

# **The Corporation of the Township of Tyendinaga**

## **By-law 16-2022**

### **Being a by-law to establish and require payment of various fees & charges for the Township of Tyendinaga**

Whereas Section 11(2)7 of the Municipal Act, S.O. 2001, c.25, as amended authorizes municipalities to pass by-laws for services and things that the municipality is authorized to provide; and

Whereas Section 391(1) of the Municipal Act, S.O. 2001, c.25, as amended, authorizes municipalities to impose fees or charges for services or activities provided or done by or on behalf of it; and

Whereas Section 69 of the Planning Act authorizes a municipality and local Board to pass by-laws for fees for the processing of applications made in respect of planning matters;

Whereas Council of the Corporation of the Township of Tyendinaga deems it expedient to establish fees and charges for the Municipality;

Now therefore be it resolved that the Council of the Township of Tyendinaga enacts as follows:

1. That the fees and charges set out in the attached Schedule "A", "B", "C", "D", "E", "F", "G", and "H" shall become applicable upon receiving final passing thereof.

Schedule "A" Administration & Finance Fees  
Schedule "B" Dog and Kennel Licensing Fees  
Schedule "C" Recreation and Recreation Hall Fees  
Schedule "D" Waste Transfer Station Fees  
Schedule "E" Roads Department Fees  
Schedule "F" Civic Address Fees  
Schedule "G" Planning Fees  
Schedule "H" Fire Department Fees

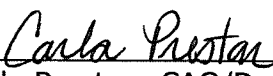
2. The fees and changes as listed in Schedules "A" to "H" to this By-law are subject to all applicable taxes.
3. The fees and charges as listed in Schedules "A" to "H" to this By-law are subject to applicable administration charges and interest charges as set by The Corporation of the Township of Tyendinaga.
4. Fees and charges listed on Schedules "A" to "H" to this by-law and imposed on a person or party, constitute a debt of the person or the party to The Corporation of the Township of Tyendinaga. Where there is statutory authority to do so, the Treasurer may add fees and charges imposed by this by-law to the tax roll for the property in the same manner as municipal taxes.
5. Should any part of this By-law, including Schedules "A" to "H", be determined by a Court of competent jurisdiction to be invalid or of no force and effect it is the stated intention of the Council of the Township of Tyendinaga that such invalid part of the by-law shall be severable and that the remainder of this By-law including Schedules "A" to "H", as applicable, shall continue to operate and to be in force and effect.

6. That schedules "A" to "H" attached hereto, is hereby adopted and forms an integral part of this by-law.
7. That By-laws #1983-11, #2012-10, #2012-11, #2015-30, and #2017-01 and any amendment thereto be hereby repealed.
8. That this by-law shall be known as the "General Fees and Charges By-law".
9. That this By-law shall come into full force and effect on March 21, 2021.

Read a first and second time this 7<sup>th</sup> day of March, 2022.

Read a third and final time and finally passed this this 7<sup>th</sup> day of March, 2022.

  
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Rick Phillips, Reeve

  
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Carla Preston, CAO/Deputy Clerk

**Schedule A to By-law 16-2022**

**Administration & Finance Fees**

(Amended February 6, 2023 by Resolution 46-2023)

<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
Photocopy/Fax (Local/Long Distance; North America only)	Per page	\$1.00	HST Exempt
Commissioning Documents (Affidavits/Declaration) - Non-Municipal Purpose - residents	Per document	\$10.00	HST Exempt
Commissioning Documents (Affidavits/Declaration) - Non-Municipal Purpose - non-residents	Per document	\$15.00	HST Exempt
Certification of Document – residents	Per first page per document, plus for each subsequent page	\$15 for first page per document, plus \$1 for each subsequent page	HST Exempt
Certification of Document – non-residents	Per first page per document, plus for each subsequent page	\$20 for first page per document, plus \$1 for each subsequent page	HST Exempt
Freedom of Information Requests (filing fee, copies, etc.)	Per request	\$5/request plus fees as prescribed as per the Act.	HST Exempt
Locating/Researching/Preparing Documents	Per 30 minutes	\$25.00	HST Exempt
Tyendinaga Township promotional items such as t-shirts, hats, clothing etc.	Cost	Cost plus 10%	HST
Lottery Licence	Per licence	3% of Prizes	HST Exempt
Civil Ceremony	Each Event	\$350.00	HST
Marriage Licence	Each Licence	\$130.00	HST Exempt
Tile Drain Loan Application	Per application	\$50.00	HST Exempt
Tile Drain Loan Early Payout	Per application	\$25.00	HST Exempt
Drainage Tile Loan - Inspection services	Per inspection	\$150.00	HST Exempt
Line Fences Act Administrative Fee		\$100.00	HST Exempt
Tax Certificate – Within 5-7 business days		\$50.00	HST Exempt
Tax Certificate – Rush – Within 1-2 business days		\$75.00	HST Exempt
Copy of Tax Bill or Statement on Account	Per Roll	\$15.00	HST Exempt
Tax Registration		Cost Recovery plus 10%	HST Exempt
Finance charge for unpaid taxes	Per month	1.25%	HST Exempt
Finance charge for outstanding accounts receivable	Per month	1.25%	HST Exempt
Charge for NSF cheque	Each cheque	\$50.00	HST Exempt
Additional Copy of invoice/statement and supporting documentation	Per invoice	\$5.00	HST Exempt
Administration Fee – Transfer unpaid accounts to Property Tax account	Per account	\$20.00	HST Exempt

**Schedule B to By-law 16-2022  
Dog and Kennel Licensing Fees**

<b>Dog Licensing</b>			
<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
If renewed by March 31	Per dog	\$20.00	HST Exempt
If renewed after March 31	Per dog	\$30.00	HST Exempt
New dogs obtained after March 31	Per dog	\$20.00	HST Exempt
Replacement of a lost tag	Per tag	\$10.00	HST Exempt

<b>Kennel Licensing</b>			
<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
If renewed by March 31	Per License	\$100.00	HST Exempt
If renewed after March 31	Per License	\$150.00	HST Exempt
New Kennel Licence obtained after March 31	Per License	\$100.00	HST Exempt
Additional Site Visit	Per Visit	\$50.00	HST Exempt

**Schedule C to By-law 16-2022**  
**Recreation and Recreation Hall Fees**  
(Amended February 6, 2023 by Resolution 46-2023)

<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
<b>Recreation Hall</b>			
Non-Prime Time Day Block	Per block	\$180.00	HST
Non-Prime Time Evening Block	Per block	\$200.00	HST
Non-Prime Time Full Day	Per day	\$342.00	HST
Prime Time Day Block	Per day	\$210.00	HST
Prime Time Evening Block	Per block	\$230.00	HST
Prime Time Full Day	Per block	\$396.00	HST
** Hourly Rate – Prime Time	Per hour	\$48.00	HST
** Hourly Rate – Non-Prime Time	Per hour	\$48.00	HST
Damage Deposit	Per rental	\$200.00	HST Exempt
COVID Screener	Per hour	\$19.76	HST
<b>Bar</b>			
Flat Rate	Per rental	\$100.00	HST
<b>Kitchen Only</b>			
Full Day	Per day	\$80.00	HST
Half Day	Per half day	\$50.00	HST
<b>Note to Hall Rentals</b>			
Prime Time: Friday after 4:00pm until 4:00pm Sunday			
Non-Prime Time: 4:01pm Sunday until 3:59pm Friday			
Daytime rentals consist of 'Day Block' during the hours of 8:00am-4:00pm			
Evening rentals consist of 'Evening Block' during the hours of 4:01pm-2:00am			
All 'Recreation Hall' rentals include the use of the kitchen			
<b>Meeting Room</b>			
Meeting Rate (max. 2hrs)	Per block	\$30.00	HST
Additional hour rate	Per hour	\$10.00/hour	HST
<b>Ball Diamonds</b>			
Hardball Diamonds	Per game	\$42.00	HST
Hardball Diamond with lights	Per game	\$102.00	HST
Softball Diamonds	Per game	\$17.50	HST
Grooming Service (line and drag)	Per request	\$20.00	HST
Tournament	Per diamond/ per day	\$65.00	HST Exempt if under 14
<b>Soccer Pitch</b>			
Soccer game/practice	Per game	\$12.00	HST Exempt if under 14
Soccer Tournament	Per pitch – Per day	\$45.00	HST Exempt if under 14

**Schedule C to By-law 16-2022**  
**Recreation and Recreation Hall Fees**  
(Amended February 6, 2023 by Resolution 46-2023)

<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
<b>Horse Ring</b>			
Full Day Rate	Per day	\$120.00	HST
<b>Recreation Grounds</b>			
Full Complex	Per day	\$750.00	HST
<b>Programs</b>			
Minor Baseball	Per player – Pre-Rookie	\$42.25	HST Exempt
	Per player - Rookie	\$72.50	HST Exempt
	Per player – Mosquito	\$120.75	HST Exempt
	Per player - Peewee	\$132.50	HST Exempt
	Per player - Bantam	\$163.00	HST
	Per player - Midget	\$163.00	HST
Youth Soccer	Per player U7	Res: \$48.00 Non-Res: \$60.00	HST Exempt if under 14
	Per player U9	Res: \$48.00 Non-Res: \$60.00	HST Exempt if under 14
	Per player U12	Res: \$48.00 Non-Res: \$60.00	HST Exempt if under 14
	Per player U17	Res: \$48.00 Non-Res: \$60.00	HST
Adult Mixed Beach Volleyball	Per team	\$193.20	HST
Adult Mixed 3-Pitch	Per team	\$281.75	HST
<b>Fitness Drop-ins</b>			
Adult Fitness Drop-in	Per person/ per class	\$5.00	HST
Adult Fitness Drop-in (Specialty)	Per person/ per class	\$8.00	HST

**Schedule D to By-law 16-2022**

**Waste Transfer Station Fees**

<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
Household waste in bags	Per bag	\$3.00	HST Exempt
Freon units (Refrigerators, freezers, water coolers, air conditioners, dehumidifiers, etc.)	Per item	\$36.00	HST Exempt
Porcelain sink, toilets, etc.	Per item	\$5.00	HST Exempt
Large furnishings/major household appliances	Per item	\$12.00	HST Exempt
Tires (10 tires maximum accepted per day per person)	Per tire	No Charge	HST Exempt
Tires over 10 tire maximum	Per tire above max	\$5.00	HST Exempt
After Hours Access Fee	Per visit	\$100.00 per entry plus applicable fees	HST Exempt
Recycle Bins	Per bin	\$15.00	HST
<b>Mattresses/box springs, etc.:</b>			
Crib to Cot Size	Per item	\$6.00	HST Exempt
Mattress or Box Spring	Per item	\$12.00	HST Exempt
Rugs, carpet, underlay, flooring etc.	Per yard	\$15.00	HST Exempt
<b>Truck Load (\$20 per cubic yard)</b>			
Standard Truck 2.2 cubic yards	Per level load	\$45.00	HST Exempt
Additional fee for heaped load	Per heaped load	\$10.00	HST Exempt
Full Sized Truck 2.96 cubic yards	Per level load	\$60.00	HST Exempt
Additional fee for heaped load	Per heaped load	\$10.00	HST Exempt
Trailer (4'x8') 2.54 cubic yards	Per level load	\$50.00	HST Exempt
Additional fee for heaped load	Per heaped load	\$10.00	HST Exempt
Trailer (6'x10'x2') 3.6 cubic yards	Per level load	\$72.00	HST Exempt
Additional fee for heaped load	Per heaped load	\$10.00	HST Exempt
Trailer (6'x10'x3' and up) 6.6 cubic yards	Per level load	\$130.00	HST Exempt
Additional fee for heaped load	Per heaped load	\$10.00	HST Exempt

**Schedule E to By-law 16-2022**  
**Roads Department Fees**

<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
<b>Excess Load Permits</b>			
Excess Load Permit-One time	One-time	\$60.00	HST Exempt
Excess Load Permit-Annual	Annual	\$240.00	HST Exempt
<b>Equipment</b>			
Grader	Per hour	\$120.00	HST Exempt
Rubber tire backhoe	Per hour	\$100.00	HST Exempt
Tandem dump truck	Per hour	\$90.00	HST Exempt
Water truck	Per hour	\$90.00	HST Exempt
Pick-up truck	Per hour	\$35.00	HST Exempt
Tractor with mower	Per hour	\$90.00	HST Exempt
Plate tamper (per day)	Per day	\$55.00	HST Exempt
Pick-up with brush chipper	Per hour	\$90.00	HST Exempt
Foreman with pick-up	Per hour	\$75.00	HST Exempt
Labourer	Per hour	\$35.00	HST Exempt
Pay Loader	Per hour	\$120.00	HST Exempt
Labourer with chainsaw	Per hour	\$45.00	HST Exempt
Backhoe with rotary broom	Per hour	\$120.00	HST Exempt
Pick-up truck with trailer	Per hour	\$45.00	HST Exempt
<sup>3</sup> / <sub>4</sub> ton truck with snowplow/sander	Per hour	\$55.00	HST Exempt



**Schedule F to By-law 16-2022****Civic Address Fees**

<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
Establish Civic Address- Blade, post and installation	Per post and sign	\$120.00	HST Exempt
Civic Address - Installation of replacement blade and/or post	Per post and sign	\$100.00	HST Exempt
Civic Address - Replacement blade	Per sign	\$60.00	HST Exempt
Entrance Permit – New - Twp Road	Per permit	\$1560.00	HST Exempt
Entrance Permit – New – Old County Road	Per permit	\$2160.00	HST Exempt
Safe Site Entrance	Per entrance	\$100.00	HST Exempt

**Schedule G to By-law 16-2022**

**Planning Fees**

<b>Fee Name</b>	<b>Unit</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
<b>Zoning By-law Amendment</b>	Per application	\$1000.00	HST Exempt
<b>Site Plan Control</b>	Per application	\$800.00	HST Exempt
Renewal	Per application	\$400.00	HST Exempt
Deposit	Per application	\$5,000.00	HST Exempt
<b>Removal of Holding (H) Symbol from Zoning</b>	Per application	\$250.00	HST Exempt
<b>Part Lot Control</b>	Per application	\$750.00	HST Exempt
<b>Deeming By-law</b>	Per application	\$750.00	HST Exempt
<b>Minor Variance Application</b>	Per application	\$1,000.00	HST Exempt
<b>Tyendinaga Refund Policy:</b>			
<b>Zoning By-law Amendments and Site Plan Control</b>			
If an application has been submitted to the Township but no administrative functions have been performed	Per application	90%	HST Exempt
If a report has been prepared and/or other administrative functions have been performed on application, but the application has not proceeded to Council and/or a Public Meeting	Per application	50%	HST Exempt
If the application and report have been considered by Council and/or a Public Meeting has been held	Per application	No Refund	HST Exempt
<b>Minor Variances</b>			
If an application has been submitted but no administrative functions have been performed	Per application	90%	HST Exempt
If a report has been prepared and/or other administrative functions have been performed on an application, but the application has not been considered by the Committee of Adjustment	Per application	50%	HST Exempt
If the application and report have been considered by the Committee of Adjustment	Per application	No refund	HST Exempt
<b>Encroachment Agreement</b>	Per agreement	\$250.00	HST Exempt
<b>Cash in Lieu of Parkland</b>	Per application	\$900.00/lot	HST Exempt
<b>Zoning Compliance Certificate</b>			
Within 5-7 business days	Per property	100.00	HST Exempt
Rush – Within 1-2 business days	Per property	\$125.00	HST Exempt
<b>Planning Documents</b>			
• Comprehensive Zoning By-law	Per copy	\$100.00	HST Exempt
<b>Quinte Conservation Review</b>	Per application	Current Quinte Conservation Rate	HST Exempt

All planning services and applications listed within this schedule are subject to recovery of Third-Party Fees including but not limited to planners, engineers, solicitors, surveying, legal agreements or opinions, conservation authorities etc. shall be recovered at cost.

**Schedule H to By-law 16-2022  
Fire Department Fees**

<b>Service</b>	<b>Description</b>	<b>Detail</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
Letters	Compliance / Clearance Letter Fire Investigation Report	Letters and/or copies of reports requested by or for; lawyers, insurance companies, real estate brokers, builders, request at sale of property.	\$100.00	HST Exempt
Fire Inspections	By Request	Per report	\$100.00	HST Exempt
Inspection Orders	Preparation of an Inspection Order under Section 21 of the Fire Protection & Prevention Act	To cover the cost to prepare an Inspection Order due to fire safety issues.	\$150.00	HST Exempt
Air Bottle Refills	Filling air bottles for non- fire services	Per Bottle	\$8.00	HST Exempt
False Alarms	Monitored Automatic Fire Alarm Systems	Calculated Based MTO Current Rates – Per call (first call per calendar year – no charge)	Cost Recovery	HST Exempt
Additional firefighting resources	FD incurs additional expenses (chemicals, foams, devices, absorbent material)	All additional costs incurred	Cost Recovery	HST Exempt
Use of heavy equipm ent	Where a building, or part of a building, has to be pulled down due to safety; to assist with firefighting and / or a fire investigation	All additional costs incurred	Cost Recovery	HST Exempt
Motor Vehicle Collision	MTO Roads and Township Roads	Current Ministry of Transportation Vehicle Accident Rate (MTO) - (Per hour/truck)	Current MTO Rate Per Hour/Per Truck	HST Exempt
Clean up of hazardous materials spills	Clean up material and / or use of an outside contractor	Current Ministry of Transportation Vehicle Accident Rate (MTO) - Hourly Rate plus applicable fees	Cost Recovery	HST Exempt

**Schedule H to By-law 16-2022**

<b>Service</b>	<b>Description</b>	<b>Detail</b>	<b>Fee (Excluding HST)</b>	<b>Applicable Taxes (HST 13% or HST Exempt)</b>
Securing of Premises after an alarm	Use of an outside contractor	All costs to secure premises	Cost Recovery	HST Exempt
Cost of firefighter to attend event	Cost for a firefighter over and above all other fees for alarms		\$30.00 Per firefighter/ per hour	HST Exempt
Open Air Burning Permits	Fire Burn Permits		\$20.00	HST Exempt
Surcharge for Online Purchase of Open-Air Burning Permits.	Fire Permit purchased online through fire website using PayPal Service	PayPal Charges 30 cents plus 2% pf the purchase	\$1.50	HST Exempt

**Fire Department Fees**

**Schedule H to By-law 16-2022  
Fire Department Fees**

**Administration and Enforcement of Spills Act and Transportation of Dangerous Goods Act**

The cleanup of hazardous material spills shall be charged at the Ministry of Transportation (MTO) rate plus the costs of any cleanup materials or contractors used in the clean-up and shall be payable by the person or persons creating or causing such spills as determined at the sole discretion of the Fire Chief of the Township of Tyendinaga Fire Department.

**Securing of Premises**

Securing of premises after a fire (i.e., by sealing or boarding of doors and windows, etc.) shall be charged at an hourly rate plus the current level of overhead and materials used. If firefighters are employed for barricading the rate shall be the current hourly rate of the department per firefighter and such charges shall be payable by the owner or owners of the premises. If a situation arises where the building or part of the building is deemed unsafe and must be demolished, the actual costs for the equipment and labour will be the responsibility of the owner or insurance agent of the property.

**Securing Premise for Investigates under the F.P.P.A and Ontario Fire Code.**

If Tyendinaga Township Fire Department requires any call location to be secured for the purpose of maintaining evidence during an active investigation, the Owner, Renter and/or Insurance Company will be responsible for the cost incurred by the Fire Department.

**Fire Prevention Event requested by a Company or organization**

In the Event that Tyendinaga Fire Department is requested or required by a Company or Organization to Provide Fire Prevention or Fire Protection services during an organized event, with the exception of a Township Event, Tyendinaga Township Fire Department will recover all costs and resources used during the event.

**Additional firefighting resources**

In the event the Fire Department requires the use a foam firefighting agent, dry chemical agent or any absorbent booms / socks / pads, the replacement costs will be the responsibility of the owner of the property or insurance agent.