

**THE CORPORATION OF THE UNITED TOWNSHIPS  
OF DYSART, DUDLEY, HARCOURT, GUILFORD,  
HARBURN, BRUTON, HAVELOCK, EYRE AND CLYDE**

**BY-LAW NO. 2020-20**

**BEING A BY-LAW TO AMEND BY-LAW NO. 2018-22 BEING THE  
BY-LAW TO IMPOSE FEES AND CHARGES**

**WHEREAS**, Section 391 (1) of the Municipal Act, 2001, as amended, provides that a municipality may pass by-laws imposing fees or charges on any class of persons, for services or activities provided or done by or on behalf of it; for costs 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**, Section 398 of the Municipal Act, 2001, as amended, provides for the amount owing to be added to the tax roll;

**AND WHEREAS**, Council has reviewed the various fees and charges imposed by the Municipality and it is deemed expedient to amend fees and charges for the Administrative Fees pertaining to Permission to Use Road Allowance Applications and Compliance Letters;

**NOW THEREFORE** the Council of the Corporation of the United Townships of Dysart et al enacts as follows:

1. That Schedule "A" – Administrative Fees and Charges of By-law No. 2018-22 be repealed and replaced with Schedule "A" attached hereto and forming part of this By-law.
2. That the fees and charges outlined on Schedule "A" shall take effect upon the date of passing.
3. That any fees or charges invoiced, shall be due within 30 days of invoice date.
4. That fees or charges not paid within the 30 days of invoice shall be subject to a late payment charge of 1.25% per month, or part thereof.
5. That fees or charges not paid by the end of the calendar year, shall be added to the property tax account for which the owners are responsible for paying the fees and charges if applicable, and shall be collected in the same manner as Municipal taxes.

**READ** a first, second and third time, passed, signed and the Corporate Seal attached hereto this 25<sup>th</sup> day of February, 2020.

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MAYOR: Andrea Roberts

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CLERK: Cheryl Coulson

**SCHEDULE "A" TO BY-LAW NO. 2020-20**

**SCHEDULE "A" TO BY-LAW NO. 2018-22 OF THE MUNICIPALITY OF DYSART ET AL**

**ADMINISTRATIVE FEES AND CHARGES**

*(HST will be charged if applicable to fee or charge)*

<b>SERVICE</b>	<b>FEE OR CHARGE</b>
<b>ADMINISTRATION</b>	
Photocopies	\$.50 per page
NSF Cheque	\$40.00 per cheque
Tax Certificate	\$50.00 each
Tax Billing History Report	\$15.00 per year
Tax Statement of Account	\$10.00
Tax Bill Reprint	\$25.00
Transfer Balance Credit	\$25.00
Proof of Claim	\$25.00
Final Notice Letter	\$30.00
Commissioner of Oaths/Certification of Documents	First document free, \$10.00 each thereafter
Marriage Licences (Payment must be in cash, certified cheque or money order)	\$100.00 each
Registration of a Death that occurs in our Municipality during regular business hours	No charge
Registration of a Death that occurs outside our Municipality	\$25.00 each
Registration of a Death after regular business hours	\$50.00 each
Dysart Branch Public Library – Meeting Room Rental	\$40.00 minimum for up to 3 hours; plus \$10.00 per hour thereafter
File Searches (i.e. Planning Agreements, Septic Use Permits, Use Permits)	\$50.00 each
<b>ANIMAL CONTROL</b>	
Dog Pound Services	\$25.00 for the 1 <sup>st</sup> day, or part thereof, plus \$10.00 per day thereafter, payable upon return of dog
<b>ROADS DEPARTMENT</b>	
Entrance Approvals Inclusive of One (1) Site Inspection	\$200.00 each
Roadway Crossings Application	\$100.00 each plus applicable deposit outlined in Policy No. 13

Permission to Use Road Allowance Application	\$300.00
Road Closing Application	\$1,000.00
The application fee is considered a deposit towards the total cost to process the application. The following costs will be invoiced back to the applicant upon passage of the Road Closing By-law.	
• Municipal Administration	\$800.00
• Appraisal Deposit (if required)	\$800.00
• Purchase price for Shoreline Road Allowance	\$4,000.00 for the first 150 feet of water frontage plus \$16.00 per foot of frontage thereafter
• Purchase price for Original Road Allowance	Set by appraisal
• Purchase price for Road Allowance on Plan	Set by appraisal
• Purchase price for Buildings on Road Allowance	\$300.00 per building encroaching allowance
• Advertising	As billed by Echo
• Appraisal	As billed by Appraiser
• Surveying	Applicant to arrange directly with Surveyor
• Legal	As billed by Lawyer
<b>PLANNING DEPARTMENT (Does not include Planning Application Fees)</b>	
<b>Compliance Letter:</b>	
Planning, Building and Septic	\$180.00 each
Agreement Information	\$50.00 each
<b>Official Plan:</b>	
Paper copy of complete text plus all schedules	\$50.00 each
CD of complete text plus all schedules	\$5.00 each
<b>Zoning By-law:</b>	
Paper copy of complete text and Schedules, plus CD version	\$30.00 each
CD of complete text plus all schedules	\$5.00 each
<b>Plotter Prints:</b>	
11" x 17" (ANSI B) – Black and White <b>or</b> Colour	\$25.00 each
17" x 22" (ANSI C) – Black and White <b>or</b> Colour	\$30.00 each
22" x 33" (ANSI D) – Black and White <b>or</b> Colour	\$35.00 each
34" x 44" (ANSI E) – Black and White <b>or</b> Colour	\$40.00 each
<b>Custom Maps (Either Paper or Digital Format):</b>	
Base Price (includes 1 hour of labour)	\$55.00
Hourly Rate (after first hour)	\$45.00 per hour
*Additional copies of custom maps are charged at the map rate indicated above.	
Telecommunication Tower Proposal Review	\$500.00