

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 89 - 2024

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 66-2023 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:

"Combined Consent and Minor Variance (Complex)" shall mean an application for minor variance and consent that can be submitted to the Committee of Adjustment or Council and circulated together, and requires extensive staff review and/or multiple supporting documents or studies.

"Combined Consent and Minor Variance (Standard)" shall mean a standard application for minor variance and consent that can be submitted to the Committee of Adjustment or Council and circulated together.

"Damage Deposit" shall mean 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.

“Minor Variance Fee (Complex)” shall mean a request for minor variance that requires extensive staff review and/or multiple supporting documents or studies.

“Minor Variance Fee (Standard)” shall mean a small change to a zoning by-law that allows a property owner to build or make changes to their property.

“Official Plan Amendment (Major)” shall mean a re-designation or change in land use for a property or properties that requires many changes to the policies and schedules of the Official Plan or any application that due to the broader policy implications of the Town would require the need to provide, review or manage studies.

“Official Plan Amendment (Minor)” shall mean a small-scale exception to the Official Plan and is a change to a specific policy that is limited in scope and typically limited to one property.

“Rental Deposit” shall mean the fee or charge paid to the Town as partial payment toward the rental of Town owned facilities.

“Revisions to Approved Plan of Condominium/Plan of Subdivision Fee (Major)” shall mean changes that require review of technical support documents or studies (for example, environmental impact assessments, stormwater management, and compatibility studies, etc).

“Revisions to Approved Plan of Condominium/Plan of Subdivision Fee (Minor)” shall mean small-scale amendments to zoning regulations (for example, front/side yard setback, lot coverage) and conform with approved technical support studies.

“Security Deposit” shall mean 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.

“Site Plan Agreement Amendment Fee (Major)” shall mean a Site Plan Amendment which requires comprehensive review of changes to on-site service, drainage, stormwater, or parking where technical review of studies is required and where amendments require significant changes involving amendments to technical reports.

“Site Plan Agreement Amendment Fee (Minor)” shall mean a Site Plan Amendment that includes requests on sites less than 2 acres (0.8 hectares) that require limited technical review, limited technical reports.

“Site Plan Agreement Fee (Major)” shall mean a Site Plan Agreement which requires comprehensive review of changes to on-site service, drainage, stormwater, or parking where technical review of studies is required and where amendments require significant changes involving amendments to technical reports.

“Site Plan Agreement Fee (Minor)” shall mean a Site Plan Agreement that includes requests on sites less than 2 acres (0.8 hectares) that require limited technical review, limited technical reports.”

“Zoning By-law Amendments Fee (Major)” shall mean fees that apply to a significant amendment which may have greater impact beyond the subject lands.

“Zoning By-law Amendments Fee (Minor)” shall mean fees that apply to a small-scale amendment having no impact to abutting lands.

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.

Cleaning/Damage Deposit

6. Cleaning and 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".
7. The Applicant understands and agrees that the Cleaning/Damage Deposit shall be held and shall be returned to the payee within thirty (30) days after the expiration of the Permit if the Facility is in satisfactory condition and free from damage and excessive cleaning, normal wear and tear expected.

Security Deposits

8. 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".
9. 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

10. 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

11. 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.
- iii. Instructional programs or services.

The application of such rates is subject to managerial approval.

12. Historically, the following persons were identified to receive seasonal ramp passes at no charge. This will continue for the life of the individual originally identified. Each year the individual must present government issued identified to the Manager of Financial Services who will record the individual's name, address, and birth date.

- Baldwin, Neil
- Balkwill, Gary
- Branch, Jim
- Clemente, Manual
- Hodgkins, Leslie
- Lacy, Eugene
- Mallott, Jim
- Miinch, Craig
- Pretli, Andy
- Woodall, N

13. 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

14. 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

15. By-law 66-2023 is hereby repealed effective January 1, 2025.

16. This by-law shall come into force on January 1, 2025.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25th DAY OF NOVEMBER, 2024.

MAYOR, Dennis Rogers

ACTING CLERK, Angela Toole

SCHEDULE A
FEES AND CHARGES

ADMINISTRATIVE SERVICES	Effective JANUARY 1, 2025
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 	\$30.00
Advertising Hosting Fee	\$50.00
Credit Card Convenience Fee	2% on transactions in excess of \$2,000
DVD/CD/USB (any copied document or documents)	\$10.00
Map (Town)	\$30.00
PLUS	\$3.00 per square foot
Damage to Municipal Property	Cost
Merchandise and Apparel	N/A
MYKingsville website advertising space	N/A
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
Financing Agreement	\$250.00
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
Severance - property roll creation	\$100.00
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

LEGAL SERVICES	Effective JANUARY 1, 2025
Signing of Document as a Commissioner for Taking Affidavits	\$20.00 up to 3 documents (seniors exempt)
Signing of Document as a Notary Public	\$50.00 up to 3 documents

MUNICIPAL CLERK SERVICES	Effective JANUARY 1, 2025
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
Portable Signs	
• Permit	\$65.00
• Removal	\$75.00 per hour
• Storage	\$20.00 per day
• Variance	\$65.00
Election Sign Removal	\$20.00 per sign
Freedom of Information (FOI) – Per Application	\$5.00
Freedom of Information (FOI) – Other Fees	Fees listed in O. REG 823
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
Non-Objection Letter (AGCO)	\$25.00
Death Registration (Burial Permits) (replaces Form 15 & 16 Fees)	\$25.00
Request for Fence Viewers	\$750.00
Short- Term Rental Licence:	
• Residential (Up to 4 Occupants)	\$400.00
• Residential (Up to 6 Occupants)	\$750.00
• Residential (Up to 8 Occupants)	\$1,400.00
• Residential (Up to 10 Occupants)	\$1,750.00
• Owner-Occupied *	\$250.00
• Commercial	\$250.00

*Where the owner/operator resides full-time on the same property as the Short-Term Rental.

ANIMAL CONTROL	Effective JANUARY 1, 2025
Dog License	
• Lifetime Dog License*	\$75.00
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

*Lifetime tag is not transferable and must remain with the assigned dog and owner. A new lifetime tag is required if the dog becomes owned by a new owner. A new lifetime tag is required if an owner acquires a dog.

CEMETERY SERVICES	Effective JANUARY 1, 2025
Grave Plot	\$600.00 interment rights + \$400.00 care & maintenance = \$1,000
Cremation Plot	\$300.00 interment rights + \$200.00 care & maintenance = \$500.00

CEMETERY SERVICES	Effective JANUARY 1, 2025
Interment (includes opening/closing grave, lowering/raising device, grass seeding)	
Full Body Interment	
o Weekdays (10:00 am to 3:30 pm)	\$885.00
o Saturdays (10:00 am to 2:00 pm)	\$1,200.00
Cremation Interment	
o Weekdays (10:00 am to 3:30 pm)	\$400.00
o 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	
o Weekdays (10:00 am to 3:30 pm)	\$1,500.00
o Saturdays (10:00 am to 2:00 pm)	\$1,870.00
Cremation Disinterment	
o Weekdays (10:00 am to 3:30 pm)	\$400.00
o 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	Effective JANUARY 1, 2025
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)	\$100.00 per hour
Fire Safety Request for Training Services (per Training Officer) (min 2 hour session)	\$250.00 per session (up to 2 hours)
Fire Training provided to other Fire Departments	Cost
Site Inspection from PIR report – includes site visit, emails, document review, phone call, etc) – 2 hr minimum	\$100.00 per hour
File Inspection (from PIR report)	\$100.00
File Search (not 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)	\$100.00
Occurrence Report - Standard (per report)	\$100.00
Occurrence Report with Full Investigation (per report)	\$175.00
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

FIRE SERVICES	Effective JANUARY 1, 2025
Burn Permit	
• Burn Complaint with Fire Response (applicable if not meeting prescribed rules)	MTO rate
• Burn Complaint with Administrative Response (applicable if not meeting prescribed rules)	½ MTO rate
Propane Review/Documentation - Level 2 (per request)	\$100.00
Propane Review/Documentation - Level 1 (per request)	\$100.00
• 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	\$100.00
• Schools	\$400.00
• Nursery/Day Care	\$100.00
• Licensed Premises	\$200.00
• Unlicensed Premises (liquor license)	\$100.00
Institutional Inspection – per inspection	
• Nursing Homes / Assisted Living/ Retirement Homes	\$550.00
• 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
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 up to 4 beds	\$100.00
• Boarding/Lodging houses 5-9 beds	\$300.00
• Boarding/Lodging houses 10-19 beds	\$600.00
• Boarding/Lodging houses 20-30 beds	\$700.00
• Boarding/Lodging houses greater than 30 beds	\$1,000.00
Residential Short Term Rentals/B&Bs	
• STR/B&B's (up to 4 occupants)	\$150.00
• STR/B&B's (up to 6 occupants)	\$200.00
• STR/B&B's (up to 8 occupants)	\$250.00
• STR/B&B's (up to 10 occupants)	\$300.00
Commercial Short Term Rentals	\$500.00**
Smoke Alarm/Carbon Monoxide Follow up	\$100.00
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

**If 10 Occupants or less, the corresponding “residential” fire inspection rate will apply.

LICENSES	Effective JANUARY 1, 2025
Boarding, Lodging and Rooming Houses – Agricultural or Residential	\$100.00 per structure
Charitable Gaming	
• Bingo	3% of prize
• Media Bingo	3% of prize
• Break Open (Nevada) Tickets	3% of prize

LICENSES	Effective JANUARY 1, 2025
• Raffle	3% of prize
• Bazaar - Raffle & Bingo	3% of prize
• Bazaar - Wheel of Fortune	\$10.00
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
Taxi Driver License - per year payable on or before January 1	\$50.00

ENGINEERING SERVICES	Effective JANUARY 1, 2025
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
External Engineering Review	At Cost
Sidewalk Patio	
Initial application – Plus Damage Deposit PLUS USE OF PARKING SPACE PLUS DAMAGE DEPOSIT	\$600.00 \$100.00 per month/space
Annual renewal - Plus Damage Deposit PLUS USE OF PARKING SPACE PLUS DAMAGE DEPOSIT	\$200.00 \$100.00 per month/space
Site Plan Engineering Review Fee (per application)	\$1,500.00
Subdivision Engineering Review Fee (per application)	\$3,000.00
Additional Review Fee (per submission on the 4 th and each additional submissions)	\$250.00
External Engineering Review	At Cost

DRAINAGE	Effective JANUARY 1, 2025
Developer or Severance Requests initiated for Drainage Reports under Section 78, 78(5) or Section 4	\$500.00
Requests for Section 65 Reports under the Drainage Act	\$200.00
Tile Inspector Fee	\$200.00
Mutual Drain Agreement review	\$200.00
Drainage Apportionment Agreement	\$200.00
Drainage Admin Fee, per assessed parcel (Maintenance and Capital)	\$3.00

PARK AND RECREATION SERVICES	Effective JANUARY 1, 2025	Effective Non-Profit JANUARY 1, 2025
Note: All fees for Recreation Services include HST where applicable. *All Facility Rentals have an associated cleaning and damage deposit and require liability insurance		
FACILITIES RENTALS:		
Grovedale Arts & Culture Centre		
• Rental	\$3,500.00 per 12 hours, or \$1,200.00 per 4 hours	\$150.00 per 12 hours, or \$65.00 per 4 hours
• Weekend/Wedding Rate: (Friday 12 pm – Sunday 8 pm)	\$5,000.00 per weekend	\$300.00 per weekend
Lakeside Park Pavilion		
• Rental	\$700.00 per 12 hours, \$350.00 per 4 hours	\$100.00 per 12 hours, \$40 per 4 hours
• Weekend/Wedding Rate: Friday 12pm – Sunday 8pm	\$1,650.00 per weekend	\$250.00 per weekend
Kingsville Recreational Complex		
Auditorium A		
• Rental	\$450.00 per 12 hours, \$200.00 per 4 hours	\$85.00 per 12 hours, \$40.00 per 4 hours
• Weekend/Wedding Rate: Friday 12pm – Sunday 8pm	\$1,000.00 per weekend	\$200.00 per weekend
Auditorium B/C (Together)	\$250.00 per 8 hours, \$135.00 per 4 hours	\$50.00 per 8 hours, \$30.00 per 4 hours
Auditorium B or C	\$150.00 per 8 hrs, \$80.00 per 4 hrs	\$40.00 per 8 hrs, \$25.00 per 4 hrs
Ridgeview Park		
• Hall and Pavilion	\$300.00 per 12 hours, \$160.00 per 4 hours	\$75.00 per 12 hours, \$30.00 per 4 hours
• Weekend/ Wedding Rate: Friday 12pm – Sunday 8 pm	\$700.00 per weekend	\$125.00 per weekend
Unico Community Centre		
• Rental	\$400.00 per 12 hours, \$150.00 per 4 hours	\$60.00 per 12 hours, \$25.00 per 4 hours
• Weekend/Wedding Rate: Friday 6pm – Sunday 8pm	\$675.00 per weekend	\$100.00 per weekend
Park Events		
• Pavilion/ Gazebo Fee	\$80.00 per 8 hrs, \$50.00 per 4 hrs	N/A
• Large Event – (150+ ppl)	\$400.00 per 12 hours	\$75.00 per 12 hours
• Medium Event - (50 - 150 ppl)	\$200.00 per 12 hours	\$65.00 per 12 hours
• Small Event – (1-50 ppl)	\$150.00 per 8 hours	\$50.00 per 8 hours
• Fencing / 100 ft	\$10.00 per 100 ft	\$10.00 per 100 ft

PARK AND RECREATION SERVICES	Effective JANUARY 1, 2025
<p>Note: All fees for Recreation Services include HST where applicable.</p> <p>*All Facility Rentals have an associated cleaning and damage deposit</p> <p>*All Rentals require liability insurance</p>	
Baseball	
○ Diamond - without lights	\$50.00 per game (up to 2 hours)
○ Diamond - with lights	\$75.00 per game (up to 2 hrs)
○ Diamond - minor sports	\$15.00 / child per season
○ Diamond - tournament	\$200.00/ 12 hrs per diamond
Weekend Tournament Rate (Friday 5 pm – Sunday 8 pm)	\$1,500.00 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	\$203.00 per hour
● Adult non-prime (weekdays before 5:00 pm)	\$162.00 per hour
● Youth prime	\$188.00 per hour
● Youth non-prime)(Weekdays before 5:00pm)	\$154.00 per hour
● Elementary or Secondary Schools recognized by the Ministry of Education*	\$77.00 per hour
Public Skating / Shinny Hockey	
● Public Skating – general	\$3.50 per person
● Public Skating - general – 6 Punch Pass	\$15.00 per pass
● Parent & Tot/Home School Skate and Home School Shinny/Adult Skate	\$2.50 per person
● Parent & Tot/ Home School Skate and Home School Shinny/Adult Skate – 6 Punch Pass	\$12.50/ pass
● Shinny Hockey / Figure Skating	\$5.50 per person
● Shinny Hockey / Figure Skating – 5 Skate Pass	\$22.00/ pass
Advertising	
Arena Walls	\$150.00 per year
Ice surface boards	\$500.00 per year
Zamboni	\$2,500.00 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 – Indoor pickleball/ badminton (October – April)	\$100.00/ pass
● Drop-in (outdoor)	\$4.00/court – Pickleball \$6.00/court - Tennis

• Drop-in (indoor pickleball/badminton)	\$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
Memorial Program	
• Tree (includes plaque)	\$1,000.00
• Bench (includes plaque)	\$2,600.00
Administration	
• Park Access Permit – property access	\$50.00 per day
• Staffing Fee	
• Cancellation Fee (user programs)	\$5.00
• Printing/Copy	\$0.05 – Black Copies \$0.10 – Colour Copies

*In the absence of a joint use agreement.

PLANNING SERVICES	Effective JANUARY 1, 2025
Committee of Adjustment	
○ Consent	
○ Initial severance	\$1,500.00
○ Additional severance **	\$500.00
○ Minor Variance (Standard) **	\$1,250.00
○ Minor Variance (Complex) **	\$1,750.00
○ Combined consent and minor variance (Standard) **	\$2,500.00
○ Combined consent and minor variance (Complex)	\$3,000.00
○ Consent – Change of Conditions	\$1,000.00
Development Agreements	
○ Development Agreement (Subdivision)**	\$5,000.00
○ Development Agreement (Subdivision) Amendment**	\$2,500.00
○ Agreement (all other developments)**	\$750.00
○ Development Agreement Amendment (all other developments)**	\$650.00
Official Plan	
○ Official Plan Amendment (Minor) **	\$4,500.00
○ Official Plan Amendment (Major)	\$7,500.00

PLANNING SERVICES	Effective JANUARY 1, 2025
○ Joint Application (Official Plan Zoning By-law Amendments) **	\$6,000.00
Parkland Dedication or Fees in Lieu	
○ Commercial or Industrial Land	2% of appraised value of land
○ Residential & Other	5% of appraised value of land
○ Residential Land (4 or less lots created by consent)	\$1,500.00 per new lot
Part Lot Control	
○ Part Lot Control	\$2,000.00
○ Part Lot Control Extension	\$1,250.00
Plan of Condo/Subdivision	
○ Plan of Condominium **	\$6,500.00
○ Plan of Subdivision **	\$7,000.00
○ Revisions to Approved Plan of Condominium/Plan of Subdivision (redline) (Minor) **	\$2,500.00
○ Revisions to Approved Plan of Condo/Subdivision (Major)	\$3,500.00
○ Subsequent Phases of Existing Plans of Subdivision	\$1,750.00
○ Request to Extend approved Draft Plan of Subdivision/Condominium	\$1,500.00
Site Plan Control	
○ Site Plan Agreement (Minor) **	\$4,500.00
○ Site Plan Agreement (Major)	\$7,500.00
○ Site Plan Agreement Amendment (Minor)**	\$3,000.00
○ Site Plan Agreement Amendment (Major)	\$5,000.00
○ Notice of Minor Site Plan Amendment	\$750.00
Zoning By-law	
○ Zoning By-law Amendments (Minor) **	\$4,500.00
○ Zoning By-law Amendments (Major)	\$7,500.00
○ Temporary Use **	\$1,750.00
○ Temporary Use Extension **	\$1,000.00
○ Removal of Holding (h) **	\$1,250.00
○ 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
○ Planning Act Application Deferral (Applicant Request)	\$500.00
○ Building Permit Zoning Review Fee (charged through Building)	\$100.00
○ Pre-Consultation Fee (OP, Zoning, Subdivision/Condo, Site Plan)	\$250.00
○ Subsequent Administrative Reviews of External/Third Party Reviews	\$200.00

** Fee may require a Security deposit, additional external costs (e.g. third party engineering review, signage, external natural heritage/EIA review) and/or ERCA costs (set by ERCA) in addition to the fee stated. Fees for external costs will be charged at cost + 15% administration.

BUILDING SERVICES	Effective JANUARY 1, 2025
CONSTRUCTION PERMITS	
Note: Permits reviewed and/or issued and not paid for or picked up will be charged a fee of \$330.00 for Part 9 residential properties and \$825.00 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	\$1.42 per square foot
• Renovations	\$1.42 per square foot
• Accessory buildings	\$0.68 per square foot
• Finished and unfinished basements	\$0.68 per square foot
• Minimum fee	\$315.00
Swimming pools	
• In ground and above ground	\$315.00
Part 3-Assembly/Residential/Commercial/Institutional & Industrial/Part 9-other than Residential	\$17.35 per \$1,000.00 of value of construction
• Minimum fee	\$700.00
Greenhouse	\$0.05 per square foot
• Minimum fee	\$1,000.00
Other Farm Structures	\$0.63 per square foot
• Minimum fee	\$240.00
Water Storage Tanks	\$700.00
Temporary Structures	\$250.00
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)	\$17.35 per \$1,000.00 of value of construction
• Minimum fee	\$325.00
Moving	\$375.00
Signs	\$325.00
Demolition Permits	
Demolition	\$0.63 per square foot
• Minimum fee (residential accessory buildings)	\$315.00
• Minimum fee (all other buildings)	\$375.00
Change of Use Permit	
Change of Use permit where no proposed construction	\$315.00
Sewage System Permit	
On Site Sewage	
• Systems	\$1,000.00
• Repair	\$400.00
Other Building Services:	
Inspection re: AGCO Liquor License Application	\$400.00
Conditional Permit Agreement (Per By-16-2021)	\$1,300.00
• Registration of Agreement on title	
Change of Use Field Review	\$375.00
Defer/Revocation Letter	\$375.00
Post Review Amendment	
• Part 9/Residential	\$315.00
• Part 3/Commercial, Industrial, Greenhouse	\$1,000.00
Re-inspection (inspection booked, but work not ready or completed; or no one on site)	\$125.00

BUILDING SERVICES	Effective JANUARY 1, 2025
Sewer/Water Connection (additional costs apply to complete service):	
• Residential	\$315.00
• Commercial/Industrial/Greenhouse	\$500.00
Transfer Permit	\$315.00
Alternative Solution Application Fee	\$400.00 minimum for up to 4 hours of review time plus \$125.00 per hour beyond the first 4 hours
Special Research Request Fee	\$400.00 minimum for up to 4 hours of review time plus \$125.00 per hour beyond the first 4 hours
Copying/Scanning/Printing	\$9.80 per ¼ hour plus \$2.35 for first page and \$0.60 per subsequent page
Permit Finalization Letter (Building permit must have completed and passed final inspection)	\$150.00

BY-LAW SERVICES	Effective JANUARY 1, 2025
By-Law Non-Voluntary Compliance After Deadline Administrative Fee	\$250.00
By-Law On Site Supervision Fee	\$100.00 per site visit plus \$100.00 per hour after the first hour

WATER SEWER SERVICES	Effective JANUARY 1, 2025
Hydrant Hook Up	\$80.00 + water consumption at current rate
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$500.00
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
Meter Transponder Replacement due to Damage	\$250.00
Missed Appointment Fee	\$65.00
Water Main Commissioning – plus service connection	\$1,500.00 + \$50.00 per service connection
Water Main Tap Inspections	\$500.00
Water Flow Control Valve Program – Initial Inspection	\$1,500.00
Water Flow Control Valve Program – Re-Inspection	\$500.00
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

WATER SEWER SERVICES	Effective JANUARY 1, 2025
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. "Non-profit organizations" refers to:
 - i. Registered Charities in good standing with CRA (Canadian Revenue Agency),
 - 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,
 - iii. Instructional programs or services.
5. All "Programs" fees will be established based on the program offered and fess will be published through Town of Kingsville website.
6. "Minor Sports" refers to organizations that provide recreational opportunities to individuals under the age of 18.
7. "Prime" shall mean all day Saturday and Sunday, and 5 pm-close Monday to Friday
8. The determination of "Minor" and "Major" in the Planning Fees & Charges section will be performed by the Manager of Planning and Director of Planning and Development based on the complexity of the request (i.e. if the request requires multiple supporting documents or studies).
9. "Senior" shall mean a person 65 years of age or older; and
10. "Holidays" include the following days:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	December 24
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	December 31

SCHEDULE B
DEPOSITS AND PENALTIES

PARKS AND RECREATION SERVICES	Effective JANUARY 1, 2025
RENTALS – Cleaning & Damage Deposit	
Grovedale Arts & Culture Centre	\$1,000.00
Lakeside Park Pavilion	\$1,000.00
Kingsville Recreational Complex - Auditorium A or B/C (Together)	\$500.00
Kingsville Recreational Complex - Auditorium B, or C	\$250.00
Ridgeview Park	\$250.00
Unico Community Centre	\$250.00
PARK RENTALS – Grounds Damage Penalty	Cost
PARK ACCESS – Grounds Damage Penalty	Cost

ENGINEERING SERVICES	Effective JANUARY 1, 2025
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
• Failure to hard surface driveway apron (per Town of Kingsville Development manual)	\$2,000.00

*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	Effective JANUARY 1, 2025
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