



**Corporation of the Town of Ingersoll
By-law 24-5299**

A by-law to establish fees or charges for certain Town services

WHEREAS Section 391 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality of local board to pass by-laws impose fees or charges on persons;

AND WHEREAS Section 398(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, allows for the fees and charges imposed on a person to be constituted as a debt of the person to the municipality;

NOW THEREFORE the Municipal Council of The Corporation of the Town of Ingersoll enacts as follows:

- (1) That attached fees and charges as set out in Schedule "A" to this by-law shall apply and may be amended from time to time as deemed necessary by Council.
- (2) That the fees and charges as set out in the Schedule "A" to this by-law will be subject to the Harmonized Sales Tax (H.S.T.), where applicable.
- (3) That fees and charges may be adjusted annually on January 1 of each year, without amendment to this by-law, in accordance with the Statistics Canada Consumer Price Index of the third quarter of the prior year, where feasible.
- (4) That in those instances where the fee is not adjusted by the Consumer Price Index in one year, the cumulative adjustment for past years may be made in future years, as approved by Council.
- (5) That by-laws 23-5272 and other by-laws not consistent with this by-law are hereby rescinded in their entirety.
- (6) That this by-law be effective on the date of passing and that the fees be effective as indicated in Schedule "A".

READ a first and second time in Open Council this day of March 4, 2024.

READ a third time and passed in Open Council this day of March 4, 2024.

Original signed by

Brian Petrie, Mayor

Original signed by

Danielle Richard, Clerk

SCHEDULE "A"
THE CORPORATION OF THE TOWN OF INGERSOLL
2024 FEES AND CHARGES
BY-LAW 24-5299

* Rates may be adjusted annually based on the CPI

** If no effective date is provided than this fee is effective on the day this by-law is passed

*** Applicable taxes apply. The Town reserves the right to review HST applicability for any regulatory or legislative changes.

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
Administrative			
Freedom of Information Request			
Application	each	\$5.00	No
Photo Copies	per page	\$0.22	No
Manually Searching Records	per hour	\$30.00	No
Preparation of Record of Disclosure	per hour	\$30.00	No
Photocopying & Printing			
8 ½ x 11 & 8 ½ x 14	per page	\$0.22	Yes
11 x17	per page	\$0.44	Yes
Cut Sheets 2'x3'	per sheet	\$3.67	Yes
Rolled Stock 24' or 36'	per sq. ft.	\$0.84	Yes
Rolled Stock 24' or 36'	per sq. m.	\$8.76	Yes
Paratransit Ticket	each	\$3.00	No
Commissioner of Oaths			
Residents of Ingersoll	per document	\$15.00	No
Non-Residents		\$20.00	No
Certified True Copy (Residents)		\$15.00	No
Certified True Copy (Non-Residents)		\$20.00	No
Lottery Licenses			
Bingo	each	\$3.00	No
Raffles	of prize value	3%	No
Nevada (Break Open)	of prize value	3%	No
Marriages			
Marriage License	each	\$125.00	No
Marriage Ceremony	per service	\$250.00	Yes
Staff Witness	per staff	\$25.00	Yes
Cancellation after consultation		\$50.00	Yes
Burial Permit			
In Town	each	\$5.00	No
Out of Town	each	\$5.00	No
Parking Permits			
24 hour Permit	Monthly	\$35.00	Yes
Multi Month 4 month Permit	4 Month	\$120.00	Yes
Patio Encroachment Agreement			
Temporary Patio Encroachment Agreement	Per application	*\$50.00	No
Transit Trader License (annual renewal) By-law #99-3874			
	per resident	\$50.00	No
	per non resident	\$200.00	No
Lunch Wagon (annual renewal) By-law #95-3668			
	per resident	\$300.00	No
	per non resident	\$500.00	No
Lunch Cart By-law #95-3668			
	resident per 6 months	\$75.00	No
	resident per 1 year	\$125.00	No

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
		non-resident per 6 months	\$125.00
	non-resident per 1 year	\$250.00	No
Planning			
Minor Variances/Permission	each	\$1,475.00	No
Plan of Subdivision	each	\$1,050.00	No
Condominium Development	per application	\$775.00	No
Subdivision Agreement	each	\$800.00	No
Application for Consent	per application	\$525.00	No
Development Agreement		\$285.00	No
Site Plan Control	+ Cost of registration of Site Plan & Cost of Peer Reviews, if required	\$1,680.00	No
Site Plan Control Amendment		\$420.00	No
Part Lot Control Amendment		\$375.00	No
Zoning By-Law Amendment –Basic Amendment, Temporary Use, Interim Control		\$2,635.00	No
Zoning By-law Amendment –Remove Holding Symbol, By-law renewal		\$1,580.00	No
Lawyers Clearance Letters		\$110.00	No
Property Standards Clearance Letters		\$155.00	No
Pre Servicing Agreement	Per Agreement	\$800.00	No
Treasury			
Property Tax Fees			
Title Change	each	\$20.00	No
New Account	per account	\$25.00	No
Additions to Roll –Full cost recovery + Fee	each	\$20.00	No
Tax Sale Collection Processing Fee	per account	\$25.00	No
Tax Sale Procedure Service Costs – As per direct Realtax Cost	per service	per service	Yes
Tax Certificate	each	\$50.00	No
Reprint of Tax Bill/Tax Statement	each	\$10.00	No
Tax Letter	each	\$25.00	No
Dog Licences - Valid January 1st- December 31st			
Kennel License Fee	per license	\$100.00	No
Non Spayed/Non Neutered		\$25.00	No
Spayed/ Neutered		\$20.00	No
Replacement Tag		\$5.00	No
Guide Dogs		No Charge	No
Late Fee - After February 1st		\$5.00	No
Engineering/Public Works			
Blue Box	per container box	\$6.50	No
Composter	each	\$20.00	No
Green Cone Composter	each	\$51.50	No
Garbage Bag Tags	per tag	\$2.00	No
Firewood	per cord	\$55.00	Yes
	per cord delivered within 1 km in Town	\$65.00	Yes
Road Allowance Excavation Fee (applies to Town assumed roads only)	per application	\$100.00	Yes

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
Release of Easement			
If Reference Plan Required	per application	\$1,100.00	Yes
Legal Fees Only	per application	\$260.00	Yes
Subdivision Inspection	per service	\$1,000.00	Yes
Site Plan Inspection	per service	\$650.00	Yes
Cost recovery for damages to public property caused during a collision	per incident	actual cost	Yes
Entrance permits/ culverts/ signs	per permit	\$75.00	Yes
Traffic Counts	per service	\$100.00	Yes
Construction Tender Documents:			
\$500,000 or less		FREE	Yes
Over \$500,000		FREE	Yes
Refundable Deposit:			
Grading – Certificate Clearance		\$1,000.00	No
Damage to Roads			
Fire Services			
Training Room Rental	Evening per hr.	\$15.00	Yes
Outside use of Training Room will be at the discretion of the Chief	Daytime per hr.	\$70.00	Yes
Training Grounds	per hour	\$100.00	Yes
	flat rate per day	\$500.00	Yes
Home Inspections (Business Purposes)	per home	\$80.00	Yes
Commercial Inspection	per unit	\$110.00	Yes
Industrial Inspection	per unit	\$215.00	Yes
File Search/Letters for Outstanding Work Orders etc.	flat fee	\$55.00	Yes
Fire Service Reports	per report	\$50.00	Yes
Liquor License Letter (including inspection)	per letter	\$110.00	Yes
Residential Inspections			
Duplex/Semi		\$135.00	Yes
Multiple Dwellings/3 & 4 units		\$215.00	Yes
Multiple Dwellings/ 5 & 6 units		\$265.00	Yes
Multiple Dwellings 7 units +		\$320.00	Yes
Fire Department Services Or the Ministry of Transportation (MTO) current rates.			
1 st apparatus – first hour	first hour	MTO current rates	No
Each additional apparatus – first hour	first hour	MTO current rates	No
Each additional half hour or part thereof	per 1/2 hour	MTO current rates	No
Flat rate per hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	flat rate per hour	MTO current rates	No
Flat rate per half hour where equipment is dispatched but not used (King's Hwy., non-residents, repeated false alarms in excess of 3 per year)	flat rate per 1/2 hour	MTO current rates	No
Air Fill – 2216 PSI (non-fire department)		\$8.00	Yes
Air Fill – 4500 PSI		\$12.00	Yes
Cylinders over 45 cu. ft.		\$30.00	Yes
Fire Department only yearly air fills flat rate if over \$300		\$300.00	Yes
Small Fuel Spills – less than 50 L. (i.e. leaking vehicle gas tank – fuel pump spills, etc.)	per service + cost of material	MTO current rates	No
Large Spills – greater than 50L.	per vehicle/per hour + cost of materials	MTO current rates	No
Fire Watch as per SOG#29 – minimum 2 fire fighters	per hr./per fighter	\$50.00	No

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
Museum			
Day Camp	per day per child	\$15.00	No
Guided Museum Tours	per person	\$3.00	Yes
Student Programs	per child, minimum \$100 per 90 minutes	\$6.00	No
Bus Tours	per person, escort and driver free	\$5.00	Yes
Outreach Programs	per program	\$40.00	No
In Class Education Program	per student/minimum 15 students per 90 minute	\$10.00	No
Parks & Recreation			
Facility Rentals			
ARENA			
Ice Rental *			
Prime Time – Private	per hour	\$167.70	Yes
Non-Prime Time – Private	per hour	\$115.04	Yes
Minor Sports Prime Time	per hour	\$128.32	Yes
Minor Sports Non-Prime Time	per hour	\$88.49	Yes
Arena Floor - Summer Months *			
Sunday to Thursday	per date	\$530.97	Yes
Friday and Saturday	per date	\$774.33	Yes
Hourly	per hour	\$53.09	Yes
Auditorium *			
<u>Daily Rate</u>			
Sunday to Thursday	daily rate	\$243.36	Yes
Friday and Saturday	daily rate	\$464.60	Yes
After 2am additional charge	flat rate, 1 time fee	\$39.82	Yes
Hourly rate	per hour	\$48.67	Yes
Hourly rate - User Group/Service Club	per hour	\$24.34	Yes
Dryland Training Auditorium *			
Minor Sports and Service Clubs*** eligible for 50% reduction for arena floor, auditorium (where Liquor Permit not attached) Rate reduction not eligible for ice rentals, dryland training or any town programs ***Service Clubs are organized and operated exclusively for social welfare, civic improvement, recreation or any other purpose except profit. Including but not limited to The Kiwanis Club, The Rotary Club, and The Lions Club.			
Minor Hockey	per ice season	\$555.75	Yes
West Oxford Inferno	per ice season	\$243.36	Yes
Admissions			
Open Skate 14 +	per visit	\$2.65	Yes
Open Skate 2-13 Years	per visit	\$3.00	No
Open Skate Members	per visit	FREE	No
Skate Admissions Kids 2 and under	per visit	FREE	No
Public Skate Sponsorship	Flat Fee	\$141.59	Yes
Other Skates *			
Shinny	per visit	\$6.19	Yes
Huff and Puff	per visit	\$4.42	Yes
Parent and Tot Skate	per visit	FREE	No
VPCC Memberships & Other Fees			
VPCC Meeting Room *			
Per hour	per hour	\$26.55	Yes
Per day	per day	\$130.97	Yes
VPCC Board Room *			
Weekday or evening	per day	\$66.37	Yes
Weekday or evening	per hour	\$13.27	Yes
Weekend	per day	\$132.74	Yes
Weekend	per hour	\$26.55	Yes

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
Staff Time Charge	per one staff	\$26.55	Yes
Pool Rental *			
Pool Rental – 2 guards (1-65)	per hour	\$138.55	Yes
Pool Rental – 3 guards (66-100)	per hour	\$165.10	Yes
Pool Rental – 4 guards (101-166)	per hour	\$191.65	Yes
User Group/Service Club-2 guards (1-65)	Per hour	\$90.53	Yes
User Group/Service Club-3 guards (66-100)	Per hour	\$117.08	Yes
User Group/Service Club-4 guards (101-166)	Per hour	\$143.63	Yes
Swim Team - Full Pool	per hour	\$69.28	Yes
Swim Team - Per Lane	per hour	\$17.32	Yes
All rentals extra guard	per hour	\$26.55	Yes
Schools (up to 38 students)(2 guards) per student		To be negotiated as per reciprocal agreement	No
School Rental Swim Test Max 30 Students	per hour	\$68.45	Yes
Swim to Survive –Grade 3& 7	per hour	\$68.45	Yes
Swim to Survive-Instructor fee	per hour/staff	\$27.05	Yes
Pool Admissions 14 +	per visit	\$2.65	Yes
Pool Admission 2-13 Years	per visit	\$3.00	No
Pool Admission Members	per visit	FREE	Yes
Pool Admissions Kids 2 and under	per visit	FREE	
Length Swim Member	per visit	FREE	
Length Swim Non Member Adult	per visit	\$3.98	Yes
Length Swim Non Member Senior	per visit	\$3.54	Yes
Water Fitness Member	per visit	FREE	
Water Fitness Non Member Adult	per visit	\$7.08	Yes
Water Fitness Non Member Senior	per visit	\$6.19	Yes
Drop In Programs *			
Dryland Fitness Class Adult	per visit	\$7.08	Yes
Dryland Fitness Class Senior	per visit	\$6.19	Yes
Fitness Centre Member	per visit	FREE	Yes
Fitness Centre Adult Non Member	per visit	\$7.08	Yes
Fitness Centre Senior Non Member	per visit	\$6.19	Yes
Dryland Fitness Members	per visit	FREE	Yes
Squash Non Member	per visit	\$3.54	Yes
Squash Member	per visit	FREE	Yes
Drop in Youth Programs *			
Drop in Youth Programs Member	per visit	\$4.00	No
Drop In Youth Programs Non Member	per visit	\$6.00	No
Programs *			
Registered 1 Hr Youth or Preschool Member	per hour	\$2.75	No
Registered 1 Hr Youth or Preschool Non Member	per hour	\$5.50	No
Adult Programs Non Member	per hour	\$5.75	Yes
Adult Seasonal Program Member	per hour*	FREE	Yes
Adult Programs Members (ex Aikido, Karate)	per hour*	\$3.38	Yes
Drop-In Adult Leisure Sports – Non Members (shuffleboard, pickle ball etc)	per class	\$4.42	Yes
Drop-In Adult Leisure Sports – Members	per class	FREE	Yes
Child Minding - Non Members	per class	\$4.00	No
Child Minding - Member	per class	FREE	No
Baby Sitting Course - Member	per course	\$55.00	No

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
Baby Sitting Course - Non Member	per course	\$60.00	Yes
Babysitting Course Book	per book	\$9.50	Yes
Stranger Smarts - Member	per course	\$15.00	No
Stranger Smarts - Non Member	per course	\$20.00	No
Stranger Smarts book	per book	\$5.00	Yes
Home Alone Course - Member	per course	\$35.00	No
Home Alone Course - Non Member	per course	\$40.00	No
Home Alone Course Book	per book	\$7.75	Yes
Day Camp & PA DAY - Member	per day	\$35.00	No
Day Camp & PA Day - Non Member	per day	\$40.00	No
Extended Care	per week	\$15.00	No
Extended Care	per day	\$3.00	No
Day Camp trips	per trip	\$20.00	No
Adult Group Sport Lessons	per hour	\$12.50	Yes
Youth Group Sport Lessons	per hour	\$12.50	No
Youth Group Sports lessons	per half hour	\$6.25	No
Coed Ball (includes end of season tourney)	per team	\$500.00	Yes
Adult Rec Sports 18 +	per session	\$26.55	Yes
Men's Basketball	per season	\$162.00	Yes
Swimming Lessons Members 1/2hr	per lesson	\$3.13	No
Swimming Lessons Non Members 1/2hr	per lesson	\$6.25	No
Swimming Lessons Adult Member 1/2 hr	per lesson	\$3.13	Yes
Swimming Lessons Adult Non Member 1/2 hr	per lesson	\$6.25	Yes
Swimming Lessons Members 45 mins	per lesson	\$3.38	No
Swimming Lessons Non Members 45 mins	per lesson	\$6.75	No
Swimming Lessons Member 1 hour	per lesson	\$3.63	No
Swimming Lessons Non Member 1 hour	per lesson	\$7.25	No
Private Lessons- 1/2hr	per ½ hour	\$20.00	No
Semi private Lessons- 2 children- ½ hr	per ½ hour	\$15.00	No
Bronze Star and Junior Lifeguard Club	per course	\$76.00	No
Bronze Medallion 14 + Emergency First Aid	per course	\$154.82	Yes
Bronze Cross	per course	\$121.50	Yes
Combo Swim & LSS Instructor Course	per course	\$239.00	Yes
Swim Instructor Course	per course	\$159.00	Yes
National Lifeguard Service	per course	\$230.58	Yes
National Lifeguard Recertification	per course	\$76.00	Yes
Standard First Aid Course	per course	\$117.75	Yes
Standard First Aid Recertification	per course	\$72.00	Yes
National Lifeguard Instructor Course	per course	\$117.75	Yes
Lifesaving Instructors Course	Per course	\$159.00	Yes
Parties			
Zumba Party	per party	\$225.00	Yes
Group Games	per party	\$180.00	Yes
Pool Party	per party	\$180.00	Yes
Miscellaneous Fees			
Program Cancellation	per cancellation	\$20.00	No
N.S.F. cheque	per cheque	\$25.00	No
Community Services Memberships*ONE MONTH*			
1 person household	per month	\$42.03	Yes
2 person household	per month	\$61.95	Yes
3 person household	per month	\$75.22	Yes

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
4 person household	per month	\$88.50	Yes
5+ person household	per person/per month	\$22.12	Yes
Senior/Student 1 person household	per month	\$33.19	Yes
Senior/Student 2 person household	per month	\$57.52	Yes
Community Services Memberships*AUTO RENEWAL*			
1 person household	per month	\$37.61	Yes
2 person household	per month	\$53.10	Yes
3 person household	per month	\$61.95	Yes
4 person household	per month	\$70.80	Yes
5+ person household	per person/per month	\$17.70	Yes
Senior/Student 1 person household	per month	\$28.76	Yes
Senior/Student 2 person household	per month	\$48.67	Yes
Personal Training – Member *			
3 - 1 hr. sessions	per package	\$116.82	Yes
5 -1hr. sessions	per package	\$194.70	Yes
10 -1 hr. sessions	per package	\$389.40	Yes
Personal Training - Non-Member *			
3 - 1 hr. Sessions	per package	\$146.04	Yes
5 - 1hr. Sessions	per package	\$243.40	Yes
10 - 1 hr. Sessions	per package	\$486.80	Yes
Advertising *			
Arena – rink boards	per year	\$398.23	Yes
Arena – 4 x 8 wall ads	per year	\$243.36	Yes
Arena – 4 x 4 wall ads	per year	\$132.74	Yes
VPCC 2 x 2 wall ads	per year	\$221.24	Yes
Main Vic 2 sided sign, visible from ball diamond & parking lot	per year	\$243.36	Yes
Fusion Skate park 4 x 8	per year	\$243.36	Yes
Ice Resurfacer Adverting	per year	\$884.96	Yes
GE #1 Only sold once Main Vic is sold out 4 x 8	per year	132.74	Yes
Parks			
One time diamond rental with lights	per HOUR	\$48.67	Yes
One time diamond rental without lights	per HOUR	\$39.82	Yes
User Group Diamond Rental - with lights	per HOUR	\$25.00	Yes
User Group Diamond Rental - without lights	per HOUR	\$20.00	Yes
Minor Ball - One time diamond rental	per HOUR	\$6.11	Yes
Extra Diamond Dragging	per rental	\$50.00	Yes
Minor Soccer	per player	\$39.00	Yes
Centennial Park – Camping	per day	\$14.60	Yes
Tree Replacement	Flat Fee/per tree	\$250.00	Yes
Festival of Lights	per SEASON	\$30.00	Yes
Smiths Pond Pavilion Rental	per visit	\$79.65	Yes
Victoria Park Pavilion Rental	per visit	\$79.65	Yes
Centennial Park Pavilion Rental	per visit	\$79.65	Yes
Picnic tables – non-profit *	per table	\$5.31	Yes
Picnic tables – private*	per table	\$8.85	Yes
Tables/chairs & portable fencing – non-profit *	Flat Delivery Fee	\$40.00	Yes
Tables/chairs & portable fencing drop off/pick up	Flat Fee	\$100.00	yes
Parks Staff Service Time	per hour	\$20.00	Yes
Plastic Tables non profit	flat fee	\$20.00	Yes
Plastic Tables	flat fee	\$50.00	Yes

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
Stackable Chairs non profit	flat fee	\$20.00	Yes
Stackable Chairs	flat fee	\$50.00	Yes
Portable Fence non profit	flat fee	\$20.00	Yes
Portable Fence	flat fee	\$50.00	Yes
Tables/chairs & portable fencing – private*	Flat Delivery Fee	\$100.00	Yes
Fusion Technology Centre			
Gym Rental *			
Weekday or Evening	per day	\$361.04	Yes
Weekday or Evening	per hour	\$45.13	Yes
Lounge Rental *			
Weekday, evening and weekend	per day	\$244.26	Yes
Weekday, evening and weekend	per hour	\$40.71	Yes
Art Room Rental *			
Weekday, evening and weekend	per day	\$90.24	Yes
Weekday, evening and weekend	per hour	\$15.04	Yes
SureStart Room			
Weekday, evening and weekend	per day	\$180.54	Yes
Weekday, evening and weekend	per hour	\$30.09	Yes
Youth Technology Centre (The "YTLC")*			
Weekday, evening and weekend	per day	\$180.54	Yes
Weekday, evening and weekend	per hour	\$30.09	Yes
Imac Lab *			
Weekday, evening and weekend	per day	\$180.54	Yes
Weekday, evening and weekend	per hour	\$30.09	Yes
Conference Room B			
Weekday or Evening	per day	\$66.37	Yes
Weekday or Evening	per hour	\$13.27	Yes
Weekend	per day	\$186.73	Yes
Weekend	per hour	\$28.32	Yes
Kitchen *			
Weekday, evening and weekend	per day	\$150.44	Yes
Weekday, evening and weekend	per hour	\$35.40	Yes
PROGRAMS *			
Yearly Membership fee age 12-14	per child	\$5.00	No
Yearly Membership fee age 15-18	per child	\$4.42	Yes
Replacement Card	per card	\$2.50	Yes
Staff prep time	per hour	\$26.55	Yes
Staff program time	per hour	\$26.55	Yes
Birthdays Parties – based on 10 participants, birthday cake, chips, and balloons included			
<u>Art Birthday party</u> – includes art activity and 1 staff member, plus time in party room.	per party	\$225.00	Yes
<u>Gym Birthday party</u> – includes sports activities and 1 staff member, plus time in party room.	per party	\$200.00	Yes
<u>Lounge Party</u>		\$200.00	Yes
Multi Media Services *			
Digital Recording & Audio Recording * Tracking/Recording Rates			
Packages			
Song Package - single song; contains 10 hours of studio time, including any editing or mixing within that time frame	flat fee	\$350.00	Yes

Description of Service	Unit of Measure	2024 Fee Before Taxes	Subject to HST
Song Package - single song; contains 10 hours of studio time, including any editing or mixing within that time frame	flat fee	\$350.00	Yes
EP Package - 4-6 songs; contains 40 hours of studio time, including any editing or mixing within that time	flat fee	\$800.00	Yes
LP Package - 10-12 songs; contains 80 hours of studio time, including any editing or mixing within that time frame	Flat Fee	\$1,600.00	Yes
Seven hours or less	per hour	\$40.00	Yes
Six - Fifteen hours	per hour	\$35.00	Yes
16 - 31 hours	per hour	\$30.00	Yes
32 + mores	per hour	\$25.00	Yes
Fusion Program Space			
Weekday or Evening	per hour	\$13.27	Yes
Weekday or Evening	per day	\$66.37	Yes
Weekend	per hour	\$28.32	Yes
Weekend	per day	\$186.73	Yes