

# Township of Zorra



## Fees By-law

### Office Consolidation

#### Amending By-laws

By-law No. 90-11

By-law No. 27-12

By-law No. 67-12

By-law No. 74-12

By-law No. 38-14

By-law No. 44-15

By-law No. 09-16

By-law No. 55-16

By-law No. 18-18

By-law No. 40-18

By-law No. 42-19

By-law No. 16-20

By-law No. 86-21

By-law No. 52-22

By-law No. 19-23

By-law No. 22-23

By-law No. 58-23

#### **Disclaimer:**

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**THE CORPORATION OF THE  
TOWNSHIP OF ZORRA**



**BY-LAW NO. 11-09**

**BEING A BY-LAW TO ESTABLISH FEES OR CHARGES FOR  
SERVICES OR ACTIVITIES PROVIDED OR DONE BY OR ON  
BEHALF OF THE CORPORATION OF THE TOWNSHIP OF  
ZORRA**

**WHEREAS** Section 390 of the Municipal Act, S.O. 2001 c.25, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of the municipality;

**AND WHEREAS**, Section 150 of the Municipal Act, S.O. 2001 c.25, as amended, authorizes a local municipality to pass a by-law requiring the payment of license fees;

**AND WHEREAS**, Section 385 of the Municipal Act, S.O. 2001 c.25, as amended, permits a local municipality to fix a scale of costs to be charged as the reasonable costs of proceedings under Part XI – Sale of Land for Tax Arrears;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ZORRA ENACTS AS FOLLOWS:**

1. That the fees set out in the attached Schedules shall be paid for the services or activities listed. All fees are per occasion or request unless denoted with an asterisk (\*) which indicates a fee payable annually.
2. That Schedules A, B and C attached hereto form part of this by-law.
3. That this By-law shall be known and may be cited as the "Township of Zorra User Fee By-law".
4. That By-laws No. 21-1998, 14-01 and 45-01 are hereby repealed.
5. Unless otherwise stated, any fees, rates or charges set out in this By-law which are not paid when due and remain unpaid after 30 days will be subject to interest fees at a rate of 1.25% per month. Where all or part of a fee, rate or charge imposed by this By-law remains unpaid for a period of more than 60 days, all outstanding amounts shall be added to the tax roll for the property, which is owned, in whole or in part, by the person upon whom the fee, rate or charge was imposed, and shall be collected in a like manner as municipal taxes. All of the owners of this property shall be liable jointly and severally for paying such fee, rate or charge. *added by By-law No. 22-23*

**READ A FIRST AND SECOND TIME THIS 3rd day of FEBRUARY, 2009.**

**READ A THIRD TIME AND FINALLY PASSED THIS 3rd day of FEBRUARY, 2009.**

**"MARGARET LUPTON"**

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**MAYOR  
MARGARET LUPTON**

**"DONALD W. MACLEOD"**

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**CLERK ADMINISTRATOR  
DONALD W. MACLEOD**

**SCHEDULE "A"**  
**TO BY-LAW 11-09**  
*Amended by By-law No. 58-23*

**GENERAL ADMINISTRATION FEES**

<b>Service</b>	<b>Fee</b>
Bag tags	As set by the County of Oxford
Composters	As set by the County of Oxford
Recycling/blue boxes	As set by the County of Oxford
Rain Barrels	As set by the County of Oxford
Faxes (incoming)	\$0.25/page
Faxes (outgoing)	\$0.25/page + long distance charges when applicable
Maps	No charge
Photocopying (not on large scanner)	\$0.25/page
Photocopying on large scanner	\$10.00/page
Tax Certificate	\$52.00
Last minute requests (within 2 business days)	\$41.00
Zoning information, work orders, drainage charges/local improvements, and subdivision agreement clearance	\$104.00
Property / Zoning Compliance Confirmation	\$52.00
Encroachment Application Fee	\$414.00 (HST exempt)
Ontario Power Authority – Feed-In-Tariff – Council Resolution	\$311.00

Tax Report – i.e. status of taxes for a Mortgage Company or property owner	\$10.00
Copy of tax bill (electronic or hard copy)	\$10.00
Tax Department Admin Fee (including adding items to tax roll, refunds of payments, etc.)	\$26.00
Property Information Enquiry – i.e. survey of property, tile drainage information, building permits	\$10.00
Administration Charges for financing of Construction Drain Projects	\$26.00
Drainage Reapportionment	\$104.00
Minor Variance with Minimum Distance Separation	\$673.00
Minor Variance without Minimum Distance Separation	\$622.00
Provision of External Development Review Services, External Municipal Engineering Services, and/or External Planning Services *Excluding Drainage Reapportionments	Cost of services from third party billing plus 5% administration fee (maximum of \$100.00 on the 5% administration fee)
Site Plan Agreement (By-law 39-08)	\$414.00 Deposit \$2,000.00

Zoning By-law Application	\$1,554.00
Zoning By-law Application (with Official Plan Amendment)	\$10,360.00 Deposit \$20,000.00
Zoning By-law Application to Aggregate Industrial (ME) and/or Quarry Industrial (MQ)	\$15,540.00 Deposit \$30,000.00
Zoning By-law Application to Disposal Industrial (MD)	\$15,540.00 Deposit \$30,000.00
Commissioner of Oath signature, non-residents	\$10.00
Tender Documents	\$27.00
Tender Documents – large construction and engineering tenders	\$78.00
Additional Residential Unit registration fee	\$311.00
Building Search – copy of permits issued	\$98.00 per address and first permit \$16.00 each additional permit
Building Permit Search Letter – formal letter outlining all permits issued for a property	\$62.00
Special Request – complex or more detailed information request	\$114.00
In addition to the above application fees, the applicant shall pay all external costs incurred by the Municipality in respect of the Planning Application	
Housing projects which qualify under the County of Oxford's Community Improvement Plan – Affordable Housing Incentive Program, are exempt from the Township imposed application fees. This exemption does not include any deposits required to recover Township costs for peer reviews.	

**SCHEDULE "B"**  
**TO BY-LAW 11-09**  
*Amended by By-law No. 58-23*

**LICENSES, PERMITS AND AGREEMENTS**

<b>Service</b>	<b>Fee</b>
Entrance culvert (seven metres)	\$1,730.00 plus taxes
For each extra metre	\$207.00 plus taxes
Widen an existing culvert up to four metres	\$725.00 plus taxes
Extension greater than four metres	Contact Township for individual pricing
Kennel License *	\$100.00
Lottery License (including but not limited to bingo, Nevada and raffle)	3% of the prize board
Marriage License	\$104.00
Civil Marriage Service in Township Office during normal office hours	\$311.00
Civil Marriage Service outside normal office hours <i>Officiant paid \$300.00</i>	\$363.00
Civil Marriage Service – Witness (during normal office hours)	\$21.00 / witness
Marriage Package –Civil Marriage Service (outside normal office hours) and Marriage Licence <i>Officiant paid \$300.00</i>	\$414.00
Rehearsal fee	\$62.00
Fire Permit	No charge
Special Event Permit	\$52.00
NSF Charge – Service Fee	\$36.00
Display Fireworks Event Permit (By-law 36-14)	\$31.00
Retail of Consumer Fireworks Permit (By-law 36-14)	\$155.00
Pyrotechnic Special Event Approval Permit (By-law 36-14)	\$155.00
Application for Exemption to Noise Control By-law (By-law 69-12, as amended)	\$52.00
Application for Exemption to Animal Care and Control By-law (By-law 43-15)	\$104.00
Dog License for Dangerous Dog* (By-law 43-15)	\$31.00
Application for Exemption to Fencing By-law (By-law 38-01)	\$52.00
Line Fence Act application fee	\$104.00

**SCHEDULE "C"**  
**TO BY-LAW 11-09**  
*Amended by By-law No. 58-23*

**MUNICIPAL TAX SALES**

<b>Service</b>	<b>Fee</b>
Costs Related to Tax Sale Process	Full cost recovery
Administration fee for Tax Sale Process	\$2,590
Costs Related to Proceeding Under Tender Process	Full cost recovery
Administration fee for Tender Process	\$2,590
Costs Related to Proceeding Under Public Auction Process	Full cost recovery
Administration fee for Public Auction Process	\$2,590

**SCHEDULE “D”**  
**TO BY-LAW 11-09**  
*Amended by By-law No. 58-23*

**FIRE AND EMERGENCY SERVICES FEES**

<b>Service</b>	<b>Fee</b>
<p>1. For attending the scene of a motor vehicle collision:</p> <p>a) Involving dangerous goods (as defined under the Dangerous Goods Act) and/or vehicles with a gross weight over 11,000kg. Or;</p> <p>b) Where the fire department provided medical, extrication, fire suppression, spill mitigation or site clean-up services</p>	<p>a) Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call;</p> <p>b) Current MTO rate per hour per vehicle plus personnel costs plus any additional costs to for each and every call</p>
<p>2. For response to incidents involving the release, or potential release, of dangerous goods (not covered under 1.)</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional for each and every call</p>
<p>3. For fire department response fees/Indemnification Technology®.</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.</p>
<p>4. For responding to false alarms from an automatic alarm system:</p> <p>a) first false alarm in any 12 month period;</p> <p>b) second false alarm in any 12 month period;</p> <p>c) third and subsequent false alarms in any 12 month period</p>	<p>a) Nil;</p> <p>b) Warning Letter;</p> <p>c) Current MTO rate per occurrence.</p>
<p>5. For responding to an open air burn by-law violation as outlined in the Regulation and Setting of Fires By-law 25-08.</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.</p>
<p>6. For attending an incident at a property where no locate was obtained or where requirements of the locate had not been followed.</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.</p>
<p>7. For providing a Fire Watch on a premises as required under the Ontario Fire Code.</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.</p>
<p>Fire Inspection Report</p>	<p>\$155.00</p>
<p>Fire Inspection Report – Physical Inspection (if required)</p>	<p>\$104.00</p>
<p>Fire Incident Report</p>	<p>\$104.00</p>
<p>Fire Chief’s Letters to Lawyers or Insurance Company</p>	<p>\$78.00</p>
<p>Hydro inspection for fire investigation and inspection purposes.</p>	<p>Rates as charged by Electrical Safety Authority.</p>

**SCHEDULE "E"**  
**TO BY-LAW 11-09**  
*Amended by By-law No. 58-23*

**PUBLIC WORKS FEES**

<b>Service</b>	<b>Fee</b>
911 sign/post (for reorders due to damage, theft, etc.)	Cost
911 sign installation (for reorders due to damage, theft, etc.)	\$78.00
Road and Work Use Permit/Entrance Permit	\$155.00
Recovery of Costs Due to Property Damage (The Township of Zorra will seek the recovery of costs incurred for repair or replacement of Township property damaged by an individual when the offence is committed with a vehicle. Recovery will be sought either from the individual directly, from their company or employer or from their insurance carrier).	Cost Recovery including but not limited to Actual Costs for Labour, Material, Equipment, Contracted Services plus HST on all items.
Road Inquiry Report	\$78.00



**SCHEDULE “F”  
TO BY-LAW 11-09  
Amended by By-law No. 58-23**

**RECREATION FEES**  
*Effective January 1, 2024 to December 31, 2024*

<b>Service</b>		<b>Fee (HST not included)</b>	
<b>Ice Rentals (ice rentals are 50-minute hour)</b> <i>Effective September 1, 2024 to August 31, 2025</i>			
<b>Prime Rate</b>	Monday to Friday - 5:00pm - Close Saturday and Sunday 8:00am – Close	\$192.00	
<b>Non-prime Rate</b>	Sept 1 - March 31 Monday to Friday - 7:00am - 5:00pm Saturday & Sunday - 7:00am - 8:00am	\$115.00	
<b>Minor Sports Organizations</b>	Monday to Friday - 5:00pm - Close Saturday and Sunday 8:00am – Close	\$151.00	
<b>Last Minute Booking</b>	Non-Prime hours only, cannot be booked more than 48 hours in advance and subject to facility/staff availability	\$60.00	
<b>Recreation Skating</b>			
<b>Public Skating</b>	Pre-School (3 & Under)	Free	
	Individual	\$3.00	
	Family rate	\$8.00	
<b>Shinny</b>	Individual	\$5.00	
	Family rate	\$12.00	
<b>Sponsorship &amp; Advertising</b>			
<b>Sponsor a Public Skate or Shinny</b>	One regular public skate at either facility.	\$200.00	
<b>Arena Wall Ad</b>	4'x8' wall ad production costs by advertiser	\$296.50	
<b>Resurfacers Ad</b>	Full machine ad (half and quarter machine ads available)	\$2,100.00	
<b>Large Halls</b> <i>Located at the Thamesford District Recreation Centre and Embro-Zorra Community Centre</i>			
<b>Fitness &amp; Recreation Programs</b>	Sport groups, fitness classes, and instructional programs (equipment storage at additional charge, when available)	Per hour (two-hour minimum)	\$30.00
<b>General Events</b>	Group meetings, family events or corporate functions (includes use of the kitchen)	Half Day (5 hours)	\$156.00
		Full Day (9 hours)	\$260.00
	Optional set up or tear down fee		\$130.00
	Additional fee for kitchen.		\$62.50
<b>Kitchen Rental</b>	Stand alone use of the hall kitchen for food preparation	\$128.00	
<b>Funeral Rate</b>	For funerals and receptions, celebrations of life or memorial services (includes use of the kitchen and bar areas)	\$159.00	

	Optional set up and tear down fee.		\$90.00
<b>Banquet Rate</b>	Wedding receptions, dances, special events and large community events: (includes the use of kitchen and bar area)		\$600.00
	Set up day before function (4 hours max, must be scheduled in advance)		\$130.00 \$62.50 for stage
	Tear down fee available if requested in advance		\$130.00
<b>Stag &amp; Doe</b>	Subject to all requirements of AGCO regulations and Zorra's Municipal Alcohol Policy. Includes a mandatory tear down fee.		\$1,300.00 Plus \$350.00 for 2 security guards
	Staff to set up tables and chairs the day before (4 hours maximum, must be scheduled in advance)		\$125.00
<b>Arena Floor</b>	Special Events Stag and Doe	Daily rate	\$815.00 \$1,550.00 plus security team of 3 guards
	Sports use (3 hours minimum)	Hourly rate	\$68.50
<b>Small Halls</b>			
<b>Community Meetings &amp; Recreational Programs</b>	Classes or fitness programs, service group meetings, library rentals (does not include use of the kitchen).	Half day (5 hours)	\$52.00
<b>General Events</b>	Group meetings, family events or corporate functions (includes use of the kitchen).	Half day (5 hours)	\$131.00
		Full day (9 hours)	\$218.50
	Optional set up and tear down fee		\$63.00
<b>Funeral Rate</b>	For funerals and receptions, celebrations of life or memorial services (includes use of the kitchen)	Full day	\$112.00
	Optional set up and tear down fee.		\$63.00
Notes:			
<ul style="list-style-type: none"> <li>- Events serving alcohol are subject to all requirements of AGCO regulations and Zorra's Municipal Alcohol Policy</li> <li>- No stag and does or bachelor(ette) parties</li> <li>- Low impact fitness classes are permitted, but no sports activities (e.g. floor hockey, volleyball or baseball)</li> </ul>			
<b>Embroid Townhall</b>			
<b>Community Meetings &amp; Recreational Programs</b>	Classes of fitness programs, service group meetings, library rentals (does not include use of the kitchen).	Half day (5 hours)	\$52.00
<b>General Events</b>	Group meetings, family events, weddings or corporate functions	Half day (5 hours)	\$131.00

	(includes use of the kitchen)	Full day (9 hours)	\$218.50
	Optional set up and teardown fee		\$63.00
<b>Funeral Rate</b>	For funerals and receptions, celebrations of life or memorial services (includes use of the kitchen)		\$112.00
	Optional set up and tear down fee.		\$63.00
Notes:			
<ul style="list-style-type: none"> <li>- Events serving alcohol are subject to all requirements of AGCO regulations and Zorra's Municipal Alcohol Policy</li> <li>- No stag and does or bachelor(ette) parties</li> <li>- Low impact fitness classes are permitted, but no sports activities (e.g. floor hockey, volleyball or baseball)</li> <li>- Sound and lighting equipment in the auditorium is property of the Thistle Theatre and not included in the rental rate. Groups who would like to utilize the equipment must request this of the theatre at their own expense.</li> </ul>			
<b>Parks User Fees</b>			
<b>Soccer</b>	Minor Clubs – Per Season <i>(located in Zorra)</i>		\$785.00
	Non-minor Soccer – Per Team		\$975.00
	Change Rooms (Adult Teams)		\$380.00
<b>Baseball</b>	Minor Clubs – Per Game <i>(located in Zorra)</i>		\$26.00
	Non-minor Baseball – Per Game		\$50.00
	Tournament Fee (per day, per diamond)		\$156.00
<b>Park Event Rates</b>	Outdoor Special Events (large community events, car shows)		\$250.00
	Passive Park Events (picnics, family or small private events)		\$37.50
<b>Pool User Fees</b>			
<b>Lessons</b>	Daytime Sessions (10 classes)		\$56.00 for 30 min \$65.00 for 45 min
	Evening/Weekend (8 classes)		\$46.00 for 30 min \$55.00 for 45 min
	Private		\$25.00 for 30 min
<b>Drop-In Programs</b>	Individual		\$3.00
	Family		\$8.00
	Pre-school		Free
	10-Swim Punch Cards		\$25.00
	Single Season Pass		\$60.00
	Family Season Pass		\$150.00
<b>Advanced Classes</b>	Bronze Star		\$80.00
	Bronze Medallion & Emergency First Aid		\$150.00
	Bronze Cross		\$150.00
	Manual		\$55.00
<b>Swim Team</b>			\$85.00
<b>Pool Rental</b>	1 hour		\$100.00
<b>Camp Registration</b>			
<b>Full Week Registration</b>	5-day Week		\$164.00
	4-day Week		\$132.00
<b>Daily Registration</b>	Per day		\$40.00
<b>Camp Add -On</b>	Before Care, per day (7:30 a.m. – 8:30 a.m.)		\$6.00
	After Care, per day (4:30 p.m. – 5:30 p.m.)		\$6.00
	Swimming lessons		\$35.00
<b>Field Trip Add-On</b>	Bus		+ \$23.00
	Admission \$15/camper + bus		\$38.00
	Admission \$30/camper + bus		\$53.00

**SCHEDULE "G"**  
**TO BY-LAW 11-09**  
**AS AMENDED BY BY-LAW No. 22-23**

**STORM WATER RATE FEES**

The following stormwater rates are imposed upon owners of each lot that is within the settlement areas as outlined in Section 1 of by-law 19-23 – Being a By-law to establish a stormwater management utility and to establish the provision of rates.

<b>Service</b>	<b>Monthly Rate</b>
All properties less than 0.4 hectares in size subject to Stormwater Charge and this is considered the minimum fee for any property.	\$6.00/monthly
Properties larger than 0.4 hectares in size subject to Stormwater Charge. For these properties, the fee shall consider the runoff generated (C factor) and adjusted up or down compared to an average C of 0.45. All properties are subject to the minimum fee set above. Properties that drain away from the storm sewer system (all or part of lands) are still subject to the minimum fee above.	\$15.00 per hectare/monthly