



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Tom Kitsos, Director Financial Services & Chief Financial Officer

Date to Council: December 12, 2023

Report Number: FS-2023-12

Subject: Administrative Fees and Charges 2024

Recommendations

It is recommended:

That By-law No. 2023-115, being a by-law prescribing a tariff of administrative fees and charges for 2024, **be approved.**

And that By-law No. 2023-119, being a by-law to amend Schedule 3 "Permit Fee Rates" of By-law 2023-37, the Tecumseh Building By-law, **be approved.**

Background

Council has annually approved a by-law for Administrative Fees and Charges to be charged by departments for various municipal goods, programs and services.

As part of the 2006 budget process, Council approved increasing fees and charges annually reflective of the previous year's Consumer Price Index (CPI) increase.

Comments

As per Council's direction, fees and charges are raised annually to reflect the increase in CPI over the course of the year. The CPI increase for September 2023 over

September 2022 is 3.8% (2022 over 2021 was 7%) based on the Ontario All Items Index.

Administration reviewed circumstances where an increase or other adjustment not equal to CPI might be considered including where:

- Fees have not changed for a number of years
- The current fee does not cover all municipal costs
- A new fee for service would be appropriate, and
- Fees are not competitive with other service providers.

Fees covered by specific legislation, such as water and wastewater, are dealt with separately. The one exception is By-law 2023-37, which is the Building By-law. Adjustments to rates within the Building By-law are included in this report for consideration of proposed Permit Fee adjustments along with the other proposed annual adjustments of the Administrative Fees and Charges for 2024.

A complete list of Administrative rates comparing 2024 proposed and 2023 actual rates is attached as Schedules “A” to “H” of proposed By-law 2023-115 (see Attachments 1 to 8). A complete list of Building Permit Fee rates comparing 2024 proposed and 2023 actual rates is included as Schedule “3” of Building By-law 2023-37, proposed to be amended by By-law 2023-119 (see Attachment 9).

Highlighted Changes

Specific changes to the Fees and Charges Schedules are highlighted below, including:

- A. Rate changes not equal to the general CPI rate increase, because of one of the following:
 - a. Pricing methodology, i.e., round-dollar increments either before or after applicable taxes to facilitate marketing or cash handling respectively
 - b. Actual service/product costs
 - c. Matching competitor rates
 - d. Rates had not changed for several years
- B. New Fees and Charges

Schedule A: General Administration

- A. Rate changes not equal to the general CPI rate increase

Increase greater than or less than CPI to reflect market/competitor rate:

- Building compliance reports
- Town paraphernalia
- NSF charges
- Tax account hard copies

B. New Fees and Charges

New fees added, consistent with common municipal practice:

- Tax Certificate – rush order
- Tax Notice
- Signing of document by Commissioner of Oaths (pension papers exempt)
- Signing of Document by Notary Public
- Review of Liquor Licence Application
- Request for Noise By-law Exemption

Schedule C: Police Services

A. Rate changes not equal to the general CPI rate increase

Rate changes reflect rates approved by Province

Schedule D: Development Services

A. Rate changes not equal to the general CPI rate increase

Increase significantly greater than CPI for most rates to reflect market/competitor rates

Schedule F: Community and Recreation Services

A. Rate changes not equal to the general CPI rate increase

Increase greater than or less than CPI to reflect market/competitor rate:

- Various community room/building/equipment rental rates
- Commemorative Park Bench with Concrete Pad

- Tennis/Pickleball court keys
- Select Special Event fees including Greenspace parking, fencing
- Sport User Group per Registrant fee
- Adjustments both increasing and decreasing most Pool related fees

B. New Fees and Charges

New fees added consistent with common municipal practice:

- Commemorative Tree renewal
- Small Community Special Event

Schedule G: Water Division

A. Rate change not equal to the general CPI rate increase

Most rates held static at 2023 rates

Increase greater than or less than CPI to reflect market/competitor rate:

- Water meters

Schedule H: Tecumseh Transit

A. Rate change not equal to the general CPI rate increase

All rates held static at 2023 rates

Consultations

All Departments

Financial Implications

The net revenue impact from recommended changes in Administrative Fees and Charges and Permit Fees was considered during the 2024 budget development process.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Development Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Schedule A of By-law 2023-115: General Administration
2	Schedule B of By-law 2023-115: Community Safety
3	Schedule C of By-law 2023-115: Police Service
4	Schedule D of By-law 2023-115: Development Services
5	Schedule E of By-law 2023-115: Public Works
6	Schedule F of By-law 2023-115: Community and Recreation Services
7	Schedule G of By-law 2023-115: Water Division
8	Schedule H of By-law 2023-115: Tecumseh Transit
9	Schedule 3 of By-law 2023-37, as amended by By-law 2023-119: Permit Fee Rates, Building Services

Schedule A - General Administration
 By-Law 2023-115

Type of Fee	2024 Fees	2023 Fees	HST
Archival Research - per hour or part thereof with a minimum fee of one hour plus cost of photocopying or plotting	\$ 44.47	\$ 44.47	Y
Photocopies (per page)			
a) 11inch X 17 inch	\$ 0.74	\$ 0.74	Y
b) 11inch X 17 inch (Colour)	\$ 2.95	\$ 2.95	Y
c) 8-1/2 inch x 11 inch	\$ 0.20	\$ 0.20	Y
d) 8-1/2 inch x 11 inch (Colour)	\$ 1.48	\$ 1.48	Y
e) 8-1/2 inch x 14 inch	\$ 0.68	\$ 0.68	Y
f) 8-1/2 inch x 14 inch (Colour)	\$ 1.97	\$ 1.97	Y
g) Bound publications	\$ 9.83	\$ 9.83	Y
Maps, plans on plotter - per square foot	\$ 3.93	\$ 3.93	Y
Maps, plans on plotter - per square foot (Colour)	\$ 6.88	\$ 6.88	Y
Large Format Scanning - per square foot	\$ 4.67	\$ 4.67	Y
Geo-referenced data (reference Policy #43)			
a) Each Segment (layer)	20% of cost	20% of cost	Y
b) Per parcel/entity	\$ 0.22	\$ 0.22	Y
c) Data production service fee	\$ 61.59	\$ 61.59	Y
Digital data on CD/DVD	\$ 61.59	\$ 61.59	Y
Compliance Reports			
a) Building	\$ 100.00	\$ 90.00	N
b) Fire	\$ 78.00	\$ 75.00	N
c) Public Works	\$ 78.00	\$ 75.00	N
d) Tax Certificates	\$ 83.00	\$ 80.00	N
e) Tax Certificates - rush - 3 business days	\$ 166.00	\$ -	N
Municipal Paraphernalia			
a) Town pins - each	\$ 0.44	\$ 0.44	Y
b) Town golf shirts - each	\$ 22.79	\$ 22.79	Y
c) Baseball Caps	\$ 9.29	\$ 9.29	Y
d) Town of Tecumseh flags	\$ 46.61	\$ 33.76	Y
e) Canadian flags	\$ 36.54	\$ 35.40	Y
f) Ontario flags	\$ 47.89	\$ 55.75	Y
Return Cheque	\$ 35.00	\$ 30.00	N
Burial permit	\$ 30.00	\$ 30.00	N
Marriage License	\$ 135.00	\$ 135.00	N
Mobile Food Vender	\$ 350.00	\$ 350.00	N
Temporary Outdoor Patio	\$ 250.00	\$ 250.00	N
Fireworks Application	\$ 50.00	\$ 50.00	N
Alley Closing - Title Search	\$ 40.00	\$ 40.00	N
Alley Closing - Application Fee	\$ 200.00	\$ 200.00	N
Tax Account Hardcopy	\$ 15.00	\$ 10.00	N
Tax Notice-Duplicate	\$ 15.00	\$ -	N
Tax Registration administration fee (plus costs)	\$ 335.00	\$ 320.00	N
Refund or Misdirected Payment Fee	\$ 25.00	\$ 25.00	N
Other charges against the Tax Roll-Water, AR, POA, WSIB etc.	\$ 25.00	\$ 25.00	N
Signing of Document by Commissioner of Oaths (pension papers exempt)	\$ 15.00	\$ -	N
Signing of Document by Notary Public	\$ 40.00	\$ -	N
Review of Liquor Licence Application	\$ 50.00	\$ -	N
Request for Noise By-Law Exemption	\$ 50.00	\$ -	N
By-Law Enforcement Administration Fee			
Corrective work performed under any Town of Tecumseh By-law	\$ 145.60	\$ 140.00	N

**Schedule B - Community Safety
 By-Law No. 2023-115**

Type of Fee	2024 Fees	2023 Fees	HST
Property Inspection by request; Determination of occupancy); Licensing (Li	\$ 208.00	\$ 200.00	Y
Review and inspection of new construction / development applications (collected with certain application fees under Schedule D)	\$ 364.00	\$ 350.00	Y
Code compliance inspection of apartments, boarding and lodging houses made under retrofit, apartments in single family dwelling			
a) Property owner's request	\$ 364.00	\$ 350.00	Y
b) From complaint where violations are found	\$ 520.00	\$ 500.00	Y
Follow-up Inspection where deficiencies remain outstanding	\$ 166.40	\$ 160.00	Y
Fire assistance for private standby beyond normal fire protection at Commercial or Industrial premises, per hour per manned apparatus (minimum 1 hour)	Current MTO rate	Current MTO rate	Y
Fire scene photographs on memory stick (per incident)	\$ 26.00	\$ 25.00	Y
Fire incident report copy, at owner's request (per incident)	\$ 26.00	\$ 25.00	Y
Fire investigation report, at owner's request	\$ 520.00	\$ 500.00	Y
Fire safety plan review	\$ 104.00	\$ 100.00	Y
Risk Safety Management Plan Review Level 1 Propane Facility	\$ 312.00	\$ 100.00	-
Risk Safety Management Plan Review Level 2 Propane Facility	\$ 2,080.00	\$ 2,000.00	Y
Engineering Peer Review of RSMP, in addition to fees above	cost +5%	cost +5%	Y
Room Rental (per day) See NOTE 1	\$ 208.00	\$ 200.00	Y
Training tower rental (per day) See NOTE 1	\$ 416.00	\$ 400.00	Y
Smokehouse rental (per day) See NOTE 1	\$ 416.00	\$ 400.00	Y
Confined space course (per day) See NOTE 1	\$ 208.00	\$ 200.00	Y
False Alarm			
a) Fire Alarm Registration	\$ 32.00	\$ 30.00	Y
b) At Fault False Alarm, per hour per apparatus responding (minimum 1 hour)	Current MTO rate	Current MTO rate	N

NOTE 1: Fee does not apply to Mutual Aid partner agencies

Schedule C - Police Services
By-Law No. 2023-115

Type of Fee	2024 Fees	2023 Fees	HST
Criminal Record, Police Record & Vulnerable Sector Check - Employment	\$ 41.00	\$ 41.00	N
Duplicate Copy of Criminal and Police Record Check	\$ 9.74	\$ 9.74	Y
Criminal Record, Police Record & Vulnerable Sector Check - Volunteer	No Charge	No Charge	N/A
Occurrence Confirmation Reports/Incident Reports	\$ 52.21	\$ 52.21	Y
Technical Traffic Collision Report	\$ 1,973.45	\$ 1,678.76	Y
Reconstructionist Report	\$ 3,637.17	\$ 3,109.74	Y

**Schedule D - Development Services
 By-Law 2023-115**

Type of Fee		2024 Fees	2023 Fees	HST
Application for Consent per severed lot See Note 1		\$ 1,400.00	\$ 700.00	N
Change a Conditional Approval		\$ 200.00	\$ 175.00	N
Application for Certificate of Cancellation		\$ 200.00	\$ 200.00	N
Special Meeting Fee		\$ 300.00	\$ 200.00	N
Application Fee Minor Variance		\$ 1,000.00	\$ 700.00	N
Application Fee Official Plan Amendment	Fee	\$ 4,500.00	\$ 2,500.00	N
	Deposit	\$ 500.00	\$ 500.00	-
	Total	\$ 5,000.00	\$ 3,000.00	-
Application Fee Zoning By-law Amendment Regulation	Fee	\$ 4,000.00	\$ 2,500.00	N
	Deposit	\$ 500.00	\$ 500.00	-
	Total	\$ 4,500.00	\$ 3,000.00	-
Application Fee Zoning By-law Amendment Minor See Note 2	Fee	\$ 2,000.00	\$ 1,250.00	N
	Deposit	\$ 250.00	\$ 250.00	-
	Total	\$ 2,250.00	\$ 1,500.00	-
Application Fee Holding Removal By-law		\$ 1,000.00	\$ 875.00	N
Application Fee Temporary Use By-law	Fee	\$ 2,000.00	\$ 1,250.00	N
	Deposit	\$ 250.00	\$ 250.00	-
	Total	\$ 2,250.00	\$ 1,500.00	-
Application Fee Renewal Temporary Use By-law		\$ 1,000.00	\$ 875.00	N
Application Fee Plan of Subdivision/Condominium Review(Pre-County Final Submission)	Fee	\$ 2,000.00	\$ 2,500.00	N
	Deposit	\$ 500.00	\$ 500.00	-
	Total	\$ 2,500.00	\$ 3,000.00	-
Application Fee Part Lot Control By-law		\$ 2,000.00	\$ 875.00	N
Application Fee Development Subdivision Development Agreement	Fee	\$ 6,000.00	\$ 2,500.00	N
	Deposit	\$ 3,500.00	\$ 3,500.00	-
	Total	\$ 9,500.00	\$ 6,000.00	-
Application Fee Subdivsion Development Agreement Amendment	Fee	\$ 2,500.00	\$ 1,250.00	N
	Deposit	\$ 1,000.00	\$ 500.00	-
	Total	\$ 3,500.00	\$ 1,750.00	-

**Schedule D - Development Services
 By-Law 2023-115**

Application Fee Site Plan Control Agreement	Fee	\$ 3,500.00	\$ 2,500.00	N
	Deposit	\$ 500.00	\$ 500.00	-
	Total	\$ 4,000.00	\$ 3,000.00	-
Application Fee Site Plan Control Agreement Amendment and Additions to Existing Building	Fee	\$ 2,000.00	\$ 1,250.00	N
	Deposit	\$ 500.00	\$ 500.00	-
	Total	\$ 2,500.00	\$ 1,750.00	-

Note 1: Where multi-lot development is proceeding by consent, only one application will be required however the \$1,400 fee per required per each new lot proposed to be created.

Note 2: A minor zoning by-law amendment application is proposed to include: change to regulations; ZBA surplus dwelling severence; a ZBA continued with an OPA application; an ARU in an Agricultural Zone

Note 3: All costs incurred by the Town for outside technical services over and above the deposit will be reimbursed to the Town by the applicant. A \$250 deposit has been incorporated in the Application Fee where applicable.

**Schedule E - Public Works & Engineering Services
 By-Law No. 2023-115**

Type of Fee		2024 Fees	2023 Fees	HST
MECP CLI-ECA Reviews/Approvals				
a) Sanitary Infrastructure		\$ 2,000.00		N
b) Storm Infrastructure		\$ 2,000.00		N
Sanitary Sewer Inspections				
a) within road and 5 ft back of curb	Fee	\$ 167.00	\$ 160.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	-
	Total	\$ 2,167.00	\$ 2,160.00	-
b) beyond 5 ft back of curb	Fee	\$ 167.00	\$ 160.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	-
	Total	\$ 2,167.00	\$ 2,160.00	-
Storm Sewer Inspections				
a) within road and 5 ft back of curb	Fee	\$ 167.00	\$ 160.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	-
	Total	\$ 2,167.00	\$ 2,160.00	-
b) beyond 5 ft back of curb	Fee	\$ 167.00	\$ 160.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	-
	Total	\$ 2,167.00	\$ 2,160.00	-
Curb Cuts	Fee	\$ 84.00	\$ 80.00	N
	Indemnity	\$ 500.00	\$ 500.00	-
	Total	\$ 584.00	\$ 580.00	-
Road Crossings (2)	Fee	\$ 328.00	\$ 315.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	-
	Total	\$ 2,328.00	\$ 2,315.00	-
Culverts	Fee	\$ 167.00	\$ 160.00	N
	Indemnity	\$ 500.00	\$ 500.00	-
	Total	\$ 667.00	\$ 660.00	-
Weed cutting				
a) minimum charge	-	\$ 453.00	\$ 435.00	Y
b) hourly rate	-	\$ 520.00	\$ 500.00	Y
Construct a paved driveway entrance	Fee	\$ 167.00	\$ 160.00	N
	Indemnity	\$ 1,000.00	\$ 1,000.00	-
	Total	\$ 1,167.00	\$ 1,160.00	-
Construct an unpaved driveway entrance	Fee	\$ 167.00	\$ 160.00	N
	Indemnity	\$ 1,000.00	\$ 1,000.00	-
	Total	\$ 1,167.00	\$ 1,160.00	-
Signs				
a) Handicap, Fire Route & No Parking	-	\$ 73.00	\$ 70.00	N
b) Sign Posts	-	\$ 26.00	\$ 25.00	N
General labour charges per hour	-	\$ 112.00	\$ 107.33	Y
Drainage Tiles Inspection	-	\$ 78.00	\$ 74.83	N
Municipal Drain Apportionment Agreement	-	\$ 217.00	\$ 208.46	N
Inspection of Private-Development-Services				
a) Minimum charge (3)		\$ 1,200.00	\$ 1,200.00	N
Emily Project Access Point (EPAP)		\$ 40.00	\$ 40.00	N

**Schedule F - Community & Recreation Services
 By-Law 2023-115**

Type of Fee	2024 Fees	2023 Fees	HST
Park Pavilion Rental			
a) Private Use	\$ 124.00	\$ 119.00	Y
b) Commercial Corporations	\$ 212.00	\$ 204.00	Y
c) School Use	\$ 62.50	\$ 60.00	Y
d) Lacasse Pavillion/Leisure Pool Rental Combo	\$ 62.50	\$ 60.00	Y
e) Hourly Rental (Outdoor Program Instruction)	\$ 18.50	\$ 17.70	Y
Room Rentals - Arena			
a) Affiliated Comm. Organizations (Local Non-profit) (Flat)	\$ 42.00	\$ 42.00	Y
b) Private use - Horwood Room (Flat)	\$ 192.00	\$ 145.00	Y
c) Private use - Horwood Room (Hourly)	\$ 32.00	\$ 30.00	Y
d) Private use - Centre Ice Room (Flat)	\$ 240.00	\$ 163.00	Y
e) Private use - Centre Ice Room (Hourly)	\$ 40.00	\$ 36.00	Y
f) Private use - Centre Ice Room Seasonal Contract (Hourly)	\$ 34.00	\$ 33.50	Y
g) Private use - Boardroom (Hourly)	\$ 17.00	\$ 16.30	Y
h) Lobby (Flat)	\$ 27.50	\$ 26.50	Y
i) Kitchen with room rental (Flat)	\$ 27.50	\$ 25.00	Y
j) Kitchen only (Hourly)	\$ 17.00	\$ 16.50	Y
k) Kitchen only (Flat)	\$ 66.50	\$ 64.00	Y
l) Security Deposit for Large Rentals (100 + attendees)	\$ 200.00	\$ 200.00	N
m) Security Deposit for Alcohol Rentals	\$ 500.00	\$ 500.00	N
n) Facility Staff Set-Up & Clean-Up 2 staff for 1 hour	\$ 68.50	\$ 66.00	Y
Audio Visual Equipment			
a) Overhead Projector & screen (arena use only) (per day)	\$ 28.50	\$ 27.25	Y
b) Podium/Sound System (per day)	\$ 28.50	\$ 27.25	Y
c) Movie Screen System (4-hours)	\$ 300.00	\$ 280.00	Y
Room Rentals - St. Clair Beach Community Centre			
a) Affiliated Comm. Organizations (Local Non-profit) (Flat 1 room)	\$ 42.00	\$ 42.00	Y
b) Private use - 1 Room (Flat)	\$ 207.00	\$ 150.00	Y
c) Kitchen (Flat)	\$ 27.50	\$ 26.50	Y
d) Hourly Rate - 1-Room	\$ 34.50	\$ 33.00	Y
e) Private Use - 2-Room (Hourly)	\$ 55.00	\$ 53.00	Y
f) Entire Building - All Day Use	\$ 330.00	\$ 280.00	Y
g) Seasonal Contract (Hourly) 1-Room	\$ 32.00	\$ 31.50	Y
h) Seasonal Contract (Hourly) 2-Room	\$ 52.00	\$ 50.00	Y
i) Security Deposit for Large Rentals (100+ attendees)	\$ 200.00	\$ 200.00	Y
j) Security Deposit for Alcohol Rentals	\$ 500.00	\$ 500.00	N
Parks Commemorative Program			
a) Park Bench with new concrete pad	\$ 2,500.00	\$ 2,000.00	N
b) Park Bench existing	\$ 1,600.00	\$ 1,600.00	N
c) Tree Planting donation	\$ 520.00	\$ 500.00	N
d) Tree Planting donation with Plaque	\$ 850.00	\$ 850.00	N
e) Park Bench renewal (10-years, same bench, same plaque)	\$ 1,000.00	\$ 1,000.00	N
f) Tree Renewal (5-years, same tree, same plaque)	\$ 350.00	\$ -	N
Court Keys			
a) Tennis Court	\$ 30.09	\$ 28.10	Y
b) Tennis Court (1/2 season starting Sept. 1st)	\$ 15.04	\$ 14.16	Y
c) Pickleball/per person	\$ 30.09	\$ 28.10	Y
d) Pickleball/per person (1/2 season starting Sept. 1st)	\$ 15.04	\$ 14.16	Y
e) Tennis/Pickleball Combo Key/per person	\$ 46.90	\$ 45.13	Y
f) Tennis/Pickleball Combo Key/per person (1/2 season)	\$ 23.45	\$ 22.57	Y
g) Lost Key Replacement	\$ 12.00	\$ 12.00	Y
h) Association court time access	Negotiated	Negotiated	-
i) Pickleball/person (Association Member)	\$ 16.81	\$ 15.93	Y
j) Pickleball/person (Association Member) (1/2 season)	\$ 8.41	\$ -	Y

**Schedule F - Community & Recreation Services
 By-Law 2023-115**

Type of Fee	2024 Fees	2023 Fees	HST
Special Event - Lakewood Park			
Special Event 1 day (Non-Paid Admission Events)*	\$ 520.00	\$ 500.00	Y
Special Event 1 day	\$ 1,040.00	\$ 1,000.00	Y
Special Event 2 day	\$ 1,820.00	\$ 1,750.00	Y
Special Event 3 day	\$ 2,340.00	\$ 2,250.00	Y
Special Event 4 day	\$ 2,860.00	\$ 2,750.00	Y
Wedding Ceremonies (Lakewood South)	\$ 260.00	\$ 250.00	Y
Wedding Receptions (Lakewood South)	\$ 780.00	\$ 750.00	Y
Small Community Special Event (Hourly)	\$ 40.00	\$ -	Y
Special Event - Lacasse Park/McAuliffe Park			
Special Event 1 day (Non-Paid Admission Events)	\$ 520.00	\$ 500.00	Y
Special Event 1 day	\$ 780.00	\$ 750.00	Y
Small Community Special Event (Hourly)	\$ 40.00	\$ -	Y
Non-profit Triathlon/Cross country/Walkathon Park			
Rental (per hour - maximum 5 hours)	\$ 87.50	\$ 87.50	Y
School (per hour - maximum 5 hours)	\$ 52.00	\$ 52.00	Y
Additional Special Event Charges			
Special Event - Hosted in Municipal Parking Lot	\$ 208.00	\$ 200.00	Y
Small Special Event - Hosted in Municipal Parking Lot (per hour)	\$ 40.00	\$ -	Y
Building Key Deposit	\$ 200.00	\$ 200.00	Y
Security Deposit for Noise Bylaw Exemptions	\$ 520.00	\$ 500.00	N
Mapping services (IT Department) - 3 hours	\$ 135.00	\$ 135.00	Y
Food/Beverage Sales	\$ 260.00	\$ 260.00	Y
Greenspace Parking	\$ 1,200.00	\$ 1,000.00	Y
Greenspace Parking - damage deposit	\$ 520.00	\$ 500.00	N
Special Event Hydro (Per day)	\$ 200.00	\$ 200.00	Y
Garbage collection Town Staff (per can/per day)	\$ 3.00	\$ 3.00	Y
Special Event Set-up & Take down (per day)	\$ 320.00	\$ 320.00	Y
Special Event Tent rental (15'x15' - 1 - 3 days)	\$ 250.00	\$ 230.00	Y
Temporary Stage	\$ 350.00	\$ 300.00	Y
Security Fencing:			
8ft high x 6ft wide Panels or 3.5ft high x 7ft wide Panels			
a) Per Panel (1 - 5 day event) delivered only	\$ 5.00	\$ 4.00	Y
b) Per Panel (1 month) delivered only	\$ 8.00	\$ 7.50	Y
c) Per Panel (1 - 5 day event) installed	\$ 7.00	\$ 6.50	Y
d) Per Panel (1 month) installed	\$ 11.00	\$ 10.00	Y
Sports Fields rental (Max 4 hr block)			
Ball Diamond - Adult	\$ 42.00	\$ 40.00	Y
Ball Diamond - Youth	\$ 25.00	\$ 24.00	Y
Ball Diamond with lights - Adult	\$ 64.00	\$ 61.50	Y
Ball Diamond with lights - Youth	\$ 41.00	\$ 39.00	Y
Soccer Pitch - Adult	\$ 42.00	\$ 40.00	Y
Soccer Pitch - Youth	\$ 25.00	\$ 24.00	Y
User Group: per registrant (Ball/Soccer)	\$ 10.00	\$ 5.00	N

**Schedule F - Community & Recreation Services
 By-Law 2023-115**

Type of Fee	2024 Fees	2023 Fees	HST
Ice Rental - hourly			
Ice Rental - Prime Time (effective April 1) Monday to Friday; 3:30 PM to Midnight All day Saturday & Sunday	\$ 181.73	\$ 179.96	Y
Ice Rental - Non- Prime Time (effective April 1) Monday to Friday, 6:00 AM to 3:30 PM	\$ 140.13	\$ 138.36	Y
1-8 people: Non-Prime 6am-3pm (Party / small group instruction)	\$ 121.99	\$ 120.00	Y
1/2 Ice: Ice barriers mandatory (max 8 players excluding coaches)	\$ 82.01	\$ 78.91	Y
Summer Weekend Sat/Sun	\$ 140.13	\$ 138.36	Y
Tournament/Event booking 35 hrs or more April - Aug	\$ 121.99	\$ 120.00	Y
Municipal or Municipal partnership program Apr - Aug	\$ 121.99	\$ 120.00	Y
Lifecycle Hourly Capital Surcharge	\$ 5.00	\$ 5.00	Y
Lifecycle Hourly Capital Surcharge for 1/3 and 1/2 ice	\$ 2.50	\$ 2.50	Y
Public Skating			
Open/Parent & Tot/Adult Skate	\$ 3.98	\$ 3.76	Y
Additional Parent/tot	\$ 1.99	\$ 1.77	
Open/Parent & Tot/Adult Skating Card (10 skates + 5 bonus)	\$ 39.82	\$ 37.61	Y
Family rate (up to 5)	\$ 13.27	\$ 11.73	Y
Figure Skating Practice (day use if available)	\$ 8.85	\$ 8.85	Y
Sponsorship (per hour)	\$ 283.19	\$ 278.76	Y
Weekend Public Skating - Individual	\$ 4.43	\$ 4.43	Y
Weekend Public Skating - Family (up to 5 people)	\$ 13.27	\$ 13.27	Y
Weekend Public Skating - Individual Season Pass	\$ 70.80	\$ 70.80	Y
Weekend Public Skating - Family Season Pass	\$ 212.39	\$ 212.39	Y
Shinny Hockey (per person)	\$ 8.85	\$ 7.08	Y
Shinny Weekday Card	\$ 88.50	\$ 70.80	Y
Senior Shinney Hockey	\$ 5.31	\$ 5.31	Y
Arena Floor (Non ice rentals)			
a) Special Events (Not for Profit per hour)	\$ 104.00	\$ 100.00	Y
b) Lacross/ball hockey/inline skating etc (per hour)	\$ 75.47	\$ 72.57	Y
c) Commercial Rental (per day)	\$ 1,589.64	\$ 1,528.50	Y
d) Multiple Day Rental (to be negotiated)	\$ 200.00	\$ 200.00	Y
Program/Rental Administration Fees			
a) Program Transfer/Withdrawal Fee	\$ 11.50	\$ 11.06	Y
b) Rental Cancellation Fee	25% of Rental Cost	\$ 28.32	Y

**Schedule F - Community & Recreation Services
 By-Law 2023-115**

Type of Fee	2024 Fees	2023 Fees	HST
Marketing and Advertising			
a) Ice Resurfacers Wrap - 3 year (Fee plus cost of wrap production/installation)	\$ 5,300.00	\$ 5,100.00	Y
b) In-ice Advertising	\$ 1,040.00	\$ 1,000.00	Y
c) Rink Boards (Max size 32" x120", yearly contract, includes installation)	\$ 625.00	\$ 600.00	Y
d) 2nd Rink Board (Max size 32" x120", yearly contract, includes installation)	\$ 520.00	\$ 500.00	Y
e) Rink Boards Weekly Contract (Max 32" x120")	\$ 18.00	\$ 17.00	Y
f) 2nd Rink Boards Weekly Contract (Max 32" x120")	\$ 15.00	\$ 14.17	Y
g) Rink Board Ad Installation	\$ 42.00	\$ 40.00	Y
h) Illuminated Wall Panel 3' X 15' (yearly contract)	\$ 1,700.00	\$ 1,600.00	Y
i) Illuminated Wall Panel 5' x 9' (yearly contract)	\$ 1,250.00	\$ 1,200.00	Y
j) Illuminated Wall Panel 5' x 5' (A-Side) / '4x8' (B-Side) (yearly contract)	\$ 1,050.00	\$ 1,000.00	Y
k) Event Sponsorship	Negotiated	Negotiated	Y
Pool Rentals			
a) Pool with max 24 persons	\$ 78.00	\$ 75.00	Y
b) Pool with max 49 persons	\$ 127.00	\$ 122.00	Y
c) Pool with max 74 persons	\$ 157.00	\$ 151.00	Y
d) Pool with max 100 persons	\$ 197.00	\$ 189.00	Y
e) Pool & Slide with max 24 persons	\$ 138.00	\$ 132.00	Y
f) Pool & Slide with max 49 persons	\$ 186.00	\$ 179.00	Y
g) Pool & Slide with max 74 persons	\$ 217.00	\$ 208.00	Y
h) Pool & Slide with max 100 persons	\$ 255.00	\$ 245.00	Y
i) Pool & Tot Pool with max 24 persons	\$ 123.00	\$ 118.00	Y
j) Pool & Tot Pool with max 49 persons	\$ 172.00	\$ 165.00	Y
k) Pool & Tot Pool with max 74 persons	\$ 211.00	\$ 203.00	Y
l) Pool & Tot Pool with max 100 persons	\$ 231.00	\$ 222.00	Y
m) Pool, Tot Pool and Slide with max 24 persons	\$ 182.00	\$ 175.00	Y
n) Pool, Tot Pool & Slide with max 49 persons	\$ 226.00	\$ 217.00	Y
o) Pool, Tot Pool & Slide with max 74 persons	\$ 265.00	\$ 255.00	Y
p) Pool, Tot Pool & Slide with max 100 persons	\$ 280.00	\$ 269.00	Y
q) Pool, Tot Pool & Slide full capacity (224)	\$ 345.00	\$ 331.00	Y
r) Training Room (Hourly)	\$ 33.00	\$ 31.00	Y
Leisure Pool Birthday Party Packages (additional fees will be applied for food & beverages)			
a) One Pool with Party Room & Staff	\$ 132.00	\$ 127.00	Y
b) One Pool & Slide with party Room & Staff	\$ 192.00	\$ 184.00	Y
c) Two Pools with Party Room & Staff	\$ 177.00	\$ 170.00	Y
d) Two Pools & Slide with Party Room & Staff	\$ 236.00	\$ 227.00	Y
e) Recreation Swim with Party Room & Staff	\$ 115.00	\$ 110.00	Y
f) Recreation Swim & Slide with Party Room & Staff	\$ 142.00	\$ 136.00	Y

**Schedule F - Community & Recreation Services
 By-Law 2023-115**

Type of Fee	2024 Fees	2023 Fees	HST
Public Swim			
a) Tot Time - Adult and 1 child	\$ 4.43	\$ 3.98	Y
b) Tot Time - each additional child	\$ 1.99	\$ 1.77	Y
c) Open Rec Swim - Individual	\$ 3.54	\$ 3.10	Y
d) Open Rec Swim - Family (max 5)	\$ 11.06	\$ 9.74	Y
e) Adult Length	\$ 4.43	\$ 3.98	Y
f) Aquafit	\$ 4.43	\$ 3.98	Y
g) Waterslide	\$ 1.99	\$ 1.77	Y
h) Sponsorship	Negotiated	Negotiated	Y
Swim Card Passes Access to Recreation Swim Programs (12 ticket entries per card)			
a) Tot Time - Adult and 1 Child	\$ 44.25	\$ 39.82	Y
b) Open Rec Swim (Individual)	\$ 35.40	\$ 30.97	Y
c) Open Rec Swim (Family) (max 5)	\$ 110.62	\$ 97.35	Y
d) Adult Lengths	\$ 44.25	\$ 39.82	Y
e) Aquafit	\$ 44.25	\$ 39.82	Y
f) Waterslide	\$ 17.70	\$ 17.70	Y
Seasonal Swim Passes Access to all Rec Swims for the summer (Tot Time, Adult Length, Aquafit, Open)			
a) Individual Pass	\$ 69.03	\$ 66.37	Y
b) Individual Pass (1/2 season starting August 1st)	\$ 34.51	\$ 33.19	Y
c) Family Pass (max 5)	\$ 147.79	\$ 141.59	Y
d) Family Pass (max 5) (1/2 season starting August 1st)	\$ 73.45	\$ 70.80	Y
Aquatic Programs - "Learn to Swim" (Fee assumes 10 classes)			
a) Parent & Tot (1:10 Ratio: per 30 min. class)	\$ 8.00	\$ 80.00	N
b) Preschool (1:4 Ratio: per 30 min class)	\$ 9.00	\$ 85.00	N
c) Rookie/Ranger/Star (1:10 Ratio: per 60 min. class)	\$ 9.00	\$ 80.00	N
d) Swimmer 1-3 (1.4 Ratio: per 30 min. class)	\$ 11.00	\$ 80.00	N
e) Swimmer 4&5 (1:6 Ratio: per 45 min. class)	\$ 11.00	\$ 85.00	N
f) Swimmer 6 (1:8 Ratio: per 45 min class)	\$ 8.40	\$ 106.00	N
g) Adult Swim Lessons Level 1 - 3 (1.8 Ratio per 45 min. class)	\$ 8.40	\$ -	Y
h) Semi-Private Swim Lessons (3 persons, each pay) per 30 min. session	\$ 12.00	\$ 10.62	Y
i) Semi-Private Swim Lessons (2 persons, each pay) per 30 min. session	\$ 16.00	\$ 14.16	Y
j) Private Swim Lessons per 30 min. session	\$ 30.00	\$ 26.55	Y
k) Bronze Star	\$ 100.00	\$ 95.58	Y
i) Bronze Medallion	\$ 200.00	\$ 192.92	Y
m) Bronze Cross	\$ 137.00	\$ 131.86	Y
n) Swim Teams	\$ 220.00	\$ 215.00	N
o) NLS Lifeguard	\$ 300.00	\$ 287.61	Y
p) Assistant Instructor	\$ 133.00	\$ 127.43	Y
q) Instructor School	\$ 300.00	\$ 288.50	Y
Day Camp			
a) Weekly Rate (5 days)	\$ 165.00	\$ 155.00	N
b) Holiday Week Rate (4 days)	\$ 130.00	\$ 124.00	N
c) Daily Rate	\$ 39.00	\$ 37.00	N
d) Field Trip	\$ 18.00	\$ 18.00	N
e) Hot Lunch	\$ 7.00	\$ 7.00	N
f) Specialty Camps (negotiated)	Negotiated	Negotiated	N
Seasonal Recreation Programs			
a) Children Programs (per hour/class)	\$ 7.00		N
b) Adult Programs (per hour/class)	\$ 7.00		Y

**Schedule G - Water Department
 By-Law 2023-115**

Type of Fee	2024 Fees	2023 Fees	HST
Unauthorized Note 1	\$1000 + cost	\$1000 + cost	Y
Illegal Hook up	\$2000 + cost	\$2000 + cost	Y
Unauthorized Infrastructure work	\$2000 + cost	\$2000 + cost	Y
Unauthorized Hydrant Use	\$2000 + cost	\$2000 + cost	Y
Alteration to water service / watermain	\$2000 + cost	\$2000 + cost	Y
Damage to Town Equipment / Infrastructure	At cost	At cost	Y
Boil Water Advisory per event	At cost	At cost	N
Fire Hydrants			
Private Hydrant Maintenance	At cost or \$1200	At cost or \$1200	Y
Flow Testing Public Hydrants- Inspection only	\$100 per hydrant	\$100 per hydrant	Y
Flow Testing Public Hydrants per call - Regular Hours	\$550 + \$100 per hydrant	\$550 + \$100 per hydrant	Y
Flow Testing Public Hydrants per call - After Hours	\$900 + \$100 per hydrant	\$900 + \$100 per hydrant	Y
Water Meter			
	-	-	-
5/8" & 3/4"	\$ 800.00	\$ 740.00	N
1"	\$ 950.00	\$ 854.00	N
1.5"	\$ 1,500.00	\$ 1,450.00	N
2"	\$ 1,800.00	\$ 1,650.00	N
larger than 2"	At cost	At cost	N
Service Call			
Turn Water On/Off	\$ 100.00	\$ 100.00	N
After hours callout	900 + costs	\$900 + costs	N
Water Service			
Watermain Service Tap - 25mm to 50mm diameter - Inspection only	\$ 550.00	\$ 550.00	N
Watermain Service Tap - 25mm to 50mm diameter	At cost	At cost	N
Water Service Repair - private	At cost	At cost	N
Inspection of Private Development - watermains equal to or greater than 100 mm (4")			
a) Minimum charge	\$ 1,800.00	\$ 1,700.00	N
b) per metre of pipe installed	\$ 15.00	-	N
c) After hours inspection/commissioning - First 4 hours	\$ 800.00	\$ 800.00	N
d) After hours inspection/commissioning - Every additional hour	\$ 110.00	\$ 110.00	N
e) Weekend Sample testing	\$ 1,100.00	\$ 1,100.00	N
Alterations/Repairs of Distribution System including Service Abandonments			
	At cost	At cost	N
Indemnity			
Alterations/Repairs & Abandonment in concrete	\$ 5,000.00	\$ 5,000.00	N
Alterations/Repairs & Abandonment in asphalt	\$ 3,000.00	\$ 3,000.00	N
Alterations/Repairs & Abandonment in the boulevard	\$ 1,500.00	\$ 1,500.00	N

**Schedule H - Tecumseh Transit
 By-Law 2023-115**

Type of Fee	2024 Fees	2023 Fees	HST
Adult Transit Fare	\$ 2.50	\$ 2.50	N
Senior Transit Fare	\$ 2.00	\$ 2.00	N
Student Transit Fare	\$ 1.50	\$ 1.50	N
Child Transit Fare (under 5)	\$ -	\$ -	N
Veteran Transit Fare	\$ -	\$ -	N
Blind Person Transit Fare	\$ -	\$ -	N
Person Accompanying Disabled Rider Fare	\$ -	\$ -	N
Adult Monthly Bus Pass	\$ 40.00	\$ 40.00	N
Adult 6 Month Bus Pass	\$ 200.00	\$ 200.00	N
Adult 12 Month Bus Pass	\$ 400.00	\$ 400.00	N
Senior Monthly Bus Pass	\$ 35.00	\$ 35.00	N
Senior 6 Month Bus Pass	\$ 175.00	\$ 175.00	N
Senior 12 Month Bus Pass	\$ 350.00	\$ 350.00	N
Student Monthly Bus Pass	\$ 30.00	\$ 30.00	N
Student 6 Month Bus Pass	\$ 150.00	\$ 150.00	N
Student 12 Month Bus Pass	\$ 300.00	\$ 300.00	N

Schedule 3
Permit Fee Rates of Building By-law, Building Services

TYPE OF FEE	2024	2023	HST
Permit Fees			
Minimum Permit Fee	\$ 260.00	\$ 250.00	N
Permit Holdback Fee (per permit)	\$ 1,000.00	\$ 1,000.00	N
Permit Deposit (per dwelling unit)	\$ 500.00	\$ 500.00	N
Residential			
\$ / Sq. Ft unless otherwise noted (house)	\$ 1.25	\$ 1.20	N
Plus for applicable extras: attached deck/porch without a roof, unfinished basement, attached garage, etc.	\$ 0.90	\$ 0.85	N
\$ / Sq. Ft unless otherwise noted (other residential)	\$ 1.25	\$ 1.20	N
Plus for applicable extras: attached deck/porch w/o a roof	\$ 0.90	\$ 0.85	N
Industrial			
\$ / Sq. Ft unless otherwise noted	\$ 1.05	\$ 1.00	N
Commercial/Institutional			
\$ / Sq. Ft unless otherwise noted	\$ 1.25	\$ 1.20	N
Post Disaster Buildings			
\$ / Sq. Ft unless otherwise noted	\$ 2.60	\$ 2.50	N
Other Permit Fees			
Heating, Ventilating & Air Conditioning (HVAC) System			
House HVAC System	\$ 365.00	\$ 350.00	N
Heating, Ventilating and Air Conditioning (HVAC) System	\$ 365.00	\$ 350.00	N
Post Disaster HVAC System	\$ 730.00	\$ 700.00	N
Life Safety and Other Mechanical System Fees			
Mechanical Roof-Top Unit per unit (minimum \$260.00)	\$ 210.00	\$ 200.00	N
Commercial Kitchen Hood	\$ 365.00	\$ 350.00	N
Fire Alarm System	\$ 365.00	\$ 350.00	N
Plumbing Fees			
New Bathroom, rough-in bathroom (minimum \$260.00)	\$ 210.00	\$ 200.00	N
Backwater Valve/Sump Pit/Ejector Pump	\$ 260.00	\$ 250.00	N
Residential Sanitary Sewer	\$ 260.00	\$ 250.00	N
All Other Sanitary Sewer \$ / lineal foot (minimum \$260.00)	\$ 3.15	\$ 3.00	N
Residential Storm Sewer	\$ 260.00	\$ 250.00	N
All Other Storm Sewer \$ / lineal foot (minimum \$260.00)	\$ 3.15	\$ 3.00	N
Residential Water Service	\$ 260.00	\$ 250.00	N
All Other Water Service \$ / lineal foot (minimum \$260.00)	\$ 3.15	\$ 3.00	N
Septic Sewage System (Class 4 All Types-new or repair)	\$ 1,040.00	\$ 1,000.00	N
Septic Sewage System (Class 5 Holding Tank)	\$ 1,040.00	\$ 1,000.00	N
Lot Grading Fees			
Residential Lot Grading Review	\$ 260.00	\$ 250.00	N
All Other Lot Grading Review	\$ 365.00	\$ 350.00	N

Miscellaneous Permit Fees			
(\$ / Sq. Ft unless otherwise noted)			
Deck / Porch without a roof (minimum \$260.00)	\$ 0.90	\$ 0.85	N
Finish Basement	\$ 1.25	\$ 1.20	N
Accessory Building (minimum \$260.00)	\$ 0.90	\$ 0.85	N
House Demolition	\$ 365.00	\$ 350.00	N
All Other Demolition (minimum \$365.00)	\$ 0.30	\$ 0.20	N
Temporary Structure - Tent	\$ 260.00	\$ 250.00	N
Change of Use - no construction required	\$ 260.00	\$ 250.00	N
Farm Building (new, alternations and additions)	\$ 0.55	\$ 0.50	N
Work Not Specifically Listed (Renovations) / \$1,000 of Construction Value	\$ 16.00	\$ 15.00	N
Permit Resubmission before permit is ready to be issued	\$ 260.00	\$ 250.00	N
Permit Resubmission after permit is issued	\$ 260.00	\$ 250.00	N
Partial Occupancy Permit (per sq. ft. of area to be occupied) (minimum \$260.00)	\$ 0.10	\$ 0.05	N
Conditional Permit (permit fee plus \$1000.00)	\$ 1,000.00	\$ 1,000.00	N
Partial Permit	\$ 500.00	\$ 500.00	N
Alternative Solution Application	\$ 260.00	\$ 250.00	N
Permit Transfer	\$ 260.00	\$ 250.00	N
Inspection Fees			
Inspection requested and site attended but the site is deemed unsafe to enter by Inspector	\$ 125.00	\$ 120.00	N
Inspection requested and site attended but the work to be reviewed is incomplete	\$ 125.00	\$ 120.00	N
Inspection requests exceed the maximum two (2) inspections for each required inspection stage	\$ 125.00	\$ 120.00	N
Work Without a Permit Penalty Fees			
Work without a Permit (100 % of permit fee)	\$ 520.00	\$ 500.00	N
Administrative Fees			
Records Search	\$ 55.00	\$ 50.00	N
Property Information Letter see Schedule "A"			
Permit Finalization Letter	\$ 55.00	\$ 50.00	N
Opening Dormant Permit	\$ 105.00	\$ 100.00	N