

**THE CORPORATION OF THE TOWNSHIP OF SCHREIBER
BYLAW 53-2023**

(as amended by Bylaws 57-2023 and 4-2024)

BEING A BYLAW TO SET FEES FOR MUNICIPAL SERVICES

Recitals:

1. The Municipal Act, 2001, S.O. 2001, c. 25, as amended, Subsection 391(1) empowers municipalities to pass bylaws to impose fees or charges for services provided, or for activities done by or on behalf of the municipality, for members of the public. Section 398 of that statute provides that the fee is a debt owed to the municipality.
2. The Building Code Act, 1992, S.O. 1992, c. 23, as amended, Section 7 empowers municipalities to pass bylaws requiring the payment of fees on applications for, and issuance of building permits.
3. The Planning Act, R.S.O. 1990, c. P.13, as amended, Section 69 empowers municipalities to pass bylaws to establish a tariff of fees for the processing of applications made in respect of planning matters.
4. Council considers it necessary to pass one bylaw to consolidate fees and charges for various municipal services and activities.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCHREIBER ENACTS AS FOLLOWS:

1. Definitions: Where the words or acronyms defined in the lettered paragraphs of this Section appear in the text of this Bylaw, it is intended that they are interpreted as defined. Where a word is not defined, it is intended that it is to be interpreted as ordinarily understood in the English language.
 - a) "Agency" means any law enforcement agency, public utility, provincial or federal ministry, together with its agencies, boards and commissions, the Electrical Safety Authority, the Technical Standards & Safety Authority and/or any other entity that has statutory, regulatory or oversight authority.
 - b) "As Incurred by the Township" means any and all fees paid by the Township to third parties. Where a fee is shown as "as incurred by the Township", it means the Township will recover from the payor the pricing to third parties that the Township has incurred, without mark up or discount.
 - c) "Controlled Substance" has the meaning set out in the Controlled Drugs and Substances Act, 1996 (S.C. 1996, c.19, as amended).
 - d) "ERFS" is an acronym for "Emergency Response & Fire Suppression".
 - e) "False Alarm" means a fire alarm that occurs when there is no fire.
 - f) "Fire Code" means Ontario Regulation 213/07 under the Fire Protection and Prevention Act, 1997 (S.O. 1997, c. 4, as amended).

- g) “Malicious Act” is a wrongful act done intentionally by a person without just cause.
- h) “MTO” is an acronym for the “Ontario Ministry of Transportation”.
- i) “MTO current rate” means the rate set by the MTO, which is ordinarily updated in November, annually.
- j) “Nuisance Alarm” means a fire alarm activated through a mechanical failure, equipment malfunction, improper installation of the system or failure to maintain the system as prescribed by the Fire Code.
- k) “Owner” includes, in addition to a person with legal title, a mortgagee, lessee, tenant, occupant, a person with a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian.
- l) “Township” means The Corporation of the Township of Schreiber.

2. Interpretation Rules:

- a) In this By-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.
 - b) The captions, articles and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation. This By-law is to be read with all changes of gender or number required by the context. The words “**include**”, “**includes**”, “**including**” and “**included**” are not to be interpreted as restricting or modifying the words or phrases which precede them.
 - c) This By-law includes the Schedules annexed to it, and the Schedules are declared to form part of this by-law.
 - d) If any section, word or phrase in this bylaw, is declared by any court or tribunal of competent jurisdiction to be bad, illegal or ultra vires, or otherwise unenforceable, such section, word or phrase shall be deemed to be severable, and the balance of the bylaw shall remain in full force and effect.
3. Schedules: The Schedules to this Bylaw set out particular rules, where applicable, for certain fees, and a table of the fees and charges for various services and activities, which are established and adopted by the Township.
4. List of Schedules: The Schedules to this Bylaw are as follows:

- Schedule “A”: Administrative & Financial Fees
- Schedule “B”: Building Fees
- Schedule “C”: Municipal Law Enforcement/Regulatory Fees
- Schedule “D”: Development & Planning Fees

Schedule "E": Event & Recreation Fees (*including amendments by Bylaw 4-2024*)

Schedule "F": Fire Protection & Prevention Fees

Schedule "G": Handi Transit Fares (*added by Bylaw 57-2023*)

5. Cross References:

- a) Water and sewer user fees are not included in this Bylaw. Please refer to Bylaw 50-2023.
- b) Cemetery fees are not included in this Bylaw. Please refer to Bylaw 42-2021.
- c) Landfill Site fees are not included in this Bylaw. The landfill site is owned and operated by The Corporation of the Township of Terrace Bay. Please refer to that Township for these fees and charges.

6. When Fees are Due: Fees for most services are due and payable prior to the delivery of the service. Fees for some services may be the subject matter of an invoice to the user. Invoices are due 30 days after the date of issue.

7. Interest on Overdue Accounts: Interest at the rate of 1.25% per month is payable on overdue invoices.

8. Collection: The Township is entitled to take all reasonable and lawful measures to collect outstanding accounts. Where permitted by law, amounts owing may be added to the property tax roll of the debtor, and collected in like manner as municipal taxes. At the time that they are added to the tax roll, the interest rate specified in Section 6 shall cease to apply, and interest and penalties applicable to unpaid taxes shall apply instead.

9. No Prorating: Where fees are charges for a calendar year, there is no pro-rating of the fee when it is incurred mid-year.

10. Harmonized Sales Tax ("HST"): Fees in the schedules which have an asterisk ("**") beside them are exempt from HST. All other fees are subject to HST, which is calculated on, and will be added to, the fee.

11. Repeals: The following Bylaws are repealed:

- a) By-law 6-2018 (previous user fee by-law);
- b) By-Law 42-2019 (by-law that adopted Recreation Policy "M" – recreation fees);
and
- c) By-law 24-95 (by-law that adopted the policy for lending and renting tools).

12. Amendment: By-law 03-2004, which governs Transient Traders and Home-based Businesses, is amended as follows:

- a) Section 2 of By-law 03-2004 is repealed, and the following is substituted for it:

“2. No person shall carry on, operate, keep, maintain, exercise or engage in, as the case may be, as a Transient Trader (Goods, Wares and Merchandise and Services) or as a Home-based Business, without first having obtained a license under this By-law, and paying the fee set out in the Township’s User Fee Bylaw”

b) Sections 5 and 6 of By-law 03-2004 are repealed.

13. This Bylaw shall come into force and take effect on January 1st, 2024. With the exception of:

a) Schedule “E”: all fees related to the Arena rentals and all fees relating to “Shinny Hockey”, which will take effect June 1st, 2024; and

b) Schedule “A”: all fees related to the use of credit cards for purchases, which will take effect June 1st, 2024.

ENACTED this 28th day of November, 2023.

(Original signed by Mayor/Clerk and sealed)

Schedule “A” – Administrative & Finance Fees

1. **MFIPPA fee Rules:** Requests for information received under the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. M.56, as amended) are subject to certain rules in relation to fees charged.
 - a) The Township shall, prior to giving access to a record, give the requester a reasonable estimate of any amount that will be required to be paid. This estimate is not required if the amount will be less than \$25.00.
 - b) If the amount of the fee estimate is over \$25.00, but under \$100.00, the Township will not request a deposit. If the amount of the fee estimate is \$100.01 or more, the Township may require a deposit of fifty (50%) per cent of the fee to be paid prior to the response to the request commencing.
 - c) The Township is not required to release records to a requester until the fee has been paid, or until an appeal relating to the fee has been dealt with by the Information and Privacy Commissioner of Ontario.

Description	Fee
Office Services:	
Commissioning Documents	\$25.00*
Certification of Documents (per page)	\$25.00*
Faxes sent (per page)	\$2.50
Faxes received (per page)	\$1.50
Records Searches, excluding MFIPPA requests, and preparation (per hour; 1 hour minimum fee)	\$40.00
Photocopies, excluding MFIPPA requests, (per page)	\$1.00
Scan & send document, excluding MFIPPA requests, via email (per page)	\$1.00
Duplicate copies of documents (i.e. receipts, statements, utility bills, tax accounts, etc.), excluding MFIPPA requests (per document)	\$15.00
Postage and/or Shipping Costs	As incurred by the Township*
Marriage Licence	\$125.00*
Lottery Licence	3% of prize or \$15.00; whichever is higher*
MFIPPA Requests	
Mandatory fee for MFIPPA requests	\$5.00*
MFIPPA request for personal information – records searches and records preparation	\$0.00
MFIPPA request for general information – records searches and records preparation: per person undertaking the work; minimum 15 minutes charge	\$7.50* per person; per 15 mins
MFIPPA request photocopies – per page	\$0.20*
MFIPPA request electronic copies (per USB drive)	\$10.00*
MFIPPA request scan & email (per page)	\$0.05*

Description	Fee
Finance Services:	
Returned cheque	\$65.00*
Transfer fee between accounts (due to customer error)	\$40.00
Service provider fees to the Township for services relating to sale of land for tax arrears	As incurred by the Township
Administrative fees for the processing of the sale of land for tax arrears (applied immediately prior to determination of the cancellation price; prior to property sale).	\$1,100.00
Tax certificate (per roll number)	\$75.00
Water & sewer certificate (per roll number)	\$75.00
Administrative fee for creating and sending invoices (other than utility invoices, property tax bills and invoices relating to waste management services)	15% of the amount of the invoice, to a maximum of \$25.00
Fee for payment using a debit card	\$1.00 per transaction
Fee for payment using a credit card	2.4% of the total

Schedule "B" – Building Fees

Description	Fee
Building Permit a) minimum charge (up to \$20,000.00 construction value); and b) per each additional \$1,000.00 of construction value over \$20,000.00	\$120.00 \$10.00
Demolition Permit	\$115.00
Change of Use Permit	\$225.00
Revision, assignment or renewal of Permit	\$120.00
Occupancy Permit	\$50.00
Additional inspections (each)	\$120.00

Schedule “C” – Municipal Law Enforcement & Regulatory Fees

Description	Fee
Animal Services	
Dog licence for a spayed/neutered pet (per calendar year)	
a) if purchased on or before January 31 st	\$20.00
b) if purchased on or after February 1st	\$35.00
Dog licence for an unspayed/non-neutered pet (per calendar year)	
a) if purchased on or before January 31 st	\$35.00
b) if purchased on or after February 1st	\$80.00
Replacement dog tag	\$5.00
Business Licencing	
Home-Based Business Licence (per calendar year)	\$125.00
Transient Trader (sales of goods, wares, merchandise or services) Licence (per calendar year)	\$300.00
Restaurant Licence (per calendar year)	\$100.00
Mobile food vendor licence (i.e. vending trucks) (per calendar year)	\$100.00
Property Verifications	
Building & Zoning Compliance Letter (per roll number)	\$90.00
Property Standards Compliance Letter (per roll number)	\$90.00
Bylaw Enforcement	
Costs incurred for physical, on-site work required to bring non-compliant property into compliance with relevant bylaw (other than grass-cutting or weed-cutting requirements)	As incurred by the Township
Grass/weed cutting costs incurred on private property, required to bring non-compliant property into compliance with the Property Standards Bylaw (per cutting requirement)	\$150.00

Schedule “D” – Development & Planning Fees

1. Development Fee Rules:

- a) Where relevant, development applicants pay all of the Township’s costs beyond the ordinary processing of a planning application. This includes: staff travel expenses, meeting time and second circulations; all consultant fees and disbursements relating to the review of the planning application, such as planning, legal, engineering, agency review fees or other professional expenses. All costs of processing the application are to be paid by the applicant.
- b) The Township will invoice the applicant for such costs. At the request of the applicant, the Township will provide an accounting of time charges, expenses incurred, and disbursements claimed by the Township.
- c) If the applicant disagrees with the charges, they shall notify the Township within fifteen days of the date of the invoice. The matter shall be investigated and must be resolved before any further work for the application is undertaken.
- d) For complex matters and/or public hearings, the Township may require a deposit from the applicant. The Township may draw down on the deposit from time to time to satisfy amounts due. In the event that the balance on hand falls to below \$500.00, the Township may demand a further deposit, and will cease working on the application until the amount on deposit has been replenished sufficiently.
- e) Upon completion, termination or withdrawal of the application, the Township shall prepare and submit a final invoice to the applicant. The Township may retain the deposit until such time as the final account and payment of it has been agreed upon by both the Township and the Applicant.

Description	Fee
Site Plan Control	\$900.00 +fees as incurred by the Township
Subdivision Plan	\$2,600.00 +fees as incurred by the Township
Plan of Condominium	\$2,600.00 +fees as incurred by the Township
Minor Variance	\$600.00 +fees as incurred by the Township
Zoning Bylaw Amendment	\$1,250.00 +fees as incurred by the Township
Official Plan Amendment (Note there are Provincial fees as well)	\$1,600.00 +fees as incurred by the Township
Severance	\$450.00 +fees as incurred by the Township
Deeming Bylaw	\$225.00 +fees as incurred by the Township
Attendance at public hearings	Staff time and disbursements as incurred by the Township

Schedule “E” – Events, Facilities & Recreation Fees

Description	Fee
Community Hall: 100 Langworthy Street: Rental Fees	
Whole Hall – Half Day (7 hrs or less; includes kitchen & bar side)	\$310.00
Whole Hall – Per Day (more than 7hrs; includes kitchen & bar side)	\$675.00
Whole Hall (per afternoon/evening) for banquets (i.e. minor hockey; figure skating)	\$180.00
Large Side Hall – Half Day (7 hrs or less; includes kitchen & bar side)	\$200.00
Large Side Hall – Per Day (more than 7 hrs; includes kitchen & bar side)	\$450.00
Small Side Hall – Half Day (7 hrs or less; includes kitchen & bar side)	\$170.00
Small Side Hall – Per Day (more than 7 hrs; includes kitchen & bar side)	\$230.00
Rental of Kitchen only – Per day <i>(added by Bylaw 4-2024)</i>	\$195.00
Kitchen Cleanliness Fee	\$55.00
Replacement Cost for Broken Items	Replacement cost plus 15% Administrative fee
Additional cost (per hr or part hr) for occupying after 2:00 a.m.	\$75.00
Party Alcohol Liability Insurance (where required) with five million dollars liability limit <i>(amended by Bylaw 4-2024)</i>	\$324.00
Arena: 100 Langworthy Street: Rental Fees	
Arena – Per hour for Minor Organizations	\$85.00
Arena – Per hour – other than Minor Organizations	\$95.00
Arena – Per weekend (16 hrs/day – Friday, Saturday & Sunday)	\$600.00
Additional cost (per hr or part hr) for occupying after 2:00 a.m.	\$75.00
Rental of the Arena without ice surface, per day <i>(added by Bylaw 4-2024)</i>	\$195.00
Rental of the Arena without ice surface, per hour, for Youth (17 years and under) <i>(added by Bylaw 4-2024)</i>	\$35.00
Rental of the Arena without ice surface, per hour, for Adults (18 years and over) <i>(added by Bylaw 4-2024)</i>	\$60.00
Party Alcohol Liability Insurance (where required) with five million dollars liability limit <i>(amended by Bylaw 4-2024)</i>	\$324.00
Ballfield: 204 Alberta Street: Rental Fees	
Ballfield – Per hour	\$30.00
Ballfield – Per weekend (16 hrs/day – Saturday & Sunday)	\$460.00
Additional cost (per hr or part hr) for occupying after 2:00 a.m.	\$75.00
Party Alcohol Liability Insurance (where required) with five million dollars liability limit <i>(amended by Bylaw 4-2024)</i>	\$324.00

Description	Fee
Municipal Complex: 204 Alberta Street: Rental Fees	
Gymnasium – Per hr	\$80.00
Gymnasium – Half Day (7 hrs or less)	\$280.00
Gymnasium – Per Day (more than 7 hrs)	\$550.00
Room 124 – Per hr	\$80.00
Room 124 – Half Day (7 hrs or less)	\$190.00
Room 124 – Per Day (more than 7 hrs)	\$390.00
Additional cost (per hr or part hr) for occupying after 2:00 a.m.	\$75.00
Party Alcohol Liability Insurance (where required) with five million dollars liability limit (<i>amended by Bylaw 4-2024</i>)	\$324.00
Shinny Hockey	
Full Season Pass	\$50.00
Half Season Pass (after January 1 st)	\$25.00
Family Season Pass (maximum 5 individuals with the same primary residence; maximum 2 adults)	\$120.00
Day Pass	\$5.00
Fitness Centre	
Individual (Resident) - Daily	\$10.00
Individual (Resident) – 1 week	\$20.00
Individual (Resident) – 1 month	\$60.00
Individual (Resident) – 3 months	\$90.00
Individual (Resident) – 6 months	\$140.00
Individual (Resident) – 1 year	\$200.00
Individual (Non-Resident) - Daily	\$12.00
Individual (Non-Resident) – 1 week	\$24.00
Individual (Non-Resident) – 1 month	\$70.00
Individual (Non-Resident) – 3 months	\$105.00
Individual (Non-Resident) – 6 months	\$160.00
Individual (Non-Resident) – 1 year	\$230.00
All Fitness Centre passes above are subject to a 15% discount for persons aged 55 or over.	
Family (maximum 5 individuals with the same primary residence; maximum 2 adults)(Resident) - Daily	\$35.00
Family (Resident) – 1 week	\$70.00
Family (Resident) – 1 month	\$175.00
Family (Resident) – 3 months	\$240.00
Family (Resident) – 6 months	\$360.00
Family (Resident) – 1 year	\$520.00
Family (Non-Resident) – Daily	\$45.00
Family (Non-Resident) – 1 week	\$90.00
Family (Non-Resident) – 1 month	\$200.00
Family (Non-Resident) – 3 months	\$300.00
Family (Non-Resident) – 6 months	\$500.00
Family (Non-Resident) – 1 year	\$700.00
Replacement Access Card (per card)	\$10.00

Description	Fee
Memorial Bench Program	
Bench & Plaque (10 year contract)	\$1,600.00
Picnic Table & Plaque (10 year contract)	\$2,200.00
Chair & Plaque (10 year contract)	\$1,000.00
Contract Renewal (further 10 years)	\$400.00
Seniors' Active Living Centre Membership	
Annual membership	\$10.00

Schedule “F” – Fire Protection & Prevention Fees

Description	Fee
Burn Permit – recreational or yard waste	\$30.00
Burn Permit – Commercial disposal of clean waste (permit valid for 60 days)	\$100.00
Copy of Ontario Fire Marshall Standard Incident Report	\$30.00*
ERFS Emergency Repairs – Cost of materials for stabilizing, shoring or making safe any damaged building or property	As incurred by the Township
ERFS response to false alarm – where owner failed to notify monitoring agency or fire department that work was occurring on the system	\$200.00
ERFS response to nuisance alarm – (not malicious acts): a) 3 rd false activation of a fire alarm system in a 30-day period b) 4 th false activation of a fire alarm system in a 30-day period	\$200.00 \$400.00
ERFS response due to failure to obtain a service locate, striking water, electrical, natural gas or other underground utility	Current MTO rate
ERFS Technical Rescues (water, rope, trench, confined space, elevator)	Current MTO rate
ERFS Vehicle collisions and rescue services on Kings Highways or provincial roads	Current MTO rate
ERFS Vehicle fire on Kings Highways or provincial roads	Current MTO rate
ERFS Wilderness, off-road, ATV and snowmobile rescues	Current MTO rate
Hazardous Materials – Any hazmat/dangerous goods response requiring the assistance of outside agencies or specialized teams	As incurred by the Township
Hazardous Materials – Railway hazmat/dangerous goods response	As incurred by the Township
Hazardous Materials – Fire Department response to any property, building, motor vehicle or trailer that is being used for the manufacture, cultivation, trade or distribution of a controlled substance (per hour)	\$900.00
Inspection – Fire Route Application/Safety Plan review	\$100.00
Inspection – Alcohol & Gaming Commission of Ontario Liquor Licence – outdoor venue, patio or temporary structure	\$70.00
Inspection – Application to sell or store consumer fire works	\$150.00
Inspection – burn permit application where previous permit revoked or cancelled for violations of provincial law or municipal bylaw	\$150.00
Inspection – Commercial Property	\$200.00
Inspection – Commercial property with Risk and Safety Management Plan Required	\$300.00
Inspection – Industrial Property	\$450.00
Inspection – Residential Properties a) Single unit b) Duplex/2 units c) Multiple units, less than 4 storeys in height d) Multiple units, more than 4 storeys in height	\$150.00 \$200.00 \$350.00 \$700.00
Installation of temporary smoke alarm/carbon monoxide alarm (per unit)	\$35.00
Repair or Reconnection of Line Safety System	\$60.00
Chimney Brush Rental (maximum 5 days)	No charge

Chimney Brush Rental – late return	\$20.00
Fire Alarm and Carbon Monoxide Detector Sales (per unit)	\$5.00+ As incurred by the Township
SCBA Bottle Filling (per cylinder)	\$8.00
Fire Watch (each apparatus per hour)	\$200.00
Necessary private contractor or renting of special equipment not normally carried on a fire apparatus in order to determine origin and cause, recover human remains, suppress or extinguish a fire, preserve property, prevent fire spread, make safe or otherwise eliminate an emergency	As incurred by the Township, plus a 5% administrative fee
Board up, secure or make safe any building or structure after a fire, or in accordance with legislation	As incurred by the Township
Fire extinguisher training (per requested date and location, for a group of up to 20 persons per session)	\$400.00
First Aid and CPR courses (per person)	As incurred by the Township
Meal service (per person)	As incurred by the Township

Schedule “G” – Handi Transit Fares
(added by Bylaw 57-2023)

Handi Transit Rules:

- a) Clients fill out registration forms with the hospital to establish eligibility. Once registered, they are required to book the Handi Transit Van (on 24 hours’ notice) for rides.
- b) All bookings are done through the hospital.
- c) Fees are collected by the driver at the time of service delivery and may be paid in cash or through pre-purchased multiple-ride punch cards.

Description	Rider	Fare
One-way trip within either Schreiber or Terrace Bay	Client	\$5.00
	Companion accompanying Client	\$5.00
	Registered Caregiver accompanying Client	\$0.00
One-way trip between Schreiber and Terrace Bay	Client	\$8.00
	Companion accompanying Client	\$8.00
	Registered Caregiver accompanying Client	\$0.00
One-way trip to or from Pays Plat First Nation	Any Rider	\$175.00
One-way trip home from the Hospital Emergency Room	Any Rider	\$20.00
Schreiber resident travelling to give blood	Any Rider	\$0.00