

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 3164-2022

BEING A BY-LAW PURSUANT TO SECTION 391 OF THE MUNICIPAL ACT, S.O. 2001, AS AMENDED, TO IMPOSE FEES FOR SERVICES AND ACTIVITIES PROVIDED OR DONE BY OR ON BEHALF OF THE TOWNSHIP OF BROCK AND FOR THE USE OF MUNICIPAL PROPERTY

WHEREAS Section 391 of the *Municipal Act*, S.O. 2001, authorizes Council to impose fees for services and activities provided or done by or on behalf of the Township of Brock and for the use of municipal property; and

WHEREAS the Council of the Township of Brock deems it necessary to charge for certain services or activities provided or done by or on behalf of the Corporation and for the use of municipal property in order to meet the Corporation's financial obligations;

BE IT THEREFORE ENACTED by the Council of the Corporation of the Township of Brock as follows:

1. THAT the fees or charges for services, activities, and use of municipal property provided or done by or on behalf of the Corporation of the Township of Brock as set out in Schedules A, B, C, D, E, F, G, H, attached hereto are hereby established and imposed.
2. THAT the fees or charges imposed by section 1 of this by-law, as set out in the attached schedules, are due and payable to the Corporation of the Township of Brock upon performance by the Corporation of the Township of Brock of the service or activity for which any fee or charge is imposed.,
3. THAT in addition to any other remedy available to the Township of Brock, any fee or charge imposed pursuant to this by-law shall constitute a debt owing by the person for whom the said service or activity was provided to the Township of Brock, and the Township may, if such amounts remain unpaid after ten (10) days following notification of the amounts owing pursuant to section 4 herein, add the amounts owing to the tax roll for the real property of the person who is responsible for paying the fees or charges, and such amounts may be collected in like manner as municipal taxes subject to the enabling provisions contained within each applicable by-law.
4. THAT the Corporation of the Township of Brock shall, prior to adding any amounts owing pursuant to section 3 hereof to the tax roll of any property, provide at least ten (10) days written notice of its intention to do so.
5. THAT effective January 1, 2024, Department Heads be delegated to index fees annually using the greater of the October CPI Toronto rate or the prior year's property tax increase.
6. THAT department heads be delegated to assess deposit amounts and cost recovery charges in the event community groups damage or do not return Township of Brock equipment for events sponsored by the Corporation.
7. THAT the fees or charges are subject to HST legislation.
8. This By-law may be cited as the "Fees By-law".
9. By-law Number 3058-2021-FI as amended is hereby repealed in its entirety.
10. This By-law shall come into force and effect on the 1st day of January, 2023.

ENACTED AND PASSED THIS 12TH DAY OF DECEMBER, 2022.

Mayor
Walter Schummer

Clerks/Deputy CAO
Fernando Lamanna

Schedule "A"
Clerk's Department

Clerk's/Administration Department

Description	HST Status	Fee Excluding HST
Commission Affidavits & Certify True Copies – Residents (Up to 5 Documents)	Exempt	20.00
Additional Signatures	Exempt	5.00
Commission Affidavits & Certify True Copies – Non-Resident (Up to 5 Documents)		26.00
Additional Signatures	Exempt	5.00
Foreign Pension Affidavits & Commission Affidavits for Seniors 65+ (excluding MTO vehicle transfers)		Exempt
Photocopies (per page)	Taxable	0.55
Document Search - Non Freedom of Information Act - Per Hour (\$20.00 Minimum)		20.00
Boathouse Lease Transfer	Taxable	876.00
Film Permit (per film)		
Per day	Exempt	500.00
Three days	Exempt	1,000.00
Closed Meeting Investigator Request Fee	Exempt	50.00
Municipal Consent Forms for Liquor Licence Applications (includes Fire (Building Agency Letters)		225.00
	Exempt	

Licence Fees

Description	HST Status	Fee Excluding HST
Business Licenses		
Campgrounds Licensing - New	Exempt	285.00
Campgrounds Licensing - Renewal	Exempt	200.00
Chip Trucks	Exempt	570.00
Coffee Trucks - First Vehicle	Exempt	570.00
Coffee Trucks - Additional Vehicle	Exempt	345.00
Dog Daycare - New	Exempt	285.00
Dog Daycare - Renewal	Exempt	200.00
Hot Dog Carts	Exempt	285.00
Ice Cream Carts	Exempt	285.00
Kennel - New	Exempt	285.00
Kennel - Renewal	Exempt	200.00
Taxi Cab/Limousine Owner (New)	Exempt	570.00
Taxi Cab/Limousine Owner (Renewal)	Exempt	110.00
Taxi Cab/Limousine Owner Renewal After February 1	Exempt	165.00
Taxi Cab/Limousine Owner's Licence- Replacement	Taxable	30.97
Taxi Cab/Limousine Driver (New)	Exempt	110.00
Taxi Cab/Limousine Driver (Renewal)	Exempt	80.00
Taxi Cab / Limousine Driver Renewal After February 1	Exempt	140.00
Taxi Cab/Limousine Driver's Licence- Replacement	Taxable	30.97
Taxi/Limousine Plate- Replacement	Taxable	35.40
Wrecking Yard	Exempt	285.00
Wrecking Yard Renewal After February 1	Exempt	340.00
Permits and Other Licenses		
Burial Permits	Exempt	21.00
Burial Permits – After Hours & Weekends	Exempt	52.00
Marriage Licence	Exempt	140.00
Civil Marriage Solemnization	Exempt	450.00
Marriage Licence/Ceremony Package	Exempt	555.00
Cancellation of Ceremony <1 Days Notice	Exempt	450.00
Fence Variance Application (non-refundable)	Exempt	200.00
Prohibited Animal Licence (New)	Exempt	285.00
Prohibited Animal Licence (Renewal)	Exempt	200.00
Noise Exemption Application	Exempt	200.00
Parking Permit - Annual (Sunderland Memorial Community Centre and Sunderland Medical Centre)	Taxable	154.87
Parking Permit - Seasonal	Taxable	88.50
Parking Permit - Monthly	Taxable	17.70
Parking Permit - Nightly	Taxable	13.27

By-Law Department

Description	HST Status	Fee Excluding HST
Property Standards Administration Fee (plus costs associated with cleanup of property)	Exempt	75.00
Certificate of Compliance for each property which has had a Property Standards Order	Exempt	125.00
Certificate of Compliance for each property which has not had a Property Standards Order	Exempt	65.00
Property Standards Appeal Fee	Exempt	175.00
Property Standards Reinspection Fee	Exempt	175.00
Private Parking Administration Fee	Exempt	110.00
Animal Control – Appeal (Restraint/Muzzle Orders etc.)	Exempt	125.00
Licensing Appeal	Exempt	150.00

Schedule "B"
Finance Department

Finance Department

Description	HST Status	Fee Excluding HST
Treasurer's Certificate	Exempt	109.00
Tax Registration Fee (excluding legal costs)	Exempt	819.00
Deeds not provided – after 30 days	Exempt	11.00
NSF Cheque Fee	Exempt	52.00
Stop & Hold Payment	Exempt	26.00
Duplicate Receipt	Exempt	11.00
Tax Statement	Exempt	11.00
Reprint Bill (Current or First Prior Year)	Exempt	11.00
Ownership Change	Exempt	16.00
Mortgage Company Requests (Per Roll No.)	Exempt	11.00
Mortgage Company Arrears Notification Fee	Exempt	103.00
New Roll Number Assignment	Exempt	52.00
Correct or Transfer of an Electronic Payment	Exempt	26.00
Insertion of Liens to Property Tax Account	Exempt	26.00
Refund tax payment made in error by Mortgage Co. or lawyers	Exempt	26.00
Payment processing fee for unaccepted payment method	Exempt	26.00
Document preparation or search fees - per Hour (\$20.00 Minimum)	Taxable	67.00

Schedule "C"
Public Works Department - Roads

Public Works Department

Description	HST Status	Fee Excluding HST
Entrance Inspections (Existing Entrance)	Taxable	196.00
Entrance Inspection (New)	Taxable	366.00
Entrance Installation (with 16" x 26' culvert)	Taxable	1,916.00
Entrance Installation (time & material only)	Taxable	891.00
Road Occupancy Permit	Taxable	366.00
Municipal Consent	Taxable	140.00
Tile Drainage Loan Inspection Fee	Taxable	356.00

Schedule "D"
Public Works Department - Parks and Recreation

Ice Rental Rates - Effective September 1

Description	HST Status	Fee Excluding HST
Minor Hockey/Figure Skating/Ringette - Per Hour	Taxable	130.00
Local Schools - Per Hour	Taxable	130.00
Other Rentals - Prime Time - Per Hour		
- Monday to Friday 5:00 p.m. - 11:00 p.m.	Taxable	145.00
- Saturday 9:00 a.m. - 11:00 p.m.		
- Sundays 9:00 a.m. - 11:00 p.m.		
Other Rentals - Non-Prime Time - Per Hour	Taxable	130.00

Summer Ice Surface Rentals

Description	HST Status	Fee Excluding HST
Daily Rate (16 hour maximum)	Taxable	592.00
Half-Day Rate (8 hour maximum) Non-Alcohol	Taxable	319.00
Sports Activities – Per Hour (6 hour maximum)	Taxable	50.00

Auditorium Rental Rates

Description	HST Status	Fee Excluding HST
Room Rental - Daily (8 hours maximum)	Taxable	319.00
Tournament Rate to be applied in conjunction with an ice rental of 10 hours of more. Non-Alcoholic Events Only.	Taxable	173.00
Room Rental - Per Hour (Staff presently in arena)	Taxable	21.00
Room Rental - Per Hour (Staff to be called in)	Taxable	68.00
Blood Donor Clinics (6 hour maximum)	Taxable	82.00
Auditorium Refundable Deposit Rate	Exempt	309.00
<u>Admission Fees</u>		
Public Skating – 5+ years	Taxable	3.00
Roller Disco – 5+ years	Taxable	3.00
Public Skating - Family Rate (Family of 5)	Taxable	9.00
Shinny/Stick & Puck - All Participants	Taxable	5.00
Parent & Tot (Kids Skate Free) / Seniors	Taxable	2.00
Ticket Ice	Taxable	5.00
Birthday Party – 1 Hr. Ice Time + 1 Hr. Auditorium	Taxable	118.00
Sponsored Skate 2 Hr. Prime Time	Taxable	224.00
Sponsored Skate 2 Hr. Non-Prime Time	Taxable	179.00

Sports Field Use - Per Season

Description	HST Status	Fee Excluding HST
Per player, per sport	Taxable	10.00

Beaverton & Sunderland Town Hall Rental Rates

Description	HST Status	Fee Excluding HST
<u>Auditorium Rates*</u>		
Room Rental – Per Hour	Taxable	32.00
Room Rental – Daily (12 Hours – Rehearsal Included)	Taxable	319.00
Refundable Damage Deposit	Exempt	300.00
<u>Meeting Room & Banquet Room/Kitchen Rates*</u>		
Room Rental – Per Hour	Taxable	21.00
Room Rental – Daily Rate (8 Hours)	Taxable	103.00
Refundable Damage Deposit	Exempt	50.00

**Rate does not include the use of equipment which is not owned by the Township of Brock*

Beaverton Town Hall Players Rental Rates

Description	HST Status	Fee Excluding HST
Performance (Auditorium)	Taxable	232.00
Camp Performance	Taxable	124.00
Camp Daily Rate	Taxable	98.00
Theatre Camp – 3 Hours	Taxable	57.00
Meeting Room (For concerts & Performances)	Taxable	51.00

Sunderland Lions Club Rental Rates

Description	HST Status	Fee Excluding HST
Regular Meetings – Yearly Fee	Taxable	456.00
Music Festival – 3 Weeks (Exclusive Use)	Taxable	456.00
Special Events – Per Day	Taxable	137.00
Triple R Camp – Per Day	Taxable	98.00
Theatre Group – 4 Weeks (Exclusive Use)	Taxable	456.00
Theatre Group – Rehearsal Rate (Auditorium Only)	Taxable	224.00

Manilla & Wilfrid Town Hall Rental Rates

Description	HST Status	Fee Excluding HST
Room Rental – Per Hour	Taxable	15.00
Room Rental – Per Day (8 Hours)	Taxable	62.00
Refundable Damage Deposit	Exempt	100.00

Cannington Ball Diamond User Fees (No Association)

Description	HST Status	Fee Excluding HST
Per Player/Per Season- Any Age Group	Taxable	41.00
Non-Licensed Tournament (weekend use of 2 diamonds)	Taxable	324.00
Licensed Tournament (weekend use of 2 diamonds)	Taxable	536.00

Harbour Launch Fees

Description	HST Status	Fee Excluding HST
Daily Rate (in-out) - Non Resident	Taxable	14.00
Seasonal Pass (In-Out) - Non Resident	Taxable	118.00
3-Day Pass (In-Out) - Non Resident	Taxable	36.00
Daily Berthing Rate (Per Vessel Per Meter)	Taxable	2.00
Monthly Berthing Rate (Per Vessel Per Meter)	Taxable	32.00
Transient Vessels Declaring 3 Hour Stay	Taxable	
Seasonal Berthing Rate - Beaverton (May 1 - October 31 *Weather Permitting) (Maximum vessel 6.71 m length & 2.44 m width)	Taxable	592.00
Seasonal Berthing Rate - Thorah Island (May 1 - October 31 *Weather Permitting) (Maximum vessel 6.71 m length & 2.44 m width)	Taxable	592.00
Premium Seasonal Berthing Rate - Thorah Island: Grand-fathered vessels greater than maximum size (Per Vessel) (May 1 - October 31)	Taxable	52.00

Advertising Rates - Arenas

Description	HST Status	Fee Excluding HST
Wall Signs per Year	Taxable	170.00
Rink Board Signs per Year	Taxable	345.00
Ice Resurfacer per Year - Panel A - Front	Taxable	381.00
Ice Resurfacer per Year - Panel B - Right or Left	Taxable	453.00

Day Camp

Description	HST Status	Fee Excluding HST
Day Camp Registration Fee	Exempt	155.00
Super Early Bird Day Camp Registration Fee	Exempt	134.00
Early Bird Day Camp Registration Fee	Exempt	144.00
Winter/March Break Camp - Daily Rate	Exempt	31.00
Cancellation/Change Fee Per Week	Exempt	21.00
Late Pickup Fee - Per 5 Minutes	Exempt	5.00
Before <u>or</u> After care - Per Week	Exempt	25.00
Before <u>and</u> After care - Per Week	Exempt	41.00

Schedule "E"
Emergency Services

Fire Department

Description	HST Status	Fee Excluding HST
<u>General</u>		
Occurrence Reports	Taxable	134.00
Compliance Letters	Taxable	140.00
Fireworks Permit (including inspection)	Exempt	73.00
Special Events	Taxable	73.00
Fire Safety Training (Per Request) - Normal Working Hours - Per Hour	Taxable	124.00
Fire Safety Training (Per Request) - Outside Normal Working Hours - Per Hour	Taxable	181.00
Fire Safety Plan Review - Per Hour	Taxable	124.00
Preservation of Property in Non-Emergency Situations. (Any additional costs associated with the preservation of property in non-		
<u>Inspections</u>		
Institutional (Per Request)	Taxable	124.00
Day Care (Per Request)	Taxable	124.00
Assisted Living (Per Request)	Taxable	124.00
Liquor Licence Application, including patios (Per Request)	Taxable	124.00
Non-Residential – 1000 sq. m or less (Per Request)	Taxable	124.00
Non-Residential – Multiple Unit Occupancy Per Tenant (Per Request)	Taxable	124.00
Residential (Per Request) - Per Hour	Taxable	124.00
Re-inspections	Taxable	124.00
Miscellaneous	Taxable	124.00

Emergency Services

Description	HST Status	Fee Excluding HST
Response to Motor Vehicle Accident - Non Resident (Per apparatus/vehicle per hour or part thereof)		Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call
Response to Motor Vehicle Accident - Non Resident (Any additional costs of special supplies used, including, but not limited to, fire fighting foam and hazardous material absorbent)		Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call
Response to Motor Vehicle Fire - Non Resident (Per apparatus/vehicle per hour or part thereof)		Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call
Response to Motor Vehicle Fire - Non Resident (Any additional costs of special supplies used, including, but not limited to, fire fighting foam and hazardous material absorbent)		Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call
Response to HAZMAT Incident – Gas or Oils Spills (Per apparatus per hour or part thereof)		Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call
Response to HAZMAT Incident – Gas or Oil Spills (Any additional costs of special supplies used, including, but not limited to fire fighting foam, and hazardous material absorbent)		Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call
Fire Department Response / Fees / Indemnification Technology		Current MTO rate per hour per vehicle plus
Emergency Services on Roadway / Waterways / Railways (Services provided for emergencies involving damaged or faulty electrical power transmission and distribution lines and their associated hardware, vehicles, boats, PWC, or trains, on roadways, waterways or railways)		Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call

Alarm Services

Description	HST Status	Fee Excluding HST
Response to Malicious & Nuisance Alarms following three (3) responses within six (6) months (Per apparatus/vehicle per hour or part thereof) ** hourly personnel rate charged in addition**	Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call	
Response to False Alarm as a result of work performed on a fire alarm system or emergency system following two (2) responses within six (6) months (Per Apparatus/vehicle per hour or part thereof) **hourly personnel rate charged in addition**	Current MTO rate per hour per vehicle plus personnel costs plus any additional cost for each and every call	

Burn Permits - Per Applicant

Description	HST Status	Fee Excluding HST
Open Air Burn Permit	Exempt	21.00
Recreational Burn Permit	Exempt	21.00
Agricultural Burn Permit	Exempt	62.00
<u>Preventable Fires</u>		
Response to Unapproved Open Air Burning (Per apparatus/vehicle per hour or part thereof)	\$485 plus the hourly personnel rate	
Response to Unapproved Open Air Burning	Any additional costs of special supplies including, but not limited to, fire foam and hazardous material absorbent	

Schedule "F"
Animal Services

Pound Fees

Description	HST Status	Fee Excluding HST
Adoption - Dog	Taxable	162.00
Adoption - Puppies	Taxable	113.00
Adoption - Cat	Taxable	90.00
Adoption - Kittens	Taxable	72.00
Cat/Dog First Impoundment	Taxable	60.00
Cat/Dog Second Impoundment	Taxable	137.00
Cat/Dog Third Impoundment	Taxable	228.00
Cat/Dog Subsequent Impoundment	Taxable	449.00
Cat/Dog Impoundment Maintenance Fee per day	Taxable	14.00
Dog Tag - Spayed or Castrated	Exempt	25.00
Dog Tag - Any Other Dog	Exempt	30.00
Replacement Dog Tag	Exempt	2.00
Live Trap Service Rental - Per Day	Exempt	50.00
Surrender Fee - Dog	Exempt	78.00
Surrender Fee - Cat	Exempt	42.00
Surrender Fee – Cat & litter of kittens	Exempt	103.00

PAWS Boarding at Brock Animal Shelter Fees

Description	HST Status	Fee Excluding HST
Cat – Daily fee	Exempt	21.00
Additional Cat from same home and can be housed together – Daily fee	Exempt	21.00
Administered medication – Daily fee	Exempt	6.00

Schedule "G"
Development Services

Description	HST Status	Fee Excluding HST
Property Information Report	Taxable	145.00
Zoning Confirmation Letter	Taxable	145.00
Road Assumption Verification Letter	Taxable	140.00
<u>Site Alteration Permits</u>		
a) Applications for quantities of fill or site alteration less than or equal to 500 cubic metres:		
Application Fee	Exempt	536.00
Fee for each cubic metre of fill or site alteration	Exempt	2.00
Application fee for permit extension	Exempt	217.00
b) Applications for quantities of fill or site alteration greater than 500 cubic metres:		
Application Fee	Exempt	2,730.00
Fee for each cubic metre of fill or site alteration	Exempt	3.00
Application fee for permit extension	Exempt	1,092.00
c) Minimum Security for default of agreement to carry out work or other breach of Site Alteration By-law of fill permit conditions and obligations	Exempt	\$5,465 or such amount as determined by the Director
d) Security for maintenance of public highways used by trucks delivering or removing fill	Exempt	Amount determined by the Director
e) Other security deemed necessary by the CBO	Exempt	Amount determined by the Director
f) Additional inspections	Exempt	\$273.00
g) Fill quality testing	Exempt	Actual cost
<i>All fees do not include the cost of legal agreements or external consulting costs which may be charged to the applicant and which will</i>		
<u>Property Standards</u>		
Administration Fee for Services and Materials Expended by the Township in Carrying Out the Requirements of the Order, in Whole or in part	Exempt	100% of cost plus 25% administration fee