

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

BY-LAW NO. 13-2017

BEING A BY-LAW TO PROVIDE FOR FEES CHARGED BY THE CORPORATION

WHEREAS Section 391 of the Municipal Act, 2001, as amended authorizes a municipality to impose fees and charges for services or activities provided or done by or on behalf of it;

AND WHEREAS The Planning Act, RSO 1990, as amended, Section 69(1) authorizes the establishment of a tariff of fees for the purpose of applications made in respect of planning matters;

AND WHEREAS all fees are subject to applicable taxes and professional fees of a lawyer, planner, surveyor, engineer or other consultants and their disbursements will be charged at actual costs to the municipality, plus any administrative fees;

AND WHEREAS the Council of the Village of Burk's Falls deems it desirable to create a comprehensive by-law to provide for the charging of fees;

NOW THEREFORE the Council of the Village of Burk's Falls enacts as follows:

1. ADMINISTRATION AND INTERPRETATION

Short Title

1. That this By-law be cited as the "Fee and Charges By-Law"

Enactment

1. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licences, permits, services and documents listed therein;
1. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;
2. That this by-law shall come into force on the final passing hereof.

REPEALS:

1. By-law 17-2013 is hereby repealed.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25th DAY OF JULY, 2017

SEAL


REEVE, CATHY STILL


CLERK, NICKY KUNKEL

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SCHEDULE "A"

Fees Charged by The Corporation of the Village of Burk's Falls

Municipal Administration Fees

<u>Description:</u>	<u>Fee:</u>
Certified Copy of Documents per document	\$20.00
Commissioning of Documents per document	\$20.00
Facsimile per five pages	\$2.00
Photocopies (Black ink) per page	\$.25
Photocopies (Colour ink) per page	\$.50
Photocopies - Archived Document (Black ink) per page	\$1.00
Records/Investigation Search (15-minute periods) per hour	\$35.00
Interest Charges - Overdue Accounts per month	1.25%
NSF Cheques per cheque	\$25.00
Tax Certificate	\$50.00
Building/Zoning Compliance Official Plan Copy per copy	\$50.00
Driveway Permit per permit	\$50.00
First Dog Tag – Spayed/Neutered	\$8.00
First Dog Tag – Not Spayed/Neutered	\$10.00
Second Dog	\$15.00
Burk's Falls Pins each	\$5.00
Reprint of municipal bills	\$5.00
Freedom of Information Request Application	\$5.00

Planning (all fees include a non-refundable deposit and all other associated costs)

Official Plan Amendment Application - (\$500.00 of the \$1,500.00 is non-refundable)	\$1,500.00
Zoning-General Standards Amendment Application - (\$500.00 of the \$1,000.00 is non-refundable)	\$1,000.00
Minor Variance Application - (\$300.00 of the \$500.00 is non-refundable)	\$500.00
Review and Execution of proposed Subdivision Agreement - (\$1,500.00 of the \$5,000.00 is non-refundable)	\$5,000.00

Licenses

Application for Liquor License	\$10.00
Break Open Ticket Application	\$15.00/per ticket box
Lottery License Application (other than break open tickets)	\$10.00

Recreation Fees

Description:

Baseball Fields (7:00pm – 12 midnight)	\$20.00/hour
Baseball Fields (7:00am – 6:30pm)	\$15.00/hour
Baseball Fields (more than 4 hours)	\$50.00 per day
Baseball Fields (Friday 6:00pm – Sunday 6:00pm)	\$350.00 per event
Park or Green Space	\$15.00/hour or \$50.00/day

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Theatre Sponsorship

Description:

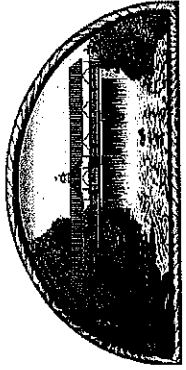
One showing a day with pay canteen	\$500.00*
Two showings a day or two days with one showing per day with pay canteen	\$750.00*
Complimentary Canteen	Cost of Canteen Sales*

*All sponsorship is to include a minimum of 3 volunteers or staff will be provided for an additional cost of \$300.00 per showing.

Cemetery

Description:

Non-Resident Burial permits \$10.00



The Municipality of the
VILLAGE OF BURK'S FALLS

172 Ontario Street • PO Box 160 • Burk's Falls ON P0A 1C0
P 705-382-3138 • F 705-382-2273 • www.burksfalls.net

Report June 2017: User Fees and Service Charges

Recommendation:

That Council review the User Fee Bylaw (2013-17) with the proposed fees and information provided below and hold a public meeting at the July 25th, 2017 Council meeting to revise the User Fees of the Village as per suggested changes.

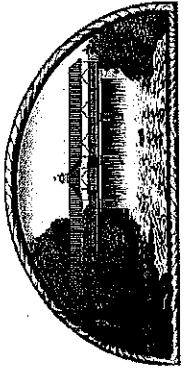
Background:

The Village was approached by a Huntsville organization to rent the baseball diamond which discovered that there is not a set fee for this on record. Council has generously donated most the Village's resources to local nonprofit organizations and groups and therefore a fee for events was typically set upon request for use. However, there is a user fee bylaw 17-2013 that does outline some fees and charges for municipal resources and services.

All fees and charges must be cost recovery. The Municipal Act, 2001 (Section 391) allows the village to pass bylaws to impose fees/charges for services or activities provided or done by or on behalf of, for costs payable by it for services or activities provided or done by or on behalf of any other municipality, and the use of its property. Fees/charges may include costs incurred by the municipality related to administration, enforcement and for the acquisition/replacement of a capital asset. The fees and charges identified in the User Fee and Service Charges bylaw (along with other bylaws) are considered a debt to the municipality (Section 397) and any unpaid fee can be added to the tax roll by the Treasurer upon Council's direction. If it is a non-property tax payer collection would be through the courts so prepayment of the fees and charges would be highly recommended.

We have reviewed several other municipal bylaws and considered staff time and municipal resources when calculating a reasonable cost recovery fee for your consideration. We recommend the following be implemented in addition to the existing fees and charges:

1. Recreation Fields - baseball fields, playground park, Stan Darling Park, Welcome Centre Park (Syles Street). For events that require private access and limit the public use of the area and/or require an insurance certificate.
 - A. Baseball Fields \$20.00 / hour (from 7:00 pm to 12 midnight); \$15.00/hour (7:00 am to 6:30 pm)
Full day (more than four hours): \$50.00; Full weekend (Friday at 6:00 pm to Sunday at 6:00pm) \$100.00.
 - B. Park or Green Space \$15.00/hour or \$50.00/day
2. Planning Fees:
 - a. Official Plan Amendment Application: \$1,500.00 deposit and then actual fees incurred, at cost, to the Village. \$500.00 of the deposit is non-refundable administration fee.



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- b. Zoning – General Standards Amendment Application: \$1,000.00 deposit and then actual fees incurred, at cost, to the Village. \$500.00 of the deposit is non-refundable administration fee.
 - c. Minor Variance Application: \$500.00 deposit and then actual fees incurred, at cost, to the Village. \$300.00 of the deposit is non-refundable administration fee.
 - d. Review and Execution of a proposed Subdivision Agreement: \$5,000.00 deposit and then actual fees incurred, at cost, to the Village. \$1,500.00 of the deposit is non-refundable administration fee.
3. Lottery
 - a. All applications with the except of break open tickets a flat fee of \$10.00
 - b. Break Open Ticket applications at \$12.00 per ticket box requested
 4. Theatre
 - a. One movie sponsorship with one showing/day with pay canteen \$500.00
 - b. One movie sponsorship with two showings/days with pay canteen \$750.00
 - c. Sponsorship provides free canteen Cost of canteen plus \$25.00
 5. Burial Permits:
 - a. Out of town deaths \$20.00
 - b. Village resident death \$10.00
 6. Amend Existing fees for documents:
 - a. Commissioning of Documents(\$40.00)/Certified Copy (\$10.00) \$20.00
 - b. Tax Certificates/Building/Planning(\$40.00)/Fire legal letters (\$50.00) \$50.00
 - c. Reprint of Billings (taxes or water) *new \$ 5.00
 - d. Application for Liquor License *new \$10.00
 - e. Freedom of Information Request Application \$ 5.00
 - f. Research/investigation per hour (in 15 mins periods)(\$30.00) \$35.00

Signature