

**Corporation of the  
Township of Havelock-Belmont- Methuen**

**By-law Number 2023 - 087**

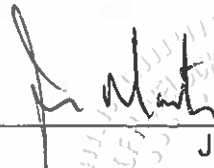
A by-law to establish the Fees for Services and Activities for the Township of Havelock-Belmont-Methuen

**WHEREAS** Section 391 of the *Municipal Act*, 2001, S.O. 2001, Chapter 25 as amended, authorizes a municipality and a local board to impose fees or charges on persons: (a) for services or activities provided or done by or on behalf of it; (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and (c) for the use of its property including property under its control;

**NOW THEREFORE** the Council of the Township of Havelock-Belmont-Methuen hereby enacts as follows:

1. That the fees for services and activities for the Corporation of the Township of Havelock-Belmont-Methuen are outlined on Schedule A-Tables 1 and 2, attached hereto and forming part of this by-law.
2. That the fees for services and activities be reviewed on an annual basis.
3. That By-law 2023-011 is repealed in its entirety upon the final passing of this by-law.
4. That this by-law come into force and take effect on the date of passing.

Read a first, second, and third time and finally passed in Open Council this 5<sup>th</sup> day of December 2023.

  
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Jim Martin, Mayor

  
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Robert V. Angione, Clerk

Township of Havelock-Belmont-Methuen

Schedule "A" of By-law 2023-087

Schedule of Fees for Services and Activities - Table 1

DESCRIPTION	DEPT	FEE	HST	EXPLANATION
AGREEMENT-TEMPORARY USE REGISTRATION & REMOVAL	ADMINISTRATION	\$ 1,800.00	NO	PLUS, ANY ADDITIONAL FEES APPLICABLE \$200.00 Administration Fee Retained
BURIAL PERMIT	ADMINISTRATION	\$ 10.00	NO	
COMPUTER GENERATED REPORTS	ADMINISTRATION	\$ .25	NO	PER PAGE PLUS STAFF TIME
DOG TAG	ADMINISTRATION	\$ 20.00	YES	\$ 10.00 JAN 1 TO MAR 31, \$ 20.00 APRIL 1
FREEDOM OF INFORMATION REQUEST	ADMINISTRATION	\$ 5.00	NO	
MARRIAGE LICENCE	ADMINISTRATION	\$ 125.00	NO	
MARRIAGE SERVICE FEE	ADMINISTRATION	\$ 200.00	NO	
MOBILE CANTEEN	ADMINISTRATION	VARIOUS	NO	SEE CURRENT MOBILE CANTEEN BY-LAW
PHOTOCOPIES 8.5 X 11	ADMINISTRATION	\$ .25	YES	PER COPY
PHOTOCOPIES 8.5 X 14	ADMINISTRATION	\$ .30	YES	PER COPY
PHOTOCOPIES 11 X 17	ADMINISTRATION	\$ .35	YES	PER COPY
PHOTOCOPIES 24 X 36	BUILDING ADMIN	\$ see note	NO	Black & White \$6.00 per page Coloured \$12.00 per page
RENTAL OF MUNICIPAL CHAMBERS	ADMINISTRATION	\$ 150.00	YES	
RETURNED CHEQUE	ADMINISTRATION	\$ 20.00	NO	CHANGE IN BANK FEE
TRANSIENT TRADER LICENCE	ADMINISTRATION	VARIOUS	NO	SEE CURRENT TRANSIENT TRADER BY-LAW
TRAILER PARK LICENCE FEE	ADMINISTRATION	\$ 100.00+	NO	SEE CURRENT TRAILER PARK FEE BY-LAW
TELECOMMUNICATION TOWER SITING	ADMINISTRATION	\$ 2,500.00	NO	CRINS-SINRC \$ 1500/TWP \$ 1000
TAX CERTIFICATE	BUILDING	\$ 40.00	NO	PER PROPERTY
ZONING INFORMATION	BUILDING	\$ 40.00	NO	PER PROPERTY
WORK ORDER INFORMATION	BUILDING	\$ 40.00	NO	PER PROPERTY
ADDITIONAL ITEMS	BUILDING	\$ 5.00	NO	PER PROPERTY
RUSH REQUESTS WITHIN 48 HRS	BUILDING	\$ 25%	NO	ADDITIONAL CHARGE
LETTER OF COMPLIANCE	PLANNING	\$ 40.00	NO	PER PROPERTY
BUILDING & PLUMBING PERMITS	BUILDING			SEE CURRENT BUILDING BY-LAW
BURN PERMITS	FIRE	\$ 25.00	YES	
CIVIC ADDRESS SIGN	FIRE	\$ 10.00	NO	FEE CHARGED WHEN BUILDING PERMIT ISSUED AND/OR SIGNS REPLACED
CIVIC ADDRESS SIGN POST	FIRE	\$ 10.00	NO	FEE CHARGED WHEN BUILDING PERMIT ISSUED AND/OR SIGNS REPLACED
CIVIC ADDRESS SIGN & POST INSTALLATION	FIRE	\$ 40.00	NO	FEE CHARGED WHEN BUILDING PERMIT ISSUED
FIRE DEPARTMENT FEES	FIRE			SEE CURRENT FIRE DEPT BY-LAW

Township of Havelock-Belmont-Methuen

Schedule "A" of By-law 2023-087

Schedule of Fees for Services and Activities - Table 1 Continued

DESCRIPTION - ADVERTISING	DEPT	FEE	HST	EXPLANATION
ARENA ADVERTISING- WALL (4 x 7 SIGN MAX)	PARKS & REC	\$ 110.00	YES	PER YEAR \$124.30/HST
ARENA ADVERTISING-ICE BOARD	PARKS & REC	\$ 210.00	YES	PER YEAR \$237.30/HST
ZAMBONI ADVERTISING	PARKS & REC	\$ 510.00/year reserve 5-year min term	YES	\$576.30/year reserve 5-year min term
HOMEVISING BENCH SPONSOR	PARKS & REC	\$ 310/year reserve 3-year min term	YES	\$350.30/year reserve 3-year min term
DRESSING ROOM SPONSOR-includes company logo on dressing room door and on the dressing room assignment board displayed in lobby.	PARKS & REC	\$ 310/year reserve bid 3-year min term	YES	\$350.30/year reserve bid 3-year min term
<b>PARKS RENTALS</b>				
MINOR BASEBALL	PARKS & REC	\$ 500.00/year	YES	\$565.00/year
ADULT BASEBALL	PARKS & REC	\$ 1,700.00/year	YES	\$1,921.00/year
BASEBALL TOURNAMENT	PARKS & REC	\$ 175.00/day	YES	\$197.75/day
SOCCER	PARKS & REC	\$ 250/year	YES	\$ 282.50/year
<b>HOCKEY/ICE RENTALS</b>				
ICE RENTAL- PRIME TIME RATE 5:00 p.m.-12:00 a.m.	PARKS & REC	\$ 115.04	YES	\$130.00/ HOUR INCL HST
ICE RENTAL - NON-PRIME TIME RATE Mon to Fri 7:00 a.m. - 5:0 p.m.	PARKS & REC	\$ 88.49	YES	\$100.00/ HOUR INCL HST
ICE RENTAL (MINOR HOCKEY & FIGURE SKATING)	PARKS & REC	\$ 88.49	YES	\$100.00/ HOUR INCL HST
SURFACE RENTAL (WITHOUT ICE)	PARKS & REC	\$ 53.09	YES	\$60.00/ HOUR INCL HST
SKATE SHARPENING	PARKS & REC	\$4.42	YES	\$5.00 / PAIR
TOWN HALL RENTAL	PARKS & REC	\$ 53.09	YES	\$60.00 (3) HOURS INCL HST
	PARKS & REC	\$100.00	YES	\$113.00 FULL DAY INCL HST

<b>PLANNING</b>					
MINOR VARIANCE	PLANNING				SEE CURRENT PLANNING BY-LAW
OFFICIAL PLAN AMENDMENT	PLANNING				SEE CURRENT PLANNING BY-LAW
PLAN OF SUBDIVISION	PLANNING				SEE CURRENT PLANNING BY-LAW
SITE PLAN AGREEMENT	PLANNING				SEE CURRENT PLANNING BY-LAW
ZONE AMENDMENT	PLANNING				SEE CURRENT PLANNING BY-LAW
OFFICIAL PLAN BOOKS	PLANNING	\$ 75.00	YES		PER BOOK
ZONING BY-LAW BOOKS	PLANNING	\$ 75.00	YES		PER BOOK
<b>ENTRANCE PERMITS*</b>					
	ROADS	\$ 1,050.00	NO		DEPOSIT AND ADMIN FEE PER ENTRANCE
<b>WASTE MANAGEMENT</b>					
	WASTE	VARIOUS	NO		SEE CURRENT WASTE BY-LAW

**NOTES:**

**Entrance Permits** - the property owner is responsible for all costs to install an entrance to their property to the standards required by the Director of Public Works. A deposit is required to: (a) meet a condition of severance if the entrance has not been installed prior to the expiration of the conditions of severance (b) in order to obtain a building permit for an existing lot where an entrance doesn't exist or requires upgrades (c) when the owner has requested a new entrance to the property. The deposit would be returned upon construction of the entrance by the property owner, following the approval by the Director of Public Works. If the entrance is not installed to the satisfaction of the Director of Public Works, the deposit may be used to install a proper entrance.

**Staff time** - includes current hourly rates, benefits, materials & supplies and any other expenses related to the request.

**Schedule "A" of By-law 2023-087**

Township of Havelock-Belmont-Methuen

**Schedule of Fees for Administration – Table 2**

<b>Description</b>	<b>Unit</b>	<b>Department</b>	<b>Fee</b>	<b>Reference</b>
<b>Property Standards</b>				
Registration or removal of Order to Title/Deed	Each	By-law Enforcement	Out of pocket costs plus 15%	By-law 2022-073
Property Standards Committee Appeal	Each	By-law Enforcement	\$100.00	By-law 2022-073
Township undertakes to complete the work required to comply with final Order	Percentage of overall cost	By-law Enforcement	Out of pocket costs plus 15%	By-law 2022-073
Additional Inspections required after the Compliance inspection	Each	By-law Enforcement	\$150.00	By-law 2022-073
Subsequent inspections related to the same infraction.	Each	By-law Enforcement	Fee doubles	By-law 2022-073
<b>Clean Yard By-law</b>				
Initial first inspection	Each	By-law Enforcement	Free	By-law 2022-071
Initial final inspection	Each	By-law Enforcement	Free	By-law 2022-071
Second offence inspection (within one year of the first offence)	Each	By-law Enforcement	\$150.00	By-law 2022-071
Second offence final inspection	Each	By-law Enforcement	Free	By-law 2022-071
Third offence inspection (within one year of the second offence)	Each	By-law Enforcement	\$300.00	By-law 2022-071
Third offence final inspection	Each	By-law Enforcement	Free	By-law 2022-071
Subsequent offences within one year of the previous offence)	Each	By-law Enforcement	Fee doubles	By-law 2022-071
<b>Administrative Monetary Penalty</b>				
Screening No Show	Each	By-law Enforcement	\$50.00	By-law 2023-043
Appeals No Show	Each	By-law Enforcement	\$100.00	By-law 2023-043
Ministry of Transportation Plate search	Each	By-law Enforcement	\$10.00	By-law 2023-043
Ministry of Transportation Plate Denial	Each	By-law Enforcement	\$22.00	By-law 2023-043
Late Payment Fee	Each	By-law Enforcement	\$15.00	By-law 2023-043