



**PORT COLBORNE**

**Subject: 2025 Proposed User Fees and Charges**

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

**From: Corporate Services Department**

Report Number: 2024-183

Meeting Date: October 16, 2024

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### **Recommendation:**

That the Committee of the Whole recommend to Council:

That Corporate Services Department Report 2024-183 **BE RECEIVED**;

That the 2025 Proposed User Fees and Charges schedules attached as Appendices A to P of Corporate Services Report 2024-183 **BE APPROVED**; and

That the draft by-law attached as Appendix Q of Corporate Services Report 2024-183 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 2023-162) by-law with the 2025 Proposed User Fees and Charges Schedules identified in Appendices A to P of Corporate Services Report 2024-183.

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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.

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.

The fees proposed are effective January 1, 2025, except for arena rental fees which are effective May 1, 2025.

## Discussion:

User fees and charges were reviewed as part of the annual budget process. This review is occurring as per the approved User Fee Principles and Framework approved by Council at the May 9, 2023, meeting.

Financial Services continues to work with departments in their review of user fees:

Category	Model	Model Reviewed by Finance
Engineering and Operations	1	In-progress
Dog Licensing	2	Yes
Fire and Emergency	2	In-progress
Vale Health and Wellness Centre	2, 3	Yes
Parks and Pavilions	2	In-progress
Playing Fields and Sports Courts	2	In-progress
Beaches	1, 3	Yes
Roselawn Centre	2, 3	In-progress
Sugarloaf Marina	1, 3	Yes
Procedures for Tax Registration and Tax Sales	1	Yes
Corporate Services and Clerks	1	Yes
By-Law Enforcement	2	Yes
Cemeteries of the City of Port Colborne	1, 2, 3	Yes
Planning and Development	1	Yes
Permits for Construction, Demolition, Occupancy and Change of User, Transfer of Permits and Inspections	1	In-progress

Model 1 – Full Cost Recovery; Model 2 – Subsidized (Partial cost recovery); Model 3 – Differentiated

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

- Fees and charges are recommended to change, where applicable, by amounts that are driven by associated costs with consideration to charges of other

municipalities. The most significant changes are with respect to planning activities at the recommendation of the City's former Chief Planner and a review of fees by BMA Consulting. The fees proposed support the proposed budget.

- Added language to the by-law that provides staff the opportunity to charge on a cost recovery basis for services incurred during the year that are not referenced in the user fee by-law.
- A resident and non-resident marriage ceremony fee is proposed. Resident to pay \$325 with non-resident to pay \$650 for ceremonies within work hours at City Hall, ceremonies within work hours but not at City Hall are proposed at \$425 for residents and \$850 for non-residents. Going forward, ceremonies performed after hours will be considered on a case by case basis as available with additional fees charged as incurred.
- Tax sale fees have been split between administrative and the actual proceeding to finalize the tax sale. Each have been set at \$750 based on actual experience of time required.
- Changes to beach parking are proposed to provide greater parking flexibility:
  - Zone 2 and 3 hourly parking Monday to Thursday \$4 per hour during Prime season
  - Zone 2 and 3 hourly parking Friday to Sunday \$5 per hour during Prime season starting at 4pm
  - Removed Platinum pass – guaranteed parking in Zone 2
  - Enhanced Gold pass, price moved from \$150 to \$200
    - Current: Zone 2 and 3 parking from Monday to Thursday sunrise to dusk year around
    - New: Zone 2 and 3 parking Friday to Sunday 4pm to dusk
    - New: Prime season access to Zone 1 from sunrise to 8:30 am
    - New: Offseason access to Zone 1 from sunrise to dusk
  - Enhanced PORTicipate pass
    - Current access to Zone 2 and 3 year-round
    - New: Prime season access to Zone 1 from sunrise to 8:30 am
    - New: Offseason access to Zone 1 from sunrise to dusk
  - Introduce “Sunrise pass”, price of \$120
    - New: Year-round access to Zone 1 from sunrise to 8:30 am
  - Removed reckless driving/environmental impact fine
  - Removed the 7 day a week guaranteed spot pass
  - Removes many parking spots from inventory vs. usage
  - Note 1 to changes: Prime season = Victoria Day to Thanksgiving and Offseason = All other days, although the City notes these lots will not be plowed during the winter period and therefore may not be available.

- Note 2 to changes: Passes purchased after Thanksgiving 2024 will be valid until December 31, 2025
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### **Internal Consultations:**

Internally, user fees and charges have been discussed through the development of the 2025 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 \$4.63 million generated through user fees and charges to deliver the wide range of services offered in the 2025 Levy Budget. This represents a \$230 thousand increase over the \$4.4 million projected in the 2024 Levy Budget. This year-over-year change is primarily driven by planning and building. This increase will be realized through the changes in this bylaw.

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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:

- Environment and Climate Change
  - Welcoming, Livable, Healthy Community
  - Economic Prosperity
  - Increased Housing Options
  - Sustainable and Resilient Infrastructure
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## **Conclusion:**

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

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## **Schedules**

- 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 - Sugarloaf Marina
- i. Schedule I - Procedures for Tax Registration and Tax Sales
- j. Schedule J - Corporate Services and Clerks
- k. Schedule K - Port Colborne Historical and Marine Museum
- l. Schedule L – By-Law Enforcement
- m. Schedule M - Cemeteries of the City of Port Colborne
- n. Schedule N – Planning and Development
- o. Schedule O - Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections
- p. Schedule P - Filming
- q. Schedule Q - 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: Engineering & Operations**

<b>Engineering &amp; Operations Service Fees</b>						
<b>Service Type</b>	<b>Name</b>	<b>Description</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2024 Minimum Fee</b>	<b>2025 Proposed Fee (plus HST as applicable)</b>	<b>2025 Proposed Minimum Fee</b>
Commemorative	Park Bench	Installation of a bench within a City park.	\$3,325.00	-	\$3,500.00	-
Commemorative	Promenade Bench	Installation of a bench on the West Street promenade.	\$2,294.00	-	\$2,450.00	-
Commemorative	Muskoka Chair	Installation of a Muskoka chair.	\$1,772.00	-	\$1,900.00	-
Commemorative	Tree Planting	Planting of a single native species tree on City property.	\$895.00	-	\$1,000.00	-
Commemorative	Pet Waste Station	Installation of a pet waste station.	\$1,291.00	-	\$1,400.00	-
Commemorative	Plaque Replacement	Replacement plaque for a previously purchased commemorative item.	\$261.49	-	\$275.00	-
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.	Actual Cost	-	Actual Cost	-
Engineering	Water Model	Running a proposed development through the water model to determine if existing infrastructure is sufficient or if upgrades are required.	Actual Cost	-	Actual Cost	-
Water/Sewer/Storm	Service Decommissioning	Decommissioning of a water service, sanitary or storm lateral.	\$2,726.00/service	-	\$2,865.00/service	-
General	Rock Removal	Removal of Rock for Trench Work.	\$181.00/hour	minimum 4 hours plus \$100.00 disposal fee	\$195.00/hour	minimum 4 hours plus \$105.00
General	Street Sweeping*	Street sweeping for general cleanliness of the roadways.	\$207.00/hour	minimum 4 hours plus \$100.00 disposal fee	\$220.00/hour	minimum 4 hours plus \$105.00
General	Street Cleaning	Removal and recovery of debris including mud, and rock left within the roadway with means other than a street sweeper.	\$156.79/hour	minimum 4 hours plus \$100.00 disposal fee	\$165.00/hour	minimum 4 hours plus \$105.00 disposal fee
General	Cart Retrieval Fee	Retrieval and storage of a single cart.	\$78.00/cart	-	\$85.00/cart	

Service Type	Name	Description	2024 Fee (plus HST as applicable)	2024 Minimum Fee	2025 Proposed Fee (plus HST as applicable)	2025 Proposed Minimum Fee
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.	\$136.80/Hour	minimum 4 hours	\$145.00/hour	minimum 4 hours
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.	\$171.38/Hour	minimum 4 hours	\$180.00/hour	minimum 4 hours
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.	\$125.62	-	\$135.00	-
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.	\$352.73	-	\$370.00	-
Parks	Park & Pavilion Services*	Electrical and Water connections when requested from renters. Connections only available at select locations.	\$75.00	-	\$80.00	-
Roads	Driveway Culvert	Install HDPE driveway culvert up to 600mm in diameter; includes stone backfill and compaction to grade.	\$485.00/meter	-	\$510.00/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.	\$65.00/square meter	\$195.00	\$70.00/square meter	\$205.00
Roads	Curb Cut	Cut existing curb to accommodate a new entrance.	\$149.79/meter	\$449.37	\$160.00/meter	\$475.00
Roads	Curb Installation	Install curb to match existing area. One cost for standard curb & gutter, barrier curb or mountable curb.	\$202.94/meter	\$405.87	\$215.00/meter	\$430.00
Roads	Sidewalk Repair	Replace existing sidewalk panels.	\$169.11/square meter	\$338.23	\$180.00/square meter	\$360.00



Service Type	Name	Description	2024 Fee (plus HST as applicable)	2024 Minimum Fee	2025 Proposed Fee (plus HST as applicable)	2025 Proposed Minimum Fee
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.	\$251.16	–	\$265.00	
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.	\$972.23	–	\$1,025.00	–
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.	\$298.10	–	\$315.00	–
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.				
Roads	Tree Trimming per By-law 6175/01/15	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$202.63/hour	–	\$215.00/hour	–
Roads	Tree Removal per By-law 6175/01/16	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$202.63/hour	–	\$215.00/hour	–
Roads	Stump Removal per By-law 6175/01/17	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$280.44/hour	–	\$295.00/hour	–

Service Type	Name	Description	2024 Fee (plus HST as applicable)	2024 Minimum Fee	2025 Proposed Fee (plus HST as applicable)	2025 Proposed Minimum Fee
Roads	Stump Reinstatement per By-law 6175/01/18	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$410.00	–	\$430.00	–
Roads	Tree Replacement per By-law 6175/01/18	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$848.00	–	\$890.00	–
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.	Actual Cost	–	Actual Cost	–
Sewer	Sewer Rodding	Sewer rodding during Operations regular hours.	Actual Cost	–	Actual Cost	–
Sewer	Sewer Rodding	Sewer rodding outside of Operations regular hours.	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.	\$240.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$255.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
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.	\$67.60/hour	minimum 4 hours	\$72.00/hour	minimum 4 hours
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.	\$79.00/event	–	\$85.00/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.	\$159.00/event	–	\$170.00/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.	\$405.00/event	–	\$430.00/event	

Service Type	Name	Description	2024 Fee (plus HST as applicable)	2024 Minimum Fee	2025 Proposed Fee (plus HST as applicable)	2025 Proposed Minimum Fee
Water	Unscheduled Water Meter Reading	Water meter reading as requested by user.	\$104.00/event	–	\$110.00/event	
Water	Water Service Tapping	Watermain tapping for water service up to 50mm.	\$423.00 per tap	Contractor responsible for preparing and securing site for tapping. If not ready to tap staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait hourly rate of \$70/hour/staff member will apply, on top of the fee.	\$445.00 per tap	Contractor responsible for preparing and securing site for tapping. If not ready to tap staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait hourly rate of \$70/hour/staff member will apply, on top of the fee.
Water	Water Service Upgrade	Upgrading an existing water service to a larger diameter, up to 50mm as per City standards.	Actual Cost	\$5,000.00	Actual Cost	\$5,250.00
Water	Water service (100mm +) commissioning plan review	Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for water services 100mm+.	\$240.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$255.00	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.	\$240.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$255.00	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.	\$62.40/hour	minimum 4 hours	\$70.00/hour	minimum 4 hours

Service Type	Name	Description	2024 Fee (plus HST as applicable)	2024 Minimum Fee	2025 Proposed Fee (plus HST as applicable)	2025 Proposed Minimum Fee
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.	\$62.40/hour	minimum 4 hours	\$70.00/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).	\$36.04/sample	-	\$40.00/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.	\$62.40/hour	minimum 4 hours	\$70.00/hour	minimum 4 hours
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.	\$75.00 per hour, plus per cubic metre charge for the water used	minimum 1 hour, minimum 5 cubic metres per event	\$80.00 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)	\$62.40/hour	minimum 4 hours	\$70.00/hour	minimum 4 hours
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)	\$124.80/hour	emergency call out - 4 hour minimum \$499.20	\$135.00/hour	emergency call out - 4 hour minimum \$525.00
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)	\$62.40/hour	minimum 4 hours	\$70.00/hour	minimum 4 hours

Service Type	Name	Description	2024 Fee (plus HST as applicable)	2024 Minimum Fee	2025 Proposed Fee (plus HST as applicable)	2025 Proposed Minimum Fee
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)	\$124.80/hour	emergency call out - 4 hour minimum \$499.20	\$135.00/hour	emergency call out - 4 hour minimum \$525.00
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.	\$75.00	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.	\$80.00	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.

**Notes:**

1. The Municipal Consent permit is applicable for all occupancy within the road allowance and on City property.

## APPENDIX B: Dog Licensing

Dog Licensing **	2024 Fee	2025 Proposed Fee
<b>1. Early purchase discount rate on or before March 15th of each year:</b>		
Licence, Neutered/Spayed dog*	\$18.00	\$20.00
Licence, Un-Neutered/Un-Spayed dog	\$33.00	\$35.00
Vicious Dog	\$124.00	\$135.00
<b>2. After March 15th of each year where sections 3 and 4 of this Schedule are not applicable:</b>		
Licence, Neutered/Spayed dog*	\$33.00	\$35.00
Licence, Un-Neutered/Un-Spayed dog	\$45.00	\$50.00
Vicious Dog	\$124.00	\$135.00
3. Replacement Tag – verification of original tag purchase required	\$6.00	\$7.00
4. Application for Hearing – non refundable	\$231.00	\$245.00

Kennel Licensing	2024 Fee	2025 Proposed Fee
Kennel License	\$101.00	\$110.00

Notes:

\* Proof is required

\*\* No HST is applicable

## APPENDIX C: Fire and Emergency

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

Emergency Response	2024 Fee	2025 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.*

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	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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<b>*For responding to non-emergency requests</b>		
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

<b>Fire Prevention</b>	<b>2024 Fee (plus HST)</b>	<b>2025 Proposed Fee (plus HST)</b>
<b>Commercial (GROUP A, D&amp;E OCCUPANCY)</b>		
Refreshment Vehicle	\$151.00	\$160.00
Inspect base building, less than 3,000 sq. ft. (gross area)	\$303.00	\$320.00
- Plus inspect each additional 3,000 sq. ft.	\$151.00	\$160.00
- Plus inspect each suite in addition to base building	\$30.00	\$35.00
Day Care: Home Day Cares with less than 5 children	\$91.00	\$100.00
Day Care: Licenced Day Cares with occupant load of 40 or less	\$182.00	\$195.00
Day Care: Licenced Day Cares with occupant load of more than 40	\$303.00	\$320.00
Repeat follow-up inspections on a violation	\$91.00	\$100.00

<b>Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)</b>		
Inspect base building, less than 3,000 sq. ft. (gross area)	\$333.00	\$350.00
- Plus inspect each additional 3,000 sq. ft.	\$151.00	\$160.00
- Plus each dwelling/unit/sleeping room in addition to base	\$12.00	\$15.00
Repeat follow-up inspections on a violation	\$91.00	\$100.00

<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	\$91.00	\$100.00
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$363.00	\$385.00
Large building – more than 3,000 sq. ft. OR contains:		
- 3 to 5 dwelling units/suites of residential occupancy	\$606.00	\$640.00
- 6 to 18 dwelling units/suites of residential occupancy	\$908.00	\$955.00
- More than 18 dwelling units/suites of residential occupancy	\$1,817.00	\$1,910.00



Repeat follow-up inspections on a violation	\$91.00	\$100.00
Bed and Breakfast – up to four (4) sleeping rooms	\$333.00	\$350.00

**Industrial (GROUP F OCCUPANCY)**

Inspect base building, less than 3,000 sq. ft. (gross area)	\$212.00	\$225.00
- Plus inspect each additional 3,000 sq. ft.	\$91.00	\$100.00
- Plus inspect each suite in addition to base building	\$30.00	\$35.00
Repeat follow-up inspections on a violation	\$91.00	\$100.00

**Miscellaneous Inspections/Application Reviews/Permits**

Open Air Burning Site Inspection and Clearance	\$91.00	\$100.00
Fireworks Vendor-Site Inspection	\$91.00	\$100.00
Propane Licence Application Review (Basic)	\$113.00	\$120.00
Propane Licence Application Review (Complex)	\$73.00/hour	\$78.00/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$303.00	\$320.00
Review of Site Plans	\$73.00/hour	\$78.00/hour
Sale of Consumer Fireworks Vendor Permit	\$121.00/annually	\$130.00/annually
Display Fireworks Discharge Permit	\$182.00/per event	\$195.00/per event

**Fire Department Assistance**

	2024 Fee (plus HST)	2025 Proposed Fee (plus HST)
Fire Watch	\$73.00/hour	\$78.00/hour
Securing Buildings	\$73.00/hour	\$78.00/hour
Fire Prevention Assistance	\$73.00/hour	\$78.00/hour
Training Assistance	\$73.00/hour	\$78.00/hour

**File Reports and File Searches**

	2024 Fee (plus HST)	2025 Proposed Fee (plus HST)
File Search/File Reports - Environmental Issues	\$303.00	\$320.00
File Search/File Reports - Information	\$212.00	\$225.00
Letters and Produce Incident Reports to Insurance Companies	\$212.00	\$225.00
LLBO - Letters of Compliance	\$212.00	\$225.00

**Smoke and Carbon Monoxide Alarm Installations**

	2024 Fee (plus HST)	2025 Proposed Fee (plus HST)
Installation of Smoke Alarm	\$30.00 each	\$35.00 each
Installation of Plug-In Carbon Monoxide Alarm	\$40.00 each	\$45.00 each
Installation of Combination Alarm	\$50.00 each	\$55.00 each
Installation of Wireless Interconnected Smoke Alarm	\$65.00 each	\$70.00 each

Installation of Wireless Interconnected Combination Alarm	\$100.00 each	\$105.00 each
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<b>Fire Department Services</b>	<b>2024 Fee (plus HST)</b>	<b>2025 Proposed Fee (plus HST)</b>
Refilling of Air Cylinders	\$15.00 each	\$16.00 each
Fire Extinguisher Rentals	\$12.00 each	\$13.00 each
Photographs	\$6.00 each	\$7.00 each
I.D. Photos	\$12.00 each	\$13.00 each
Meeting Room Rental*	\$150.00 daily	\$160.00 daily
911 Sign Installation	\$121.00 daily	\$130.00 daily
911 Sign Replacement	\$61.00 each	\$65.00 each
Emily Sign Installation	\$120.00 daily	\$130.00 daily

\*Includes applicable User Group Liability Insurance premium

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

<b>Arena</b>	<b>Term</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Proposed Fee (plus HST as applicable)</b>
<b>Prime and Non-Niagara Rate*</b> (Based on average of Niagara municipal ice rates at time rates approved)	Per hour	\$226.00	\$229.00
<b>Non-Prime*</b> (Based on average of Niagara municipal ice rates at time rates approved)	Per hour	\$135.00	\$138.00
<b>Junior B - Hockey Game</b> (Based on Average of Adult and Minor Sport Prime)	Per hour	\$188.00	\$192.00
<b>Minor Sports &amp; School Games</b> (Based on average of Niagara municipal ice rates at time rates approved)	Per hour	\$148.00	\$155.00
<b>Minor Sports (including Junior B) Non-Prime</b> (Based on average of Niagara municipal ice rates at time rates approved)	Per hour	\$95.00	\$100.00
<b>School Non-Prime</b> (Based on 50% of Minor Sports Prime rate)	Per hour	\$74.00	\$80.00
<b>Individual Training (half ice) Non-Prime*</b> (Per player w/one coach; Available non-prime time only; Based on 50% of Minor Sports)	Per hour	\$78.00	\$85.00
<b>Last Minute Ice Prime*</b> (Same Day Ice) (Based on 75% of Prime )	Per hour	\$175.00	\$178.00
<b>Last Minute Ice Non-Prime*</b> (Same Day Ice) (Based on 75% of Non-Prime)	Per hour	\$105.00	\$108.00

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

<b>Family and Public Ice Skating</b>	<b>Term</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Proposed Fee (plus HST as applicable)</b>
Students	Per session	\$3.54	\$3.54
Adults	Per session	\$4.42	\$4.42
Seniors	Per session	\$3.54	\$3.54
Seniors Pay-As-You-Play	Per session	\$4.42	\$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	\$3.54	\$3.54
Tots and Adults	Per session	\$4.42	\$4.42
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$10.62	\$12.00

<b>Summer Arena Floor/Facility Rental (No Ice)*</b>	<b>Term</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Proposed Fee (plus HST as applicable)</b>
Rink 2 – Floor ** (Non-Profit; Youth Sport Groups)	Per hour	\$60.54	\$65.00
Rink 2 – Floor** (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$88.86	\$95.00

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

\*\*Includes applicable User Group Liability Insurance premium

<b>Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)</b>	<b>Term</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Proposed Fee (plus HST as applicable)</b>
For Profit/Commercial Use (Full Room)**	Daily	\$341.00	\$360.00
	Hourly	\$78.00	\$82.00
Not for Profit/Community Groups (Full Room)**	Daily	\$172.00	\$182.00
	Hourly	\$44.00	\$48.00
For Profit/Commercial Use (Half Room)**	Daily	\$172.00	\$185.00
	Hourly	\$41.00	\$44.00
Not for Profit/Community Groups (Half Room)**	Daily	\$88.00	\$95.00
	Hourly	\$24.00	\$26.00

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

\*\*Includes applicable User Group Liability Insurance premium

<b>Other Rates</b>	<b>Term</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Proposed Fee (plus HST as applicable)</b>
Upper or Lower Lobby** Not for Profit/Community Group	Hourly	\$23.05	\$25.00
Upper or Lower Lobby** For Profit/Commercial	Hourly	\$38.98	\$42.00
Dressing Room (special events/tournaments)	Each/Daily	\$36.28	\$39.00
Swipe Card (Replacement)	Each	\$13.27	\$14.00
Keys (Additional)	Each	\$13.27	\$14.00
Power Cart & Hydro	Each	\$19.47	\$21.00

\*\*Includes applicable User Group Liability Insurance premium

<b>Staffing</b>	<b>Term</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Proposed Fee (plus HST as applicable)</b>
Assistant Arena Attendant Chargeback (Trade shows, tournaments, large scale events, etc.)	Per hour	\$7.08	\$16.50

## APPENDIX E: Parks and Pavilions

Park Pavilions	Term	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Pavilion – Large*	Per Booking Per Day	\$68.59	\$75.00
Pavilion – Small*	Per Booking Per Day	\$62.39	\$70.00
Bandshell	Per Booking Per Day	\$59.29	\$65.00
Hydro	Per Booking Per Day	\$6.19	\$8.00
Washroom Rental Rate: (non-public, after hours before Victoria Day Weekend or after Thanksgiving)	Per Booking Per Day	\$53.10	\$56.00
Park Permit (events less than 100 or not for profit) Note: Park permit does not include pavilion fee	Per Booking Per Day	\$88.50	\$95.00
Park Permit Groups of 100 + (Daily rate, plus out of pocket expenses such as: extra staff, equipment, park reinstatement and garbage pickup) Note: Park permit does not include pavilion fee	Per Booking Per Day	N/A	\$300.00
Park Permit Groups of 500 + or Special Event Request	Per Booking Per Day	N/A	Job Specific Costing

\*Plus applicable User Group Liability Insurance premium

## APPENDIX F: Playing Fields and Sport Courts

Playing Fields and Sport Courts	Unit	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Soccer Fields – Youth*	Per game (2 hours)	\$10.36	\$11.00
Soccer Fields – Youth Tournament**	Per field/Per hour	\$8.85	\$10.00
Soccer Fields – Adult*	Per game (2 hours)	\$65.22	\$70.00
Soccer Fields – Adult Tournament**	Per field/Per hour	\$30.97	\$33.00
Baseball/Softball Diamonds – Youth*	Per game (2 hours)	\$10.36	\$11.00
Baseball/Softball Diamonds – Youth Tournament**	Per field/Per hour	\$8.85	\$10.00
Baseball/Softball Diamonds – Adult*	Per game (2 hours)	\$65.22	\$70.00
Baseball/Softball Diamonds – Adult Tournament**	Per field/Per hour	\$30.97	\$34.00
Lighting (soccer field or baseball/softball diamond)	Add/Per field	\$17.70	\$20.00
Lining (soccer field or baseball/softball diamond)	Add/Per field	\$17.70	\$20.00
Floating	Add/Per field	\$17.70	\$19.00
Tennis Courts* (Cedar Bay Centennial or West Side Tennis Courts)	Per court/Per hour	\$6.03	\$7.00
Volleyball Courts*** (Cedar Bay Centennial Park)	Per court/Per hour	\$13.01	\$15.00
Horse Paddock Skateboard & BMX Park	Sanctioned OR Un-Sanctioned Competitions terms to be negotiated.		

\*Includes applicable User Group Liability Insurance premium

\*\*Plus applicable tournament insurance premium (please contact)

\*\*\*Tournaments on request

**APPENDIX G: Beaches**

Nickel Beach					
Pass/Permit Type	Classification	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)	Percentage Change	Notes
Zone 1 Reserved Daily Pass per vehicle : Prime Season	Weekday (Monday-Thursday)	\$40.00	\$40.00	0%	Hourly Fees based off market rates with regional beaches
	Weekend (Friday-Sunday)	\$50.00	\$50.00	0%	
Zone 2 Hourly Fee per vehicle: Prime Season	Weekday (Monday-Thursday) - Available all day	NA	\$4.00		
	Weekend (Friday-Sunday) - Option starts After 4pm	NA	\$5.00		
Zone 2 Daily Pass per vehicle: Prime Season	Weekday (Monday-Thursday)	\$20.00	\$20.00	0%	
	Weekend (Friday-Sunday)	\$30.00	\$30.00	0%	
Zone 1 and 2 Hourly Fee per vehicle: Off Season, Free with Port Pass	Hourly	NA	\$2.00		
Zone 3 Overflow Daily Pass per vehicle: Prime Season	Weekday (Monday-Thursday)	\$20.00	\$20.00	0%	
	Weekend (Friday-Sunday)	\$30.00	\$30.00	0%	
Zone 3 Overflow Hourly Fee per vehicle: Prime Season	Weekday (Monday-Thursday) - Available all day	NA	\$4.00		
	Weekend (Friday-Sunday) Option starts after 4pm	NA	\$5.00		
Season Passes	PORTicipate Pass (Port Colborne Residents Only) -Zones 2 and 3 all year -PS: Zone 1, Sunrise to 8:30 AM*	FREE	FREE		
	Gold Pass: -Mon - Thurs: Zones 2 and 3, Sunrise to Dusk -Fri - Sun: Zones 2 and 3, 4 PM to Dusk -PS: Zone 1 Sunrise to 8:30 AM* -OS: All Zones, Sunrise to Dusk**	\$150.00	\$200.00	33%	
	Morning Leisure Pass: Zone 1, Sunrise to 9 AM	N/A	\$120.00		

Prime Season\*: Defined as between Victoria Day and Thanksgiving.

Off Season\*\*: All other Days of the year. Beach parking lots not maintained through winter.

**Centennial – Cedar Bay Beach**

Pass/Permit Type	Classification	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)		
<i>Daily Pass per vehicle, Free with Port Pass</i>	Weekday (Monday-Thursday)	\$20.00	\$20.00	0%	
	Weekend (Friday-Sunday)	\$30.00	\$30.00	0%	
<i>Hourly Rate per vehicle: Free with Port Pass Option starts after 4pm</i>	Weekday (Monday-Thursday)	NA	\$4.00		
	Weekend (Friday-Sunday)	NA	\$5.00		
<i>Hourly Fee per vehicle offseason, Free with Port Pass</i>	Weekday (Monday-Thursday)	NA	\$2.00		
	Weekend (Friday-Sunday)	NA	\$2.00		

**Beach Fines**

Prohibited Items	\$75.00	\$80.00	7%	
Unauthorized use/transfer of day passes or seasonal passes or Port Pass	\$75.00	\$80.00	7%	
Open Alcohol	\$75.00	\$80.00	7%	



**APPENDIX H: Sugarloaf Marina**

<b>Seasonal Dock Rates</b>		
<b>Docking Options</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Fee (plus HST as applicable)</b>
Boats 16 - 19 ft (unserviced)	\$57.75/ft	\$57.75/ft
Boats 20 - 26 ft (optional service)	\$70.00/ft	\$73.50/ft
Boats 27 - 34 ft (serviced)	\$82.77/ft	\$86.90/ft
Boats 35 - 60 ft (serviced)	\$86.51/ft	\$90.83/ft
<b>Power Options</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Fee (plus HST as applicable)</b>
Use of 15A/110V Power	\$110.00	\$115.00
Use of 30 Amp shore power	\$291.50	\$306.00
<b>Second Boat (Must be owned by same owner with valid proof of insurance.)</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Fee (plus HST as applicable)</b>
On J Run (16 ft dock)	\$291.50	\$306.00
On Dock #3 (17 ft dock)	\$319.00	\$335.00
<b>Discounted Rates</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Fee (plus HST as applicable)</b>
Early Bird Discount - Based on payment in full for winter storage fees by September 1, and summer launch/mooring fees by February 15 annually.	5% of applicable rates	5% of applicable rates
Tournament/Regatta Discount: (Only with proof of registration)	40% of applicable rates	40% of applicable rates
First time seasonal customer incentive: (One time only, paid in full by February 15)	10% of seasonal rate	10% of seasonal rate
Same Slip/Non Designated Space Discount *	50% of 1st dock fee	50% of 1st dock fee

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

Transient & Boat Ramp Rates		
Transient Rates (per foot)	2024 Fee (plus HST as applicable)	2025 Fee (plus HST as applicable)
Daily	\$2.47	\$2.47
Canal Days Daily Rates (Monday-Monday)	\$4.12	\$3.00
Weekly	\$13.75	\$13.75
Monthly	\$33.55	\$33.55
Launch Ramp Rates	2024 Fee (plus HST as applicable)	2025 Fee (plus HST as applicable)
Daily Launch Pass	\$20.00	\$20.00
Seasonal Pass	\$125.00	\$125.00
**Non-Display Fine - Missing Ramp Pass	\$35.39	\$35.93

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

Miscellaneous Fees		
Additional Fees	2024 Fee (plus HST as applicable)	2025 Fee (plus HST as applicable)
Seasonal Dock Box Rental (Limited Availability)	\$110.00	\$115.00
PWC Port	N/A	\$400.00
Workplace Passport (Based on satisfaction of all required registration documents)	\$265.00	\$265.00
Non Registered Boat Fee (Daily) ***	\$1.65/ft	\$1.65/ft
Missed appointment/unprepared Fee****	\$125.00	\$125.00
Administrative/Cancellation Fee	\$25.00	\$25.00
Dock Hold Deposit (To hold same space for following season)	20% of current dock rate	20% of current dock rate
Interest Charges - Balances owing (Monthly)	1.25%	1.25%
Security Card Deposit	\$10.00	\$20.00

\*\*\* For any boat found in a slip or storage that is without proper registration with marina office or has balances owing.

\*\*\*\* Applied to customers who are not prepared at time of scheduled service appointments, or miss scheduled

Storage and Boat Yard Rates				
Winter Storage - All Inclusive (Includes fall haul out, powerwash*, blocking/cradle setup)	2024 Fee (plus HST as applicable)		2025 Fee (plus HST as applicable)	
	\$2.89/sq. ft	\$1050 minimum fee	\$3.03/sq. ft	\$1100 minimum fee
Winter Storage - Trailerable Only (Own trailer, no marina services)	2024 Fee (plus HST as applicable)		2025 Fee (plus HST as applicable)	
	\$1.80/sq. ft	\$500 minimum fee	\$1.89/sq. ft	\$525 minimum fee
Winter Storage - Non Seasonal Boater	2024 Fee (plus HST as applicable)		2025 Fee (plus HST as applicable)	
	\$6.03/sq. ft		\$6.33/sq. ft	
Summer Storage	2024 Fee (plus HST as applicable)		2025 Fee (plus HST as applicable)	
	N/A		N/A	
Full Season (April 15-October 15) - Seasonal Customer*	\$6.03/sq. ft	\$500 minimum fee	\$3.03/sq.ft	\$1100 minimum fee
Full Season (April 15-October 15) - Non Seasonal Customer	\$6.03/sq. ft		\$6.33/sq. ft	
Monthly	\$1.07/sq. ft		\$1.12/sq. ft	
Weekly	\$0.27/sq. ft		\$0.28/sq. ft	
*Eligible with payment in full on dock and winter storage from previous season, and deposit on dock for following season.				
Boat Handling & Yard Fees	2024 Fee (plus HST as applicable)		2025 Fee (plus HST as applicable)	
	Seasonal Slip Holder***	Non-Seasonal Slip Holder	Seasonal Slip Holder***	Non-Seasonal Slip Holder
Travel Lift (Haul Out/Launch) Minimum \$225 charge	\$10.18/ft	\$10.90/ft	\$10.68/ft	\$11.44/ft
Travel Lift (per hour after first hour)	\$80.00/hour	\$100.00/hour	\$84.00/hour	\$105.00/hour
Block & Stand Rental (per season)	\$5.75/ft	\$6.90/ft	\$6.03/ft	\$7.24/ft
Power Washing Hull Bottom**	\$2.75/ft	\$3.15/ft	\$2.88/ft	\$3.30/ft
Yard Equipment Fee	\$125.00/hour	\$145.00/hour	\$125.00/hour	\$145.00/hour
Yard Labour Fee	\$80.00/hour	\$100.00/hour	\$84.00/hour	\$105.00/hour
Mast Stepping - Length Overall (LOA)	\$4.15/ft	\$6.40/ft	\$4.15/ft	\$6.40/ft
Mast Storage (per season) - Length Overall (LOA)	\$1.81/ft	\$3.45/ft	\$1.81/ft	\$3.45/ft
Trailer/Cradle Storage (per season)	\$115.00	\$200.00	\$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.

### Marina Pavilion Rates\*\*

Organization		2024 Fee (plus HST as applicable)	2025 Fee (plus HST as applicable)
		Flat Rate	Flat Rate*
Event with 1 to 100 participants with no alcohol	Seasonal boater	\$254.00	\$254.00
	General Public	\$429.00	\$429.00
Event with 1 to 100 participants with alcohol	Seasonal boater	\$335.00	\$335.00
	General Public	\$510.00	\$510.00
Event with 101 to 250 participants with no alcohol	Seasonal boater	\$308.00	\$308.00
	General Public	\$483.00	\$483.00
Event with 101 to 250 participants with alcohol	Seasonal boater	\$443.00	\$443.00
	General Public	\$618.00	\$618.00
<b>Additional charges:</b>		<b>Flat Rate</b>	<b>Flat Rate</b>
Clean-up fee is charged		\$30.00	\$30.00
Damage deposit (refundable w/o damage to property)		\$200.00	\$200.00
Chairs (per chair)		\$5.75	\$5.75
Tables (per table)		\$13.00	\$13.00

\*Includes applicable User Group Liability Insurance premium

### Non-Motorized Recreation Rental Fees

Rates	2024 Fee (plus HST as applicable)	2025 Fee (plus HST as applicable)
Kayak	\$13.27/hour	\$13.27/hour
Stand Up Paddleboard (SUP) or Canoe	\$17.69/hour	\$17.69/hour
Refundable Security Deposit	\$100.00	\$100.00
Children under 13 years of age	FREE with Adult Purchase	FREE with Adult Purchase
PORTicipate Pass/Seasonal Slip Holder Fee	50% of all applicable fees	50% of all applicable fees
Punch Pass (15 hours)	\$125.00	\$125.00

**APPENDIX 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:

Procedure	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
<b>Tax Registration</b> (per address)	Actual Cost for 3rd Party Services	Actual Cost for 3rd Party Services
<b>Tax Sale</b> (per address)	Actual Cost for 3rd Party Services	Actual Cost for 3rd Party Services
<b>Administration Processing Fee</b>	\$520.00	\$750.00
Proceed to booked Tax Sale		\$750.00
<b>Extension Agreement</b> Prepare Extension Agreement and present to	\$286.00	\$305.00
<p><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).</p>		

## APPENDIX J: Corporate Services

Service	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Tax Arrears Certificate (includes water arrears)	\$52.00	\$60.00
Drainage balance certificate (add-on to Tax Arrears Certificate)	\$26.00	\$30.00
Paper Copy - Tax Inquiry / Water Inquiry Returned	\$7.00	\$8.00
Cheque Charge	\$35.00	\$40.00
<b>New Account Fee - Ownership Change</b>	\$52.00	\$55.00
New Account Fee - New Roll Creation	\$52.00	\$55.00
<b>New Account Fee - Water</b>	\$52.00	\$55.00
Transfers to Tax for Over Due Accounts	\$52.00	\$55.00
<b>POA Add to Tax Administration Fee</b>	\$52.00	\$55.00
Administration Fee Accounts Sent to Collections	\$52.00	\$55.00
Marriage License	\$130.00	\$140.00
Civil Ceremony at City Hall for Port Colborne resident <sup>^</sup>	\$250.00	\$325.00
Civil Ceremony at City Hall for non-resident <sup>^</sup>	N/A	\$650.00
Civil Ceremony held at location other than City Hall* Port Colborne resident <sup>^</sup>	\$365.00	\$425.00
Civil Ceremony held at location other than City Hall* non-resident <sup>^</sup>	N/A	\$850.00
Commissioner for Taking Affidavits (including HST)**	\$20.00	\$25.00
Death Registrations	\$25.00	\$30.00
Photocopying (per page)	\$0.25	\$0.30

\* \$100.00 non-refundable fee due upon initial consultation with the officiant

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

<sup>^</sup> After hours ceremony requests, to be considered on a case by case basis and subject to additional fees

**APPENDIX K: Port Colborne Historical and Marine Museum, Roselawn, and Archives**

<b>Museum</b>	<b>Term</b>	<b>2024 Fee (plus HST as</b>	<b>2025 Proposed Fee (plus HST as</b>
<b>Retrieval Fees:</b>			
Artifact/ Photograph - (Appointment Required)	Per item	\$20.00	\$22.00
<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

<b>Roselawn Centre (Rental rates are based on a 6 hour event use.)</b>	<b>Term</b>	<b>2024 Fee (plus HST as</b>	<b>2025 Proposed Fee (plus HST as</b>
President’s Room Rental (no alcohol)*		\$327.00	\$345.00
President’s Room Rental (with alcohol)*		\$354.00	\$375.00
Roselawn - All Rooms (no alcohol)*		\$597.00	\$630.00
Roselawn - All Rooms (with alcohol)*		\$624.00	\$660.00
Roselawn - All Rooms (no alcohol) 12 hour		N/A	\$1,260.00

Roselawn - All Rooms (with alcohol) 12 hour		N/A	\$1,320.00
Daily Dishwasher Fee (Dish rental)		\$50.00	\$55.00
Table Linens	Per table	\$5.50	\$6.00
Linen Napkins	Per napkin	\$2.50	\$3.00
Cruiser Tables	Per table	\$2.60	\$3.00
Outdoor Garden (Tents, tables and chairs are not supplied)		\$198.00	\$210.00
Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.)		\$55.00	\$60.00

**\*Includes applicable User Group Liability Insurance premium**

Archives	Term	2024 Fee (plus HST as	2025 Proposed Fee (plus HST as
<b>Research Fees:</b> (The following applies to research conducted by Museum staff for others.)			
Commercial Use	Per Hour	\$60.00	\$65.00
Personal Use	Per Hour	\$20.00	\$22.00
Student Use	Per Hour	\$10.00	\$12.00
Unassisted Research		By Donation	By Donation
<b>Retrieval Fees:</b> Artifact/ Photograph - (Appointment Required)	Per Item	\$20.00	\$22.00
<b>Photo Reproduction Fees:</b> Copyright Restrictions Apply and a Reproduction Agreement must be signed:			
Commercial Use	Per Image	\$50.00	\$54.00
Personal Use	Per Image	\$30.00	\$32.00
Publication ( print, digital)	Per Image	\$100.00	\$106.00



<b>Photocopies:</b>			
<b>*Copyright Restrictions Apply</b>			
Black & White 8 x 10 copy paper	Per Copy	\$0.25	\$0.30
Black & White > 8 x 10 copy paper	Per Copy	\$0.50	\$0.60
Colour Copy	Per Page	\$1.00	\$1.10
<b>(Retrieval fees may apply)</b>			
<b>Rental Fees for MacDonald Conference Hall:*</b>			
Daily Rental up to 8 hours (Requires signed contract)	Daily	\$150.00	\$160.00

\*Includes applicable User Group Liability Insurance premium

**APPENDIX L: By-Law Enforcement**

<b>Miscellaneous Fees</b>		
<b>Schedule of Fees</b>	<b>2024 Fee</b>	<b>2025 Proposed Fee</b>
<b>Fence By-Law</b>		
Fence Variance (non-refundable)	\$573.00	\$605.00
Fence By-Law Order to Comply – application fee	\$259.00	\$275.00
<b>Boulevard and of Snow Removal By-Law</b>		
Snow clearing - per meter	\$13.00	\$15.00
Snow and Ice Removal By-Law Order to Comply – application fee	\$250.00	\$265.00
<b>Regulate Noise By-Law</b>		
Noise Variance – Private function taking place on private property (non-refundable)	\$190.00	\$200.00
Noise Variance – Private function taking place on City property (non-refundable)	\$127.00	\$135.00
<b>On Street Parking Permits</b>		
Initial Fee (per vehicle)	\$34.00	\$40.00
Replacement Fee (per vehicle)	\$52.00	\$55.00
Fail to display permit prominently	\$34.00	\$40.00
Park without permit	\$64.00	\$70.00
<b>Encroachment Agreements</b>		
Application	\$437.00	\$460.00
Annual	\$124.00	\$135.00
<b>Discharge of Firearm</b>		
Discharge of Firearm Variance	\$118.00	\$125.00

<b>Maintenance of Property and Land(Lot Maintenance By-law)</b>		
<b>Schedule of Fees</b>	<b>2024 Fee (plus HST as applicable)</b>	<b>2025 Proposed Fee (plus HST as applicable)</b>
Re-inspection fee*	\$200.00	\$210.00
Minimum maintenance fee	\$250.00	\$300.00
Administration fee	Add 15%	n/a
Mailing fee	\$34.00	n/a
*Re-inspection fee is payable where violation still exists.		

Cutting Grasses and Weeds(Lot Maintenance By-law)		
Lot Size	2024 Fee	2025 Proposed Fee
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

Erection and Maintenance of Signs and Other Advertising Devices (Sign By-law)				
Sign Type	Size	Term	2024 Fee	2025 Proposed Fee
Awning	Each		\$64.00	\$68.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$19.00	\$20.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$40.00	\$42.00
Billboard	Maximum 50 square meters	Per square meter	\$7.00	\$8.00
Facia	Maximum 15 square meters	Per square meter	\$7.00	\$8.00
Ground	Maximum 10 square meters		\$64.00	\$68.00
Mall		Per square meter	\$7.00	\$8.00
Pole / Pylon	Maximum 20 square meters	Per square meter	\$7.00	\$8.00
Portable	Maximum 9 square meters	Per 15 days	\$19.00	\$20.00
Projecting	Maximum 10 square meters		\$64.00	\$68.00
Roof	Maximum 50 square meters	Per square meter	\$7.00	\$8.00

Sign Variance By-law		
Type	2024 Fee	2025 Proposed Fee
Sign Variance (non-refundable)	\$891.00	\$940.00
Order to Comply – administration fee	\$259.00	\$275.00

Pool Variance By-law		
Type	2024 Fee	2025 Proposed Fee
Pool Variance (non-refundable)	\$495.00	\$520.00
Order to Comply – administration fee	\$259.00	\$275.00

### Respecting the Keeping of Animals (Exotic Animals By-law)

Schedule of Fees	2024 Fee	2025 Proposed Fee
For the first animal of each species	\$24.00	\$30.00
For the second and third animal of each species	\$3.00	\$5.00
For each species the aggregate of which exceed three in	\$2.00	\$5.00
Maximum Licensing fee*	\$6,364.00	\$6,685.00
*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

### Vacant Building Registry

Schedule of Annual Registration Fees	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Residential (excluding R4 Zoned Properties)	\$1,250.00	\$1,315.00
Commercial and R4 Zoned Properties	\$2,000.00	\$2,100.00
Institutional and Industrial	\$3,000.00	\$3,150.00

### Maintenance and Occupancy of Property (Property Standards By-law)

Schedule of Fees	Unit	2024 Fee	2025 Proposed Fee
<b>Issuance of Certificate of Compliance</b>			
Certificate of Compliance	Per Certificate	\$127.00	\$135.00
<b>Inspection Fees</b>			
Discharge an Order registered in the Land Registry Office (includes original registration of Order)	Per Order	\$325.00	\$345.00
<b>Appeal Fees</b>			
File a Notice of Appeal (non-refundable)	Per Appeal	\$500.00	\$525.00
<b>Other Fees</b>			
Order to Comply		\$300.00	\$315.00

## APPENDIX M: Cemeteries of the City of Port Colborne

Resident		
Opening and Closing Fees and Charges	2024 Fee** (plus HST)	2025 Proposed Fee (plus HST)
Burial (weekday)	\$1,700.00	\$1,805.00
Burial (weekend or holiday)		
Child Burial (weekday)*	No Charge for Port Colborne Residents under the age of 12 years old	No Charge for Port Colborne Residents under the age of 12 years old
Child Burial (weekend or holiday)*		
Infant Burial (weekday)*		
Infant Burial (weekend or holiday)*	\$875.00	\$930.00
Cremation/Columbarium (weekday)		
Cremation/Columbarium (weekend or holiday)		

Cemetery Services and Interment Rights Prices	2024 Fee** (plus HST)	2025 Proposed Fee (plus HST)
Single Lot or Grave	\$2,880.00	\$3,055.00
Infant Lot or Grave*	No Charge for Port Colborne Residents under the age of 12 years old	No Charge for Port Colborne Residents under the age of 12 years old
Cremation Plot	\$1,460.00	\$1,550.00
Columbarium, each crypt	\$3,310.00	\$3,510.00
Pouring Foundation (per cubic foot of concrete)	\$45.00	\$50.00
Perpetual care markers (owner supplied)	\$100.00	\$110.00
Perpetual care markers (owner supplied) <48" high	\$200.00	\$215.00
Perpetual care markers (owner supplied) >48" high	\$400.00	\$425.00
Disinterment (opening fee plus actual cost to disinter)	\$1,500.00	\$1,590.00
Ownership Transfer Fee	\$115.00	\$125.00

\* Regular Single Lot or Grave fees apply for non-residents of Port Colborne.

\*\* Rates previously calculated at full cost recovery.

<b>Non-Resident</b>		
<b>Opening and Closing Fees and Charges</b>	<b>2024 Fee** (plus HST)</b>	<b>2025 Proposed Fee (plus HST)</b>
Adult Burial (weekday)	\$1,880.00	\$2,000.00
Adult Burial (weekend or holiday)		
Child Burial (weekday)*	No Charge for Port Colborne Residents under the age of 12 years old	No Charge for Port Colborne Residents under the age of 12 years old
Child Burial (weekend or holiday)*		
Infant Burial (weekday)*		
Infant Burial (weekend or holiday)*		
Cremation/Columbarium (weekday)	\$900.00	\$955.00
Cremation/Columbarium (weekend or holiday)		

<b>Cemetery Services and Interment Rights Prices</b>	<b>2024 Fee** (plus HST)</b>	<b>2025 Proposed Fee (plus HST)</b>
Single Lot or Grave	\$4,470.00	\$4,740.00
Infant Lot or Grave*	No Charge for Port Colborne Residents under the age of 12 years old	No Charge for Port Colborne Residents under the age of 12 years old
Cremation Plot	\$2,000.00	\$2,120.00
Columbarium, each crypt	\$4,290.00	\$4,550.00
Pouring Foundation (per cubic foot of concrete)	\$60.00	\$65.00
Perpetual care markers (owner supplied)	\$100.00	\$110.00
Perpetual care markers (owner supplied) <48" high	\$200.00	\$215.00
Perpetual care markers (owner supplied) >48" high	\$400.00	\$425.00
Disinterment (opening fee plus actual cost to disinter)	\$1,660.00	\$1,760.00
Ownership Transfer Fee	\$130.00	\$140.00

\* Regular Single Lot or Grave fees apply for non-residents of Port Colborne.

\*\* Rates previously calculated at full cost recovery.

## APPENDIX N: Planning and Development

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
<b>Official Plan</b>		
Official Plan Amendment	\$5,296.00	\$12,300.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$842.00	\$1,700.00
<b>Zoning By-Law</b>		
Zoning By-Law Amendment	\$4,694.00	\$13,700.00
Adjournment of a Zoning By-Law (at owner's request)	\$842.00	\$1,700.00
Removal of a Holding Symbol	\$1,203.00	\$2,100.00
Temporary Use By-Law	\$4,694.00	\$6,100.00
Preparation of a Temporary Use Agreement	\$2,165.00	\$3,000.00
Extension of a Temporary Use	\$1,805.00	\$2,900.00
<b>Plan of Subdivision</b>		
Draft Plan Approval of Subdivision	\$7,822.00 base fee plus \$52.00 per lot/ block to a maximum of	\$15,650 base fee plus \$55.00 per lot/block.
Redline Revisions/Change of Conditions to Draft Plan	\$3,447.00	\$8,500.00
Extension to Draft Plan Approval	\$1,805.00	\$1,900.00
Final Plan Approval	\$2,845.00	\$3,200.00
Amendment to Subdivision Agreement	\$2,407.00	\$4,200.00
Part Lot Control	\$1,203.00	\$2,200.00
Deeming By-Law	\$480.00	\$1,500.00
Discharge of a Subdivision Agreement	\$1,203.00	\$2,450.00
<b>Plan of Condominium</b>		
Draft Plan Approval of Condo	\$7,822.00 base fee plus \$52.00 per lot/ block to a maximum of	\$15,650 base fee plus \$55.00 per lot/block.
Redline Revisions/Change of Conditions to Draft Plan	\$3,447.00	\$8,300.00
Extension to Draft Plan Approval	\$1,805.00	\$1,900.00
Final Plan Approval	\$2,845.00	\$3,200.00
Condominium Conversion	\$7,822.00	\$9,700.00
Amendment to Condominium Agreement	\$2,407.00	\$4,850.00

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Discharge of a Condominium Agreement	\$1,203.00	\$2,450.00
Condominium Exemption Request	\$1,736.00	\$5,300.00
<b>Site Plan Control</b>		
Site Plan Control Approval (agreement)	\$5,131.00	\$10,400.00
Site Plan Control Approval (no agreement)	\$2,080.00	\$4,300.00
Amendment to Site Plan Agreement	\$2,117.00	\$4,500.00
Discharging of a Site Plan Agreement	\$1,203.00	\$1,675.00
<b>Committee of Adjustment</b>		
Minor Variance/Expansion of Non-Conforming Use	\$1,383.00	\$1,900.00
Minor Variance (Building without a Permit)	\$1,805.00	\$2,505.00
Consent (new lot)	\$1,926.00	\$2,900.00
Easement	\$1,323.00	\$1,850.00
Lot Addition/Boundary Adjustment	\$1,323.00	\$1,850.00
Adjournment of a Consent or Variance (at applicant's request)	\$601.00	\$700.00
Changes to Consent Conditions	\$601.00	\$750.00
Final Certification Fee	\$240.00	\$400.00
Validation of Title	\$1,083.00	\$1,500.00
<b>Miscellaneous</b>		
Quarry/Pit Establishment or Expansion	\$72,203.00	\$76,000.00
Telecommunication Facilities Consultation Process	\$1,805.00	\$1,900.00
Compliance Letter Express (within 3 days)	\$216.00	\$300.00
Development Agreement	\$2,888.00	\$3,400.00
Discharging of a Development Agreement	\$1,083.00	\$1,140.00
Front Ending Agreement	\$1,805.00	\$1,900.00
OMB Subpoena - first day	\$722.00	\$760.00
OMB Subpoena - thereafter	\$480.00	\$505.00
Zoning Verification Small Projects (pool, signs, decks, etc)	N/A	\$60.00



Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
Zoning Verification Large Projects (dwellings)	N/A	\$80.00
Pre-consultation Meetings (Major - OPA/ ZBLA/ Subdivision/ Condominium)*	\$520.00	\$1,700.00
Pre-consultation Meetings (Minor - minor variance & consent)*	\$260.00	\$900.00
<b>Combined Applications</b>		
Consent & Minor Variance	\$2,528.00	\$3,800.00
Consent & Development Agreement	\$4,211.00	\$5,850.00
Minor Variance & Development Agreement	\$3,610.00	\$5,100.00
<b>Engineering</b>		
Municipal Consent Permit Fee**	\$364.00	\$385.00
Lot Grading Plan Review	\$104.00	\$110.00
Final Lot Grading Review		\$110.00
Development Sanitary & Water Modelling Analysis for Draft Plan of Subdivision		\$4,200 (Water or Wastewater Only) \$7,500 (Water AND Wastewater)
Development Sanitary & Water Modelling Analysis for Site Plans/ Draft Plan of Condominium		\$2,600 (Water or Wastewater Only) \$5,000 (Water AND Wastewater)
<b>Site Alteration Permit Inspections**</b>		
<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: <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>	\$520.00	\$550.00

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
<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> .	\$1,040.00	\$1,100.00
<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. <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.	\$520.00	\$550.00
<b>Site Alteration Permit Renewal/Extension (exceeded limits):</b> Fee to be applied when a Site Alteration Permit (< 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. <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.	\$780.00	\$820.00
<b>Post Site Alteration Permit Issuance Reviews:</b> Engineering or zoning review or other changes after Site Alteration Permit has been issued.	\$1,040.00	\$1,095.00
<b>Haul route inspections:</b> Haul route inspections prior to, during and after issuance of a Site Alteration Permit).	\$104/inspection	\$110.00/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.	150% of applicable fees	150% of applicable fees

Application	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
<p><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.</p>	<p>100% of applicable application fee (each occurrence)</p>	<p>100% of applicable application fee (each occurrence)</p>

\* 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 O: Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections**

<b>Construction</b>				
<b>New Building Construction and Additions<sup>6,8</sup></b>		<b>2024 Fee</b>	<b>2025 Proposed Fee</b>	
Minimum Fee for all Building Permits <sup>9</sup>		\$145.00	\$155.00	
<b>Major Occupancy<sup>7</sup></b>		<b>Permit Fee Details<sup>1-16</sup></b>	<b>2024 Fee</b>	<b>2025 Proposed Fee</b>
<b>Group A – Assembly Occupancies</b> <i>Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other</i>		Per square foot	\$2.26	\$2.38
<b>Group B – Institutional Occupancies</b> <i>Examples: Hospital, retention facility, nursing home, other</i>		Per square foot	\$2.45	\$2.58
<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	\$1.67	\$1.76
<b>Group D – Business/Personal Services Occupancies</b> <i>Examples: Office, bank, medical, police station, other</i>		Per square foot	\$2.08	\$2.20
<b>Group E – Mercantile Occupancies</b> <i>Examples: Store, shopping mall/plaza, shop, market, retail, other</i>		Per square foot	\$1.95	\$2.06
<b>Group F – Industrial Occupancies</b> <i>Examples: Industrial mall/plaza/garage, plant, factory, warehouse, other</i>		Per square foot	\$1.44	\$1.52
<i>Industrial buildings with no partitions, no plumbing and no mechanical</i>		Per square foot	\$1.09	\$1.16

<b>New Building Construction and Additions<sup>6,8 (continued)</sup></b>	<b>Permit Fee Details<sup>1-16</sup></b>	<b>2024 Fee</b>	<b>2025 Proposed Fee</b>
<b><i>Special Categories/Occupancies</i></b>			
Farm building, greenhouse	Per square foot	\$0.38	\$0.40
Park Model Trailer		\$254.79	\$270.00
Tent, temporary fabric structure	Each	\$254.79	\$270.00
Renewable Energy Projects		See note 12 (Min. \$200)	
<b><i>Houses and Accessory to Houses: <sup>14</sup></i></b>			
Garage, carport	Per square foot	\$0.93	\$1.00
Covered deck/porch	Per square foot	\$0.60	\$0.64
Uncovered deck/porch	Per square foot	\$0.60	\$0.64
Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers)	Per square foot	\$0.93	\$1.00
Shed/accessory building	Per square foot	\$0.93	\$1.00
<b><i>Alterations</i></b>			
<b>Permit Fee Details<sup>1-16</sup></b>			
Unfinished basement (new or replaced foundation)	Per square foot	\$0.36	\$0.38
Under pinning foundation		See note 12 (Min. \$200)	
Roof structure	Per square foot	\$0.20	\$0.22
Fireplace, woodstove, chimney		\$159.06	\$170.00
<b><i>Interior Alterations:</i></b>			
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.79	\$0.85
Finishing basement	Per square foot	\$0.79	\$0.85
Other minor alteration		See note 12	

<b>Partial Permit/Staged Construction<sup>11</sup></b>	<b>2024 Fee</b>	<b>2025 Proposed Fee</b>
All partial permits subject to a surcharge applied to the stage permit value	50%	50%
<b>Foundation Stage<sup>11</sup></b>		
Complete to grade including or excluding underground services within building	15%	15%
<b>Building Shell Stage<sup>11</sup></b>		
Completed structural shell stage	40%	40%
Completed architectural shell stage	80%	80%
<b>Building Completion Stage<sup>11</sup></b>		
Includes completed building stage	100%	100%

<b>Plumbing Only</b>	<b>Permit Fee Details<sup>1-16</sup></b>	<b>2024 Fee</b>	<b>2025 Proposed Fee</b>
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other	Each	\$11.82	\$12.50
All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe	Per linear loot	\$1.59	\$1.70
Water distribution pipe inside a building	Each	\$159.06	\$170.00
<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	\$255.00	\$270.00

<b>Mechanical HVAC Only</b>	<b>Permit Fee Details<sup>1-16</sup></b>	<b>2024 Fee</b>	<b>2025 Proposed Fee</b>
Group A, B, C (except houses), D E	Per square foot	\$0.12	\$0.15
Houses		\$159.06	\$170.00
Group F	Per square foot	\$0.12	\$0.15
Commercial type Kitchen Exhaust		See note 12	

<b>Pool</b>	<b>2024 Fee</b>	<b>2025 Proposed Fee</b>
Public pool	\$438.72	\$465.00
Private pool	\$185.57	\$195.00

<b>Designated Structure</b>	<b>2024 Fee</b>	<b>2025 Proposed Fee</b>
As defined in the Ontario Building Code	See note 12	See note 12

Demolition	Permit Fee Details <sup>1-16</sup>	2024 Fee	2025 Proposed Fee
Houses <sup>14</sup> and buildings less than 3,000 square feet (gross area)	Each	\$198.82	\$210.00
Other demolitions	Per square foot	\$0.12	\$0.15

Conditional <sup>15</sup>	2024 Fee	2025 Proposed Fee
Surcharge	50%	50%

Change of Use	2024 Fee	2025 Proposed Fee
Permit for the change of use of a building or part thereof (additional fees apply where construction is proposed)	\$166.00	\$175.00

Occupancy	2024 Fee	2025 Proposed Fee	
<b>Permit to allow occupancy</b>			
Houses, semi-detached dwellings, townhouses	Each	\$166.00	\$175.00
Other buildings	Each	\$166.00	\$175.00
<b>Permit to allow partial occupancy</b>			
For area of building to be occupied	Per square foot gross floor space to be occupied	\$0.09	\$0.10
Review of proposed application	Per hour	\$123.00	\$130.00

Transfer	2024 Fee	2025 Proposed Fee
Transfer of permit to a new owner	\$166.00	\$175.00

Deposits Required for Permits	2024 Fee	2025 Proposed Fee	
New Main Buildings	Houses	\$1,092.00	\$1,150.00
	Other than Houses	\$546.00	\$575.00
Additions, Accessory	Houses	\$546.00	\$575.00
	Other than Houses	\$546.00	\$575.00
Alterations	Houses	\$546.00	\$575.00
	Other than Houses	\$546.00	\$575.00
Demolitions	Main Building	\$2,184.00	\$2,295.00
	Accessory, Partial	\$546.00	\$575.00
Pools	In ground and On-Ground	\$546.00	\$575.00
Other		\$546.00	\$575.00

New Main Buildings, Additions and Renovations	Industrial, Commercial Institutional and	\$1,092.00	\$1,150.00
Lot Grading Deposit	All categories of construction (as necessary)	\$2,184.00	\$2,295.00

**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:

Additional Fees and Charges	2024 Fee	2025 Proposed Fee
Discharge of an Order from property title	\$1,004.00	\$1,055.00
Submitting an application for Permit	\$145.00	\$155.00
Work Without Permit - Percentage increase in applicable fees from this schedule will apply where	100%	100%
<i>Alternative Solution</i> application (per hour, minimum 4 hours)	\$166.00	\$175.00

Refund of Permit Fees	2024 Fee	2025 Proposed Fee
Permit Issued. Administration functions only have been performed. No field inspections have been performed.	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$63.00	\$70.00

**Notes for Refunds:**

**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. \$145.00 paid at time of application plus \$57.00 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 \$145.00 and is addition to the per square foot fee.
- 10.** Revision or amendment to an open permit is a minimum \$57.00 fee plus \$57.00 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
- 12.** If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$16.02 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.

**APPENDIX P: Filming Fees**

Service	2024 Fee (plus HST as applicable)	2025 Proposed Fee (plus HST as applicable)
<b>Film Permit - Municipal Property</b>	\$175.00	\$185.00
<b>Staff Time - Film Liason</b>	\$85.00	\$90.00
<b>Security Deposit</b>	\$2,500.00 minimum for low impact filming projects \$5,000.00 minimum for medium to high impact filming projects	\$2,500.00 minimum for low impact filming projects. \$5,00.00 minimum for medium to high impact filming projects.

## Schedule Q – 2025 User Fees and Charges By-Law

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 7155/97/23 and any amendments thereto

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 October 22, 2024 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Finance Division Report No. 2024-183, Subject: 2025 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 Schedules “A to P” attached hereto and forming part of this by-law, be enacted.
2. If the City performs a service for a third party that is not outlined in Schedules “A to P” attached hereto, that the Chief Administrative Officer be delegated authority to set the fees and charges for the service provided the fees and charges cover the cost of the service.
3. 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.
4. 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.
5. That staff be given delegated authority to set advertising and rental rates not specified in Schedules “A to P” and for sponsorships less than \$50,000.
6. 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.

7. 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.
8. That By-law No. 7155/97/23, and any amendments thereto, are hereby repealed.
9. That this by-law come into force and take effect on the day of passing.

Enacted and passed this 22nd day of October, 2024.

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William C. Steele  
Mayor

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Charlotte Madden  
City Clerk