

**THE CORPORATION OF THE
TOWNSHIP OF HORTON**

BY-LAW NO 2017-73

**BEING A BY-LAW TO ESTABLISH TARIFF OF
FEES FOR THE TOWNSHIP OF HORTON FOR
SERVICES.**

WHEREAS Councils of local municipalities are empowered by Section 391 of the Municipal Act, R.S.O. 2001 to establish by-laws. Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

AND WHEREAS Section 69 of the Planning Act, R.S.O. 1990, as amended, provides that the Council of a Municipality may by by-law prescribe a tariff of fees for planning matters;

AND WHEREAS Section 35 of the Municipal Act, R.S.O. 2001 permits a municipality to pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway;

AND WHEREAS the Corporation of the Township of Horton deems it necessary and desirable to regulate the construction and alteration of entranceways, private roads, or other facilities that permit access to Township Roads and to provide for the issuing of permit related thereto;

AND WHEREAS Part X, Section 100(4) of the Ontario Environmental Protection Act provides that a municipality designated by regulations has the right to compensation from the owner of a pollutant and the person having control of the pollutant for all reasonable cost and expense incurred in acting under subsection (1);

AND WHEREAS the Corporation of the Township of Horton deems it desirable to adopt a schedule of Fees for inspections and other services provided by the Fire Department of the Municipality;

NOW THEREFORE the Council of the Corporation of the Township of Horton deems it expedient to enact a by-law to establish a tariff of fees as follows:

- 1) The fees and charges set out on the attached Schedules are hereby imposed and ratified. Set out as follows:

| | |
|-----------------------------------|--------------|
| Building and Septic Fees | Schedule "A" |
| Waste Site Fees | Schedule "B" |
| Planning Fees | Schedule "C" |
| Draft Agreement for Planning | Schedule "D" |
| Administration/Miscellaneous Fees | Schedule "E" |
| Recreation Fees | Schedule "F" |
| Fire Department Fees | Schedule "G" |
| Transportation Fees | Schedule "H" |

- 2) 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.

- 3) 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.
- 4) Council does hereby delegate to the CAO/Clerk and/or the Finance Manager of The Township of Horton, 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.
- 5) This By-law shall come into force and effective upon passing.

THAT upon recommendation of the Treasurer and approval of Council, all Fees and Charges established in this By-law may be adjusted annually on the 31st of December in each year commencing on the 31st of December 2016, in accordance with Statistics Canada Consumer Price Index and rounded up to the nearest dollar in Schedules A, B, C, D, E, F, G and H and/or cents in Schedule A;

BE IT FURTHER ENACTED, that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

AND BE IT FURTHER ENACTED, that by-law 2016-24 be repealed.

Read a First and Second Time this 19th day of December, 2017.

Read a Third Time and Passed this 19th day of December, 2017.

MAYOR Robert Kingsbury

CAO/Clerk Suzanne Klatt

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "A" to By-Law 2017-73

BUILDING AND SEPTIC FEES

(All permits must be paid for and in the owners possession within 30 days of being notified by the municipality or the permit may be revoked.)

| <u>Type</u> | <u>Fee</u> |
|---|--|
| Minimum Fee | \$ 100.00 |
| Residential Building | .55/sq.ft. |
| Farm Building | .20/sq. ft. min \$100.00 |
| Decks | \$ 100.00 |
| Accessory Bldg/Garages | .40/sq.ft. |
| Additions to Residential Buildings | .55/sq.ft. |
| Mobile Home | .25/sq. ft. |
| Alterations & Renovations | .55/sq. ft. |
| Swimming Pool | \$ 100.00 |
| Commercial/Industrial Buildings/Additions | .40/sq.ft. |
| Demolition | \$ 100.00 |
| Transmitter Tower – 30 feet and under and include Windmill | \$ 2,000.00 |
| Transmitter Tower – over 30 feet and include Windmill | \$ 5,000.00 |
| Solar Panel (With Council's Approval) | Per Property Class |
| Commencing Construction without a Permit | Twice Building Fee |
| Outdoor Wood Burning Appliance | \$ 100.00 |
| Additional Inspection | \$ 100.00 |
| Additional Inspection after 4 Years of Permit Issued | \$ 400.00 |
| Occupancy Permit or Final Inspection | \$ 100.00 |
| Change of Use | Applicable Rate plus \$200.00 |
| Plumbing & Repair | Included in fees above |
| Consent Application Fees (septic comments) | \$ 100.00/application |
| Revision or Renewal of Permit | \$ 100.00 |
| Cancellation of Permit | 80% Refund at application stage 60% Refund if Permit Issued |
| Compliance Letter | \$ 100.00 |
| Class 2 (grey water) | \$ 300.00 |
| Class 3 (cess pool) | \$ 300.00 |
| Class 4 (leaching or filter bed) | \$ 400.00 |
| Class 5 (holding tank) | \$ 350.00 |
| Engineered System | \$ 350.00 |

**CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "B" to By-Law 2017-73**

WASTE SITE FEES

(Vehicles are to be assessed by the Attendants at the Landfill Site,
and tipping fees must be paid prior to dumping load.)

| <u>Type</u> | <u>Fee</u> |
|--|--|
| Special Opening of Site (Accompanied by an attendant – minimum 1 hour charge) | \$ 40.00 |
| Garbage Tags (sold at office) | \$ 2.00 |
| Garbage Bags taken to Landfill Site | \$ 2.00/bag or attach Garbage Tag purchased at office |
| Metal – White Goods (Freon must be removed and Fridge must be tagged) | No charge |
| Half-Ton Vehicle, or Half-Ton Trailer or Passenger Van | \$ 20.00 |
| Half-Ton Vehicle or Passenger Van with Half-Ton Trailer | \$ 40.00 |
| One-Ton Vehicle | \$ 40.00 |
| Tandem Axle Dump Trucks | \$ 14.00/cubic yd. |
| Tri-Axle Dump Trucks | \$ 14.00/cubic yd. |
| Tractor Trailer Trucks | \$ 14.00/cubic yd. |
| Roll-Off Bins | \$ 14.00/cubic yd. |
| Garbage Packer Load – (half load or more) | \$ 300.00 |
| Garbage Packer Load – (half load or less) | \$ 150.00 |
| Soil Contaminated with Fuel Oil | \$ 50.00/cubic yd. |
| Construction/Demolition/Fire Clean Up - Unsorted | \$ 300.00 per load plus \$15.00/cubic yd |
| Construction and Demolition - Separated | \$ 14.00/cubic yd. |
| Construction and Demolition – Mechanically Ground | \$ 12.00/cubic yd. |
| Passenger Tire up to 16" | Free or \$3.00 with attached rim |
| Tires 17" to 24.5" | Free or \$9.00 with attached rim |
| Tires Over 24.5" | Free or \$25.00 with attached rim |
| Over 6' | Free or \$25.00 with attached rim |
| Blue Box - Mini | \$ 3.00 |
| Blue Box - Large | \$ 6.00 |
| Restocking Fee (Purchases of more than 5 items) | 15% |

**CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "C" to By-Law 2017-73**

PLANNING FEES

| <u>Type</u> | <u>Fee</u> |
|--------------------------------------|--|
| Zoning Amendment Application | \$ 200.00 plus County of Renfrew Application fee |
| Official Plan Amendment Application | \$ 200.00 plus County of Renfrew Application fee |
| Minor Variance Application | \$ 350.00 |
| Site Plan Control Application | \$ 500.00 |
| Site Plan Control Offences | \$ 1,000.00 per incident |
| Subdivision Development Application | \$1,000.00 with a \$5,000.00 deposit for Professional Cost Recovery (up to the agreement stage) |
| OMB Appeal Application | \$ 125.00 |
| OMB Hearing | Cost Recovery plus deposit |
| Planner – Hourly Rate | Cost Recovery |
| Lawyer – Hourly Rate | Cost Recovery |
| Engineer – Hourly Rate | Cost Recovery |
| Engineering Technician – Hourly Rate | Cost Recovery |
| Planning Technician – Hourly Rate | Cost Recovery |
| Secretary – Hourly Rate | Cost Recovery |
| Special Council Meeting | \$ 350.00 |
| Zoning Compliance | \$ 60.00 |
| Planning Comment – Hourly Rate | \$ 50.00 |
| Subdivision Compliance Report | \$ 50.00 |
| Zoning By-law Text and Schedules | \$ 50.00 |
| Sale of Land | Appraisal plus costs. |
| Severance Application | \$ 200.00 |

Agreement for Draft Plan of Subdivision, Certain Severance Applications, Zoning By-law Amendments, Certain OMB Hearings and on Specific Questions or Concerns raised by the Owners is Schedule "D" to By-law 2015-20.

**CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "D" to By-Law 2017-73**

AGREEMENT FOR DRAFT PLAN OF SUBDIVISION/CERTAIN SEVERANCE
APPLICATIONS/ZONING BY-LAW AMENDMENTS/CERTAIN OMB HEARINGS
AND ON SPECIFIC QUESTIONS OR CONCERNS RAIS BY THE OWNERS

THIS AGREEMENT MADE in duplicate this ___ day of _____, 20 .

B E T W E E N:

Hereinafter called the "OWNERS"

OF THE FIRST PART

A N D:

THE CORPORATION OF THE TOWNSHIP OF HORTON

Hereinafter called the "CORPORATION"

OF THE SECOND PART

WHEREAS the Owners are seeking to obtain approval for a _____

_____ with the Corporation:

AND WHEREAS in order to undertake such review it will be necessary for the Corporation to employ the services of its Lawyer, Planner, Engineer, and Township personnel, and the Owners have agreed to reimburse the Corporation for the fees incurred for retaining such professional advice whether or not such proposal is proceeded with.

NOW THIS INDENTURE WITNESSETH that in consideration of the premises and the sum of ONE (\$1.00) DOLLAR now paid by the Corporation to the Owners, the Owners hereby covenant and agree with the Corporation that notwithstanding whether the above noted proposal receives approval and is proceeded with, the Owners shall pay to the Corporation an amount equal to all Planning, Engineering and Legal Fees, and all administrative costs and disbursements incurred by the Corporation for reviewing the proposal, for advice with regard to the proposal, for the preparation of any agreements in connection therewith and for the supervision of any part of the site to which to proposal relates: and the Owners shall deposit with the Corporation the sum of _____ prior to the signing of this Agreement on account of such fees and disbursements. Copies of the account of such fees and disbursement shall be delivered to the Owners forthwith upon receipt of such accounts from the Corporation's Planners, Engineers and Solicitors. Said amount will be deducted from the deposit. The Owners agree that there will be no interest paid on account of any deposit held by the Corporation under this agreement.

When the total professional fees and disbursements equal the deposit, all work of the Township shall stop on the project until the Owner deposits a further _____ to cover additional fees and disbursements. The deposit shall thereafter be increased in increments of _____ until the decision is final or the work is completed as the case may be. The Owner agrees to have on deposit upon registration of any Plan of Subdivision, Five Thousand Dollars (\$5,000.00) to cover engineering, legal and planning fees which may accrue after such registration.

The Owners and/or the Corporation may stop work on the proposal at any time by notifying the Corporation and/or the Owners in writing to this effect. In the event that work is stopped by the Owners and/or the Corporation, the Owners are responsible for all fees and expenses incurred to the date at which written notice was given.

When the proposal has been reviewed and completed or rejected or stopped and all such accounts rendered, the Corporation shall refund to the Owners the remainder of the deposit.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.

THE AGREEMENT shall not derogate from any requirements, financial or otherwise, established by agreements pursuant to Section 41, 51 or 53 of the Planning Act, R.S.O. 1990, c.P. 13.

IN WITNESS WHEREOF, the Corporation has hereunto affixed its Corporate seal duly attested to by the hands of its proper signing officers duly authorize in that behalf. The Owners have hereunto affixed its Corporate seal duly attested to the hands of its proper signing officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED)
)
)
) _____
) per:
)
)
) THE CORPORATION OF THE
) TOWNSHIP OF HORTON
)
)
) _____
) MAYOR
)
)
) _____
) CAO/CLERK

**CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "E" to By-Law 2017-73**

ADMINISTRATION FEES

| <u>Type</u> | <u>Fee</u> |
|--|---|
| Septic Search | \$ 50.00 |
| Photocopy | \$.25/copy |
| Tax Certificate | \$ 35.00 |
| Duplicate Tax Receipt or Tax Bill | \$ 5.00 |
| Map - County | \$ 5.00 |
| Map - Township | \$ 10.00 |
| Request for Information - Application | \$ 5.00 |
| Request for Information – Search Time | \$ 15.00/ ¼ hour |
| Request for Information – Record Preparation | \$ 15.00/ ¼ hour |
| Lottery License (Valley Heritage Radio fees waived in lieu of free Horton Corner Advertising) | 3% of prize value |
| Facsimile – Transmit | \$ 2.00 |
| Facsimile – Receive | \$ 2.00 |
| Admin Fee under Line Fences Act | \$ 200.00 plus \$ 300.00 deposit |
| Returned Payment Charge | \$ 25.00 |
| Township Flag | \$ 45.00 |
| Township Golf Shirt | \$ 25.00 |
| Tax Sale Tender Package | \$ 25.00 |
| Tax Sale Process | \$ 150.00 plus costs |
| CAO/Clerk | Cost Recovery |
| Treasurer/Tax Collector | Cost Recovery |
| Deputy Clerk | Cost Recovery |
| Clerk Receptionist | Cost Recovery |
| Custodial | Cost Recovery |
| Dog Licenses – Before March 31 st | \$ 20.00 first dog \$ 25.00 second dog |
| Dog Licenses – After March 31 st | \$ 25.00 first dog \$ 30.00 second dog |
| Replacement Tag | \$ 5.00 |
| Kennel License | \$ 60.00 plus \$5.00 tag per dog |
| Civic Address Number Fee | \$ 75.00 |

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "F" to By-Law 2017-73
RECREATION FEES

| <u>Community Hall Rental</u> | <u>Fee</u> |
|---|---|
| Hourly Rental | \$ 25.00 |
| Half Day (2 to 4 hours; ends by 5 pm) | \$ 100.00 |
| Half Day Conference Room (2 to 4 hours; ends by 5 pm) | \$ 75.00 |
| Full Day (5 to 8 hours; ends by 5 pm) | \$ 150.00 |
| Full Day Conference Room (5 to 8 hours; ends by 5 pm) | \$ 125.00 |
| Funeral Reception | \$ 100.00 |
| Fundraising - Township | No Charge |
| Evening (after 6 pm) | \$ 225.00 |
| Castleford Women's Inst., Balsam Hill Women's Inst. Lochwinnoch Women's Inst. | No Charge |
| Township of Horton Church Group | One free rental per year. |
| Decoration Rental (evening prior to rental, booked after Jan 1 2018) | \$ 100.00 |
| <u>Community Hall Fees</u> | <u>Fee</u> |
| Use of Kitchen (Includes Stove but Not Dishwasher) | \$ 100.00 |
| Dish Rental | \$ 2.50 per place setting |
| Corkage Fee | \$ 4.00/bottle |
| Alcohol – (Beer/Liquor per unit) | \$ 4.00 |
| Alcohol – (Cooler/Wine/Craft Beer per unit) | \$ 5.00 |
| Pop/Water (per unit) | \$ 1.00 |
| Damage/Cleaning Deposit (returned if hall is OK after) | \$ 500.00 (Prepaid VISA) |
| Event Advertising – Community Board (excluding Castleford Charity Fishing Derby) | \$ 25.00 |
| <u>Ice Rental</u> | <u>Fee</u> |
| Adult Shiny Season Pass or Season Pass | \$ 25.00/person |
| Shiny Hockey | \$ 2.00/person |
| Hourly Ice Rental | \$ 100.00 |
| Family Skate Time | Donation |
| Public Skating | Donation |
| Broomball | \$ 35.00/person |
| Recreational Ice Hockey (per person/per season) | \$100.00 |
| Rink Board Advertising (sign owner provides) | \$500.00 setup \$250.00 annual after |
| <u>Other Recreation Fees</u> | <u>Fee</u> |
| Boat Launch (Season Pass) (Residents are allowed two free launches per season in order to launch and pick up at beginning and end of season.) | \$ 45.00 Non Resident \$ 35.00 Resident |
| Boat Launch (Day Pass) | \$ 8.00 |
| Boat Launch – Fine If No Pass | \$ 30.00 |
| Euchre (per person/per evening) | \$ 4.00 |
| Dance Admission | \$ 10.00 |
| Volleyball (per person) | \$ 30.00 |
| Aerobics/Zumba/Fitness/Individual Sports (per person/per class) | \$ 5.00 |
| Pickle Ball | \$3.00/Class \$20.00/Season (Punch Card System) |
| Flag Football | \$ 30.00 |
| Advertising in Horton Corner (Private Events Only) | Cost Recovery |
| Shuffle Board | \$ 5.00/event/person |
| Dance Lessons | Rate as per annual agreement |
| Soccer Registration | \$60.00/person |

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule "G" to By-Law 2017-73
FIRE DEPARTMENT FEES

| Item | Column 1 Short Form Wording | Column 2 Provision creating or defining offence | Column 3 Set fine |
|------|---|---|----------------------|
| 1 | Set, Maintain or allow an Open Air Fire during Fire Season | 2.1 (a) | \$450.00 |
| 2 | Set, Maintain or allow an Open Air Fire without a Permit | 2.1 (b) | \$450.00 |
| 3 | Burn Prohibited Materials | 2.1 (c) | \$250.00 |
| 4 | Impede visibility public thoroughfare | 2.1 (d) | \$250.00 |
| 5 | Set or maintain Open Air Fire R1 Zone | 2.1 (e) (i) | \$250.00 |
| 6 | Set or maintain Open Air Fire MHP Zone | 2.1 (e) (i) | \$250.00 |
| 7 | Set or maintain Open Air Fire LSR Zone | 2.1 (e) (i) | \$250.00 |
| 8 | Set or maintain an oversize Open Air Fire | 2.1 (e) (ii) | \$250.00 |
| 9 | Set or maintain an Open Air Fire within 10 meters of a building or wooded area | 2.1 (e)(iii) | \$250.00 |
| 10 | Set or maintain an Open Air Fire within 5 meters of flammable material | 2.1 (e)(iv) | \$250.00 |
| 11 | Burn restricted materials, no special permission | 2.1 (f) | \$450.00 |
| 12 | Burn grass or leaf litter | 2.2 | \$250.00 |
| 13 | Burn Household Waste or Prohibited Materials in a Burn Barrel or Incinerator | 2.3 | \$250.00 |
| 14 | Burn materials in a Burn Barrel or Incinerator in Fire Season | 2.3 (a) | \$250.00 |
| 15 | Burn Household Waste or Prohibited Materials in an Outdoor Furnace | 2.4 (a) | \$450.00 |
| 16 | Set or maintain Open Air Fire underage supervision | 3.1 (a) | \$250.00 |
| 17 | Set or maintain Open Air Fire no fire control measures on site | 3.1 (b) | \$250.00 |
| 18 | Set or maintain Open Air Fire non approved times | 3.1 (c) | \$250.00 |
| 19 | Set or maintain Open Air Fire adverse burning conditions | 3.1 (d) | \$250.00 |
| 20 | Campfire not set or maintained in an Approved Pit | 3.2 | \$250.00 |
| 21 | Set or maintain an Open Air Fire during a level 1 (yellow rating) fire ban | 4.2 | \$450.00 |
| 22 | Set or maintain an Open Air Fire during a level 2 (red rating) fire ban | 4.3 (a) | \$450.00 |
| 23 | Set, maintain or allow any Campfires during a level 2 (red rating) fire ban | 4.3 (b) | \$450.00 |
| 24 | Set, maintain or allow any fire in any Burn Barrel or Incinerator during a level 2 (red rating) fire ban. | 4.3 (c) | \$450.00 |

Schedule of Fees

1. Fees to respond to and investigate a complaint in regards to a possible violation under Section 2.0 about Open Air Fire/Bonfire
 - a. Fee of \$75.00 per response payable by the permit holder or person setting, maintaining or allowing such fire to be lit if the complaint is substantiated
 - b. Fee of \$75.00 per response payable by the complainant if the complaint is not substantiated
 - (i) Fee may be waived at the discretion of the investigator if in their opinion the complaint was reasonable and made in good faith but investigation showed no violation under any section of this by-law had occurred.
2. Cost Recovery Fees:
 - a. Dispatch of Fire-fighters - (to be calculated at \$25 per hour for a minimum of 2 hours per fire fighter responding to the scene and calculated on one half hour increments thereafter).
 - b. Dispatch of Fire Response vehicles actively involved in an emergency response. - First hour (or part thereof) \$450.00 per vehicle, each additional half hour \$225.00 per vehicle.
 - c. Actual costs incurred by the Township for additional firefighting support from other outside agencies.
 - d. Actual costs incurred by the Township to replace consumables..
 - e. A 15% Administration charge shall be added to the Cost Recovery Fees calculated in clauses 2 a., 2 b., 2 c. and 2 d. set out above.

CORPORATION OF THE TOWNSHIP OF HORTON
Schedule “H” to By-Law 2017-73

TRANSPORTATION FEES

All operator and cost recovery rates are subject to the following:

1. “Regular Hours of Work” – “Regular Hours of Work” shall mean Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays as stated in Township Policy. Summer hours may apply.
2. “Outside Regular Hours” – “Outside Regular Hours” of work shall mean any hours worked beyond those hours defined as Regular Hours of Work. Regular Hours of Works rate is one and half times the regular rate.
3. “Emergency Rate” – “Emergency” 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 times the regular rate.

Note: All cost recovery rates below are deemed to be at the regular hours of work rate unless outside regular hours or emergency rats apply.

| <u>Type</u> | <u>Fee</u> |
|--|---|
| Entrance Permits (One Time Inspection) (Security Deposit of \$350.00 Returned After Final Inspection) | \$ 150.00 |
| Additional Inspections for Entrance Permits | \$ 100.00 |
| Tile Drain and Utility Road Crossing Permit | \$ 500.00 deposit plus Fees to Recover Reasonable Costs of the Municipality for works. |
| Sale of Used Culverts/Work Requests etc. | Cost Recovery |
| Private Road & Driveway Grading (Policy T-01) | \$ 120.00/hr incl. operator |
| Excavator (Township use only) | \$ 82.00/hr plus operator |
| Grader | \$ 87.00/hr plus operator |
| Half Ton (Township use only) | \$ 28.00/hr plus operator |
| Loader/Backhoe (Township use only) | \$ 50.00/hr plus operator |
| Tandem Axle Dump Truck (Township use only) | \$ 80.00/hr plus operator |
| Water Truck (Township use only) | \$ 80.00/hr plus operator |
| Public Works Manager | Cost Recovery |
| Public Works Superintendent | Cost Recovery |
| Machine Operator | Cost Recovery |
| Labourer | Cost Recovery |
| Chipper Rental (Township use only) | \$ 45.50/hr plus operator |