

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
By-law #2019 – 34**

Being a By-law to adopt the 2019 Estimate of Revenues and Expenditures and to provide for adoption of tax rates and to further provide for penalty and interest in default of payment thereof for 2019 and to provide for other matters related to taxation and to adopt user fees.

WHEREAS Section 290 of The Municipal Act, 2001 S.O. 2001, c. 25, as amended, requires that a local municipality shall in each year prepare and adopt a budget;

AND WHEREAS a municipality shall give public notice of its intention to adopt or amend the budget at a council meeting specified in the notice;

AND WHEREAS the Council of the Township of East Zorra-Tavistock has provided such notice and provided an opportunity for public input at the July 3, 2019 Council meeting;

AND WHEREAS Section 340 of the Municipal Act S.O. 2001, c.25, as amended, provides that the Treasurer of a local municipality shall prepare a tax roll for each year based on the last returned assessment roll for the year and that the Tax Collector shall collect the taxes once the tax roll has been prepared;

AND WHEREAS certain regulations require reductions in certain tax rates for certain classes or subclasses of property, and;

AND WHEREAS County and Education tax rates and/or levies have been provided;

NOW THEREFORE the Council of the Corporation of the Township of East Zorra- Tavistock hereby ENACTS AS FOLLOWS:

1. That the 2019 levy for all purposes shall be \$13,168,257 comprised as follows:

Township	<u>\$5,653,783</u>
County	<u>\$4,767,617</u>
Education	<u>\$2,746,857</u>
Total	<u>\$13,168,257</u>

2. That the 2019 Estimate of Revenues and Expenditures for the Township of East Zorra-Tavistock as set out in Schedule "A" attached hereto and forming part of this by-law is hereby adopted.
3. That the 2019 Tax Rates required to levy the amounts as set out in Section 1, not including local improvement rates or other special rates collected as taxes, shall be as set out in Schedule "B" attached hereto and forming part of this by-law.

4. That Municipal Drainage levies and debentures, and Tile Loan debentures due in 2019 shall be collected on the roll.
5. That the Treasurer pay over to the various School Boards and to the County of Oxford, on or before the due dates, the amounts due.
6. That every owner shall be taxed according to the tax rates in this by-law.
7. Taxes for all Property Classes shall become due and payable in two (2) instalments as follows:

First Instalment	August 31, 2019
Second Instalment	October 31, 2019
8. That notice of such taxes due shall be sent by first class mail by the Treasurer to those persons liable for the payment of taxes.
9. That a charge as a penalty of 1¼ per cent on the amount of any outstanding taxes levied in 2019, shall be made on the first day of default and on the first day of each calendar month thereafter in which default continues until December 31, 2019, and any such additional amount shall be levied and collected in the same manner as if it had been originally imposed with and formed part of the taxes levied under this by-law.
10. That interest of 1¼ per cent on the amount of any taxes due and unpaid after December 31, 2019, shall be charged on the first day of each calendar month thereafter in which the default continues.
11. That the User Fees as set out in Schedule “C” attached hereto be adopted.
12. That the Grants to Organizations as set out in Schedule “D” attached hereto be adopted.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF JULY, 2019.

seal



Don McKay, Mayor



Will Jaques, Clerk

Schedule "A"

Township of East Zorra-Tavistock
SUMMARY OF NET BUDGETARY TAX IMPACTS
2019 Operating and Capital Budget Summary

Expenditures

By Department	2018 Approved	2019 Approved	Difference (2019 - 2018)
Building, Locates and Drainage	357,620	413,561	55,941
Corporate Services	2,096,875	2,166,524	69,649
Fire and Protective Services	759,375	780,065	20,690
General Government	257,730	1,047,277	789,547
Parks and Recreation	730,560	711,501	(19,059)
Public Works	2,014,670	2,115,730	101,060
<i>Capital Budget</i>	3,926,717	4,240,402	313,685
Expenditures	10,143,547	11,475,059	1,331,512

Sources of Financing

By Department	2018 Approved	2019 Approved	Difference (2019 - 2018)
Tax Levy	5,417,917	5,653,783	235,866
Contributions from Other Municipalities	646,000	63,135	(582,865)
Cost Recoveries	-	71,715	71,715
Development Charges	-	127,342	127,342
Donations	-	109,045	
Fines and Penalties	86,500	85,171	(1,329)
Gas Tax	333,630	551,231	217,601
Grants	43,900	972,236	928,336
Investment Income	97,600	136,799	39,199
Landowner Recovery	71,600	67,088	
Licences, Permits and Rents	574,340	549,614	(24,726)
Ontario Municipal Partnership Fund	662,000	662,000	-
Payments in Lieu	60,600	75,753	15,153
Sundry Income	44,350	42,588	(1,762)
Supplemental Taxation	150,000	92,949	(57,051)
Transfers from Reserves and Reserve Funds	1,457,460	1,685,181	227,721
User Fees and Charges	497,650	529,429	31,779
Sources of Financing	10,143,547	11,475,059	1,331,512

Schedule "B"
Township of East Zorra Tavistock
2019 COMBINED TAX RATES

		2019	2019	2019	2019	
TAX CLASS	CODE	LOWER	UPPER	EDUCATION	TOTAL	Due Dates
Residential	RT	0.0047760	0.0040474	0.0016100	0.0104334	<u>INTERIM</u>
Multi-Residential	MT	0.0104356	0.0085619	0.0016100	0.0206075	2019-03-31
Commercial Full	CT	0.0090830	0.0076974	0.0129000	0.0296804	2019-05-31
Comm New Construction	XT	0.0090830	0.0076974	0.0103000	0.0270804	
Commercial Vacant Units	CU	0.0063581	0.0053882	0.0109650	0.0227113	
Commercial Excess Land	CX	0.0063581	0.0053882	0.0109650	0.0227113	
Industrial Full	IT	0.0125609	0.0106447	0.0129000	0.0361056	<u>FINAL</u>
Industrial Vacant Units	IU	0.0081646	0.0069190	0.0106425	0.0257261	2019-08-30
Industrial Excess Land	IX	0.0081646	0.0069190	0.0106425	0.0257261	2019-10-31
Large Industrial Full	LT	0.0125609	0.0106447	0.0129000	0.0361056	
Large Industrial Vacant	LU	0.0081646	0.0069190	0.0106425	0.0257261	
Pipelines	PT	0.0060144	0.0050969	0.0101235	0.0212348	
Farmlands	FT	0.0011224	0.0009511	0.0004025	0.0024760	
Farmlands Awaiting Dev	R1	0.0021492	0.0018213	0.0007245	0.0046950	
Managed Forests	TT	0.0011940	0.0010119	0.0004025	0.0026084	

Schedule "C"

User Fees			2018	
Department	Category	Fee Description	Effective January 1, 2018	2018 Notes
Administration	Copying	General Copying & Printing	25¢/side	
Administration	Copying	Church & Charitable Groups	15¢/side	
Administration	Copying	Supply own paper	10¢/side	
Administration	Printing	Laser Printing	25¢/side	
Administration	Printing	Colour Laser Printing	50¢/side	
Administration	Laminating	Laminating Business Card	50¢	
Administration	Laminating	Laminating Badge with Clip	75¢	
Administration	Laminating	Laminating 8 1/2 X 11	\$1.00	
Administration	Faxes	Incoming faxes	50¢/page	
Administration	Faxes	Outgoing faxes	50¢/page	
Administration	Certificates	Burial Certificates	\$10.00	
Administration	Certificates	Tax Certificate	\$45.00	
Administration	Certificates	Zoning Certificate	\$45.00	
Administration	Certificates	Local Charges Information	\$45.00	
Administration	Certificates	Building Work Orders	\$45.00	
Administration	Certificates	Tax Confirmation-requested by Bank or Trust Company	\$15/property	Combine for One Letter
Administration	Certificates	Tax Confirmation Letters	\$15/property	Combine for One Letter
Administration	Finance Charge	NSF Fee or Return Cheque/PAP	\$25.00	Recover Time and Cost
Administration	Finance Charge	Payment Redistribution Fee	\$10/Roll Number	Recover Time and Cost
Administration	Finance Charge	Tax Bill Re-Print	\$5.00/Bill	Recover Time and Cost
Administration	Finance Charge	Drain Admin Fee - Add cost to taxes	1%	Add after invoice time has lapsed
Administration	Maps	Township Maps	n/c	
Administration	Maps	County Map	n/c	
Administration	Misc	Township Lapel Pins	n/c	
Administration	Misc	Township Crest-Plastic	\$5.00	
Administration	Misc	Township Crest-Cloth	\$20.00	
Administration	Cost Recovery Jobs	All Departments	Actual Job Cost + 15% overhead (\$500 max. for overhead)	
Administration	Tax Sales	Title Searching	\$110.00	
Administration	Tax Sales	Survey	Actual Cost + 10%	
Administration	Tax Sales	Preparation & Registration of Tax Arrears Certificate	Actual Cost + 10%	
Administration	Tax Sales	First Notice - preparation & mailing	\$60.00/hr	
Administration	Tax Sales	Final Notice - preparation & mailing	\$60.00/hr	
Administration	Tax Sales	Preparation of Extension Agreement	\$60.00/hr	
Administration	Tax Sales	Legal Costs	Actual Cost + 10%	
Administration	Tax Sales	Preparation & Registration of Cancellation Certificate	Actual Cost + 10%	
Administration	Tax Sales	Costs of Sale by Tender or Auction Process:		
Administration	Tax Sales	Legal Costs	Actual Cost + 10%	
Administration	Tax Sales	Advertising Costs	Actual Cost + 10%	
Administration	Tax Sales	Expenses of Tender Opening or Auction	Actual Cost + 10%	
Administration	Tax Sales	Professional Services	Actual Cost + 10%	
Administration	Tax Sales	Mailing of Notices	\$60.00/hr	
Administration	Tax Sales	Registration of Documents	Actual Cost + 10%	
Administration	Tax Sales	Distribution of Proceeds of Sale	\$60.00/hr	
Administration	Lotteries	Lottery Licences	2% of the prize value	

Department	Category	Fee Description	Effective January 1, 2018	2018 Notes
Waste Management	Recycling	Blue Boxes	As set by County of Oxford	
Waste Management	Recycling	Composters	As set by County of Oxford	
Waste Management	Bag Tags	Bag Tags	As set by County of Oxford	
Bylaw Enforcement	Canine Control	Dog Tags	n/a	
Bylaw Enforcement	Canine Control	Kennel Licence	\$60/licence	
Fire & Safety	Signs	9-1-1 Post & Cap Only	\$20	
Fire & Safety	Signs	9-1-1 Blade & Hardware Only	\$20	
Fire & Safety	Signs	9-1-1 Blade & Hardware (post, blade, bolts)	\$40	
Fire & Safety	Signs	9-1-1 Sign - New Install by Township, incl. hardware	\$100	
Fire & Safety	Signs	Fire Route-Sign, Post, & Hardware	\$55	
Fire & Safety	Signs	Fire Route-Sign Installed by Township	cost recovery job	
Fire & Safety	Fire Department	Work Orders	\$50	
Fire & Safety	Fire Department	Inspections Requested	\$250	Increase to offset Cost
Fire & Safety	Fire Department	Incident Reports Requested	\$150	
Fire & Safety	Fire Department	Non Resident Motor Vehicle Accidents	Current MTO Rates + 15% overhead (\$500 max. for overhead)	
Fire & Safety	Fire Department	False Fire Alarm - 3rd+ Calls	\$500	
Fire & Safety	Fire Department	Propane Facility Fire Safety Plan Review	\$250 + Actual External Professional Costs + 15% Overhead (\$500 max, on external costs only)	
PW	Culverts	9 m width, 300 - 400 mm (30' width, 15")	\$1,500.00	
PW	Culverts	12 m width, 300 - 400 mm (40' width, 15")	\$2,000.00	
PW	Culverts	Extensions per metre (3')(15")	\$150.00	
PW	Culverts	9 m width, 450 mm (30' width, 18")	\$1,600.00	
PW	Culverts	12 m width, 450mm (40' width, 18")	\$2,100.00	
PW	Culverts	Extensions per metre (3')(18")	\$200.00	
PW	Culverts	9 m width, over 450 mm (30' width, 18")	priced individually	
PW	Culverts	12 m width, over 450mm (40' width, 18")	priced individually	
PW	Culverts	Extensions per metre (3') over 450 mm)	priced individually	
PW	Culverts	Waterbreak-9 m	\$400	
PW	Culverts	Waterbreak- 12 m	\$500	
PW	Culverts	Waterbreak-extensions per metre	\$60	
PW	General	Curb Cut or relocation of existing curb(7.5m min cut)	\$60/m	Review of cost required increase
PW	General	Private Drain Connection	\$25 permit+ cost recovery job	
PW	General	Mailbox Posts	\$75.00	

Department	Category	Fee Description	Effective January 1, 2018	2018 Notes
Planning	Applications	Zoning Change	\$550	
Planning	Applications	Minor Variance	\$325	
Planning	Refunds	Application Submitted-no work started	80%	
Planning	Refunds	Application Submitted-surrounding property owner list created	60%	
Planning	Refunds	Application Submitted-surrounding property owner list created,application circulated for agency comment	40%	
Planning	Refunds	Any point after agency comment circulation	0%	
Planning	Applications	Site Plan Control Agreement Application	\$350	
Planning	Deposit	Site Plan Control Agreement Deposit	\$2,000/lot(min \$1,000 to be held by Twp until agreement completed	
Planning	Deposit	Severance Agreement Deposit	\$2,000/lot(min \$1,000 to be held by Twp until agreement completed	
Planning	Grant-in-Lieu of Parkland	GIL of Parkland on Severances that create a new residential lot	\$1,500	
Planning	REA	Renewal Energy Projects - Municipal Consultation Costs	Actual Staff Costs + 15% Overhead (\$500 max for OH)	
Planning	REA	Renewable Energy Projects - Municipal Agreement Deposit	\$25,000 Deposit to Initiate Municipal Agreement + Additional Deposits as per the Agreement	
Planning	REA	Renewable Energy Projects - Municipal Agreement Cost Recovery (Legal, Engineering, etc.)	Actual External Professional Costs + Actual Staff Costs + 15% Overhead (\$500 max for OH)	
Planning	REA	Municipal Council Support Resolution Application	\$200	
Innerkip Community Centre - contact Barb Kelso at 519-539-1340				
ICC	Hall	Hall Rental-Sun-Thurs/Fri, Sat Afternoon	\$225+HST	Approved by ICCBOM
ICC	Hall	Hall Rental-Fri, Sat Evening	\$450+HST	April 10, 2017
ICC	Hall	Hall Rental-40 Person Meeting	\$110+HST	
ICC	Hall	Kitchen Use (all time slots)	\$110+HST	
ICC	Hall	40 Person Meeting - Light Use	\$50+HST	
ICC	Hall	"Walkaway"	\$125.00 + HST	
ICC	Hall	Bar Association Fees	\$13/person/hr	

TAVISTOCK AND DISTRICT RECREATION CENTRE - ARENA

2018 & 2019 RATE SCHEDULE

Ice rates effective
July 2018

ARENA	Detail	2018 Rates	2019 Rates
Prime Time Ice Rental (Hourly)	5 pm to 10:30 pm Mon. to Fri. 8 am to 10:30 pm Sat. and Sun.,	* \$183	* \$185
Non Prime Time Ice Rental (Hourly)	All Other Times (hrly)	* \$119	* \$121
Minor Sports (Hockey & Figure Skating)	Prime Time Non Prime Time	* \$140 * \$114	* \$142 * \$116
Any Time Ice Rate (Spr / Sum)	Any day of the week any time of day (May, July, Aug)	* \$142	* \$144
\$10 Gap Ice Time	\$10/ person/ hrs (Only available for certain hr of day, Call for details)	* \$10	* \$10
Arena Floor (Hourly)	Non Ice Season, All Times (50% of Prime Ice Rate)	\$80.00	\$80.00
Arena Floor & Stands (no ice Full day)	Friday and Saturday (daily 6:00 am to 3:00 am) Sunday to Thursday (daily 6:00 am to 3:00 am)	\$700.00 \$350.00	\$720.00 \$360.00
Complete Facility (no ice Full day)	Friday and Saturday (daily 6:00 am to 3:00 am) Sunday to Thursday (daily 6:00 am to 3:00 am)	\$860.00 \$440.00	\$880.00 \$450.00
Dressing Rooms (outside use)	Daily Rental Rate	\$26.00	\$26.00
Setup & Removal Fees (daily)	If facility is not rented and you wish to reserve the hall for setup or removal. This rate cannot be confirmed until 2 weeks prior to rental.	\$170.00	\$170.00
Storage (yearly)	Paid annually (Beginning of ice season)	\$1.75	\$1.75
Public Skating	Pre School Public School Students & Adults Family Pass Public Skating flat rate in conjunction with Non Prime Upper Hall	* Free * \$2.00 * \$3.00 * \$9.00 * \$25.00	* Free * \$2.00 * \$3.00 * \$9.00 * \$25.00
ARENA UP STAIRS			
Upper Hall (Includes \$20 for Bar & Kitchen) (2016 Prime time includes free public skating when available)	**Friday to Sunday (Prime time) (daily 6:00 am to 3:00 am) (New Years eve is Prime time) Monday to Thursday (Non Prime) (daily 6:00 am to 3:00 am) (Boxing day is Non prime)	\$120.00 \$80.00	\$125.00 \$85.00
Hourly Upper Hall Bar & Kitchen (daily)	Hourly Rate (Hall only, excluding Bar & Kitchen, any day) All days (In addition to Hrly Hall Rentals)	\$30.00 \$20.00	\$30.00 \$25.00
Shuffle Board	Equipment Rental (per set per rental)	\$8.00	\$8.00
Clean up charge	At the discretion of staff on duty	\$65.00	\$65.00
Board Room (daily)	All days (6:00 am to 3:00 am)	\$35.00	\$35.00
CURLING CLUB			
Floor Area (no ice Full day)	Friday & Saturday (daily 6:00 am to 3:00 am) Sunday to Thursday (daily 6:00 am to 3:00 am)	\$85.00 \$85.00	\$85.00 \$85.00

-- * Rates take effect in July of previous year up to the end of the ice season in the spring of the year shown at top.

-- ** Starting in 2016 Prime Time Arena Hall rentals, include Free Public Skating when available.

-- Upstairs hourly rentals are calculated from arrival time to end time, including cleanup time.

-- Regular user groups receive one free Board Room use per month; Minor Sports groups get 15 per year

-- All rates include H.S.T.

TAVISTOCK AND DISTRICT MEMORIAL HALL & PARKS

2018 & 2019 RATE SCHEDULE

MEMORIAL HALL	Detail	2018 Rates	2019 Rates
Main Hall	Friday & Saturday <i>(Prime time) (daily 6:00 am to 3:00 am)</i> (New Years eve is Prime time)	\$535.00	\$545.00
	Sunday to Thursday <i>(Non Prime) (daily 6:00 am to 3:00 am)</i> (Boxing day is Non prime)	\$210.00	\$215.00
	Hourly Rate <i>(Hall only, excluding Bar & Kitchen, any day)</i>		
Upper Memorial Hall	Friday & Saturday <i>(Prime time) (daily 6:00 am to 3:00 am)</i> (New Years eve is Prime time)	\$90.00	\$90.00
	Sunday to Thursday <i>(Non Prime) (daily 6:00 am to 3:00 am)</i> (Boxing day is Non prime)	\$50.00	\$50.00
Setup & Removal Fees (daily rate)	If facility is not rented and you wish to reserve the hall for setup or removal. This rate cannot be confirmed until 2 weeks prior to rental.	\$80.00	\$80.00
Auction Sales (daily rate)	Weekday Auction Sales (setup and removal fees extra)	\$330.00	\$350.00
	Auction Sales of commercial nature (All Days)	\$1,250.00	\$1,300.00
Cleanup Charges (Hrly Rates) (Minimum charge of \$65 applies for all cleanup charges)	Minimum Cleanup charge rate, if required	\$75.00	\$75.00
	Additional cleanup charges, over the Minimum	\$32.00	\$32.00
	No confetti allowed or cleanup charge will apply	\$32.00	\$32.00
	No tape on wall or extra charge will apply	\$32.00	\$32.00
PARKS			
PARKS	Detail	2018 Rates	2019 Rates
Recreation Hall Area (daily)	100 x 60 East side Rec Hall area (No sale SOP allowed -see *)	\$ 65.00	\$ 65.00
Picnic shelter (daily)	West side picnic area, (including hydro and Picnic tables)	\$ 65.00	\$ 65.00
Kitchen Area (daily)	Kitchen access (in addition to other rentals)	\$ 20.00	\$ 20.00
Recreation Hall Area (hourly)	When booking hourly use of the Recreation Hall area	\$ 25.00	\$ 25.00
Green / Open space (daily)	Green / Open space (camping or sporting activities)	\$ 80.00	\$ 80.00
Pavilion Complete facility (daily)	Pavilion (Complete facility, when have a SALE SOP)	\$ 210.00	\$ 215.00
Entire Park (daily)	Entire park (exclusive use of park no SOP)	\$ 210.00	\$ 225.00
Agricultural Pavilion (daily)	Agricultural Pavilion, (hydro included on request)	\$ 40.00	\$ 40.00
Pavilion push button lights	Available for daily public use	N/C	N/C
Pavilion lights	Key for lighting controls panel (only available with daily rental)	On Request	On Request
Hydro Pavilion outlets	To have additional hydro outlets turned on	On Request	On Request
Dumping Station (seasonal)	Key holder for individual seasonal use of dumping station	\$ 25.00	\$ 25.00
Ball Diamond	Bookings and Playing surface maintenance done by Minor Ball	Minor Ball	Minor Ball

-- Hall New Years eve rate is designated as Prime time, Boxing Day rate is Non prime.

-- All rates include H.S.T.

-- SOP = Specil Occasions Permit, (Liqour Licence)

-- * Rentals with No Sale Special Occasions Permit, are required to rent entire pavilion at applicable rates.

Schedule "D"

Grants to Organizations – Details

	Account	2019 Budget
Tavistock Optimist Club – Grass Cutting*	11-758-121-2872	\$3,500.00
Tavistock Horticultural Society	11-758-121-6110	\$100.00
Tavistock Agricultural Society	11-871-121-6110	\$250.00
Oxford County Plowmen's Association	11-758-121-6110	\$200.00
Innerkip Drop-In Centre	11-758-121-6110	\$600.00
Miscellaneous Grants and Donations	11-758-121-6110	\$1,500.00
TOTAL		\$6,150.00

* Grass cutting is actual amount