

The Corporation of the Township of Hornepayne
 68 Front Street, PO Box 370
 Hornepayne, Ontario
 P0M 1Z0



COUNCIL RESOLUTION

MOVED BY: Belinda Kistemaker
signature

NO. 2020-413

SECONDED BY: Jon Peroff
signature

DATE: DEC 09 2020

BE IT RESOLVED that By-Law No. 1825 being a By-Law to establish comprehensive user fees and service charges be read a first and second time and be considered read a third time and finally passed.

Carried Defeated Deferred

[Signature]
signature of presiding officer

RECORDED VOTE:	YES	NO	ABSTAINED
Councillor Belinda Kistemaker	—	—	—
Councillor Peter Kistemaker	—	—	—
Councillor Jon Peroff	—	—	—
Councillor Drago Stefanic	—	—	—
Mayor Cheryl Fort	—	—	—

Disclosure of pecuniary interest and the general nature thereof.

(Name) _____ (Name) _____

Disclosed the pecuniary interest and the general nature thereof and abstained from the discussion, vote and influence.

(Clerk)

The Corporation of the Township of Hornepayne

By-Law No. 1825

**Being a By-Law to establish Comprehensive
User Fees and Service Charges**

WHEREAS Section 391(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides authorization for a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control; and,

WHEREAS, it is deemed necessary to charge user fees and service charges;

BE IT THEREFORE ENACTED by the Council of the Corporation of the Township of Hornepayne:

- 1) That Council does confirm and ratify the user fees and service charges described in Schedules "A" to "E" attached hereto and forming an integral part of this By- Law and are outlined as follows:
 - a. Schedule "A" - Administration
 - b. Schedule "B" - Airport
 - c. Schedule "C" - Civil Wedding Solemnization
 - d. Schedule "D" - Fitness Facility
 - e. Schedule "E" - Public Works Department

- 2) That the Mayor and CAO/Clerk are hereby authorized to sign and affix the corporate seal for, and on behalf of, the Corporation to give force and effect to this By-Law.


This By-Law comes into force and shall take effect January 1st, 2021.

By-Law No's. 81, 1509 & 1482 are hereby rescinded upon passage.

By-Law No. 1613 is hereby amended, in part, where applicable, upon passage.

Read a first and second time this 9th day of December 2020.

Read a third time and finally passed this 9th day of December 2020.



Presiding Officer



Clerk

**Township Of Hornepayne
 Administration
 User Fees and Service Charges**

	Unit	Fees and Charges	HST Applicable
Copies and Printing			
Black and White - Regular Letter	Page Single Side	\$ 0.50	Yes
Black and White - Regular Legal	Page Single Side	\$ 0.65	Yes
Black and White - Non-Profit Groups Letter	Page Single Side	\$ 0.30	Yes
Black and White - Non-Profit Groups Legal	Page Single Side	\$ 0.45	Yes
Colour - Regular Letter	Page Single Side	\$ 1.50	Yes
Colour - Regular Legal	Page Single Side	\$ 2.00	Yes
Colour - Non-Profit Groups Letter	Page Single Side	\$ 1.00	Yes
Colour - Non-Profit Groups Legal	Page Single Side	\$ 1.50	Yes
Posters, Maps and Blueprints - Black And White			
9 X 12	Each	\$ 10.00	Yes
12 X 18	Each	\$ 15.00	Yes
18 X 24	Each	\$ 20.00	Yes
24 X 36	Each	\$ 25.00	Yes
30 X 42	Each	\$ 30.00	Yes
36 X 48	Each	\$ 35.00	Yes
Posters, Maps and Blueprints - Colour			
9 X 12	Each	\$ 25.00	Yes
12 X 18	Each	\$ 30.00	Yes
18 X 24	Each	\$ 35.00	Yes
24 X 36	Each	\$ 40.00	Yes
30 X 42	Each	\$ 45.00	Yes
36 X 48	Each	\$ 50.00	Yes
Fax - Receiving (Black & White)			
	1st Page	\$ 5.00	Yes
	Each Additional Page	\$ 0.50	Yes
Fax - Sending			
	Each	\$ 5.00	Yes
Sending/Receiving Emails (For Scanned Documents)			
	Each	\$ 5.00	Yes
Commissioning Of Documents			
Regular Business Hours			
	Up To 30 Mins	\$ 50.00	No
	Each Additional 30 Mins	\$ 50.00	No
Same Day, After Hours or Emergency			
	Up To 30 Mins	\$150.00	No
	Each Additional 30 Mins	\$150.00	No

Schedule "A"
 By-Law No. 1825
 Comprehensive User Fees and Service Charges - Administration

	Unit	Fees And Charges	HST Applicable
True Certified Copy Of Document	Each	\$ 10.00	No
Administrative Letters - Letter Of Support	Each	\$ 20.00	No
Tax/Water Certificates	Each	\$ 50.00	No
Letters For Tax/Water Purposes	Each	\$ 20.00	No
Tax and Water Account Research/ Preparation For Property Owners	Each	\$ 20.00	No
Transfer of Payment Or Correction Of Payment Due To Client Error	Each	\$ 20.00	No
Bill/Receipt Re-Issue/Re-Print	Each	\$ 5.00	No
Registered Mail	Each	\$ 25.00	No
NSF Service Charge	Each	\$ 50.00	No
Postage/Courier Services	As Incurred By Township		
Lottery Licensing	Prize Value	3%	No
Marriage License	Each	\$150.00	No
Municipal Freedom of Information Requests			
Application	Each	\$ 5.00	No
Search Time	Per 1/4 Hour	\$ 7.50	No
Record Preparation	Per 1/4 Hour	\$ 7.50	No
Photocopying	Per Page	\$ 0.20	No
Computer Print Outs	Per Page	\$ 0.20	No
Computer Programming	Per 1/4 Hour	\$ 15.00	No
Electronic Format	Each	\$ 10.00	No

Schedule "B"
 By-Law No. 1825
 Comprehensive User Fees and Service Charges - Airport

**Township of Hornepayne
 Airport
 User Fees and Service Charges**

	Unit	Fees and Charges	HST Applicable
Landing Fees*			
Medical	Each	\$250.00	Yes
Corporate	Each	\$ 60.00	Yes
Private	Each	\$ 40.00	Yes
Local Flying Club Members			
Landing Fee	Each	\$ 10.00	Yes
Runway Rental	Hourly	\$ 75.00	Yes
Aircraft Parking Fees			
Daily	Each	\$ 15.00	Yes
Monthly	Each	\$ 75.00	Yes
Aircraft Plug In Fees			
	Daily	\$ 15.00	Yes
Jet-A Fuel			
	Litre	\$ 1.55	Yes

*Landing Fees shall be charged with our without the purchase of Jet-A Fuel.

Schedule "C"
 By-Law No. 1825
 Comprehensive User Fees and Service Charges - Civil Wedding Solemnization

**Township of Hornepayne
 Civil Wedding Solemnization
 User Fees and Service Charges**

Marriage License*		\$150.00 (tax, included) (\$150.00 Township portion)
Civil Marriages and Renewals Within Municipal Boundaries	Monday to Friday Regular Business Hours (9:00 a.m. - 3:00 p.m.)	\$300.00 (plus applicable tax) (\$150.00 Township portion + \$150.00 Officiant portion) ¹
Civil Marriages and Renewals Within Municipal Boundaries	Monday to Friday After Regular Business Hours & Saturday and Sunday	\$350.00 (plus applicable tax) (\$100.00 Township portion + \$250.00 Officiant portion) ¹
Civil Marriages and Renewals Outside Municipal Boundaries/ Special locations** including Saturdays, Sundays and Statutory Holidays (at discretion of the Officiant)*	Monday to Sunday (Within and Outside Business Hours)	\$450.00 (plus applicable tax) (\$200.00 Within - Township portion + \$250.00 Officiant portion) ¹ \$100.00 Outside – Township + \$350.00 Officiant portion) ¹
Rental of Municipal Council Chambers (Dependent of availability, NOT available on Saturdays, Sundays or Holidays)	Special Ceremony Rate (see Guidelines for Time Limits)	\$75.00 (plus applicable tax) (\$75.00+tax Township portion) ²
Cancellation Fee*** 121 days or more from the original date the ceremony was booked		Full Refund of Ceremony Cost, less \$50.00 (administration fee)
Cancellation Fee*** 31 - 120 days from the original date the ceremony was booked		50% Refund of Ceremony Costs less \$50.00 (administration fee)
Cancellation Fee*** 30 days or less from the original date of the ceremony was booked (full penalty)		NO REFUNDS, NO EXCEPTIONS
Change of date and/or time****		\$0.00
FAILURE OF APPLICANTS TO APPEAR		NO REFUND, NO EXCEPTIONS

¹ Payment of the Township of Hornepayne's portion of applicable fees is mandatory and shall not be waived by the Deputy Clerk or Designated Officiant. The Marriage Officiant may, at their sole discretion, waive the portion of fees (Officiant, Mileage, Expense) which would otherwise be payable to them.

² All applicable Insurance coverage shall be the responsibility of the Couple and Township shall be provided with the applicable documentation, including the use of Town Hall.

Schedule "C"
By-Law No. 1825
Comprehensive User Fees and Service Charges - Civil Wedding Solemnization

Please Note: Additional fees that are incurred by the Marriage Commissioner are separate and apart from the Municipality's fees and as such shall be paid directly to the Marriage Commissioner by the applicant.

These fees will follow the Municipal's Travel Policy (National Joint Council) for mileage; the additional fees incurred will be set by the Marriage Commissioner at their discretion.

*Marriage License fee: includes, no tax and administration fees.

**Special Locations (i.e. boats, fly-in locations, camps/cottages, etc.); it is at the discretion of the Marriage Commissioner to deem a location as a "Special Location"

***Cancellation Fee (applied should ceremony be cancelled prior to originally scheduled date)

****Change of Date and/or Time: No additional charge, subject to Commissioner's availability and Location, if applicable. Must be received within a minimum of four (4) weeks (30 days) prior to the originally scheduled date). Only one (1) change per booked ceremony.

*****The Marriage Commissioner may charge for travel, accommodations, meals and mileage costs, at their discretion, to attend a ceremony in any approved locations, as well as an hourly fee over and above the approximate time allowed for a Civil Ceremony and for participation at a rehearsal, regardless of its location.

Schedule "D"

By-Law No. 1825

Comprehensive User Fees and Service Charges - Fitness Facility

**Township of Hornepayne
Fitness Facility
User Fees and Service Charges**

	Unit	Fees and Charges	HST Applicable
Adults			
Per Year	Each	\$600.00	Yes
Monthly	Each	\$ 60.00	Yes
Per Day	Each	\$ 10.00	Yes
*Fees will not be pro-rated			
**Refunds will not be issued			
Under 18 Years/Seniors			
Per Year	Each	\$250.00	Yes
Monthly	Each	\$ 25.00	Yes
Per Day	Each	\$ 5.00	Yes
*Fees will not be pro-rated			
**Refunds will not be issued			
Key Fob	Each	\$ 20.00	Yes
Replacement Key Fob	Each	\$ 50.00	Yes

**Township of Hornepayne
Public Works Department
User Fees and Service Charges**

	Unit	Fees and Charges	HST Applicable
Materials			
A Gravel	Yard	\$ 51.00	Yes
B Gravel	Yard	\$ 16.00	Yes
Fill	Yard	\$ 10.00	Yes
Granite Powder	Yard	\$ 30.00	Yes
Sand	Yard	\$ 30.00	Yes
Top Soil	Yard	\$ 32.00	Yes
Equipment Rentals*			
Excavator**	Hourly	\$180.00	Yes
Sander	Hourly	\$ 95.00	Yes
Steamer	Hourly	\$ 45.00	Yes
Sweeper	Hourly	\$ 85.00	Yes
Backhoe	Hourly	\$ 95.00	Yes
Grader (Summer)	Hourly	\$120.00	Yes
Grader (Winter)	Hourly	\$165.00	Yes
Freightliner	Hourly	\$ 60.00	Yes
Loader	Hourly	\$120.00	Yes
Municipal Chambers Rental			
During Business Hours	Hourly	\$ 25.00	Yes
Table and Chairs			
(Includes Max. 8 Chairs/Table)			
Table (Includes 0 - 8 Chairs)	Each	\$ 30.00	Yes
Chairs	Each	\$ 3.00	Yes
Tents (Per Day)			
Municipal Staff to Set-Up and Remove During Business Hours	Each	\$350.00	Yes

*Equipment Rentals Fees Indicated Above Do Not Include Operator Costs;
Operator Wages Based On Current Collective Agreement Plus 30% Overhead;
Equipment Must Be Operated By Municipal Staff;
Minimum Charge 1 Hour (No Prorating).

** Prices for Excavator Rental Do Not Including Floating Fees; Fees Will Vary Depending On Contractor Costs.