

Fees and Charges By-Law

Office Consolidation - March 2024

By-Law 68-21 – December 2021

By-Law 76-23 – December 2023

By-Law 30-24 – March 2024

Being a By-Law to Establish Fees and Charges for the Corporation of the Town of  
Aylmer

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*\*This document is an office consolidation of this Bylaw. It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact [clerks@town.aylmer.on.ca](mailto:clerks@town.aylmer.on.ca)*

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## **Part I. Preamble and Defined Terms**

### **Short Title**

1. This By-Law may be referred to as the “Fees and Charges By-Law.”

### **Headings**

2. The division of this By-Law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the By-Law.

### **Interpretation**

3. For the purposes of this By-Law:  
“Town” means the Corporation of the Town of Aylmer;  
“Municipal Act, 2001” means the Municipal Act, 2001, S.O. 2001 c. 25

## **Part II. Fees and Charges**

### **Fees and Charges set out in Schedules**

4. The Fees and Charges for Town services and activities and for the use of Town property set out in the follow Schedules of this By-Law are hereby approved and deemed to form part of this By-Law:
  - a. Schedule A – Legislative Services/ Administrative Services
  - b. Schedule B – Parking and By-Law Enforcement
  - c. Schedule C – Finance and Tax
  - d. Schedule D – Building
  - e. Schedule E – Planning and Development Charges
  - f. Schedule F – Fire and Emergency Services
  - g. Schedule G – Recreation
  - h. Schedule H – Facilities and Parks Rental
  - i. Schedule I – Operations (Roads and Water)
  - j. Schedule J – Ice Rentals 2024-2025
  - k. Other Fees

### **Fees Subject to Change**

5. The Fees and Charges approved under Section 4 of this By-Law are subject to any adjustment authorized by a statute, regulation, or By-Law.
6. Subject to Section 5 of this By-Law, the fees and charges set out in this By-Law shall continue in force until amended, repealed, or replaced, and for greater certainty, where fees are listed for multiple years:

- a. The fee for any year shall continue to be in effect until the next year in which a new fee is listed; and,
- b. Where there is no fee listed for a year, the fee for that year shall be the latest fee listed in a preceding year.

### **Applicable Taxes**

7. All fees and charges are subject to all applicable taxes required by any Act or Regulation.

### **Late Payment**

8. Late payment charges may be added to all or any portion of any fees and charges imposed by this By-Law that are due and payable, at the "Penalty on Late Payment" rate set out in Schedule C of this By-Law, on the 30<sup>th</sup> day of the default, and every month thereafter and such late payment charges shall form part of the fees or charges owing.

### **Dishonoured Cheques and Returned Payments**

9. Payment for any fee or charge listed herein or otherwise charged by the Town that is returned by a financial institution for any reason will be subject to the "NSF – Returned Cheque Fee" set out in Schedule C of this By-Law which shall form part of the fees and charges owing.

### **Applications to Council**

10. Any person or group may apply in writing to Council to request that fees or charges be waived or reduced. At its discretion, Council may, by resolution or By-Law, waive or reduce an applicants' fees or charges on a one time or continuing basis.

### **Additional Fees and Charges**

11. This By-Law does not exempt a person from being subject to:
  - a. Any additional fees or charges resulting from costs incurred by the Town to provide services or activities, or;
  - b. Fees or charges levied under the Provincial Offenses Act or any other Federal or Provincial Act or regulation.

### **Unpaid Fees or Charges**

12. All unpaid fees or charges imposed by the By-Law constitute a debt due to the Town and the Town may take such action as it considers necessary and

as permitted by law to collect the debt.

13. Without limiting Section 12 of this By-Law, where all or part of a fee or charge imposed by this By-Law remains unpaid, such fee or charge may be added to the tax roll for the property, which is owned, in whole or in part by the person upon whom the fee or charge is imposed and shall be collected in a like manner as municipal taxes.

### **Part III. Conflict and Transition**

#### **Town By-Laws**

14. If any fee or charge set out in this By-Law conflicts with any fee or charge set out in another Town By-Law, the fee or charge set out in this By-Law shall prevail.

#### **Conflict**

15. In the event the provisions of this By-Law are inconsistent with the provisions of the Municipal Act, 2001, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.

#### **Terms Severable**

16. The terms and provisions of this By-Law shall be severable, and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the By-Law shall continue to be in full force and effect.

#### **Repeal**

17. By-Law No. 20-20 and By-Law No. 60-20 are hereby repealed.

#### **Enactment**

18. This By-Law shall come into full force and effect upon the final passing thereof.

## User Fees

Schedule "A"

### Marriage

Fee Description	Unit	Applicable Taxes	Fee
Marriage Licence	Each	Exempt	\$110.00
Civil Ceremony (Council Chambers)	Each	+ HST	\$300.00
Civil Ceremony (Offsite)	Each	+ HST	\$350.00
Witness (Provided by Town)	Each	+ HST	\$50.00
Ceremony Cancellation Fee	Each	Exempt	\$50.00

### Document Commissioning

Fee Description	Unit	Applicable Taxes	Fee
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Commissioner for Taking Affidavits Signature	Each document	+ HST	\$25.00 non-residents \$15.00 residents
Certified True Copy	Each document	+ HST	\$15.00

### Lottery

Fee Description	Unit	Applicable Taxes	Fee
Raffle Licence	Of prize value	Exempt	3%

### Miscellaneous Permits/Licences

Fee Description	Unit	Applicable Taxes	Fee
Burial Permit	Each	Exempt	\$20.00
Kennel License (By-Law 09-06)	Each	Exempt	\$200.00



### Freedom Of Information (FOI) Request

Fee Description	Unit	Applicable Taxes	Fee
Municipal Freedom of Information Application	Each	Exempt	\$5.00
Other costs associated with a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	Each	Exempt	In accordance with fees set by MFIPPA.

### Town Branded Materials

Fee Description	Unit	Applicable Taxes	Fee
Town Flags (Cloth)	Each	+ HST	\$117.00
Town Maps	Each	+ HST	\$1.00
Heritage Poster	Each	+ HST	\$20.00
Where Memories Begin – Poster	Each	+ HST	\$7.00

**Property Inquiry Requests**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Tax Certificate	Each	Exempt	\$65.00
Zoning Certificate	Each	Exempt	\$65.00

**Administrative/Processing Fees**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Administrative/Processing Fee for Complainants for Closed Meeting Investigations	Each	Exempt	\$25.00
Administrative/Processing Fee for Applications to the Elgin Election Joint Compliance Audit Committee	Each	Exempt	\$25.00
Photocopies	Per page	+ HST	\$0.75/page

Schedule "B"

**Parking Pass Fees**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Parking Permit – Daily	Each	Included	\$6.00
Parking Permit – Monthly	Each	Included	\$80.00
Parking Permit – 6 Months	Each	Included	\$250.00
Parking Permit – Annual	Each	Included	\$460.00

**Traffic & Parking – Set Fines**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
<u>Set fines established by By-Law 72-23 – Schedule (Q) (R)</u>			

**Property Standards**

Fee Description	Unit	Applicable Taxes	Fee
Certificate of Compliance	Each	Exempt	\$45.00

**Property Standards – Set Fines**

Fee Description	Unit	Applicable Taxes	Fee
<a href="#"><u>Set fines established by By-Law 60-19 – Schedule (A)</u></a>			

Schedule “C”

**Taxation & Other Payment**

Fee Description	Unit	Applicable Taxes	Fee
Interest – Outstanding Taxes	Principle amount outstanding	Exempt	1.25% on overdue principle on the first day of default and first day every month thereafter

Interest – Unpaid Accounts	Principle amount outstanding	Exempt	2% on overdue principle on the first day of default and first day every month thereafter
NSF – Returned Cheque Fee	Each	Exempt	\$35.00
Tax Notice Reprint (Previous Years)	Each	Exempt	\$10.00
Tax Arrears – Tax Registration	Each	Exempt	\$100.00
Tax Arrears – Cancellation Certificate	Each	Exempt	\$70.00
Tax Arrears – Tax Sale	Each	Exempt	\$500.00

Schedule “D”

**Building Fees**

Fee Description	Unit	Applicable Taxes	Fee
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<p>Group 'C' – Low Density Residential (By-law 72-12 – Statutory Process Required to amend)</p>	<p>\$1.00 / ft<sup>2</sup> for buildings with a floor area over 1,500 ft<sup>2</sup> or \$10.00 / \$1,000.00 value of construction equivalent. \$1,500.00 minimum fee.</p>	<p>Exempt</p>	<p>\$1,500.00 / dwelling unit up to 1,500 Charge+ 25% Stabilization Reserve Charge</p>
<p>Group 'C' – Multiple Residential (By-law 72-12 – Statutory Process Required to amend)</p>	<p>\$1.00 / ft<sup>2</sup> for buildings with a floor area over 1,500 ft<sup>2</sup> or \$10.00 / \$1,000.00 value of construction equivalent. \$1,500.00 minimum fee.</p>	<p>Exempt</p>	<p>\$1,500.00 / dwelling unit up to 1,500 ft<sup>2</sup> + 25% Stabilization Reserve Charge</p>
<p>Group 'C' – Residential – Major Alterations, Additions (By-law 72-12 – Statutory Process Required to amend)</p>	<p>\$0.333 / ft<sup>2</sup> for buildings with a floor area over 1,500 ft<sup>2</sup> or \$3.33 / \$1,000.00 value of construction equivalent.</p>	<p>Exempt</p>	<p>\$500.00 up to 1,500 ft<sup>2</sup> + 25% Stabilization Reserve Charge</p>

Group 'C'- garage, carport, accessory building, deck, minor alterations, demolition & other permits i.e. change of use, conditional, transfer, moving sign (By-law 72-12 – Statutory Process Required to amend)	\$0.666 / ft <sup>2</sup> for buildings with a floor area over 1,500 ft <sup>2</sup> or \$3.33 / \$1,000.00 value of construction equivalent	Exempt	\$200.00 up to 300 ft <sup>2</sup> or \$200.00/ permits for other types of permits + 25% Stabilization Reserve Charge
Group 'A', 'B', 'C', 'D', 'E', 'F' – New Construction (By-law 72-12 – Statutory Process Required to amend)	\$0.720 / ft <sup>2</sup> for buildings with a floor area over 2,500 ft <sup>2</sup> or \$5.14 / \$1,000 value of construction equivalent.	Exempt	\$1,800.00 up to 2,500 ft <sup>2</sup> + 25% Stabilization Reserve Charge
Group 'A', 'B', 'C', 'D', 'E', 'F'- Major Additions or Alterations (By-law 72-12 – Statutory Process Required to amend)	\$0.320 / ft <sup>2</sup> for floor area over 2,500 ft <sup>2</sup> or \$2.28 / \$1,000.00 value of construction equivalent.	Exempt	\$800.00 up to 2,500 ft <sup>2</sup> + 25% Stabilization Reserve Charge
Non-Residential Minor Additions, Alternations, Demolitions, Transfer, Moving (By-law 72-12 – Statutory Process Required to amend)	N/A	Exempt	\$200.00 + 25% Stabilization Reserve Charge

<p>Sewage System Building Permit – Small Systems (New or Replacement Construction) Class 1,2,3,4 &amp; 5 (By-law 72-12 – Statutory Process Required to amend)</p>	<p>N/A</p>	<p>Exempt</p>	<p>With combined occupant loads &lt;150 persons. With &lt;5 bedrooms, &lt;6,000 ft<sup>2</sup>, 45 FU's (residential buildings). Total Daily Design Sanitary Sewage Flow &gt;3,000L/day. *Current rate set by administering agency.</p>
<p>Sewage System Building Permit – Large Systems (New or Replacement Construction) Class 1,2,3,4 &amp; 5</p>	<p>N/A</p>	<p>Exempt</p>	<p>With combined occupant loads &gt;150 persons. With &gt;5 bedrooms, &gt;6,000 ft<sup>2</sup>, .45 FU's (residential buildings). Total Daily Design Sanitary Sewage Flow &gt;3,000L/day.</p>
<p>Sewage System Building Permit (Minor repair to the system) Class 1,2,3,4 &amp;5</p>	<p>N/A</p>	<p>Exempt</p>	<p>*Current rate set by administering agency.</p>
<p>Lot Grading Plan Deposit (By-law 72-12 – Statutory Process Required to amend)</p>	<p>N/A</p>	<p>Exempt</p>	<p>\$1,000.00 deposit. The Applicant will be refunded the full amount of deposit upon the Town Building Department receiving a Certificate of Compliance with approved Grading Plan. This shall occur no later than six (6) months after occupancy has been granted for the permit. After this time the deposit will be forfeit and the Town shall place orders to comply of the property.</p>



Occupancy Certificate (By-law 72-12 – Statutory Process Required to amend)	N/A	Exempt	\$30.00
Additional Inspections (By-law 72-12 – Statutory Process Required to amend)	Per hour	Exempt	\$80.00/hour
<b>Fee Description</b>	<b>Type</b>		<b>Estimated Value</b>
Residential Construction	Main Level		\$110.00 / ft <sup>2</sup>
Residential Construction	Second		\$50.00 / ft <sup>2</sup>
Residential Construction	Finished Basement		\$40.00 / ft <sup>2</sup>
Renovation	Residential Minor		\$30.00 / ft <sup>2</sup>
Renovation	Residential Major		\$60.00 / ft <sup>2</sup>
Renovation	I.C.I. Minor		\$40.00 / ft <sup>2</sup>

Renovation	I.C.I. Major		\$80.00 / ft <sup>2</sup>
Industrial, Commercial, Institutional	Main Level		\$80.00 / ft <sup>2</sup>
Industrial, Commercial, Institutional	Additional Levels		\$40.00 / ft <sup>2</sup>
Accessory Buildings	Garages		\$50.00 / ft <sup>2</sup>
Accessory Buildings	Minor (Utility Structures)		\$25.00 / ft <sup>2</sup>

Schedule "E"

**Planning**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Official Plan Amendment	Each	Exempt	\$1,500.00
Zoning By-Law Amendment	Each	Exempt	\$1,200.00

Removal of Holding Provision	Each	Exempt	\$500.00
Temporary Use By-law (Section 39 and 39.1 of the Planning Act)	Each	Exempt	\$800.00
Temporary Use By-law – Refundable Deposit	Each	Exempt	\$5,000.00 fully refundable upon compliance
Temporary Use By-Law – Extension Requests	Each	Exempt	\$400.00
Minor Variance	Each	Exempt	\$750.00
Extension or Alteration to a Non-conforming Use	Each	Exempt	\$500.00
Consent	Each	Exempt	\$600.00
Change in Conditions to Consent Request	Each	Exempt	\$300.00

Part Lot Control Exemption By-Law	Each	Exempt	\$800.00
Part Lot Control Exemption By-Law – Extension or Repeal Requests	Each	Exempt	\$400.00
Site Plan Application	Each	Exempt	\$1,500.00
Site Plan Application – Engineering Review	Each	Exempt	\$3,500.00 to cover engineering review costs has been separated into a separate line fee and is now non-refundable
Site Plan Amendment	Each	Exempt	\$750.00
Plans of Subdivision/Plans of Condominium (plus engineering, consultant and/or legal costs)	Each	Exempt	\$3,000.00
Development Pre-Consultation	Per hour	Exempt	Initial consultation: no charge Subsequent consultation: \$100/hour

**Concurrent Applications**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
OPA + ZBA	Each	Exempt	\$2,500.00
ZBA + Consent	Each	Exempt	\$1,500.00
MV + Consent	Each	Exempt	\$1,200.00
MV + SPC	Each	Exempt	\$2,000.00

**General Planning Fees**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Application Form to Establish Legal Non-Conforming Use	Each	Exempt	\$200.00
Cash-in-lieu of Parkland Dedication for Residential Consents	Each lot creation	Exempt	\$1,000.00

Cash-in-lieu of Parkland Dedication – All Subdivision of Land Except for Residential Severances	% of land value as specified in Section 51.1 of the Planning Act	Exempt	As per Section 51.1 of the Planning Act
Deeming By-law	Each	Exempt	\$800.00
Agreement Processing/Registration Fee	Each	Exempt	\$400.00
Telecommunication Tower Application	Each	Exempt	\$500.00

Schedule “F”

**Inspections**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Industrial/ Commercial Inspection – Single Tenant or Occupancy	Per hour	+ HST	\$200.00
Commercial – Multiple Occupancy Inspection	Per hour	+ HST	\$200.00

Single Residential	Each	Exempt	\$150.00
Duplex Residential	Each	Exempt	\$200.00
Multi-residential or Condo Building Inspection	Per hour Per unit	+ HST	\$200.00/hour plus \$35.00/unit
Tent	Each	Exempt	\$100.00
Home Daycare Inspection	Each	Exempt	\$150.00
Daycare Inspection – License	Each	+ HST	\$200.00
Other Business, Commercial or Residential Inspection	Per hour	+ HST	\$150.00/hour
Fire Safety Plan Review	Each	Exempt	\$125.00
Bed & Breakfast (B&B)	Each	Exempt	\$150.00

Trade Shows and Special Functions	Each	Exempt	\$150.00
Food Trucks and Refreshment Vehicles	Each	Exempt	\$75.00

### **Incident Report Letters/Property Search File Requests**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Fire Investigation Reports	Each	+ HST	\$200.00
Fire Incident Report Letters	Each	+ HST	\$120.00
Property File Search Requests	Each	+ HST	\$120.00

### **False Alarm Calls**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Third False Alarm	Each	Exempt	\$250.00



Fourth False Alarm	Each	Exempt	\$350.00
Subsequent False Alarms after Fourth Alarm	Each	Exempt	\$500.00

### **Fees for Extraordinary Services**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Any additional equipment required for fire fighting, fire investigation, security, public safety, overhaul operations or any reasonable operations or services deemed necessary by Aylmer Fire Department Fire Chief Official	Each	Exempt	Full Cost Recovery
Firefighting or other staff member	Per hour	Exempt	\$50.00/hour
Auto Accident – Non-Resident	Each	Exempt	MTO Current Rates
Car Fire – Non-County Resident	Each	Exempt	MTO Current Rates

Fire Investigations	Per hour	Exempt	\$100.00/hour
Firefighting equipment lost or damaged by firefighting activities	Each	Exempt	Full Cost Recovery
Firefighting foam or other fire suppression supplies	Each	Exempt	Full Cost Recovery

Schedule "G"

**Aylmer Pool**

Fee Description	Unit	Applicable Taxes	Fee
<a href="#">See YWCA St. Thomas-Elgin Program Schedule</a>			

**Baseball**

Fee Description	Unit	Applicable Taxes	Fee

Team – Once Weekly	Each	+ HST	\$212.30
Team – Twice Weekly	Each	+ HST	\$424.60
Youth	Per hour	+ HST	\$7.00/hour
Tournament – per Diamond	Each	+ HST	\$35.20

Schedule “H”

**Pavilions**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Kinsmen / Optimist Pavilion	Each	+ HST	\$35.00/rental
Lions Pavilion	Each	+ HST	\$30.00

**Bandshell**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Bandshell	Per day	+ HST	\$35.00/day
Bandshell Committee Room	Per hour	+ HST	\$30.00/hour

**Old Town Hall**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Old Town Hall Facility	Per hour (up to 5 hours)	+ HST	\$30.00/hour
Old Town Hall Facility	Per day	+ HST	\$200.00/day
Old Town Hall Facility	2 days	+ HST	\$375.00
Old Town Hall Facility	3 days	+ HST	\$475.00

Old Town Hall Facility	Per day (4 days or more)	+ HST	\$150.00
Old Town Hall Facility	Per event – Set up	+ HST	\$35.00
Light / Sound Equipment Rental – Daily	Per day	+ HST	\$50.00/day
Light / Sound Equipment Rental – Multiple Days	Rental term	+ HST	\$100.00
Piano	Per day	+ HST	\$50.00/day

Schedule “I”

**Water Services Fees**

<b>Fee Description</b>	<b>Unit</b>	<b>Applicable Taxes</b>	<b>Fee</b>
New Water Service & Meter	Each	Exempt	\$66.00
Permanent Disconnection of Water Meter	Each	Exempt	\$82.50

Permanent Disconnection of Water Service	Each	Exempt	\$55.00
Temporary Removal and Reinstallation of Water Meter	Each	Exempt	\$82.50
Temporary Shut-off & Restoration of Water Supply	Each	Exempt	\$30.00
Reconnection of Water Service (non-payment or non-compliance) – Regular Business Hours	Each	Exempt	\$55.00
Reconnection of Water Service (non-payment or non-compliance) – Non-regular Business Hours	Each	Exempt	Full cost recovery (4 hours minimum)
Arrears Certificate	Per property	Exempt	\$49.50
Change of Occupancy	Each	Exempt	\$15.00
Construction Water Charge	Each	Exempt	\$27.50

Temporary Water Supply	Base and Usage	Exempt	\$66.00 in addition to \$2.20 per m <sup>3</sup>
Meter Testing Charge	Deposit Plus Costs	Exempt	\$82.50
Misc. Service Responses	Each	Exempt	Full Cost Recovery if issue is determined not to be Town's responsibility

Schedule "J"

**EECC Ice Rental Fees 2024-2025**

		RATE	5%	TOTAL
			CAPITAL SURCHARGE	(+ applicable taxes)
<b>PRIME</b>		\$172.80	\$8.64	\$181.44
<b>NON PRIME</b>		\$103.67	\$5.18	\$108.85
<b>SCHOOL</b>	Class/Practice/Non Prime	\$67.60	\$3.38	\$70.98
	Game (non prime)	\$103.67	\$5.18	\$108.85

**PRIME – September 1 – June 30**

Sunday – 7:00 a.m. to 10:00 p.m.

Monday to Friday – 5:00 p.m. to 10:00 p.m.

**NON PRIME**

Sunday – 10:00 p.m. to 1:00 a.m.

Monday to Friday – 7:00 a.m. to 5:00 p.m. & 10:00 p.m. to 1:00 a.m.

**July 1 – August 31**

No Non-Prime Ice Time During this period. Youth (under 16 rates 85% of Prime Rates)

**SCHOOL – ONLY AVAILABLE FOR EDUCATIONAL INSTITUTIONS OR VERIFIED HOMESCHOOLS BETWEEN SEPTEMBER 1 – JUNE 30)**

Monday to Friday – 7:00 a.m. to 5:00 p.m. – classes, practices, games or recreational skate

**Other Fees**

Fee Description	Unit	Applicable Taxes	Fee
Garbage Bag Tag	Each	Exempt	\$2.00



Road Occupancy Permit	Each	Exempt	\$165.00 (plus deposit) (Exemptions may be granted at the discretion of the Director of Operations for permits associated with Subdivision, Condo, or Site Plan Agreements or Special Event Applications given that securities or other fees are provided)
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