



**PORT COLBORNE**

**Subject: 2023 Proposed User Fees and Charges**

**To: Committee of the Whole - Budget**

**From: Corporate Services Department**

Report Number: 2022-244

Meeting Date: December 7, 2022

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**Recommendation:**

That the Committee of the Whole recommend to Council:

That Corporate Services Department Report 2022-244 **BE RECEIVED**;

That the 2023 Proposed User Fees and Charges schedules attached as Appendices A to R of Corporate Services Report 2022-244 **BE APPROVED**; and

That the draft by-law attached as Appendix S of Corporate Services Report 2022-244 be brought forward to Council for consideration.

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**Purpose:**

The purpose of this report is to seek Council approval to amend and replace schedules from the previously approved user fees and charges (Report 2021-277) by-law with the 2023 proposed user fees and charges schedules identified in Appendices A to R of Corporate Services Report 2022-244.

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**Background:**

As part of the annual budget process, user fees and charges are reviewed to ensure that previously approved or new user fees and charges are complete and included in this user fee bylaw, account for changes in service, and consider market rates and cost recovery.

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## Discussion:

User fees and charges were reviewed as part of the annual budget process. Through this review, staff identified that some services were offered where:

- a fee was not charged;
- full cost was not charged/recovered; and/or
- the fee was not at market rate.

As a result of this review, new user fees and charges are being recommended where the services are new, or the fees were previously not charged. Adjustments to reflect changes in market rates, inflation, and cost recovery are being recommended for other user fees and charges.

Staff continue to acknowledge that details on the number of units sold by service is not always readily available. This information gap makes it difficult to estimate the financial impact of changes made to some services where revenues from multiple fees were recorded to the same revenue account. Staff are working toward improving the tracking of units sold.

The user fees and charges updated by way of this report represent the most frequently used services offered by the City. Finance, in collaboration with all City departments, will continue to review the City's user fees and charges. New fees and changes to existing fees may come forward as a result.

Some of the salient changes included in this proposed bylaw are as follows:

- Arena fees have been updated after reviewing the fees charged by local area municipalities and considering the ever-increasing cost of operations. Since September 2018 the fees have only increased 2.5%. Historically the City has done a larger increase every three years. The new fees will not increase the revenue line in the budget. Through historical review it was noted the former Parks and Recreation department increased the revenue budget several years ago without increasing the rink rate at that time. Budgeted fees at the recommended rates are \$505,000 which compares to direct personnel costs for arena and cleaning attendants of \$560,000.
- Beach fees were updated to reflect new non-beachfront parking options as well the introduction of new fines to deter unwanted behaviour.
- Roselawn fees have been simplified after having reviewed the facility rental and agreement processes. Key to this is the grouping of options that were regularly purchased together.
- Marina fees have been updated to reflect the introduction of a new non-motorized recreational craft (kayaks and stand-up paddleboards) rental program

being developed, as well as discount incentives for first time seasonal customers and for those customers that pay their winter storage fees in full by September 15<sup>th</sup>. Attracting new boaters, retaining existing boaters, as well as maintaining a best in class facility were key criteria in developing these rates.

- Financial Services is introducing four new fees: Administration Processing Fee (for tax registrations and sales); New Account Fee – Water; POA Add to Tax Administration Fee; and Administration Fee Accounts Sent to Collections. These new fees are fees that other local area municipalities charge and are a means of offsetting the cost of providing these services.
- Cemetery fees have been simplified and updated after having reviewed the operational costs of the services offered as well as the cost of maintaining the cemeteries in perpetuity. Key to this review, which was done with the help of an external cemetery consultant, was ensuring that services sold were not subsidized by the levy. New to this fee schedule is the proposal to waive fees for Baby/Child Grave Opening and Closing services as well as Baby Lots for Port Colborne residents under the age of 12 years old.
- Planning fees have been updated to accommodate the addition of an engineering technologist within the division who is reviewing development applications.

In addition to the updates noted above and in the attached appendices, the following is proposed to facilitate the timely delivery of goods and services and to support a strong customer service environment:

- Unless otherwise identified, that staff be delegated authority to set advertising and rental fees not specified in the appendices of this report and for sponsorships less than \$50,000. Sponsorships will need to be consistent with the City's values in order to be considered.

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### **Internal Consultations:**

Internally, user fees and charges have been discussed through the development of the 2023 Levy Budget.

Financial Services would like to thank City departments for their leadership and cooperation in updating certain user fees and charges in this report and look forward to working with others to update their user fees and charges going forward.

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## Financial Implications:

User fees and charges are a significant source of revenue for the City. The City will rely on \$3.7 million generated through user fees and charges to deliver the wide range of services offered in the 2023 Levy Budget. Despite changes in the user fees and charges in the 2023 Levy Budget, user fees and charges revenue is expected to remain flat over the 2022 Levy Budget, this is due to the change and mix of customers.

Section 391 of the *Municipal Act* and section 69 of the *Planning Act* provide the authority for a municipality to establish fees and charges. The fundamental principle behind user fees and cost recovery price setting is that those who actually consume and benefit from the good/service pay for it and those who do not use the good/service or receive any benefit from it should not be obligated to pay for it. A key element is that the benefit of the service is to the individual, not the general taxpayer. The main economic reason why user charges should be levied on the direct recipient of benefits is that this improves the efficiency of the government in allocating resources in a way which creates the largest bundle of possible services demanded by the public.

An alternative to the proposed fees and charges schedules would be to not increase the fees and charges and to subsidize the cost of service through the general levy tax base. This alternative is not recommended since many of these services directly benefit the user and provide little or no direct benefits to the community as a whole. Alternatively, larger increases to the fees and charges schedule could have been applied to ensure full cost recovery and no subsidization from the general tax levy. This alternative is also not recommended since larger increases may have negative impacts on lower income customers and small businesses.

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## Public Engagement:

User fees and charges take into account cost recovery and for significant or material user fees and charges market rates are considered when available.

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## Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
- Attracting Business Investment and Tourists to Port Colborne
- City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
- Value: Financial Management to Achieve Financial Sustainability
- People: Supporting and Investing in Human Capital
- Governance: Communications, Engagement, and Decision-Making

## **Conclusion:**

Staff recommend Council approve the proposed user fees and charges outlined in this report.

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## **Appendices:**

- a. Schedule A - Engineering and Operations
- b. Schedule B - Dog Licensing
- c. Schedule C - Fire and Emergency
- d. Schedule D - Vale Health and Wellness Centre
- e. Schedule E - Parks and Pavilions
- f. Schedule F - Playing Fields and Sport Courts
- g. Schedule G - Beaches
- h. Schedule H - Roselawn Centre
- i. Schedule I - Sugarloaf Marina
- j. Schedule J - Procedures for Tax Registration and Tax Sales
- k. Schedule K - Corporate Services
- l. Schedule L - Port Colborne Historical and Marine Museum
- m. Schedule M - L.R. Wilson Heritage Research Archives
- n. Schedule N – By-Law Enforcement
- o. Schedule O - Cemeteries of the City of Port Colborne
- p. Schedule P – Planning and Development
- q. Schedule Q - Maintenance & Occupancy of Property (Property Standards By-law)
- r. Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections
- s. Draft By-law to Establish User Fees and Charges

Respectfully submitted,

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**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Commemorative	Park Bench	Installation of a bench within a City park.	\$2,262.28	-	\$2,375.39	-
Commemorative	Promenade Bench	Installation of a bench on the West Street promenade.	\$1,783.88	-	\$1,873.07	-
Commemorative	Muskoka Chair	Installation of a Muskoka chair.	\$1,479.78	-	\$1,553.77	-
Commemorative	Tree Planting	Planting of a single native species tree on City property.	\$652.34	-	\$684.96	-
Commemorative	Pet Waste Station	Installation of a pet waste station.	\$1,218.44	-	\$1,279.36	-
Commemorative	Plaque Replacement	Replacement plaque for a previously purchased commemorative item.	\$239.46	-	\$251.43	-
Drainage	Drainage Apportionment Agreement	Cost for the Drainage Superintendent to complete a drainage apportionment agreement due to the severance of a parcel. Fee is for up to 5 parcels, more than 5 parcels will be completed by an appointed Engineer and fees (actual cost) will be charged accordingly.	\$118.00	-	\$118.00	-
Engineering	Water Model	Running a proposed development through the water model to determine if existing infrastructure is sufficient or if upgrades are required.	N/A	-	Actual Cost	-
Water/Sewer/Storm	Service Decommissioning	Decommissioning of a water service, sanitary or storm lateral.	\$1750.00/service	-	\$1750.00/service	-
General	Rock Removal	Removal of Rock for Trench Work.	\$136.29/hour	\$574.32	\$143.11	\$572.44
General	Street Sweeping*	Street sweeping for general cleanliness of the roadways.	\$143.58/hour	\$0.00	\$150.76/hour	\$603.04
General	Street Cleaning	Removal and recovery of debris including mud, and rock left within the roadway with means other than a street sweeper.			\$150.76/hour	\$603.04
General	Cart Retrieval Fee	Retrieval and storage of a single cart.	\$50.00/cart	-	\$65.00/cart	-
General	On-Call Supervisor Call Out	Request for Supervisor inspection found to be caused by private property issue afterhours, Monday to Saturday. Only charged if deemed to be a private issue, no charge for City issue.	\$125.28/Hour	-	\$131.54/Hour	-
General	On-Call Supervisor Call Out	Request for Supervisor inspection found to be caused by private property issue on Sundays and statutory holidays. Only charged if deemed to be a private issue, no charge for City issue.	\$156.94/Hour	-	\$164.79/Hour	-

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Parks	Trail Closure*	To be charged per application for each trail closure. Accommodates one section of trail to be closed with two barricades and road closed signage. Closures beyond one section of trail (entrance to entrance) are subject to job specific pricing.	\$115.04	-	\$120.79	-
Parks	Parade and Event Services *	Services to clear City owned waste bins at a higher frequency than the standard level of service during Parades and Events. Street Sweeping after event is included.	\$323.01	-	\$339.16	-
Parks	Park & Pavilion Services*	Electrical and Water connections when requested from renters. Connections only available at select locations.	\$31.65	-	\$31.65	-
Roads	Driveway Culvert	Install HDPE driveway culvert up to 600mm in diameter; includes stone backfill and compaction to grade.	\$469.03/meter	-	\$469.03/meter	-
Roads	Driveway Culvert	Install HDPE driveway culvert over 600mm in diameter; includes stone backfill and compaction to grade.	Actual Cost	-	Actual Cost	-
Roads	Asphalt Driveway Apron Installation	Includes preparation and installation of a residential asphalt driveway apron to City standards.	\$53.10/square meter	\$159.18	\$53.10/square meter	\$159.18
Roads	Curb Cut	Cut existing curb to accommodate a new entrance.	\$137.17/meter	\$421.35	\$144.03/meter	\$432.09
Roads	Curb Installation	Install curb to match existing area. One cost for standard curb & gutter, barrier curb or mountable curb.	\$185.84/meter	\$374.54	\$195.13/meter	\$390.26
Roads	Sidewalk Repair	Replace existing sidewalk panels.	\$154.87/square meter	\$312.12	\$162.61/square meter	\$325.22
Roads	Road Closure*	To be charged per application for each road closure. Accommodates one block of roadway to be closed with two barricades and road closed signage. Closures beyond one block are subject to job specific pricing.	\$230.00	-	\$241.50	-



APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Roads	Traffic Control	Traffic control on primary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a 4 hour operation during regular business hours. Fee to be doubled for an 8 hour operation. Work beyond regular business hours is subject to job specific pricing.	\$890.32	-	\$934.84	-
Roads	Traffic Control	Traffic control on secondary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a one day lane shift. Work beyond regular business hours is subject to job specific pricing.	\$272.98	-	\$286.63	-
Roads	New Granular Driveway Installation	New installation of a granular driveway including excavation and placement of granular to a minimum area of 40 square meters. Cost per square meter to be charged above the flat fee of 40 square meters.	\$52.85/square meter	\$2,114.02	\$55.49/square meter	\$2,219.60
Roads	Tree Trimming per By-law 6175/01/15	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$185.56/hr	-	\$194.84/hr	-
Roads	Tree Removal per By-law 6175/01/16	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$185.56/hr	-	\$194.84/hr	-
Roads	Stump Removal per By-law 6175/01/17	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$256.81/hr	-	\$269.65/hr	-
Roads	Stump Reinstatement per By-law 6175/01/18	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$201.47/hr	-	\$211.54/hr	-
Roads	Tree Replacement per By-law 6175/01/18	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$652.34	-	\$684.96	-
Roads	Arborist Tree Inspection per By-law 6175/01/19	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$588.50	-	\$617.93	-
Sewer	Sewer Rodding	Sewer rodding during Operations regular hours.	\$325.00/event	-	\$345.00/event	-
Sewer	Sewer Rodding	Sewer rodding outside of Operations regular hours.	\$762.00/event	-	\$762.00/event	-

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Sewer	Sewer Service Tapping	Sewer (sanitary or storm) tapping for up to 125mm diameter lateral.	\$225.00/each	-	\$350.00/each (plus materials)	Material cost dependent upon sewer size. Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. sewer has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$60/hour/staff member will apply, on top of the fee.
Sewer	Sewer Service Tapping	Sewer (sanitary or storm) tapping for lateral larger than 125mm diameter.	Actual Cost	-	Actual Cost	-
Sewer	Review of inspection and testing plans for private sanitary sewers, forcemains, maintenance holes and/or chambers	Review of inspection and testing plans for sanitary sewers, forcemains, maintenance holes and/or chambers required under Province's Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval that will connect to the City's wastewater collection system.	\$136.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$136.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.

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Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Sewer	Witness inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers	Witnessing all required inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers that will connect to the City's wastewater collection system.	\$60.00/hour	minimum 4 hours	\$65.00/hour	minimum 4 hours
Sewer	Mandatory Sanitary Sewer Flow Monitoring Activities	Flow monitoring in select manholes to ensure the new sanitary sewers do not contribute excess I&I, particularly during wet weather events. Deficient sanitary sewers will require remediation.	\$60/monitoring event	-	\$880/unit/year	Mandatory monitoring at connection points to existing City infrastructure. Cost is to cover annual fees for City-owned Smart Covers, maintenance and depreciation. # of units to be determined by City staff.
Water	Water Service Turn On/Off	One fee to turn off and back on, during Operations regular business hours for a valve up to 100mm. Additional fee will apply if water is turned back on a different day, or after regular business hours.	\$55.00/event	-	\$60.00/event	-
Water	Water Service Turn On/Off	One fee to turn off and back on, during Operations regular business hours for a valve 100mm and larger. Additional fee will apply if water is turned back on a different day, or after regular business hours.	\$135.00/event	-	\$135.00/event	-
Water	Water Service Turn On/Off	One fee to turn off and on, outside of Operations regular business hours. Four hour window to have water turned back on. Additional fee will apply if water is turned back on after four hours, or on a different day.	\$385.00/event	-	\$390.00/event	-
Water	Unscheduled Water Meter Reading	Water meter reading as requested by user.	\$100.00/event	-	\$100.00/event	-

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Water	Water Meter Testing	Testing of water meter.	Actual Cost	\$250 deposit (refundable if meter is determined to be outside of AWWA accuracy, applied towards the cost of the test if the meter is within AWWA accuracy) Reference "Addendum to AWWA Manual M6, Water Meters - Selection, Installation and Testing, and Maintenance, Fifth Edition (November 2018)"	Actual Cost	\$250 deposit (refundable if meter is determined to be outside of AWWA accuracy, applied towards the cost of the test if the meter is within AWWA accuracy) Reference "Addendum to AWWA Manual M6, Water Meters - Selection, Installation and Testing, and Maintenance, Fifth Edition (November 2018)"

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Water	Water Service Tapping	Watermain tapping for water service up to 50mm.	\$265.00 per tap	Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$60/hour/staff member will apply, on top of the fee.	\$375.00 per tap	Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$60/hour/staff member will apply, on top of the fee.
Water	Water Service Tapping	Watermain tapping for water service over 50mm.	Actual Cost	\$500.00	Actual Cost	\$500.00
Water	Water Service Upgrade	Upgrading an existing water service to a larger diameter, up to 50mm as per City standards.	\$500.00/ linear meter	\$5,000.00	Actual Cost	\$5,000.00
Water	Temporary Water Supply - Install and removal	Fee to install and remove temporary water supply. (ie. for watermain commissioning, event servicing, not fire hydrant access).	\$400.00/supply		\$500.00/supply	
Water	Temporary Water Supply - Daily	Daily fee for one connection point to the City's water system, plus consumption charge for water used, at current rates (i.e. for watermain commissioning, event servicing - not fire hydrant access).	\$100.00/day plus per cubic metre consumption charge for water used		\$100.00/day plus per cubic metre consumption charge for water used	

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Water	Water service (100mm +) commissioning plan review	Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for water services 100mm+.	\$68.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$72.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
Water	Private Watermain Commissioning Plan review	Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for watermains that will be connected to the City's water system.	\$136.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$144.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
Water	Water Service (100mm +) commissioning activities - witness and sampling	Witnessing of the commissioning activities for water services 100mm+. All required sampling activities.	\$60.00/hour	minimum 4 hours	\$60.00/hour	minimum 4 hours
Water	Private Watermain Commissioning Activities - witness and sampling	Witnessing of the commissioning activities for private watermains (i.e. new subdivisions, watermains that technically fall under the Building Code but must meet requirements of Watermain Commissioning Protocol) that will be connected to the City's water system. All required sampling activities.	\$60.00/hour	minimum 4 hours	\$60.00/hour	minimum 4 hours
Water	Laboratory Analysis of Water Samples required under commissioning plans	Analysis of all samples required under the commissioning plans (water service 100mm+ or private watermains).	\$20.00/sample	-	\$35.00/sample	-
Water	Oversee Final Connections (private watermain or service)	Time for an Operator-in-Charge to review the watermain/service connection plan to establish flush and sample points and to directly oversee the connection, in accordance with the City's Watermain Commissioning Protocol and with the Provincial Watermain Disinfection Procedure.	\$60.00/hour	minimum 4 hours	\$60.00/hour	minimum 4 hours

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Water	Development flushing	Flushing fees for maintaining water quality in active development with not enough demand. This would be part of the Subdivision flushing agreement to maintain water quality.	\$60.00 per hour, plus per cubic metre charge for the water used	minimum 1 hour, minimum 5 cubic metres per event	\$60.00 per hour, plus per cubic metre charge for the water used	minimum 1 hour, minimum 5 cubic metres per event
Water/Sewer/Storm	Inspection of water service and/or sewer lateral install.	When outside contractors perform new installation of water service and/or sewer lateral our fee for the inspection. (hourly rate)	\$60.00/hour		\$60.00/hour	
Water/Sewer/Storm	Inspection of water service and/or sewer lateral install. (after hours/emergency)	When outside contractors perform new installation of water service and/or sewer lateral our fee for the inspection, and the inspection is outside normal operating hours. (hourly afterhours rate - emergency call out is 4 hour minimum)	\$120.00/hour	emergency call out - 4 hour minimum \$404.00	\$120.00/hour	emergency call out - 4 hour minimum \$404.00
Water/Sewer/Storm	Inspection of service disconnect	When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection. (hourly rate)	\$60.00/hour	-	\$60.00/hour	-
Water/Sewer/Storm	Inspection of service disconnect (After hours/emergency)	When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection, and the inspection is outside normal operating hours. (emergency call out is a 4 hour minimum)	\$120/hour	emergency call out - 4 hour minimum \$404.00	\$120/hour	emergency call out - 4 hour minimum \$404.00

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees						
Service Type	Name	Description	2022 Fee	2022 Minimum Fee	2023 Proposed Fee	2023 Proposed Minimum Fee
Water	Bulk Water Station Key - Deposit	Refundable deposit, if key is returned. If key is not returned, will also be charged for a new key	N/A		\$70.00	
Water	Bulk Water Station Key - replacement or additional key	Fee applies to replace a key if a user of a bulk water station loses a key. Bulk water haulers who have an agreement with the City will be provided 2 keys at no charge, additional keys will be supplied at this rate.	N/A		\$70.00	
Water/Sewer/Storm	Review of Form 1, Form SS1 (or equivalent) for watermains, sanitary sewers and/or storm sewers	Review to ensure the Form 1, Form SS1, or equivalent, submitted to the City for watermains, sanitary sewers and/or storm sewers that will connect to the City's water system, wastewater collection system and/or stormwater system, are in compliance with the requirements of the City's Drinking Water Works Permit and/or the City's Consolidated Linear Infrastructure Environmental Compliance Approval.	\$68.00		\$72.00	
				One fee for each form (i.e. if submit for water, sani and storm - 3 fees) for initial review. If all 3 forms submitted in one package, will only charge 2 fees. One "free" resubmission with required edits, fee applies again to any additional edits.		One fee for each form (i.e. if submit for water, sani and storm - 3 fees) for initial review. If all 3 forms submitted in one package, will only charge 2 fees. One "free" resubmission with required edits, fee applies again to any additional edits.

**Notes:**

1. The Municipal Consent permit is applicable for all occupancy within the road allowance and on City property.
2. All works taking place on private property must have proper permitting from the City's Building Department. A Municipal Consent permit for servicing will only be issued upon approved permits from the Building Department.
3. All service installations within the right of way (Water, Sanitary, Storm) must be witnessed by the City's Engineering & Operations Department. Please contact the City at 905-835-2900 ext. 233 to arrange an inspection.
4. All private service connections at the property line must be witnessed by the City's Building Department. Please contact the City's Building Division at 905-835-2900 ext. 229 to arrange an inspection.
5. Operations hours are 7:00am to 3:00pm from the first Monday in May to the third Friday in September and 8:00am to 4:00pm outside of the listed dates.
6. All fees and charges listed are exclusive of any applicable taxes.
7. \* Not for Profit is half of the cost.



**APPENDIX B: Schedule B - Dog Licensing**

<b>Dog Licensing **</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<b>1. Early purchase discount rate on or before March 15th of each year:</b>		
Licence, Neutered/Spayed dog*	\$15.00	\$16.00
Licence, Un-Neutered/Un-Spayed dog	\$28.00	\$30.00
Vicious Dog	\$106.00	\$113.00
<b>2. After March 15th of each year where sections 3 and 4 of this Schedule are not applicable:</b>		
Licence, Neutered/Spayed dog*	\$28.00	\$30.00
Licence, Un-Neutered/Un-Spayed dog	\$38.00	\$41.00
Vicious Dog	\$106.00	\$113.00
<b>3. Replacement Tag – verification of original tag purchase required</b>		
	\$5.00	\$5.00
<b>4. Application for Hearing – non refundable</b>		
	\$196.00	\$210.00
<b>Kennel Licensing</b>		
Kennel License	\$86.00	\$92.00

## Notes:

\* Proof is required

\*\* No HST is applicable

**APPENDIX C: Schedule C - Fire and Emergency**

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.  
Administrative Fee of \$50.00 to be charged to all invoices.*

Emergency Response	2022 Fee	2023 Proposed Fee
* Nuisance false alarms and nuisance deployments: First false alarm in any calendar year	Nil	Nil
* Nuisance false alarms and nuisance deployments: Subsequent false alarms in calendar year	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Billing for firefighting services using a third party, as necessary.	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Failure to Extinguish Open Air Burning (liable for costs under Section 2.5 By-Law 6280/106/15). Owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs
Hourly Rate of Personnel	Current	Current

*Motor vehicle accident/vehicle fire and providing firefighting or other emergency services to a non-resident:		
a) * For the first hour or any part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
b) * For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

*Note: MTO Rates are applicable to residents when Fire Department services are provided on Hwy. No's 3, 58 and 140.*

**APPENDIX C: Schedule C - Fire and Emergency**

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.  
Administrative Fee of \$50.00 to be charged to all invoices.*

Response to fires on or beside rail lines caused by Railway Company - owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs
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**\*For attending a natural gas incident**

a) * For the first hour or any part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
b) * For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

Extraordinary expenses - Owner responsible for any and all additional expenses that the Fire Chief or Deputy Fire Chief determines-to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs
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**\*For responding to non-emergency requests**

a) * For the first hour or any part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
b) * For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

**APPENDIX C: Schedule C - Fire and Emergency**

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.  
Administrative Fee of \$50.00 to be charged to all invoices.*

<b>Fire Prevention</b>	<b>2022 Fee (plus HST)</b>	<b>2023 Proposed Fee (plus HST)</b>
<b>Commercial (GROUP A, D&amp;E OCCUPANCY)</b>		
Refreshment Vehicle	\$128.75	\$137.63
Inspect base building, less than 3,000 sq. ft. (gross area)	\$257.50	\$275.27
- Plus inspect each additional 3,000 sq. ft.	\$128.75	\$137.63
- Plus inspect each suite in addition to base building	\$25.75	\$27.53
Day Care: Home Day Cares with less than 5 children	\$77.25	\$82.58
Day Care: Licenced Day Cares with occupant load of 40 or less	\$154.50	\$165.16
Day Care: Licenced Day Cares with occupant load of more than 40	\$257.50	\$275.27
Repeat follow-up inspections on a violation	\$77.25	\$82.58
<b>Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)</b>		
Inspect base building, less than 3,000 sq. ft. (gross area)	\$283.25	\$302.79
- Plus inspect each additional 3,000 sq. ft.	\$128.75	\$137.63
- Plus each dwelling/unit/sleeping room in addition to base building	\$10.30	\$11.01
Repeat follow-up inspections on a violation	\$77.25	\$82.58
<b>Residential (GROUP C, Not Including Care Facilities) (includes Hotels, Motels, Apartments and Bed and Breakfast)</b>		
Small building – 3,000 sq. ft. or less – containing single dwelling units	\$77.25	\$82.58
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$309.00	\$330.32
Large building – more than 3,000 sq. ft. OR contains		
- 3 to 5 dwelling units/suites of residential occupancy	\$515.00	\$550.54
- 6 to 18 dwelling units/suites of residential occupancy	\$772.50	\$825.80
- More than 18 dwelling units/suites of residential occupancy	\$1,545.00	\$1,651.61
Repeat follow-up inspections on a violation	\$77.25	\$82.58
Bed and Breakfast – up to four (4) sleeping rooms	\$283.25	\$302.79

**APPENDIX C: Schedule C - Fire and Emergency**

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.*

*Administrative Fee of \$50.00 to be charged to all invoices.*

<b>Industrial (GROUP F OCCUPANCY)</b>		
Inspect base building, less than 3,000 sq. ft. (gross area)	\$180.25	\$192.69
Plus inspect each additional 3,000 sq. ft.	\$77.25	\$82.58
Plus inspect each suite in addition to base building	\$25.75	\$27.53
Repeat follow-up inspections on a violation	\$77.25	\$82.58

<b>Miscellaneous Inspections/Application Reviews/Permits</b>		
Open Air Burning Site Inspection and Clearance	\$77.25	\$82.58
Fireworks Vendor-Site Inspection	\$77.25	\$82.58
Propane Licence Application Review (Basic)	\$103.00	\$103.00
Propane Licence Application Review (Complex)	\$61.80/hour	\$66.06/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$257.50	\$275.27
Review of Site Plans	\$61.80/hour	\$66.06/hour
Sale of Consumer Fireworks Vendor Permit	\$103.00/annually	\$110.11/annually
Display Fireworks Discharge Permit	\$154.50/per event	\$165.16/per event

<b>Fire Department Assistance</b>	<b>2022 Fee (plus HST)</b>	<b>2023 Proposed Fee (plus HST)</b>
Fire Watch	\$61.80/hour	\$66.06/hour
Securing Buildings	\$61.80/hour	\$66.06/hour
Fire Prevention Assistance	\$61.80/hour	\$66.06/hour
Training Assistance	\$61.80/hour	\$66.06/hour

<b>File Reports and File Searches</b>	<b>2022 Fee (plus HST)</b>	<b>2023 Proposed Fee (plus HST)</b>
File Search/File Reports - Environmental Issues	\$257.50	\$275.27
File Search/File Reports - Information	\$180.25	\$192.69
Letters and Produce Incident Reports to Insurance Companies	\$180.25	\$192.69
LLBO - Letters of Compliance	\$180.25	\$192.69

**APPENDIX C: Schedule C - Fire and Emergency**

*All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.*

*Administrative Fee of \$50.00 to be charged to all invoices.*

<b>Smoke and Carbon Monoxide Alarm Installations</b>	<b>2022 Fee (plus HST)</b>	<b>2023 Proposed Fee (plus HST)</b>
Installation of Smoke Alarm	\$8.85 each	\$13.28 each
Installation of Carbon Monoxide Alarm (Plug-In)	\$22.13 each	\$26.55 each
Installation of Carbon Monoxide Alarm (Combination)	\$26.55 each	\$30.98 each

<b>Fire Department Services</b>	<b>2022 Fee (plus HST)</b>	<b>2023 Proposed Fee (plus HST)</b>
Refilling of Air Cylinders	\$12.36 each	\$13.21 each
Fire Extinguisher Rentals	\$10.30 each	\$11.01 each
Photographs	\$5.15 each	\$5.51 each
I.D. Photos	\$10.30 each	\$11.01 each
Meeting Room Rental	\$103.00 daily	\$110.11 daily
911 Sign Installation	\$103.00 each	\$110.11 daily
911 Sign Replacement	\$51.50 each	\$55.05 each
Emily Sign Installation	\$101.77 each	\$108.79 daily

**APPENDIX D: Schedule D - Vale Health and Wellness Centre**

Arena	Term	2022 Fee	2023 Proposed Fee
Adult Prime (Mon to Sat 5.00pm – 10.00pm and Sun 8.00am – 10.00pm)	Per hour	\$197.35	\$223.36
Adult Non-Prime (Mon to Fri 8.00am – 4.00pm)	Per hour	\$141.60	\$136.28
Adult League/Tournament (Rental of 3 or more hours for Adults)	Per hour	\$186.75	\$207.96
Junior Hockey Team - Game	Per hour	\$162.83	\$185.84
Individual Training (half ice) (per player w/one coach; 50% of minor hockey)	Per hour	\$65.50	\$75.22
Public/Catholic Schools - Physical Education Classes	Per hour	\$50.45	\$57.52
Public/Catholic Schools - Varsity Hockey Team Practices	Per hour	\$60.20	\$69.02
Public/Catholic Schools - Varsity Hockey Team Games	Per hour	\$131.85	\$146.90
Youth Prime/Minor Hockey	Per hour	\$131.85	\$146.90
Youth Non-Prime (Adult Supervision) (Mon to Fri 8.00am – 4.00pm)	Per hour	\$80.55	\$88.50

Leagues are charged the rate in effect at the time their ice rental agreement are made for the duration of the agreement.

**APPENDIX D: Schedule D - Vale Health and Wellness Centre**

<b>Family and Public Ice Skating</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Students	Per session	\$2.65	\$3.54
Adults	Per session	\$3.54	\$4.42
Seniors	Per session	\$2.65	\$3.54
Seniors Pay-As-You-Play	Per session	\$3.54	\$4.42
Pay-As-You-Play	Per session	\$4.42	\$4.42
Stick and Puck (Adult and 1 child)	Per session	\$4.42	\$4.42
Stick and Puck (Each additional child)	Per session	\$2.65	\$3.54
Tots and Adults	Per session	\$4.42	\$4.42
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$8.85	\$10.62

<b>Summer Arena Floor/Facility Rental (No Ice)*</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Rink 2 – Floor (Non-Profit; Youth Sport Groups)	Per hour	\$49.93	\$57.52
Rink 2 – Floor (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$74.91	\$85.84

\*Does not include associated staging and removal costs and access to the Golden Puck Community Room



**APPENDIX D: Schedule D - Vale Health and Wellness Centre**

<b>Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
For Profit/Commercial Use (Full Room)	Daily	\$295.00	\$336.28
	Hourly	\$64.25	\$73.45
Not for Profit/Community Groups (Full Room)	Daily	\$147.00	\$168.14
	Hourly	\$35.00	\$39.82
For Profit/Commercial Use (Half Room)	Daily	\$147.00	\$168.14
	Hourly	\$32.00	\$36.28
Not for Profit/Community Groups (Half Room)	Daily	\$73.50	\$84.07
	Hourly	\$17.25	\$19.47

\*Tournaments and Trade Shows will have access with floor/facility booking at negotiated rates

<b>Other Rates</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Upper or Lower Lobby – Not for Profit/Community Group	Hourly	\$17.70	\$20.35
Upper or Lower Lobby – For Profit/Commercial	Hourly	\$32.25	\$36.28
Dressing Room (special events/tournaments)	Each/Daily	\$32.25	\$36.28
Swipe Card (Replacement)	Each	\$11.45	\$13.27
Keys (Additional)	Each	\$11.45	\$13.27
Power Cart & Hydro	Each	\$16.65	\$19.47

<b>Staffing</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Assistant Arena Attendant Chargeback (Trade shows, tournaments, large scale events, etc.)	Per hour	\$6.25	\$7.08

NOTE: Applicable User Group Liability Insurance rates will be applied, as per Schedule U, as amended.

**APPENDIX E: Schedule E - Parks and Pavilions**

Park Pavilions	Term	2022 Fee	2023 Proposed Fee
Pavilion – Large	Per Booking Per Day	\$36.50	\$41.59
Pavilion – Small	Per Booking Per Day	\$31.20	\$35.39
Bandshell	Per Booking Per Day	\$52.00	\$59.29
Hydro	Per Booking Per Day	\$5.20	\$6.19
Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Booking Per Day	\$47.86	\$53.10
Park Permit (events) Note: Park permit does not include pavilion fee	Per Booking Per Day	\$78.00	\$88.50

**APPENDIX F: Schedule F - Playing Fields and Sport Courts**

<b>Playing Fields and Sport Courts</b>	<b>Unit</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Soccer Fields – Youth	Per game (2 hours)	\$7.43	\$8.85
Soccer Fields – Youth Tournament	Per field/Per hour	\$7.43	\$8.85
Soccer Fields – Adult	Per game (2 hours)	\$55.08	\$63.71
Soccer Fields – Adult Tournament	Per field/Per hour	\$26.50	\$30.97
Lighting	Add/Per field	\$14.80	\$17.70
Lining	Add/Per field	\$15.80	\$17.70
Baseball/Softball Diamonds – Youth	Per game (2 hours)	\$7.43	\$8.85
Baseball/Softball Diamonds – Youth Tournament	Per field/Per hour	\$7.43	\$8.85
Baseball/Softball Diamonds – Adult	Per game (2 hours)	\$56.10	\$63.71
Baseball/Softball Diamonds – Adult Tournament	Per field/Per hour	\$26.50	\$30.97
Floating	Add/Per field	\$15.80	\$17.70
Lighting	Add/Per field	\$15.80	\$17.70
Lining	Add/Per field	\$15.80	\$17.70
Tennis Courts* (Cedar Bay Centennial or West Side Tennis Courts)	Per court/Per hour	\$4.52	\$4.52
Volleyball Courts* (Cedar Bay Centennial Park)	Per court/Per hour	\$9.93	\$11.50
Horse Paddock Skateboard & BMX Park	Sanctioned OR Un-Sanctioned Competitions terms to be negotiated.		

\*Tournaments on request

**APPENDIX G: Schedule G - Beaches**

<b>Nickel Beach</b>			
<b>Pass/Permit Type</b>	<b>Classification</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<i>Beachfront Daily Pass Monday - Friday (Per vehicle)</i>	Niagara Residents	\$17.69	\$20.00
	Non-Residents	\$44.25	\$50.00
<i>Beachfront Daily Pass Weekends &amp; Statutory Holidays (per vehicle)</i>	Niagara Residents	\$22.12	\$25.00
	Non-Residents	\$53.10	\$55.00
<i>Non-Beachfront Daily Pass Monday - Friday (Per vehicle)</i>	Niagara Residents	N/A	\$10.00
	Non-Residents	N/A	\$20.00
<i>Non-Beachfront Daily Pass Weekends &amp; Statutory Holidays (per vehicle)</i>	Niagara Residents	N/A	\$15.00
	Non-Residents	N/A	\$25.00
<i>Season Passes</i>	PORTicipate Pass (Port Colborne Residents Only)	FREE	FREE
	Niagara Weekday Pass (Niagara Residents Only)	\$88.50	\$100.00
<i>Public Restricted Production Permits</i>	Half Day Permit (4/- hours)	\$408.19	\$4,000.00
	Full Day Permit (4/+ hours)	\$725.66	\$7,000.00

<b>Centennial – Cedar Bay Beach</b>			
<b>Pass/Permit Type</b>	<b>Classification</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<i>Daily Pass Monday - Friday (Per vehicle)</i>	Niagara Residents	\$17.69	\$20.00
	Non-Residents	\$44.25	\$50.00
<i>Daily Pass Weekends &amp; Statutory Holidays (per vehicle)</i>	Niagara Residents	\$17.69	\$25.00
	Non-Residents	\$44.25	\$55.00

<b>Beach Fines</b>			
Wreckless Driving/Environmental Impact		N/A	\$250.00
Prohibited Items		N/A	\$75.00
Unauthorized use/transfer of day passes or seasonal passes		N/A	\$75.00
Open Alcohol		N/A	\$75.00

**APPENDIX H : Schedule H - Roselawn Centre**

<b>Roselawn Centre (Rental rates are based on a 6 hour event use.)</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Present's Room Rental		\$198.00	\$300.00
Roselawn – All Rooms		\$566.00	\$570.00
Daily Dishwasher Fee (Dish rental)		N/A	\$50.00
Table Linens	Per table	\$4.45	\$5.50
Linen Napkins	Per napkin	\$1.10	\$2.50
Cruiser Tables	Per table	\$2.60	\$2.60
Outdoor Garden (Tents, tables and chairs are not supplied)		\$198.00	\$198.00
Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.)		\$52.00	\$55.00
<b>Additional Rentals</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Screen and Projector	Per rental	\$10.00	\$10.00

NOTE: Applicable User Group Liability Insurance rates will be applied, as per Schedule U, as amended.

**APPENDIX I: Schedule I - Sugarloaf Marina**

<b>Seasonal Dock Rates</b>			
<b>Docking Options</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>	
		<b>Paid in full by Feb. 15/23</b>	<b>Paid in full after Feb. 15/23</b>
Boats 16 - 19 ft (unserviced)	\$46.00/ft	\$50.00/ft	\$52.50/ft
Boats 20 - 26 ft (optional service)	\$56.00/ft	\$61.00/ft	\$63.85/ft
Boats 27 - 34 ft (serviced)	\$66.00/ft	\$71.95/ft	\$75.25/ft
Boats 35 - 60 ft (serviced)	\$69.00/ft	\$75.25/ft	\$78.65/ft
<b>Power Options</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>	
		<b>Paid in full by Feb. 15/23</b>	<b>Paid in full after Feb. 15/23</b>
Use of 15A/110V Power	\$55.00	\$85.00	\$100.00
Use of 30 Amp shore power	\$230.00	\$250.00	\$265.00
<b>Second Boat (Must be owned by same owner with valid proof of insurance.)</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>	
		<b>Paid in full by Feb. 15/23</b>	<b>Paid in full after Feb. 15/23</b>
On J Run (16 ft dock)	\$230.00	\$250.00	\$265.00
On Dock #3 (17 ft dock)	\$250.00	\$275.00	\$290.00
<b>Discounted Rates</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>	
First time seasonal customer incentive (One time only, paid in full by February 15)	N/A	20% of seasonal rate	
Same Slip/Non Designated Space Discount *	N/A	50% of 1st dock fee	

\* Only available for use directly beside oversized vessels or non-designated docking spaces. Must be preapproved by marina management. Must be same owner.

**APPENDIX I: Schedule I - Sugarloaf Marina**

<b>Transient &amp; Boat Ramp Rates</b>		
<b>Transient Rates (per foot)</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Daily	\$2.00	\$2.25
Canal Days Daily Rates (Monday-Monday)	\$3.00	\$3.75
Weekly	\$10.00	\$12.50
Monthly	\$26.50	\$30.50
<b>Discounted Transient Rates</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Tournament/Regatta Discount (Only with proof of registration)	N/A	40% of applicable rates

<b>Launch Ramp Rates</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Daily Launch Pass	\$17.70	\$20.00
Seasonal Pass	\$106.19	\$125.00
**Non-Display Fine - Missing Ramp Pass	\$17.70	\$35.39

\*\* Customer is still subject to the By-Law Parking Enforcement Fine as well

<b>Miscellaneous Fees</b>		
<b>Additional Fees</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Seasonal Dock Box Rental (Limited Availability)	\$95.00	\$100.00
Workplace Passport (Based on satisfaction of all required registration documents)	N/A	\$250.00
Non Registered Boat Fee (Daily) ***	N/A	\$1.50/ft
Missed appointment/unprepared Fee****	N/A	\$125.00
Administrative/Cancellation Fee	N/A	\$25.00
Dock Hold Deposit (To hold same space for following season)	N/A	20% of current dock rate
Interest Charges - Balances owing (Monthly)	N/A	\$0.01

\*\*\* For any boat found in a slip or storage that is without proper registration with marina office or has balances owing. Based on dock or boat LOA, whichever is greater.

\*\*\*\* Applied to customers who are not prepared at time of scheduled service appointments, or miss scheduled appointment times without prior confirmation.

**APPENDIX I: Schedule I - Sugarloaf Marina**

<b>Storage and Boat Yard Rates</b>				
<b>Winter Storage - All Inclusive (Includes fall haul out, powerwash*, blocking/cradle setup, and spring launch)</b>	<b>2022 Fees</b>		<b>2023 Proposed Fees</b>	
	<b>Seasonal Slip Holder</b>	<b>Non-Seasonal Slip Holder</b>		
Paid in Full by September 15	N/A	N/A	\$3.65/ sq. ft	\$925 minimum fee
Paid in Full after September 15	N/A	N/A	\$3.85/ sq. ft	\$1,050 minimum fee
<b>Winter Storage - Trailerable Only (Own trailer, no marina services)</b>	<b>2022 Fees</b>		<b>2023 Proposed Fees</b>	
	<b>Seasonal Slip Holder</b>	<b>Non-Seasonal Slip Holder</b>		
Paid in Full by September 15	N/A	N/A	\$1.72/ sq. ft	\$500 minimum fee
Paid in Full after September 15	N/A	N/A	\$1.80/ sq. ft	\$570 minimum fee
<b>Summer Storage</b>	<b>2022 Fees</b>		<b>2023 Proposed Fees</b>	
	<b>Seasonal Slip Holder</b>	<b>Non-Seasonal Slip Holder</b>		
Seasonal (April 15-October 15)	N/A	N/A	\$1.72/ sq. ft	\$500 minimum fee
Monthly	N/A	\$0.94/sq. ft	\$1.89/ sq. ft	
Weekly	N/A	N/A	\$2.07/ sq. ft	
<b>Boat Handling &amp; Yard Fees</b>	<b>2022 Fees</b>		<b>2023 Proposed Fees</b>	
	<b>Seasonal Slip Holder</b>	<b>Non-Seasonal Slip Holder</b>	<b>Seasonal Slip Holder***</b>	<b>Non-Seasonal Slip Holder</b>
Travel Lift (Haul Out/Launch) Minimum \$225 charge	\$8.50/ft	\$9.50/ft	\$9.70/ft	\$10.90/ft
Travel Lift (per hour after first hour)	\$8.50/ft	\$9.50/ft	\$8.50/ft	\$9.50/ft
Block & Stand Rental (per season)	\$5.50/ft	\$6.00/ft	\$5.75/ft	\$6.90/ft
Power Washing Hull Bottom**	Free	\$2.75/ft	\$2.75/ft	\$3.15/ft
Yard Equipment Fee	\$ 115/hr	\$ 130/hr	\$ 125/hr	\$ 145/hr
Yard Labour Fee	N/A	N/A	\$ 80/hr	\$ 100/hr
Mast Stepping - Length Overall (LOA)	\$ 3.95/ft	\$ 5.60/ft	\$ 4.15/ft	\$ 6.40/ft
Mast Storage (per season) - Length Overall (LOA)	\$ 1.65/ft	\$ 3.00/ft	\$ 1.81/ft	\$ 3.45/ft
Trailer/Cradle Storage (per season)	\$100.00	\$180.00	\$115.00	\$200.00
Pump-out (Transients)	N/A	\$15.00	N/A	\$15.00

\* Based on payment in full prior to haul out.

\*\* Powerwash only free for boats with anti-fouling paint on hull. Oversized boats (>42 ft in length), or non anti-fouling on hull may result in applicable extra charges.

\*\*\* Based on payment in full for dockage during current season.



**APPENDIX I: Schedule I - Sugarloaf Marina**

<b>Marina Pavilion Rates**</b>			
<b>Organization</b>	<b>2022 Fees</b>		<b>2023 Proposed Fees</b>
	<b>Full Day</b>	<b>Half Day</b>	<b>Flat Rate</b>
Seasonal boaters	\$75.00	\$50.00	\$200.00
General Public	\$350.00	\$200.00	\$375.00
<b>Additional charges:</b>	<b>Full Day</b>	<b>Half Day</b>	<b>Flat Rate</b>
Clean-up fee is charged	\$25.00	\$25.00	\$30.00
Damage deposit (refundable w/o damage to property)	\$200.00	\$200.00	\$200.00
Chairs (per chair)	N/A	N/A	\$5.75
Tables (per table)	N/A	N/A	\$13.00

<b>Non-Motorized Recreation Rental Fees</b>		
<b>Rates</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Kayak	N/A	\$13.27/hr
Stand Up Paddleboard (SUP) or Canoe	N/A	\$17.69/hr
Refundable Security Deposit	N/A	\$100.00
Children under 13 years of age	N/A	FREE with Adult Purchase
PORTicipate Pass/Seasonal Slip Holder Fee	N/A	50% of all applicable fees
Punch Pass (15 hours)	N/A	\$125.00

**APPENDIX J: Schedule J - Procedures for Tax Registration and Tax Sales**

Whereas Section 385 of the *Municipal Act, 2001* provides that a municipality may fix a scale of costs to be charged as reasonable costs of proceedings under Part XI of said Act, the scale of costs per property shall be as follows:

<b>Procedure</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<b>Tax Registration</b> (per address)	Actual Cost for 3 <sup>rd</sup> Party Services	Actual Cost for 3 <sup>rd</sup> Party Services
<b>Tax Sale</b> (per address)	Actual Cost for 3 <sup>rd</sup> Party Services	Actual Cost for 3 <sup>rd</sup> Party Services
<b>Administration Processing Fee</b>	N/A	\$500.00
<b>Extension Agreement</b> Prepare Extension Agreement and present to Council for consideration	\$275.00	\$275.00
<b>Other direct incidental costs:</b> Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee).		

**APPENDIX K: Schedule K - Corporate Services**

<b>Service</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Tax Arrears Certificate (includes water arrears)	\$50.00	\$50.00
Paper Copy - Tax Inquiry / Water Inquiry Returned	\$7.00	\$7.00
Cheque Charge	\$25.00	\$35.00
New Account Fee - Ownership Change	\$40.00	\$50.00
New Account Fee - New Roll Creation	\$40.00	\$50.00
New Account Fee - Water	N/A	\$50.00
Transfers to Tax for Over Due Accounts	\$25.00	\$50.00
POA Add to Tax Administration Fee	N/A	\$50.00
Administration Fee Accounts Sent to Collections	N/A	\$50.00
Marriage License	\$125.00	\$125.00
Commissioner for Taking Affidavits (including HST)*	\$15.00	\$15.00
Death Registrations	\$20.00	\$20.00
Photocopying (per page)	\$0.25	\$0.25
Certified Copy of Document	\$15.00	\$15.00
Lease Agreements - Application	\$300.00	\$300.00
Lease Agreements - Annual Minimum	\$100.00	\$100.00

\* per oath or declaration (City business and pensions exempt)

**APPENDIX L: Schedule L - Port Colborne Historical and Marine Museum**

<b>Museum</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<b>Research Fees:</b>			
(The following applies to research conducted by Museum staff for others.)			
Commercial Use	Per hour	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation
<b>Retrieval Fees:</b>			
Artifact/ Photograph - (Appointment Required)	Per item	\$20.00	\$20.00
<b>Photo Reproduction Fees:</b>			
Copyright Restrictions Apply and a Reproduction Agreement must be signed			
Commercial Use	Per image	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00
Publication ( print, digital)	Per image	\$100.00	\$100.00
<b>Photocopies:</b>			
<b>*Copyright Restrictions Apply</b>			
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$1.00
<b>(Retrieval fees may apply)</b>			
<b>Tours:</b>			
Group Tours (Minimum 5 people)	Per person	\$5.00	\$5.00
School Tours	Per student	\$5.00	\$5.00
Off Site Tours – Cemetery, West St Humberstone, etc.	Per person	\$5.00	\$5.00
<b>Admission Fees:</b>			
Museum & Village		Donation Box	Donation Box
Canal Days		Sponsored	Sponsored
Christmas Festival		By Donation	By Donation
<b>Membership Fees:</b>			
Students/Seniors (60+)		\$5.00	\$5.00
Individual		\$8.00	\$8.00
Family		\$10.00	\$10.00
Life Patron		\$100.00	\$100.00
Sustaining (Corporate)		By Donation	By Donation

**APPENDIX M:** Schedule M - L.R. Wilson Heritage Research Archives

<b>Archives</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<b>Research Fees:</b>			
(The following applies to research conducted by Museum staff for others.)			
Commercial Use	Per hour	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation
<b>Retrieval Fees:</b>			
Artifact/ Photograph - (Appointment Required)	Per item	\$20.00	\$20.00
<b>Photo Reproduction Fees:</b>			
Copyright Restrictions Apply and a Reproduction Agreement must be signed			
Commercial Use	Per image	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00
Publication ( print, digital)	Per image	\$100.00	\$100.00
<b>Photocopies:</b>			
<b>*Copyright Restrictions Apply</b>			
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$1.00
<b>(Retrieval fees may apply)</b>			
<b>Rental Fees for MacDonald Conference Hall:</b>			
Daily Rental up to 8 hours (Requires signed contract)	Daily	\$120.00	\$120.00
<b>Use of the following within MacDonald Conference Hall:</b>			
Overhead Projector and Screen		\$10.00	\$10.00
Digital Projector and Screen		\$10.00	\$10.00

**APPENDIX N: Schedule N - By-Law Enforcement**

<b>Miscellaneous Fees</b>		
<b>Schedule of Fees</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<b>Fence By-Law</b>		
Fence Variance (non-refundable)	\$487.00	\$521.00
Fence By-Law Order to Comply – application fee	\$220.00	\$235.00
<b>Boulevard and of Snow Removal By-Law</b>		
Snow clearing - per meter	\$11.00	\$12.00
Snow and Ice Removal By-Law Order to Comply – application fee	\$212.00	\$227.00
<b>Regulate Noise By-Law</b>		
Noise Variance – Private function taking place on private property	\$162.00	\$173.00
Noise Variance – Private function taking place on City	\$108.00	\$115.00
<b>On Street Parking Permits</b>		
Initial Fee (per vehicle)	\$29.00	\$31.00
Replacement Fee (per vehicle)	\$44.00	\$47.00
Fail to display permit prominently	\$29.00	\$31.00
Park without permit	\$54.00	\$58.00
<b>Encroachment Agreements</b>		
Application	\$371.00	\$397.00
Annual	\$106.00	\$113.00
<b>Discharge of Firearm</b>		
Discharge of Firearm Variance	\$100.00	\$107.00

<b>Maintenance of Property and Land(Lot Maintenance By-law)</b>		
<b>Schedule of Fees</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Re-inspection fee*	\$103.00	\$110.00
Minimum maintenance fee	\$185.00	\$198.00
Administration fee	Add 15%	Add 15%
Mailing fee	\$29.00	\$31.00
*Re-inspection fee is payable where violation still exists.		

**APPENDIX N: Schedule N - By-Law Enforcement**

<b>Cutting Grasses and Weeds(Lot Maintenance By-law)</b>		
<b>Lot Size</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
1 to 7,500 square feet	Actual Costs	Actual Costs
7,501 to 15,000 square feet	Actual Costs	Actual Costs
15,001 to 30,000 square feet	Actual Costs	Actual Costs
30,000 square feet to 1 acre	Actual Costs	Actual Costs
> 1 acre to 1.5 acres	Actual Costs	Actual Costs
> 1.5 acres to 2 acres	Actual Costs	Actual Costs
Each additional acre	Actual Costs	Actual Costs

<b>Erection and Maintenance of Signs and Other Advertising Devices (Sign By-law)</b>				
<b>Sign Type</b>	<b>Size</b>	<b>Term</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Awning	Each		\$54.00	\$58.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$16.00	\$17.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$34.00	\$36.00
Billboard	Maximum 50 square meters	Per square meter	\$6.00	\$6.00
Facia	Maximum 15 square meters	Per square meter	\$6.00	\$6.00
Ground	Maximum 10 square meters		\$54.00	\$58.00
Mall		Per square meter	\$6.00	\$6.00
Pole / Pylon	Maximum 20 square meters	Per square meter	\$6.00	\$6.00
Portable	Maximum 9 square meters	Per 15 days	\$16.00	\$17.00
Projecting	Maximum 10 square meters		\$54.00	\$58.00
Roof	Maximum 50 square meters	Per square meter	\$6.00	\$6.00

<b>Sign Variance By-law</b>		
<b>Type</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Sign Variance (non-refundable)	\$758.00	\$810.00
Order to Comply – administration fee	\$220.00	\$235.00

**APPENDIX N: Schedule N - By-Law Enforcement**

<b>Respecting the Keeping of Animals (Exotic Animals By-law)</b>		
<b>Schedule of Fees</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
For the first animal of each species	\$21.00	\$22.00
For the second and third animal of each species	\$3.00	\$3.00
For each species the aggregate of which exceed three in	\$2.00	\$2.00
Maximum Licensing fee*	\$5,412.00	\$5,785.00
*regardless of the number of animals, animal species or sub-species held in a single location		

Note: Beach and Marina enforcement penalties are noted in their respective appendices



**APPENDIX O: Schedule O - Cemeteries of the City of Port Colborne**

Cemeteries	Term	2021 Fee	2022 & Forward Fee
<b>Opening and Closing Fees and Charges</b>			
Regular Single Grave: Summer (April – November): Grave Opening and Closing	Monday to Friday	\$969.00	\$969.00
Regular Single Grave: Summer (April – November): Grave Opening and Closing	Saturday and Holidays	\$1,071.00	\$1,071.00
Regular Single Grave: Winter (December – March): Grave Opening and Closing	Monday to Friday	\$1,173.00	\$1,173.00
Regular Single Grave: Winter (December – March): Grave Opening and Closing	Saturday and Holidays	\$1,275.00	\$1,275.00
Baby Grave Opening and Closing	Monday to Friday	\$357.00	\$357.00
Baby Grave Opening and Closing	Saturday and Holidays	\$377.00	\$377.00
Cremation Openings (no vault, cremation plot or lot)	Monday to Friday	\$510.00	\$510.00
Cremation Openings (no vault, cremation plot or lot)	Saturday and Holidays	\$600.00	\$600.00
Cremation Openings (plus vault no larger than 15" x 15")	Monday to Friday	\$571.00	\$571.00
Cremation Openings (plus vault no larger than 15" x 15")	Saturday and Holidays	\$680.00	\$680.00
Cremation Lot Fee (2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> )	On Existing Plot	\$204.00	\$204.00
Columbarium Openings and Closing	Monday to Friday	\$250.00	\$250.00
Columbarium Openings and Closing	Saturday and Holidays	\$400.00	\$400.00

**APPENDIX O: Schedule O - Cemeteries of the City of Port Colborne**

Cemeteries	Term	2021 Fee	2022 & Forward Fee
<b>Cemetery Services and Interment Rights Prices</b>			
Columbarium, each crypt (includes perpetual care of 40%)	R1 Top	\$1,530.00	\$1,530.00
Columbarium, each crypt (includes perpetual care of 40%)	R2	\$1,479.00	\$1,479.00
Columbarium, each crypt (includes perpetual care of 40%)	R3	\$1,428.00	\$1,428.00
Columbarium, each crypt (includes perpetual care of 40%)	R4	\$1,377.00	\$1,377.00
Single Lot or Grave (includes perpetual care of 40%)	3.5' x 9.0'	\$1,377.00	\$1,377.00
Cremation Lot (includes perpetual care of 40%)	2' x 2'	\$485.00	\$485.00
Baby Lot (includes perpetual care of 40%)	Size determinant	\$357.00	\$357.00
Corner Posts	Per set of four	\$230.00	\$230.00
Installation of footing foundation for marker or monument	Per cubic foot	\$40.00	\$40.00
Monument or marker (>42" above grade)	Per inch	\$25.00*	\$25.00
Perpetual care markers (owner supplied)	Flat stone on grade	\$50.00*	\$50.00
Perpetual care markers (owner supplied)	Marker above grade	\$100.00*	\$100.00
Disinter (opening fee plus actual cost to disinter)		\$969.00	\$969.00
Transfer Fee		\$26.00	\$26.00

\*Regulated by Bereavement Authority of Ontario

**APPENDIX P: Schedule P - Planning and Development**

Application	2022 Fee	2023 Proposed Fee
<b>Official Plan</b>		
Official Plan Amendment	\$4,763.00	\$5,092.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$758.00	\$810.00
<b>Zoning By-Law</b>		
Zoning By-Law Amendment	\$4,222.00	\$4,513.00
Adjournment of a Zoning By-Law (at owner's request)	\$758.00	\$810.00
Removal of a Holding Symbol	\$1,082.00	\$1,157.00
Temporary Use By-Law	\$4,222.00	\$4,513.00
Preparation of a Temporary Use Agreement	\$1,948.00	\$2,082.00
Extension of a Temporary Use	\$1,624.00	\$1,736.00
<b>Plan of Subdivision</b>		
Draft Plan Approval of Subdivision (For greater certainty, the maximum fe shall be \$7,521.00 plus \$10,000 = \$17,521.000)	\$7,036.00	\$7,521.00 base fee plus \$50.00 per lot/ block to a maximum of \$10,000.00
Redline Revisions/Change of Conditions to Draft Plan	\$2,165.00	\$3,314.00
Extension to Draft Plan Approval	\$1,624.00	\$1,736.00
Final Plan Approval	\$1,624.00	\$2,736.00
Amendment to Subdivision Agreement	\$2,165.00	\$2,314.00
Part Lot Control	\$1,082.00	\$1,157.00
Deeming By-Law	\$432.00	\$462.00
Discharge of a Subdivision Agreement	\$1,082.00	\$1,157.00
<b>Plan of Condominium</b>		
Draft Plan Approval of Subdivision (For greater certainty, the maximum fe shall be \$7,521.00 plus \$10,000 = \$17,521.000)	\$7,036.00	\$7,521.00 base fee plus \$50.00 per lot/ block to a maximum of \$10,000.00
Redline Revisions/Change of Conditions to Draft Plan	\$2,165.00	\$3,314.00
Extension to Draft Plan Approval	\$1,624.00	\$1,736.00
Final Plan Approval	\$1,624.00	\$2,736.00
Condominium Conversion	\$7,036.00	\$7,521.00
Amendment to Condominium Agreement	\$2,165.00	\$2,314.00
Discharge of a Condominium Agreement	\$1,082.00	\$1,157.00
Condominium Exemption Request	\$1,561.00	\$1,669.00

**APPENDIX P: Schedule P - Planning and Development**

<b>Application</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<b>Site Plan Control</b>		
Site Plan Control Approval (agreement)	\$3,680.00	\$4,934.00
Site Plan Control Approval (no agreement)	N/A	\$2,000.00
Amendment to Site Plan Agreement	\$1,624.00	\$2,036.00
Discharging of a Site Plan Agreement	\$1,082.00	\$1,157.00
<b>Committee of Adjustment</b>		
Minor Variance/Expansion of Non-Conforming Use	\$1,244.00	\$1,330.00
Minor Variance (Building without a Permit)	\$1,624.00	\$1,736.00
Consent (new lot)	\$1,732.00	\$1,852.00
Easement	\$1,190.00	\$1,272.00
Lot Addition/Boundary Adjustment	\$1,190.00	\$1,272.00
Adjournment of a Consent or Variance (at applicant's request)	\$541.00	\$578.00
Changes to Consent Conditions	\$541.00	\$578.00
Final Certification Fee	\$216.00	\$231.00
Validation of Title	\$974.00	\$1,041.00
<b>Miscellaneous</b>		
Quarry/Pit Establishment or Expansion	\$64,945.00	\$69,426.00
Telecommunication Facilities Consultation Process	\$1,624.00	\$1,736.00
Compliance Letter Express (within 3 days)	\$195.00	\$208.00
Development Agreement	\$2,598.00	\$2,777.00
Discharging of a Development Agreement	\$974.00	\$1,041.00
Front Ending Agreement	\$1,624.00	\$1,736.00
OMB Subpoena - first day	\$649.00	\$694.00
OMB Subpoena - thereafter	\$432.00	\$462.00
Pre-consultation Meetings (Major - OPA/ ZBLA/ Subdivision/ Condominium)*	\$500.00	\$500.00
Pre-consultation Meetings (Minor - minor variance & consent)*	\$250.00	\$250.00
<b>Combined Applications</b>		
Consent & Minor Variance	\$2,274.00	\$2,431.00
Consent & Development Agreement	\$3,788.00	\$4,049.00
Minor Variance & Development Agreement	\$3,247.00	\$3,471.00
<b>Engineering</b>		
Municipal Consent Permit Fee**	\$220.00	\$350.00
Lot Grading Plan Review	\$60.00	\$100.00

**APPENDIX P: Schedule P - Planning and Development**

Application	2022 Fee	2023 Proposed Fee
<b>Site Alteration Permit Inspections**</b>		
<p><b>Site Alteration Permit (&lt; 1,000m<sup>3</sup>):</b>            Permit application fee to be applied where the being removed or placed exceeds the following limits per lot size:</p> <ul style="list-style-type: none"> <li>- 0.1 hectares or less/maximum of 10m<sup>3</sup></li> <li>- &gt; 0.1 to 0.2 hectares/maximum of 50m<sup>3</sup></li> <li>- &gt; 0.2 to 0.5 hectares/maximum of 100m<sup>3</sup></li> <li>- &gt; 0.5 hectares or larger/maximum of 500m<sup>3</sup></li> <li>- &gt; 500m<sup>3</sup> but less than 1,000m<sup>3</sup></li> </ul>	N/A	\$500.00
<p><b>Site Alteration Permit (&gt; 1,000m<sup>3</sup>):</b>            Permit application fee to be applied where the fill being removed or placed is greater than 1,000m<sup>3</sup>.</p>	N/A	\$1,000.00
<p><b>Site Alteration Permit Renewal/Extension (within limits):</b>            Fee to be applied when a renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued.</p> <p><u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.</p>	N/A	\$500.00
<p><b>Site Alteration Permit Renewal/Extension (exceeded limits):</b>            Fee to be applied when a Site Alteration Permit (&lt; 1,000m<sup>3</sup>) permit has been issued and subsequently, the amount of material has exceeded the allowable limits, and the renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued.</p> <p><u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.</p>	N/A	\$750.00

**APPENDIX P: Schedule P - Planning and Development**

Application	2022 Fee	2023 Proposed Fee
<b>Post Site Alteration Permit Issuance Reviews:</b> Engineering or zoning review or other changes after Site Alteration Permit has been issued.	N/A	\$1,000.00
<b>Haul route inspections:</b> Haul route inspections prior to, during and after issuance of a Site Alteration Permit).	N/A	\$100/inspection
<b>Post-Commencement Permit Surcharge:</b> Fees to be applied for any Site Alteration Permit application which has been made post-commencement of activities.	N/A	150% of applicable fees
<b>Site Alteration Violation Investigation:</b> This fee shall be applied in any situation where work or activities have been undertaken for which a Site Alteration Permit is required but not obtained. This fee is in addition to all other fees, charges and securities applicable under this By-law.	N/A	100% of applicable application fee (each occurrence)

\* The application fee is reduced by the amount paid for pre-consultation if the application is submitted within 18 months of the pre-consultation meeting date.

\*\* A \$1000.00 security deposit is required. The funds will be returned after final inspection if all works have been completed to the satisfaction of the City. The City has the right to use the funds if damage is not repaired or reinstated to the satisfaction of the City.

**Refund of Fees**

If an application is withdrawn before circulation to commenting agencies, ninety percent (90%) of the fee will be refunded . If withdrawn after circulation, but before notice of the public meeting is given, fifty percent (50%) of the fee will be refunded and if withdrawn after the notice of public meeting is given, but before the Planning and Development Services division Recommendation Report is prepared, twenty five percent (25%) of the fee will be refunded.

**Reactivation**

Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

**Notes:**

Additional fees for most applications are required for Niagara Regional Development Services and the Niagara Peninsula Conservation Authority review. Applicants are recommended to contact each agency for their respective Fee Schedule. If fees are required, applicants must make out separate cheques payable to each agency at the time of application submission to the City.

**APPENDIX Q: Schedule Q - Maintenance and Occupancy of Property (Property Standards By-law)**

Schedule of Fees	Unit	2022 Fee	2023 Proposed Fee
<b>Issuance of Certificate of Compliance</b>			
1-5 Dwelling Units	Per Dwelling Unit	\$54.00	\$58.00
More than 5, but not exceeding 25 Dwelling Units	Per certificate	\$270.00	\$289.00
<i>PLUS</i>	Per Dwelling Unit	\$11.00	\$12.00
More than 25 Dwelling Units	Per certificate	\$432.00	\$462.00
<i>PLUS</i>	Per Dwelling Unit	\$11.00	\$12.00
Other		\$83.00	\$89.00
Vacant Property		\$108.00	\$115.00
<b>Inspection Fees</b>			
Registering Order on Title	Per Title	\$54.00	\$58.00
Compliance Inspection & Removing Order <i>(Inspection Fee, Removal and Response to Lawyer)</i>	Per Order	\$108.00	\$115.00
Additional Inspection for Compliance	Each	\$34.00	\$36.00
<b>Appeal Fees</b>			
Apply for an Appeal (non-refundable)	Per Appeal	\$270.00	\$289.00
<b>Other Fees</b>			
Order to Comply		\$220.00	\$235.00

**APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections**

Construction				
New Building Construction and Additions <sup>6,8</sup>		2022 Fee	2023 Proposed Fee	
Minimum Fee for all Building Permits <sup>9</sup>		\$130.00	\$139.00	
Major Occupancy <sup>7</sup>		Permit Fee Details <sup>1-16</sup>	2022 Fee	2023 Proposed Fee
<b>Group A – Assembly Occupancies</b> <i>Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other</i>		Per square foot	\$2.03	\$2.17
<b>Group B – Institutional Occupancies</b> <i>Examples: Hospital, retention facility, nursing home, other</i>		Per square foot	\$2.20	\$2.35
<b>Group C – Residential Occupancies</b> <i>Single detached dwelling</i> <i>Semi-detached dwelling, duplex dwelling</i> <i>Townhouse</i> <i>Multiple unit dwellings, apartment building, townhouse</i> <i>Hotels, motels</i> <i>Other residential</i>		Per square foot	\$1.50	\$1.60
<b>Group D – Business/Personal Services Occupancies</b> <i>Examples: Office, bank, medical, police station, other</i>		Per square foot	\$1.87	\$2.00
<b>Group E – Mercantile Occupancies</b> <i>Examples: Store, shopping mall/plaza, shop, market, retail, other</i>		Per square foot	\$1.75	\$1.87
<b>Group F – Industrial Occupancies</b> <i>Examples:</i> <i>Industrial mall/plaza/garage, plant, factory, warehouse, other</i> <i>Industrial buildings with no partitions, no plumbing and no mechanical</i>		Per square foot Per square foot	\$1.29 \$0.98	\$1.38 \$1.05



**APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections**

<b>New Building Construction and Additions<sup>6,8</sup> (continued)</b>	<b>Permit Fee Details<sup>1-16</sup></b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
<b><i>Special Categories/Occupancies</i></b>			
Farm building, greenhouse	Per square foot	\$0.34	\$0.36
Park Model Trailer		\$229.18	\$244.99
Tent, temporary fabric structure	Each	\$229.18	\$244.99
Renewable Energy Projects		See note 12	See note 12
<b><i>Houses and Accessory to Houses:<sup>14</sup></i></b>			
Garage, carport	Per square foot	\$0.84	\$0.90
Covered deck/porch	Per square foot	\$0.54	\$0.58
Uncovered deck/porch	Per square foot	\$0.54	\$0.58
Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers)	Per square foot	\$0.84	\$0.90
Shed/accessory building	Per square foot	\$0.84	\$0.90
<b>Alterations</b>			
	<b>Permit Fee Details<sup>1-16</sup></b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Unfinished basement (new or replaced foundation)	Per square foot	\$0.32	\$0.34
Under pinning foundation		See note 12	See note 12
Roof structure	Per square foot	\$0.18	\$0.19
Fireplace, woodstove, chimney		\$143.07	\$152.94
<b><i>Interior Alterations:</i></b>			
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.71	\$0.76
Finishing basement	Per square foot	\$0.71	\$0.76
Other minor alteration		See note 12	See note 12
<b>Partial Permit/Staged Construction<sup>11</sup></b>		<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
All partial permits subject to a surcharge applied to the stage permit value		50%	50%
<b><i>Foundation Stage<sup>11</sup></i></b>			
Complete to grade including or excluding underground services within building		15%	15%
<b><i>Building Shell Stage<sup>11</sup></i></b>			
Completed structural shell stage		40%	40%
Completed architectural shell stage		80%	80%
<b><i>Building Completion Stage<sup>11</sup></i></b>			
Includes completed building stage		100%	100%

**APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections**

<b>Plumbing Only</b>	<b>Permit Fee Details<sup>1-16</sup></b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other	Each	\$10.63	\$11.36
All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe	Per linear foot	\$1.43	\$1.53
Water distribution pipe inside a building	Each	\$143.07	\$152.94
<b>Residential<sup>14</sup></b>			
Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	\$229.00	\$245.00
<b>Mechanical HVAC Only</b>			
	<b>Permit Fee Details<sup>1-16</sup></b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Group A, B, C (except houses), D E	Per square foot	\$0.11	\$0.12
Houses		\$143.07	\$152.94
Group F	Per square foot	\$0.11	\$0.12
Commercial type Kitchen Exhaust		See note 12	See note 12
<b>Pool</b>			
		<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Public pool		\$394.62	\$421.85
Private pool		\$166.92	\$178.44
<b>Designated Structure</b>			
		<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
As defined in the Ontario Building Code		See note 12	See note 12
<b>Demolition</b>			
	<b>Permit Fee Details<sup>1-16</sup></b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Houses <sup>14</sup> and buildings less than 3,000 square feet (gross area)	Each	\$178.83	\$191.17
Other demolitions	Per square foot	\$0.11	\$0.12
<b>Conditional<sup>15</sup></b>			
		<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Surcharge		50%	50%

**APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections**

<b>Change of Use</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Permit for the change of use of a building or part thereof	\$150.00	\$160.00

<b>Occupancy</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>	
<b>Permit to allow occupancy</b>			
Houses, semi-detached dwellings, townhouses	Each	\$150.00	\$160.00
Other buildings	Each	\$150.00	\$160.00
<b>Permit to allow partial occupancy</b>			
For area of building to be occupied	Per square foot gross floor space to be occupied	\$0.08	\$0.09
Review of proposed application	Per hour	\$110.00	\$118.00

<b>Transfer</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>
Transfer of permit to a new owner	\$150.00	\$160.00

<b>Deposits Required for Permits</b>	<b>2022 Fee</b>	<b>2023 Proposed Fee</b>	
New Main Buildings	Houses	\$1,050.00	\$1,050.00
	Other than Houses	\$525.00	\$525.00
Additions, Accessory	Houses	\$525.00	\$525.00
	Other than Houses	\$525.00	\$525.00
Alterations	Houses	\$525.00	\$525.00
	Other than Houses	\$525.00	\$525.00
Demolitions	Main Building	\$2,100.00	\$2,100.00
	Accessory, Partial	\$525.00	\$525.00
Pools	In ground and On-	\$525.00	\$525.00
Other		\$525.00	\$525.00
New Main Buildings, Additions and Renovations	Industrial, Commercial Institutional and Residential other than Houses	\$1,050.00	\$1,050.00
Lot Grading Deposit	All categories of	\$2,100.00	\$2,100.00

**APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections**

**Notes for Deposits:**

1. No deposit is required for the following:
  - a) Uncovered decks on piers
  - b) Tents and fabric structures
2. "Houses" includes single detached, semi-detached, duplexes, triplexes and townhouses.
3. "Other than Houses" includes Plumbing only, Mechanical HVAC only, Designated Structures, etc.
4. The requirement for a new deposit may be waived where the City already holds a deposit with an owner on the same property with respect to an open permit file with the City, provided:
  - a) The deposit already held is equal or larger than the amount specified in this Schedule.
  - b) There is no existing damage to City property as a result of work on the lot.
  - c) The existing deposit is recorded on all applicable permit files as being held as security for other

Additional Fees and Charges	2022 Fee	2023 Proposed Fee
Discharge of an Order from property title	\$902.99	\$965.30
Submitting an application for Permit		
Minimum non-refundable fee for submitting all permit applications. This fee is discounted against the final Permit fee.	\$130.00	\$139.00
Work Without Permit - Percentage increase in applicable fees from this schedule will apply where commencement of construction or demolition has occurred prior to the issuance of the required permit. Refer to Section 4.4 of The Building By-law.	100%	100%
<i>Alternative Solution</i> application (per hour, minimum 4 hours)	\$150.00	\$160.00

Refund of Permit Fees	2022 Fee	2023 Proposed Fee
Permit Issued. Administration functions only have been performed. No field inspections have been	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$57.00	\$61.00

**Notes for Refunds:**

1. No refund will apply one year after date of permit issuance.
2. If the calculated refund is less than the minimum fee applicable to any permit, no refund shall be made of the fees paid.
3. No permit fee shall be refunded where the permit has been revoked by the Chief Building Official in accordance with the Act.

## **APPENDIX R: Schedule R - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections**

### **General Notes:**

- 1.** Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
- 2.** Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
- 3.** Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
- 4.** \$130.00 paid at time of application plus \$55.00 for each additional inspection in excess of one where the building is not ready for occupancy and which must be paid prior to issuance of Occupancy Permit.
- 5.** There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.
- 6.** Cellars, unfinished basements and crawl spaces are not used in the fee calculation for new construction.
- 7.** Major occupancy is based upon the Ontario Building Code.
- 8.** New construction and additions include plumbing, HVAC and all other regulated building services/components.
- 9.** Minimum permit fee is \$130.00 and is in addition to the per square foot fee.
- 10.** Revision or amendment to an open permit is a minimum \$55.00 fee plus \$55.00 per hour of administration time.
- 11.** For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the required total fee for that stage.
- 12.** If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$15.40 for each \$1,000.00 value of work proposed.
- 13.** Houses in Special Categories and Alterations includes semi-detached, duplexes, triplexes, and townhouses.
- 14.** See "Deposits Required for Permits" for applicable deposits.
- 15.** The fee for a Conditional Permit is equal to the regular permit fee described above plus an additional administrative surcharge of 50% of the regular permit fee. If the Conditional Permit also happens to be a Partial Permit, the Partial Permit fee already increased by 50% must be increased by an additional 50% to obtain the required total fee.
- 16.** A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the Olde Humberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan, Brownfield Community Improvement Plan and East Waterfront Community Improvement Plan. No fee reduction will be applied where the 'Work Without Permit' fee is applicable.
- 17.** Third Party Review of applications are undertaken at the discretion of the Chief Building Official and may be required for very large or complex developments. The Chief Building Official may require that the estimated or actual costs associated with the third party review be payable at any time prior to permit issuance.

The Corporation of the City of Port Colborne

By-law No. \_\_\_\_\_

Being a by-law to establish fees and charges for various services and to repeal by-law 6949/95/21

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

Whereas subsection 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended allows municipalities to adopt By-laws imposing fees or charges on any class of person for services or activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control; and

Whereas the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Cemeteries Act (Revised), R.S.O. 1990, c. C.4*, as amended, provides a municipality may pass by-laws imposing fees and charges; and

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

Whereas at its meeting of December 13, 2022 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Finance Division Report No. 2022-244, Subject: 2023 Proposed Fees and User Charges.

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That the fees and charges, outlined in Appendices "A to R" attached hereto and forming part of this by-law, be enacted.
2. Unless otherwise identified, that staff be delegated authority to set the price for goods purchased for resale (including insurance for activities held within City facilities). Provided that the price is higher than the cost to purchase the goods.
3. That staff be approved to waive any fee up to \$2,000 on compassionate grounds or when related to a charity or related fundraiser. This waiver shall be applied only once per event.
4. That staff be given delegated authority to set advertising and rental rates not specified in Appendices "A to R" and for sponsorships less than \$50,000.
5. That if a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law, and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.
6. That should this by-law conflict with any other by-law or resolution of Council, or any staff report approved by Council, in relation to fees and charges imposed under the *Municipal Act, Planning Act, Building Code Act* or any other act, this by-law shall take precedence, unless specifically stated to the contrary.
4. That By-law No. 6949/95/21 is hereby repealed.
5. That this by-law come into force and take effect on the day of passing.

Enacted and passed this 13 day of December, 2022.

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William C. Steele  
Mayor

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Nicole Rubli  
Acting City Clerk