



The Corporation of the Township of Adjala-Tosorontio

By-law 2024-012 (Consolidated – as amended)

FEES AND CHARGES BY-LAW

A By-law to Establish Fees and Charges to be Collected by the Corporation of the Township of Adjala-Tosorontio and to Repeal By-law 2023-39

Consolidation		
Amendment No. 1	By-law 2024-027	April 10, 2024
Amendment No. 2	By-law 2024-064	October 9, 2024
Amendment No. 3	By-law 2024-079	December 11, 2024

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The Corporation of The Township of Adjala-Tosorontio

By-Law No. 2024-012

A By-law to Establish Fees and Charges to be Collected by the Corporation of the Township of Adjala-Tosorontio and to repeal By-law 2023-39

WHEREAS pursuant to Section 9 of the Municipal Act, 2001, S.O. 2001, c25 a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to Section 8(1) of the Municipal Act, 2001, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 391 of the Municipal Act, 2001, provides that a Municipality may pass by-laws imposing fees and/or charges 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 By-laws imposing such fees and charges are authorized by the Municipal Act, 2001, and various other statutes;

AND WHEREAS it is deemed necessary to pass such a by-law and update the fee and charges to be collected by the Corporation of the Township of Adjala-Tosorontio;

NOW THEREFORE the Council of Township of Adjala-Tosorontio hereby ENACTS AS FOLLOWS:

SHORT TITLE

This By-law shall be known as the Fees and Charges By-law.

1. THAT Council hereby establish the fees and charges as set out in Schedule "A" attached hereto and forming part of this By-law, and any person requesting or applying for the services list in Schedule "A" shall be pay the fees listed for that service or approval.
2. THAT despite the provisions of Section 2, Council in its discretion, upon application to it, may waive or reduce the fees set out in Schedule "A" for any person, on a one time or on a continuing basis.

3. THAT notwithstanding Section 3, the Fire Chief at his/her/their discretion may also waive or reduce fees set out under Emergency Services.
4. THAT the fees and charges as listed in the schedule attached hereto and forming part of this by-law will be subject to tax where applicable in addition to the fees listed in the attached schedule.
5. THAT where a deposit is required under this By-law for services rendered by the Municipality, and actual costs exceed the deposited amount, such costs shall be deemed to be fees owing under this By-law and Section 5 of this By-law shall pertain to such outstanding costs.
6. THAT if for any reason fees and charges owing under this By-law, except for those listed under Emergency Services remain unpaid after 30 days, same shall bear interest at the rate of 1.25% per month until paid in full.
7. THAT if a property owner who is charged a fee or charge under this By-law fails to pay the fee or charge within ninety days of receipt of an invoice, the Corporation may add the fee or charge, including interest, to the tax roll for any real property in the Township of Adjala–Tosorontio registered in the name of the owner and collect the fee or charge, including interest, in like manner as municipal taxes.
8. THAT a fee or charge imposed upon a person under this By-law, including any interest charges and costs of collection, constitutes a debt of the person to the Corporation.
9. THAT security deposits shall be collected when services rendered and will be reimbursed upon compliance of the agreement unless specified otherwise.
10. THAT where this By-law established a fee and charge for a fee that also exists in another By-law that predates the effective date of this By-law, the fee and charge in this By-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
11. THAT should any part of this By-law, including any part of the Schedule, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provision or part of the Schedule so declared to be invalid.
12. THAT By-law 2023-39 is hereby repealed, and this By-law supersedes any corresponding by-law of the Township of Adjala-Tosorontio which, through inadvertence, may not have been repealed.

ENACTMENT

THAT the provisions of this By-law shall take full force and effect on the day of its passing.

THAT notwithstanding anything contrary to the rules of procedure, this By-law be introduced and read a first and second time and be considered read a third time and finally passed this 14th day of February, 2024.

Scott W. Anderson, Mayor

Office Consolidation

Robin Reid, Clerk

The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

	2024 Fees
ADMINISTRATION	
General Administration Fees	
Township Pins	\$1.00
Facsimile services – each page	\$1.00
NSF Cheque	\$35.00
Sewage Disposal System record search fee and/or letter	\$75.00
Photocopying	
Black & White – letter – per page	\$0.25
Black & White – legal – per page	\$0.30
Black & White – ledger – per page	\$0.35
Colour – letter – per page	\$0.35
Colour – legal – per page	\$0.40
Colour – ledger – per page	\$0.45
Official Plan Schedules – ledger size – per page	\$0.35
Per Agenda Package	\$25.00
Certifying and Commissioning	
Certifying true document – per document	\$20.00
Commissioning of Oath – per document	\$20.00
Commissioning of pension document	N/C
Marriage Services	
Marriage Licence	\$115.00
Marriage Ceremony	\$300.00*
Staff Witness	\$25.00/ea.
Fence Viewers	
Application under Line Fences Act	\$200.00
Freedom of Information – As legislated by MFIPPA	
Application Fee	\$5.00
Search time – per 15 minutes (for General Info Reg only)	\$7.50
Preparation of records for disclosure – per 15 minutes (for General info Reg)	\$7.50
Computer Programming – per 15 minutes (for General info Reg)	\$7.50
Copies – per page	\$0.20
USB – each	\$10.00
Other Invoiced Costs	As per Invoice
Lottery Licences	
Raffle	3% of prize value
Breakaway – per deal	3% of prize value
Bingo (per event)	3% of prize value
Raffle: for Max Prize of \$1,000	N/A
Raffle: over \$1,000	N/A
Nevada	3% of prize value
FINANCE	
Maps	
Township of Adjala-Tosorontio Map	\$7.00*
Zoning By-law Map – ledger size – per page	\$0.35*
Special mapping – ledger size – per page	\$0.35*
Tax Collection	
Municipal tax sales – process and documents – per tax roll at full cost recovery	Costs
Tax certificate	\$50.00
Taxation search fee – per property	\$50.00

*HST Applicable

The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

	2024 Fees
Returned cheque (NSF/Account Closed/ etc)	\$35.00
Search of tax assessment rolls to provide information in respect of ownership and tax statues – per letter	\$10.00
Administrative Fee (charges added to Tax Roll)	\$35.00
PARKS AND RECREATION	
Facility Rentals	
Municipal Centre Public Room	
Resident – 3 hours or less – per event weekend	\$40.00*
Resident - maximum 7 hours - per event weekday	\$90.00*
Resident – 3 hours or less – per event weekend	\$50.00*
Resident - maximum 7 hours - per event weekend	\$120.00*
Non-Resident – 3 hours or less – per event weekday	\$75.00*
Non-Resident - maximum 7 hours - per event weekday	\$150.00*
Non-Resident – 3 hours or less – per event weekend	\$100.00*
Non-Resident - maximum 7 hours - per event weekend	\$175.00*
Commercial - maximum 7 hours - per event weekday	\$150.00*
Commercial - maximum 7 hours - per event weekend	\$200.00*
Reg. Charitable Organization based within the Township - 12 free uses weekday/weekend	N/C
After 12 uses - per event	\$25.00*
Reg. Charitable Organization based outside the Township - per event weekday/weekend	\$35.00*
Gazebo (Includes use of two junior soccer fields)	
Resident – 2 hours or less – per event weekend/weekend	\$20.00*
Resident - maximum 5 hours - per event weekday/weekend	\$50.00*
Non-Resident – 2 hour or less – per event weekday/weekend	\$25.00*
Non-Resident - maximum 5 hours - per event weekday/weekend	\$75.00*
Commercial - maximum 5 hours - per event weekday/weekend	\$100.00*
Reg. Charitable Organization based within the Township - 12 free uses weekday/weekend	N/C
After 12 uses - per event	\$15.00*
Reg. Charitable Organization based outside the Township - per event weekday/weekend	\$20.00*
Ball Diamond Rental	
Minor – per hour	\$8.00*
Adult – per hour	\$12.00*
Tournament - per day – minor/adult	\$70.00*
Concession stand - maximum 5 hours - per event	\$20.00*
Concession stand - per Tournament day	\$25.00*
Porto let - per day	At cost
Soccer Field Rental	
Minor – per hour	\$8.00*
Adult – per hour	\$12.00*
Tournament - per day – minor/adult	\$70.00*
Porto let - per day	At cost
PUBLIC WORKS	
Entrances	
Residential Entrance - permits with culvert (installed by owner)	\$250.00
Residential Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00
Residential Entrance - permits no culvert	\$250.00
Commercial Entrance - permits with culvert (installed by owner)	\$350.00
Commercial Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00
Commercial Entrance - permits no culvert	\$350.00
Fill Entrance - permits (installed by owner, if necessary)	\$500.00
Fill Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00

*HST Applicable

The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

	2024 Fees
General Public Works Fees	
Road occupancy permit fee + \$2,000 Deposit	\$200.00
Road cut - permits plus costs + \$2,000 Deposit	\$400.00
Oversized load permit	\$200.00
Public Works and Engineering Compliance Letter	\$200.00
Legal documentation for lifting .3m reserve for private purposes	\$500.00
Public Works reoverable per hour time and materials in accordance with 127 rates as per amended Ministry of Transportation current Ontario Provincial standard specifications, plus municipal costs	Cost + 10%
Municipal Numbering	
Purchase of a municipal number sign	\$40.00
Purchase of a post	\$25.00
Installation only	\$125.00
Installation of sign, plus all material (sign & post)	\$190.00
Equipment	
Dump truck - t1 - per hour	\$110.00
Dump truck - t10 - per hour	\$110.00
Dump truck - t11 - per hour	\$110.00
Dump truck - t12 - per hour	\$110.00
Dump truck - t13 - per hour	\$110.00
Dump truck - t14 - per hour	\$110.00
Dump truck - t15 - per hour	\$110.00
Dump truck - t16 - per hour	\$110.00
Dump truck - t17 - per hour	\$110.00
Dump truck - t18 - per hour	\$110.00
1 ton (s) - d1 - per hour	\$44.00
1 ton (s) - d3 - per hour	\$110.00
1/2 ton - p4 - per hour	\$40.00
1/2 ton - p1 - per hour	\$40.00
4x4 - p2 - per hour	\$40.00
3/4 ton (s) - p5 - per hour	\$42.00
3/4 ton (n) - p6 - per hour	\$42.00
3/4 ton - p8 - per hour	\$42.00
Culvert trailer - per hour	\$29.00
Farm tractor - per hour	\$89.00
Brusher - per hour	\$34.00
Backhoe (s) - per hour	\$97.00
Backhoe (n) - per hour	\$97.00
Grader (n) - per hour	\$318.00
Grader (s) - per hour	\$318.00
Loader (s) - per hour	\$100.00
Loader (n) - per hour	\$100.00
Flail mower - per hour	\$19.00
Sweepster - Per Hour	\$17.00
Chain saws - Per Hour	\$4.00
Hot Box - Per Hour	\$36.00
Quick cut - Per Hour	\$4.00
Signs - Per Hour	\$2.00
Closure barriers - Per Hour	\$4.00
Sign trailers - Per Hour	\$12.00
Man Hours	
Labour - Per Hour	\$49.00
Operator - Per Hour	\$51.00
Lead hand - Per Hour	\$52.00
Foreman - Per Hour	\$54.00
Supervisor - Per Hour	\$58.00

*HST Applicable

The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

	2024 Fees
Site Alteration and Fill Permit	
Minor (Up to 300m3)	
Application	\$1,000.00 + \$2.00/m3
Permit Amendment	\$500.00
Plans & Reports Review	\$500.00
Security Deposit for Review	\$1,500.00
Permit Renewal/Extension	\$500.00 + \$2.00/m3
Major (Above 300m3)	
Application	\$2,000.00 + \$2.00/m3
Permit Amendment	\$1,000.00
Plans & Reports Review	\$1,000.00
Security Deposit for Review	\$5,000.00
Permit Renewal/Extension	\$1,000.00 + \$2.00/m3
Site Alteration & Fill Management Plan Amendment	\$500.00
Site Alteration & Fill Agreement	\$2,000.00
Site Alteration & Fill Agreement Deposit Site	\$5,000.00
Alteration & Fill Agreement Amendment	\$1,000.00
Release of Agreement	\$500.00
Agricultural	
Application	\$1,500.00 + \$2.00/m3
Permit Amendment	\$500.00
Plans & Reports Review	\$500.00
Security Deposit for Review	\$1,500.00
Permit Renewal/Extension	\$750.00 + \$2.00/m3
Other	
Security Deposit (Roads)	As Determine by Township Engineer
Pre-Consultation	\$250.00
Consultant/Legal Fees	Cost + 15% Administration Fee
Extra Inspections	\$150.00
Consultant Inspections	Cost + 15% Administration Fee
Transfer of Permit	\$500.00
Issuance/Removal of Stop Work Order	\$250.00
Fill Permit Site Plan	
Site plan review (1 review assumed)	\$100.00
Site inspection (minimum 2 required at \$75.00 – per inspection)	\$150.00
Security – minimum deposit	\$1,000.00
BY-LAW AND ENFORCEMENT	
By-Law Complaint/Compliance Visits	
First visit will be subject to investigation and recommendations (if warranted)	Notice/Orders
Second visit per complaint (if compliance not obtained)	\$150.00
Third visit per complaint	\$150.00
Each subsequent visit per complaint	\$150.00
Property Standards Bylaw	
Property Standards Order Appeal Fee	\$250.00
Sign Permit	
Up to 32 sq. ft.	\$100.00
Up to 64 sq. ft	\$175.00
Over 64 sq. ft., plus applicable building permit fee	\$250.00

*HST Applicable

The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

	2024 Fees
Sign Non-Compliance	
Monthly fee for signs that require a permit that are erected without the issuance of a permit, charged until compliance is met.	
Up to 32 sq. ft.	\$500.00
Up to 64 sq. ft.	\$750.00
Over 64 sq. ft.	\$1,500.00
Annual Licence Fees	
Refreshment vehicle and/or catering truck	\$250.00
Kennel License	
Breeding Kennel Licence (New Licence)	\$400.00
Boarding Kennel Licence (New Licence)	\$400.00
Breeding Kennel Licence (Annual Renewal)	\$150.00
Boarding Kennel Licence (Annual Renewal)	\$150.00
Dog Licensing	
Annual Fee for Licensing Dogs	
Neutered/spayed prior to and including March 31st	\$22.00
Intact prior to and including March 31st	\$35.00
Neutered/spayed as of April 1st	\$40.00
Intact as of April 1st	\$50.00
Replacement dog tag (picked up at Municipal Office)	\$0.50
Assistance Dogs and Livestock Protection Dogs	N/C
Surcharge to cover mailing cost	\$2.00
Online purchase – at the above rates	See above
Failure to Obtain Dog Licence	\$100.00
Annual Fee for Licensing Dangerous Dogs	
Neutered/spayed	\$250.00
Intact	\$350.00
Failure to Obtain Dangerous Dog License	\$350.00
Dangerous Dog/Notice to Muzzle Order Appeal Fee	\$250.00
Dog Handling Fees (payable by owner at the time of pickup of dog from Township Canine Control Contractor)	
First time dog is seized - Licensed	\$50.00
First time dog is seized - Unlicensed	\$75.00
Second time dog is seized	\$200.00
Third and subsequent time(s) dog is seized	\$300.00
Note: Plus actual costs incurred by the Township Canine Control Contractor	
Poundage Fees (payable by owner at the time of pickup of livestock from Pound keeper)	
Administration Fee	\$25.00
Bulls & Stallions over 12 months per animal per day	\$30.00
All other Cattle/Horses	\$30.00
Sheep, Goats, Board or other Pigs, Rams	\$15.00
Geese or Other Poultry	\$5.00
Pick up of livestock on public property – min. fee up to and including the first three (3) hours, **plus mileage**	\$150.00
Swimming Pool Fencing Permit	
Fence for Swimming Pool	\$250.00
Source Water Protection	
Each property on municipal water will be issued a flat fee for septic system inspections which will be added to the third quarter water billing	\$15.00

[Amended by By-law 2024-079]

[Amended by By-law 2024-064]

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*HST Applicable

The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

	2024 Fees
Review and approve the Risk Management Plan Submitted by resident, per hour	\$100.00
Develop Risk Management Plan, per hour	\$100.00
Enforcement of Risk Management Plan, per hour plus all legal and other costs	\$100.00
Inspection of Septic Systems not billed within the Municipal Water systems	\$100.00
Inspection for Compliance with Risk Management Plan or to investigate a potential threat	\$150.00
WATER FEES	
Water on	\$50.00
Water off	\$50.00
After hours water on/off	\$228.00
Supply water to builders on a temporary permit basis per lot/dwelling	\$250.00
Inspection of Existing services	\$75.00
Water Connection Fee (New Service or after decommissioning)	\$6,326.47
Water Inspection Fee (New Service)	\$80.00
Hydrant connection (Bulk Water) per connection charge plus total cubic meter usage rate	\$250.00
Non-Metered Monthly Water Fee	\$250.00
Meter Packages	
5/8" x 3/4" Meter Pkg	\$737.00
1 " meters or larger = quote required (supplier cost + 10 % admin fee)	Quote required
Single meter components = quote required (supplier cost + 10% admin fee)	Quote required
Water Financial	
Water Certificate/final meter reading request	\$40.00
Returned cheque (NSF/Account Closed/ etc.)	\$35.00
Water payment is not received by the due date; the Township shall charge a penalty of five per cent (5%) on accounts not paid by the due date	
SEWER FEES	
Sewer reconnection due to disconnection of services	\$50.00
Sewer Inspection Fee (New Service)	\$80.00
Sewer Connection Fee (New Service or after decommissioning) area specific: Everett	\$16,359.51
Sewer Connection Fee (New Service or after decommissioning) area specific: Colgan	\$23,697.48
FIRE SERVICES	
Fire Inspections & Permits	
Paid Inspections Commercial (Group A,D, & E Occupancy)	
Inspect base building or one occupancy plus common elements up to 10,000 sq. ft (929 sq. M.) – per hour inspect	\$75.00
Each additional 3000 sq. ft. (279 sq. M.) – per hour	\$75.00
Inspect each occupancy in addition to base building – per hour	\$75.00
Repeat follow-up inspections on a violation – per hour	\$75.00
Paid Inspections Industrial (Group F Occupancy)	
Inspect base building or one occupant up to 10,000 sq. ft, (929 sq. M.) – per hour	\$75.00
Inspect base building or one occupant & common elements – per hour	\$75.00
Inspect each tenant/occupant in addition to base building – per hour	\$75.00
Inspect Base Building or One Occupant up to 10,000 sq. ft. (929 sq. M.)	
Inspect base building or one occupant & common elements first 10,000 sq. ft. (929 sq. M.) – per hour	\$75.00
Inspect each additional 3000 sq. ft. (279 sq. M.) – per hour	\$75.00
Repeat follow-up inspections on a violation – per hour	\$75.00
Paid Inspections Residential (Group C)	
Daycare, Group Home, Single Family Residence, PLASP, 1 to 2 floors – per hour	\$75.00
Multi-Tenant Low Rise – 3 to 6 floors – per hour	\$75.00
Inspect base building – per hour	\$75.00

[Amended by By-law 2024-027]

*HST Applicable

The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

	2024 Fees
Inspect each tenant/occupant/apartment – per hour	\$75.00
General Fire Fees	
Fire Route Application	\$75.00
Outdoor functions: Weddings, Special Events – per address	\$75.00
Permit to light a fire	\$20.00
Large Burn Inspection	N/C
Permit for Outdoor Wood Burning Appliance	\$200.00
Marijuana Grow-op Investigation and Compliance Inspections – per address – per hour	\$75.00
Propane Licence application Review – per hour	\$75.00
Fire Extinguisher training – per hour	\$75.00
Inquiries for reports pertaining to emergency responses and/or information relating to emergency calls	\$75.00
File Search/Fire Reports information – per address	\$75.00
Posting of licence	\$75.00
EMERGENCY RESPONSES	
1. For responding to nuisance false alarms	
a. First false alarm in any calendar year will be subject to investigation and recommendations	N/C
b. Second fire alarm in any calendar year	\$649.00
c. Third & subsequent false alarms in any calendar year – per vehicle – per hour	\$649.00
d. For each additional one – half hour or part thereof	\$324.50
2. For responding to false alarms occurring as a result of work being performed on a first alarm system or emergency system	
a. First false alarm in any calendar year will be subject to investigation and recommendations	N/C
b. Second fire alarm in any calendar year	\$649.00
c. Third & subsequent false alarms in any calendar year – per vehicle – per hour	\$649.00
d. For each additional one – half hour or pat thereof	\$324.50
3. For responding to false alarms occurring as a result of a malicious act	
a. First & second false alarm in any calendar year will be subject to investigation and recommendations	N/C
b. Third & subsequent false alarms in any calendar year – per vehicle – per hour	\$649.00
c. For each additional one – half hour or pat thereof	\$324.50
4. For attending at the scene of a motor vehicle accident or at the scene of a motor vehicle fire and providing firefighting or other emergency services	
a. For the first hour – per vehicle – per hour	\$649.00
b. For each additional one – half hour or part thereof	\$324.50
c. Motor Vehicle Accident – MTO ARIS charge for the each plate abstract request	\$15.00
5. For responding to a fire control by-law violation or complaint	
a. First response in any calendar year will be subject to an investigation by the fire department. The content of the fire control by-law and permit will be reviews with the owner/tenant or person in charge of the fire. The possible offense, penalties, and response fees will be discussed with the owner/tenant or persons in charge	Charged upon the discretion of the Fire Chief or Designate
b. For each subsequent response in any calendar year	
i. For the first hour – per vehicle – per hour	\$649.00
ii. For each additional one – half hour or part thereof	\$324.50
6. For attending a natural gas incident	
Attendance at this type of incident will be at full cost recovery	Cost
7. For attending a fire scene investigation	
Attendance at this type of incident will be at full cost recovery	Cost
8. For attending a hazardous materials incident	
Attendance at this type of incident will be at full cost recovery	Cost

*HST Applicable

The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

2024 Fees

9. For responding to assistance requests by other agencies	
Attendance at this type of incident will be at full cost recovery	Cost
10. Fire Response Fee – Indemnification Technology	
a. For the first hour – per vehicle – per hour	\$649.00
b. For each additional one-half hour or part thereof	\$324.50
Supply a smoke alarm to ensure an occupancy is protected	\$20.00
Supply a carbon monoxide alarm to ensure an occupancy is protected	\$30.00
Supply a combination carbon monoxide / smoke alarm to ensure an occupancy is protected	\$50.00

*HST Applicable