application fee or Ontario Municipal Board hearing costs where Council or the Committee of Adjustment is satisfied that it would be unreasonable to require payment in accordance with the tariff;

AND WHEREAS it is deemed desirable to establish a schedule of fees and charges for certain municipal services; and

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS AMENDS BY-LAW 21-061 AS FOLLOWS:

- 1. **THAT SCHEDULE "A" Fees for General Licenses** be amended by changing the fee for Wrecking Yard -Annual License from \$550 to \$55 in the 2021 and 2022 columns of the by-law.
- 2. **THAT SCHEDULE "C" Fees for Building Permits** be amended by changing the fees for Heat Pump and Plumbing Permit from \$110 per \$1,000 of value, Minimum of \$140 to \$11 per \$1,000 of value in the 2021 and 2022 columns of the by-law.
- 3. **THAT SCHEDULE "I" Fees for Water and Sewer** be amended by changing the fee for Size- 1 1/2" or less, Water Consumption up to 15m³ in the 2021 fee Column from \$78.76 to \$77.68.
- 4. **THAT SCHEDULE "I" Fees for Water** and **Sewer** be amended by changing the fee for Size- 2" or Greater Water Consumption up to 15m³ in the 2021 fee Column from \$95.64 to \$94.32.
- 5. **THAT** the fees established by this By-law shall become effective upon the passing of this By-law.

GIVEN ALL THREE READINGS AND PASSED THIS 17th DAY OF JANUARY 2022.

Mayor,

Corinna Smith-Gatcke

Deputy Clerk,

Stephen T. Donachey

Schedule "A" To By-law Number 21-061, as amended by By-law 22-005

Description of License or Fee	2022	2021
	Fee	Fee
Adult Entertainment Performer		
Initial License	\$1,523	\$1,523
Annual Renewal	\$1,523	\$1,523
Operator (non-owner) of an Adult Entertainment Parlour		
Initial License	\$5,075	\$5,075
Annual Renewal	\$5,075	\$5,075
Owner (non-operator) of Adult Entertainment Parlour		
Initial License	\$5,075	\$5,075
Annual Renewal	\$5,075	\$5,075
Owner/Operator of an Adult Entertainment Parlour		
Initial License	\$5,075	\$5,075
Annual Renewal	\$5,075	\$5,075
Auctioneers and other persons selling or putting up for	\$102	\$102
sale goods, wares, merchandise or effect by public auction		
Billiards, Pool or Bagatelle Tables		
First one of each billiard, pool or bagatelle table	\$15	\$15
Second table of any kind	\$15	\$15
Third and each additional table of any kind	\$ 5	\$ 5
Refreshment Vehicles – Annual License	\$510	\$510
Wrecking Yard - Annual License	\$55	\$55

Schedule "B" to By-Law Number 21-061, as amended by By-law 22-005

Animal Control

Description	2022 Fee	2021 Fee
Dog Tags		
Per Dog	\$25	\$20
Replacement Tag	\$2	\$2
Dog Kennels		
Annual License	\$100	\$100

The following amount(s) shall be paid to claim each dog seized and impounded upon being found running at large in the Township. In addition to these amounts all boarding fees charged by the kennel and any veterinary service costs incurred respecting any treatment of injuries of any impounded dog, must be paid at the time a dog is claimed.

For Each Dog Impounded	2022 Fee	2021 Fee
• 1 st Offence	\$100	\$100
• 2 nd Offence	\$150	\$150
• 3 rd Offence	\$200	\$200

And if necessary, the purchase of a dog tag.

Schedule "C" To By-Law Number 21-061, as amended by By-law 22-005

Building Permits

Class Of Permit	Value	2022 Fee	2021 Fee
Non-Refundable Administration fee to file a building permit application (to be applied to permit fee if building permit is issued)	Value of Construction less than \$30,000	\$140	\$140
	Value of Construction \$30,000 or greater	\$500	\$500
All dwelling types (construction, renovation, desks, additions)	Per \$1,000 of value, Minimum \$140	\$17.55	\$17.55
Commercial, Industrial, Institutional	Per \$1,000 of value, minimum \$140	\$18.80	\$18.80
Accessory residential buildings/structures	Per \$1,000 of value, Minimum \$140	\$15.50	\$15.50
Agricultural Building	Per \$1,000 of value, Minimum \$140	\$12.40	\$12.40
Demolition Permit		\$140	\$140
Annual Permit Renewal		\$140	\$140
Heating/Ventilation/Air Conditioning system (HVAC)	Per \$1,000 of value, Minimum \$140	\$11	\$11
Transfer Permit	(no change in original plans)	\$140	\$140
Change of Use Permit	Flat Fee	\$215	\$215
Solid Fuel Appliances (wood stove, chimney, outdoor furnace)		\$140	\$140
Swimming pools above ground/in-ground	Flat fee plus deck	\$140	\$140
Heat Pump	Per \$1,000 of value, Minimum \$140	\$11	\$11
Plumbing Permit	Per \$1,000 of value, minimum \$140	\$11	\$11
Occupancy/Final Permit	Flat Fee if required for property sale	\$110	\$110

File Searches	Per Hour	\$60	\$60
Solar Panels	Per \$1,000 of value, Minimum \$140	\$11	\$11
Temporary Tents	Flat Fee	\$140	\$140
Septic Re-Inspections		\$140	\$140

For all Construction Started Prior to Obtaining a Building Permit

The Fee shall be doubled the Minimum \$500 to a normal fee maximum of additio

Minimum \$500 to a maximum of additional \$2,500 above regular fee

\$500

Evaluation Amounts to Assist CBO in Determining Cost of Construction where Stated Building Value is unfair to the Corporation

Type of Construction		2022 Fee	2021 Fee
3 season room, porch, veranda	Contractors Price or per square foot amount	\$51.75	\$51.75
Commercial, industrial, institutional	Contractors Price or Per Square Foot amount	\$96.50	\$96.50
Covered Deck	Contractors Price or per square foot amount	\$31.50	\$31.50
Garage, Shed, Accessory Structure	Contractors Price or per square foot amount	\$31.50	\$31.50
Residence			
1 st Floor	Contractors Price or per square foot amount	\$155.30	\$155.30
All other floors	Contractors Price or per square foot amount	\$123.80	\$123.80

Building Permit Deposits	In addition to the permit fees, deposits shall be required in the following amounts:		
		2022 Fee	2021 Fee
Projects less than \$50,000	Deposits will be returned when final inspection is passed. Building Permit renewal fees may be deducted from deposit if final inspection is not completed in 4 years	\$560	\$560
	If the deposit is reduced to 0 a new deposit in the full amount is required to be provided prior to further inspections being booked.		

Infractions	If necessary, deductions shall be subtracted from required deposit fee as outlined below.				
Inspection Requested	Per Occurr	en	ce	\$140	\$140
- Not ready					
Inspection -	Per Occurr	en	ce	\$140	\$140
Not called for					
Inspection -	Per Occurr	en	ce	\$140	\$140
Extra required					
Other	Per Hour			\$ 60	\$ 60
Alternative Solutions:	Where a solution is required outside of the scope of the Building Code (plus third-party costs)			\$1000	\$1000
Withdrawn Permit					
The fees that may be refunded if a permit application is withdrawn			that the adm this schedule	all be made for inistration fee a and the admir the permit is c	as included in histration fee

Schedule "D" to By-Law Number 21-061, as amended by By-law 22-005

Administration Fees

Description	2022 Fee	2021 Fee
Tax Certificate	\$55	\$55
Returned Cheques	\$35	\$35
Photocopy	\$0.25	\$0.25
Colour Photocopies	\$0.50	\$0.50
Faxes, per page rate	\$2	\$2
Reprint Tax Bill or Reprint receipt	\$12	\$12
History Search, Per Hour Rate	\$60	\$60
Tax Sale Tender Packages	\$10	\$15
Fence Viewing Application	\$150.00	
MFIPPA		

Section 57(1)/45(1) of Municipal Freedom of Information and Protection to Privacy Act Set out Guidelines for an institution to charge fees for requests as follows:

Manual Search required to locate a	\$7.60	\$7.60
record, per 15-minute rate		
record, per 13 minute rate		
Preparing the record for disclosure,	\$7.60	\$7.60
per 15-minute rate		
per 13 minute rate		
Computer and other costs including	\$7.60	\$7.60
locating, processing and copying a		
record, per 15-minute rate		
Shipping, copying and electronic	\$0.20	\$0.20
hardware fees, per page rate		
Electronically provided		

Any other costs incurred in responding to a request for access to a record as per the fee guideline for Government Institutions set out by the information and Privacy Commissioner of Ontario.

Schedule "E" to By-Law Number 21-061, as amended by By-law 22-005

Fees for Community Services

Description	2022 Fee	2021 Fee
Ball Fields - Adult use		
Ball Diamond Rental, per diamond,	\$15	\$15
per game		
Tournament fees, per diamond, per	\$150	\$150
day		
Tournament Cleaning Deposit	\$250	\$250
Pavilion Rental	\$50	\$50
Kendrick's Park Daily Admission		
• Adult	\$3	\$3
• Children	\$2	\$2
• Family	\$10	\$10
Season Family Pass	\$50	\$50
Township Resident's	Free	Free
Admission		
Dock Fees	2022 Fee	2022 Fee
Mooring	With Hydro	Without Hydro
Overnight	\$1.85/FT	\$1.55/Ft
Seasonal	\$52.50/Ft	\$37.50/Ft
Launch Fees (Note 1)	\$5.00	

Note 1 Launch fees will be collected using donation boxes/ Honour system.

Rental Fees Indoor Facilitie				
	Hourly Rate	Half day (6 hours max)	Full day (18 Hours Max)	Event
Hall Rental Rate	\$15	\$80	\$230	\$275
Non Profit Organization Rate	\$5	\$30	\$50	\$75
Meeting Room Rate	N/A	\$35	\$45	\$55
Non Profit Organization Rate	N/A	N/A	N/A	N/A

Third Party Insurance	Cost Recovery Basis	Cost Recovery Basis
Lost Key Fee	\$50	\$50
Hall Deposit	\$100	\$100
Cleaning Charge	Cost Recovery Basis	Cost Recovery Basis
Table Rental (each)	\$5	\$5
Chair Rental (each)	\$2	\$2
10 X 10 tent, daily rate	\$20	\$20

Exceptions

- A) No Charge for non-profit children's activities that are open to the whole community or for families using the facility after a funeral. A deposit may still be required depending on the activity
- B) Fundraising activities for the community's youth will receive a 20% discount off rental fees
- C) Long term rentals may enter in an agreement with the Township at a Specialized rate agree upon with the Director of Community and Business Services and the renter

Forfeit of Deposit

Deposits will be retained when a cancellation of a facility rental is not done within 72 hours of the scheduled booking or if the facility needs repairs or cleaning

Definitions

Event Rate: An event rate for a hall will allow for access at 3pm on the day prior to the event and allow for a clean up until noon of the following day

Weekend rate: A weekend rate for a meeting room will allow the renter to access the space for Saturday and Sunday, uninterrupted by the other rentals

Non-Profit: An organization that serves the community without the intention of monetary or material gain, all funds or goods attained through rentals will be put back into services for the community

Cleaning Charge: As the renter is expected to leave the space as it was found, the renter will be charged for any cleaning required beyond the regular janitorial schedule

Schedule "F" To By-Law Number 21-061, as amended by By-law 22-005

Fees for Waste Disposal Site

Description	2022 Fee	2021 Fee
Bag Tags per book of 10	\$20 (\$2 each)	\$20 (\$2 each)
Large Single Item (e.g., mattress, table, rug)	\$12	\$12
Household Clean Up Card (up to 3 cu. Meters)	\$30	\$30
D-I-Y Construction Waste		
½ ton truck, full load (3 cu. Meters)	\$130	\$120
½ ton truck, half Load (1.5 cu Meters)	\$65	\$65
Single axle trailer, full load (3 cu Meters)	\$130	\$120
Single axle trailer, half load (1.5 cu meters)	\$65	\$65
Brush (under 3" in diameter)	No Charge	No Charge
Clean Wood (no nails, screws)	No Charge	No Charge
Stump Disposal (under 3" in diameter)	No Charge	No Charge

Schedule "G" To By-Law Number 21-061, as amended by By-law 22-005

Fees For Public Works Division

Description	2022 Fee	2021 Fee
Entrance Permit	\$230	\$230
Oversize Load Permit	\$200	\$200
Road Cut Application		
• Road 0-2.5 M2	\$255	\$255
• Road >2.5M2	\$55	\$55
Sidewalk 0-2.5 M2	\$280	\$280
• Sidewalk > 2.5 M2	\$80	\$80
• Curb 0-2.5 M2	\$230	\$230
• Curb > 2.5 M2	\$55	\$55

Schedule "H" to By-Law Number 21-061, as amended by By-law 22-005

Fees for Fire Department

Description	2022 Fee	2021 Fee
Report Letters	\$50.75	\$50.75
Site Inspection		
 Residential, daycare, group home 	\$50.75	\$50.75
Commercial, LLBO	\$101.50	\$101.50
 Re-Inspection (each visit) 	\$25.40	\$25.40
Response		
 Emergency Services Response (per vehicle 1st hour) 	MTO Rate	MTO Rate
 Emergency Service Response (per vehicle each ½ hour after) 	MTO Rate	MTO Rate
 Apparatus Standby at event (per vehicle each hour) 	\$152.25	\$152.25
• False Alarm -after 2 in 12 months	\$355.25	\$355.25
Open Burning		
 Contained open burn permit 	No Charge	No Charge
 Uncontained open burn permit 	No Charge	No Charge
 Attendance: No permit issued- officer only 	\$101.50	\$101.50
 Attendance: No Permit Issued - Fire Crew 	MTO Rate	MTO Rate
 Attendance: Failure to follow requirements of permits, officer only 	\$101.50	\$101.50
 Attendance: Failure to follow requirements of permit, Fire Crew 	MTO Rate	MTO Rate
Attendance: Out of Control	MTO Rate	MTO Rate

Description	2022 Fee	2021 Fee
Burn Offences		
Burn Prohibited Material	\$200	\$200
 Burn Materials in a municipal park 	\$125	\$125
 Burn material(s) without a valid Permit for open-air burning. 	\$200	
 Set and/or maintain more than one open-air burn at the same time. 	\$200	
 Fail to supervise a fire. 	\$200	
 Set, maintain, or permit an open- air burn, or set off fireworks when a Fire Ban is in place. 	\$500	
 Fail to adhere to terms and conditions defined for sizes/types/locations of open-air burning. 	\$125	\$125
 Intentionally filed an Unfounded Complaint 	\$125	\$125

Fire Training Center		
 Cancelation Less then 3-5 weeks before course starts 	\$100	
 Cancelation from course start date to 3 weeks before 	Full price of course registration	

Schedule "I" to By-Law Number 21-061, as amended by By-law 22-005

Fees for Water and Sewer Rates

Description	2022 Fee	2021 Fee
Size - 1½" or less		
Water Consumption up to 15m³	\$80.40	\$77.68
 Water Consumption after 15m³ (per cubic metre) 	\$2.835	\$2.797
 Sewer Consumption up to 15m³ 	\$75.91	\$73.34
 Sewer Consumption after 15m3 (per Cubic metre) 	\$2.389	\$2.36
Size – 2" or greater		
 Water Consumption up to 15m³ 	\$97.62	\$94.32
 Consumption after 15m³ (per cubic metre) 	\$3.748	\$3.70
 Sewer Consumption up to 15m³ 	\$92.17	\$89.05
 Sewer Consumption after 15m³ (per cubic metre) 	\$3.207	\$3.16
Water/Sewer Service connection meter	\$500	\$500
Water/Sewer Construction deposit	\$2,000	\$2,000
Non-Refundable Administration fee (included with construction deposit)	\$65	\$65
Frost Plate	\$65	\$65
Shut off Fee	\$65	\$65
Turn on Fee	\$65	\$65
After Hours Emergency Turn on and Shut off rate	\$350	\$350
Administration fee to transfer arrears balance to tax account (90 days in arrears)	\$35	\$35

Schedule "J" to By-Law Number 21-061, as amended by By-law 22-005

Planning & Property Standard Services

(Planning Act/Building Code Act)

Type of Application	2022 Fee	2021 Fee
Consent for review-Municipal review	+550	+ 450
 Land Severance (new lot, lot addition, easement or right of way) 	\$550	\$450
 Re-application for Land Severance where application has lapsed (only applicable when no changes from the original application are proposed) 	\$300	\$250
Minor Variance Application Fees		
Standard application fee includes	\$850	\$800
application for marine facilities and permission for Legal Non-Conforming Uses, Building or Structure	4030	\$
Zoning By-Law Amendment Application Fee		
 Rezoning/Special Exception/Temporary Use 	\$1,500	\$1,250
 Removal of Holding Provision 	\$300	\$300
Site Plan Control Minor		
Residential	\$550	\$550
Residential Amendment (Minor)	\$300	\$300
 Commercial/Industrial/Multi-Residential (< 500 m2) 	\$700	\$700
Commercial/Industrial Amendment (minor)	\$550	\$550
Site Plan Control Major		
Commercial/Industrial/ Multi-residential (501-100m²)	\$2,000	\$1,500
 Commercial/Industrial/Multi-residential (> 1000 M2) 	\$2,500	\$2,000
Commercial / Industrial / Multi-residential Amendment	\$800	\$800
Official Plan Amendment		
Official Plan Amendment	\$1,500	\$1,525

Type	of Application	2022 Fee	2021 Fee
	ng Operation (New or Expansions)		
•	Extraction limit under 100,000 tones per year	\$2,030	\$2,030
•	Extraction limit 100,000 and 500,000 tonnes per year	\$4,060	\$4,060
•	Extraction limit 500,000 up to 1,000,000 tones per year	\$7,105	\$7,105
•	Extraction limit of 1,000,000 tones or greater per year	\$10,150	\$10,150
DI	of Cub division / Con dominium		
	of Subdivision /Condominium	+4 070 : +50	+4 070 : +50
•	Draft Plan or Final Plan	\$1,270+\$50 per lot	\$1,270+\$50 per lot
•	Amendment to Draft Plan Conditions	\$510	\$510
•	Subdivision or Condominium Agreement	\$800	\$800
•	Amending Subdivision Agreement	\$760	\$760
•	Condominium Application	\$1,270+ \$50 per unit	\$1,270+ \$50 per unit
•	Exemptions from Condominium Approval	\$1,270+\$50 per unit	\$1,270+\$50 per unit
•	Removal of Part Lot Control/Deeming	\$340+ \$50 per lot	\$340+ \$50 per lot
Door	Review-All Application Types		
•	Deposit required for Peer Review-	Full retainer	Full retainer
	Application is required to pay full cost of any required peer review	cost to be paid to Township before review is commenced	cost to be paid to Township before review is commenced
Deve	lopment Agreement		
•	All Agreements including Municipal Responsibility Agreements, Development agreement related to consents or minor Variance	\$550	\$510
Onta	rio Land Tribunal Appeal (OLT)		
•	If any person other than the Applicant appeals any planning decision to the LPAT, the Applicant shall pay all the cost incurred by the Township	Township to be reimbursed for legal cost	Township to be reimbursed for legal cost

Туре	of Application	2022 Fee	2021 Fee
Outd	oor Solid Fuel Burning Appliance By-Law		
•	Amendment Application Fee	\$500	\$200
Prop	erty Standards		
•	Appeal of Order	\$305	\$305
•	Certificate of Compliance	\$155	\$155
Rene	wable Energy Projects		
•	Less than 10kW	\$70	\$70
•	10KW-1mW	\$355	\$355
•	Greater than 1mW	\$2,285	\$2,285
Road Requ	Closing/Road Use Road Extension		
•	Application fee	\$750	\$600
	, , , , , , , , , , , , , , , , , , ,	4.50	4000
Addi	tional Applications & Other Fees		
•	Processing of Lawyer's letter concerning a	\$100	\$50
	property's conformity to the official plan,		
	Zoning By-law, Site Plan agreement and or		
	another Agreement-per request		
•	Confirming of the existence of outstanding	\$100	\$50
	work order-per request		
•	Any other request not noted above - per	\$100	\$50
	request		
•	Copy of the Official Plan and Schedules -	\$0.25	\$0.25
	Current or former, per page		
•	Copy of the Official Plan and Schedules –	\$0.50	\$0.50
	Current or former, per page in colour		
•	Copy of Zoning By-Laws and Schedules –	\$0.25	\$0.25
	Current or former, per page		
•	Copy of Zoning By-Laws and Schedules –	\$0.25	\$0.50
	Current or former per page in colour		
•	By-law Amendment Application	\$500	\$205
•	File Search Fee, per hour	\$30	\$30
•	Sign Posting on Property for Application	\$50	\$50
•	Re-circulation fee for amended application	\$150	\$150

Notes:

- 1. All of the foregoing application fees are non-refundable and do not include any external cost that the Municipality may incur in connection with its review of the application, such as registration of agreement on title, Legal fees, third party peer review fee or any costs associated with advertising a notice in local newspaper when required. The applicant/owner shall be responsible for these costs. Fees not paid may be added to the tax roll of the subject property in accordance with the Municipal Act, SO 2001, C25.
- 2. All applications shall be considered mutually exclusive, and a fee is required for each application unless otherwise noted in the fee schedule.

Schedule "K" to By-Law Number 21-061, as amended by By-law 22-005

Civic Addressing

Type of Application	2022 Fee	2021 Fee
Civic Address Review		
 Assign address to single property 	\$50	\$50
 Application submitted as a requirement of plan of subdivision 	\$100	\$100
Road / Island Naming Applications - Owner Initiated		
Road/Island Naming	\$450 (plus advertising costs)	\$450 (plus advertising costs)
Installation		
 Address Blade and Post Installed by Township Staff 	\$100	N/A
 Road Sign Installed by Township in Public Road Allowance 	\$100	
Private Road Sign Installation	Cost to be determined by Agency	Cost to be determined by Agency
Blade and Post		
Blade	\$25	\$25
• Post	\$20	\$20
Replacement Civic Address Blades	\$25	\$25

Notes:

1. All applications shall be considered mutually exclusive, and a fee is required for each application.