



The Corporation of the County of Essex
By-Law Number 2023-06

**A By-law to Impose Fees and Charges by the Corporation
of the County of Essex.**

Whereas the Council of the Corporation of the County of Essex adopted By-Law 2020-13 on March 18, 2020, which established a schedule of fees and charges imposed by the Corporation of the County of Essex:

- A) for services or activities provided or done by or on behalf of it;
- B) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board;
- C) for the use of its property including property under its control; and
- D) for the processing of applications made in respect of planning matters;

And Whereas By-law 2020-13 requires the annual review and adjustment, if required, of fees and charges;

Now therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

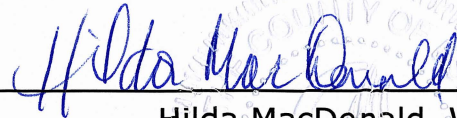
- 1) **That** fees and charges as provided for in Schedules A through G, attached hereto and forming part of this By-law, shall be imposed and charged for the services, activities and use of property as indicated in said Schedules A through G.
- 2) **That** By-law 2020-13 and all other by-laws deemed contrary to this by-law are hereby repealed.
- 3) **That** specific fees and charges, determined within agreements approved by Essex County Council, do not form part of this By-law.

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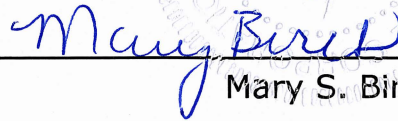
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- 4) **That** this by-law be reviewed annually to adjust fees and charges as required.
- 5) **That** this By-law shall come into force and take effect on January 1, 2023.

Read a first, second and third time and Finally Passed this Fifteenth day of February, 2023.



Hilda MacDonald, Warden



Mary S. Birch, Clerk

Clerk's Certificate

I, Mary S. Birch, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, of **By-law Number 2023-06** passed by the Council of the said Corporation on the **Fifteenth day of February, 2023.**

Mary S. Birch, Clerk
Corporation of the County of Essex



Schedules to By-law 2023-06

Schedule A

Department/ Section	Type of Fee	Name of Fee	Unit	Description/ Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
All	General Fee	N.S.F. Cheque Charge	Each	Require certified replacement cheque or cash	\$45	N/A	No
All	General Fee	Interest Charges	Per Month	1.5% per month., computed monthly (19.56% per annum)	1.5%	N/A	No
All	General Fee	Photocopies - black and white (maximum of 11" x 17")	Per copy	not applicable to internal printing costs	\$0.25	N/A	Yes
All	General Fee	Photocopies - Colour (maximum of 11 x 17)	Per copy	not applicable to internal printing costs	\$0.35	N/A	Yes
All	General Fee	CD/DVD Fee	Each	not applicable to internal departmental costs	\$10	N/A	Yes
All	General Fee	Fax Sent Fee	Each	Not applicable to internal printing costs	Cost Recovery	N/A	Yes

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Department/ Section	Type of Fee	Name of Fee	Unit	Description/ Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
All	General Fee	Special Event / Training	Each	Not applicable to internal departmental costs	Cost recovery	N/A	Yes
All	General Fee	Administrative Billing Fee	Each	Applicable to invoices recovering costs for damage to Corporate property as a result of a motor vehicle accident	\$150/billing	N/A	Yes

Schedule B

Department	Type of Fee	Name of Fee	Unit	Description/Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
Council Services	Service Fee	Commissioning Documents	Each	No charge if document relates to County Business	\$20	N/A	Yes
Council Services	Application Fee	Municipal Freedom of Information Request and Personal Information Request	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$5	N/A	No
Council Services	Service Fee	MFIPPA - Records Search Time/ Record Preparation Time	per 1/4 hour	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$7.50	N/A	No
Council Services	Copy Charge	MFIPPA - Copying Charges	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$0.20	N/A	No
Council Services	Service Fee	MFIPPA/PHIPA - Computer Programming Charge	per 1/4 hour	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$15	N/A	No

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Department	Type of Fee	Name of Fee	Unit	Description/Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
Council Services	Service Fee	MFIPPA/PHIPA-CD/DVD	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$10	N/A	No
Council Services	Service Fee	Personal Health Information requests under the Personal Health Information Protection Act (PHIPA) – Copying Charges	Each	Colour copies up to 11"x 17" Black & white copies up to 11" x 17"	\$0.35 \$0.25	N/A	No
Council Services	Service Fee	Personal Health Information requests under the Personal Health Information Protection Act (PHIPA) – Search time	per hour	Records Search Time/ Record Preparation Time	\$35	N/A	No
Council Services	Service Fee	County Flags	Each	Varying sizes	Cost Recovery	N/A	Yes
Council Services	Service Fee	Service Fee for Closed Meeting Investigation	Each	Non-Refundable	\$ 25	N/A	No

Schedule C

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Moving Permit	Event Specific - Single Trip Permit	each	single trip moving permit	\$150	\$-	No
Infrastructure Services	Moving Permit	Product Specific - Multiple Trips Permit	per product	multiple trips - one product	\$300	\$-	No
Infrastructure Services	Moving Permit	Blanket Permit - Annual Trips	each	multiple trips & product	\$300	\$-	No
Infrastructure Services	Moving Permit	Superload Moving Permit	each	Fee is charged as opposed to the normal permit fee	\$500	\$-	No
Infrastructure Services	Moving Permit	Expedited Moving Permit	each	Fee is charged as opposed to the normal permit fee	\$500	\$-	No

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Moving Permit	Additional Fleet Vehicles Permit	per vehicle	Fee for each additional vehicle listed on a permit	\$30	\$-	No
Infrastructure Services	Moving Permit	Permit Amendments	each	Amendments to permits after processed	\$25	\$-	No
Infrastructure Services	Access Management	Altering an existing entrance fee	each		\$75	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance (Permanent) fee	each		\$250	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance crossing a Municipal Drain (Permanent) fee	each		\$150	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance (Temporary) fee	per entrance / yr.		\$150	\$1,000	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Access Management	Constructing a new entrance (Temporary Industrial) fee	per entrance / yr.		\$250	\$1,000	No
Infrastructure Services	Access Management	Paving an existing entrance (Residential) fee	each		\$75	\$500	No
Infrastructure Services	Access Management	Closing-in a County-owned roadside ditch (Single Lot) fee	per lot		\$500	\$1,000	No
Infrastructure Services	Access Management	Closing-in a County-owned roadside ditch (Multiple Lot) fee	per lot		\$450	\$1,000	No
Infrastructure Services	Access Management	Installation of private underground hydro service fee	each		\$150	\$1,000	No
Infrastructure Services	Access Management	Installation of private storm sewer/drainage outlet or water supply across roadway fee	each		\$150	\$1,000	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Access Management	Construction of a public road intersection (design and inspection provided by a consulting engineer) fee	each		\$1,500	\$2,500	No
Infrastructure Services	Administration	Work Permit	each		\$150	\$-	No
Infrastructure Services	Sign	All signs fees (initial permit)	each		\$150	\$-	No
Infrastructure Services	Sign	Annual signs fees (annual renewal)	each		\$100	\$-	No
Infrastructure Services	Sign	Installation of New Tourism Oriented Destination Signs (TODS) sign fee	each		\$500	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Sign	Annual TODS sign fee	each		\$350	\$-	No
Infrastructure Services	Sign	Encroachment of Wayfinding Sign fee	each		\$150	\$-	No
Infrastructure Services	Sign	Detour Route & Detour Sign Permit	each		\$450	\$-	No
Infrastructure Services	Land Use	Setback Permit	each		\$150	\$1,000	No
Infrastructure Services	Transportation Planning	Fee for review of Transportation Impact Studies	each		\$500	\$-	Yes
Infrastructure Services	Transportation Planning	Encroachment Agreement	each	By-law required with specified terms.	Terms plus actual legal fees	\$-	No

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Transportation Planning	Fee for most current Traffic Data	each		\$50	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for Historical Traffic Data	each		\$150	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for Historical Accident Data	each		\$150	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for copies of Special Studies and Reports	each		\$250	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for copies of Transportation Planning Maps	each		\$50	\$-	Yes
Infrastructure Services	Building Services	Rental for Committee Room A	Per Hour		\$23.50 \$24.00	\$	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Building Services	Rental for Committee Rooms B, C, D, E and Cafeteria	Per Hour		\$47 \$48	\$	Yes
Infrastructure Services	Building Services	Rental for Committee Council Chambers (available only upon approval of CAO) and/or Building Manager	Per Hour		\$60 \$61.25	\$-	Yes
Infrastructure Services	Building Services	Flat Rate for Council Chambers and Committee Rooms by a Local County Municipality	All day rental	N/A	\$262.50	\$-	No

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Operations	Cost Recovery for Works Carried out by Maintenance & Operations	Per Hour or other if specified	Costs for services such as engineering, construction & mtce activities, damage repair, etc billable to third parties	OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes
Infrastructure Services	Operations	Cost Recovery for Roadway Signage Damage and/or Requests	Per Hour or other if specified	Costs for services related to repairing damage or establishing road closure or directional signage	OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Is HST Applicable
Infrastructure Services	Operations	Cost Recovery for Damage to Traffic Signal Equipment	Per Hour or other if specified		OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes

Schedule D

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
Geographic Information Systems (GIS)	Printed Copy Fee	Printed County Road Map (32x25.5) fee	Each	colour printed map of County Roads (size)	\$10	\$-	Yes
Geographic Information Systems (GIS)	Printed Copy Fee	Aerial Photo fee (1km Tile)	Each	colour printed aerial photo (Electronic copy 1km Tile Tiff Image)	\$50/Tile + \$40	\$-	Yes
Geographic Information Systems (GIS)	Plotter Service Fee	Printing with Plotter Fee	Per Sq. Ft./Per Hr.	colour printing large drawings on plotter	\$3/sqft+ \$40/hr.	\$-	Yes
Information Technology	Service Charge	IT Services of staff contracted out	per hour	charge to external organizations	\$75 to \$150	\$-	Yes

Schedule E

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$2000 - up to 20 Lots/ Blocks/ Units	\$-	No
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$4000 - 21 to 50 Lots/ Blocks/ Units	\$-	No
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$6000 - more than 50 Lots/ Blocks/ nits	\$-	No

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
Planning	Application Fee	County Official Plan Amendment	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$2,000	\$-	No

Schedule F

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
EMS	Service Fee	Training	Per Hour	Training to external organizations *4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	Yes
EMS	Service Fee	Public Access Defibrillator Program	Per Hour	Training to external organizations *4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
EMS	Service Fee	Ambulance Call Report (ACR)/Electronic Medical Record (EMR) Release	Each	Charge not applicable to requests from other health information custodians or law enforcement agencies.	\$75	\$-	No
EMS	Service Fee	Ambulance -2 Paramedics -private coverage	Per Hour	4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$170	\$170	No
EMS	Service Fee	Emergency Response Vehicle - 1 paramedic - private coverage	Per Hour	4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$92.50	\$92.50	No
EMS	Service Fee	Bike Medics -2 bikes -2 Paramedics -private coverage	Per Hour	4 Hour Minimum (Mandatory hour required for pre and post preparation and travel is included in 4 hour minimum)	\$170	\$170	No

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
EMS	Service Fee	Additional Paramedics - without vehicle - private coverage	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	No
EMS	Service Fee	Supervisor Coverage 1 Response Vehicle 1 Supervisor	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$110	\$110	No
EMS	Service Fee	ATV – KORA/Gator -2 Paramedics - private coverage - includes trailer and tow vehicle pickup and delivery	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$170	\$170	No

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
EMS	Service Fee	Other Specialty EMS Equipment - private coverage	Per Hour or Daily Rate	To be determined on individual basis. One (1) hour preparation and clean up time plus travel time over the on-site coverage hours will be added to each invoice for every piece of equipment.	Variable	\$-	No

Schedule G

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
Sun Parlor Home (SPH)	Accommodation Fee	Basic Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Basic Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Semi-Private Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
Sun Parlor Home (SPH)	Accommodation Fee	Semi-Private Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Private Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Private Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Service Charge	Cable TV Fee	Per Connection		\$37.40	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Telephone Charges	Per Connection		\$28.82	\$-	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Is HST Applicable
Sun Parlor Home (SPH)	Service Charge	Long Distance Charges	Per Connection/Per Month	Long Distance Charges	\$5.65	\$-	Yes
Sun Parlor Home (SPH)	Installation Fee	Telephone Installation Fee	Per Connection		\$95	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Attendant Care Fee	Per Hour (4 hour minimum)		\$30	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Catering Charges	Per Hour		Cost Recovery	\$-	Yes