



PORT COLBORNE

Subject: 2022 Proposed User Fees and Charges

To: Committee of the Whole - Budget

From: Corporate Services Department

Report Number: 2021-277

Meeting Date: October 28, 2021

Recommendation:

That Corporate Services Department Report 2021-277 be received;

That the 2022 Proposed User Fees and Charges schedules attached as Appendices A to U of Corporate Services Report 2021-277 be approved; and

That the draft by-law attached as Appendix V of Corporate Services Report 2021-277 be brought forward to Council for consideration.

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 2019-147) by-law with the 2022 proposed user fees and charges schedules identified in Appendices A to U of Corporate Services Report 2021-277.

Background:

As part of the annual budget process, user fees and charges are reviewed to ensure that previously approved user fees and charges are complete, account for changes in service, and consider market rates and cost recovery. Where estimated user fees and charges in the 2022 Levy Budget presented to the Budget Committee of the Whole on October 28, 2021 account for the proposed changes to the City's user fees and charges recommended in this report. Previously approved user fees and charges schedules not updated by way of the recommended amendments in this report will continue in effect until which time changes to those user fees and charges are approved by Council – these user fees and charges are also reflected in the 2022 Levy Budget.

Discussion:

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

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

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

Staff (many of whom are new to the City) observed that details on the number of units sold by service was not always readily available. In many instances, revenues from services delivered were recorded but the number of units sold were not. This information gap makes it difficult to estimate the financial impact of changes made to some services where revenues from multiple fees were recorded to the same revenue account. Staff is working toward improving the tracking of units sold. An example of this is the new Beach software and the #Participate Pass.

The user fees and charges updated by way of this report represent the most frequently used services offered by the City. Finance in collaboration with all City departments will continue to review the City's user fees and charges. New fees and changes to existing fees may come forward as a result. Recognizing that there have been organizational changes, future updates will reflect those changes and include new departmental schedules as a result of the changes.

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

- Public Works staff would like to point out that no comparative (prior year) user fees and charges were noted in Appendix A: Schedule A – Engineering and Operations as the fees have been reset to follow the principle of cost recovery pricing. Council is encouraged to reach out to Public Works management should they have any questions about specific user fees and charges.
- Recreation removed Programming Fees as most of the programming has moved to the YMCA.
- Arena fees have been updated by 2.5% after reviewing arenas of similar size municipalities within the Niagara region.

- Beach fees were updated to reflect recent Council decision and to align Nickel Beach/Cedar Bay – Centennial Park fees. An additional new fee was added mid-week, Niagara residents pass.
- Marina fees have been simplified after having reviewed how other marinas operate. Key to this is the boaters will now be charged the greater of the length of their boat or dock size.
- Financial Services is introducing three new fees: New Account Fee – Ownership Change; New Account Fee – New Roll Creation; and Transfers to Tax for Overdue Accounts. These new fees are fees that other local area municipalities charge and are a means of offsetting the cost of providing these services.

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

- Unless otherwise identified, that staff be delegated authority to set the price for goods purchased for resale. Provided that the price is higher than the cost to purchase the goods.
- That staff be approved to waive any fee up to \$2,000 on compassionate grounds or when related to a charity or related fundraiser.

Internal Consultations:

Internally, user fees and charges have been discussed through the development of the 2022 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.

Financial Implications:

User fees and charges are a significant source of revenue for the City. The City will rely on \$3.7 million generated through user fees and charges to deliver the wide range of services offered in the 2022 Levy Budget. The user fees and charges in the 2022 Levy Budget reflect an estimated \$1.1 million increase in user fees and charges over the 2021 Levy Budget, the majority of which relate to self sustaining entities and the Vale Health and Wellness Centre.

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

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

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.

Strategic Plan Alignment:

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

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

Conclusion:

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

Appendices:

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

Respectfully submitted,

Adam Pigeau, CPA, CA
Manager, Financial Services/Deputy Treasurer
905-835-2900 Ext. 101
adam.pigeau@portcolborne.ca

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.

Schedule A to By-law 6949/95/21

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee
Commemorative	Park Bench	Installation of a bench within a City park.	\$2,262.28	-
Commemorative	Promenade Bench	Installation of a bench on the West Street promenade.	\$1,783.88	-
Commemorative	Muskoka Chair	Installation of a Muskoka chair.	\$1,479.78	-
Commemorative	Tree Planting	Planting of a single native species tree on City property.	\$652.34	-
Commemorative	Pet Waste Station	Installation of a pet waste station.	\$1,218.44	-
Commemorative	Plaque Replacement	Replacement plaque for a previously purchased commemorative item.	\$239.46	-
Drainage	Drainage Apportionment Agreement	Cost for the Drainage Superintendent to complete a drainage apportionment agreement due to the severance of a parcel. Fee is for up to 5 parcels, more than 5 parcels will be completed by an appointed Engineer and fees (actual cost) will be charged accordingly.	\$118.00	-
Engineering	Municipal Consent Permit Fee	Includes review, permit and inspection for all occupancy within the roadway.	\$220.00	-
Engineering	Development Submission Review - Internal	In-house review of engineering designs for Site Plan Agreements or infill residential properties - this may be broken down to different fees for different types of designs (eg. grading, servicing, stormwater management, traffic impact, landscaping, etc.).	\$268.00	Includes review of one resubmission. Further resubmissions to be charged per each.

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee
Engineering	Development Submission Review - External	External review of engineering designs for Subdivision or Site Plan Agreements - this may be broken down to different fees for different types of designs (eg. grading, servicing, stormwater management, traffic impact, landscaping, etc.).	TBD	-
Engineering	Lot Grading Plan Review	Review and approval of lot grading plans for building permits or other purposes.	\$60.00	Includes review of one resubmission. Further resubmissions to be charged per each.
Engineering	Pre-consultation Application Review	Review of pre-consultation applications including comments and supporting records.	\$52.00	-
Engineering	Committee of Adjustment Application Review	Review of Committee of Adjustment applications including comments.	\$26.00	-
Engineering	Site Alteration Permit Inspections	Review and approval of site alteration permit applications including pre- and post-construction site inspection.	\$220.00	-
Engineering	Ownership Survey	Surveying of various items, such as trees, to determine if they're located on City or private property. Only to be charged if item is determined to be located on private property.	\$60.00	-
General	Service Decommissioning	Decommissioning of a water service, sanitary or storm lateral.	\$1750.00/service	-
General	Rock Removal	Removal of Rock for Trench Work.	\$136.29/hour	-
General	Street Sweeping*	Street sweeping for general cleanliness of the roadways.	\$143.58/hour	\$574.32
General	Cart Retrieval Fee	Retrieval and storage of a single cart.	\$50.00/cart	-

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 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.	\$125.28/Hour	-
General	On-Call Supervisor Call Out	Request for Supervisor inspection found to be caused by private property issue on Sundays and statutory hoidays. Only charged if deemed to be a private issue, no charge for City issue.	\$156.94/Hour	-
Parks	Trail Closure*	To be charged per application for each trail closure. Accomodates one section of trail to be closed with two barricades and road closed signage. Closures beyond one section of trail (entrance to entrance) are subject to job specific pricing.	\$115.04	-
Parks	Parade and Event Services *	Services to clear City owned waste bins at a higher frequency then the standard level of service during Parades and Events. Street Sweeping after event is included.	\$323.01	-
Parks	Park & Pavilion Services*	General cleanup of area and removal of waste after rentals. To be used on an as needed basis or when a higher level of service is required.	\$47.40	-
Parks	Park & Pavilion Services*	Electrical and Water connections when requested from renters. Connections only available at select locations.	\$31.65	-

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee
Public Works	Afterhours/Emergency Site Visit for Complaint Assessment	Any afterhours appointment or emergency site visit to investigate various complaints including: drainage concerns, encroachments, water/sewer/storm issue etc. Only charged if deemed to be a private issue. No charge if deemed to be City issue.	\$101.00	-
Public Works	Missed appointment	Home owner books appointment and is not present or no call no show.	\$20.00	-
Public Works	Site Visit for Complaint Assessment	Site visits at the request of residents or property owners to assess various complaints including: drainage concerns, encroachments, water/sewer/storm issues. Only to be charged if issue is determined to be private. No charge if deemed to be a City issue.	\$35.00	-
Roads	Driveway Culvert	Install HDPE driveway culvert up to 600mm in diameter; includes stone backfill and compaction to grade.	\$469.03/meter	-
Roads	Driveway Culvert	Install HDPE driveway culvert over 600mm in diameter; includes stone backfill and compaction to grade.	Actual Cost	-
Roads	Asphalt Driveway Apron Installation	Includes preparation and installation of a residential asphalt driveway apron to City standards.	\$53.10/square meter	\$159.18
Roads	Curb Cut	Cut existing curb to accommodate a new entrance.	\$137.17/meter	\$421.35
Roads	Curb Installation	Install curb to match existing area. One cost for standard curb & gutter, barrier curb or mountable curb.	\$185.84/meter	\$374.54
Roads	Sidewalk Repair	Replace existing sidewalk panels.	\$154.87/square meter	\$312.12

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 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.	\$230.00	-
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.	\$890.32	-
Roads	Traffic Control	Traffic control on secondary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a one day lane shift. Work beyond regular business hours is subject to job specific pricing.	\$272.98	-
Roads	New Granular Driveway Installation	New installation of a granular driveway including excavation and placement of granular to a minimum area of 40 square meters. Cost per square meter to be charged above the flat fee of 40 square meters.	\$52.85/square meter	\$2,114.02
Roads	Tree Trimming per By-law 6175/01/15	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$185.56/hr	-
Roads	Tree Removal per By-law 6175/01/16	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$185.56/hr	-
Roads	Stump Removal per By-law 6175/01/17	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$256.81/hr	-
Roads	Stump Reinstatement per By-law 6175/01/18	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$201.47/hr	-

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee
Roads	Tree Replacement per By-law 6175/01/18	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$652.34	-
Roads	Arborist Tree Inspection per By-law 6175/01/19	Maintenance and removal of trees on or affecting property of the City of Port Colborne.	\$588.50	-
Sewer	Sewer Rodding	Sewer rodding during Operations regular hours.	\$325.00/event	-
Sewer	Sewer Rodding	Sewer rodding outside of Operations regular hours.	\$762.00/event	-
Sewer	Sewer Service Tapping	Sewer (sanitary or storm) tapping for up to 125mm diameter lateral.	\$225.00/each	-
Sewer	Sewer Service Tapping	Sewer (sanitary or storm) tapping for lateral larger than 125mm diameter.	Actual Cost	-
Sewer	Installation of Sanitary or Storm Sewer Service	Installation of a sanitary or storm sewer service up to 125mm diameter.	Actual Cost	\$5,000.00
Sewer	Review of inspection and testing plans for private sanitary sewers, forcemains, maintenance holes and/or chambers	Review of inspection and testing plans for sanitary sewers, forcemains, maintenance holes and/or chambers required under Province's Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval that will connect to the City's wastewater collection system.	\$136.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
Sewer	Witness inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers	Witnessing all required inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers that will connect to the City's wastewater collection system.	\$60.00/hour	minimum 4 hours
Sewer	Post construction Sanitary Sewer Flow Monitoring Activities	Flow monitoring in select manholes to ensure the new sanitary sewers do not contribute excess I&I, particularly during wet weather events. Deficient sanitary sewers will require remediation.	\$60/monitoring event	-

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee
Water	Water Service Turn On/Off	One fee to turn off and back on, during Operations regular business hours for a valve up to 100mm. Additional fee will apply if water is turned back on a different day, or after regular business hours.	\$55.00/event	–
Water	Water Service Turn On/Off	One fee to turn off and back on, during Operations regular business hours for a valve 100mm and larger. Additional fee will apply if water is turned back on a different day, or after regular business hours.	\$135.00/event	–
Water	Water Service Turn On/Off	One fee to turn off and on, outside of Operations regular business hours. Four hour window to have water turned back on. Additional fee will apply if water is turned back on after four hours, or on a different day.	\$385.00/event	–
Water	Unscheduled Water Meter Reading	Water meter reading as requested by user.	\$100.00/event	–

APPENDIX A: Schedule A - Engineering & Operations

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

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee
Water	Water Service Tapping	Watermain tapping for water service up to 50mm.	\$265.00 per tap	Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$60/hour/staff member will apply, on top of the fee.
Water	Water Service Tapping	Watermain tapping for water service over 50mm.	Actual Cost	\$500.00
Water	Installation of Water Service	Installation of water service, up to 50 mm in diameter as per City standards.	Actual Cost	\$5,000.00
Water	Water Service Upgrade	Upgrading an existing water service to a larger diameter, up to 50mm as per City standards.	\$500.00/ linear meter	\$5,000.00

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee
Water	Temporary Water Supply - Install and removal	Fee to install and remove temporary water supply. (ie. for watermain commissioning, event servicing, not fire hydrant access).	\$400.00/supply	
Water	Temporary Water Supply - Daily	Daily fee for one connection point to the City's water system, plus consumption charge for water used, at current rates (i.e. for watermain commissioning, event servicing - not fire hydrant access).	\$100.00/day plus per cubic metre consumption charge for water used	
Water	Water service (100mm +) commissioning plan review	Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for water services 100mm+.	\$68.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
Water	Private Watermain Commissioning Plan review	Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for watermains that will be connected to the City's water system.	\$136.00	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
Water	Water Service (100mm +) commissioning activities - witness and sampling	Witnessing of the commissioning activities for water services 100mm+. All required sampling activities.	\$60.00/hour	minimum 4 hours
Water	Private Watermain Commissioning Activities - witness and sampling	Witnessing of the commissioning activities for private watermains (i.e. new subdivisions, watermains that technically fall under the Building Code but must meet requirements of Watermain Commissioning Protocol) that will be connected to the City's water system. All required sampling activities.	\$60.00/hour	minimum 4 hours

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee
Water	Laboratory Analysis of Water Samples required under commissioning plans	Analysis of all samples required under the commissioning plans (water service 100mm+ or private watermains).	\$20.00/sample	-
Water	Oversee Final Connections (private watermain or service)	Time for an Operator-in-Charge to review the watermain/service connection plan to establish flush and sample points and to directly oversee the connection, in accordance with the City's Watermain Commissioning Protocol and with the Provincial Watermain Disinfection Procedure.	\$60.00/hour	minimum 4 hours
Water	Development flushing	Flushing fees for maintaining water quality in active development with not enough demand. This would be part of the Subdivision flushing agreement to maintain water quality.	\$60.00 per hour, plus per cubic metre charge for the water used	minimum 1 hour, minimum 5 cubic metres per event
Water/Sewer/Storm	Inspection of water service and/or sewer lateral install.	When outside contractors perform new installation of water service and/or sewer lateral our fee for the inspection. (hourly rate)	\$60.00/hour	
Water/Sewer/Storm	Inspection of water service and/or sewer lateral install. (after hours/emergency)	When outside contractors perform new installation of water service and/or sewer lateral our fee for the inspection, and the inspection is outside normal operating hours. (hourly afterhours rate - emergency call out is 4 hour minimum)	\$120.00/hour	emergency call out - 4 hour minimum \$404.00
Water/Sewer/Storm	Inspection of service disconnect	When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection. (hourly rate)	\$60.00/hour	-

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 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)	\$120/hour	emergency call out - 4 hour minimum \$404.00
Water/Sewer/Storm	Review of Form 1, Form SS1 (or equivalent) for watermains, sanitary sewers and/or storm sewers	Review to ensure the Form 1, Form SS1, or equivalent, submitted to the City for watermains, sanitary sewers and/or storm sewers that will connect to the City's water system, wastewater collection system and/or stormwater system, are in compliance with the requirements of the City's Drinking Water Works Permit and/or the City's Consolidated Linear Infrastructure Environmental Compliance Approval.	\$68.00	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.

APPENDIX A: Schedule A - Engineering & Operations

Engineering & Operations Service Fees				
Service Type	Name	Description	2022 Proposed Fee	2022 Proposed Minimum Fee

Notes:

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

APPENDIX B: Schedule B - Dog Licensing

Dog Licensing **	2021 Fee	2022 Proposed Fee
1. Early purchase discount rate on or before March 15th of each year:		
Licence, Neutered/Spayed dog*	\$15.00	\$15.00
Licence, Un-Neutered/Un-Spayed dog	\$26.00	\$28.00
Vicious Dog	\$102.00	\$106.00
2. After March 15th of each year where sections 3 and 4 of this Schedule are not applicable:		
Licence, Neutered/Spayed dog*	\$26.00	\$28.00
Licence, Un-Neutered/Un-Spayed dog	\$36.00	\$38.00
Vicious Dog	\$102.00	\$106.00
3. Replacement Tag – verification of original tag purchase required		
	\$5.00	\$5.00
4. Application for Hearing – non refundable		
	\$188.00	\$196.00
Kennel Licensing		
Kennel License	\$82.00	\$86.00

Notes:

* Proof is required

** No HST is applicable

APPENDIX C: Schedule C - Fire and Emergency

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

Emergency Response	2021 Fee	2022 Proposed Fee
* Nuisance false alarms and nuisance deployments: First false alarm in any calendar year	Nil	Nil
* Nuisance false alarms and nuisance deployments: Subsequent false alarms in calendar year	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Billing for firefighting services using a third party, as necessary.	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Failure to Extinguish Open Air Burning (liable for costs under Section 2.5 By-Law 6280/106/15). Owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs
Hourly Rate of Personnel	Current	Current

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

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

APPENDIX C: Schedule C - Fire and Emergency

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

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

***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
--	--------------	--------------

***For responding to non-emergency requests**

a) * For the first hour or any part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
---	--	--

APPENDIX C: Schedule C - Fire and Emergency

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

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

b) * For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
--	--	--

APPENDIX C: Schedule C - Fire and Emergency

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

Fire Prevention	2021 Fee	2022 Proposed Fee
Commercial (GROUP A, D&E OCCUPANCY)		
Refreshment Vehicle	\$125.00	\$128.75
Inspect base building, less than 3,000 sq. ft. (gross area)	\$250.00	\$257.50
- Plus inspect each additional 3,000 sq. ft.	\$125.00	\$128.75
- Plus inspect each suite in addition to base building	\$25.00	\$25.75
Day Care: Home Day Cares with less than 5 children	\$75.00	\$77.25
Day Care: Licenced Day Cares with occupant load of 40 or less	\$150.00	\$154.50
Day Care: Licenced Day Cares with occupant load of more than 40	\$250.00	\$257.50
Repeat follow-up inspections on a violation	\$75.00	\$77.25
Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)		
Inspect base building, less than 3,000 sq. ft. (gross area)	\$275.00	\$283.25
- Plus inspect each additional 3,000 sq. ft.	\$125.00	\$128.75
- Plus each dwelling/unit/sleeping room in addition to base building	\$10.00	\$10.30
Repeat follow-up inspections on a violation	\$75.00	\$77.25
Residential (GROUP C, Not Including Care Facilities) (includes Hotels, Motels, Apartments and Bed and Breakfast)		
Small building – 3,000 sq. ft. or less – containing single dwelling units	\$75.00	\$77.25
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$300.00	\$309.00
Large building – more than 3,000 sq. ft. OR contains		
- 3 to 5 dwelling units/suites of residential occupancy	\$500.00	\$515.00
- 6 to 18 dwelling units/suites of residential occupancy	\$750.00	\$772.50
- More than 18 dwelling units/suites of residential occupancy	\$1,500.00	\$1,545.00
Repeat follow-up inspections on a violation	\$75.00	\$77.25
Bed and Breakfast – up to four (4) sleeping rooms	\$275.00	\$283.25
Industrial (GROUP F OCCUPANCY)		

APPENDIX C: Schedule C - Fire and Emergency

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

Inspect base building, less than 3,000 sq. ft. (gross area) Plus inspect each additional 3,000 sq. ft.	\$175.00	\$180.25
Repeat follow-up inspections on a violation	\$75.00	\$77.25

Miscellaneous Inspections/Application Reviews/Permits		
Open Air Burning Site Inspection and Clearance	\$75.00	\$77.25
Fireworks Vendor-Site Inspection	\$75.00	\$77.25
Propane Licence Application Review (Basic)	\$100.00	\$103.00
Propane Licence Application Review (Complex)	\$60.00/hour	\$61.80/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$250.00	\$257.50
Review of Site Plans	\$60.00/hour	\$61.80/hour
Sale of Consumer Fireworks Vendor Permit	\$100.00/annually	\$103.00/annually
Display Fireworks Discharge Permit	\$150.00/per event	\$154.50/per event

Fire Department Assistance	2021 Fee	2022 Proposed Fee
Fire Watch	\$60.00/hour	\$61.80/hour
Securing Buildings	\$60.00/hour	\$61.80/hour
Fire Prevention Assistance	\$60.00/hour	\$61.80/hour
Training Assistance	\$60.00/hour	\$61.80/hour

File Reports and File Searches	2021 Fee	2022 Proposed Fee
File Search/File Reports - Environmental Issues	\$250.00	\$257.50
File Search/File Reports - Information	\$175.00	\$180.25
Letters and Produce Incident Reports to Insurance Companies	\$175.00	\$180.25
LLBO - Letters of Compliance	\$175.00	\$180.25

Smoke and Carbon Monoxide Alarm Installations	2021 Fee	2022 Proposed Fee
Installation of Smoke Alarm	\$10.00 each	\$10.00 each

APPENDIX C: Schedule C - Fire and Emergency

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

Fire Department Services	2021 Fee	2022 Proposed Fee
Refilling of Air Cylinders	\$12.00 each	\$12.36 each
Fire Extinguisher Rentals	\$10.00 each	\$10.30 each
Photographs	\$5.00 each	\$5.15 each
I.D. Photos	\$10.00 each	\$10.30 each
Meeting Room Rental	\$100.00 daily	\$103.00 daily
911 Sign Installation	\$100.00 each	\$103.00 each
911 Sign Replacement	\$50.00 each	\$51.50 each

APPENDIX D: Schedule D - Vale Health and Wellness Centre

Arena	Term	2021 Fee	2022 Proposed Fee
Adult Prime (Mon to Sat 5.00pm – 10.00pm and Sun 8.00am – 10.00pm)	Per hour	\$193.00	\$197.35
Adult Non-Prime (Mon to Fri 8.00am – 4.00pm)	Per hour	\$137.00	\$141.60
Adult League/Tournament (Rental of 3 or more hours for Adults)	Per hour	\$182.00	\$186.75
Junior Hockey Team - Game	Per hour	\$159.00	\$162.83
Individual Training (half ice) (per player w/one coach; 50% of minor hockey)	Per hour	\$64.00	\$65.50
Public/Catholic Schools - Physical Education Classes	Per hour	\$49.00	\$50.45
Public/Catholic Schools - Varsity Hockey Team Practices	Per hour	\$59.00	\$60.20
Public/Catholic Schools - Varsity Hockey Team Games	Per hour	\$128.00	\$131.85
Youth Prime/Minor Hockey	Per hour	\$128.00	\$131.85
Youth Non-Prime (Adult Supervision) (Mon to Fri 8.00am – 4.00pm)	Per hour	\$79.00	\$80.55
Walk-in/Day of Rental	Per hour	\$104.00	\$106.21

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

APPENDIX D: Schedule D - Vale Health and Wellness Centre

Family and Public Ice Skating	Term	2021 Fee	2022 Proposed Fee
Students	Per session	\$2.65	\$2.65
Adults	Per session	\$3.54	\$3.54
Seniors	Per session	\$2.65	\$2.65
Seniors Pay-As-You-Play	Per session	\$2.65	\$3.54
Pay-As-You-Play	Per session	\$4.42	\$4.42
Stick and Puck (Adult and 1 child)	Per session	\$4.42	\$4.42
Stick and Puck (Each additional child)	Per session	\$2.65	\$2.65
Tots and Adults	Per session	\$4.42	\$4.42
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$8.85	\$8.85

Summer Arena Floor/Facility Rental (No Ice)*	Term	2021 Fee	2022 Proposed Fee
Rink 2 – Floor (Non-Profit; Youth Sport Groups)	Per hour	\$48.96	\$49.93
Rink 2 – Floor (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$73.44	\$74.91

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

APPENDIX D: Schedule D - Vale Health and Wellness Centre

Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)	Term	2021 Fee	2022 Proposed Fee
For Profit/Commercial Use (Full Room)	Daily	\$289.00	\$295.00
	Hourly	\$63.00	\$64.25
Not for Profit/Community Groups (Full Room)	Daily	\$144.00	\$147.00
	Hourly	\$34.00	\$35.00
For Profit/Commercial Use (Half Room)	Daily	\$144.00	\$147.00
	Hourly	\$31.00	\$32.00
Not for Profit/Community Groups (Half Room)	Daily	\$72.00	\$73.50
	Hourly	\$17.00	\$17.25

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

Other Rates	Term	2021 Fee	2022 Proposed Fee
Upper or Lower Lobby – Not for Profit/Community Group	Hourly	\$17.34	\$17.70
Upper or Lower Lobby – For Profit/Commercial	Hourly	\$31.62	\$32.25
Dressing Room (special events/tournaments)	Each/Daily	\$31.62	\$32.25
Swipe Card (Replacement)	Each	\$11.22	\$11.45
Keys (Additional)	Each	\$11.22	\$11.45
Power Cart & Hydro	Each	\$16.32	\$16.65
Stairs (Mandatory for events/trade shows to comply with occupancy and emergency exit regulations)	Each	\$42.84	\$43.70

Staffing	Term	2021 Fee	2022 Proposed Fee
Assistant Arena Attendant Chargeback (Trade shows, tournaments, large scale events, etc.)	Per hour	\$6.12	\$6.25

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

APPENDIX E: Schedule E - Advertising Vale Health and Wellness Centre (VHWC)

Advertising (Subject to developing policy framework for Advertising and Licensing Agreements)	Term	2021 Fee	2022 Proposed Fee
West Side Road MESSAGE BOARD (static) Community Groups and Organizations	Per week	\$39.00	\$39.00
VHWC Marque (scroll)	Per week	\$20.00	\$20.00
VHWC Video Monitors	Per week	\$39.00	\$39.00
Discount* - Not-for-Profit/Community Group (with proof of Registered Charitable Number)		50%	50%
Discount* - Multiple Booking (if two or more outlets are reserved for two or more weeks)		25%	25%
* Only one discount can be applied.			
VHWC - Hockey Dressing Rooms**	Each/Yearly	\$209.00	\$213.00
VHWC - Rink 1 4x8 Boards**	Each/Yearly	\$1,250.00	\$1,275.00
VHWC - Rink 1 Press Box Wrap**	Each/Yearly	\$7,290.00	\$7,440.00
VHWC - Rink 1 Score Clock**	Each/Yearly	\$2,604.00	\$2,656.00
** Contract terms are based on five years.			

APPENDIX E: Schedule E - Advertising Vale Health and Wellness Centre (VHWC)

Ice Logos*	2021 Fees			2022 Proposed Fees		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Rink 1 - Logo #2	\$1,479.00	\$676.00	\$676.00	\$1,508.00	\$690.00	\$690.00
Rink 2 - Logo #2	\$1,301.00	\$536.00	\$536.00	\$1,327.00	\$547.00	\$547.00
Rink 1&2 - Logo #2 - 1 yr term	\$2,363.00	N/A	N/A	\$2,410.00	N/A	N/A
Rink 1&2 - Logo #2 - 3 yr term (15% discount**)	\$2,780.00	\$821.00	\$821.00	\$2,836.00	\$837.00	\$837.00
Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,428.00	\$1,176.00	\$1,176.00	\$1,456.00	\$1,200.00	\$1,200.00
Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,224.00	\$953.00	\$953.00	\$1,248.00	\$972.00	\$972.00

*The design and creation of logo not included.

**15% discount does not apply for 2 logos on the same ice surface.

The opportunity to bundle advertising/sponsorship to be negotiated using approved rates.

APPENDIX F: Schedule F - Parks and Pavilions

Park Pavilions	Term	2021 Fee	2022 Proposed Fee
Pavilion – Large	Per Booking Per Day	\$35.70	\$36.50
Pavilion – Small	Per Booking Per Day	\$30.60	\$31.20
Bandshell	Per Booking Per Day	\$51.00	\$52.00
Hydro	Per Booking Per Day	\$5.10	\$5.20
Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Booking Per Day	\$46.92	\$47.86
Park Permit (events) Note: Park permit does not include pavilion fee	Per Booking Per Day	\$76.50	\$78.00

APPENDIX G: Schedule G - Playing Fields and Sport Courts

Playing Fields and Sport Courts	Unit	2021 Fee	2022 Proposed Fee
Soccer Fields – Youth	Per game (2 hours)	\$7.28	\$7.43
Soccer Fields – Youth Tournament	Per field/Per hour	\$7.28	\$7.43
Soccer Fields – Adult	Per game (2 hours)	\$54.00	\$55.08
Soccer Fields – Adult Tournament	Per field/Per hour	\$26.00	\$26.50
Lighting	Add/Per field	\$14.50	\$14.80
Lining	Add/Per field	\$15.50	\$15.80
Baseball/Softball Diamonds – Youth	Per game (2 hours)	\$7.28	\$7.43
Baseball/Softball Diamonds – Youth Tournament	Per field/Per hour	\$7.28	\$7.43
Baseball/Softball Diamonds – Adult	Per game (2 hours)	\$55.00	\$56.10
Baseball/Softball Diamonds – Adult Tournament	Per field/Per hour	\$26.00	\$26.50
Floating	Add/Per field	\$15.50	\$15.80
Lighting	Add/Per field	\$15.50	\$15.80
Lining	Add/Per field	\$15.50	\$15.80
Tennis Courts* (Cedar Bay Centennial or West Side Tennis Courts)	Per court/Per hour	\$4.43	\$4.52
Volleyball Courts* (Cedar Bay Centennial Park)	Per court/Per hour	\$9.74	\$9.93
Horse Paddock Skateboard & BMX Park	Sanctioned OR Un-Sanctioned Competitions terms to be negotiated.		

*Tournaments on request

APPENDIX H: Schedule H - Beaches

Nickel Beach			
Pass/Permit Type	Classification	2021 Fee	2022 Proposed Fee
<i>Daily Pass Monday - Friday (Per vehicle)</i>	Niagara Residents	\$17.69	\$17.69
	Non-Residents	\$44.25	\$44.25
<i>Daily Pass Weekends & Statutory Holidays (per vehicle)</i>	Niagara Residents	\$22.12	\$22.12
	Non-Residents	\$53.10	\$53.10
<i>Season Passes</i>	PORTicipate Pass (Port Colborne Residents Only)	FREE	FREE
	Niagara Weekday Pass (Niagara Residents Only)	N/A	\$88.50
<i>Public Restricted Production Permits</i>	Half Day Permit (4/- hours)	\$398.23	\$408.19
	Full Day Permit (4/+ hours)	\$707.96	\$725.66

Centennial – Cedar Bay Beach			
Pass/Permit Type	Classification	2021 Fee	2022 Proposed Fee
<i>Daily Pass Monday - Friday (Per vehicle)</i>	Niagara Residents	\$21.12	\$17.69
	Non-Residents	N/A	\$44.25
<i>Daily Pass Weekends & Statutory Holidays (per vehicle)</i>	Niagara Residents	\$21.12	\$17.69
	Non-Residents	N/A	\$44.25

APPENDIX I : Schedule I - Roselawn Centre

Roselawn Centre (Rental rates are based on a 6 hour event use.)	Term	2021 Fee	2022 Proposed Fee
Present's Room Rental		\$194.00	\$198.00
Double Parlour		\$166.00	\$170.00
Sun Porch		\$111.00	\$113.00
Back Stage Area		\$166.00	\$170.00
Roselawn – All Rooms		\$555.00	\$566.00
Bar Opening	Per bar	\$27.50	\$28.00
Corkage Fee		\$10.00	\$10.00
Gratuity charge (refer to Gratuity Policy)		15%	15%
Dishwasher Fee (Dish rental)	Per hour	\$11.50	\$11.50
Table Linens	Per table	\$4.35	\$4.45
Linen Napkins	Per napkin	\$1.05	\$1.10
Cruiser Tables	Per table	\$2.55	\$2.60
Outdoor Garden (Tents, tables and chairs are not supplied)		\$194.00	\$198.00
Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.)		\$51.00	\$52.00

Please contact the the Roselawn Centre for food and beverage pricing.

Menu rates are driven by seasonal market rates for food/beverage and the range of food services being provided.

Roselawn is licensed under the AGCO and is governed by the Municipal Alcohol Policy.

Negotiated rates will include food preparation, service and gratuity.

Additional Rentals	Term	2021 Fee	2022 Proposed Fee
Screen	Per rental	\$5.60	\$10.00
Projector	Per rental	\$32.60	\$10.00

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

APPENDIX J: Schedule J - Sugarloaf Marina

Seasonal Dock Rates	
Docking Options	2022 Proposed Rate
Boats 16 - 19 ft (unserviced)	\$46.00/ft
Boats 20 - 26 ft (optional service)	\$56.00/ft
Boats 27 - 34 ft (serviced)	\$66.00/ft
Boats 35 - 60 ft (serviced)	\$69.00/ft
Power Options	2022 Proposed Fee
Use of 15A/110V Power	\$55.00
Use of 30 Amp shore power	\$230.00
Second Boat*	2022 Proposed Fee
On A or J Run (16 ft dock)	\$230.00
On Dock #3 (17 ft dock)	\$250.00
Dock Box Rental	\$95.00

* Second boat must be owned by same owner with valid proof of insurance.

Transient & Boat Ramp Rates		
Transient Rates (per foot)	2021 Fee	2022 Proposed Fee
Daily	\$1.90	\$2.00
Weekly	\$9.80	\$10.00
Monthly (un-serviced)	\$22.50	\$22.50
Monthly (serviced)	\$26.50	\$26.50
Launch Ramp Rates	2021 Fee	2022 Proposed Fee
Pay & Display Daily Launch Pass	\$13.27	\$17.70
HonkMobile Daily Launch Pass	\$12.39	\$13.27
Seasonal Pass	\$88.50	\$106.19
**Non-Display Fine - Missing Ramp Pass	\$0.00	\$17.69
Additional Fees	2021 Fee	2022 Proposed Fee
Pump-out (Transients)	\$15.00	\$15.00

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

APPENDIX J: Schedule J - Sugarloaf Marina

Storage and Boat Yard Rates				
Storage and Service	2021 Fees		2022 Proposed Fees	
	Seasonal Slip Holder	Non-Seasonal Slip Holder	Seasonal Slip Holder	Non-Seasonal Slip Holder
Winter Storage	\$1.41/ sq. ft	\$2.82/sq. ft	\$1.58/ sq. ft	\$3.16/sq. ft
Summer Storage (Begins June 1 if no slip deposit has been paid)	N/A	\$0.84/sq. ft/month	N/A	\$0.94/sq. ft/month
Launch	\$8.50/ft	\$9.50/ft	\$8.50/ft	\$9.50/ft
Haul Out	\$8.50/ft	\$9.50/ft	\$8.50/ft	\$9.50/ft
Block & Stand Rental (per season)	\$5.50/ft	\$6.00/ft	\$5.50/ft	\$6.00/ft
Power Washing Hull Bottom*	Free	\$2.75/ft	Free	\$2.75/ft
Mid Season Lift (1 hour booking)	\$8.50/ft	\$9.50/ft	\$8.50/ft	\$9.50/ft
Mid Season Lift (per hour after first hour)	\$50/hr	\$60/hr	\$50/hr	\$60/hr
Yard Equipment Fee	\$ 100/hr	\$ 115/hr	\$ 115/hr	\$ 130/hr
Mast Stepping - Prepared - Length Overall (LOA)	\$ 3.50/ft	\$ 5.00/ft	\$ 3.95/ft	\$ 5.60/ft
Mast Stepping - Unprepared - Length Overall (LOA)	\$ 5.00/ft	\$ 7.15/ft	\$ 5.60/ft	\$ 8.00/ft
Mast Storage (per season) - Length Overall (LOA)	\$ 1.50/ft	\$ 2.65/ft	\$ 1.65/ft	\$ 3.00/ft
Trailer/Cradle Storage (per season)	\$100.00	\$180.00	\$100.00	\$180.00
Trailer/Cradle Storage (per week)	\$10.00	\$10.00	\$10.00	\$10.00

* Seasonal Slip Holder rate only applies if hauling out and storing with Sugarloaf Marina.

Marina Pavilion Rates**				
Organization	2021 Fees		2022 Proposed Fees	
	Full Day	Half Day	Full Day	Half Day
Seasonal boaters	\$75.00	\$50.00	\$75.00	\$50.00
Transient boaters	\$150.00	\$75.00	\$150.00	\$75.00
Business/Corporate	\$450.00	\$300.00	\$450.00	\$300.00
Registered Not-For-Profit	\$225.00	\$125.00	\$225.00	\$125.00
General Public	\$350.00	\$200.00	\$350.00	\$200.00

APPENDIX J: Schedule J - Sugarloaf Marina

Additional charges:	Full Day	Half Day	Full Day	Half Day
Clean-up fee is charged	\$25.00	\$25.00	\$25.00	\$25.00
Commercial rental clean-up fee	\$75.00	\$75.00	\$75.00	\$75.00
Damage deposit (refundable w/o damage to property)	\$200.00	\$200.00	\$200.00	\$200.00
Set-up and tear down	\$50.00	\$50.00	\$50.00	\$50.00

** Full day rental is based up to 6 hr period; half day rental up to 3 hr period

Note: All pavilion rentals include tables and chairs based on the rental agreement, however additional charges may apply.

APPENDIX K: Schedule K - Event Services

Vendor Type	2021 Fee				2022 Proposed Fee			
	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40
Food Vendor - Full Menu (Self-contained)	\$1,550	\$2,050	\$2,550	\$3,050	\$1,600	\$2,100	\$2,600	\$3,100
Food Vendor - Full Menu (Non self-contained) (Hydro & Water Req'd)	\$1,850	\$2,350	\$2,850	\$3,350	\$1,900	\$2,400	\$2,900	\$3,400
Food Vendor - Liquids & Specialty Products (Self-contained)	\$1,050	\$1,550	\$2,050	\$2,550	\$1,100	\$1,600	\$2,100	\$2,600
Food Vendor - Liquids & Specialty Products (Non Self-contained) (Hydro & Water Req'd)	\$1,300	\$1,850	\$2,350	\$2,850	\$1,350	\$1,900	\$2,400	\$2,900
Retail Vendor – Commercial	\$1,050	\$1,550	\$2,050	\$2,550	\$1,100	\$1,600	\$2,100	\$2,600
Retail Vendor – Artisan	\$800	\$1,150	\$1,500	\$1,850	\$850	\$1,200	\$1,550	\$1,900
Community Groups & Organizations	\$175	\$275	\$375	\$475	\$200	\$300	\$400	\$500

Mayor's Cup Hockey Tournament	Term	2021 Fee	2022 Proposed Fee
SportsFest Tournament Entry Fee	Per Team	\$714.00	\$750.00

APPENDIX K: Schedule K - Event Services

Cruise Tickets* *Cruise ticket fees include HST	Age	2021 Fee	2022 Proposed Fee
Cruise Through the Locks	0 - 12 years	\$115.00	\$120.00
Cruise Through the Locks	13 - 59 years	\$120.00	\$125.00
Cruise Through the Locks	60+ years	\$115.00	\$120.00
Fireworks/Dinner Cruise	0 - 12 years	\$95.00	\$100.00
Fireworks/Dinner Cruise	13 - 59 years	\$100.00	\$105.00
Fireworks/Dinner Cruise	60+ years	\$95.00	\$100.00
Dinner Cruise	0 - 12 years	\$75.00	\$80.00
Dinner Cruise	13 - 59 years	\$80.00	\$85.00
Dinner Cruise	60+ years	\$75.00	\$80.00
Morning/Afternoon/Evening Cruise	0 - 12 years	\$25.00	\$30.00
Morning/Afternoon/Evening Cruise	13 - 59 years	\$30.00	\$35.00
Morning/Afternoon/Evening Cruise	60+ years	\$25.00	\$30.00
Morning Special Family Package (2 Adults, 2 Children)	n/a	\$75.00	\$80.00

APPENDIX L: Schedule L - 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	2021 Fee	2022 Proposed Fee
Tax Registration (per address)	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services
Tax Sale (per address)	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services
Extension Agreement Prepare Extension Agreement and present to Council for consideration	\$255.00	\$275.00
Other direct incidental costs: Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee).		

APPENDIX M: Schedule M - Corporate Services

Service	2021 Fee	2022 Proposed Fee
Tax Arrears Certificate (includes water arrears)	\$40.00	\$50.00
Paper Copy - Tax Inquiry / Water Inquiry Returned	\$7.00	\$7.00
Cheque Charge	\$25.00	\$25.00
New Account Fee - Ownership Change (NEW)		\$40.00
New Account Fee - New Roll Creation (NEW)		\$40.00
Transfers to Tax for Over Due Accounts (NEW)		\$25.00
Marriage License	\$125.00	\$125.00
Commissioner for Taking Affidavits (including HST)*	\$15.00	\$15.00
Death Registrations	\$20.00	\$20.00
Photocopying (per page)	\$0.25	\$0.25
Certified Copy of Document	\$15.00	\$15.00
Lease Agreements - Application	\$300.00	\$300.00
Lease Agreements - Annual Minimum	\$100.00	\$100.00

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

APPENDIX N: Schedule N - Port Colborne Historical and Marine Museum

Museum	Term	2021 Fee	2022 Proposed Fee
Research Fees:			
(The following applies to research conducted by Museum staff for others.)			
Commercial Use	Per hour	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation
Retrieval Fees:			
Artifact/ Photograph - (Appointment Required)	Per item	\$20.00	\$20.00
Photo Reproduction Fees:			
Copyright Restrictions Apply and a Reproduction Agreement must be signed			
Commercial Use	Per image	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00
Publication (print, digital)	Per image	\$100.00	\$100.00
Photocopies:			
*Copyright Restrictions Apply			
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$2.00
(Retrieval fees may apply)			
Tours:			
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
Admission Fees:			
Museum & Village		Donation Box	Donation Box
Canal Days		Sponsored	Sponsored
Christmas Festival		By Donation	By Donation

APPENDIX N: Schedule N - Port Colborne Historical and Marine Museum

Museum	Term	2021 Fee	2022 Proposed Fee
Membership Fees:			
Students/Seniors (60+)		\$5.00	\$5.00
Individual		\$8.00	\$8.00
Family		\$10.00	\$10.00
Life Patron		\$100.00	\$100.00
Sustaining (Corporate)		By Donation	By Donation

APPENDIX O: Schedule O - L.R. Wilson Heritage Research Archives

Archives	Term	2021 Fee	2022 Proposed Fee
Research Fees:			
(The following applies to research conducted by Museum staff for others.)			
Commercial Use	Per hour	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation
Retrieval Fees:			
Artifact/ Photograph - (Appointment Required)	Per item	\$20.00	\$20.00
Photo Reproduction Fees:			
Copyright Restrictions Apply and a Reproduction Agreement must be signed			
Commercial Use	Per image	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00
Publication (print, digital)	Per image	\$100.00	\$100.00
Photocopies:			
*Copyright Restrictions Apply			
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$2.00
(Retrieval fees may apply)			
Rental Fees for MacDonald Conference Hall:			
Daily Rental up to 8 hours (Requires signed contract)	Daily	\$120.00	\$120.00
Use of the following within MacDonald Conference Hall:			
Overhead Projector and Screen		\$5.00	\$10.00
Digital Projector and Screen		\$10.00	\$10.00

APPENDIX P: Schedule P - By-Law Enforcement

Miscellaneous Fees		
Schedule of Fees	2021 Fee	2022 Proposed Fee
Fence By-Law		
Fence Variance (non-refundable)	\$468.00	\$487.00
Fence By-Law Order to Comply – application fee	\$212.00	\$220.00
Removal of Snow and Ice By-Law		
Snow clearing - per meter	\$11.00	\$11.00
Snow and Ice Removal By-Law Order to Comply –	\$212.00	\$220.00
Regulate Noise By-Law		
Noise Variance – Private function taking place on private property	\$156.00	\$162.00
Noise Variance – Private function taking place on City	\$104.00	\$108.00
On Street Parking Permits		
Initial Fee (per vehicle)	\$27.00	\$29.00
Replacement Fee (per vehicle)	\$42.00	\$44.00
Fail to display permit prominently	\$27.00	\$29.00
Park without permit	\$52.00	\$54.00
Encroachment Agreements		
Application	\$357.00	\$371.00
Annual	\$102.00	\$106.00

Maintenance of Property and Land(Lot Maintenance By-law)		
Schedule of Fees	2021 Fee	2022 Proposed Fee
Re-inspection fee*	\$99.00	\$103.00
Minimum maintenance fee	\$177.00	\$185.00
Administration fee	Add 15%	Add 15%
Mailing fee	\$27.00	\$29.00
*Re-inspection fee is payable where violation still exists.		

APPENDIX P: Schedule P - By-Law Enforcement

Cutting Grasses and Weeds(Lot Maintenance By-law)		
Lot Size	2021 Fee	2022 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	2021 Fee	2022 Proposed Fee
Awning	Each		\$52.00	\$54.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$16.00	\$16.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$32.00	\$34.00
Billboard	Maximum 50 square meters	Per square meter	\$6.00	\$6.00
Facia	Maximum 15 square meters	Per square meter	\$6.00	\$6.00
Ground	Maximum 10 square meters		\$52.00	\$54.00
Mall		Per square meter	\$6.00	\$6.00
Pole / Pylon	Maximum 20 square meters	Per square meter	\$6.00	\$6.00
Portable	Maximum 9 square meters	Per 15 days	\$16.00	\$16.00
Projecting	Maximum 10 square meters		\$52.00	\$54.00
Roof	Maximum 50 square meters	Per square meter	\$6.00	\$6.00

Sign Variance By-law		
Type	2021 Fee	2022 Proposed Fee
Sign Variance (non-refundable)	\$728.00	\$758.00
Order to Comply – administration fee	\$212.00	\$220.00

APPENDIX P: Schedule P - By-Law Enforcement

Respecting the Keeping of Animals (Exotic Animals By-law)		
Schedule of Fees	2021 Fee	2022 Proposed Fee
For the first animal of each species	\$21.00	\$21.00
For the second and third animal of each species	\$3.00	\$3.00
For each species the aggregate of which exceed three in	\$2.00	\$2.00
Maximum Licensing fee*	\$5,202.00	\$5,412.00
*regardless of the number of animals, animal species or sub-species held in a single location		

APPENDIX Q: Schedule Q - Cemeteries of the City of Port Colborne

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

APPENDIX Q: Schedule Q - Cemeteries of the City of Port Colborne

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

*Regulated by Bereavement Authority of Ontario

APPENDIX R: Schedule R - Planning and Development

Application	2021 Fee	2022 Proposed Fee
Official Plan		
Official Plan Amendment	\$4,578.00	\$4,763.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$728.00	\$758.00
Zoning By-Law		
Zoning By-Law Amendment	\$4,058.00	\$4,222.00
Adjournment of a Zoning By-Law (at owner's request)	\$728.00	\$758.00
Removal of a Holding Symbol	\$1,040.00	\$1,082.00
Temporary Use By-Law	\$4,058.00	\$4,222.00
Preparation of a Temporary Use Agreement	\$1,873.00	\$1,948.00
Extension of a Temporary Use	\$1,561.00	\$1,624.00
Plan of Subdivision		
Draft Plan Approval of Subdivision	\$6,763.00	\$7,036.00
Redline Revisions/Change of Conditions to Draft Plan	\$2,081.00	\$2,165.00
Extension to Draft Plan Approval	\$1,561.00	\$1,624.00
Final Plan Approval	\$1,561.00	\$1,624.00
Amendment to Subdivision Agreement	\$2,081.00	\$2,165.00
Part Lot Control	\$1,040.00	\$1,082.00
Deeming By-Law	\$416.00	\$432.00
Discharge of a Subdivision Agreement	\$1,040.00	\$1,082.00
Validation Order	N/A	N/A
Plan of Condominium		
Draft Plan Approval of Condominium	\$6,763.00	\$7,036.00
Redline Revisions/Change of Conditions to Draft Plan	\$2,081.00	\$2,165.00
Extension to Draft Plan Approval	\$1,561.00	\$1,624.00
Final Plan Approval	\$1,561.00	\$1,624.00
Condominium Conversion	\$6,763.00	\$7,036.00
Amendment to Condominium Agreement	\$2,081.00	\$2,165.00
Discharge of a Condominium Agreement	\$1,040.00	\$1,082.00
Condominium Exemption Request	\$1,500.00	\$1,561.00

APPENDIX R: Schedule R - Planning and Development

Application	2021 Fee	2022 Proposed Fee
Site Plan Control		
Site Plan Control Approval	\$3,537.00	\$3,680.00
Amendment to Site Plan Agreement	\$1,561.00	\$1,624.00
Discharging of a Site Plan Agreement	\$1,040.00	\$1,082.00
Committee of Adjustment		
Minor Variance/Expansion of Non-Conforming Use	\$1,196.00	\$1,244.00
Minor Variance (Building without a Permit)	\$1,561.00	\$1,624.00
Consent (new lot)	\$1,665.00	\$1,732.00
Easement	\$1,144.00	\$1,190.00
Lot Addition/Boundary Adjustment	\$1,144.00	\$1,190.00
Adjournment of a Consent or Variance (at applicant's request)	\$520.00	\$541.00
Changes to Consent Conditions	\$520.00	\$541.00
Final Certification Fee	\$208.00	\$216.00
Validation of Title	\$936.00	\$974.00
Miscellaneous		
Quarry/Pit Establishment or Expansion	\$62,424.00	\$64,945.00
Telecommunication Facilities Consultation Process	\$1,561.00	\$1,624.00
Compliance Letter	\$130.00	\$136.00
Compliance Letter Express (within 3 days)	\$187.00	\$195.00
Development Agreement	\$2,497.00	\$2,598.00
Discharging of a Development Agreement	\$936.00	\$974.00
Front Ending Agreement	\$1,561.00	\$1,624.00
OMB Subpoena - first day	\$624.00	\$649.00
OMB Subpoena - thereafter	\$416.00	\$432.00
Pre-consultation Report (when requested)	N/A	N/A

APPENDIX R: Schedule R - Planning and Development

Application	2021 Fee	2022 Proposed Fee
Combined Applications		
Official Plan & Zoning By-Law Amendments	\$7,803.00	\$8,118.00
Official Plan, Zoning by-Law Amendments & Draft Plan of Subdivision/Condo	\$13,005.00	\$13,530.00
Zoning By-Law Amendment & Draft Plan of Subdivision/Condo	\$8,843.00	\$9,200.00
Official Plan & Zoning By-Law Amendment & Site Plan Control	\$9,884.00	\$10,284.00
Zoning By-Law Amendment & Site Plan Control	\$5,722.00	\$5,953.00
Consent & Minor Variance	\$2,185.00	\$2,274.00
Consent & Development Agreement	\$3,641.00	\$3,788.00
Consent/Lot Addition & Zoning By-Law Amendment	\$4,682.00	\$4,872.00
Minor Variance & Development Agreement	\$3,121.00	\$3,247.00

Submission Deadlines and Accelerated Applications

Please be advised that the Planning Act requires Notice of Public Hearing be given no later than 20 days before a scheduled public meeting for a Zoning By-law Amendment and Official Plan Amendment, 14 days for a Plan of Subdivision and Consent Application, and 10 days for a Minor Variance application. In order to allow sufficient review time of an application, all applications should be submitted at least 14 days before the last day for giving Notice of Public Hearing under the Planning Act.

While it is an objective of the Planning and Development Division to process applications in an expeditious manner within the time frame established in the Planning Act, an applicant may wish to consider an accelerated application in the event processing is needed immediately and City resources and/or notice requirements are limited. Fees for an accelerated application will be assessed based on overtime incurred by staff to process the application at the rates listed below:

Staff Rates:

Director of Planning and Development	\$220/hour
Planner	\$150/hour
Planning Technician I Clerical	\$100/ hour

Applicants should note that no application shall take priority over other applications being processed solely on the basis of the applicant having paid an accelerated fee.

APPENDIX R: Schedule R - Planning and Development

Application	2021 Fee	2022 Proposed Fee
-------------	----------	-------------------

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.

A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the OldeHumberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan and EastWaterfront Community Improvement Plan.

The Regional Municipality of Niagara shall be exempt from this Fee Schedule.

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

Schedule of Fees	Unit	2021 Fee	2022 Proposed Fee
Issuance of Certificate of Compliance			
1-5 Dwelling Units	Per Dwelling Unit	\$52.00	\$54.00
More than 5, but not exceeding 25 Dwelling Units	Per certificate	\$260.00	\$270.00
<i>PLUS</i>	Per Dwelling Unit	\$11.00	\$11.00
More than 25 Dwelling Units	Per certificate	\$416.00	\$432.00
<i>PLUS</i>	Per Dwelling Unit	\$11.00	\$11.00
Other		\$79.00	\$83.00
Vacant Property		\$104.00	\$108.00
Inspection Fees			
Registering Order on Title	Per Title	\$52.00	\$54.00
Compliance Inspection & Removing Order <i>(Inspection Fee, Removal and Response to Lawyer)</i>	Per Order	\$104.00	\$108.00
Additional Inspection for Compliance	Each	\$32.00	\$34.00
Appeal Fees			
Apply for an Appeal (non-refundable)	Per Appeal	\$260.00	\$270.00
Other Fees			
Order to Comply		\$212.00	\$220.00

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

Construction			
New Building Construction and Additions^{6,8}		2021 Fee	2022 Proposed Fee
Minimum Fee for all Building Permits ⁹		\$120.00	\$125.00
Major Occupancy⁷	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Group A – Assembly Occupancies <i>Examples: School, church, restaurant, daycare, hall, transit, recreation</i>	Per square foot	\$1.63	\$1.66
Group B – Institutional Occupancies <i>Examples: Hospital, retention facility, nursing home, other</i>	Per square foot	\$1.84	\$1.87
Group C – Residential Occupancies <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	\$1.31	\$1.33
Group D – Business/Personal Services Occupancies <i>Examples: Office, bank, medical, police station, other</i>	Per square foot	\$1.31	\$1.33
Group E – Mercantile Occupancies <i>Examples: Store, shopping mall/plaza, shop, market, retail, other</i>	Per square foot	\$1.31	\$1.33
Group F – Industrial Occupancies <i>Examples:</i> <i>Industrial mall/plaza/garage, plant, factory, warehouse, other</i> <i>Industrial buildings with no partitions, no plumbing and no mechanical</i>	Per square foot Per square foot	\$1.02 \$0.76	\$1.04 \$0.78

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

New Building Construction and Additions^{6,8 (continued)}	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
<i>Special Categories/Occupancies</i>			
Farm building, greenhouse	Per square foot	\$0.30	\$0.30
Park Model Trailer		\$200.00	\$200.00
Tent, temporary fabric structure	Each	\$200.00	\$200.00
Renewable Energy Projects		See note 12	See note 12
<i>Houses and Accessory to Houses:¹⁴</i>			
Garage, carport	Per square foot	\$0.71	\$0.73
Covered deck/porch	Per square foot	\$0.46	\$0.47
Uncovered deck/porch	Per square foot	\$0.46	\$0.47
Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers)	Per square foot	\$0.71	\$0.73
Shed/accessory building	Per square foot	\$0.71	\$0.73
Alterations			
	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Unfinished basement (new or replaced foundation)	Per square foot	\$0.28	\$0.28
Under pinning foundation		See note 12	See note 12
Roof structure	Per square foot	\$0.15	\$0.16
Fireplace, woodstove, chimney		\$122.40	\$124.85
<i>Interior Alterations:</i>			
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.61	\$0.62
Finishing basement	Per square foot	\$0.61	\$0.62
Other minor alteration		See note 12	See note 12
Partial Permit/Staged Construction¹¹		2021 Fee	2022 Proposed Fee
All partial permits subject to a surcharge applied to the stage permit value		50%	50%
<i>Foundation Stage¹¹</i>			
Complete to grade including or excluding underground services within building		15%	15%
<i>Building Shell Stage¹¹</i>			
Completed structural shell stage		40%	40%
Completed architectural shell stage		80%	80%
<i>Building Completion Stage¹¹</i>			
Includes completed building stage		100%	100%

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

Plumbing Only	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage	Each	\$9.09	\$9.28
All buried piping including building drain and sewer; building storm drain and	Per linear loot	\$1.22	\$1.25
Water distribution pipe inside a building	Each	\$122.40	\$124.85
Residential¹⁴			
Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	\$200.00	\$200.00
Mechanical HVAC Only	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Group A, B, C (except houses), D E	Per square foot	\$0.10	\$0.10
Houses		\$122.40	\$124.85
Group F	Per square foot	\$0.10	\$0.10
Commercial type Kitchen Exhaust		See note 12	See note 12
Pool		2021 Fee	2022 Proposed Fee
Public pool		\$337.62	\$344.37
Private pool		\$142.80	\$145.66
Designated Structure		2021 Fee	2022 Proposed Fee
As defined in the Ontario Building Code		See note 12	See note 12
Demolition	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Houses ¹⁴ and buildings less than 3,000 square feet (gross area)	Each	\$153.00	\$156.06
Other demolitions	Per square foot	\$0.10	\$0.10
Conditional¹⁵		2021 Fee	2022 Proposed Fee
Surcharge		50%	50%

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

Change of Use		2021 Fee	2022 Proposed Fee
Permit for the change of use of a building or part thereof		\$120.00	\$120.00

Occupancy		2021 Fee	2022 Proposed Fee
Permit to allow occupancy			
Houses, semi-detached dwellings, townhouses	Each	\$120.00	\$125.00
Other buildings	Each	\$120.00	\$125.00
Permit to allow partial occupancy			
For area of building to be occupied	Per square foot gross floor space to be occupied	\$0.07	\$0.07
Review of proposed application	Per hour	\$100.00	\$100.00

Transfer		2021 Fee	2022 Proposed Fee
Transfer of permit to a new owner		\$120.00	\$120.00

Deposits Required for Permits		2021 Fee	2022 Proposed Fee
New Main Buildings	Houses	\$1,050.00	\$1,050.00
	Other than Houses	\$525.00	\$525.00
Additions, Accessory	Houses	\$525.00	\$525.00
	Other than Houses	\$525.00	\$525.00
Alterations	Houses	\$525.00	\$525.00
	Other than Houses	\$525.00	\$525.00
Demolitions	Main Building	\$2,100.00	\$2,100.00
	Accessory, Partial	\$525.00	\$525.00
Pools	In ground and On-	\$525.00	\$525.00
Other		\$525.00	\$525.00
New Main Buildings, Additions and Renovations		\$1,050.00	\$1,050.00
Lot Grading Deposit	All categories of	\$2,100.00	\$2,100.00

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

Notes for Deposits:

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

Additional Fees and Charges	2021 Fee	2022 Proposed Fee
Discharge of an Order from property title	\$788.00	\$788.00
Submitting an application for Permit		
Minimum non-refundable fee for submitting all permit applications. This fee is discounted against the final Permit fee.	\$120.00	\$120.00
Work Without Permit - Percentage increase in applicable fees from this schedule will apply where commencement of construction or demolition has occurred prior to the issuance of the required permit. Refer to Section 4.4 of The Building By-law.	100%	100%
<i>Alternative Solution</i> application (per hour, minimum 4 hours)	\$100.00	\$100.00

Refund of Permit Fees	2021 Fee	2022 Proposed Fee
Permit Issued. Administration functions only have been performed. No field inspections have been	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$50.00	\$50.00

Notes for Refunds:

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

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

General Notes:

- 1.** Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
- 2.** Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
- 3.** Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
- 4.** \$120.00 paid at time of application plus \$50.00 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 \$120.00
- 10.** Revision or amendment to an open permit is a minimum \$50.00 fee plus \$50.00 per hour of administration time.
- 11.** For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the required total fee for that stage.
- 12.** If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$14.00 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.



**FACILITY USER GROUP INSURANCE PROGRAM
SUMMARY OF INSURANCE COVERAGE (6400100)**

Insured: Policy No.: Insurance Company:	City of Port Colborne "User Groups" (as on file) GAME02997-003 GameDay Insurance Inc. Underwritten by Aviva Insurance Company of Canada
The Insurance coverage under this Master Policy is valid only to those users and/or renters who have PURCHASED and PAID for coverage under this program and only for those dates reported in their Rental Agreement on file with the City of Port Colborne	

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy; and as more fully described in said policy and any endorsements attached thereto.

COVERAGE	LIMITS OF LIABILITY
Commercial General Liability-Per Occurrence	\$2,000,000
Participant Liability	\$2,000,000
Tenants' Legal Liability-Any one premises	\$2,000,000
Medical Expense-Non participant third party	\$10,000
Aggregate Limit-Products & Completed Operations Hazard	\$2,000,000
Bodily Injury/Property Damage & Legal Expense Deductible	\$500 / \$500
**Host Liquor Liability Coverage Included when Liquor Liability Premium has been paid. **	

Insured's include your employees, volunteers, executives, managers, coaches, trainers and participants while acting within the scope of their duties on your behalf.

Note: A sub-contractor, vendor or exhibitor is **not** considered an employee and therefore not covered under your policy.

Additional Insured: City of Port Colborne are added as an additional insured but only with respect to liability arising out of the operations performed by the City of Port Colborne "User Groups" (as per list on file).

ENDORSEMENT

Incidental Medical Malpractice Liability, Additional Insured, Additional Insured-Blanket Basis, Employers Liability Extension, Abuse Exclusion, Contagious Disease Exclusion, Cyber-Liability Exclusion, Electric Data Exclusion Amendment, Excluded Activities.

Excluded Activities: - Alpine Skiing, Bouncy Castles, Boxing, BUBBLE SOCCER, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Dunk tanks, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse (unless non-contact pickup), Minor Hockey (18 & under) (unless non-contact pickup), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

IMPORTANT NOTES

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. The typical types of claims filed against you include spectator slip/trip/fall injuries and injuries to sports participants. **The Liability Policy DOES NOT provide Benefits for Medical Expenses incurred as a result of an injury sustained by an insured member, while participating in a sanctioned insured activity.** The Liability Policy **PROTECTS YOU IN THE EVENT OF A LAWSUIT** against claims of bodily injury or property damage. Insurance coverage **ONLY** applies to the activity and dates disclosed on the permit application

This is only a summary of the insurance provided under the Policy and constitutes a statement of the facts as of the date of issuance. These facts are so represented only to the addressee. This document does not list all policy wordings, limitations, exclusions and warranties that form part of the policy. The actual wording of the policy governs in all situations.



STANDARD FACILITY USER GROUP RATES (6400000)

MEETINGS/WORKSHOPS

(Without alcohol – if alcohol refer to event rates)

- Arts, crafts, bridge, religious services, speakers, workshops/classroom instruction i.e. Computers and language (refer other types)

EVENTS

(With or without alcohol)

- Anniversaries, art shows and exhibits, auctions, banquet, bazaars, adult birthday parties, dance parties, dinners, exhibits, family celebrations to include; christenings, showers, stags, weddings, etc., fashion shows, festival/concert, garage sale for local neighbourhood ONLY at municipal facility, graduation, photo shoots, picnics, theatre performances, music and dance recitals/ performances, retirement, dance and talent shows, reunions
- Note: For events such as festivals where there is an organizer and vendors, the user group coverage provides coverage for the organizer. As the vendors are separate legal entities they require their own coverage

SPORT ACTIVITIES

LOW RISK ACTIVITIES:

- Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Shuffle Board, Table Tennis, Tennis, Tai Chi, Public Skating, Bocce Ball.

MEDIUM RISK ACTIVITIES:

- Baseball, Basketball, Broomball, Cricket, Dodge ball, Field Hockey, Ball/Roller/Floor Hockey, Handball, Racquetball, Soccer, Softball, Slo-pitch, Squash, Swimming with Lifeguard, T-ball, Non-contact Touch/Flag Football, Synchronized Swimming, Fitness Classes, Track & Field, Ultimate Frisbee, Volleyball, Yoga, Figure Skating, Non-Contact Martial Arts, Non-Contact Pick-up Lacrosse, *Non-Contact Minor Pick-up Hockey, Ringette
- Note: The non-contact minor pick-up hockey rate category is meant to accommodate one-offs i.e. parents taking a group of children out for a game of shinny. We do not cover minor hockey league games or practices

EXCLUDED ACTIVITIES:

- Alpine Skiing, Bouncy Castles, Boxing, BUBBLE SOCCER, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Dunk tanks, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse (unless non-contact pickup), Minor Hockey (18 & under) (unless non-contact pickup), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

Refer to Erion Insurance Group for all other sports.



Broker: Erion Insurance Group
 177 Niagara Blvd.
 Fort Erie, ON L2A3G7

FACILITY USER GROUP RATING SCHEDULE

\$2,000,000 COMMERCIAL GENERAL LIABILITY/PER OCCURRENCE
DEDUCTIBLE: \$500

Type of Event	# of Participants	Premium		
		Low	Medium	High
Hourly Rate for Sports-occasional use Maximum Coverage - up to 1 Day *Excludes Adult Non-Contact Hockey, see Adult Non-Contact Hockey rates listed below	1-50	\$ 0.76	\$ 1.51	Refer
	51-100	\$ 1.51	\$ 3.02	Refer
	101-250	\$ 2.27	\$ 6.05	Refer
One Day Sporting Events/Tournaments	1-50	\$ 27.00	\$ 54.00	Refer
	51-100	\$ 37.80	\$ 81.00	Refer
	101-250	\$ 54.00	\$108.00	Refer
Two or Three day Sporting Events/Tournaments	1-50	\$ 54.00	\$ 81.00	Refer
	51-100	\$ 75.60	\$108.00	Refer
	101-250	\$ 91.80	\$135.00	Refer
Events/Tournaments over 250 participants or more than three days	Refer for a Quote			
All Season Sporting Activities - Flat Rate Maximum Coverage - up to one year	1-50	\$ 81.00	\$108.00	Refer
	51-100	\$108.00	\$135.00	Refer
	101-250	\$135.00	\$162.00	Refer
	over 250	Refer	Refer	Refer
Occasional Pool Use Only-Hourly Rate (if applicable)	Recreational Pool Activities	\$5.40 / hour		
Adult Non-Contact Hockey				
Hourly Rate/occasional use	Pickup Hockey Per Team	\$5.40 / hour		
Seasonal Rate/seasonal use Maximum Coverage - up to one year	Pickup Hockey Max. 30 players	\$135.00 <u>per group</u> per season		
	League Hockey	\$243.00 <u>per team</u> per season		
Tournaments	Up to 8 teams \$270.00 9-16 teams \$405.00 Refer larger tournaments			
Beer Gardens Separate Coverage for Host Liquor Liability * Rate is in addition to Sport Tournament Rate	Beer Gardens 1-100	\$108/day		
	101-250	\$162/day		
	251-500	\$216/day		
	over 500	refer		

*All non-Canadian User Groups must be referred to Erion Insurance Group *

ALL PREMIUMS INCLUDE 8% Tax



Type of Event	# Participants	Premium	
Meetings - Flat rate	1 - 250 251 - 500	\$2.70 per meeting - max 1 day \$5.40 per meeting - max 1 day	
Events - Flat Rate	1- 100 101-250 251-500 501-1000 over 1000	No Alcohol	With Alcohol Including Beer Garden
		\$ 54.00	\$135.00
		\$108.00	\$243.00
		\$162.00	\$297.00
		\$270.00	Refer
Special Events - Flat Rate Applicable to the following events only Family Showers, Family Christenings, Family Dinners, Retirements, Picnics	1-100	No Alcohol	With Alcohol
		\$27.00	\$54.00
2-3 Day Meetings/Events		Twice Daily Rate	
4-5 Day Meetings/Events		Triple Daily Rate	
Annual Monthly Meetings - weekly or monthly		Five Times Meeting Rate	
Children's Birthday Parties Birthday Party/Meeting Room Birthday Party/Meeting Room/Sports (includes gym/pool/arena use)	UNLIMITED	\$2.16/hour \$4.32/hour	
Camp Programs - Including Multi-Sport Coverage applicable Per Camp Session (Maximum 2 weeks)	Up to 100 Over 101	\$108.00/flat rate \$2.16/per participant	

APPENDIX B: Schedule B - Dog Licensing

Dog Licensing **	2021 Fee	2022 Proposed Fee
1. Early purchase discount rate on or before March 15th of each year:		
Licence, Neutered/Spayed dog*	\$15.00	\$15.00
Licence, Un-Neutered/Un-Spayed dog	\$26.00	\$28.00
Vicious Dog	\$102.00	\$106.00
2. After March 15th of each year where sections 3 and 4 of this Schedule are not applicable:		
Licence, Neutered/Spayed dog*	\$26.00	\$28.00
Licence, Un-Neutered/Un-Spayed dog	\$36.00	\$38.00
Vicious Dog	\$102.00	\$106.00
3. Replacement Tag – verification of original tag purchase required		
	\$5.00	\$5.00
4. Application for Hearing – non refundable		
	\$188.00	\$196.00
Kennel Licensing		
Kennel License	\$82.00	\$86.00

Notes:

* Proof is required

** No HST is applicable

APPENDIX C: Schedule C - Fire and Emergency

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

Emergency Response	2021 Fee	2022 Proposed Fee
* Nuisance false alarms and nuisance deployments: First false alarm in any calendar year	Nil	Nil
* Nuisance false alarms and nuisance deployments: Subsequent false alarms in calendar year	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Billing for firefighting services using a third party, as necessary.	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Failure to Extinguish Open Air Burning (liable for costs under Section 2.5 By-Law 6280/106/15). Owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs
Hourly Rate of Personnel	Current	Current

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

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

APPENDIX C: Schedule C - Fire and Emergency

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

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

***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
--	--------------	--------------

***For responding to non-emergency requests**

a) * For the first hour or any part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
---	--	--

APPENDIX C: Schedule C - Fire and Emergency

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

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

b) * For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
--	--	--

APPENDIX C: Schedule C - Fire and Emergency

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

Fire Prevention	2021 Fee	2022 Proposed Fee
Commercial (GROUP A, D&E OCCUPANCY)		
Refreshment Vehicle	\$125.00	\$128.75
Inspect base building, less than 3,000 sq. ft. (gross area)	\$250.00	\$257.50
- Plus inspect each additional 3,000 sq. ft.	\$125.00	\$128.75
- Plus inspect each suite in addition to base building	\$25.00	\$25.75
Day Care: Home Day Cares with less than 5 children	\$75.00	\$77.25
Day Care: Licenced Day Cares with occupant load of 40 or less	\$150.00	\$154.50
Day Care: Licenced Day Cares with occupant load of more than 40	\$250.00	\$257.50
Repeat follow-up inspections on a violation	\$75.00	\$77.25
Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)		
Inspect base building, less than 3,000 sq. ft. (gross area)	\$275.00	\$283.25
- Plus inspect each additional 3,000 sq. ft.	\$125.00	\$128.75
- Plus each dwelling/unit/sleeping room in addition to base building	\$10.00	\$10.30
Repeat follow-up inspections on a violation	\$75.00	\$77.25
Residential (GROUP C, Not Including Care Facilities) (includes Hotels, Motels, Apartments and Bed and Breakfast)		
Small building – 3,000 sq. ft. or less – containing single dwelling units	\$75.00	\$77.25
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$300.00	\$309.00
Large building – more than 3,000 sq. ft. OR contains		
- 3 to 5 dwelling units/suites of residential occupancy	\$500.00	\$515.00
- 6 to 18 dwelling units/suites of residential occupancy	\$750.00	\$772.50
- More than 18 dwelling units/suites of residential occupancy	\$1,500.00	\$1,545.00
Repeat follow-up inspections on a violation	\$75.00	\$77.25
Bed and Breakfast – up to four (4) sleeping rooms	\$275.00	\$283.25
Industrial (GROUP F OCCUPANCY)		

APPENDIX C: Schedule C - Fire and Emergency

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

Inspect base building, less than 3,000 sq. ft. (gross area) Plus inspect each additional 3,000 sq. ft.	\$175.00	\$180.25
Repeat follow-up inspections on a violation	\$75.00	\$77.25

Miscellaneous Inspections/Application Reviews/Permits		
Open Air Burning Site Inspection and Clearance	\$75.00	\$77.25
Fireworks Vendor-Site Inspection	\$75.00	\$77.25
Propane Licence Application Review (Basic)	\$100.00	\$103.00
Propane Licence Application Review (Complex)	\$60.00/hour	\$61.80/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$250.00	\$257.50
Review of Site Plans	\$60.00/hour	\$61.80/hour
Sale of Consumer Fireworks Vendor Permit	\$100.00/annually	\$103.00/annually
Display Fireworks Discharge Permit	\$150.00/per event	\$154.50/per event

Fire Department Assistance	2021 Fee	2022 Proposed Fee
Fire Watch	\$60.00/hour	\$61.80/hour
Securing Buildings	\$60.00/hour	\$61.80/hour
Fire Prevention Assistance	\$60.00/hour	\$61.80/hour
Training Assistance	\$60.00/hour	\$61.80/hour

File Reports and File Searches	2021 Fee	2022 Proposed Fee
File Search/File Reports - Environmental Issues	\$250.00	\$257.50
File Search/File Reports - Information	\$175.00	\$180.25
Letters and Produce Incident Reports to Insurance Companies	\$175.00	\$180.25
LLBO - Letters of Compliance	\$175.00	\$180.25

Smoke and Carbon Monoxide Alarm Installations	2021 Fee	2022 Proposed Fee
Installation of Smoke Alarm	\$10.00 each	\$10.00 each

APPENDIX C: Schedule C - Fire and Emergency

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

Fire Department Services	2021 Fee	2022 Proposed Fee
Refilling of Air Cylinders	\$12.00 each	\$12.36 each
Fire Extinguisher Rentals	\$10.00 each	\$10.30 each
Photographs	\$5.00 each	\$5.15 each
I.D. Photos	\$10.00 each	\$10.30 each
Meeting Room Rental	\$100.00 daily	\$103.00 daily
911 Sign Installation	\$100.00 each	\$103.00 each
911 Sign Replacement	\$50.00 each	\$51.50 each

APPENDIX D: Schedule D - Vale Health and Wellness Centre

Arena	Term	2021 Fee	2022 Proposed Fee
Adult Prime (Mon to Sat 5.00pm – 10.00pm and Sun 8.00am – 10.00pm)	Per hour	\$193.00	\$197.35
Adult Non-Prime (Mon to Fri 8.00am – 4.00pm)	Per hour	\$137.00	\$141.60
Adult League/Tournament (Rental of 3 or more hours for Adults)	Per hour	\$182.00	\$186.75
Junior Hockey Team - Game	Per hour	\$159.00	\$162.83
Individual Training (half ice) (per player w/one coach; 50% of minor hockey)	Per hour	\$64.00	\$65.50
Public/Catholic Schools - Physical Education Classes	Per hour	\$49.00	\$50.45
Public/Catholic Schools - Varsity Hockey Team Practices	Per hour	\$59.00	\$60.20
Public/Catholic Schools - Varsity Hockey Team Games	Per hour	\$128.00	\$131.85
Youth Prime/Minor Hockey	Per hour	\$128.00	\$131.85
Youth Non-Prime (Adult Supervision) (Mon to Fri 8.00am – 4.00pm)	Per hour	\$79.00	\$80.55
Walk-in/Day of Rental	Per hour	\$104.00	\$106.21

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

APPENDIX D: Schedule D - Vale Health and Wellness Centre

Family and Public Ice Skating	Term	2021 Fee	2022 Proposed Fee
Students	Per session	\$2.65	\$2.65
Adults	Per session	\$3.54	\$3.54
Seniors	Per session	\$2.65	\$2.65
Seniors Pay-As-You-Play	Per session	\$2.65	\$3.54
Pay-As-You-Play	Per session	\$4.42	\$4.42
Stick and Puck (Adult and 1 child)	Per session	\$4.42	\$4.42
Stick and Puck (Each additional child)	Per session	\$2.65	\$2.65
Tots and Adults	Per session	\$4.42	\$4.42
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$8.85	\$8.85

Summer Arena Floor/Facility Rental (No Ice)*	Term	2021 Fee	2022 Proposed Fee
Rink 2 – Floor (Non-Profit; Youth Sport Groups)	Per hour	\$48.96	\$49.93
Rink 2 – Floor (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$73.44	\$74.91

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

APPENDIX D: Schedule D - Vale Health and Wellness Centre

Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)	Term	2021 Fee	2022 Proposed Fee
For Profit/Commercial Use (Full Room)	Daily	\$289.00	\$295.00
	Hourly	\$63.00	\$64.25
Not for Profit/Community Groups (Full Room)	Daily	\$144.00	\$147.00
	Hourly	\$34.00	\$35.00
For Profit/Commercial Use (Half Room)	Daily	\$144.00	\$147.00
	Hourly	\$31.00	\$32.00
Not for Profit/Community Groups (Half Room)	Daily	\$72.00	\$73.50
	Hourly	\$17.00	\$17.25

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

Other Rates	Term	2021 Fee	2022 Proposed Fee
Upper or Lower Lobby – Not for Profit/Community Group	Hourly	\$17.34	\$17.70
Upper or Lower Lobby – For Profit/Commercial	Hourly	\$31.62	\$32.25
Dressing Room (special events/tournaments)	Each/Daily	\$31.62	\$32.25
Swipe Card (Replacement)	Each	\$11.22	\$11.45
Keys (Additional)	Each	\$11.22	\$11.45
Power Cart & Hydro	Each	\$16.32	\$16.65
Stairs (Mandatory for events/trade shows to comply with occupancy and emergency exit regulations)	Each	\$42.84	\$43.70

Staffing	Term	2021 Fee	2022 Proposed Fee
Assistant Arena Attendant Chargeback (Trade shows, tournaments, large scale events, etc.)	Per hour	\$6.12	\$6.25

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

APPENDIX E: Schedule E - Advertising Vale Health and Wellness Centre (VHWC)

Advertising (Subject to developing policy framework for Advertising and Licensing Agreements)	Term	2021 Fee	2022 Proposed Fee
West Side Road MESSAGE BOARD (static) Community Groups and Organizations	Per week	\$39.00	\$39.00
VHWC Marque (scroll)	Per week	\$20.00	\$20.00
VHWC Video Monitors	Per week	\$39.00	\$39.00
Discount* - Not-for-Profit/Community Group (with proof of Registered Charitable Number)		50%	50%
Discount* - Multiple Booking (if two or more outlets are reserved for two or more weeks)		25%	25%
* Only one discount can be applied.			
VHWC - Hockey Dressing Rooms**	Each/Yearly	\$209.00	\$213.00
VHWC - Rink 1 4x8 Boards**	Each/Yearly	\$1,250.00	\$1,275.00
VHWC - Rink 1 Press Box Wrap**	Each/Yearly	\$7,290.00	\$7,440.00
VHWC - Rink 1 Score Clock**	Each/Yearly	\$2,604.00	\$2,656.00
** Contract terms are based on five years.			

APPENDIX E: Schedule E - Advertising Vale Health and Wellness Centre (VHWC)

Ice Logos*	2021 Fees			2022 Proposed Fees		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Rink 1 - Logo #2	\$1,479.00	\$676.00	\$676.00	\$1,508.00	\$690.00	\$690.00
Rink 2 - Logo #2	\$1,301.00	\$536.00	\$536.00	\$1,327.00	\$547.00	\$547.00
Rink 1&2 - Logo #2 - 1 yr term	\$2,363.00	N/A	N/A	\$2,410.00	N/A	N/A
Rink 1&2 - Logo #2 - 3 yr term (15% discount**)	\$2,780.00	\$821.00	\$821.00	\$2,836.00	\$837.00	\$837.00
Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,428.00	\$1,176.00	\$1,176.00	\$1,456.00	\$1,200.00	\$1,200.00
Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,224.00	\$953.00	\$953.00	\$1,248.00	\$972.00	\$972.00

*The design and creation of logo not included.

**15% discount does not apply for 2 logos on the same ice surface.

The opportunity to bundle advertising/sponsorship to be negotiated using approved rates.

APPENDIX F: Schedule F - Parks and Pavilions

Park Pavilions	Term	2021 Fee	2022 Proposed Fee
Pavilion – Large	Per Booking Per Day	\$35.70	\$36.50
Pavilion – Small	Per Booking Per Day	\$30.60	\$31.20
Bandshell	Per Booking Per Day	\$51.00	\$52.00
Hydro	Per Booking Per Day	\$5.10	\$5.20
Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Booking Per Day	\$46.92	\$47.86
Park Permit (events) Note: Park permit does not include pavilion fee	Per Booking Per Day	\$76.50	\$78.00

APPENDIX G: Schedule G - Playing Fields and Sport Courts

Playing Fields and Sport Courts	Unit	2021 Fee	2022 Proposed Fee
Soccer Fields – Youth	Per game (2 hours)	\$7.28	\$7.43
Soccer Fields – Youth Tournament	Per field/Per hour	\$7.28	\$7.43
Soccer Fields – Adult	Per game (2 hours)	\$54.00	\$55.08
Soccer Fields – Adult Tournament	Per field/Per hour	\$26.00	\$26.50
Lighting	Add/Per field	\$14.50	\$14.80
Lining	Add/Per field	\$15.50	\$15.80
Baseball/Softball Diamonds – Youth	Per game (2 hours)	\$7.28	\$7.43
Baseball/Softball Diamonds – Youth Tournament	Per field/Per hour	\$7.28	\$7.43
Baseball/Softball Diamonds – Adult	Per game (2 hours)	\$55.00	\$56.10
Baseball/Softball Diamonds – Adult Tournament	Per field/Per hour	\$26.00	\$26.50
Floating	Add/Per field	\$15.50	\$15.80
Lighting	Add/Per field	\$15.50	\$15.80
Lining	Add/Per field	\$15.50	\$15.80
Tennis Courts* (Cedar Bay Centennial or West Side Tennis Courts)	Per court/Per hour	\$4.43	\$4.52
Volleyball Courts* (Cedar Bay Centennial Park)	Per court/Per hour	\$9.74	\$9.93
Horse Paddock Skateboard & BMX Park	Sanctioned OR Un-Sanctioned Competitions terms to be negotiated.		

*Tournaments on request

APPENDIX H: Schedule H - Beaches

Nickel Beach			
Pass/Permit Type	Classification	2021 Fee	2022 Proposed Fee
<i>Daily Pass Monday - Friday (Per vehicle)</i>	Niagara Residents	\$17.69	\$17.69
	Non-Residents	\$44.25	\$44.25
<i>Daily Pass Weekends & Statutory Holidays (per vehicle)</i>	Niagara Residents	\$22.12	\$22.12
	Non-Residents	\$53.10	\$53.10
<i>Season Passes</i>	PORTicipate Pass (Port Colborne Residents Only)	FREE	FREE
	Niagara Weekday Pass (Niagara Residents Only)	N/A	\$88.50
<i>Public Restricted Production Permits</i>	Half Day Permit (4/- hours)	\$398.23	\$408.19
	Full Day Permit (4/+ hours)	\$707.96	\$725.66

Centennial – Cedar Bay Beach			
Pass/Permit Type	Classification	2021 Fee	2022 Proposed Fee
<i>Daily Pass Monday - Friday (Per vehicle)</i>	Niagara Residents	\$21.12	\$17.69
	Non-Residents	N/A	\$44.25
<i>Daily Pass Weekends & Statutory Holidays (per vehicle)</i>	Niagara Residents	\$21.12	\$17.69
	Non-Residents	N/A	\$44.25

APPENDIX I : Schedule I - Roselawn Centre

Roselawn Centre (Rental rates are based on a 6 hour event use.)	Term	2021 Fee	2022 Proposed Fee
Present's Room Rental		\$194.00	\$198.00
Double Parlour		\$166.00	\$170.00
Sun Porch		\$111.00	\$113.00
Back Stage Area		\$166.00	\$170.00
Roselawn – All Rooms		\$555.00	\$566.00
Bar Opening	Per bar	\$27.50	\$28.00
Corkage Fee		\$10.00	\$10.00
Gratuity charge (refer to Gratuity Policy)		15%	15%
Dishwasher Fee (Dish rental)	Per hour	\$11.50	\$11.50
Table Linens	Per table	\$4.35	\$4.45
Linen Napkins	Per napkin	\$1.05	\$1.10
Cruiser Tables	Per table	\$2.55	\$2.60
Outdoor Garden (Tents, tables and chairs are not supplied)		\$194.00	\$198.00
Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.)		\$51.00	\$52.00

Please contact the the Roselawn Centre for food and beverage pricing.

Menu rates are driven by seasonal market rates for food/beverage and the range of food services being provided.

Roselawn is licensed under the AGCO and is governed by the Municipal Alcohol Policy.

Negotiated rates will include food preparation, service and gratuity.

Additional Rentals	Term	2021 Fee	2022 Proposed Fee
Screen	Per rental	\$5.60	\$10.00
Projector	Per rental	\$32.60	\$10.00

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

APPENDIX J: Schedule J - Sugarloaf Marina

Seasonal Dock Rates	
Docking Options	2022 Proposed Rate
Boats 16 - 19 ft (unserviced)	\$46.00/ft
Boats 20 - 26 ft (optional service)	\$56.00/ft
Boats 27 - 34 ft (serviced)	\$66.00/ft
Boats 35 - 60 ft (serviced)	\$69.00/ft
Power Options	2022 Proposed Fee
Use of 15A/110V Power	\$55.00
Use of 30 Amp shore power	\$230.00
Second Boat*	2022 Proposed Fee
On A or J Run (16 ft dock)	\$230.00
On Dock #3 (17 ft dock)	\$250.00
Dock Box Rental	\$95.00

* Second boat must be owned by same owner with valid proof of insurance.

Transient & Boat Ramp Rates		
Transient Rates (per foot)	2021 Fee	2022 Proposed Fee
Daily	\$1.90	\$2.00
Weekly	\$9.80	\$10.00
Monthly (un-serviced)	\$22.50	\$22.50
Monthly (serviced)	\$26.50	\$26.50
Launch Ramp Rates	2021 Fee	2022 Proposed Fee
Pay & Display Daily Launch Pass	\$13.27	\$17.70
HonkMobile Daily Launch Pass	\$12.39	\$13.27
Seasonal Pass	\$88.50	\$106.19
**Non-Display Fine - Missing Ramp Pass	\$0.00	\$17.70
Additional Fees	2021 Fee	2022 Proposed Fee
Pump-out (Transients)	\$15.00	\$15.00

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

APPENDIX J: Schedule J - Sugarloaf Marina

Storage and Boat Yard Rates

Storage and Service	2021 Fees		2022 Proposed Fees	
	Seasonal Slip Holder	Non-Seasonal Slip Holder	Seasonal Slip Holder	Non-Seasonal Slip Holder
Winter Storage	\$1.41/ sq. ft	\$2.82/sq. ft	\$1.58/ sq. ft	\$3.16/sq. ft
Summer Storage (Begins June 1 if no slip deposit has been paid)	N/A	\$0.84/sq. ft/month	N/A	\$0.94/sq. ft/month
Launch	\$8.50/ft	\$9.50/ft	\$8.50/ft	\$9.50/ft
Haul Out	\$8.50/ft	\$9.50/ft	\$8.50/ft	\$9.50/ft
Block & Stand Rental (per season)	\$5.50/ft	\$6.00/ft	\$5.50/ft	\$6.00/ft
Power Washing Hull Bottom*	Free	\$2.75/ft	Free	\$2.75/ft
Mid Season Lift (1 hour booking)	\$8.50/ft	\$9.50/ft	\$8.50/ft	\$9.50/ft
Mid Season Lift (per hour after first hour)	\$50/hr	\$60/hr	\$50/hr	\$60/hr
Yard Equipment Fee	\$ 100/hr	\$ 115/hr	\$ 115/hr	\$ 130/hr
Mast Stepping - Prepared - Length Overall (LOA)	\$ 3.50/ft	\$ 5.00/ft	\$ 3.95/ft	\$ 5.60/ft
Mast Stepping - Unprepared - Length Overall (LOA)	\$ 5.00/ft	\$ 7.15/ft	\$ 5.60/ft	\$ 8.00/ft
Mast Storage (per season) - Length Overall (LOA)	\$ 1.50/ft	\$ 2.65/ft	\$ 1.65/ft	\$ 3.00/ft
Trailer/Cradle Storage (per season)	\$100.00	\$180.00	\$100.00	\$180.00
Trailer/Cradle Storage (per week)	\$10.00	\$10.00	\$10.00	\$10.00

* Seasonal Slip Holder rate only applies if hauling out and storing with Sugarloaf Marina.

Marina Pavilion Rates**

Organization	2021 Fees		2022 Proposed Fees	
	Full Day	Half Day	Full Day	Half Day
Seasonal boaters	\$75.00	\$50.00	\$75.00	\$50.00
Transient boaters	\$150.00	\$75.00	\$150.00	\$75.00
Business/Corporate	\$450.00	\$300.00	\$450.00	\$300.00
Registered Not-For-Profit	\$225.00	\$125.00	\$225.00	\$125.00
General Public	\$350.00	\$200.00	\$350.00	\$200.00

APPENDIX J: Schedule J - Sugarloaf Marina

Additional charges:	Full Day	Half Day	Full Day	Half Day
Clean-up fee is charged	\$25.00	\$25.00	\$25.00	\$25.00
Commercial rental clean-up fee	\$75.00	\$75.00	\$75.00	\$75.00
Damage deposit (refundable w/o damage to property)	\$200.00	\$200.00	\$200.00	\$200.00
Set-up and tear down	\$50.00	\$50.00	\$50.00	\$50.00

** Full day rental is based up to 6 hr period; half day rental up to 3 hr period

Note: All pavilion rentals include tables and chairs based on the rental agreement, however additional charges may apply.

APPENDIX K: Schedule K - Event Services

Vendor Type	2021 Fee				2022 Proposed Fee			
	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40
Food Vendor - Full Menu (Self-contained)	\$1,550	\$2,050	\$2,550	\$3,050	\$1,600	\$2,100	\$2,600	\$3,100
Food Vendor - Full Menu (Non self-contained) (Hydro & Water Req'd)	\$1,850	\$2,350	\$2,850	\$3,350	\$1,900	\$2,400	\$2,900	\$3,400
Food Vendor - Liquids & Specialty Products (Self-contained)	\$1,050	\$1,550	\$2,050	\$2,550	\$1,100	\$1,600	\$2,100	\$2,600
Food Vendor - Liquids & Specialty Products (Non Self-contained) (Hydro & Water Req'd)	\$1,300	\$1,850	\$2,350	\$2,850	\$1,350	\$1,900	\$2,400	\$2,900
Retail Vendor – Commercial	\$1,050	\$1,550	\$2,050	\$2,550	\$1,100	\$1,600	\$2,100	\$2,600
Retail Vendor – Artisan	\$800	\$1,150	\$1,500	\$1,850	\$850	\$1,200	\$1,550	\$1,900
Community Groups & Organizations	\$175	\$275	\$375	\$475	\$200	\$300	\$400	\$500

Mayor's Cup Hockey Tournament	Term	2021 Fee	2022 Proposed Fee
SportsFest Tournament Entry Fee	Per Team	\$714.00	\$750.00

APPENDIX K: Schedule K - Event Services

Cruise Tickets* *Cruise ticket fees include HST	Age	2021 Fee	2022 Proposed Fee
Cruise Through the Locks	0 - 12 years	\$115.00	\$120.00
Cruise Through the Locks	13 - 59 years	\$120.00	\$125.00
Cruise Through the Locks	60+ years	\$115.00	\$120.00
Fireworks/Dinner Cruise	0 - 12 years	\$95.00	\$100.00
Fireworks/Dinner Cruise	13 - 59 years	\$100.00	\$105.00
Fireworks/Dinner Cruise	60+ years	\$95.00	\$100.00
Dinner Cruise	0 - 12 years	\$75.00	\$80.00
Dinner Cruise	13 - 59 years	\$80.00	\$85.00
Dinner Cruise	60+ years	\$75.00	\$80.00
Morning/Afternoon/Evening Cruise	0 - 12 years	\$25.00	\$30.00
Morning/Afternoon/Evening Cruise	13 - 59 years	\$30.00	\$35.00
Morning/Afternoon/Evening Cruise	60+ years	\$25.00	\$30.00
Morning Special Family Package (2 Adults, 2 Children)	n/a	\$75.00	\$80.00

APPENDIX L: Schedule L - 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	2021 Fee	2022 Proposed Fee
Tax Registration (per address)	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services
Tax Sale (per address)	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services
Extension Agreement Prepare Extension Agreement and present to Council for consideration	\$255.00	\$275.00
Other direct incidental costs: Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee).		

APPENDIX M: Schedule M - Corporate Services

Service	2021 Fee	2022 Proposed Fee
Tax Arrears Certificate (includes water arrears)	\$40.00	\$50.00
Paper Copy - Tax Inquiry / Water Inquiry Returned	\$7.00	\$7.00
Cheque Charge	\$25.00	\$25.00
New Account Fee - Ownership Change (NEW)		\$40.00
New Account Fee - New Roll Creation (NEW)		\$40.00
Transfers to Tax for Over Due Accounts (NEW)		\$25.00
Marriage License	\$125.00	\$125.00
Commissioner for Taking Affidavits (including HST)*	\$15.00	\$15.00
Death Registrations	\$20.00	\$20.00
Photocopying (per page)	\$0.25	\$0.25
Certified Copy of Document	\$15.00	\$15.00
Lease Agreements - Application	\$300.00	\$300.00
Lease Agreements - Annual Minimum	\$100.00	\$100.00

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

APPENDIX N: Schedule N - Port Colborne Historical and Marine Museum

Museum	Term	2021 Fee	2022 Proposed Fee
Research Fees: (The following applies to research conducted by Museum staff for others.)			
Commercial Use	Per hour	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation
Retrieval Fees:			
Artifact/ Photograph - (Appointment Required)	Per item	\$20.00	\$20.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed			
Commercial Use	Per image	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00
Publication (print, digital)	Per image	\$100.00	\$100.00
Photocopies:			
*Copyright Restrictions Apply			
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$2.00
(Retrieval fees may apply)			
Tours:			
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
Admission Fees:			
Museum & Village		Donation Box	Donation Box
Canal Days		Sponsored	Sponsored
Christmas Festival		By Donation	By Donation

APPENDIX N: Schedule N - Port Colborne Historical and Marine Museum

Museum	Term	2021 Fee	2022 Proposed Fee
Membership Fees:			
Students/Seniors (60+)		\$5.00	\$5.00
Individual		\$8.00	\$8.00
Family		\$10.00	\$10.00
Life Patron		\$100.00	\$100.00
Sustaining (Corporate)		By Donation	By Donation

APPENDIX O: Schedule O - L.R. Wilson Heritage Research Archives

Archives	Term	2021 Fee	2022 Proposed Fee
Research Fees: (The following applies to research conducted by Museum staff for others.)			
Commercial Use	Per hour	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation
Retrieval Fees:			
Artifact/ Photograph - (Appointment Required)	Per item	\$20.00	\$20.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed			
Commercial Use	Per image	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00
Publication (print, digital)	Per image	\$100.00	\$100.00
Photocopies:			
*Copyright Restrictions Apply			
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$2.00
(Retrieval fees may apply)			
Rental Fees for MacDonald Conference Hall:			
Daily Rental up to 8 hours (Requires signed contract)	Daily	\$120.00	\$120.00
Use of the following within MacDonald Conference Hall:			
Overhead Projector and Screen		\$5.00	\$10.00
Digital Projector and Screen		\$10.00	\$10.00

APPENDIX P: Schedule P - By-Law Enforcement

Miscellaneous Fees		
Schedule of Fees	2021 Fee	2022 Proposed Fee
Fence By-Law		
Fence Variance (non-refundable)	\$468.00	\$487.00
Fence By-Law Order to Comply – application fee	\$212.00	\$220.00
Removal of Snow and Ice By-Law		
Snow clearing - per meter	\$11.00	\$11.00
Snow and Ice Removal By-Law Order to Comply –	\$212.00	\$220.00
Regulate Noise By-Law		
Noise Variance – Private function taking place on private property	\$156.00	\$162.00
Noise Variance – Private function taking place on City	\$104.00	\$108.00
On Street Parking Permits		
Initial Fee (per vehicle)	\$27.00	\$29.00
Replacement Fee (per vehicle)	\$42.00	\$44.00
Fail to display permit prominently	\$27.00	\$29.00
Park without permit	\$52.00	\$54.00
Encroachment Agreements		
Application	\$357.00	\$371.00
Annual	\$102.00	\$106.00

Maintenance of Property and Land(Lot Maintenance By-law)		
Schedule of Fees	2021 Fee	2022 Proposed Fee
Re-inspection fee*	\$99.00	\$103.00
Minimum maintenance fee	\$177.00	\$185.00
Administration fee	Add 15%	Add 15%
Mailing fee	\$27.00	\$29.00
*Re-inspection fee is payable where violation still exists.		

APPENDIX P: Schedule P - By-Law Enforcement

Cutting Grasses and Weeds(Lot Maintenance By-law)		
Lot Size	2021 Fee	2022 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	2021 Fee	2022 Proposed Fee
Awning	Each		\$52.00	\$54.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$16.00	\$16.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$32.00	\$34.00
Billboard	Maximum 50 square meters	Per square meter	\$6.00	\$6.00
Facia	Maximum 15 square meters	Per square meter	\$6.00	\$6.00
Ground	Maximum 10 square meters		\$52.00	\$54.00
Mall		Per square meter	\$6.00	\$6.00
Pole / Pylon	Maximum 20 square meters	Per square meter	\$6.00	\$6.00
Portable	Maximum 9 square meters	Per 15 days	\$16.00	\$16.00
Projecting	Maximum 10 square meters		\$52.00	\$54.00
Roof	Maximum 50 square meters	Per square meter	\$6.00	\$6.00

Sign Variance By-law		
Type	2021 Fee	2022 Proposed Fee
Sign Variance (non-refundable)	\$728.00	\$758.00
Order to Comply – administration fee	\$212.00	\$220.00

APPENDIX P: Schedule P - By-Law Enforcement

Respecting the Keeping of Animals (Exotic Animals By-law)		
Schedule of Fees	2021 Fee	2022 Proposed Fee
For the first animal of each species	\$21.00	\$21.00
For the second and third animal of each species	\$3.00	\$3.00
For each species the aggregate of which exceed three in	\$2.00	\$2.00
Maximum Licensing fee*	\$5,202.00	\$5,412.00
*regardless of the number of animals, animal species or sub-species held in a single location		

APPENDIX Q: Schedule Q - Cemeteries of the City of Port Colborne

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

APPENDIX Q: Schedule Q - Cemeteries of the City of Port Colborne

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

*Regulated by Bereavement Authority of Ontario

APPENDIX R: Schedule R - Planning and Development

Application	2021 Fee	2022 Proposed Fee
Official Plan		
Official Plan Amendment	\$4,578.00	\$4,763.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$728.00	\$758.00
Zoning By-Law		
Zoning By-Law Amendment	\$4,058.00	\$4,222.00
Adjournment of a Zoning By-Law (at owner's request)	\$728.00	\$758.00
Removal of a Holding Symbol	\$1,040.00	\$1,082.00
Temporary Use By-Law	\$4,058.00	\$4,222.00
Preparation of a Temporary Use Agreement	\$1,873.00	\$1,948.00
Extension of a Temporary Use	\$1,561.00	\$1,624.00
Plan of Subdivision		
Draft Plan Approval of Subdivision	\$6,763.00	\$7,036.00
Redline Revisions/Change of Conditions to Draft Plan	\$2,081.00	\$2,165.00
Extension to Draft Plan Approval	\$1,561.00	\$1,624.00
Final Plan Approval	\$1,561.00	\$1,624.00
Amendment to Subdivision Agreement	\$2,081.00	\$2,165.00
Part Lot Control	\$1,040.00	\$1,082.00
Deeming By-Law	\$416.00	\$432.00
Discharge of a Subdivision Agreement	\$1,040.00	\$1,082.00
Validation Order	N/A	N/A
Plan of Condominium		
Draft Plan Approval of Condominium	\$6,763.00	\$7,036.00
Redline Revisions/Change of Conditions to Draft Plan	\$2,081.00	\$2,165.00
Extension to Draft Plan Approval	\$1,561.00	\$1,624.00
Final Plan Approval	\$1,561.00	\$1,624.00
Condominium Conversion	\$6,763.00	\$7,036.00
Amendment to Condominium Agreement	\$2,081.00	\$2,165.00
Discharge of a Condominium Agreement	\$1,040.00	\$1,082.00
Condominium Exemption Request	\$1,500.00	\$1,561.00

APPENDIX R: Schedule R - Planning and Development

Application	2021 Fee	2022 Proposed Fee
Site Plan Control		
Site Plan Control Approval	\$3,537.00	\$3,680.00
Amendment to Site Plan Agreement	\$1,561.00	\$1,624.00
Discharging of a Site Plan Agreement	\$1,040.00	\$1,082.00
Committee of Adjustment		
Minor Variance/Expansion of Non-Conforming Use	\$1,196.00	\$1,244.00
Minor Variance (Building without a Permit)	\$1,561.00	\$1,624.00
Consent (new lot)	\$1,665.00	\$1,732.00
Easement	\$1,144.00	\$1,190.00
Lot Addition/Boundary Adjustment	\$1,144.00	\$1,190.00
Adjournment of a Consent or Variance (at applicant's request)	\$520.00	\$541.00
Changes to Consent Conditions	\$520.00	\$541.00
Final Certification Fee	\$208.00	\$216.00
Validation of Title	\$936.00	\$974.00
Miscellaneous		
Quarry/Pit Establishment or Expansion	\$62,424.00	\$64,945.00
Telecommunication Facilities Consultation Process	\$1,561.00	\$1,624.00
Compliance Letter	\$130.00	\$136.00
Compliance Letter Express (within 3 days)	\$187.00	\$195.00
Development Agreement	\$2,497.00	\$2,598.00
Discharging of a Development Agreement	\$936.00	\$974.00
Front Ending Agreement	\$1,561.00	\$1,624.00
OMB Subpoena - first day	\$624.00	\$649.00
OMB Subpoena - thereafter	\$416.00	\$432.00
Pre-consultation Report (when requested)	N/A	N/A

APPENDIX R: Schedule R - Planning and Development

Application	2021 Fee	2022 Proposed Fee
Combined Applications		
Official Plan & Zoning By-Law Amendments	\$7,803.00	\$8,118.00
Official Plan, Zoning by-Law Amendments & Draft Plan of Subdivision/Condo	\$13,005.00	\$13,530.00
Zoning By-Law Amendment & Draft Plan of Subdivision/Condo	\$8,843.00	\$9,200.00
Official Plan & Zoning By-Law Amendment & Site Plan Control	\$9,884.00	\$10,284.00
Zoning By-Law Amendment & Site Plan Control	\$5,722.00	\$5,953.00
Consent & Minor Variance	\$2,185.00	\$2,274.00
Consent & Development Agreement	\$3,641.00	\$3,788.00
Consent/Lot Addition & Zoning By-Law Amendment	\$4,682.00	\$4,872.00
Minor Variance & Development Agreement	\$3,121.00	\$3,247.00

Submission Deadlines and Accelerated Applications

Please be advised that the Planning Act requires Notice of Public Hearing be given no later than 20 days before a scheduled public meeting for a Zoning By-law Amendment and Official Plan Amendment, 14 days for a Plan of Subdivision and Consent Application, and 10 days for a Minor Variance application. In order to allow sufficient review time of an application, all applications should be submitted at least 14 days before the last day for giving Notice of Public Hearing under the Planning Act.

While it is an objective of the Planning and Development Division to process applications in an expeditious manner within the time frame established in the Planning Act, an applicant may wish to consider an accelerated application in the event processing is needed immediately and City resources and/or notice requirements are limited. Fees for an accelerated application will be assessed based on overtime incurred by staff to process the application at the rates listed below:

Staff Rates:

Director of Planning and Development	\$220/hour
Planner	\$150/hour
Planning Technician I Clerical	\$100/ hour

Applicants should note that no application shall take priority over other applications being processed solely on the basis of the applicant having paid an accelerated fee.

APPENDIX R: Schedule R - Planning and Development

Application	2021 Fee	2022 Proposed Fee
-------------	----------	-------------------

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.

A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the OldeHumberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan and EastWaterfront Community Improvement Plan.

The Regional Municipality of Niagara shall be exempt from this Fee Schedule.

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

Schedule of Fees	Unit	2021 Fee	2022 Proposed Fee
Issuance of Certificate of Compliance			
1-5 Dwelling Units	Per Dwelling Unit	\$52.00	\$54.00
More than 5, but not exceeding 25 Dwelling Units	Per certificate	\$260.00	\$270.00
<i>PLUS</i>	Per Dwelling Unit	\$11.00	\$11.00
More than 25 Dwelling Units	Per certificate	\$416.00	\$432.00
<i>PLUS</i>	Per Dwelling Unit	\$11.00	\$11.00
Other		\$79.00	\$83.00
Vacant Property		\$104.00	\$108.00
Inspection Fees			
Registering Order on Title	Per Title	\$52.00	\$54.00
Compliance Inspection & Removing Order <i>(Inspection Fee, Removal and Response to Lawyer)</i>	Per Order	\$104.00	\$108.00
Additional Inspection for Compliance	Each	\$32.00	\$34.00
Appeal Fees			
Apply for an Appeal (non-refundable)	Per Appeal	\$260.00	\$270.00
Other Fees			
Order to Comply		\$212.00	\$220.00

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

Construction			
New Building Construction and Additions^{6,8}		2021 Fee	2022 Proposed Fee
Minimum Fee for all Building Permits ⁹		\$120.00	\$125.00
Major Occupancy⁷	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Group A – Assembly Occupancies <i>Examples: School, church, restaurant, daycare, hall, transit, recreation</i>	Per square foot	\$1.63	\$1.66
Group B – Institutional Occupancies <i>Examples: Hospital, retention facility, nursing home, other</i>	Per square foot	\$1.84	\$1.87
Group C – Residential Occupancies <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	\$1.31	\$1.33
Group D – Business/Personal Services Occupancies <i>Examples: Office, bank, medical, police station, other</i>	Per square foot	\$1.31	\$1.33
Group E – Mercantile Occupancies <i>Examples: Store, shopping mall/plaza, shop, market, retail, other</i>	Per square foot	\$1.31	\$1.33
Group F – Industrial Occupancies <i>Examples:</i> <i>Industrial mall/plaza/garage, plant, factory, warehouse, other</i> <i>Industrial buildings with no partitions, no plumbing and no mechanical</i>	Per square foot Per square foot	\$1.02 \$0.76	\$1.04 \$0.78

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

New Building Construction and Additions ^{6,8 (continued)}	Permit Fee Details ¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Special Categories/Occupancies			
Farm building, greenhouse	Per square foot	\$0.30	\$0.30
Park Model Trailer		\$200.00	\$200.00
Tent, temporary fabric structure	Each	\$200.00	\$200.00
Renewable Energy Projects		See note 12	See note 12
Houses and Accessory to Houses: ¹⁴			
Garage, carport	Per square foot	\$0.71	\$0.73
Covered deck/porch	Per square foot	\$0.46	\$0.47
Uncovered deck/porch	Per square foot	\$0.46	\$0.47
Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers)	Per square foot	\$0.71	\$0.73
Shed/accessory building	Per square foot	\$0.71	\$0.73
Alterations			
Unfinished basement (new or replaced foundation)	Per square foot	\$0.28	\$0.28
Under pinning foundation		See note 12	See note 12
Roof structure	Per square foot	\$0.15	\$0.16
Fireplace, woodstove, chimney		\$122.40	\$124.85
Interior Alterations:			
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.61	\$0.62
Finishing basement	Per square foot	\$0.61	\$0.62
Other minor alteration		See note 12	See note 12
Partial Permit/Staged Construction ¹¹		2021 Fee	2022 Proposed Fee
All partial permits subject to a surcharge applied to the stage permit value		50%	50%
Foundation Stage ¹¹			
Complete to grade including or excluding underground services within building		15%	15%
Building Shell Stage ¹¹			
Completed structural shell stage		40%	40%
Completed architectural shell stage		80%	80%
Building Completion Stage ¹¹			
Includes completed building stage		100%	100%

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

Plumbing Only	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage	Each	\$9.09	\$9.28
All buried piping including building drain and sewer; building storm drain and	Per linear loot	\$1.22	\$1.25
Water distribution pipe inside a building	Each	\$122.40	\$124.85
Residential¹⁴			
Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	\$200.00	\$200.00
Mechanical HVAC Only	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Group A, B, C (except houses), D E	Per square foot	\$0.10	\$0.10
Houses		\$122.40	\$124.85
Group F	Per square foot	\$0.10	\$0.10
Commercial type Kitchen Exhaust		See note 12	See note 12
Pool		2021 Fee	2022 Proposed Fee
Public pool		\$337.62	\$344.37
Private pool		\$142.80	\$145.66
Designated Structure		2021 Fee	2022 Proposed Fee
As defined in the Ontario Building Code		See note 12	See note 12
Demolition	Permit Fee Details¹⁻¹⁶	2021 Fee	2022 Proposed Fee
Houses ¹⁴ and buildings less than 3,000 square feet (gross area)	Each	\$153.00	\$156.06
Other demolitions	Per square foot	\$0.10	\$0.10
Conditional¹⁵		2021 Fee	2022 Proposed Fee
Surcharge		50%	50%

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

Change of Use		2021 Fee	2022 Proposed Fee
Permit for the change of use of a building or part thereof		\$120.00	\$120.00

Occupancy		2021 Fee	2022 Proposed Fee
Permit to allow occupancy			
Houses, semi-detached dwellings, townhouses	Each	\$120.00	\$125.00
Other buildings	Each	\$120.00	\$125.00
Permit to allow partial occupancy			
For area of building to be occupied	Per square foot gross floor space to be occupied	\$0.07	\$0.07
Review of proposed application	Per hour	\$100.00	\$100.00

Transfer		2021 Fee	2022 Proposed Fee
Transfer of permit to a new owner		\$120.00	\$120.00

Deposits Required for Permits		2021 Fee	2022 Proposed Fee
New Main Buildings	Houses	\$1,050.00	\$1,050.00
	Other than Houses	\$525.00	\$525.00
Additions, Accessory	Houses	\$525.00	\$525.00
	Other than Houses	\$525.00	\$525.00
Alterations	Houses	\$525.00	\$525.00
	Other than Houses	\$525.00	\$525.00
Demolitions	Main Building	\$2,100.00	\$2,100.00
	Accessory, Partial	\$525.00	\$525.00
Pools	In ground and On-	\$525.00	\$525.00
Other		\$525.00	\$525.00
New Main Buildings, Additions and Renovations		\$1,050.00	\$1,050.00
Lot Grading Deposit	All categories of	\$2,100.00	\$2,100.00

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

Notes for Deposits:

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

Additional Fees and Charges	2021 Fee	2022 Proposed Fee
Discharge of an Order from property title	\$788.00	\$788.00
Submitting an application for Permit		
Minimum non-refundable fee for submitting all permit applications. This fee is discounted against the final Permit fee.	\$120.00	\$120.00
Work Without Permit - Percentage increase in applicable fees from this schedule will apply where commencement of construction or demolition has occurred prior to the issuance of the required permit. Refer to Section 4.4 of The Building By-law.	100%	100%
<i>Alternative Solution</i> application (per hour, minimum 4 hours)	\$100.00	\$100.00

Refund of Permit Fees	2021 Fee	2022 Proposed Fee
Permit Issued. Administration functions only have been performed. No field inspections have been	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$50.00	\$50.00

Notes for Refunds:

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

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

General Notes:

- 1.** Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
- 2.** Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
- 3.** Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
- 4.** \$120.00 paid at time of application plus \$50.00 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 \$120.00
- 10.** Revision or amendment to an open permit is a minimum \$50.00 fee plus \$50.00 per hour of administration time.
- 11.** For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the required total fee for that stage.
- 12.** If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$14.00 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.



**FACILITY USER GROUP INSURANCE PROGRAM
SUMMARY OF INSURANCE COVERAGE (6400100)**

Insured: Policy No.: Insurance Company:	City of Port Colborne "User Groups" (as on file) GAME02997-003 GameDay Insurance Inc. Underwritten by Aviva Insurance Company of Canada
The Insurance coverage under this Master Policy is valid only to those users and/or renters who have PURCHASED and PAID for coverage under this program and only for those dates reported in their Rental Agreement on file with the City of Port Colborne	

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy; and as more fully described in said policy and any endorsements attached thereto.

COVERAGE	LIMITS OF LIABILITY
Commercial General Liability-Per Occurrence	\$2,000,000
Participant Liability	\$2,000,000
Tenants' Legal Liability-Any one premises	\$2,000,000
Medical Expense-Non participant third party	\$10,000
Aggregate Limit-Products & Completed Operations Hazard	\$2,000,000
Bodily Injury/Property Damage & Legal Expense Deductible	\$500 / \$500
**Host Liquor Liability Coverage Included when Liquor Liability Premium has been paid. **	

Insured's include your employees, volunteers, executives, managers, coaches, trainers and participants while acting within the scope of their duties on your behalf.

Note: A sub-contractor, vendor or exhibitor is **not** considered an employee and therefore not covered under your policy.

Additional Insured: City of Port Colborne are added as an additional insured but only with respect to liability arising out of the operations performed by the City of Port Colborne "User Groups" (as per list on file).

ENDORSEMENT

Incidental Medical Malpractice Liability, Additional Insured, Additional Insured-Blanket Basis, Employers Liability Extension, Abuse Exclusion, Contagious Disease Exclusion, Cyber-Liability Exclusion, Electric Data Exclusion Amendment, Excluded Activities.

Excluded Activities: - Alpine Skiing, Bouncy Castles, Boxing, BUBBLE SOCCER, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Dunk tanks, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse (unless non-contact pickup), Minor Hockey (18 & under) (unless non-contact pickup), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

IMPORTANT NOTES

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. The typical types of claims filed against you include spectator slip/trip/fall injuries and injuries to sports participants. **The Liability Policy DOES NOT provide Benefits for Medical Expenses incurred as a result of an injury sustained by an insured member, while participating in a sanctioned insured activity.** The Liability Policy **PROTECTS YOU IN THE EVENT OF A LAWSUIT** against claims of bodily injury or property damage. Insurance coverage **ONLY** applies to the activity and dates disclosed on the permit application

This is only a summary of the insurance provided under the Policy and constitutes a statement of the facts as of the date of issuance. These facts are so represented only to the addressee. This document does not list all policy wordings, limitations, exclusions and warranties that form part of the policy. The actual wording of the policy governs in all situations.



STANDARD FACILITY USER GROUP RATES (6400000)

MEETINGS/WORKSHOPS

(Without alcohol – if alcohol refer to event rates)

- Arts, crafts, bridge, religious services, speakers, workshops/classroom instruction i.e. Computers and language (refer other types)

EVENTS

(With or without alcohol)

- Anniversaries, art shows and exhibits, auctions, banquet, bazaars, adult birthday parties, dance parties, dinners, exhibits, family celebrations to include; christenings, showers, stags, weddings, etc., fashion shows, festival/concert, garage sale for local neighbourhood ONLY at municipal facility, graduation, photo shoots, picnics, theatre performances, music and dance recitals/ performances, retirement, dance and talent shows, reunions
- Note: For events such as festivals where there is an organizer and vendors, the user group coverage provides coverage for the organizer. As the vendors are separate legal entities they require their own coverage

SPORT ACTIVITIES

LOW RISK ACTIVITIES:

- Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Shuffle Board, Table Tennis, Tennis, Tai Chi, Public Skating, Bocce Ball.

MEDIUM RISK ACTIVITIES:

- Baseball, Basketball, Broomball, Cricket, Dodge ball, Field Hockey, Ball/Roller/Floor Hockey, Handball, Racquetball, Soccer, Softball, Slo-pitch, Squash, Swimming with Lifeguard, T-ball, Non-contact Touch/Flag Football, Synchronized Swimming, Fitness Classes, Track & Field, Ultimate Frisbee, Volleyball, Yoga, Figure Skating, Non-Contact Martial Arts, Non-Contact Pick-up Lacrosse, *Non-Contact Minor Pick-up Hockey, Ringette
- Note: The non-contact minor pick-up hockey rate category is meant to accommodate one-offs i.e. parents taking a group of children out for a game of shinny. We do not cover minor hockey league games or practices

EXCLUDED ACTIVITIES:

- Alpine Skiing, Bouncy Castles, Boxing, BUBBLE SOCCER, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Dunk tanks, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse (unless non-contact pickup), Minor Hockey (18 & under) (unless non-contact pickup), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

Refer to Erion Insurance Group for all other sports.



Broker: Erion Insurance Group
 177 Niagara Blvd.
 Fort Erie, ON L2A3G7

FACILITY USER GROUP RATING SCHEDULE

\$2,000,000 COMMERCIAL GENERAL LIABILITY/PER OCCURRENCE
DEDUCTIBLE: \$500

Type of Event	# of Participants	Premium		
		Low	Medium	High
Hourly Rate for Sports-occasional use Maximum Coverage - up to 1 Day *Excludes Adult Non-Contact Hockey, see Adult Non-Contact Hockey rates listed below	1-50	\$ 0.76	\$ 1.51	Refer
	51-100	\$ 1.51	\$ 3.02	Refer
	101-250	\$ 2.27	\$ 6.05	Refer
One Day Sporting Events/Tournaments	1-50	\$ 27.00	\$ 54.00	Refer
	51-100	\$ 37.80	\$ 81.00	Refer
	101-250	\$ 54.00	\$108.00	Refer
Two or Three day Sporting Events/Tournaments	1-50	\$ 54.00	\$ 81.00	Refer
	51-100	\$ 75.60	\$108.00	Refer
	101-250	\$ 91.80	\$135.00	Refer
Events/Tournaments over 250 participants or more than three days	Refer for a Quote			
All Season Sporting Activities - Flat Rate Maximum Coverage - up to one year	1-50	\$ 81.00	\$108.00	Refer
	51-100	\$108.00	\$135.00	Refer
	101-250	\$135.00	\$162.00	Refer
	over 250	Refer	Refer	Refer
Occasional Pool Use Only-Hourly Rate (if applicable)	Recreational Pool Activities	\$5.40 / hour		
Adult Non-Contact Hockey				
Hourly Rate/occasional use	Pickup Hockey Per Team	\$5.40 / hour		
Seasonal Rate/seasonal use Maximum Coverage - up to one year	Pickup Hockey Max. 30 players	\$135.00 <u>per group</u> per season		
	League Hockey	\$243.00 <u>per team</u> per season		
Tournaments	Up to 8 teams \$270.00 9-16 teams \$405.00 Refer larger tournaments			
Beer Gardens Separate Coverage for Host Liquor Liability * Rate is in addition to Sport Tournament Rate	Beer Gardens			
	1-100	\$108/day		
	101-250	\$162/day		
	251-500	\$216/day		
	over 500	refer		

*All non-Canadian User Groups must be referred to Erion Insurance Group *

ALL PREMIUMS INCLUDE 8% Tax



Type of Event	# Participants	Premium	
Meetings - Flat rate	1 - 250 251 - 500	\$2.70 per meeting - max 1 day \$5.40 per meeting - max 1 day	
Events - Flat Rate	1- 100 101-250 251-500 501-1000 over 1000	No Alcohol	With Alcohol Including Beer Garden
		\$ 54.00	\$135.00
		\$108.00	\$243.00
		\$162.00	\$297.00
		\$270.00	Refer
Special Events - Flat Rate Applicable to the following events only Family Showers, Family Christenings, Family Dinners, Retirements, Picnics	1-100	No Alcohol	With Alcohol
		\$27.00	\$54.00
2-3 Day Meetings/Events		Twice Daily Rate	
4-5 Day Meetings/Events		Triple Daily Rate	
Annual Monthly Meetings - weekly or monthly		Five Times Meeting Rate	
Children's Birthday Parties Birthday Party/Meeting Room Birthday Party/Meeting Room/Sports (includes gym/pool/arena use)	UNLIMITED	\$2.16/hour \$4.32/hour	
Camp Programs - Including Multi-Sport Coverage applicable Per Camp Session (Maximum 2 weeks)	Up to 100 Over 101	\$108.00/flat rate \$2.16/per participant	

The Corporation of the City of Port Colborne

By-law No. 6949/95/21

Being a by-law to establish fees and charges for various services and to repeal by-law 6741/105/19

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 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

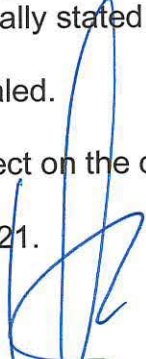
Whereas the *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides a municipality may pass by-laws imposing tariffs, fees and charges; and

Whereas at its meeting of November 8, 2021 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Department Report No. 2021-277, Subject: 2022 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 Schedule "A" attached hereto and forming part of this by-law, be enacted.
2. Unless otherwise identified, that staff be delegated authority to set the price for goods purchased for resale, provided that the price is higher than the cost to purchase the goods.
3. That staff be delegated authority to waive any fee up to \$2,000 on compassionate grounds or when related to a charity or related fundraiser. This waiver shall be applied only once per event.
4. That 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.
5. 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.
6. That By-law No. 6741/105/19 is hereby repealed.
7. That this by-law come into force and take effect on the day of passing.

Enacted and passed this 8th day of November, 2021.



William C. Steele
Mayor



Amber LaPointe
City Clerk