

CORPORATION OF THE COUNTY OF PERTH

BY-LAW 3365-2013

BY-LAW TO ESTABLISH AND REQUIRE PAYMENT FOR FEES FOR INFORMATION, SERVICES, ACTIVITIES, USE OF MUNICIPAL PROPERTY UNDER THE *MUNICIPAL ACT, 2001* AND THE *PLANNING ACT, 1990*.

WHEREAS Section 391 of *Municipal Act, 2001, S.O. 2011, as amended*, provides that without limiting Section 9, 10 and 11 of the Act, those sections authorize a municipality to impose fees and charges on persons for services or activities provided or done by or on behalf of it and any other municipality or local board, and for the use of its property inducing property under its control;

AND WHEREAS Section 69(1) of the *Planning Act, 1990, c. P. 13*, authorizes a Council to establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff.

AND WHEREAS Section 398 of *Municipal Act, 2001, S.O. 2001*, provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS O.Reg.584/06 provides regulations for imposing fees and charges by a municipality or local board;

NOW THEREFORE the Council of the Corporation of the County of Perth enacts as follows:

1. The fees and charges for information, service, activity, use of property provided by the Corporation of the County of Perth, are hereby set out in Schedule "A" of this By-law;
2. No request by any person, or their agent, for any information, service, activity or use of property described in Schedule "A" will be processed or provided by the County unless and until the person or their agent, requesting the information, service, activity or use of property has paid the applicable fee in the prescribed amount as set out in Schedule "A" or this By-law;
3. The fees as listed in Schedule "A" of this By-law are subject to the Harmonized Sales Tax (H.S.T.) where applicable. Should the legislation change or subsequent interpretations be released that may change the applicability of these taxes, then County of Perth staff will immediately undertake to apply the proper tax to the fee;

4. All fees may be subject to the applicable administrative charges and interest charges as set by the Corporation of the County of Perth;
5. Any fees as listed in Schedule "A" of this By-law governed by legislation will be automatically updated on the respective schedule as per the requisite legislative amendment.
6. This By-law shall be known as the "Fees and Charges By-law";
7. Schedule "A" shall be deemed as forming part of this By-law;
8. Should any part of this By-law, including Schedule "A", be determined by a Court of competent jurisdiction to be invalid or of no force and effect , it is the stated intention of the Council of the County of Perth that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect;
9. That upon this By-law coming into force and effect on June 1, 2013 and by-law 3097(2008) is hereby repeals.

Read a first and second time this 23rd day of May, 2013.

Read a third time and finally passed this 23rd day of May, 2013.

**_Original Signed by____
VINCE JUDGE, WARDEN**

**Original Signed by
KERRI ANN O'ROURKE, CLERK**

TYPE of FEE	Fee	HST
Effective April 3, 2014	Inclusive of Taxes	

GENERAL FEES & CHARGES

PHOTOCOPIES / PRINT		
PHOTOCOPIES & COMPUTER PRINTOUTS (per page, any size, B&W or colour, SINGLE sided)	\$ 0.25	Y
PHOTOCOPIES & COMPUTER PRINTOUTS (per page, any size, B&W or colour, DOUBLE sided)	\$ 0.50	Y
COUNTY ROAD MAP	\$ 5.00	Y
COUNTY PROMOTIONAL ITEMS		
BOOK - HISTORY OF PERTH COUNTY TO 1967	\$ 15.00	Y
BOOK - HISTORY OF PERTH COUNTY, 1967 TO 2003	\$ 10.00	Y
SET OF BOTH HISTORY BOOKS	\$ 20.00	Y
SERVICES		
DOCUMENT SEARCHES (locating, researching or preparing documents) (per HOUR)	\$ 50.00	Y
COMMISSIONING OF AFFIDAVITS/DECLARATIONS and CERTIFICATION OF DOCUMENTS (other than POA and Planning)	\$ 25.00	N
RETURNED for N.S.F. OR DISHONOURED PAYMENT (PER ITEM)	\$ 45.00	N

CLERK DIVISION

SERVICES		
PACKAGES OF COUNCIL/Committee of the Whole AGENDAS AND MINUTES (IF PICKED UP)	\$ 75.00	Y
PACKAGES OF COUNCIL/Committee of the Whole AGENDAS AND MINUTES (IF MAILED)	\$ 100.00	Y
FREEDOM OF INFORMATION REQUESTS (PURSUANT TO MFIPPA) ¹ - CHARGES FOR REQUESTS FOR GENERAL INFORMATION		
APPLICATION FEE	\$ 5.00	N
RECORDS PROVIDED ON CD-ROMS (per CD-ROM)	\$ 10.00	N
SEARCH TIME FOR THE RECORD (per each 15 minutes)	\$ 7.50	N
PREPARATION OF RECORD FOR DISCLOSURE (per each 15 minutes)	\$ 7.50	N
PRODUCING A RECORD FROM A MACHINE READABLE RECORD (per each 15 minutes)	\$ 15.00	N
ANY ADDITIONAL COSTS IN LOCATING, RETRIEVING, PROCESSING AND COPYING THE RECORD IF THOSE COSTS ARE SPECIFIED IN AN INVOICE THAT THE INSTITUTION HAS RECEIVED	ACTUAL COST	N
FREEDOM OF INFORMATION REQUESTS (PURSUANT TO MFIPPA) ¹ - CHARGES FOR REQUESTS FOR PERSONAL INFORMATION		
APPLICATION FEE	\$ 5.00	N
RECORDS PROVIDED ON CD-ROMS (per CD-ROM)	\$ 10.00	N
SEARCH TIME FOR THE RECORD (per each 15 minutes)	\$ 7.50	N
PRODUCING A RECORD FROM A MACHINE READABLE RECORD (per each 15 minutes)	\$ 15.00	N

¹ MFIPPA = Municipal Freedom of Information & Protection of Privacy Act & R.R.O. 1990 Ontario Regulation 823

ARCHIVES DIVISION

ADMISSION		
OUT OF COUNTY ADMISSION FEE (PER DAY)	\$ 5.00	Y
OUT OF COUNTY ADMISSION FEE (PER YEAR)	\$ 30.00	Y
PHOTOCOPIES / PRINT		
PHOTO/IMAGE PRINTS (PER ITEM)	\$ 15.00	Y
PHOTO/IMAGE SCANS (PER IMAGE, sent electronically)	\$ 10.00	Y
BLANK CDs	\$ 1.00	Y
SERVICES		
SPECIFIC INQUIRY (DATES PROVIDED)- (PER ITEM)	\$ 5.00	Y
LETTER OF CERTIFICATION FOR PHOTOCOPIED DOCUMENTS (PER DOCUMENT)	\$ 5.00	Y
CUSTOM CONSERVATION WORK (PER HOUR, including MATERIALS)	\$ 50.00	Y
GENERAL RESEARCH FEE (per HOUR)	\$ 30.00	Y

PROVINCIAL OFFENCES ADMINISTRATION DIVISION

TRANSCRIPTS		
TRANSCRIPTS - PER PAGE (\$50 DEPOSIT REQUIRED PRIOR TO COMMENCEMENT OF WORK)	\$ 3.20	N

TYPE of FEE	Fee	HST
Effective April 3, 2014		Inclusive of Taxes
ADDITIONAL COPIES OF SAME TRANSCRIPT (PER PAGE)	\$ 0.55	N
TRANSCRIPT - ELECTRONIC VERSION (IN ADDITION TO PER PAGE CHARGES)	\$ 22.00	N

COLLECTION COSTS

COLLECTION COSTS ON DEFAULTED FINES (OF OVERDUE AMOUNT)	APPLICABLE %	Y
COLLECTION ADMINISTRATION FEE - MUNICIPAL (PER FILE)	\$ 20.00	N
COLLECTION ADMINISTRATION FEE - PROVINCIAL (PER FILE)	\$ 20.00	N

COURT COSTS

COURT COSTS (PER TICKET)	\$ 5.00	N
COURT COSTS-FAIL TO RESPOND DOCKET CONVICTION (PER TICKET)	\$ 5.00	N
COURT COSTS-PART I SENTENCED IN ABSENTIA (PER TICKET)	\$ 15.00	N
COURT COSTS-PART II SENTENCED IN ABSENTIA (PER TICKET)	\$ 16.00	N
COURT COSTS-PART III SENTENCED IN ABSENTIA (PER TICKET)	\$ 35.00	N

PLANNING DIVISION

COPIES AND MAPS

COUNTY OFFICIAL PLAN TEXT (PER DOCUMENT)	\$ 50.00	Y
SCHEDULE A 1 : 100,000 (30 IN. X 36 IN.)	\$ 30.00	Y
SCHEDULE B & C 1 : 100,000 (30 IN. X 36 IN.)	\$ 25.00	Y
NORTH PERTH A & C 1: 50,000 (28 IN. X 32 IN.)	\$ 30.00	Y
PERTH EAST A & C 1: 50,000 (34 IN. X 40 IN.)	\$ 40.00	Y
PERTH SOUTH A & C 1: 50,000 (36 IN. X 30 IN.)	\$ 30.00	Y
WEST PERTH A & C 1: 50,000 (30 IN. X 36 IN.)	\$ 30.00	Y
LEDGER/TABLOID (11 IN.X 17IN.)	\$ 10.00	Y

GIS PAPER MAP PRODUCTS

COUNTY OF PERTH MAP POSTER (36" X 42")	\$ 5.00	Y
GIS SPECIALIST RATE FOR CUSTOM MAPPING, PER HOUR	\$ 80.00	Y

GIS DIGITAL MAP PRODUCTS

ROAD NETWORK DATA	\$ 65.00	Y
CUSTOM REQUEST FOR DIGITAL DATA (PER Hour)	\$ 70.00	Y

GIS MAPPING, DATABASES OR GRAPHICS - EXTRA CHARGE FOR MATERIALS

CUSTOM PHOTOGRAPHY 8.5 IN X 11 IN LABOUR	\$ 10.00	Y
HP 500 PLOTTER - B/W LETTER SIZE LINE WORK	\$ 5.00	Y
HP 500 PLOTTER-COLOUR 8.5 IN X 11 IN	\$ 5.00	Y
HP 500 PLOTTER-LETTER SIZE BASIC PHOTOGRAPHY	\$ 5.00	Y
HP 500 PLOTTER- B/W TABLOID SIZE LINE WORK	\$ 5.00	Y
HP 500 PLOTTER-COLOUR TABLOID SIZE	\$ 5.00	Y
HP 500 PLOTTER-BASIC PHOTOGRAPHY TABLOID SIZE	\$ 10.00	Y
HP 500 PLOTTER-17 IN X 22 IN B/W LINE WORK	\$ 10.00	Y
HP 500 PLOTTER-17 IN X 22 INCH IN COLOUR	\$ 10.00	Y
HP 500 PLOTTER-17.IN X 22 INCH IN BASIC PHOTOGRAPHY	\$ 15.00	Y
HP 500 PLOTTER-22 IN.X 34 IN. IN B/W LINE WORK	\$ 20.00	Y
HP 500 PLOTTER-22 IN. X 34 INCH IN COLOUR	\$ 20.00	Y
HP 500 PLOTTER-22 IN. X 34 INCH IN BASIC PHOTOGRAPHY	\$ 20.00	Y
HP 500 PLOTTER-22 IN. X 34 INCH IN B/W LINE WORK	\$ 25.00	Y
HP 500 PLOTTER-34 IN. X 44 INCH IN COLOUR	\$ 25.00	Y
HP 500 PLOTTER-34 IN. X 44 INCH IN CUSTOM PHOTOGRAPHY	\$ 30.00	Y
LABOUR AND MATERIAL CHARGES (PER HOUR PLUS \$ 10.00 PER LINEAR FOOT) - ESTIMATES PROVIDED PRIOR TO COMMENCEMENT OF WORK	\$ 45.00	Y

OFFICIAL PLAN (OP) AMENDMENT

COUNTY OFFICIAL PLAN AMENDMENT, PLUS LEGAL AND PLANNING COSTS FOR 3rd PARTY APPEAL TO THE OMB	\$ 1,600.00	Y
COUNTY OFFICIAL PLAN AMENDMENT-AMENDMENT / REVISION TO AN APPLICATION THAT IS IN PROCESS	\$ 350.00	N
LETTER OF COMPLIANCE/CONFORMITY	\$ 50.00	N

TYPE of FEE	Fee	HST
Effective April 3, 2014	Inclusive of Taxes	

ZONING BY-LAW AMENDMENT

LETTER OF COMPLIANCE/CONFORMITY	\$ 50.00	N
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PLAN OF SUBDIVISION / CONDOMINIUM

REMOVAL OF PART LOT CONTROL: BASIC FEE (PLUS \$ 150 PER PARCEL CREATED AFTER FIRST PARCEL)	\$ 300.00	N
REQUEST TO AMEND CONDITIONS OF DRAFT APPROVAL	\$ 300.00	N
LETTER OF COMPLIANCE	\$ 50.00	N
SUB DIVISION / CONDOMINIUM (UP TO 20 LOTS/UNIT), PLUS LEGAL AND PLANNING COSTS FOR 3rd PARTY APPEAL TO THE OMB	\$ 2,000.00	N
SUB DIVISION / CONDOMINIUM (21-50 LOTS/UNIT), PLUS LEGAL AND PLANNING COSTS FOR 3rd PARTY APPEAL TO THE OMB	\$ 4,000.00	N
SUB DIVISION / CONDOMINIUM (51 OR MORE LOTS/UNIT), PLUS LEGAL AND PLANNING COSTS FOR 3rd PARTY APPEAL TO THE OMB	\$ 6,000.00	N
AMENDMENTS TO AN IN-PROCESS APPLICATION	\$ 300.00	N
REQUESTS TO EXTEND DRAFT PLAN APPROVAL PERIOD	\$ 300.00	N

CONSENT

CONSENT/SEVERANCE VALIDATION OF TITLE (PER APPLICATION PER LOT)	\$ 1,200.00	N
CONSENT/SEVERANCE VALIDATION OF TITLE -AMENDING AN APPLICATION OR AMENDING CONDITIONS OF PROVISIONAL CONSENT PLUS LEGAL AND PLANNING COSTS FOR 3rd PARTY APPEAL TO THE OMB	\$ 300.00	N
NOTICE SIGN (APPLICABLE ONLY WHEN SIGN NOT RETURNED FOLLOWING COUNTY DECISION)	\$ 100.00	N

ONTARIO MUNICIPAL BOARD (OMB) HEARINGS

ATTEND OMB ON BEHALF OF APPLICANT TO DEFEND OFFICIAL PLAN OR ZONING BY-LAW AMENDMENT, TEMPORARY-USE BY-LAW, PLAN OF SUBDIVISION, CONDOMINIUM PLAN, SITE PLAN CONTROL APPROVAL, AND COMMITTEE OF ADJUSTMENT - HALF DAY, per person	\$ 500.00	Y
ATTEND OMB ON BEHALF OF APPLICANT TO DEFEND OFFICIAL PLAN OR ZONING BY-LAW AMENDMENT, TEMPORARY-USE BY-LAW, PLAN OF SUBDIVISION, CONDOMINIUM PLAN, SLTE PLAN CONTROL APPROVAL, AND COMMITTEE OF ADJUSTMENT - FULL DAY, per person	\$ 1,000.00	Y

ROADS DIVISION

PERMITS

ENTRANCE APPLICATION FEE/ENTRANCE FEE - RESIDENTIAL	\$ 100.00	Y
ENTRANCE APPLICATION FEE/ENTRANCE FEE - COMMERCIAL/INDUSTRIAL	\$ 200.00	Y
ENCROACHMENT PERMIT ON COUNTY HIGHWAY FEE (includes 1.5 hours of staff time; additional hours will be charged out at \$65/hr, plus expenses (legal, survey))	\$ 100.00	Y
TRAVEL PERMIT, SINGLE TRIP, FOR OVERSIZED LOAD	\$ 20.00	Y
TRAVEL PERMIT, ANNUAL, FOR OVERSIZED LOAD (for the initial vehicle in a fleet, with a \$20.00 fee for each additional vehicle)	\$ 200.00	Y
WORK PERMIT ON MUNICIPAL RIGHT OF WAY (other than Utilities)	\$ 100.00	Y
SIGN PERMIT (Permanent only. Temporary n/c)	\$ 50.00	Y

OTHER FEES

TENDER PACKAGE	VARIABLE	Y
CONSTRUCTION PLANS/DRAWINGS (PRINTED)	\$ 15.00	Y
DETAILED TRAFFIC COUNT	\$ 110.00	Y
TEMPORARY STREET CLOSURE (Labour and Materials)	ACTUAL COST	Y

EMERGENCY MEDICAL SERVICES DIVISION

REPORTS & REQUESTS

AMBULANCE CALL REPORT (ACR)	\$ 60.00	Y
INCIDENT REPORTS	\$ 30.00	Y
AMBULANCE VEHICLE LOG	\$ 30.00	Y
PARAMEDIC/STAFF INTERVIEWS (INSURANCE/LEGAL REQUEST), per hour	\$ 125.00	Y

Note: Where any of the above services are supplied to a Lower Tier municipality, no HST is charged, as deemed to be exempt as an intra-municipal supply.