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
By-law No. 36-24
By-law No. 51-24
By-law No. 27-25
By-law No. 36-25
By-law No. 45-25
By-law No. 30-26
By-law No. 61-26

All original signed by-law(s) are on file at the Zorra Municipal Centre.

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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 That By-laws No. 21-1998, 14-01 and 45-01 are hereby repealed.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”

MAYOR
MARGARET LUPTON

“DONALD W. MACLEOD”

CLERK ADMINISTRATOR
DONALD W. MACLEOD

SCHEDULE "A"
TO BY-LAW 11-09
Amended by By-law No. 61-26

GENERAL ADMINISTRATION FEES
Effective January 1, 2027

Service	Fee
Waste Management	
Bag tags	As set by the County of Oxford
Composters and accelerator powder	As set by the County of Oxford
Recycling/blue boxes/lids	As set by the County of Oxford
Rain Barrels	As set by the County of Oxford
Miscellaneous	
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
Scanning	$0.25/page
Commissioner of Oath signature, non-residents	$10.00
Zorra Municipal Centre Electric Vehicle Charges	$0.38/kwh for general public for $0.32/kwh for Zorra Township staff
Finance Department	
Tax Certificate	$55.00
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
Last minute requests (within 2 business days) – in addition to Tax Certificate fee	$44.00
Tax Department Admin Fee (including adding items to tax roll, refunds of payments, etc.)	$28.00
Rush fee for provision of a tax statement or reprint of a tax bill, if required within one business day	$20.00
NSF Charge – Service Fee	$38.00
Application / Requests	
Encroachment Application Fee	$444.00 (HST exempt)
Renewable Energy Municipal Support Requests (i.e. IESO LT)	$512.00
Drainage	
Administration Charges for financing of Construction Drain Projects	$110.00
Drainage Reapportionment	$110.00
General Drainage Administration Fee (including Tile Drain load early payout)	$256.00
Decommissioning of a Drain	$1,536.00
Planning and Zoning	
Zoning information, work orders, drainage charges/local improvements, and subdivision agreement clearance	$111.00
Planning Administration Fee (applied when a planning application is withdrawn)	$110.00

Minor Variance with Minimum Distance Separation	$723.00
Minor Variance without Minimum Distance Separation	$667.00
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 Application (By-law 54-20)	$1,024.00 Deposit $2,000.00
Zoning By-law Application	$1,668.00
Zoning By-law Application (with Official Plan Amendment)	$11,123.00 Deposit $20,000.00
Zoning By-law Application to Aggregate Industrial (ME) and/or Quarry Industrial (MQ)	$16,685.00 Deposit $30,000.00
Zoning By-law Application to Disposal Industrial (MD)	$16,685.00 Deposit $30,000.00
Additional Residential Unit registration fee	$330.00

SCHEDULE "B"
TO BY-LAW 11-09
Amended by By-law No. 61-26

LICENSES, PERMITS AND AGREEMENTS

Service	Fee
Marriage Licence and Ceremonies	
Marriage Licence	$113.00
Civil Marriage Service in Township Office during normal office hours	$340.00
Civil Marriage Service outside normal office hours *Officiant paid $300.00*	$398.00
Civil Marriage Service – Witness (during normal office hours)	$22.00 / witness
Marriage Package –Civil Marriage Service (outside normal office hours) and Marriage Licence *Officiant paid $300.00*	$496.00
Rehearsal Fee (Monday – Thursday)	$102.00
Rehearsal Fee (Friday – Sunday)	$153.00
Permits, Applications, and By-laws	
Burn/Fire Permit	No charge
Special Event Permit	$128.00
Display Fireworks Event Permit (By-law 36-14)	$33.00
Retail of Consumer Fireworks Permit (By-law 36-14)	$166.00
Kennel License *	$109.00
Lottery License (including but not limited to bingo, Nevada and raffle)	3% of the prize board
Pyrotechnic Special Event Approval Permit (By-law 36-14)	$166.00
Patio Extension Fee	$61.00
Donation Box Permit (By-law 37-11)	$208.00
Application for Exemption to Noise Control By-law (By-law 69- 12, as amended)	$55.00
Application for Exemption to Sign By-law (By-law 72-19, as amended)	$156.00
Application for Exemption to Animal Care and Control By-law (By-law 43-15)	$156.00
Dog License for Dangerous Dog* (By-law 43-15)	$33.00
Application for Exemption to Fencing By-law (By-law 42-20)	$156.00
Line Fence Act application fee	$110.00
Application for Exemption to Fireworks By-law (By-law 36-14, as amended)	$156.00
Livestock Valuers Remuneration (per arbitration)	$104.00 + mileage (as per the CRA Rates)
Property standards violations – clean up	Cost recovery including but not limited to Actual Costs for Labour, Material, Equipment, Contracted Services plus HST on all items.
Building Permit Search Letter – formal letter outlining all permits issued for a property	$67.00
Routine Disclosure	$10.00 administration fee + additional $7.50 per 15 minutes of searching / preparing documents

SCHEDULE "C"
TO BY-LAW 11-09
Amended by By-law No. 45-25

MUNICIPAL TAX SALES

Service	**Fee**
Costs Related to Tax Sale Process	Full cost recovery
Administration fee for Tax Sale Process	10% of actual cost of tax sale process
Costs Related to Proceeding Under Tender Process	Full cost recovery
Administration fee for Tender Process	10% of actual cost of tender process
Costs Related to Proceeding Under Public Auction Process	Full cost recovery
Administration fee for Public Auction Process	10% of actual cost of public auction process

SCHEDULE "D"
TO BY-LAW 11-09
Amended by By-law No. 61-26

FIRE AND EMERGENCY SERVICES FEES

Service	Fee
Fire Administration Fee	$75.00
Burn/Fire Permit	No charge
1. For attending: a) The scene of a motor vehicle collision *Applies to non-residents of Zorra b) Involving dangerous goods (as defined under the Dangerous Goods Act) and/or vehicles with a gross weight over 11,000kg. Or; c) Where the fire department provided medical, extrication, fire suppression, spill mitigation or site clean-up services	a) Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call + fire administration fee; b) Current MTO rate per hour per vehicle plus personnel costs plus any additional costs to for each and every call + fire administration fee
2. For response to incidents involving the release, or potential release, of dangerous goods (not covered under 1.)	Current MTO rate per hour per vehicle plus personnel costs plus any additional for each and every call + fire administration fee
3. For fire department response fees/Indemnification Technology®.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
4. For responding to false alarms from an automatic alarm system: a) first false alarm in any 12 month period; b) second false alarm in any 12 month period; c) third and subsequent false alarms in any 12 month period	a) Nil; b) Warning Letter; c) Current MTO rate per occurrence.
5. For responding to an open air burn by-law violation as outlined in the Regulation and Control for the Setting of Fires, The Prevention of Fires By-law 30-20	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call + fire administration fee.
6. For attending an incident at a property where no locate was obtained or where requirements of the locate had not been followed.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call + fire administration fee
7. For providing a Fire Watch on a premises as required under the Ontario Fire Code.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
Equipment/materials/supplies to fully extinguish a fire, make safe an area and investigate cause, including Fire Department expenses incurred (back hoes, excavators, tow-trucks, etc.) during an emergency in order to mitigate the emergency	Full cost recovery + fire administrative fee
Fire Inspection Report	$164.00
Fire Inspection Report – Physical Inspection (if required)	$110.00/visit + additional $110.00/visit for every additional staff member needed in attendance

Fire Incident Report	$260.00
Fire Chief’s Letters to Lawyers or Insurance Company	$83.00
Hydro inspection for fire investigation and inspection purposes.	Rates as charged by Electrical Safety Authority.

SCHEDULE "E"
TO BY-LAW 11-09
Amended by By-law No. 61-26

PUBLIC WORKS FEES

Service	Fee
Entrance culvert (seven metres)	$1,839.00 plus taxes
For each extra metre	$219.00 plus taxes
Widen an existing culvert up to four metres	$770.00 plus taxes
Extension greater than four metres	Contact Township for individual pricing
911 sign/post (for reorders due to damage, theft, etc.)	Full cost recovery
911 sign installation (for reorders due to damage, theft, etc.)	$83.00
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	$83.00
Unopened Road Allowance Closure	$424.00

SCHEDULE "F"
TO BY-LAW 11-09
Amended by By-law No. 61-26

RECREATION FEES

Service		Fee (includes HST)
Ice Rentals (ice rentals are 50-minute hours) *Effective September 1, 2026, to August 31, 2027*		
Prime Rate	Monday to Friday - 5:00pm - Close Saturday and Sunday 7:00am - Close	$204.00
Non-prime Rate	Monday to Friday - 7:00am - 5:00pm	$123.00
Minor Sports Organizations	Monday to Friday - 5:00pm - Close Saturday and Sunday 7:00am - Close	$158.00
Minor Sports Non-Prime	Monday to Friday – 7:00am – 5:00pm	$95.00
Last Minute Booking	Non-Prime hours only, excluding of 7:00 a.m. to 8:00 a.m. on weekdays. Cannot be booked more than 48 hours in advance and subject to facility/staff availability	$64.00
Last Minute Booking, prime hours	Prime hours only. Cannot be booked more than 48 hours in advance and subject to facility/staff availability	$106.00
Ice Rentals (ice rentals are 50-minute hour) *Effective September 1, 2027, to August 31, 2028*		
Prime Rate	Monday to Friday - 5:00pm - Close Saturday and Sunday 7:00am - Close	$209.00
Non-prime Rate	Monday to Friday - 7:00am - 5:00pm	$126.00
Minor Sports Organizations	Monday to Friday - 5:00pm - Close Saturday and Sunday 7:00am - Close	$162.00
Minor Sports Non-Prime	Monday to Friday – 7:00am – 5:00pm	$97.00
Last Minute Booking	Non-Prime hours only, excluding of 7:00 a.m. to 8:00 a.m. on weekdays. Cannot be booked more than 48 hours in advance and subject to facility/staff availability	$65.00
Last Minute Booking, prime hours	Prime hours only. Cannot be booked more than 48 hours in advance and subject to facility/staff availability	$108.00
Recreation Skating *Effective January 1, 2027*		
Public Skating	Infants & Toddlers (3 & under) Youth (4-17) Adult (18-59) Senior (60+) Family	Free $3.50 $5.00 $3.50 $10.25
Shinny	Youth (4-17) Adult (18-59) Senior (60+) Family	$5.00 $7.25 $5.00 $14.50
10-Punch Shinny Cards	Youth (4-17) Adult (18-59) Senior (60+)	$41.50 $58.25 $41.50
Arena Sponsorship & Advertising		

Sponsor a Public Skate or Shinny	One regular public skate at either facility.		$208.25
Arena Wall Ad	4'x8' wall ad production costs by advertiser		$312.25
Resurfacer Ad	Full machine ad (half and quarter machine ads available)		$2,186.75
Pool Sponsorship	Sponsorship for a two-hour public swim		$260.00
Fitness & Recreation Programs			
Drop-in	Youth (4-17) Adult (18-59) Senior (60+)		$3.50 $5.00 $3.50
Classes	Youth (4-17) Adult (18-59) Senior (60+)		$4.25 $6.00 $4.25
Camp Registration			
Full Week Registration	5-day Week		$183.25
	4-day Week		$146.75
Daily Registration	Per day		$45.75
Camp Add -On	Before Care, per day (7:30 a.m. – 8:30 a.m.)		$6.25
	After Care, per day (4:30 p.m. – 5:30 p.m.)		$6.25
	Field Trip Add-on		$34.25
Parks User Fees			
Soccer	Minor Clubs – Per Season *(located in Zorra)*		$842.50
	Non-minor Soccer – Per Team		$1,045.50
	Change Rooms (Adult Teams)		$395.50
Baseball	Minor Clubs – Per Game *(located in Zorra)*		$28.00
	Non-minor Baseball – Per Game		$54.00
	Tournament Fee (per day, per diamond)		$167.50
Park Event Rates			
Park Event Rates	Outdoor Special Events (large community events, car shows)		$260.25
	Passive Park Events (picnics, family or small private events)		$39.00
	Large Pavilion		$78.00
Pool User Fees			
Lessons	Daytime Sessions (10 classes)	30-min	$72.75
		45-min	$87.25
	Evening/Weekend (8 classes)	30-min	$59.75
		45-min	$71.75
	Private	30-min	$26.00
Drop-In	Infants & Toddlers (3 & under) Youth (4-17) Adult (18-59) Senior (60+) Family		Free $3.50 $5.00 $3.50 $10.25
10-Swim Punch Cards	Infants & Toddlers (3 & under) Youth (4-17) Adult (18-59) Senior (60+)		Free $29.00 $42.50 $29.00

Single Season Pass	Infants & Toddlers (3 & under) Youth (4-17) Adult (18-59) Senior (60+)	Free $72.75 $104.00 $72.75
Family Season Pass		$208.25
Advanced Classes	Bronze Star	$83.25
	Bronze Medallion & Emergency First Aid	$156.00
	Bronze Cross	$156.00
	Manual	$57.25
Swim Team	Tiger Sharks Swim Team	$88.50
Pool Rental	1 hour	$130.00
Large Halls *Located at the Thamesford District Recreation Centre and Embro-Zorra Community Centre*		
Meetings / Recreational Programs	Per Hour	$31.00
General Events (Banquets, Funerals, Other)	Half day (5 hours) (includes use of the kitchen)	$162.25
	Full Day (9 hours) (includes use of the kitchen)	$270.75
Kitchen Rental	Standalone use of the hall kitchen for food preparation	$133.25
Special Events (requiring Special Events permit)	Wedding receptions, dances, special events and large community events: (includes the use of kitchen and bar area)	$624.75
Stag & Doe	Subject to all requirements of AGCO regulations and Zorra's Municipal Alcohol Policy. Includes a mandatory tear down fee.	$1,353.75 Plus the cost of two (2) security guards
Small Halls including Embro Townhall		
Meetings / Recreational Programs	Per Hour	$26.00
Zorra Municipal Office – Lupton Boardroom	Per hour *Community groups receive six free rentals/year*	$26.00
General Events (Banquets, Funerals, Other)	Half day (5 hours) (includes use of the kitchen)	$130.00
	Full Day (9 hours) (includes use of the kitchen)	$216.50
Arena Floor		
Weekday	Per Hour	$65.50
Weekend	Per Hour	$109.25
Special Events (requiring Special Events Permit)	Daily Rate	$848.75
	Stag & Doe	$1,614.00 plus the cost of three (3) security guards
Miscellaneous		
Water Station Rental (for pre-approved community groups)		$130.00
Skate Sharpening		$5.00

Recreation Administration Fee (for cancellations)	$10.25
Lobby Rental	$25.75
Staff Set-Up or Tear Down (must be requested) ***(Added by By-law 30-26)***	$135.25
Thamesford Stage – Rental ***(Added by By-law 30-26)***	$65.00

SCHEDULE "G"

TO BY-LAW 11-09

Amended by By-law No. 61-26

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.

Service	Fee
All properties less than 0.4 hectares in size subject to Stormwater Charge and this is considered the minimum fee for any property.	$6.25/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.	$15.63 per hectare/monthly