

**The Corporation of the Township
of South-West Oxford**

By-Law No. 23-2021

**To Provide for the Adoption of User Fee Rates
for the Township of South-West Oxford**

WHEREAS the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws imposing fees and /or charges on any class or persons;

AND WHEREAS the Planning Act, R.S.O. 1990, c. P.13, as amended, provides that a municipality may pass by-laws imposing tariffs, fees and charges;

AND WHEREAS the Municipal Act 2001, Section 392, provides that a Municipality and a Local Board shall establish and maintain a list for public inspection indicating which of its services and activities and the use of which properties will be subject to fees and charges and the amount of each fee or charge;

NOW THEREFORE the Council of the Corporation of the Township of South-West Oxford enacts as follows:

1. The fees, rates and charges as set out in Schedule "A" attached hereto and forming part of this By-Law, are implemented and take effect on the dates indicated.
2. Except where otherwise indicated, the fees, rates and charges indicated in this By-Law do not include the applicable taxes, which will be added to the fee or charge.
3. Unless otherwise stated, any fees, rates or charges set out in this By-Law which are not paid when due and remain unpaid after 30 days will be subject to interest fees at a rate of 1.25% per month.
4. Where all or part of a fee, rate or charge imposed by this By-Law remains unpaid for a period of more than 60 days, all outstanding amounts shall be added to the tax roll for the property, which is owned, in whole or in part, by the person upon whom the fee, rate or charge was imposed, and shall be collected in a like manner as municipal taxes. All of the owners of this property shall be liable jointly and severally for paying such fee, rate or charge.
5. Unless otherwise stated, all fees, rates and charges set out in this By-Law are non-refundable.
6. When a fee, rate or charge is defined as "Actual Costs", this charge will be equal to the full amount invoiced to the municipality for this item or service plus an administrative fee. The administrative fee will be calculated as 15% of the invoice, with a minimum fee of \$10.00 and a maximum fee of \$100.00.

7. The CAO, Clerk, Treasurer or designate, is hereby authorized in his or her discretion to waive, reduce, or otherwise vary any fee, rate or charge set out in Schedule "A" to this By-Law.
8. Any other By-Law and/or resolution inconsistent with the provisions herein shall be superseded by this By-Law.
9. If any section or portion of this By-Law or of Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of the Council of the Township of South-West Oxford that all remaining sections and portions of the By-Law and Schedule "A" continue in force and effect.
10. That the following by-laws are hereby repealed:
 - a. 09-2018
11. That the following by-law are hereby amended as follows:
 - a. 59-2015 – Amend by striking Clause 2: That Schedule "A" of By-Law 77-2012 Fire Section (annual fee) be amended to include the following service:

<i>Description:</i>	<i>Fee:</i>
Fire Response – Indemnification Technology	Current MTO rates, plus personnel/hour rates, and any costs incurred by the Municipality.
 - b. 41-2009 – Amend in Section 14.03 - Sign Variance Application Fee of \$212.00 to \$250.00 as prescribed in Schedule 'A' of this By-law
12. This By-Law comes into force and takes effect on the final date of passing and may be cited as the "Rates and Fees By-Law".

Read a First and Second time this 2nd day of March, 2021.

Read a Third time and Finally Passed this 2nd day of March, 2021.

**Mayor
David Mayberry**

**Clerk
Julie Forth**

The Township of South-West Oxford
By-Law No. 23-2021

Schedule "A" - FEES, RATES AND CHARGES

USER FEES	RATE
<u>General</u>	
Commission of Oaths: Resident	No Charge
Commission of Oaths: Non-Resident	No Charge
Request under the Freedom of Information Act	\$5.00 + Actual Costs
Lottery License Fee	3%
Meeting Investigation Fee	\$25.00
Composters – as set by the County	\$10.00
Blue Box – as set by the County	\$5.50 / \$6.50
Bag Tags – as set by the County	\$2.00
Research Fees	No Charge
Photocopying	Black \$0.10/pg Colour \$0.15/pg
NSF Fee of Return Cheques/PAP	\$35.00
<u>Animal Control Fees and Penalties</u>	
Kennel Licence (does not include any dog tags – tags to be purchased separately)	\$125.00
First Dog - Tag - Purchased by April 30 of Current year	\$20.00
First Dog - Tag - Purchased after April 30 of Current year	\$25.00
Each additional dog - Tag - purchased by April 30 of the Current Year	\$30.00
Each additional dog - Tag - purchased after April 30 of the Current Year	\$35.00
Replacement Tag - to replace lost current year tag	\$5.00
Impound Fee	\$50.00
Pound Maintenance/Quarantine Fee	\$20.00 per day
By-law Exemption Request from Council	\$75.00
Fenceview Admin Fee	\$100.00
<u>Finance</u>	
Tax Certificate	\$45.00
Tax Receipt Letter	No Charge
Tax Sale Registration Process	Full Cost Recovery
Interest	1.25%

USER FEES	RATE
Refund payment Fee	\$25.00
Payment Redistribution	\$15.00
Tax Letter	\$15.00
Reprint Tax Bill	\$5.00
Account History Reprint	\$10.00
Drains Admin Fee - Add to taxes	1%
<u>Transportation</u>	
Moving Permit	\$100.00
Manure Pipe Line / Irrigation	\$150.00
Entrances	Actual Costs
Entrances Admin Fee	\$25
Garbage pickup – resident	No Charge
Garbage pickup – non-resident	\$100.00
<u>Building / Drainage</u>	
Municipal Address Signs:	
Sign and no post, not installed	\$65.00
Sign and post, not installed	\$77.00
Sign and post, installed	\$110.00
Sign and no post, installed	\$77.00
Solar Fit	\$100.00
Sign Variance Application	\$250.00
Minor Variance *	\$400.00
Site Plan Agreement *	\$400.00
Site Plan Amendment *	\$400.00
Zoning By-Law Application *	\$500.00
** After the Fact Planning Fee *	\$100.00
Park Fee	\$1,000.00
Drainage Reapportionment	Actual Costs
Top Soil Permit Application Fee	\$350.00
Top Soil Permit Renewal Fee	\$250.00
Building and Zoning Certificate	\$70.00
Drainage Certificate	\$45.00
* County of Oxford Review Fees also apply	
<u>Fire Protection</u>	
Motor Vehicle Response – Resident	n/c
Motor Vehicle Response – Non-Resident	Current MTO Rate
Hazardous Material Cleanup	Actual Costs
Illegal / Unauthorized Fire	Actual Costs

USER FEES	RATE
Equipment/Materials to Extinguish a fire (Cost Recovery Foam)	Actual Costs
File Search-O/S Orders Inspection Reports	\$75.00
Fire Code Inspection	\$175.00
- additional re-inspection	\$100.00
Copies of Fire Reports	\$115.00
Fire Chief's Letters to Lawyers or Insurance Company	\$115.00
Liquor Licences and Occupancy Loads	\$175.00
Fire Permit (Burn permit Annual Fee)	\$50.00
Fire Permit (Township property)	n/a
Replace lost/damaged fire permit	\$10.00
Fire Response-Indemnification Technology	Current MTO rates, plus personnel/hr rates, and any costs incurred by the municipality
Fire Safety Plan Review	\$115.00
Propane Storage-Review of Risk Safety Plan	Actual costs
Propane Storage-Review of Risk Safety Plan - large facilities	Remove
Fire Report - Post Fire	\$115.00
Admin Fee added to fee structures representing "Actual Costs" (min. of \$10 & max of \$100)	15%