

**SCHEDULE "A"**  
**To By-Law No. 2024-03**

<b>Administration</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Commissioner of Oaths	No Charge	
Marriage License	\$125.00	
Marriage Solemnization Service	\$300.00	
Death Certificate/Burial Permit	\$10.00	
Faxes	1 <sup>st</sup> Page - \$2.00	
Photocopies – one sided	\$0.25	
Copy of Zoning By-Laws	\$25.00	
Copy of Official Plan	\$25.00	
Tender Documents > 50 Pages (Hardcopy)	\$20.00	
Lottery - Nevada License	2% of total prize value/box or minimum \$35.00	
Lottery – Raffle License	2% of total prize value or minimum \$35.00	
Lottery – Blanket Raffle License	2% of total prize value or minimum \$35.00	
Lottery – Bingo License	\$5/event or minimum \$35.00	
Lottery – Extension/Amendment	\$35.00	
Freedom of Information Requests	\$5.00 + Cost of search (per Ministry regulations)	
Market Garden License	\$40.00	
Transient Trader License	\$400.00/year	
Specific Location Daily License – maximum four (4) days	\$300.00	
Motorized Refreshment Vehicle	\$550.00/year	
Motorized Ancillary Refreshment Vehicle	\$550.00/year	
Non-motorized Refreshment Vehicle	\$150.00/year	
Carnival/Circus/Midway	\$50.00/day	
Adult Entertainment Parlour - Owner's License	\$250.00/year	
Adult Entertainment Parlour - Operator's License	\$250.00/year	
Adult Entertainment Parlour - Owner & Operator Same Person	\$425.00/year	
Adult Entrainment Parlour – Entertainer	\$25.00/year	
Transfer Fee -Cabs/Limousines	\$40.00/year	
Taxi Cabs/Limousines – Owner	1 <sup>st</sup> Vehicle - \$75.00 Each additional vehicle - \$50.00	
Taxi Cabs/Limousines – Driver	\$50.00	
Salvage Yard License	\$40.00	

<b>Building Fees</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Compliance/Work Order	\$60.00 + HST	
Residential Building Permit	\$0.85/ square foot or minimum \$100.00	
Residential Accessory Building Permit	\$0.65/square foot or minimum \$100.00	
Residential - Alteration and Renovation Permit	\$10.00/\$1,000.00 of construction value	
Commercial/Industrial/Institutional and others	\$0.85/square foot or minimum \$100.00	
Commercial/Industrial/Institutional accessory buildings	\$0.70/square foot or minimum \$100.00	
Commercial - Alteration and	\$10.00/\$1,000.00 of	

Renovation Permit	construction value	
Demolition Permit	\$150	
Buildings razed by fire or Act of God	No Charge within one (1) year	
Farm Buildings – Silo	\$150.00	
Farm Buildings - Ag Barns & Machine sheds	\$0.32/square foot or minimum \$100.00	
Farm Buildings - Manure Pits, Bunker Silos	\$150.00	
Conditional Permits	\$0.35/square foot	
Change of Use	\$150.00	
Sign Permit	\$150	
Sign Permit – OBC Part 3	\$150	
Solid fuel burning appliance Permit	\$150	
Private Swimming Pool Permit	\$150	
Install a Mobile Home Permit	\$150	
Moving Permit	\$100.00	
Sewer/Water Replacement	\$75.00 each or \$150 for both	
Re-Inspection Fee	\$150 per inspection	
Exterior Deck	\$250	
Annual Maintenance Fee for Dormant Permits	\$200.00 per year	
Agency Letter of Approval	\$50.00	
Permit Transfer/Deferral	\$150	
Tents	\$150	
Tents – Community Group		
Minimum Permit Fee		
Building Code Orders, Stop Work, Order to Comply	\$250	
Building Code Orders Registered On Title	Associated Costs	
Building Code Act Administration Fee	\$200	

<b>Fire &amp; Emergency Services Fees</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Annual Open Air Burn	\$20.00	
Annual Agricultural Burn	\$25.00	
Recreational Campfire	No Charge	
Carbon Monoxide Alarms	Cost Recovery	
Smoke Alarms	Cost Recovery	
Licensed Day Care Home Inspection (request)	\$100 Flat Fee	
Licensed Day Nurseries Inspection (request)	\$100 Flat Fee	
False Alarm Charges (after 3 alarm calls in one year)		
Homes for Special Care Inspection (request)	\$100 Flat Fee	
Industrial Inspection (request)	\$100 Flat Fee	
LLBO Inspection (special occasion, patios & premises)	\$100 Flat Fee	
Burning without Notice, unattended, unapproved or oversize fire		
Trade Shows & Special Function Inspection (request)		
Fire Reports – Residential & Mortgage Renewals/resales	\$100 Flat Fee	
Fire Reports - Commercial		
Review of Fire Safety Plan /Documents of CFO measures	No Charge	
Providing inspection reports to solicitors and insurance	\$100	

companies		
Performing special inspection requests (i.e. property resale, mortgage renewal for residential type buildings)	\$100/hr	
Inspection of private Home Day Care facilities	\$100/hr	
Inspection of Vulnerable Occupancies	No Charge	
Requested inspections for premises or buildings not mentioned elsewhere-Single occupancy up to 2,000m <sup>2</sup> Multiple occupancy up to 2,000m <sup>2</sup>	\$100/Hr	
Two unit residential inspection for compliance with Section 9.8 of the Fire Code	\$100/Hr	
Institutional inspection	\$100/Hr	
Residential inspection for compliance with Section 9.5 of the Fire Code	\$100/Hr	
Liquor Licensing requests:- Patios, Special Occasions, Premises	\$100/Hr	
Motor Vehicle Incidents – Responding to and providing vehicle fire extinguishment and extrication services to owners/drivers (Provincial Highways) *	Processed through the Ministry of Transportation (MTO) based on their criteria	
Specialized equipment and/or resources to control or minimize loss (not provided by fire department)	Total cost recovery	
Clean-up of spills as defined in the Environmental Protection Act, Part X, as amended *	Total cost recovery	
Equipment required to take down or make safe a scene for investigation or overhaul (not owned by Fire Department) *	Total cost recovery	
Demolish, clean-up and make safe after a fire (if not completed by property owner) *	Total cost recovery	
*Note: Vehicle and firefighter hours to include refurbish of vehicles and equipment readied for the next incident or response.		

<b>Parks, Recreation and Facilities Ball Diamonds</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Adult Game/ Practice	\$20.00 + HST	
Adult Tournament	\$100.00+ HST	
Youth House/Pickup Game & Practice	FREE	
Youth House/Pickup Tournament	FREE	
Youth Rep Leagues	\$100 + HST/Team per season	Rep A, AA, AAA Teams
Non Resident Game	\$40.00+ HST	
Non Resident Tournament	\$150.00+ HST	

<b>Parks, Recreation and Facilities Gallop Canal Marina</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Daily Wall- Power	\$2.96+ HST	
Daily Wall- No Power*	\$2.34+ HST	
Daily Floating Docks	\$25.20+ HST	
Weekly Wall- Power	\$13.48+ HST	
Weekly Wall- No Power*	\$12.85+ HST	
Weekly Floating Docks	\$163.83+ HST	
Monthly Wall- Power	\$38.56+ HST	
Monthly Wall- No Power*	\$33.52+ HST	
Monthly Floating Docks	\$504.10+ HST	
Seasonal Wall- Power	\$62.92+ HST	
Seasonal Wall- No Power*	\$57.85+ HST	
Seasonal Floating Docks	\$1,222.45+ HST	
Pump Outs	\$130.00	Seasonal
	\$35.00	Daily
Additional Parking (1 Parking Spot included in Docking Fee)	\$5.00 + HST	Daily
	\$10.00 + HST	Weekly
	\$20.00 + HST	Monthly
	\$60.00 + HST	Seasonal
Additional Power	\$12.60+ HST	Daily
	\$37.81+ HST	Weekly
	\$63.01+ HST	Monthly
	\$76.86+ HST	Seasonal
Fuel Sales		
	Cost + \$0.35/L	
* Locations on the Wall with a power supply available are subject to power rates. Rates for without power are only for locations where power is not available to the boat.		

<b>Parks, Recreation and Facilities Iroquois Campground</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Daily No Service	\$44.67 + HST	
Daily 15 Amp/ Water	\$58.05 + HST	
Daily 30 Amp/ Water	\$59.57 + HST	
Weekly No Service	\$248.03 + HST	
Weekly 15 Amp/ Water	\$278.42 + HST	
Weekly 30 Amp/ Water	\$347.24 + HST	
Monthly No Service	\$1,040.76 + HST	
Monthly 15 Amp/ Water	\$1,090.61 + HST	
Monthly 30 Amp/ Water	\$1152.62 + HST	
Seasonal 15 Amp/ Water	\$1973.01 + HST	Includes Dumping
Seasonal 30 Amp/ Water	\$2206.19 + HST	Includes Dumping
Dumping Station	\$5.00 + HST	
		Move into Rate
Recreational Space	\$150 + HST / day	Exclusive use of Facility for private campers. No charge for Airport, Seasonal Camper Association, and Lawn Bowling

<b>Parks, Recreation and Facilities Halls (Matilda Hall, Civic Center, SDMC Rec Room)</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Hall Rental – Licensed Event	\$300.00 + HST	
Hall Rental – Licensed Event (Reduced Rate)	\$250.00 + HST	
Hall Rental – Non-Licensed Event	\$100.00 + HST ½ day \$200.00 + HST Full day	(½ Day 4 hours)
Hall Rental – Non-licensed event (Reduced Rate)	\$50.00 + HST ½ day \$100.00 + HST Full day	(½ Day 4 hours)
Hall Rental - Fire Victim, Funeral	No Charge	

Luncheon or Personal Injury		
Justice Building – Kitchen Facilities	\$50.00 + HST/day	
Meeting Room (Civic Center/SDMC)	\$15+HST/hr or \$100/day	
Table/Chair Rental (Pick-up)	\$4.00/table/day \$1.00/chair/day	
Table/Chair Rental (Delivery)	\$6.00/table/day \$1.50/chair/day	Within South Dundas
Matilda Hall Rental - Special Occasion use of yard or parking lot	\$100.00 + HST refunded when yard is cleaned up	Deposit Refunded if yard is cleaned up within 24 hours.
Morrisburg Amphitheatre	\$100 – For-Profit Organizations/Groups \$50 for Non-Profit Organizations/Groups	
Municipal Parks	Setup/Takedown Fee of \$45 /hr + HST	
Boat Launching- Public	FREE	
Boat Launch Pass – Special Event	\$10.00 + HST per boat one day \$15.00 + HST per boat weekend	

\*Reduced Rates – Subject to staff review for Local Not-For-Profits and Local Youth Clubs.

**Parks, Recreation and Facilities  
Morrisburg Arena**

<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Prime Time Ice	\$180.00/ Hr + HST	Prime is weekdays after 4:00pm and all-day Saturday and Sunday
Non-Prime Ice	\$120.00 / Hr + HST	Non-Prime is weekdays before 4:00pm
Youth Leagues/Clubs	\$115.00 / Hr + HST	
Non-Resident	\$240.00/ Hr + HST	
Slab Rental - Private	\$60.00 / Hr + HST	
	\$300.00 / Day + HST	
Slab Rental - Public	\$15.00/Hr + HST	Recreation leagues and drop-in that are open to the public
Public Skating	FREE	
Stick and Puck	FREE/By Donation	
Sponsored Ice Time	\$80.00 / Hr + HST	Corporate Sponsor Public Ice Time
School Rate	\$105.00 / Hr + HST	Schools located in South Dundas receive 2 hours for free
Arena Wall Advertising	\$300.00 / Yr + HST	
Arena Boards Advertising	\$300.00 / Yr + HST	
Zamboni Advertising	As per RFP	
Lobby Wall Advertising	\$300.00 / Yr + HST	

**Parks and Recreation and Facilities  
Programming (Current Session)**

<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Fitness	\$6.90/ 1 hour	
Low Impact Fitness (accessible)	\$5.45 / 1 hour	Geared towards seniors, those with disabilities or physical limitations
Yoga	\$9.40 / 1 hour	
Low Impact Yoga (accessible)	\$5.45 / 1 hour	Geared towards seniors, those with disabilities or physical limitations
Program Drop In	\$13.27 + HST	For all Fitness and Yoga
Day Camps	\$15.00 / 5 hours	
Camp- Before Care	\$5.00 / 1 hour	

Camp- After Care	\$10.00 / 1.5 hours	
Children/Youth Afterschool Programming	\$6.80 / 1 hour	
Early Years Programming	\$5.65 / 45 mins	
Babysitting Course	\$65.00	
Swimming Lessons	\$60.00	
Adult Art Classes	\$12.80 / 2 hours	
Senior Art Classes (50+ years old)	\$12.30 / 2 hours	
Children/ Youth Art Classes	\$6.80 / 1 hour	
Materials & Supplies Fees	TBD	Based off cost supplies needed to ensure cost recovery.
Art Workshops	TBD	Based off cost of contracted instructor and supplies needed.
Health & Fitness Workshops	TBD	Based off cost of contracted instructor and supplies needed.
Taekwondo (All Ages)	\$ 4.55 / 1 hour	
Learning Technology for Older Adults	\$ 2.70 / 1.5 hours	
Cancellation Fee - Minimum	5% admin fee	
Cancellation Fee – 30+ days from program start	5% admin fee	
Cancellation Fee – 14-29 days from program start	15% admin fee	
Cancellation Fee – 1-13 days from program start	25% admin fee	

- All Recreation Programs for those 14 years and older are subject to HST

Planning Fees		
Item	Fee	Note
Minor Variance/Permission	Minor - \$650 Major - \$1000 (includes all Commercial/Industrial/Agricultural)	Minor Variance – Minor Includes existing single and two-unit (Single Detached Dwelling, Semi-Detached and Duplex) dwellings, attached/detached secondary dwellings and surplus dwellings, fences, and accesso structures. Minor also includes an application for any facility dealing with a matter of handicapped accessibility only. Minor Variance – Major Includes all non-residential development, residential buildings that are less than one-year old, and all other residential development greater than 2 units.
Zoning By-Law Amendment Official Plan Amendment	\$1200 (Zoning Amendment) \$1200 (Official Plan Amendment) \$2000 (if combined)	
Zoning Amendments for Surplus Dwellings, or a zoning amendment related to an uncontested Consent Decision	\$300	
Site Plan Control Agreement	\$1750	
Site Plan Control Amendment/Minor Site Plan	\$750	(applicant is required to deposit the agreement if required)
Application to Consent (Severance)	\$800 Application Fee  Parkland Fees: Commercial/Industrial – 2% Residential/Agricultural – 5% Up to a maximum of \$7500	
Part Lot Control By-law	\$300	(applicant is required to deposit the by-law  <i>no longer requires council report</i> )
Draft Plan of Subdivision/ Condominium Application	\$1,500 (No major infrastructure being acquired by the municipality) \$3,000(1-20 Lots/Blocks/Units) \$5,000 (21+ Lots/Blocks/Units)	
Subdivision/ Condominium Agreement	\$1,500 (+Security Deposit)	
Partial Release of Security for Subdivisions and Site Plan Agreements	\$100	All requests must be submitted in writing
Tile Drainage Inspection Fee	\$100	
Zoning Compliance Letter Fast Track – Zoning Compliance Letter Subdivision/Site Plan Compliance Letter Heritage Designation Letter Environmental Letter	\$75 \$225 \$75 \$50 \$50	
Municipal Consultation Support of Forms (Renewable Energy)	\$100 - projects 10KW or less \$500 – projects greater than 10KW or less than 1MW	

Projects)	\$3000 – projects 1MW or greater	
Notes*	Additional fees may include, but are not limited to: Consultant review, marketing for Notice to the Public, Committee member time, staff review and processing, etc. United Counties of SD&G planning fees are not included.	
Temporary Use By-law	\$1500	
Telecommunication/Cell Tower Application	\$1000	
Resubmission Fee (Staff Discretion Applicability)	\$150	(fee imposed after second submission)
Lot Consolidation Agreement Deeming By-law Remove the Holding Lifting of 30cm Reserve Other Planning Agreement (encroachment, development agreement, etc.)	\$500	(applicant is required to deposit the agreement, notice, or by-law)

<b>Public Works</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Entrance Permits	\$100.00	
Ditch Fill-in	\$100.00	
Buried Hydro Permit	\$50.00	
Tile Drainage Crossing Permit	\$50.00	
Road Cut Permit	\$50.00	
Civic Number and Post Installed	\$125.00 + HST	
Civic Number Sign	\$40.00 + HST	
Civic Number Sign Installed	\$80.00 + HST	
Civic Number Post	\$40.00 + HST	
Civic Number Post Installed	\$85.00 + HST	
Civic Number Sign- Emily 911	\$125.00 + HST	
Septage Rates – Morrisburg Wastewater Treatment Plant	\$11.00/m <sup>3</sup>	

<b>Treasury</b>		
<b>Item</b>	<b>Fee</b>	<b>Notes</b>
Tax Certificates	\$60.00	
Compliance/Work Order	\$60.00	
Interest Rate for Miscellaneous A/R	at year-end outstanding balances transferred to taxes 1.25% after the first month	
Tax Account Printouts	\$10.00/transaction	
Prior to year 2005 Tax Account Printouts or History	\$50.00 hourly rate with a minimum \$50.00 fee	
NSF Cheques & Returned Pre-Authorized Payments	\$40.00/transaction	
Tax Sale-Administration Fee	\$200.00 (at registration) \$200.00 (at sale)	



**SCHEDULE "B"**  
**To By-Law No. 2024-03**

**South Dundas Fire & Emergency Services Department**

**DEFINITIONS**

- a) "Corporation/Municipality" means the Corporation of the Municipality of South Dundas;
- b) "Emergency system" includes a sprinkler system, standpipe system, fire extinguishing system, smoke control system, emergency power system, fire pump system, voice communication system or any other device monitored through a fire alarm system;
- c) "Fees" means a payment for the services of the South Dundas Fire & Emergency Services;
- d) "Fire Department" means the South Dundas Fire & Emergency Services for the Corporation;
- e) "Fire Chief" means the Director of Fire & Emergency Services as appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the FPPA, or his/her designate;
- f) "Firefighting and emergency services" includes all services related or incidental to the prevention, control and suppression of fires and all the protection of lives and property, but excludes the provision of emergency medical and paramedical aid to victims of life-threatening injury or trauma;
- g) "Alarm response" means the complement of vehicles and members normally sent to an emergency;
- h) "Malicious act" means a wrongful act done intentionally by a person without just cause or excuse;
- i) "Member" means a volunteer firefighter and officer of the Fire Department.
- j) "Property" means any public or private real property within the Municipality of South Dundas, including buildings, structures and erections of any nature and kind in or upon such lands, but excludes real property owned by the Crown either Federally or Provincially;
- k) "Property owner" means the registered owner of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy.

**FIRE ALARMS**

- 1. If the Fire Department attends at a property in response to a fire alarm and upon conducting an investigation the Fire Chief determines that the alarm is a false alarm occurring as a result of a malfunction, or the property owner having failed to maintain the fire alarm system or emergency system as prescribed by the Ontario Fire Code (O.Reg.388/97), the property owner shall be:
  - 1) charged a fee as stipulated in Schedule "A" attached hereto and forming part of this By-law.
- 2. If a property owner fails to notify the Fire Department dispatch in advance of any work being conducted on a fire alarm system or emergency system at a property, and as a result of the work being done on a fire alarm system or emergency system a false alarm is triggered, the property owner shall be charged a fee as stipulated in Schedule "A" attached to this By-law if the Fire Department responds to the false alarm.
- 3. If the Fire Department respond to a fire alarm and upon conducting an investigation the Fire Chief determines that the alarm is a false alarm occurring as a result of a malicious act, the occurrence shall be reported to the police and a criminal investigation may be initiated.

**EXTRAORDINARY EXPENSES**

- 4. If the Fire Department respond to a fire or other emergency at a property and the Fire Chief determines that it is necessary to retain a private contractor, rent special equipment, or use more

materials than are carried on an alarm response in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged those expenses incurred by the Fire Department where a private contractor is retained, special equipment is rented or more materials than are carried on an alarm response are used.

## **ADMINISTRATION AND ENFORCEMENT**

5. The Corporation shall deliver an invoice to each person upon whom a fee is imposed under this By-law and the person shall pay the fee within thirty days of receipt of the invoice.
6. The Corporation may deliver an invoice either personally, or by prepaid registered mail, or by ordinary mail to a person's home address or in the case of a property owner to the property owner's address as recorded on the Corporation's assessment roll. Receipt of an invoice shall be deemed to have occurred:
  - a) on the date of delivery in the case of personal delivery;
  - b) three days after mailing by prepaid registered mail if delivered to an address within the Municipality of South Dundas;
  - c) five days after mailing by prepaid registered mail if delivered to an address outside of the Municipality of South Dundas;
  - d) five days after mailing by ordinary mail if delivered to an address within the Municipality of South Dundas, or
  - e) seven days after mailing by ordinary mail if delivered to an address outside of the Municipality of South Dundas.
7. A fee imposed upon a person under this By-law, including any interest and penalty charges and costs of collection, constitutes a debt of the person to the Corporation.
8. A person may pay any fees and charges imposed under this by-law by cash, debit, cheque, certified cheque or banker's draft payable to the Corporation.
9. If a person who is charged a fee under this By-law fails to pay the fee within thirty days of receipt of an invoice, the person shall be charged interest commencing on the thirty-first day that the fee remains unpaid.
10. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Municipality of South Dundas registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

**Schedule “C”  
To By-Law No. 2024-03**

**Water and Wastewater**

**1. DEFINITIONS**

- 1.1 'Backflow Preventer' means the device to prevent the reverse flow of fluids or chemicals into the waterworks system, which may contaminate the waterworks system.
- 1.2 'Building' means a structure supplied with potable water by the Corporation.
- 1.3 'Commercial, industrial and institutional' means a room or suite of rooms under one ownership or tenancy utilized for a commercial, industrial, and/or institutional use as defined in the Zoning By-Law(s), whereby the owner or occupant of any premises and the person to whom invoices are sent which is serviced by, connected by, connected to, takes water from the Corporation's waterworks.
- 1.4 'Consumer' means the owner or occupant of property, which is serviced by, connected to, and takes water from the Corporation's waterworks.
- 1.5 'Contractor' means a person, partnership, or corporation that contract to undertake the execution of work commissioned by the Corporation to install and/or maintain water meters and other appurtenances.
- 1.6 'Corporation/Municipality' means The Corporation of the Municipality of South Dundas.
- 1.7 'Council' means the Council of the Municipality of South Dundas.
- 1.8 'Fire Chief' means the Director of Fire & Emergency Services as appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the FPPA or his/her designate;
- 1.9 'Manager of Water & Wastewater' means the Manager of Water & Wastewater or his/her designate.
- 1.10 'Meter' means the meter installed under the provisions of this By-law for the Corporation to measure the volume of water supplied to the premises in which the meter is installed, including the meter body and any appurtenances attached thereto.
- 1.11 'Meter Chamber' means an accessible private structure remote from a building, containing and protecting the meter and control valve, owned and operated by the building owner.
- 1.12 'Meter Pit' means any exterior chamber or pit approved by the Corporation for the purpose of containing a water meter and related appurtenances.
- 1.13 'Multiple Residential Unit' means a single building containing two or more single family units, including apartment buildings, which is serviced by, connected to, and takes water from the Corporation's waterworks system.
- 1.14 'Occupant' includes any lessee, tenant, owner, the agent of a lessee, tenant or owner, or any person in possession of a premise.
- 1.15 'Owner' includes any person or any firm or corporation that is the registered owner of the property under consideration or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian.
- 1.16 'Potable water' means water that is fit for human consumption.
- 1.17 'Premises' means the structure, building or unit serviced with a water service and which may be situated on private or public lands.
- 1.18 'Private Water Service' means the pipes and fixtures used for the purposes of supplying any premises in the Municipality with water from the waterworks systems established by the Corporation and situated on the private property of the premises so supplied and metered.

- 1.19 'Remote Read-out Unit' means the device installed at a separate location from the water meter and used to provide electronic access to the register on the meter.
- 1.20 'Shut-off Valve' means the valve on the Corporation's water service connection at the property line owned and used by the Corporation to shut off or turn on the water supply from the Corporation's water distribution system to any premises.
- 1.21 'Single Family Residential Unit' means a single dwelling which is freestanding, separate and detached from other main buildings which is serviced by, connected to, and takes water from the Corporation's waterworks.
- 1.22 'Unit' means a residential, commercial, institutional, or industrial establishment, which is separated or capable of being separated, from any other establishment on the assessment roll of the Municipality of South Dundas. If a dispute arises as to whether an establishment is a unit, it shall be determined by reference to the last revised assessment roll of the Corporation.
- 1.23 'Water Rate' means a rate per cubic meter of water including a minimum consumption amount per billing period including any other charges as determined by Council in order to meet capital, operating and maintenance costs of the Corporation's waterworks.
- 1.24 'Water Service' means the pipes and fixtures used for the purposes of supplying any premises in the Municipality with water from the waterworks systems established by the Corporation and situated between the water main and the limit of the street on which the premises front.
- 1.25 'Waterworks Systems' means all buildings, structures, plants, equipment, appurtenances, devices, conduits, intakes, outlets, underground pipelines and installations, and other works designed for the production, treatment, transmission, distribution and storage of water, and includes lands appropriated for such purposes and uses. These waterworks systems include all Municipality owned and/or operated systems and any expansions or alterations thereto.

## **2. AUTHORITY**

- 2.1 Except as specifically noted otherwise in this By-law, Council is responsible for the administration of all provisions of this By-law.

## **3. PROVISION OF WATER SERVICE**

- 3.1 The Owner of any property abutting a Municipal water main and which may in the opinion of the Manager of Water & Wastewater be readily supplied there from, may make application to the Municipality to connect to the Municipality's Waterworks Systems.
- 3.2 The Owner(s) of any house or building who is receiving water from a system being operated and maintained by the Municipality shall be deemed to have made written application for a supply of water pursuant to the provisions of this By-law before May 2004 and shall be deemed to have made all payments required under this By-law for the installation of the necessary Water Service, Private Water service and Meter.
- 3.3 No person being the Owner or occupant of any house, building or other premises supplied with water by the Municipality shall, without written approval from the Municipality, rent, sell or dispose of such water or give away, or permit the same to be carried away, or used, or apply such water to the use or benefit of any other person.
- 3.4 The Corporation will make all reasonable efforts to ensure that water is supplied in accordance with standards approved by the Ministry of the Environment, however the Corporation does not guarantee a constant supply, pressure or water of any standard or quality and will not be liable for any damage to the consumer or any third party for failure to provide adequate quantity, pressure or quality of water.
- 3.5 No Owner or Occupant supplied with water by the Municipality shall be entitled to use such water for any purpose other than those stated in their application for water.
- 3.6 Water will be turned on for a new water service connection only once an application for service has been submitted and approved and the Manager of Water & Wastewater has approved the service installation and is in possession of an as-built drawing of the service.

- 3.7 Only person(s) authorized by the Municipality that possess the proper license shall open or close any valve or hydrant on public property or easement. Fire Department Staff are allowed to open hydrants.

#### **4. APPLICATION FOR WATER SERVICE**

- 4.1 All persons desiring a supply of water from the Municipal water mains shall, first, make written application to the Manager of Water & Wastewater on the prescribed form. Such application shall be signed by the Owner of the building to be supplied with water or by their agent, duly authorized in writing.
- 4.2 The applicant shall pay to the Municipality in advance of any installation or connections, any charges or fees as may be required by the application for the necessary water service, in addition to and separate from this By-law.
- 4.3 The applicant shall pay to the Municipality, the cost of the meter and any other costs or fees associated with the installation of the meter, the water service or the private water service where such costs will be or have been incurred by the Municipality.

#### **5. INSTALLATION AND MAINTENANCE OF WATER SERVICE CONNECTIONS**

- 5.1 The Manager of Water & Wastewater shall review and/or determine the size of the service pipe and appurtenances to be connected to a water main and the location where said connection will occur. In no case shall a service be less than 19 millimeter (3/4 inch) diameter.
- 5.2 All water services up to and including 75 millimeters (3 inches) in internal diameter shall be of Type "K" copper and only new materials shall be installed.
- 5.3 All water services shall include a curb stop installed on public property within 0.5m of the property line of the land to be serviced in accordance with Municipality standards.
- 5.4 All water services greater than 75 millimeters (3 inches) in internal diameter shall be of ductile iron pressure (pressure class 350) or polyvinyl chloride pipe (PVC) (pressure Class 150), and only new materials shall be installed. A resilient wedge gate valve shall be installed on public property within 0.5m of the property line of the land to be serviced in accordance with Municipality standards.
- 5.5 Water services including repair work, shall be installed and bedded in their entirety in accordance with Municipal standards.
- 5.6 All water services shall be inspected by the Manager of Water & Wastewater. A service location form shall be completed for each service.
- 5.7 The Owner of any property serviced by Municipal water shall be responsible for ensuring that the private property service, its fixtures and appurtenances are maintained in proper order and repair at his/her own expense.
- 5.8 The Corporation shall ensure that the water service on Municipal property between the curb stop and the water main is maintained in proper order and repaired at the Municipality's expense.
- 5.9 No consumer or person shall connect, cause to be connected, or allow to remain connected, any piping fixture, fitting container or appliance, in a manner which, under any circumstance, may allow water, wastewater or any harmful liquid, gas vapors or other substance to enter the Municipality's water system. Buildings, which contain potentially high health hazards or where industrial piping systems are often modified or where access by municipal inspectors is limited, will require a backflow preventer approved by the Manager of Water & Wastewater.
- 5.10 A water service installed on premises for fire protection purposes shall be equipped with a backflow preventer.
- 5.11 Each water service shall have only one connection to the waterworks system, where practical. Each unit shall have a separate water service and meter connected to the waterworks system.
- 5.12 When the necessary water service and private water service have been completely installed and all pipes properly flushed and tested to the satisfaction of the Manager of Water & Wastewater, and in compliance with the rules and regulations set out in this By-law, and all payments provided

for in this By-law and any other applicable By-laws have been made to the Municipality, the water may be turned on to the premises.

- 5.13 Any new or existing lots which are not serviced by water or sewer, and which require connections shall be the responsibility of the property owner.

## **6. WATER METERS**

- 6.1 All premises, buildings, or other structures that are metered at the passing of this By-law shall continue to be metered. The Municipality may require any existing building or class of buildings that is not presently metered to be metered.
- 6.2 All new or renovated premises, buildings or other structures other than those structures that are entirely residential that are serviced by the water works system shall be metered.
- 6.3 All new or renovated residential buildings shall make provision for and install a water meter.
- 6.4 All water meters shall be supplied, installed and sealed by the Municipality by the Manager of Water & Wastewater. The removal, or tampering with the seal by any person other than persons authorized by the Manager of Water & Wastewater, shall be considered an offence under the provisions of this By-law. The water meter shall remain the property of the Municipality.
- 6.5 The Municipality shall determine the appropriate type and size of meter to be installed. The cost of the meter and all costs associated with the installation shall be paid by the Owner.
- 6.6 Where a meter cannot be physically and/or economically located inside a building, is servicing multiple Owners, and/or multiple structures on one (1) property, a meter shall be placed in a meter chamber, the location and construction of which are subject to approval by the Manager of Water & Wastewater and the cost of which is to be paid by the Owner. The meter chamber shall be installed in accordance with Municipal standards.
- 6.7 The meter shall be placed and the plumbing shall be so arranged that all water consumed shall pass through the meter and the Owner of the premises is responsible for all water charges. In locations where a private fire protection system using municipal water has been provided at a property, the take-off for the fire protection system shall be located in advance of the meter. Only water for fire protection may bypass the water meter.
- 6.8 The Owner, or occupant, of any unit shall provide ready and convenient access to any meter installed, so that it may be read and examined by a Municipality representative.
- 6.9 Should a meter be mechanically defective, and where the Municipality installed or otherwise assumed ownership of said meter, the cost of such repairs shall be paid by the Municipality. If the meter is damaged by the carelessness or neglect of any person other than an employee or agent of the Municipality, the owner of the premises shall pay the cost of making the necessary repair to such meter and appurtenances. Carelessness includes freezing and air damage.
- 6.10 A meter may be removed and tested by the Municipality upon the request of the Owner of any unit. If the meter is tested and found to register correctly or less than 3% in favour of the Corporation, the expense of removing and testing the meter will be paid by the person requesting such test. The owner shall pay an amount of \$100.00 as a deposit in support of his/her request. If a meter, when tested, is found to register in excess of 3% in favour of the Corporation, a full refund of the deposit will be made and a refund will be made to the consumer of apportionment of the consumption charges paid for the three (3) month period prior to the testing. This refund will be calculated on the basis of prior consumption records and the meter repairs will be paid by the Corporation. No refund of the deposit or any portion of the charge shall be made if the meter is not faulty.

## **7. MAINTENANCE AND REPAIR OF METERS**

- 7.1 Authorized employees of the Municipality or persons duly designated by the Municipality, must at all reasonable hours, upon presentation of satisfactory identification, be given free access to all parts of every building to which the water is supplied, for the purpose of inspection and examination of meter(s), fixtures and pipes of every kind used in connection with the supply of water to, or the use of water, on such premises.

Only authorized employees of the Municipality or persons duly designated by the Municipality,

shall disconnect or take apart any meter or branch or in any manner disturb the seal or any other part of the meter.

- 7.2 The Manager of Water & Wastewater will require periodic inspections or tests of meters on the distribution system and reserves the right to substitute other meters for existing meters owned by the Municipality.

## **8. FIRE PROTECTION**

- 8.1 No person shall use or discharge any water from a municipal fire hydrant unless authorized by the Manager of Water & Wastewater.
- 8.2 No person shall open or close any municipal fire hydrant or obstruct the free access by the erection of any fence or otherwise screen from view any hydrant, valve, chamber, pipe or hydrant chamber by placing on or near it any building material, rubbish, vegetation or other obstruction of any nature whatsoever. An unobstructed area of 1.5 meters in any direction from the hydrant shall be maintained at all times.
- 8.3 Any buildings which are determined by the Manager of Water & Wastewater and the Director of Fire & Emergency Services to be a high risk building and which require the use of a booster pump, shall incorporate a backflow preventer before the pump in order to protect the Municipal Waterworks System.
- 8.4 Unmetered water from privately owned hydrants shall not be taken for uses other than firefighting purposes without an appropriate permit.

## **9. CONDITIONS OF WATER USE**

- 9.1 It shall not be lawful to use the supply of water for hydraulic elevators or motors, water driven appliances, whether operated wholly or in part by water, or for air conditioning or heating except where a special agreement has been entered into with the Corporation.
- 9.2 Water used during the construction phase of a building prior to occupancy, may be metered provided that the Owner, builder or contractor complies fully with the Municipality in carrying out all the requirements of an application for service including but not limited to the provisions for the proper installation of a meter and remote external reading receptacle. Any builder, contractor or Owner using water for temporary use and not complying with this By-law, shall be billed as determined by the Municipality.
- 9.3 The use of water for irrigation shall be limited for use between the hours of 7:00 p.m. and 7:00 a.m. The water use for irrigation shall not exceed five (5) hours in a twenty-four (24) hour period. Irrigation use shall be restricted to even numbered houses watering on even numbered days of the month and odd numbered houses may be irrigated on odd numbered days of the month.
- 9.4 The Municipality may by resolution restrict outdoor water usage as and when deemed necessary.

## **10. TEMPORARY WATER SHUT OFF AND DISCONTINUED SERVICES**

- 10.1 Any Owner wishing to temporarily shut off the water supplied by the Municipality must make written application in the form set out in Schedule "E" hereto, and must comply with the following:
- a) The written request must be no less than two business days in advance of the proposed shut-off date.
  - b) If the property is occupied by tenants, the Owner shall provide the tenants with notice of the water shut off at the same time as the Owner notifies the Municipality and shall provide proof of same to the Municipality.
  - c) Owners may only request a water supply shut -off for the following reasons:
    - (i) to complete repairs;
    - (ii) to renovate a building; or
    - (iii) for extended vacation/absence.
  - d) No person shall shut off a water supply who is not duly authorized to do so by the Manager of Water & Wastewater.

10.2 Any Owner wishing to discontinue the use of water due to the demolition of a building shall pay the Municipality, prior to the issuance of a demolition permit, a fee for the removal and for disconnection of the existing private water service. The Manager of Water & Wastewater shall be notified and shall remove the meter from the premises.

## **11. PENALTY**

11.1 Any person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction shall forfeit and pay a penalty pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, as amended.

11.2 Failure to pay water rates as and when the same become due and payable shall be considered a failure to comply with the provisions of this By-law.

11.3 No person shall make any connection or connections whatsoever, to any water service or private water service without the prior written consent of the Manager of Water & Wastewater. The owner of the premises on which an unlawful connection has been made, shall be responsible for the water rates or charges which would have been payable, multiplied by four (4), in addition to being liable for any other penalty provided by By-law or by an Act, or Acts of the Legislative Assembly of Ontario, or Parliament of Canada. The rates shall be charged on the basis of the Municipality's estimate of water consumed during the period in question.

11.4 Whenever a person taking a supply of water from the Municipality fails to comply with the provisions of this By-law in any respect, the Municipality may, with reasonable notice to such persons, turn off the water and the water shall not be turned on again until all the provisions of this By-law are complied with.

## **12. METHOD OF BILLING AND COLLECTION**

12.1 All water supplied through private water services that are metered shall be charged the rates as per Schedule "B" of this By-law.

12.2 Other fees and service charges are set out in Schedule "B" and include but are not limited to hydrant use, water meter testing, water supply turn-on/turn-off, watermain tapping, construction use, fire line charges, and service connections.

12.3 Where water is supplied to a multiple unit structure or any rental structure, an account for the water supply shall be billed to the registered owner of the premises. Where this is not practical to install meters in each unit, each unit will be charged the minimum monthly rate and the owner will pay the balance of consumption. In a situation of multiple ownership (eg. condominiums), the Municipality shall issue the invoice to the Condominium Board (Corporation).

12.4 Residential billings for the supply of water shall be invoiced and are payable as specified on the invoice received. Non-payment is in contravention of this By-law.

12.5 Commercial billings for the supply of water shall be invoiced monthly and are payable as specified on the invoice received. Non-payment is in contravention of this By-law.

12.6 All sums charged for water supplied, or for expenses incurred for the repair of private water services, meters, fixtures and all appurtenances connected with the water service or for damage to the same shall be charged to the Owner of the premises. If for any reason charges for water rates cannot be collected from the Owner, then the Municipality may order that the water be shut off on account for non-payment. No new application for water service for such premises will be considered or approved by the Municipality, notwithstanding that the ownership of the premises may have changed, until such sums and other charges shall have been paid in full to the Municipality.

12.7 The foregoing shall not be held to prevent the Municipality from resorting to other means or methods of collecting the accounts, including but not limited to, adding the charges to the tax account and accruing interest as set out by the Municipality.

12.8 Where for any reason the consumption of water in a unit has not been recorded or where in the opinion of the Municipality the consumption of water has been wrongly recorded, the Municipality shall estimate the quantity of water consumed and the Owner shall be liable to pay on the basis of such estimate.





**Schedule "D"**  
**To By-Law No. 2024-03**

**Water Rates, Sewer Surcharge Rates and Miscellaneous Charges**

**Annual Water Fixed/Flat Rate**

Residential	\$ 561.60
Multi-Residential	\$ 561.60

Industrial, Commercial, Institutional:

Meter Size	Fixed Rate
5/8" – 3/4"	\$ 561.60
1"	\$ 786.24
1 1/2"	\$ 1,010.88
2"	\$1,628.64
3"	\$1,628.64
4"	\$1,628.64

**Water Metered/Consumption Rate**

Residential	\$0.73 per m <sup>3</sup>
Industrial, Commercial, Institutional	\$0.73 per m <sup>3</sup>
Multi-Residential	\$0.73 per m <sup>3</sup>

**Sewer Upfront/Service Connection Fee/Unit**

Upfront/Service Connection Fee per dwelling unit	\$5,000.00
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**Sewer Use Surcharge**

For all Sewer users - Morrisburg	75% of the Water Rate
For all Sewer Users - Iroquois	100% of the Water Rate

Where there is municipal sewer use and no municipal water use or where the sewer use is disproportional to the water use; the municipality may establish a special rate.

Minimum sewer surcharge will be equal to 75% of the minimal water rate for Morrisburg and 100% for Iroquois.

**Disconnect/Connect Charges**

The disconnect/connect of water and sewer lines will be performed by the Municipality of South Dundas and/or its agents.

Disconnect Fee	\$ 75.00
Disconnect Fee after hours	\$100.00
Connect Fee	\$ 75.00
Connect Fee after hours	\$100.00

Temporary disconnect/connect for repairs to property owner system within 48 hours:

During working hours	\$ 50.00
After working hours	\$ 75.00

Request for disconnect/reconnect must be received in writing by property owner. During reconnect there must be someone present in the building.

**Disputed Meter Testing**

Deposit	\$100.00 per meter
Charge	Actual cost plus expenses



**Schedule "E"**  
**To By-law No. 2024-03**

**Water Shut-Off Application**

Address:

Owner:

Requested Shut-Off Date:

Please note, requests must be at least two (2) business days before the requested shut-off.

Is there a tenant at the property? Yes OR No

If yes, the landlord must provide a copy of this notice to the tenant.

Select Reason for Water Shut-Off:

- Repairs
- Renovation
- Extended Vacation
- Other (please describe) \_\_\_\_\_

**\*Note\***

**The Municipality will not turn off water for landlord or tenant disputes.**

\_\_\_\_\_  
**Signature**