

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 42/2022

A By-law to amend Schedule B, D, and I of By-law 71/2021 being a By-law to Prescribe Fees for Services provided by the Municipality of Port Hope.

WHEREAS Section 391.(1) of the Municipal Act, 2001, S.O., c.25 authorizes to pass a By-law to impose 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 it and for the use of its property including property under its control;

AND WHEREAS Committee of the Whole at their meeting held on May 3, 2022, considered a Staff Report regarding update to Fees and Charges Schedule B, D, and I, as it relates to fees associated with Curb Cutting fees, Parking Meter Fees, and Taxi Fares;

NOW THEREFORE the Council of the Corporation of the Municipality of Port Hope hereby enacts as follows:

1. THAT Schedule "B", "D", and "I" is hereby deleted in its entirety and replaced with a new Schedule "B", "D", and "I" attached hereto comprising part of this By-law are hereby authorized and approved, plus all legislated taxes (HST) unless otherwise specifically noted in the schedules as being inclusive.
2. That this By-law shall come into force and take effect on the day of the final passing thereof.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 7th day of June 2022.

Bob Sanderson, Mayor

Brian Gilmer, Clerk

WORKS & ENGINEERING

WATER SERVICES	FEES
> Water Distribution Meters (510-500-0000-4256)	
ITEM # 1 - Residential 1" Water Meter	\$750 Supply and installation of a new 1" residential water meter and remote sensor. Service call rate per hour (minimum 1 hour charge), administration fee, plus material costs. Material costs include the meter, remote sensor, wiring, other supplies.
ITEM # 2 - Residential 5/8" Water Meter	\$550 Supply and installation of a new residential water meter (5/8" chamber x 3/4" ears) and remote sensor. Service Call Rate per hour (minimum 1 hour charge), administration fee, plus material costs. Material costs include the meter, remote sensor, wiring, other supplies.
ITEM # 3 - Commercial Water Meter	Time plus material cost Supply of water meter greater than 1", inclusive and supply and installation of remote sensor, fee applicable regardless of zoning designation (ie. commercial, industrial, institutional), only during normal working hours. Service Call Rate per hour (minimum 1 hour charge), administration fee, plus material costs. This includes supplying the meter (ie. control over make, model and sensor) and install remote sensor only (staff not licensed to install meter >1"), includes routine inspection of bypass connections and backflow prevention device (ie. meters 1 1/2" and greater require bypass connections which shall be sealed and tagged by Water Department operators to prevent theft of water)
> Water Distribution Meter Repairs (510-500-0000-4256)	
ITEM # 4 - Obstructed Water Meter	Time plus material cost Correction of obstructed water meters (ie. private homeowners' box-in or conceal access due to finished basements or historic home renovations). Service Call Rate per hour (minimum 1 hour charge), administration fee, plus material costs. Intended to recover costs for municipality to retain third party licensed contractor to correct obstruction to maintain legal access to water meter and sensor, fee shall include staff time, burdens, and flat rate administration fee
ITEM # 5 - Meter Certification (Meter Test)	\$318 for a meter >1" / <1" will be time plus material cost Written correspondence regarding physical test results of residential water meters at the request of homeowners. Fee shall be refunded should meter be faulty. Flat rate fee per occurrence intended to recover costs for certification of residential water meters less than 1" at the request of owner - includes removal of existing meter, certification by municipal operators, re-installing meter and compliance report to owner. Meters over 1" requiring certification - include removal of existing meter, testing meter completed by a Municipal approved 3 rd party company, re-installing meter and compliance report to the owner. Replacement meter is payable by the owner.
ITEM # 6 – Backflow Inspection	\$100.00 For commercial development projects which are to be held responsible for the certification of the backflows. Director of Works and Engineering or designate approval for public connections. Backflow fee of \$100 per certification is consistent with going contractor rates. Includes Time, Paperwork and \$ to offset training and certification of BF Testing equipment The owner is responsible for covering costs to replace borrowed/rented MPH backflow preventers damaged by frost and/or freezing
> Water Distribution Services (510-500-0000-4255)	
ITEM # 7 - Abandonment of Water Service	\$3404 for 8 hrs Physically disconnect abandoned water service at mainstop (ie. Prior to demolition). Flat rate fee per occurrence, intended to recover costs associated with excavation or hydrovac, disconnecting service lateral pipe and turning off mainstop at the watermain to mitigate potential contamination from stagnant water, material costs include reinstatement of asphalt and/or boulevard, curb and sidewalk where applicable. *In unusual circumstances this fee may be adjusted to recover costs exceeding \$3404.00 at the discretion of the Director of Works and Engineering.

WORKS & ENGINEERING

ITEM # 8 - Damaged Curbstop	\$636 Flat rate fee per occurrence, intended to recover costs associated with damage to municipal valves at property line, to correct damage caused., material costs include service box and rod, repairs normally include hand digging and exposing 2' of service box and straightening / rethreading by hand. * Where damages require removal and installation of a new curbstop / streetbox / valve boxes and other time plus materials fee will be invoiced to the property owner.
ITEM # 9 - Service Call During Operating Hours	\$52.50<1 Hour plus \$52.50/hr thereafter Dispatch of a licensed distribution operator during normal working hours at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director of Works and Engineering or designate.
ITEM # 10 - Service Call After Operating Hours	\$157.50<1 hour plus \$157.50/hr thereafter Dispatch of a licensed distribution operator outside of normal working hours / weekends / statutory holidays, at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director of Works and Engineering or designate.
ITEM # 11 - Residential Water Service Tapping	\$520 Supply and installation of a new 3/4" or 1" mainstop and saddle (if applicable) for new residential infilling (not for subdivision lots) at the request of client, approved contractor shall expose watermain and prepare trench in accordance with OHSA and to the satisfaction of the Director of Works and Engineering or designate and a licensed Water Operator shall live tap the watermain and install the mainstop in accordance with SDWA Provincial, Municipal and AWWA Standards during normal working hours, this or any fee is not applicable for service taps greater than 2" which must be completed by a certified private contractor with oversight by municipal water operators. A Road Occupancy Permit will also be required for work completed within the right of way.
ITEM # 12 - Residential Water Service Connection (existing dwelling utilizing a private well)	\$1379* Fee payable upon residential connection to an existing municipal water service at property line (ie. curbstop) of existing dwelling serviced by a private well or joint service, connection shall only be permitted following proof of private well decommissioning by a licensed well driller or physical disconnection of joint services where applicable (ie. VLA lots with services branched from abutting dwelling), fee reduced to encourage connection. The Works & Engineering Department will not consider requests to construct new municipal service(s) under this or any category or fee type. Flat rate fee, intended to encourage existing residential dwellings with private wells to connect to municipal water system. *In unusual circumstances this fee may be adjusted to recover costs exceeding \$1339.00 at the discretion of the Director of Works and Engineering or designate.
ITEM # 13 - Residential Water Service Connection (vacant lot)	\$3501 Fee payable upon residential connection to an existing water service at property line (ie. curbstop), fee applicable only to vacant lots pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision Connection to pre-existing service will not be permitted if older than 20 years or at the discretion of the Director of Works and Engineering or designate The Works & Engineering Department will not consider requests to construct new municipal service(s) under this or any category or fee type, Sanitary Service connections shall only be permitted following proof of Water Service connection to permit tracking and invoicing of usage. Flat rate fee, intended to recover the average cost of pre-servicing vacant residential lots or potentially severable lots from main to property line during road reconstruction or service main replacement, water service may have been constructed by public tender or by in-house forces, material costs include 10 meters of 3/4 inch or 1 inch service pipe, mainstop and curbstop, includes cost of watermain since value of vacant lot taxes did not pay for main costs

WORKS & ENGINEERING

➤ Water Distribution Hydrants (510-500-0000-4400)	
ITEM # 14 - Hydrant Meter	<p>\$206 per meter plus per cubic meter consumption as per rate study. Installation, monitoring and removal of temporary hydrant meter to regulate water usage during construction by approved third party contractors (ie. road compaction, sod watering). Includes backflow installation and certification. This fee or any fee not approved for private residential swimming pool consumption. The owner is responsible for covering costs to replace meters and backflow preventers damaged by frost and/or freezing.</p>
ITEM # 15 - Hydrant Flow Test Supervision	<p>\$300 Dispatch of licensed distribution operator to monitor and supervise hydrant flow tests by approved third party contractors and Engineering Consultants. Flat rate fee per occurrence includes water consumption and operator supervision for up to 4 hours. The tests shall be performed by the private contractor / Engineering Consultant, static pressures and flows will not be measured by Distribution Operator, material costs include average water consumption costs as per rate study (ie. normally flush hydrant for 30min to clear rust in older mains)</p>
➤ WTP Pumphouse Sales (Bulk Water) (510-500-0000-4752)	
ITEM # 16 - Bulk Water Consumption	<p>\$2.28 per cubic meter For bulk water at the Water Treatment Plant's automated bulk water depot. Rate per gallon has been converted to cubic meter to be consistent with water billing practices, however the intent is to increase at rate of \$0.50/1000 gallons/year commencing with first increase January 1, 2007 to achieve full cost recovery of \$9.78 per 1000 gallon, fee calculation as per Water Treatment Supervisor's report dated August 10, 2005</p>
➤ Water Billing (510-500-0000-4750)	
ITEM # 17 – Unmetered Water Consumption For Development	<p>\$100.00 – Single Family Dwelling \$100.00 per unit – Semi Detached \$300 flat rate and \$50 per unit -Town/Condo. Over 25 units TBD by Director of W&E or designate \$TBD by Director of W&E or designate-Commercial/Industrial</p> <p>Based on a per home being built by developers up to 10 m3. This fee covers the general cost of using water for construction purposes. Water usage for the purpose of continuous run shall be metered. A hydrant meter shall be used for watering sod and lawns which includes grass seed. Other less common uses will be as approved by the Director of Works and Engineering or designate. .</p> <p>MPH recommends using metered water where possible. The owner is responsible for covering costs to replace meters damaged by frost and/or freezing</p>

WORKS & ENGINEERING

WASTEWATER SERVICES		FEES
> Sanitary Sewer Revenue (410-450-0000-4999)		
ITEM # 1 - Residential Sanitary Service (vacant lot)	\$3925	<p>Fee payable upon residential connection to an existing municipal sanitary sewer lateral at property line (ie. cleanout), fee applicable only to vacant lots pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision.</p> <p>The Works & Engineering Department will not consider requests to construct new municipal service(s) under this or any category or fee type, Sanitary Service connections shall only be permitted following proof of Water Service connection to permit tracking and invoicing of usage. Connection to pre-existing service will not be permitted if older than 20 years or at the discretion of the Director of Works and Engineering or designate.</p>
ITEM # 2 - Residential Sanitary Service (existing dwelling)	\$1591	<p>Fee payable upon residential connection to an existing municipal sanitary service at property line (ie. cleanout) of existing dwelling serviced by a private septic system or joint service, connection shall only be permitted following proof of private septic system decommissioning or physical disconnection of joint services where applicable (ie. Veteran Lands Act lots with services branched from abutting dwelling). This fee has been reduced to encourage connection</p> <p>Sanitary Service connections shall only be permitted following proof of Water Service connection to permit tracking and invoicing of usage. Connection to pre-existing service will not be permitted if older than 20 years or at the discretion of the Director of Works and Engineering or designate.</p>
ITEM # 3 - Service Call (During Operating Hours)	\$52.50<1 Hour plus \$52.50/hr thereafter per operator required	<p>Dispatch of a licensed collections operator during normal working hours at request of consumer / account holder / plumber. The rate per hour (1 hour minimum charge per occurrence) is at the discretion of the Director of Works and Engineering.</p>
ITEM # 4 - Service Call (After Operating Hours)	\$157.50<1 hour plus \$157.50/hr thereafter per operator required	<p>Dispatch of a licensed collections operator outside of normal working hours / weekends / statutory holidays, at request of consumer / account holder / plumber. The rate per hour (1-hour minimum charge per occurrence) is at the discretion of the Director of Works and Engineering or designate.</p>
ITEM # 5 - Obstructed Clean-Out	\$ Service Call plus Materials	
ITEM # 6 - Abandonment of Sanitary Service	\$3792	<p>Physically disconnect abandoned the sanitary service at the main (ie. Prior to demolition). Flat rate fee per occurrence, intended to recover costs associated with excavation or hydrovac, material costs, reinstatement of asphalt and/or boulevard, curb and sidewalk where applicable. *In unusual circumstances this fee may be adjusted to recover costs exceeding \$3792 at the discretion of the Director of Works and Engineering or designate.</p>
ITEM # 7 - Damaged Clean-out cap	\$157.50	<p>Cost to replace a damaged clean out cap only.</p>
ITEM # 8 - Damaged Clean-out	\$636*	<p>Flat rate fee per occurrence, intended to recover costs associated with excavating and minor repairs to the sanitary clean out at property line, to correct damage caused by private contractors and/or homeowners, material costs include repairs and also include hand digging and exposing >2'.* Where damages require more excavation and replacement of other appurtenances resulting from major damage by third party private contractors and/or homeowners (ie. paving companies, Union Gas, Bell Canada) Time plus materials fee will be invoiced to the property owner to recover time plus materials.</p>
ITEM # 9 - Camera Inspection	\$157.50/hour + Service Call Fee	<p>Fee for camera and video inspection of private sanitary lateral or municipal portion. Fee will be returned if an issue is identified on the municipal side.</p>
> Sanitary Waste Disposal Revenue (410-450-0000-4757)		

WORKS & ENGINEERING

ITEM # 10 - Septage Waste Disposal Permit	\$157.50 Approval for receipt of septic waste during normal working hours, including inspection and recording of volume at WWTP prior to discharge into influent receiving stream accepted at WWTP during normal working hours. Flat rate fee applicable for each occurrence or one time annual/seasonal fee at discretion of Director of Works and Engineering or designate shall be payable prior to first annual use. Intended to recover costs associated with administration, processing of application, monitoring and recording of loads and monthly invoices
Item # 11 - Septage Waste Disposal	\$0.01133/litre For bulk septage disposal at the Wastewater Treatment Plant's disposal depot during normal working hours.
ITEM # 12 - Septage Waste Disposal After Hours	\$157.50 per load plus \$0.011/litre For bulk septage disposal at the Wastewater Treatment Plant's disposal depot during normal working hours.

WORKS & ENGINEERING

ROADS SERVICES	FEES
➤ (U) = Urban (301-000-0000-4255)	(R) = Rural (302-000-0000-4255)
ITEM # 1 - (U) Residential Storm Service	<p>\$1648 Fee payable upon residential connection to an existing municipal storm sewer lateral at property line (ie. stub), fee applicable to vacant lots and lots with existing dwellings which were pre-serviced vis-à-vis Capital reconstruction work, fee not applicable to lots which are part of a plan of subdivision</p> <p>The Works & Engineering Department will not consider requests to construct new municipal service(s) under this or any category or fee type.</p> <p>Flat rate fee, intended to recover the average cost of pre-servicing vacant residential lots or potentially severable lots from main to property line during road reconstruction or service main replacement, storm service may have been constructed by public tender or by in-house forces, material costs include 6" PVC storm pipe and main tee, includes traffic control, fee includes cost of main construction(2005 avg. 450mm dia. main cost: \$261 /m, catchbasin: \$1363, assume avg. 50 ft. lot)</p>
ITEM # 2 - (U) Asphalt Reinstatement	<p>\$824 Reinstatement of roadway asphalt removed during construction by third party utility companies, fee not applicable for private contracted servicing work. Flat rate fee per occurrence (minimum 3m x 3m x 90 mm charge), intended to recover costs associated with reinstating asphalt which was removed by third party utility companies only (ie. Bell, Cable, Gas), includes traffic control / flagman, timing of works contingent upon availability of Public Works Department resources, reinstatement of work performed by private servicing contractors at discretion of Director of Works and Engineering</p>
ITEM # 3 - (U) Sidewalk Construction	<p>\$950 Flat rate fee per occurrence (minimum 20ft length), intended to recover costs associated with reinstating concrete sidewalk which was removed by third party utility companies (ie. Bell, Cable, Gas) or damages incurred by non-municipal operations. Includes traffic control / flagman, timing of works contingent upon availability of Public Works Department resources.</p>
ITEM # 4 - (U) Curb Construction	<p>\$950 Flat rate fee per occurrence (minimum 20ft length), intended to recover costs associated with reinstating concrete sidewalk which was removed by third party utility companies (ie. Bell, Cable, Gas) or damages incurred by non-municipal operations. Includes traffic control / flagman, timing of works contingent upon availability of Public Works Department resources.</p>
ITEM # 5 - (U) Curb Cutting	<p>\$250.00 >4 feet plus \$28.00 per foot thereafter Widening of an existing residential / commercial / industrial entrance curb in accordance with maximum width provided in the Zoning By-law. Flat rate plus fee (minimum 4 lineal feet measured to include drop and sloped portion), intended to recover costs for removing barrier curb for private entrances (new or widening), timing contingent upon sufficient volume of work or sublet to third party contractor at discretion of Director of Works and Engineering</p>
ITEM # 6 - (U) Private Sweeping	<p>\$180.25/hr Sweeping of un-assumed subdivision roads at request of Developer or as deemed necessary by Director of Works and Engineering. Rate (minimum 1 hour charge per occurrence) intended to cover costs of sweeping un-assumed subdivision streets at the request of the Developer or as deemed necessary by the Director of Works and Engineering (ie. responsibility of the Developer and debris caused by homebuilders).</p>
ITEM # 7 - (U) Vacant Lot Grass Cutting	<p>\$103/hour – 1 hour minimum charge Cutting grass on privately owned vacant lots at default of property standards or as deemed necessary by Director of Works and Engineering</p>
ITEM # 8 - (U)(R) Winter Maintenance of Un-assumed Roads	<p>\$150/hour Snowplow / Operator plus \$130 per metric tonne salt</p>

WORKS & ENGINEERING

	Plowing, sanding and salting where required on un-assumed subdivision roads (ie. within Municipal road allowances) as deemed necessary by Director of Works and Engineering.
ITEM # 9 - (U)(R) Property Inquiry Request (lot grading compliance)	\$150 Certification of compliance of lot grading, drainage and constructed services in accordance with approved drawings, conditional upon receipt of Certificate of Compliance issued by Developer's Engineer
ITEM # 10 - (U)(R) Entrance Culvert Installation	\$2000<=24 feet plus \$72.10 per foot thereafter flat rate plus fee (minimum 24 lineal feet, maximum 2 foot diameter), material to be HDPE and diameter at discretion of Director of Works and Engineering, intended to recover costs for installing new entrance culverts for single family residential infilling (not commercial/industrial or subdivision developments), includes traffic control costs.
ITEM # 11 - (U)(R) Entrance Culvert Extension	\$200 per foot Rate per foot of culvert extension (maximum 2 foot diameter), intended to recover costs for widening existing single family residential entrance culverts, includes traffic control costs
ITEM # 12 - (U)(R) Private Roadway Signage	\$309 Supply and installation of roadway signage within Municipal road allowance at request of private owner where signage is not required under provisions of OTM, signage shall become property and responsibility of Municipality including future replacement. Flat rate fee per occurrence, material costs include sign, post and hardware and nominal fee for future replacement
ITEM # 13 - Road Occupancy Permit	\$206 Any work occupying Municipal right-of-way or portions thereof, requires submission of a Traffic Control Plan in accordance with OTM Book 7 , review of applicable securities and insurance, fee not applicable to permitted special events. Flat rate fee per occurrence, fee not applicable to Capital work projects or agents / contractors thereof, utility companies with franchise agreements required to notify road authority of work activity Road Occupancy Permits related to filming will incur staff time fees to have roads staff set up and monitor traffic control as calculated by time indicated on Road Occupancy Permit Application.
ITEM # 14 - Entrance Permit	\$250 + \$1,250 refundable deposit Review and approval of new residential entrances, includes field investigation where required, (see Note 5), fee shall not be in addition to approved applications under Site Plan Control (Minor or Major), Plan of Subdivision, OPA, ZBA, Minor Variance or Consent to Sever. Flat rate fee per occurrence, intended to recover costs associated with review and approval of new entrances including sight line visibility, culvert requirements, roadway signage.
ITEM # 15 - Staff Time	\$39.94 <1 Hour plus \$39.94/hr thereafter per operator required Dispatch of a roads operator during normal working hours at request of consumer / account holder / plumber. The rate per hour (1 hour minimum charge per occurrence) is at the discretion of the Director of Works and Engineering.
ITEM # 16 - Staff Time After Hours	\$119.84 <1 hour plus \$79.88/hr thereafter per operator required Dispatch of a roads operator outside of normal working hours / weekends / statutory holidays, at request of consumer / account holder / plumber. The rate per hour (1 hour minimum charge per occurrence) is at the discretion of the Director of Works and Engineering or designate.
ITEM # 17 - Equipment	Will be set as required by referring to the Ontario Provincial Standard Schedule of Rental Rates for Construction Equipment, Including Model and Specification Reference most current version as updated from time to time.
ITEM # 18 – Boulevard Tree Planting	\$ 452/previous years average Residents are able to donate to the Municipality to have a tree planted in the boulevard by their homes. The tree will be planted at the same time as the annual tree planting contract. Approved species are available on the website for residents

WORKS & ENGINEERING

to choose. The fee includes the purchase of the tree, planting by the awarded contractor, and a two year warranty to ensure survival.

WORKS & ENGINEERING SERVICES	FEES
➤ Engineering Admin Service Fee (303-000-0000-4255)	
ITEM # 1 - Servicing and Grading Review	\$515 Review of site servicing (water, sanitary, storm) to ensure compliance with municipal standards, review of lot grading and drainage, review design reports for structural retaining walls and fences and slope hazards, includes field investigation and routine construction inspection where required. Flat rate fee is intended to ensure compliance to Municipal standards and for the protection against negative impacts to abutting lands.
ITEM # 2 - Municipal Utility Locate Fee	\$206 Physically locate Municipal water, sanitary and storm sewer laterals and mains within Municipal road allowance vis-à-vis surface demarcations (ie. required condition of severance applications, building additions, private service replacements), confirmation of separate municipal services to separate dwellings. Flat rate fee per occurrence, includes written locate drawing, field investigation, review of sewer / water locate cards and GIS database, field demarcation and traffic control, material cost includes spray paint and grade stakes where applicable and repairs/maintenance of electronic locator device, dye tablet testing of sanitary laterals and camera investigation of laterals where applicable and at discretion of Director of Works and Engineering or designate.
ITEM # 3 - Encroachment Permit	\$412 Review and approval of private encroachments within the Municipal road allowance (ie. stone retaining walls, porches, steps, landscape features and appurtenances), permit is conditional upon approval of required encroachment agreement by Council. Includes field investigation where required. Flat rate fee per occurrence.
ITEM # 4 - Servicing Inspection	\$275.00 per service type Inspection of: Water- 510-502-0000-4255, Sanitary - 303-000-0000-4255 Storm sewer services - 303-000-0000-4255 Installed by private third party contractors to ensure compliance with Municipal standards, fee applicable for infilling, excludes lots under umbrella of subdivision agreements Servicing inspection fee is for one 3/4" or 1" water service, one 6" sanitary service c/w 4" reducer and one 6" storm service (additional fees will be required for additional and/or larger services. Flat rate fee per occurrence, intended to recover costs associated with inspecting the construction of water, sanitary and/or storm services from main to property line by private third party contractors, intended for single family residential infilling (not commercial/industrial and subdivision developments), includes costs for 'as-constructed' measurements and records, creation of water and sewer database cards and GIS input, does not include mainstop installation by licensed water distribution operator. This fee may be divided by the number of services required for inspection.

WORKS & ENGINEERING

<p>ITEM # 7 - Demolition Inspection</p>	<p>\$309 Review and approval of proposals for abandonment of Municipal services (water, sanitary or storm), including inspection of capping following demolition.</p> <p>Deposit required to ensure that the private demolition contractor complies with Municipal requirements for properly abandoning Municipal services at the main unless otherwise directed by the Director of Works and Engineering or designate, including capping sanitary and storm laterals and capping mainstop at watermain. Deposit less deficiencies to be returned upon satisfaction of Director of Works and Engineering or designate.</p>
<p>ITEM # 8 - Detail Review and Approval of on-site/off-site</p>	<p>4.5% of Total Development Cost <=\$200,000 plus 2.5% thereafter Review of site servicing (water, sanitary, storm) to ensure compliance with municipal standards, review of lot grading and drainage, review design reports for structural retaining walls and fences and slope hazards, includes field investigation and routine construction inspection where required.</p>
<p>➤ W & E Refundable Deposits (303-000-0000-2420)</p>	
<p>ITEM # 9 - Private Servicing Refundable Deposit Deposit required to ensure that private servicing work, grading and drainage and reinstatement of Municipal road allowance and appurtenances thereof are constructed to Municipal standards and according to approved drawings, deposit less deficiencies to be returned upon satisfaction of the Director of Works and Engineering</p>	<p>\$2060 Flat rate fee per occurrence, intended to ensure compliance with approved drawings and municipal standards and that deficiencies are corrected in a timely manner, not usually a problem with infilling lots but mainly with subdivision lots wherein lots are sold by developer to home builder or where homeowner changes grading (ie. swimming pool installation) prior to release of subdivision securities, subdivision agreements to include clause requiring builders to submit deposit prior to building permit and regarding requirement for plot plans</p>
<p>ITEM # 9 – Administration Fee</p>	<p>\$50 per hour Intended to recover the costs of processing applications and scheduling items listed as “Time plus Materials</p>

WORKS & ENGINEERING

TRANSIT		FEEs
➤ Transit Bus Revenue (390-390-0000-4301)		
1. Infant Transit (age 3 or under)		Free
2. Student Transit (per trip)¹ Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional / specialized/ shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)		\$2.00 \$2.00 per trip (does not include shuttle transfer) Cash fare per trip, photo identification may be required by Transit Operator as proof of age.
3. Student Transit (monthly)² Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional / specialized / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)		\$30 Pass includes transfer to Inter-Municipal shuttle and Rolls
4. Student Pass (Reduced Hours)³ Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional/shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)		\$15 Does not include transfers to Inter-Municipal shuttle or the Rolls Photo identification may be required by Transit Operator as proof of eligibility
5. Adult Transit (per trip)⁴ Adult shall be any person of age 18 to 64 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)		\$2.50 \$2.50 per trip (does not include shuttle transfer) cash fare per trip, photo identification may be required by Transit Operator as proof of age
6. Adult Transit (monthly)⁵ Adult shall be any person of age 18 to 64 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)		\$60 Pass includes transfer to Inter-Municipal shuttle and Rolls
7. Senior Transit (per trip)⁶ Senior shall be any person of age 55 or over, applicable for patrons of conventional / specialized / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)		\$2.00 Does not include shuttle transfer Cash fare per trip, photo identification may be required by Transit Operator as proof of age
8. Senior Transit (monthly)⁷		\$30 Pass includes transfer to Inter-Municipal shuttle and Rolls

¹ Age 4 to 17, does not include Inter-Municipal shuttle transfer or rolls

² Age 4 to 17, includes Inter-Municipal shuttle transfer or rolls

³ Age 4 to 17, does not include Inter-Municipal shuttle transfer or rolls

⁴ Age 18 to 64, does not include Inter-Municipal shuttle transfer or rolls

⁵ Age 18 to 64, includes Inter-Municipal shuttle transfer or rolls

⁶ Age 65 and over, does not include Inter-Municipal shuttle transfer or rolls

⁷ Age 65 and over, includes Inter-Municipal shuttle transfer or rolls

WORKS & ENGINEERING

Senior shall be any person over the age of 65 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)

9. Inter-Municipal Shuttle \$1 (bus transfer) or \$2 (Cobourg shuttle only)

Site Alteration and Fill Permit Applications

Assumptions for all size fill operations

- 1) Staff member responsible is the Director of Works and Engineering
- 2) Allow \$75.44 per hour which includes, salary & overhead
- 3) Time estimated below is minimum anticipated time for review and inspections
- 4) Security deposits commensurate with the work would be required to cover off damages to roads and infrastructure
- 5) Costs of land use planning reports/environmental impact studies, peer review and any soil testing to be done at applicants expense
- 6) All volume amounts would be determined from plans and profiles submitted by the applicant and checked by staff. This prevents having to deal with truck way slips and saves staff resources

Summary - Permit costs on Cost Recovery Basis would be:

Minor Fill Operation (less than 100m ³)	\$150.88
Small Fill Operation (100 to 500m ³)	\$754.40
Large Fill Operation (more than 500m ³)	\$905.28 plus \$1.81/m ³ in excess of the first 500m ³

Site Alteration and Fill Permit Application Administration		FEES	
Minor Fill Operation:			
<ul style="list-style-type: none"> • Placing or dumping less than 100m³ of fill • Typical load for standard dual axle dump truck ~10m³ <ul style="list-style-type: none"> ○ less than 10 trucks ○ typical for lawn or garden • Minimal staff review 			
Action	Time (hrs)	Salary/Rate	Est. Cost
staff time processing permit application - determination of: <ul style="list-style-type: none"> • fill control plan (5.2(f)) • truck routes (5.3) • mud mats and dust control (5.4) 	1.0	\$75.44/hr	\$75.44
time monitoring operation			
Responding to complaints or questions	0.5	\$75.44/hr	\$37.72
communications with permit holder or applicant	0.5	\$75.44/hr	\$37.72
reviewing reports, studies, surveys, documentation			
TOTAL	2.0		\$150.88

WORKS & ENGINEERING

Site Alteration and Fill Permit Application Administration		FEES	
<p>Small Fill Operation:</p> <ul style="list-style-type: none"> Placing or dumping between 100m³ and 500m³ of fill ~10 to 50 dump trucks Review of application including fill control plan to ensure no adverse impact on site and Neighbouring properties Monitoring of operation Complaints re noise, dust, mud and volume of traffic <p>Enforcement for non-compliance</p> <p>Assumptions for Small Fill Operations:</p> <ul style="list-style-type: none"> One initial visit at application and one during the work, one final. 			
Action	Time (hrs)	Salary/Rate	Est. Cost
staff time processing permit application - determination of: <ul style="list-style-type: none"> fill control plan (5.2(f)) truck routes (5.3) mud mats and dust control (5.4) 	3.0	\$75.440/hr	\$226.32
time monitoring operation (three visits 1hr each)	3.0	\$75.44/hr	\$226.32
Responding to complaints or questions	1.0	\$75.44/hr	\$75.44
communications with permit holder or applicant	1.0	\$75.44/hr	\$75.44
reviewing reports, studies, surveys, documentation	2.0	\$75.44/hr	\$150.88
TOTAL	10hrs		\$754.40

WORKS & ENGINEERING

Site Alteration and Fill Permit Application Administration		FEEES
<p>Large Fill Operation</p> <ul style="list-style-type: none"> • Placing or dumping more than 500m³ of fill • More than 50 dump trucks • Detailed information for fill control plan • Consultants for review • Longer operation requiring continued monitoring • Additional enforcement <p>Assumptions for Large Fill Operations</p> <ul style="list-style-type: none"> • Application and review costs the same as for Small fill operations and the permit covers all costs for the first 500m³ • Additional costs for ongoing monitoring for the fill in excess of the first 500 m³ are included in costs per cubic metre. • Time for site visits and dealing with duration of truck traffic and public concerns and additional communications with Owner factor into the unit costs per cubic metre. <p style="text-align: center;"><u>Calculation Table to Determine Costs per Cubic Metre Based on subsequent 500m³</u></p>		
Action	Staff Time (hrs)	Cost
Two site visits at 1.5 hrs each	3.0	\$226.32
Responding to complaints or questions of the public and instructions to other municipal staff concerning signage or haul routes and traffic control	4.0	\$301.76
Communications with permit holder or applicant	2.0	\$150.88
Reviewing reports, studies, surveys, documentation, soil tests, communicating with applicant's consultants	3.0	\$226.32
Total based on 500m ³	12.0	\$905.28
Prorated per cubic metre (\$600/500m³)		\$1.81/m³

Building Services

Category/Type of Fees	Fees Based on 100% Cost Recovery	
	Base Line Fee	Adjusted Fee
Group 'C' - Low Density Residential > Single detached > Semi-detached (per unit) > Duplex (per unit) > Converted dwelling (per unit) > Mobile home > Apartment-in-a-house	\$2,000/dwelling unit up to 1,500 ft ²	\$1.33/ft ² for buildings with a floor area over 1,500ft ² . Floor area applies to finished floor area and attached garage.
Group 'C' - Multiple Residential (per unit) > Townhouse > Row dwelling > Triplex > Quadraplex > Apartment > Any other multiple unit dwelling > All other Group 'C' occupancies (per unit)	\$2,000/dwelling unit up to 1,500 ft ²	\$1.33/ft ² for buildings with a floor area over 1,500ft ² . Floor area applies to finished floor area and attached garage.
Group 'C' - Residential - Minor alterations, additions, suite (<\$30,000 construction value) and demolitions for minor residential buildings.	\$700/dwelling unit up to 750 ft ²	\$0.90/ft ² for buildings with a floor area over 1,500ft ² . Floor area applies to finished floor area and attached garage.
Group 'C' - Residential - Major alterations, additions, suite (>\$30,000 construction value) and demolitions for major residential buildings.	\$1,400/dwelling unit up to 1,500 ft ²	\$0.90/ft ² for buildings with a floor area over 1,500ft ² . Floor area applies to finished floor area and attached garage.
Group 'C' > Attached deck > Porch > Minor alterations > Minor additions > Garage > Carport > Accessory building > All signs (per sign basis) > Fire retrofitting > Wood stoves/fuel burning appliances > Pool > Temporary buildings > Standalone heating > Refurbishing heating > Tank installation/removal (fuel sewage) > Other permits (change of use, renewal) > Demolition of single detached and two-unit dwellings > L.L.B.O application > Retaining wall > Occupancy or final inspection when more than 2 years has passed since the building permit was issued > Request for copy of permit > Change of ownership	\$150 flat fee for minor extension to dwelling up to 300ft ² or \$125/permit flat fee for other types of permits.	\$0.50/ft ² for minor extension to dwelling with a floor area over 300ft ² \$0.42/ft ² for other types of buildings or structures with a floor area over 300ft ²

Category/Type of Fees	Fees Based on 100% Cost Recovery	
	Base Line Fee	Adjusted Fee
Group 'A', 'B', 'D', 'E', 'F' - new construction, complete building or shell only.	\$3,100 up to 2,500ft ² - applies to the shell where only the shell is constructed or to the complete building where the permit is issued for both.	\$1.24/ft ² for buildings with a floor area over 2,500ft ² - applies to the shell where only the shell is constructed or to the complete building where the permit is issued for both.
Group 'A', 'B', 'D', 'E', 'F' - major additions or alterations (> \$10,000 construction value)	\$2,000 up to 2,500ft ² - area applies to the area being altered or the area of the addition.	\$0.80/ft ² for buildings with a floor area over 2,500ft ² - area applies to the area being altered or the area of the addition.
Farm Buildings - new construction	\$2,000 up to 10,000ft ²	\$0.20/ft ² for new buildings with a floor area over 10,000ft ²
Farm Buildings - additions, alterations, accessory buildings, hobby farms	\$300 up to 5,000ft ²	\$0.06/ft ² for new buildings with a floor area over 5,000ft ²
Group 'A', 'B', 'D', 'E', 'F' - minor additions, alterations, retrofit, interior finishes, standalone Heating	\$700 up to 2,500 ft ²	\$0.28/ft ² for buildings with a floor area over 2,500 ft ²
Communication tower/facility, silo, wind turbine	\$300 flat fee	\$300 flat fee
Non-residential demolitions	\$300 flat fee	\$300 flat fee

Other	
Plumbing Permit	
> Base Fee	\$ 150.00
> Per Fixture	\$ 17.00
Signs impounded and being reclaimed:	
> Signs 1m ² (10.76 sq. ft.) and under	\$ 25.00 per sign
> Signs larger than 1m ² (10.76 sq. ft.)	\$ 200.00 per sign
Sandwich Board Signs	
> New	\$ 50.00
> Renewal (January 1-January 31):	\$ 10.00
> Renewal (on or after February 1):	\$ 50.00
Sidewalk Merchandise Permit	
> New	\$ 50.00
> Annual Renewal (January 1-January 31):	\$ 10.00
>Annual Renewal (on or after February 1):	\$ 50.00
Outdoor Restaurant/Patio	
> New	\$ 50.00
> Annual Renewal	\$ 10.00
Municipal Addressing	
> Municipal number for Ward 2	\$ 75.00
> Emily Sign (non-residential)	\$ 50.00

Other	
Building Deposit	
> Shall be required for all new construction.	\$ 3000.00
The unused portion, if any, shall be returned to payee upon final inspection where all deficiencies have been corrected. No deposit shall be refunded after the second anniversary of the building permit issuance.	
Any fee calculated in accordance with the above shall be doubled in instances where the construction commences prior to the issuance of a building permit.	
Additional inspection fees of \$80/hour for each additional inspection where the contractor/building has depended unduly on the Municipality to identify deficiencies.	
Development Charges are applicable for most construction. Contact the Building Department to determine the fee for your project.	

Municipal By-Law Enforcement

Parking Fees – By-law 39/2008			
Meter and Pay & Display			
> 6 minutes	\$		0.10
> 12 minutes	\$		0.20
> 30 minutes	\$		0.50
> 60 minutes	\$		1.00
Municipal Mill Street Boat Launch / Mill Street Parking Lots			
All Vehicles			
> Hourly	\$		1.00 per hour up to a maximum of \$10.00 per day
> Seasonal Pass (Resident)	\$		150.00 per calendar year
> Seasonal Pass (Non-Resident)	\$		200.00 per calendar year
Payment Options			
Legitimate nickels, dimes, quarters, loonies, toonies, or any combination thereof to a maximum of \$4.00 or 4 hours, being the maximum allowable parking time at any meter is considered valid. Pennies (\$0.01) will not be accepted by any parking meter.			
Applicable taxes are included within the Parking Meter Fees.			
Accessible Parking			
There is no fee for designated handicapped parking spaces or use of regular parking spaces in accordance with the Traffic By-law.			
There is no fee for persons operating a vehicle to which a valid Ontario Veteran license plate is registered and affixed in accordance with the Traffic By-law.			
Parking Meter Rental			
Considered at the discretion of the Municipal By-Law Enforcement during construction and/or building renovation or while moving in/out of a building.			
> Daily	\$		10.00 per meter
> Deposit (refunded at end of rental)	\$		10.00
Offences and Penalties			
Park – Overtime		Section 11.5	
Park – 2:00 a.m. to 7:00 a.m.		Section 4.12	
Park – Prohibited Area		Section 6	
Park – Snow Route		Section 4.13	
Park – 8:00 a.m. to 4:30 p.m.		Section 7.1	\$ 25.00
Park – Within 3.05 metre zone of hydrant		Section 4.6	
Park – Front of driveway		Section 4.2	
Park – Within 9.14 metres of intersection		Section 4.4	
Park – Not to proper curb		Section 3	
Park – Sidewalk		Section 4.1	
Park – Fire Route		Section 8.5	\$ 50.00
Park – Handicapped parking		Section 5.1	\$ 300.00

Property Standards – By-law 69/2006	
Order	
Registration or Discharge of Order	\$ 160.00
Officer On Site (per Hour, per Officer)	\$ 80.00
Mailing Fee for Registered Order (per Order)	\$ 15.00
Application to Appeal	\$ 25.00
Yard Maintenance	
Work arranged as the result of an Order is at the expense of the property owner(s).	
Administration Fee	25% surcharge over the contractor cost

Sidewalk Patio Extensions – By-law 90-2015	
One Time Purchase Cost	
Deck Materials and Labour	\$ 1200.00
Railings Around Patio Area	\$ 2000.00
Planters as Safety Barriers (6 at \$1000 each)	\$ 6000.00
Total	<u>\$ 9200.00 plus HST</u>
Amortized over a three (3) year period, the annual cost would be \$3066.66 plus HST.	
Annual Installation and Removal Cost	
Installation of Patio by Municipality	\$ 200.00
Removal of Patio by Municipality	\$ 200.00
Parking Space, \$200 per month, May 1-Oct 31	\$ 1200.00
Total	<u>\$ 1600.00 plus HST</u>
Annual Yearly Cost	
1/3 of Purchase Cost	\$ 3066.66
Labour and Parking Space	\$ 1600.00
Total	<u>\$ 4666.66 plus HST</u>

Licensing of Trailers for Temporary Accommodations – By-law 22/2016	
> License Fee	\$ 25.00
> Security Deposit	\$ 2500.00
Total	<u>\$ 2525.00</u>
Set Fine Schedule per Provincial Offences Act	
> Failure to obtain a license	\$ 500.00
> Failure to remove a trailer without a license	\$ 500.00
> Failure to post license on trailer	\$ 100.00
> Failure to cease use where license is refused	\$ 500.00
> Failure to remove trailer where license is expired	\$ 500.00
> Failure to maintain trailer	\$ 500.00

Accessibility for Ontarians with Disabilities Act (AODA)

> The Corporation's regularly administered Schedule of Fees and Services shall apply unless otherwise specifically provided for herein.

> The Municipality will make reasonable efforts in light of the requester's disability to provide the documentation.

PHOTOCOPIES	
> 1 to 10 original documents	
> Double-sided	\$ 0.25 per sheet
> Single-sided	\$ 0.20 per sheet
> 11 to 50 original documents	
> Double-sided	\$ 0.20 per sheet
> Single-sided	\$ 0.15 per sheet
> Over 50 original documents	
> Double-sided	\$ 0.15 per sheet
> Single-sided	\$ 0.10 per sheet
AGENDAS	
> Printed copy	\$ 10.00 per agenda
Registered Press to receive a complimentary hard copy upon request.	
COMMISSIONER OF OATHS	
Commissioning of Oath Services including commissioning of an affidavit by the Clerk or Deputy Clerk for documents in accordance with the Commissioners for Taking Affidavits Act.	
> Residency documentation	\$5.00 per document for non-resident and all business entities.
> Deeds	
> Insurance Claims	
> Pension plan documents	
> Certify documents as "true copies"	
> Birth and Death information applications as prescribed by Statute	
> Certification of identifiable individual's signature	
> Commissioning Ministry of Transportation Documents	\$15.00 per document
FENCE VIEWING (Ward 2)	
> Fence Viewers Application Fee	\$250.00
> Fence Viewer evaluation & reattendance	\$60/call out + mileage
> Postage/Registered Mail/Prescribed Forms/Stationary	Actual cost recovery of cost incurred
> Photocopies	Refer to rate set above
> Ontario Land Surveyor	Actual cost recovery of cost incurred
> Other applicable costs as required to carry out the provisions of the Line Fences Act	Actual cost recovery of cost incurred

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOI)

Fees are defined in the Freedom of Information and Protection of Privacy Act, R.S.O 1990. REGULATION 460, amended to O.Reg. 92/07, and as amended from time to time.

LICENSES

> Annual Bed and Breakfast License	\$	200.00	plus H.S.T. (incl. inspection)
> Annual Taxicab or Limousine Owner License (<i>*plus cost of municipal license plate at market cost per vehicle</i>)	\$	105.00	per vehicle* (will include vehicle meter calibration/sticker)
> Annual Taxicab or Limousine Driver License	\$	45.00	per license (will include driver photographs and wallet sized ID)
> Replacement Lost License - Taxi or Limousine Driver	\$	25.00	per license
> Replacement - Lost Municipal Vehicle License Identification Number/Plate for Taxicab or Limousine			Current Market Cost
> Annual Refreshment Vehicle License	\$	500.00	plus H.S.T. (incl. inspection)
> Annual Hawkers and Peddlers License	\$	400.00	
> License Agreements	\$	400.00	plus expenses
> Marriage Licenses		\$125.00	
> Civil Marriage Solemization	\$	350.00	plus H.S.T.
> Annual Salvage Yard License	\$	200.00	plus H.S.T. (incl. inspection)

LOTTERIES - ALCOHOL AND GAMING COMMISSION

> Amendments of Particulars on License	\$	25.00
> Extension of Expiry Date on License	\$	25.00
> Approval for Licenses issued by the Province or another Municipality	\$	25.00
> Facsimile Transmission to or for Third Parties	\$	5.00
> List of Break-Open Ticket Sales Locations or Organizations	\$	10.00
> Bazaars		3% of prize value
> Break-Open Tickets		3% of prize value
> Raffles		3% of prize value

TAXI FARES

> Pick-up charge	\$	4.50
> Meter Charge	\$	2.00 per km
> Waiting / Running Time While Under Engagement	\$	0.75 per minute
		Meter activated only when vehicle is traveling below 26km per hour or stopped.
> Fuel Surcharge (until October 2022 or until the price of fuel reaches \$1.40 or below)	\$	\$1.00 to be added to the pick up charge and calibrated with the taxi metre

Discount for Seniors is 10%:

- Proof of age is needed (Senior 65) at Driver's discretion
- Discount not applied on fares below \$10.00.

> Except as otherwise provided in the By-law, no taxicab driver licensed under this By-law shall charge a rate of fare for the conveyance of goods or passengers within the limits of the Municipality of Port Hope except in accordance with the fee

> Every taxicab driver licensed under this By-law shall compute the rate of fare as set out in this Schedule from the time of the engagement of the vehicle to the time the goods or passengers are discharged from the vehicle.