

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 6 - 2023

Being a by-law to impose fees and charges by The Corporation of the Town of Kingsville

WHEREAS section 391 of the *Municipal Act, 2001*, S.O. c. 25 (the "Act") authorizes a municipality to pass by-laws imposing 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;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(1) of the Act provides that such fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality.

AND WHEREAS subsection 398(2) of the Act provides that the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS subsection 69(1) of the *Planning Act*, R.S.O. 1990 c. P.13 provides that the council of a municipality, by by-law may establish fees for the processing of applications made in respect of planning matters (the "Application"), which fees shall be designed to meet only the anticipated cost to the municipality in respect of the processing the Application.

AND WHEREAS the Town deems it advisable to repeal By-law 3-2022 on the effective date of this by-law.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:

Definitions

1. In this By-law, the following words shall have the corresponding meaning:

"Damage Deposit" means a fee or charge paid to the Town to meet all or a portion of the cost and expenses of remediating or repairing any damage to Town property or infrastructure, including, but not limited to roads, sidewalks, curbing or paved boulevards, water or sewage works, caused as a result of the use of such property or infrastructure or as a result of the carrying on of construction or demolition or other works on adjacent property.

"Rental Deposit" means the fee or charge paid to the Town as partial payment toward the rental of Town owned facilities.

"Security Deposit" means a fee or charge paid to the Town to guarantee the due performance of certain obligations owing to the Town that the Town may draw upon in the event that such obligations are not performed in order to complete all outstanding works or matters and pay the costs and expenses incurred.

Fees and Charges

2. The fee or charges as provided for in Schedule “A” attached hereto and forming part of this By-law shall be imposed and charged for the services, activities and use of property as indicated in said Schedule “A”.

Facility Rentals

3. All facility rental fees are due at time of booking. Fees are refundable if cancelled more than 60 days in advance of the scheduled event. For clarity, the Town will honour the rental rates in effect when payment is received.

Damage Deposits

4. Damage Deposits as provided for in Schedule “B” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “B”.
5. Following the use of the property or infrastructure or the completion of the construction or demolition in respect of which an Damage Deposit has been paid and, upon request of the person who paid the Damage Deposit to the Town, the Damage Deposit, less any costs and expenses of remediating or repairing any damage to Town property or infrastructure, shall be refunded by the Town.

Security Deposits

6. Security Deposits as provided for in Schedule “C” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “C”.
7. Upon the performance of all obligations owing to the Town for which a Security Deposit has been paid and, upon request of the person who paid the Security Deposit to the Town, the Security Deposit, less any costs and expenses of completing any works or matters not performed, shall be refunded by the Town.

Unclaimed Deposits

8. Where an Damage Deposit and/or a Security Deposit has been paid to the Town and remains unclaimed for a period of seven years, the Treasurer of the Town may transfer to the general funds of the Town, any such Damage Deposit and/or Security Deposit against which no claim has been made, free of and from any and all claims whatsoever.

Reduced Fee or No Fee

9. Non-profit and Charitable organizations or groups are eligible for the “Non-profit / Charity” rates identified in Schedule A, where applicable.

Non-Profit / Charity rates will apply to;

- i. Registered Charities in good standing with CRA.
- ii. An organization or group operating for the purpose of poverty relief, social welfare, civic improvements, or to provide recreational or cultural opportunities to the general public.

The application of such rates is subject to managerial approval.

10. Those persons and organizations identified in Column II of Schedule “D” attached hereto and forming part of this By-law shall be subject to the corresponding reduced fee or no fee for the use of those facilities identified in Column I.

11. Subject to availability, organizations under Column II are permitted two (2) free non-prime time rentals of Lakeside Park Pavilion each calendar year. Weekend rentals for these groups will be permitted, subject to availability, at a reduced rate of \$300.00 per day, with or without alcohol.
12. Column II organizations are not permitted to transfer entitlements under Schedule "D" to any other group, organization, entity or individual and such bookings must be used by the organization for a purpose benefiting the organization or the community at large.
13. Sections 12, 13 and 14 of this by-law shall be effective until December 31, 2023. On January 1, 2024, Schedule "D" will no longer form part of this by-law and any entitlement to reduced or waived fees shall be eliminated with those groups, organizations, entities or individuals, such that on and after January 1, 2024, they will be required to pay fees accordingly.
14. Organizations under contract for use of sports fields or ice time shall have access to meeting rooms at no cost, subject to availability and managerial approval. These groups will be expected to set up and take down tables and chairs as required.

Uncollectable Issued Fees or Charges

15. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety (90) days of the invoice date, the Corporation may add the fee, including interest and administration fees to the tax roll for any real property in the Town of Kingsville, registered in the name of the owner and collect the fee, including interest, in like manner as municipal taxes.

Repeal

16. By-law 3-2022 is hereby repealed effective March 1, 2023.
17. This by-law shall come into force on March 1, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
13th DAY OF FEBRUARY, 2023.**

MAYOR, Dennis Rogers

CLERK, Paula Parker

SCHEDULE A
FEES AND CHARGES

ADMINISTRATIVE SERVICES	MARCH 1, 2023
911 Sign and Post (with or without building)	\$80.00
Accounts Receivable (accounts outstanding after 60 days following invoice date)	1.25% per month
Administration Fee <ul style="list-style-type: none"> • Misdirected payment • Adding or removing outstanding charges on tax roll 	\$25.00
Advertising Hosting Fee	\$50.00
By-law Appeal - Filing Fee	\$100.00 per appeal
Certified Copies of Municipal Documents	\$15.00 per document
Code of Conduct Complaint (refundable on recommendations of Integrity Commissioner)	\$100.00
Council Meeting Recording (including USB)	\$20.00 per meeting
Credit Card Convenience Fee	2% on transactions in excess of \$2,000
DVD/CD/USB (any copied document or documents)	\$10.00
Election Sign Removal	\$20.00 per sign
Map (Town)	\$30.00
PLUS	\$3.00 per square foot
Marriage Solemnization	
• During business hours	\$260.00
• After business hours	\$360.00
• PLUS - travel from and return to municipal office	Per kilometer per Canada Revenue Rates
• Cancellation (more than 24 hours notice)	\$65.00
• Cancellation (less than 24 hours notice)	\$130.00
• Rehearsal Rate (per Rehearsal)	\$52.00
• Civil Marriage Ceremony (per 2 witnesses)	\$32.00
Damage to Municipal Property	Cost
Merchandise and Apparel	N/A
MYKingsville website advertising space	N/A
Non-Objection Letter (AGCO)	\$25.00
Notice of Registration of Death (Form 17)	\$10.00
Statement of Death (Form 15)	\$15.00
NSF cheque	\$25.00
Noise Permit	\$50.00
Over the Road Banner	\$50.00
Photocopies (on-site)	\$0.50 per copy
Photocopies (off-site)	Cost
Portable Signs	
• Permit	\$65.00
• Removal	\$75.00 per hour
• Storage	\$20.00 per day
• Variance	\$65.00
Freedom of Information (FOI) – Per Application	\$5.00
Freedom of Information (FOI) – Other Fees	Fees listed in O. REG 823
Property Information Report (PIR) <ul style="list-style-type: none"> • Standard (10 business days) • Within 5 days, excluding holidays 	\$350.00 \$400.00
Property File Document Retrieval (picked up at Town office)	\$7.50
Property File Document Retrieval (delivered by mail or email)	\$10.00
Property Report (for information not included in the PIR)	\$50.00 per department
Refund charge	\$25.00
Request for Fence Viewers	\$750.00
Severance - property roll creation	\$100.00
Signing of Document as a Commissioner for Taking Affidavits	\$15.00 up to 3 documents (seniors exempt)

ADMINISTRATIVE SERVICES	MARCH 1, 2023
Signing of Document as a Notary Public	\$50.00 up to 3 documents
Statement of Account (picked up at Town office)	\$7.50 (seniors exempt)
Statement of Account (delivered by mail or email)	\$10.00
Tax Certificate (includes outstanding water)	\$75.00 per property
Tax Certificate (within two business days)	\$150.00 per property
Tax Notice (duplicate - picked up at Town office)	\$7.50 (seniors exempt)
Tax Notice (duplicate - delivered by mail or email)	\$10.00
Tax Notice (duplicate – delivered by email if account is enrolled for paperless billing)	No fee
Tax Registration	Cost
Tax Sale Tender Package	\$10.00
Town flag	Cost
Utility Account Setup	\$25.00
Water notice (duplicate - picked up at Town office)	\$7.50 (seniors exempt)
Water notice (duplicate - delivered by mail or email)	\$10.00
Water notice (duplicate – delivered by email if account is enrolled for paperless billing)	No fee

ANIMAL CONTROL	MARCH 1, 2023
Dog License	
• January 1 to March 31	\$22.00
• April 1 to December 31	\$42.00
○ PLUS - By-law Enforcement Officer attendance	\$15.00
Transfer/Replacement Tag	\$10.00
Kennel (includes one dog license)	\$110.00
Dog Impound Fee	
• First reclaiming fee	\$50.00
• Second reclaiming fee	\$75.00
• Third and subsequent reclaiming fee	\$125.00

CEMETERY SERVICES	MARCH 1, 2023
Grave Plot	\$600.00 interment rights + \$400.00 care & maintenance = \$1,000
Cremation Plot	\$300.00 interment rights + \$200.00 care & maintenance = \$500.00
Interment (includes opening/closing grave, lowering/raising device, grass seeding)	
Full Body Interment	
○ Weekdays (10:00 am to 3:30 pm)	\$885.00
○ Saturdays (10:00 am to 2:00 pm)	\$1,200.00
Cremation Interment	
○ Weekdays (10:00 am to 3:30 pm)	\$400.00
○ Saturdays (10:00 am to 2:00 pm)	\$525.00
Assisted Services (in accordance with O.Reg. 184/12 made under the Funeral, Burial and Cremation Services Act, 2002)	
Interment Rights and Interment – Full body burials	\$1,300.00
Interment Rights and Interment - Cremated Remains	\$500.00
Interment Rights and Interment - Receipt from Irregular Burial Site	\$650.00
Disinterment (includes opening/closing grave, lowering/raising device, grass seeding)	
Full Body Disinterment	
○ Weekdays (10:00 am to 3:30 pm)	\$1,500.00
○ Saturdays (10:00 am to 2:00 pm)	\$1,870.00
Cremation Disinterment	
○ Weekdays (10:00 am to 3:30 pm)	\$400.00

CEMETERY SERVICES	MARCH 1, 2023
○ Saturdays (10:00 am to 2:00 pm)	\$525.00
Marker/Monument Care and Maintenance	
• Flat (less than 173 square inches)	\$0.00
• Flat (173 square inches or larger)	\$100.00
• Upright (4 feet or less in height and 4 feet or less in length, including base)	\$200.00
• Upright (more than 4 feet in either height or length, including base)	\$400.00
Other Services	
• Transfer of Interment Rights	\$40.00
• Marker Locating	\$25.00
• Marker Inspection	\$25.00
• Tent Rental (March 16 - December 14 only)	\$100.00
• License (HST exempt)	as set by Ministry of Consumer Services

Note: Interment services outside the above listed dates and times will be performed at cost. Please contact the Public Works Manager for more information.

FIRE SERVICES	MARCH 1, 2023
AGCO Letters (for liquor related premises and events)(per request)	\$100.00
Commercial Fireworks Permit Review plus inspection	\$100.00
Special Event Inspection (Tents, Temporary Structures)	\$80.00 per hour
Fire Safety Request for Training Services (per Training Officer) (min 2 hour session)	\$100.00 per session (up to 2 hours)
Fire Training provided to other Fire Departments	Cost
Inspection from PIR report – includes site visit, emails, document review, phone call, etc) – 2 hr minimum	\$100.00 per hour
Inspection (from PIR report)	\$100.00
Non-Emergency Alarm Activation (following second false alarm within calendar year)	as set by MTO
Fire Safety Plan/Sprinkler review (per review)	\$80.00
Occurrence Report - Standard (per report)	\$80.00
Occurrence Report with Full Investigation (per report)	\$160.00
Non-resident Motor Vehicle Accident or Fire Attendance	as set by MTO
Prohibited Open Burn	as set by MTO
• PLUS - heavy equipment	Cost
• PLUS – foam	Cost
Burn Permit	
• Burn Complaint with Fire Response (applicable if not meeting prescribed rules)	MTO rate
Propane Review/Documentation - Level 2 (per request)	\$80.00
Propane Review/Documentation - Level 1 (per request)	\$80.00
• PLUS - legal or engineering review (per request)	Cost
Fire response to un-located utility strike	MTO rate
Fire Rescue Standby Request	MTO rate
Fire Inspections* includes file search, travel, site visit, orders, re-inspection, safety plan review	
Assembly Inspection – per inspection	
• Churches	No charge
• Schools	\$400.00
• Nursery/Day Care	\$50.00
• Licensed Premises	\$200.00
• Unlicensed Premises	\$100.00
Institutional Inspection – per inspection	
• Nursing Homes	\$500.00
• Homes for Special Care	\$250.00
Industrial Inspection – per inspection	
• Factories/Complexes less than 500 m2	\$300.00
• Factories/Complexes between 500 - 1000 m2	\$500.00
• Factories/Complexes over 1000 m2	\$700.00

FIRE SERVICES	MARCH 1, 2023
Commercial Inspection – per inspection	
• in service mercantile under 500 m2	\$100.00
• in service mercantile under 1000 m2	\$500.00
• in service mercantile over 1000 m2	\$700.00
• business/personal services	\$100.00
Residential Inspection – per inspection	
• Single Family & Duplexes	\$300.00
• Multi-unit residential up to 10 units	\$500.00
• Multi-unit residential 11 – 30 units	\$750.00
• Multi-unit residential greater than 31 units	\$1,000.00
• Boarding/Lodging houses/B&B's up to 4 beds	\$100.00
• Boarding/Lodging houses/B&B's 5-9 beds	\$300.00
• Boarding/Lodging houses/B&B's 10-20 beds	\$600.00
• Boarding/Lodging houses/B&B's 20-30 beds	\$700.00
• Boarding/Lodging houses/B&B's greater than 30 beds	\$1,000.00
• Hotel/Motel	\$500.00
Additional Follow up Inspection (following second re-inspection – includes site visit, emails, document review, phone call, etc)	\$100.00 per hour

*Minimum charge of 1 Hour per inspection unless deemed non-profit related site

LICENSES	MARCH 1, 2023
Charitable Gaming	
• Bingo	3% of prize
• Media Bingo	3% of prize
• Break Open (Nevada) Tickets	3% of prize
• Raffle	3% of prize
• Bazaar - Raffle & Bingo	3% of prize
• Bazaar - Wheel of Fortune	\$10.00
Hunting	
• Pheasant (resident)	\$20.00
• Pheasant (non-resident)	\$25.00
Marriage	\$135.00
Refreshment Vehicle – Annual Permit	
• First vehicle	\$250.00
• Second vehicle	\$125.00
Refreshment Vehicle – Special Events	Fees established per event
Taxi/Limousine/Vehicle for Hire	
• Vehicle (new)	\$300.00
• Vehicle (renewal) - per year payable on or before January 1	\$100.00
Driver - per year payable on or before January 1	\$25.00

ENGINEERING SERVICES	MARCH 1, 2023
Encroachment Permit	\$250.00 + Damage Deposit
Encroachment Agreement:	
• prepared/reviewed by Administration	\$500.00
• prepared/reviewed by external legal services	Cost
Road Crossing Agreement PLUS DAMAGE DEPOSIT	\$150.00
Road Use Agreement PLUS DAMAGE DEPOSIT	\$1,500.00
Temporary Culvert Installation Permit	\$100.00
Solar Signs - blank sign	\$40.00
Solar Signs - new post and hardware, if required	\$15.00
Solar Signs - installation by Public Works	\$25.00
Weed Cutting	\$ Cost + \$100.00 admin fee

ENGINEERING SERVICES	MARCH 1, 2023
Sidewalk Patio	
Initial application – Plus Damage Deposit	\$600.00
PLUS USE OF PARKING SPACE PLUS DAMAGE DEPOSIT	\$100.00 per month/space
Annual renewal - Plus Damage Deposit	\$200.00
PLUS USE OF PARKING SPACE PLUS DAMAGE DEPOSIT	\$100.00 per month/space

PARK AND RECREATION SERVICES	MARCH 1, 2022
Note: All fees for Recreation Services include HST where applicable.	
FACILITIES RENTALS:	
Carnegie (currently not available for private rentals)	
• 2 hours or less	\$56.50
• Full day	\$200.00
• Instructional	\$30.00 per hour
Grovedale Arts & Culture Centre	
• Private event with alcohol ○ PLUS CLEANING & DAMAGE DEPOSIT	\$2,500.00 per 12hrs + \$100 per hour for each additional hour
• Private event without alcohol	\$800.00 per 12hrs + \$100 per hour for each additional hour
• Instructional	\$75.00 per hour
Lakeside Park Pavilion	
• Private event with alcohol ○ PLUS CLEANING & DAMAGE DEPOSIT	\$900.00 per day
• Private event without alcohol	\$300.00 per day
• Instructional	\$50.00 per hour
Kingsville Recreational Complex	
Auditorium A	
• Private event with alcohol ○ PLUS CLEANING & DAMAGE DEPOSIT	\$450.00 per day
• Private event without alcohol	\$200.00 per day
• Private event without alcohol	\$120.00 for 4 hours
• Instructional	\$30.00 per hour
Auditorium B or C	
• Private event with alcohol ○ PLUS CLEANING & DAMAGE DEPOSIT	\$190.00 per day, per room
• Private event without alcohol (B or C)	\$100.00 per day, per room
• Instructional	\$30.00 per hour
Ball Diamond Pavilion	
• Evening with alcohol	\$175.00
• Day with alcohol	\$250.00
Ridgeview Park	
• Hall and Pavilion with alcohol • PLUS CLEANING & DAMAGE DEPOSIT	\$350.00 per day
• Hall and Pavilion without alcohol	\$100.00 per day
• Instructional	\$30.00 per hour
Unico Community Centre	
• Private event with alcohol ○ PLUS CLEANING & DAMAGE DEPOSIT	\$390.00 per day
• Private event without alcohol	\$180.00 per day
• Private event without alcohol	\$90.00 for 4 hours
• Instructional	\$30.00 per hour

PARK AND RECREATION SERVICES	MARCH 1, 2023
Note: All fees for Recreation Services include HST where applicable.	
Parking Lots <ul style="list-style-type: none"> • Unico Parking Lot • Carnegie Parking Lot • King Street Parking Lot 	\$160.00 / 8 hrs + \$100.00/ 4 hrs
Park Events	
Pavilion/ Gazebo Fee	\$50.00 / 4 hrs \$80.00 / 8 hrs
Special Event Park Fee	
Large Event – (150+ ppl)	\$400.00/ 8 hrs
Medium Event - (50 - 150 ppl)	\$200.00 / 8 hrs
Small Event – (1-50 ppl)	\$150.00 / 8 hrs
Fencing / 100 ft	\$10.00 / 100 ft
Park Access Permit – property access – deposit required	\$250.00 per permit
Additional Staffing Fee (Upon Request)	COST
Covid Health Screener – if required by Health Unit, for private events	\$25.00 per hour
Arena Floor – no ice	\$300.00/ 12 hrs + \$120.00/ 4 hrs
Baseball	
○ Diamond - without lights	\$40.00 per game (up to 2 hours)
○ Diamond - with lights	\$65.00 per game (up to 2 hrs)
○ Diamond - minor sports	\$15.00 / child per season
○ Diamond - tournament	\$175.00/ 12 hrs per diamond
Weekend Tournament Rate (Friday 5 pm – Sunday 8 pm)	\$2,000.00 all 6 diamonds
Soccer	
○ Field	\$50.00 per game (large field – up to 2 hours) \$30.00 per game (small field – up to 2 hours)
○ Field - minor sports	\$15.00 per child per season
○ Field - tournament	\$175.00/ 12 hrs/ large field \$105.00/ 12 hrs/ small field
Weekend Tournament Rate (Friday 5 pm – Sunday 8 pm)	\$1,750.00 all 16 fields
Kingsville Arena	
Ice Rental	
• Adult prime	\$198.00 per hour
• Adult non-prime (weekdays before 5:00 pm)	\$162.00 per hour
• Minor Sports - prime	\$183.00 per hour
• Minor Sports - non-prime (weekdays before 5:00 pm)	\$154.00 per hour
Public Skating / Shiny Hockey	
• Public Skating – general	\$3.50 per person
• Public Skating - general – per household	\$12.00 per household
• Parent & Tot/Home School/Adult Skate	\$2.50 per person
• Parent & Tot/ Home School/Adult Skate – 6 Punch Pass	\$12.50/ pass
• Shiny Hockey / Figure Skating	\$5.50 per person
• Shiny Hockey / Figure Skating – 5 Skate Pass	\$22.00/ pass

Advertising All Advertising Requests and payment must be received no later than June 1 st of the current year	
Arena Walls	\$125.00 per year
Illuminated sign	\$300.00 per year
Ice surface boards	\$450.00 per year
Ice surface	\$1,000.00 per year
Marina display	\$58.00 per year
Zamboni (\$1,100 per side)	\$2,200.00 per year
Public Skate Sponsorship – 2 hour public skate includes tabling in lobby, plus naming for sponsored skate	\$400.00
Pickleball / Tennis – Public Access	
• Season Pass	\$30.00 per season / per household
• Drop-in (outdoor)	\$4.00 per court
• Drop-in (indoor pickleball)	\$2.00 per court
Tennis Court Rental (Kingsville)	
• 1 Court Rental	\$5.00/hr
• 4 Courts Rental (All)	\$50.00/ 4 hrs \$60.00 / 8 hrs
Tennis Court Rental (Ridgeview)	
• 1 Court Rental	\$5.00/hr
• 2 Courts Rental (All)	\$35.00/ 4 hrs \$50.00 / 8 hrs
Pickleball Court Rental (Kingsville)	
• 1 Court Rental	\$5.00/hr
• 4 Court Rental	\$50.00/ 4 hrs \$60.00 / 8 hrs
• 8 Courts (All)	\$100.00/ 4 hrs \$120.00 / 8 hrs
Pickleball / Tennis Associations	
• Pickleball / Tennis Assoc. Access Card	\$15.00
Basketball Court Rental	
Court – Ridgeview or Lions	\$5.00/hr \$18.00/ 4 hrs \$25.00/ 8 hrs
Marina	
• Seasonal Ramp Pass	\$130.00 per craft
• Seasonal Ramp Pass – Senior Rate	\$100.00 per craft
• Dockage - Cedar Island	\$48.00 per foot
• Dockage - Docks 63 and 64	\$56.00 per foot
• Transient Wells – Daily	\$2.00 per foot
• Transient Wells – Monthly	\$15.00 per foot
• Ramp Pass - Daily	\$12.00 per day
• Ramp Pass – Daily – Senior Rate	\$6.00 per day
• Ramp Pass - Monthly	\$50.00 per month
• Fuel	Cost + \$0.30 per litre
Programs	
• All Programs	Cost
• Standard First Aid/Level C	Cost
• Standard First Aid Renewal	Cost
Commemorative Program	
• Tree	\$300.00 Tree + \$350.00 Plaque=\$650.00 Total
• Bench	\$1,650.00 Bench + \$350.00 plaque = \$2,000 Total

PLANNING SERVICES	MARCH 1, 2023
Note: Applicants will be eligible for a 25% refund if an application is withdrawn prior to the holding of any public open house or meeting.	
Committee of Adjustment	
○ Consent	
○ Initial severance	\$1,250.00
○ Additional severance **	\$350.00
○ Minor Variance **	\$1,000.00
○ Joint Application (combined consent and minor variance) **	\$1,750.00
Development Agreements	
○ New Agreement (i.e. consents) **	\$750.00
○ Development Agreement Amendment **	\$650.00
Official Plan	
○ Amendment **	\$4,000.00
○ Joint Application (combined with Official Plan Zoning By-law Amendments) **	\$5,000.00
Parkland Dedication or Fees in Lieu	
○ Commercial or Industrial Land	5% of appraised value of land
○ Residential & Other	5% of appraised value of land
○ Residential Land (4 or less created by consent)	\$1,500.00 per new lot
Part Lot Control	
○ Part Lot Control	\$1,750.00
○ Part Lot Control Extension	\$1,150.00
Plan of Condo/Subdivision	
○ Plan of Condominium **	\$5,000.00
○ Plan of Subdivision **	\$6,500.00
○ Plan of Subdivision (redline) **	\$1,250.00
Site Plan Control	
○ Site Plan Agreement **	\$2,500.00
○ Site Plan Agreement Amendment **	\$1,750.00
Zoning By-law	
○ Zoning By-law Amendments **	\$3,500.00
○ Temporary Use **	\$1,525.00
○ Temporary Use Extension **	\$925.00
○ Removal of Holding (h) **	\$1,000.00
○ Surplus Dwelling **	\$2,500.00
Other Services	
○ Renewable Energy Review and Approval **	\$1,500.00
○ Compliance Letter (Subdivision/Site Plan, Development Agreement)	\$150.00
○ Documents - Comprehensive Zoning By-law (hard copy)	\$100.00
○ Documents - Official Plan Amendment (hard copy)	\$100.00

** Fee may require a Security deposit, additional external costs and/or ERCA costs (set by ERCA) in addition to the fee stated.

BUILDING, BY-LAW AND LEGAL SERVICES	MARCH 1, 2023
CONSTRUCTION PERMITS	
Note: Permits reviewed and/or issued and not paid for or picked up will be charged a fee of \$300.00 for Part 9 residential properties and \$750.00 for Part 3 commercial, industrial and agricultural properties.	
Engineering Services requires a \$2,000.00 Damage Deposit upon the issuance of all Building Permits in accordance with Schedule B, save and except for permits issued for: pools, sheds or building structures under 225 square feet, signs, decks, septic systems, solar panels and minor interior renovations.	
Residential	
• New construction	\$1.25 per square foot
• Renovations	\$13.75 per \$1,000.00 of value of construction
• Accessory buildings	\$0.60 per square foot
• Finished and unfinished basements	\$0.60 per square foot
• Minimum fee	\$265.00
Swimming pools	
• In ground and above ground	\$265.00
Part 3-Assembly/Residential/Commercial/Institutional & Industrial/Part 9-other than Residential	\$13.75 per \$1,000.00 of value of construction
• Minimum fee	\$525.00
Greenhouse	\$0.05 per square foot
• Minimum fee	\$525.00
Other Farm Structures	\$0.55 per square foot
• Minimum fee	\$210.00
Water Storage Tanks	\$525.00
Temporary Structures	\$210.00
Wind Turbine With an Output of 1.5 Megawatts or More	\$10,000.00
Construction Commenced Prior to Permit Being Issued	Fee x 2
Other Permits (not specifically listed)	\$13.75 per \$1,000.00 of value of construction
• Minimum fee	\$210.00
Moving	\$315.00
Signs	\$210.00
Demolition Permits	
Demolition	\$0.55 per square foot
• Minimum fee (residential accessory buildings)	\$265.00
• Minimum fee (all other buildings)	\$265.00
Change of Use Permit	
Change of Use permit where no proposed construction	\$265.00
Sewage System Permit	
On Site Sewage	
• Systems	\$790.00
• Repair	\$315.00
Other Building Services:	
Inspection re: AGCO Liquor License Application	\$275.00
Conditional Permit Agreement (Per By-16-2021)	\$1,000.00
• Registration of Agreement on title	
Change of Use Field Review	\$275.00
Defer/Revocation Letter	\$275.00

BUILDING, BY-LAW AND LEGAL SERVICES	MARCH 1, 2023
Post Review Amendment	
• Part 9/Residential	\$290.00
• Part 3/Commercial, Industrial, Greenhouse	\$790.00
Re-inspection (inspection booked, but work not ready or completed; or no one on site)	\$80.00
Sewer/Water Connection (additional costs apply to complete service):	
• Residential	\$275.00
• Commercial/Industrial/Greenhouse	\$375.00
Transfer Permit	\$275.00
Alternative Solution Application Fee	\$275.00 minimum for up to 4 hours of review time plus \$100 per hour beyond the first 4 hours
Special Research Request Fee	\$275.00 minimum for up to 4 hours of review time plus \$100 per hour beyond the first 4 hours
Copying/Scanning/Printing	\$8.50 per ¼ hour plus \$2.00 for first page and \$0.50 per subsequent page
Permit Finalization Letter (Building permit must have completed and passed final inspection)	\$90.00

WATER SEWER SERVICES	MARCH 1, 2023
Hydrant Hook Up	\$80.00 + water consumption at current rate
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$375.00
Turn On or Turn Off	\$50.00
Turn On or Turn Off (after Town business hours)	\$200.00
Frozen Meter Replacement	\$200.00
Frozen Meter Replacement (after Town business hours)	\$400.00
Frost Plate Repair	\$60.00
Frost Plate Repair (after Town business hours)	\$260.00
Water Main Commissioning	\$1,500.00
Water Main Tap Inspections	\$500.00
Lowering of Clean Out (result of owner grade change)	\$85.00
Replace Clean Out Cap	\$115.00
Minicam Investigation	\$75.00 first hour + \$50.00 each subsequent hour
Steaming Frozen Private Water Services	\$100.00 first hour + \$75.00 each subsequent hour
Steaming Frozen Private Water Services (after Town business hours)	\$500.00 first hour + \$175.00 each subsequent hour
Service Vehicle	\$40.00 per hour
Watermain and Appurtenance Application Review and Approval	\$1,200.00

Note: For the purposes of this Schedule:

1. Except where otherwise noted, fees are exclusive of HST;
2. "Cost" shall mean an amount equal to the cost to the Town of labour, vehicle(s), materials, supplies or services used or purchased for the purpose of the service or activity;
3. "Instructional" refers to a program or service that is delivered by a 3rd party, but is available to the general public

4. "Minor Sports" refers to organizations that provide recreational opportunities to individuals under the age of 18.
5. "Prime" shall mean all day Saturday and Sunday, and 5 pm-close Monday to Friday
6. "Senior" shall mean a person 65 years of age or older; and
7. "Holidays" include the following days:

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday

Labour Day
Thanksgiving Day
Remembrance Day
December 24
Christmas Day
Boxing Day
December 31

SCHEDULE B
DEPOSITS AND PENALTIES

PARKS AND RECREATION SERVICES	MARCH 1, 2023
RENTALS – Cleaning & Damage Deposit	
Grovedale Arts & Culture Centre	\$1,000.00
Lakeside Park Pavilion	\$1,000.00
Kingsville Recreational Complex - Auditorium A	\$500.00
Kingsville Recreational Complex - Auditorium B, or C	\$250.00
Ridgeview Park	\$250.00
Unico Community Centre	\$250.00

ENGINEERING SERVICES	MARCH 1, 2023
Damage Deposit on Encroachment Permit – with Building Permit*	\$2,000.00
Damage Deposit on Encroachment Permit – without building permit	\$250.00
Road Crossing Agreement	10% of value of the works (\$500.00 minimum)
Road Use Agreement	100% of value of the works
Standard Penalties for Damage to Municipal Infrastructure:	
• Curb box replacement/repair	\$285.00
• Meter pit bonnet replacement	\$200.00
• Full meter pit replacement	\$1,200.00
• Install cleanout cap	\$115.00
• Curb repair (patching only)	\$100.00 per hour
• Sidewalk replacement	\$120.00 per sq. metre
• Curb replacement	\$175.00 per metre
• Asphalt replacement	Cost
• All other repairs	Cost
• Re-inspection fee (after failing initial inspection)	\$95.00

*Damage deposit not applicable to building permits issued for the following: pools, sheds or building structures under 225 square feet, signs, decks, septic systems, solar panels and minor interior renovations.

SCHEDULE C
SECURITY DEPOSITS

ADMINISTRATIVE SERVICES	MARCH 1, 2023
Election Signs	
Municipal/School Board Candidates	\$140.00
Provincial or Federal Candidates	\$300.00
Utility Account Set Up (Tenant Accounts):	
Residential (no sewage)	N/A
Residential (with sewage)	N/A
Business (no sewage)	\$150.00
Business (with sewage)	\$250.00

PLANNING SERVICES	MARCH 1, 2023
Development Agreements:	
Performance	50% value of the works
Maintenance	25% value of the works
Delayed Performance	100% value of the approved delayed works
o Plus Maintenance	
Sidewalk Patio	\$500.00 minimum
Site Plan Agreements:	
Minimal (obligation value less than \$10,000.00)	\$1,000.00 minimum
Minor (new entrance, minor on-site construction, minor service connections)	\$5,000.00 minimum
Major (new entrance, major internal services and connections, landscaping, additional studies, hard surfacing, lighting)	\$10,000.00 minimum
Greenhouse Minor Addition (no new entrances, storm water facilities)	\$5,000.00
Greenhouse New or Major Addition (entrances, storm water facilities, buffering, internal facilities, parking areas, fire safety, outdoor large central storage locations installation of rate of flow control device)	\$30,000.00 minimum

SCHEDULE D
REDUCED OR NO FEE

PARKS AND RECREATION SERVICES		
FACILITY RENTALS – REDUCED FEE		
FACILITY RENTALS COLUMN I	ORGANIZATIONS COLUMN II	EFFECTIVE March 1, 2023
Lakeside Park Pavilion -anytime with or without alcohol PLUS DEPOSIT (with alcohol only)	<ul style="list-style-type: none"> • Delta Waterfowl • Lion’s Club (including auxiliaries) • Neighbourhood Charitable Alliance • Royal Canadian Legion (including auxiliaries) 	\$300.00 per day
Kingsville Recreational Complex Ice Time Minor Sports – non-prime (weekdays before 5:00 pm)	<ul style="list-style-type: none"> • Elementary or Secondary Schools recognized by the Ministry of Education 	50% of standard rate
Unico Community Centre	<ul style="list-style-type: none"> • Kingsville Friendly Club • Odd Fellows 	\$100.00 per month
Unico Community Centre	<ul style="list-style-type: none"> • Lily Rebekah 	\$50.00 per month

FACILITY RENTALS – NO FEE		
FACILITY RENTALS COLUMN I	ORGANIZATION/PERSON COLUMN II	EFFECTIVE March 1, 2023
Lakeside Park Pavilion* -with or without alcohol (refer to section 11 of By-law for restrictions) -PLUS INDEMNITY DEPOSIT (with alcohol only) Kingsville Recreational Complex Auditorium <ul style="list-style-type: none"> • Anytime with or without alcohol • PLUS DEPOSIT (with alcohol only) Auditorium B, C or D <ul style="list-style-type: none"> • Anytime with or without alcohol • PLUS DEPOSIT (with alcohol only) Ridgeview Park Hall and pavilion with or without alcohol <ul style="list-style-type: none"> • PLUS DEPOSIT (with alcohol only) Hall with or without alcohol <ul style="list-style-type: none"> • PLUS DEPOSIT (with alcohol only) Unico Community Centre Anytime with or without alcohol <ul style="list-style-type: none"> • PLUS DEPOSIT (with alcohol only) 	<ul style="list-style-type: none"> • Business Improvement Area Board of Management • Canadian Blood Services • Cottam Cubs & Scouts • Cottam Rotary Club • Discovery School-Based Childcare Program • Gosfield North Sportsmen • Horticultural Society • Kingsville Cubs & Scouts • Kingsville Firefighters Association • Kingsville Essex Associated Band • Knights of Columbus (including auxiliaries) • Optimist Club (including auxiliaries) • Organizations under contract for use of Sports Fields or Ice Time 	No Fee
Marina Seasonal Ramp Pass	<ul style="list-style-type: none"> • Baldwin, Neil • Balkwill, Gary • Branch, Jim • Clemente, Manual • Hodgkins, Leslie • Lacey, Eugene • Mallott, Jim • Miinch, Craig • Pretli, Andy • Woodall, N. 	No Fee

*See sections 10-13 for conditions.