

**COUNTY OF ELGIN**

**By-Law No. 24-26**

**“A BY-LAW TO PROVIDE A SCHEDULE OF SERVICES AND ACTIVITIES SUBJECT**

**TO FEES AND CHARGES BY THE COUNTY OF ELGIN AND TO REPEAL**

**BY-LAW NO. 23-33”**

WHEREAS, by virtue of s.9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under that or any other Act;

AND WHEREAS, by virtue of s.11 of the said Municipal Act, 2001, S.O. 2001, c.25, as amended, an upper tier municipality may enact a by-law respecting, among other things, public assets of the municipality acquired for purpose of exercising its statutory authorities, economic well-being of the municipality, services and things that the municipality is otherwise authorized to provide, and protection of persons and property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, states that a municipality and a local board may pass by-laws imposing fees or charges on persons for services or activities provided or done for persons;

AND WHEREAS the Corporation of the County of Elgin did pass By-Law No. 23-33 imposing fees or charges on services or activities provided to persons by the County of Elgin’s various departments;

AND WHEREAS the Corporation of the County of Elgin has deemed it advisable to amend the fees and charges applicable to some of its services or activities, and to make provision for the addition of taxes where appropriate.

NOW THEREFORE the Municipal Council of the Corporation of the County of Elgin enacts as follows:

1. THAT Schedule “A” attached hereto and forming part of this by-law setting out services and activities which are subject to fees and charges, and taxes where applicable, and the amount of such fees or charges be and is hereby adopted.
2. THAT By-Law No. 23-33 and any by-law that is contrary to this one be and is hereby repealed.
3. THAT this by-law shall come into force and take effect upon its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25<sup>th</sup> DAY OF JUNE 2024.

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Blaine Parkin,  
Chief Administrative Officer/Clerk.

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Ed Ketchabaw,  
Warden.

## SCHEDULE "A"

### By-Law No. 24-26

The Corporation of the County of Elgin has deemed it advisable to provide activities and services that are subject to fees and charges. The following list details such activities and services and the fees and charges that will apply:

Please note that the fees and charges below include taxes, where applicable.

#### General (authority under the Municipal Act)

##### Photocopies for the public throughout all County of Elgin Departments:

Copy charge per printed page	
- per printed side (black & white)	\$0.25
- per printed side (colour)	\$1.00

Document Commissioning Fee: \$20.00

#### Financial Services (authority under the Municipal Act)

Late payment of County Levy 15%/year  
(i.e. - installment due on the 15<sup>th</sup> and not received until the 16<sup>th</sup>, one day of interest would be charged)

#### Community & Cultural Services – Archives (authority under the Municipal Act)

Long-Distance Research \$40.00 per hour

##### Photocopying/Internet Printing

Letter/Legal	\$0.25
11 x 17	\$0.50

##### Microfilm Reader-Printer:

Letter/Legal – per page	\$0.50
11 x 17 – per page	\$0.75
Scans	\$0.25

##### Photograph Prints:

4 x 6	\$17.00
4 x 6 – additional print	\$10.00
5 x 7	\$20.00
5 x 7 – additional print	\$12.00
8 x 10	\$30.00
8 x 10 – additional print	\$17.00
11 x 14	\$40.00
11 x 14 – additional print	\$30.00
Larger Sizes	On a case by case basis

Digital photo/document files for personal use \$10.00

Digital photo/document files for publication/exhibition/display/commercial use \$20.00

Photo/document image scanning \$10.00

##### Scanning:

Document scanning as PDF	\$5.00
Recordable CD	\$2.50

##### Supplies:

Acid-free storage box	\$20.00
Newspaper storage box	\$50.00
Acid-free file folders	\$1.00
General archival supplies	Market value

**Shipping**

Actual cost with a \$5.00 minimum cost

**Community & Cultural Services - Libraries** (authority under the Public Libraries Act)

**Library Fines:**

Fines are subject to Elgin County Library's fine-free plan to eliminate overdue fines on all library materials by December 31, 2024.

**Fax Machine:**

**Sending:**

First Page \$1.50  
- Each Additional Page \$0.50

**Receiving**

Per Page \$0.50

**Interlibrary Loan – Borrowing:**

Canadian Library or University – plus shipping (if they charge) Discretion of Loaning Library  
U.S. Library or University – plus shipping (if they charge) Discretion of Loaning Library  
Microfilm – plus shipping (where applicable) \$4.00

**Printing:**

Black & White/Colour – per printed side \$0.25

**Lost or Damaged Materials:**

All Material Types Actual Cost plus \$5.00 Processing  
Bag of Books \$160.00

**If actual cost is unknown, the following rates are charged:**

**Other Materials – Lost or Damaged:**

DVDs/Videos \$20.00  
Playaways \$80.00  
Wonderbooks \$70.00  
Microfilms \$30.00  
Music CDs \$20.00  
Game-Kits Puzzles/Games \$20.00  
Program Kits \$20.00  
Computer Kits \$80.00  
Park Permits \$100.00  
Yoto Players Bundles \$210.00 -  
\$265.00 ~~\$160.00~~  
Library Card Replacement \$1.00

**Books – Lost or Damaged:**

Hardcover \$30.00  
Magazines \$5.00  
Paperbacks \$10.00  
Audio Books \$50.00  
Reference Books \$50.00

**Room Rentals** (no charge for non-profit group) \$25.00

**Library Fine Threshold** \$20.00

Fines are subject to Elgin County Library's fine-free plan to eliminate overdue fines on all library materials by December 31, 2024.

**3D Printing Filament** \$0.10/gram

<b><u>Exam Proctoring</u></b>	Donation basis
<b><u>Book, Magazine &amp; DVD/CD Discards</u></b>	Donation basis
<b><u>Community &amp; Cultural Services – <i>Museum</i></u></b> (authority under the Municipal Act)	

**Admission** Donation basis

**Membership:**

Annual	\$5.00
Lifetime	\$100.00

**Programs Delivered:**

Adult off-site programs \$33.90  
plus travel paid at the rate established by the County for use of personal vehicles

School tours and children’s group tours (designed for children under the age of 14) \$1.75

- Chaperones are no charge

School programs offered in-school (designed for children under the age of 14) – including rented teacher’s kit \$3.00

**Note:** Fees for programs delivered by the Museum may vary according to the program

**Engineering Services** (authority under the Municipal Act)

**County Road Maps** \$5.00

**Meeting Room Rental Rates:** (authority under the Municipal Act)

For use of meeting rooms in the County Administration Building by outside groups:  
Central Elgin Boardroom (Suite #25) \$75 for 3-hour minimum inclusive; \$25 per hour thereafter  
West Elgin Boardroom (Suite #138) \$65 for 3-hour minimum inclusive; \$25 per hour thereafter

**Electric Vehicle Charging Station Fee:** \$2.40/hr

**Oversize/Overweight Moving Permit:** (authority under the Highway Traffic Act)

Permit for moving heavy vehicles, loads, objects or structure in excess of dimensional & weight limits set out in the Highway Traffic Act:

Single Move Fee (if action is requested with greater than 10 business days’ notice)	\$200.00
Single Move Fee (if action is requested with less than 10 business days’ notice)	\$400.00
Single Move Fee - Overweight, greater than 63,500 kg (approval requires a minimum of 10 business days’ notice)	\$1,300.00
Annual Oversize Moving Permit Fee	\$500.00

**Preparation of Road User Agreement / Telecommunication Equipment (Where Applicable by Agreement)**

Consent and Road User Agreement \$1,000.00

**Road User Agreements**  
(authority under the Municipal Act)

Annual fees shall be a minimum of \$500 with no upset limit. Project type and the amount of road property affected shall dictate the annual fee and associated encumbrances. Taxes not applicable and fees may be added to the property tax roll for collection, on behalf of the County, by a local municipality.

**Telecommunication Equipment Consent and Road User Agreement**

Permit Fee (Applicable to each approved telecommunications equipment installation location)	\$200.00 base fee plus \$0.25/m
Contract Administration Fee	\$100.00 (Where applicable by Agreement per year for each year of term of Agreement)

**Road Occupancy Permit** (authority under Public Highway & Transportation Improvement Act)

To regulate the construction or alteration of any entranceway, private road or other facility that permits access to County Roads:

Request greater than 5 days notice	\$200.00
Request less than 5 days notice	\$400.00

**Tender Documents (Hard Copy)** (authority under the Municipal Act) \$50.00

**Cost Recovery Damage to Public Property Caused During a Collision** Actual Cost  
(authority under the Municipal Act)

**Long-Term Care Homes** (authority under the Long-Term Care Act, 2007)

**Adult Day Programs** Fees as set by the Province

**Barber/Hairdresser (Terrace Lodge):** effective August 1, 2024

Shampoo Only	\$7.00
Shampoo/Blowout	\$26.00
Conditioning Treatment	\$10.00
Ladies Cut only	\$23.00
Ladies Cut/Dry	\$24.00
Men's Cut	\$20.00
Men's Cut/Dry	\$21.00
Bang Trim	\$5.00
Beard Trim	\$7.00
Beard/Ears/Eyebrows/Nose	\$10.00
Set only (no shampoo)	\$23.50
Shampoo and set	\$26.00
Cut and set (no shampoo)	\$36.00
Comb Out & Curl with Iron	\$22.50
Shampoo/Perm/Set	\$67.50
Shampoo/Colour/Set	\$52.00
Foils (1/2 head)	\$42.50
Cut/Set/Curl	\$45.00
Shampoo/Cut/Set	\$40.00
Shampoo/Cut/Set/Curl	\$47.50
Shampoo/Colour/Cut/Set	\$62.50
Shampoo/Perm/Cut	\$70.00
Shampoo/Perm/Cut/Set	\$80.00
Braids/Updo	\$10.00

Bobier Villa & Elgin Manor As per Contracted Service Provider

**Cable TV/Internet** Market Rate

**Foot Care through Contract Provider** Market Rate

**Dental Care Services through Contract Provider** Market Rate

**Optometry Care Services through Contract Provider** Market Rate

**Wheelchair Seating Assessment Fees**  
Wheelchair and mobility equipment repair fees (Contract Provider) Market Rate

**Guest Room Accommodation – 1 Guest Maximum**

- per night including breakfast at Elgin Manor & Bobier Villa \$60

**Meals on Wheels for Community Clients:**

- per meal

**VON**

(October 1, 2023 - September 30, 2024) \$7.75  
Double portions \$3.75

(October 1, 2024 – September 30, 2025) \$8.00  
Double portions \$4

**WECHC**

(January 5, 2024 – January 4, 2025) \$7.75  
Double portions \$3.75  
(January 4, 2025 – September 30, 2025) \$8  
Double portions \$4

**Medication not Covered by Health Card 65 & Non-prescription Drugs** Cost of drug plus \$2.00 - ODB co-payment

**Newspaper** Market Rate

**Preferred Accommodation Rate Upon Admission:**

Resident fees are charged in accordance with the rates set by the Province of Ontario which may change from time to time.

**Purchases Services**

Resident requested sundry products, therapy services, supplies, etc. Market Rate

**Resident Basic Accommodation Rate:**

Resident Fees are charged in accordance with the rates set by the Province of Ontario which may change from time to time.

**Note:** Residents may apply for a rate reduction based on annual income

**Resident and Staff – Replacement Key** actual replacement cost ranges from \$10 - \$30

**Staff Replacement Name Tags** \$9.00

**Room Rental** \$42.50

Determined by Homes' Director - minimum fee may apply

**Loss/Replacement of Fob** \$12.00

**Transportation/Accompaniment of Staff** Market transportation rate, plus, if accompanied by staff the employee's hourly rate of pay times the length of absence from the workplace, plus benefits if applicable. (Minimum of 4 hours may apply)

**Valet** (mending or clothing) Market Rate As Available

**Visitor Meals:**

Full Course Meals (lunch) \$12.00  
Full Course Meals (supper and breakfast) \$8.00  
Under the age of 5 years \$4

Volunteers	\$6.50
Special Event Meals	\$17.50
Under the age of 5 years	\$6.00
Volunteers	\$7.50
Diner's Club for Community Seniors -per meal (including HST) (January 5, 2024 – January 4, 2025)	\$7.75
Double portions	\$3.75
(January 5, 2025 – September 30, 2025)	\$8
Double portions	\$4
<b><u>Wander Guard System – Replacement Strap/Tag</u></b>	Market Rate

**Human Resources** (authority under the Municipal Act)

**County Sponsored Training Programs:**

Participation by Public Partners	Cost Recovery Basis
Accessibility Training Services	Cost Recovery Basis

**Identification Badge Photo:**

Loss of Employee Identification Badge	\$5.00
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**Research**

Responding to Professional Service Requests	Cost Recovery
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**Land Division** (authority under the Planning Act)

	\$1,350
Application for Consent	\$1,350
Application for Validation Title	\$300.00
Stamping of Deed	\$300.00
Validation Certification	

If an Application for Consent/Validation is:

- (i) withdrawn at least fourteen (14) days prior to the hearing date \$50.00 will be retained. If amended at least fourteen (14) days prior to the hearing date, an additional \$50.00 will be charged.
- (ii) withdrawn after the time limit set in (i), the entire fee will be retained. If amended after the time limit set in (i), an additional \$50.00 will be charged.
- (iii) requested to be reconsidered once consent has been granted, in order to alter the original decision in a minor way, it will be treated as if it were a new application, and a fee of \$300.00 must accompany the letter explaining the reason for the change.
- (iv) requested to be deferred from having action taken on it, by the applicant, in writing, whether after or before a hearing date has been set, a fee of \$300.00 must accompany the request for deferral.

**Planning Application Fees** (authority under the Planning Act)

Plans of Subdivision or Plans of Vacant Land Condominium:	\$4,000.00
Extension to draft plan approval	\$500.00
Plans of Condominium (all other types excluding vacant land):	\$1,500.00
Exemption from draft approval:	\$1,000.00
Extension to draft approval:	\$500.00
County Official Plan Amendment:	\$4,000.00

Local Official Plan Amendment: \$1,000.00  
(municipally - initiated Official Plan Amendment exempt)

Part lot control exemption: \$500.00

The applicant seeking approval in support of any development matter shall be required to reimburse the County for the fees and expenses, if any, of the County's peer review professionals related to technical studies/reports determined necessary by the Manager of Planning, or his/her designate. Technical studies/reports include, but are not limited to: address planning matters such as a planning justification report, relating to environmental and natural matters such as a development assessment report or a hydrogeology study, to address transportation matters such as a traffic impact assessment, to address servicing and infrastructure matters such as a functional servicing report, and to address nuisance and hazard matters such as a noise assessment study.

### **Tourism Fees (authority under the Municipal Act)**

**Memberships** FEE per year

#### **Tourism Membership:**

Elgin County Members (Elgin County businesses only) \$50 (+HST)

Affiliate Advertisers (businesses located outside of Elgin County's tax base) \$200 (+HST)

#### **Tourism Signage:**

Elgin County Tourism Members (Elgin County businesses and those businesses that pay the Affiliate Member fee to be part of the Elgin County Tourism Membership Program) \$150 (+HST)

Tourism Signage Re-entry Fee \$350/sign

### **Provincial Offences (authority under the Provincial Offences Act)**

Photocopies \$1.00

Certified Copies \$3.50  
- per certification

Transcripts

- per page for first copy (paper) \$8.70
- per page for first copy (electronic) \$6.30
- per page for first copy (paper) RUSH 5 days \$9.60
- per page for first copy (electronic) RUSH 5 days \$8.80
- per page for first copy (paper) RUSH 24 hrs \$12.55
- per page for first copy (electronic) RUSH 24 hrs \$11.75
- per page for additional copies \$0.80

**Note:** The above items are not applicable to Judiciary and County Prosecutor.

NSF Cheques \$40.00

Cost of Collection A range of 10% to 45% for Collection Agents.  
All other costs of enforcement as incurred.

Cost of Collecting Delinquent Fines to be charged back to the Defendant as a percentage of the Fine. 25% of the fine amount

**Note:** Fees for copies and transcripts are set by the Ministry.