

THE CORPORATION OF THE TOWNSHIP OF FRONTENAC
ISLANDS

BY-LAW NO. 039-2024

BEING A BY-LAW TO ESTABLISH GENERAL FEES AND CHARGES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS Section 391 (1) and (3) of the *Municipal Act*, S.O. 2001, c. 25, as amended, authorizes a Municipality to impose fees or charges including costs incurred by the Municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, 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 local board; and
- c) For the use of its property including property under its control;

AND WHEREAS Section 398 (2) of the *Municipal Act*, 2001, c. 25, as amended, authorizes the Treasurer of a Municipality to add fees and charges imposed by the Municipality to the tax roll for the following property in the Municipality and collect them in the same manner as Municipal taxes: 1) in the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; 2) In all other cases, any property for which all of the owners are responsible for paying the fees and charges;

AND WHEREAS Section 444 (1) of the *Municipal Act*, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

AND WHEREAS Section 445 (1) of the *Municipal Act*, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention;

AND WHEREAS Section 446 (1) (3) and (5) of the *Municipal Act*, 2001, S.O. 2001, as amended, authorizes a Municipality who has the authority to direct or require a person to do a matter or thing, the Municipality may also provide that, in default of it being done by the Municipality or if the Municipality is required to do it, the matter or thing shall be done at the person's expense; the Municipality may recover the costs of doing a matter or thing by adding the costs to the tax roll and collecting them in the same manner as property taxes; and the costs include interest calculated at a rate of 15 per cent or such lesser rate as may be determined by the Municipality, calculated for the period commencing on the day the Municipality incurs the costs and ending on the day the costs, including the interest, are paid in full;

NOW THEREFORE the Council of The Corporation of the Township of Frontenac Islands hereby enacts this "Fees and Charges By-law" as follows:

THAT the fees and charges for various Municipal services as shown in the Schedules attached hereto and forming part of this By-law were previously adopted by Council and shall remain in effect unless Council adopts a By-law amending and/or repealing same:

Schedule 'A' – Fees for General Licenses

Schedule 'B' – Fees for Animal Control

Schedule 'C' – Fees for Treasury Fees

Schedule 'D' – Fees for Community Services

Schedule 'E' – Fees for Waste Disposal Sites

Schedule 'F' – Fees for Public Works Department

Schedule 'G' – Fees for Fire Department

Schedule 'H' – Fees for Civic Addressing

AND THAT all fees and charges will be subject to applicable taxes unless otherwise noted;

AND THAT payments made in US funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only;

AND THAT 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 the Chief Administrative Officer (CAO);

AND THAT any request for a reduction or waive of fees shall be in writing to the Clerk for Council's consideration, and include a staff report if required and be approved by Council Resolution;

AND THAT in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, after a period of 30 days, such fees or charges may be added to the Tax Roll for any real property in the Township of Frontenac Islands, the property owner(s) of which is responsible for paying the fee or charge and shall be collected in like manner as Municipal Taxes;

AND THAT Council does hereby delegate the Treasurer of the Township, in consultation with the CAO, 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;

AND THAT the fees set out in the Fees and Charges in this By-law shall be reviewed on an annual basis by each applicable Manager and the Manger shall advise the CAO of any recommended changes to ensure the Township's Fees/Charges are fair, reasonable and are not greater than the actual cost to provide the service;

AND THAT if there is a discrepancy in fee prices, the fees set out herein supersedes any fees listed in other By-laws;

AND THAT any additions/amendments to the "Fees and Charges By-law" shall be authorized by By-law;

AND THAT Notice of proposed additions/amendments shall be provided in accordance with the Notice By-law and/or applicable legislation;

AND THAT should any sections of this By-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding;

AND THAT this By-law shall come into force and take effect on the date of passing;

AND THAT all resolutions, By-law or part of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed.

READ A FIRST AND SECOND TIME THIS 12th DAY OF NOVEMBER, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF DECEMBER, 2024.

Judy Greenwood-Speers, Mayor

Vanessa Latimer, CAO/Clerk

SCHEDULE 'A' TO BY-LAW #039-2024

GENERAL LICENSES

<u>DESCRIPTION OF LICENSES</u>	<u>FEE \$</u>
Auctioneers and other persons	\$102.00
- Selling or putting up for sale goods, wares, merchandise or effects by public auction.	
Mobile Food Truck	\$500.00
- Mobile food truck, refreshment vehicle	

SCHEDULE 'B' TO BY-LAW #039-2024

ANIMAL CONTROL

Description	2025 Fee	2024 Fee
Dog Tags		
• Per Dog	\$12	\$10
• Replacement Tag	\$2	\$2

The following amount(s) shall be paid to claim each dog seized and impounded upon being found running at large in the Township. In addition to these amounts all boarding fees charged by the kennel and any veterinary service costs incurred respecting any treatment of injuries of any impounded dog, must be paid at the time a dog is claimed.

For Each Dog Impounded	2025 Fee
• 1 st Offence	\$100
• 2 nd Offence	\$150
• 3 rd Offence	\$200
And if necessary, the purchase of a dog tag.	

SCHEDULE 'C' TO BY-LAW #039-2024

Treasury Fees

Description	2025 Fee	2024 Fee
Tax Certificate	\$55	\$50
Non-Sufficient Funds (NSF) cheque or returned payment	\$35	\$35
Photocopy	\$0.25	
Colour Photocopies	\$0.50	
Faxes, per page rate	\$2	
Reprint Tax Bill or Reprint receipt	\$12	
History Search, Per Hour Rate	\$60	
Tax Sale Tender Packages	\$25	\$25
Fence Viewing Application	\$150	\$150
Tax Sale Administration Fee	\$300	\$0.00
Tax Sale Costs	Actual Costs Incurred	Actual Costs Incurred
Zoning Letters	\$125	\$100
MFIPPA		
Section 57(1)/45(1) of Municipal Freedom of Information and Protection to Privacy Act Set out Guidelines for an institution to charge fees for requests as follows:		
Application Fee	\$5.00	\$5.00
Manual Search required to locate a record, per 15-minute rate	\$7.50	\$7.50
Preparing the record for disclosure, per 15-minute rate	\$7.50	\$7.50
Computer and other costs including locating, processing and copying a record, per 15-minute rate	\$7.50	\$7.50
Shipping, copying and electronic hardware fees, per page rate Electronically provided	\$0.20	\$0.20
Any other costs incurred in responding to a request for access to a record as per the fee guideline for Government Institutions set out by the information and Privacy Commissioner of Ontario.		

SCHEDULE 'D' TO BY-LAW #039-2024

Community Services

Description	2025 Fee	2024 Fee		
Ball Fields - Adult use – Wolfe Island	\$25	\$20		
Ball Diamond Rental – Wolfe Island	\$275	\$275		
Tournament Pump Out – Wolfe Island	\$400			
Big Sandy Bay Daily Admission				
• Adult	\$20	\$15		
• Under 18	\$15	\$10		
• Children	FREE	FREE		
• Family	\$65	\$60		
• Day Pass Boat	\$15	\$10		
• Day Pass Boat – Family	\$60	\$40		
• Season Family Pass	\$150	\$100		
• Residents – Adults	\$10	\$5		
• Residents – Under 18	\$5	\$3		
• Resident – Children	Free	Free		
• Resident - Day Family Pass	\$15	\$10		
• Resident – Under 18 Day Pass	\$12	\$8		
• Resident – Season Pass	\$50	\$35		
• Resident – Day Boat Pass	\$10	\$5		
Rental Fees Indoor Facilities				
	Hourly Rate	Half day (6 hours max)	Full day (18 Hours Max)	Event
Community Hall Rental Rate	\$15	\$80	\$230	\$275
Non-Profit Organization Rate	\$5	\$30	\$50	\$75
Meeting Room Rate	N/A	\$35	\$45	\$55
Non-Profit Organization Rate	N/A	N/A	N/A	N/A
Third Party Insurance	Cost Recovery Basis			
Lost Key Fee	\$50			
Hall Deposit	\$100			
Cleaning Charge	Cost Recovery Basis			
Table Rental (each)	\$5			
Chair Rental (each)	\$2			

Exceptions

- A) No Charge for non-profit children’s activities that are open to the whole community or for families using the facility after a funeral. A deposit may still be required depending on the activity

- b) Fundraising activities for the community's youth will receive a 20% discount off rental fees
- c) Long term rentals may enter in an agreement with the Township at a Specialized rate agree upon with the CAO/Clerk or Treasurer and the renter

Forfeit of Deposit

Deposits will be retained when a cancellation of a facility rental is not done within 72 hours of the scheduled booking or if the facility needs repairs or cleaning.

Definitions

Event Rate: An event rate for a hall will allow for access at 3 pm on the day prior to the event and allow for a clean up until noon of the following day

Weekend rate: A weekend rate for a meeting room will allow the renter to access the space for Saturday and Sunday, uninterrupted by the other rentals

Non-Profit: An organization that serves the community without the intention of monetary or material gain, all funds or goods attained through rentals will be put back into services for the community

Cleaning Charge: As the renter is expected to leave the space as it was found, the renter will be charged for any cleaning required beyond the regular janitorial schedule.

SCHEDULE 'E' TO BY-LAW #039-2024

Waste Disposal

Description	2025 Fee	2024 Fee
Large Single Item (e.g. stoves, dishwashers, washers, dryers, water tanks and other metal tanks)	\$25	\$20
Refrigerators, freezers, air conditioners, dehumidifiers	\$35	\$30
Microwaves	\$15	\$10
Large Items e.g. Couches, chairs, mattresses – Wolfe Island	\$30	\$20
Brush – half ton truck or a single axle trailer – Wolfe Island	\$25	\$10

SCHEDULE 'F' TO BY-LAW #039-2024

Public Works Department

Description	2025 Fee	2024 Fee
Entrance Permit – includes a \$50 refundable deposit	\$850	\$850
Road Cut Application		
• Road 0-2.5 M2	\$255	\$255
• Road >2.5M2	\$55	\$55
• Sidewalk 0-2.5 M2	\$280	\$280
• Sidewalk > 2.5 M2	\$80	\$80
• Curb 0-2.5 M2	\$230	\$230
• Curb > 2.5 M2	\$55	\$55

SCHEDULE 'G' TO BY-LAW #039-2024

Fire Department

Description	2025 Fee	2024 Fee
Report Letters	\$50.00	
Site Inspection		
• Residential, daycare, group home	\$50	
• Commercial, LLBO	\$100	
• Re-Inspection (each visit)	\$25	
Open Burning		
• Uncontained open burn permit	\$6	\$5
• Attendance: No permit issued-officer only	\$100	
• Attendance: No Permit Issued - Fire Crew	\$450	
• Attendance: Failure to follow requirements of permits, officer only	\$100	
• Attendance: Failure to follow requirements of permit, Fire Crew	\$450	
• Attendance: Out of Control	\$450	
Burn Offences		
• Burn Prohibited Material	\$200	
• Burn Materials in a municipal park	\$125	
• Burn material(s) without a valid Permit for open-air burning.	\$200	
• Set and/or maintain more than one open-air burn at the same time.	\$200	
• Fail to supervise a fire.	\$200	
• Set, maintain, or permit an open-air burn, or set off fireworks when a Fire Ban is in place.	\$500	
• Fail to adhere to terms and conditions defined for sizes/types/locations of open-air burning.	\$125	
• Intentionally filed an Unfounded Complaint	\$125	

SCHEDULE 'H' TO BY-LAW #039-2024

Civic Addressing

Type of Application	2025 Fee	2024 Fee
Civic Address Review		
• Assign address to single property	\$50	
Road Naming Applications - Owner Initiated		
• Road Naming	\$450	
Installation		
• Address Blade and Post Installed by Township Staff	\$80	\$60
• Road Sign Installed by Township in Public	\$100	
• Private Road Sign Installation	\$100	
Blade and Post		
• Blade	\$60	
• Post	\$20	
• Replacement Civic Address Blades	\$40	