

The Corporation of The Town of The Blue Mountains

By-law Number 2020 – 14

Being a By-law for the Imposition and Collection of Fees and Charges for Certain Municipal Services and Activities

Whereas in accordance with Section 391 of the Municipal Act, 2001, S.O. 2001, c. 25, the Council of The Corporation of the Town of The Blue Mountains considers it necessary to impose fees for services rendered under these Acts;

And Whereas the Council of The Corporation of the Town of The Blue Mountains has held a Public Meeting before passing this By-law and has provided notice of the Public Meeting and its intention to pass this By-law and made available to members of the public information with respect to the Fees and Charges related to Certain Municipal Services and Activities;

Now therefore the Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. **That** Schedule “A” Finance and Administration Services attached hereto which is hereby declared to form part of By-law 2020-14;
2. **That** Schedule “B” Fire Department Services attached hereto which is hereby declared to form part of By-law 2020-14;
3. **That** Schedule “C” Roads attached hereto which is hereby declared to form part of By-law 2020-14;
4. **That** Schedule “D” Community Services attached hereto which is hereby declared to form part of By-law 2020-14;
5. **That** Schedule “E” Ice Rentals attached hereto which is hereby declared to form part of By-law 2020-14;
6. **That** Schedule “F” Harbour Services attached hereto which is hereby declared to form part of By-law 2020-14;
7. **That** Schedule “G” Cemetery Services attached hereto which is hereby declared to form part of By-law 2020-14;
8. **That** Schedule “H” By-law Services – Short Term Accommodations (STA) Licensing attached hereto which is hereby declared to form part of By-law 2020-14;
9. **That** By-law 2019-14, being a By-law for the Imposition and Collection of Fees and Charges for Certain Municipal Services and Activities all other By-laws that are inconsistent with the provisions of this By-law are hereby repealed insofar as it is necessary to give full effect to the provisions of this By-law;

And Further, that this By-law shall come into force and take effect May 1, 2020.

Enacted and passed this 30th day of March 2020.

Alar Soever, Mayor

Corrina Giles, Town Clerk

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Schedule A

Finance and Administration Services

Item	Description	Fee or Charge
1.	Tax Certificate	\$75.00
2.	Property Title Search for Tax Collection	\$40.00
3.	Tax Bill Reprint	\$10.00
4.	Funds Transfer Fee ¹	\$20.00
5.	Returned (NSF) Cheque	\$35.00
6.	Interest on Special Charges and Accounts Receivable	1.25% per month
7.	LiDAR (per square kilometer)	\$550.00
8.	Photocopy	\$0.50/copy ²
9.	Grey County Map Book	100% of Cost
10.	Town of Thornbury History Book	\$6.00 ³
11.	Town Flag	\$45.00 ³
12.	Town Hall Cleaning for Events	\$175.00 per event
13.	Other Town Merchandise	100% of Cost
14.	Lottery License	3% of the total prize value to a maximum of \$100
15.	Request for Municipal Information or Letters of Non-Objection as required by A.G.C.O.	\$75.00
16.	Marriage License	\$150.00
17.	Civil Marriage/Vow Renewal Services⁴	
	Civil Marriage Service-The Blue Mountains (during business hours)	\$225.00
	Civil Marriage Service-The Blue Mountains (outside business hours)	\$350.00
	Rehearsal Fee	\$50.00
	Travel Fee (outside The Blue Mountains)	\$30.00
18.	Line Fence Viewers	
	Administrative Fee	\$200.00 per request
	Fee per Fence Viewer per hour	\$20.00 per hour
	Travel Fee	Current Town km rate
19.	Request for Town comments in response to Application for Work Permits under the Public Lands Act (Shoreland Works Permit)	\$350.00
20.	Tile Drainage Inspection	\$100.00

1 Resulting from funds being directed to the incorrect account by the customer. No charge for the first request, fee applies to the second and each subsequent request

2 Applicable HST is included

3 Subject to applicable HST

4 All Civil Marriage Service fees apply for vow renewals

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Schedule A (continued)

Freedom of Information Requests

The following are the fees that shall be charged for access to a record or for access to personal information about the individual making the request for access:

Item	Description	Fee or Charge
1.	Photocopies and Computer Printouts	As per the Municipal Freedom of Information and Protection of Privacy Act
2.	CD-ROMs	As per the Municipal Freedom of Information and Protection of Privacy Act
3.	Manual Search of a Record	As per the Municipal Freedom of Information and Protection of Privacy Act
4.	Preparing a record for disclosure, including severing a part of the record	As per the Municipal Freedom of Information and Protection of Privacy Act
5.	Developing a computer program or other method of producing a record or personal information requested from machine readable record	As per the Municipal Freedom of Information and Protection of Privacy Act

Other such fees as may be authorized by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended and regulations thereto.

These fees are subject to change from time to time with and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended and regulations thereto.

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Schedule B

Fire Department Services

Item	Description	Fee or Charge
1.	Request for Fire Report	\$50.00
2.	Request for Property Information Letter	\$50.00
3.	Inspection of all Premises or Buildings	
	Up to 2,500 square feet ⁵	\$75.00
	2,500 to 5,000 square feet ⁵	\$100.00
	5,000 to 10,000 square feet ⁵	\$150.00
	10,000 to 20,000 square feet ⁵	\$200.00
	Over 20,000 square feet ⁵	\$300.00
	Additional Inspection (per call back) ⁵	\$150.00
4.	Inspection required by A.G.C.O. ⁶	\$75.00
5.	Apparatus Standby (per hour) ⁷	\$400.00
6.	Standby for suspicious fire (per hour per firefighter)	\$75.00
7.	Response to a non-emergency activation of a Fire Alarm/Early Warning System	
	1 st occurrence ^{8,9}	No charge
	2 nd occurrence ^{8,9}	\$300.00
	3 rd occurrence ⁸	\$750.00
	4 th occurrence and subsequent ⁸	\$1,000.00
8.	Fire Prevention officer & Inspector (per hour) ¹⁰	\$75.00
9.	Fire Safety Plan Review (per hour)	\$75.00
10.	Special Occasion Permit Inspections	
	Initial Inspection	\$75.00
	Additional Inspection (per call back)	\$150.00
11.	Fireworks	
	Approval	\$75.00
	Inspection	\$75.00

5 Not including initial inspection resulting from a building permit application or inspections required by legislation.

6 Inspection of public hall facilities, restaurant and licensed facilities that are requested by owner.

7 Includes use of Fire Department Apparatus and two firefighters.

8 Non-emergency activation of a Fire Alarm/Early Warning System within the calendar year.

9 \$200 will be refunded if proof of repairs or a solution to the identified problem is provided to the satisfaction of the Fire Prevention Officer.

10 For commercial, industrial, condominium, and association groups.

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Schedule B (continued)

Emergency Response Services

Item	Description	Fee or Charge
1.	Vehicle Extrication on Municipal Streets, non-residents	
	Labour	\$50.00 per staff per hour
	Machine Use – Small Vehicle	\$200.00 per machine per hour
	Machine Use – Large Vehicle	Current MTO Rates
2.	Vehicle Extrication on Provincial Highways	Current MTO Rates
3.	Out of Control Brush/Grass Fire or other (started by property owner or tenant)	
	Labour	\$50.00 per staff per hour
	Machine Use – Small Vehicle	\$200.00 per machine per hour
	Machine Use – Large Vehicle	Current MTO Rates
4.	Rescue, High Angle Rescue, Cold Water Rescue	
	Labour	\$50.00 per staff per hour
	Machine Use – Small Vehicle	\$200.00 per machine per hour
	Machine Use – Large Vehicle	Current MTO Rates
5.	Illegal Burning	
	Labour	\$50.00 per staff per hour
	Machine Use – Small Vehicle	\$200.00 per machine per hour
	Machine Use – Large Vehicle	Current MTO Rates
6.	Additional Equipment, Material and Resources ¹¹	100% of Cost

¹¹ Items identified include but are not limited to retaining a private contractor, equipment rental, additional material, etc., used at emergency incidents to extinguish, preserve, prevent, or control fire, aid in rescue, or conduct investigations.

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Schedule C

Roads

Item	Description	Fee or Charge
1.	Municipal Land Use Permits	
	Municipal Land Use Development Permit Application Fee ¹²	\$250.00
	Municipal Land Use Construction Permit Application Fee ¹²	\$250.00
	Municipal Land Use Maintenance Permit Application Fee ¹²	\$150.00
	Letter of Opinion Regarding Entrance Possibilities for Land Severance	\$200.00
2.	Municipal Damage Deposit Fees	
	Municipal Damage Deposit – Development	\$2,500.00
	Municipal Damage Deposit – Construction	\$2,500.00
	Municipal Damage Deposit – Maintenance	\$1,000.00
3.	Municipal Land Occupancy Preparation Fee	
	Term less than one year	\$250.00
	Term more than one and less than 10 years (per year of agreement) ¹³	\$100.00
	Term over ten years, or permanent ¹⁴	\$1,500.00
	Disbursements (legal, survey, engineering, etc.) ¹⁵	100% of actual costs incurred
4.	Municipal Land Occupancy Fee¹⁶	
	Use of Travelled Portion of Road – Arterial and Collector (/m2/week)	\$20.00
	Use of Travelled Portion of Road – Local (/m2/week)	\$10.00
	Use of Unopened Road Allowance or open space (/m2/year) ¹⁷	\$0.25
	Use of Sidewalk or trail - any material (/m2/week)	\$5.00
	Use of Boulevard (/m2/week)	\$1.00
	Use of grassed boulevard for irrigation (/m2/year)	\$2.00
5.	Security Deposit Requirements¹⁸	
	works < \$2,500	\$1,000.00
	works \$2,500 - \$10,000	\$2,500.00
	works > \$10,000	\$2,500.00 plus 2.5% of works > \$10,000
	Tree Inspection	\$50.00
	Civic Addressing Sign Kit	\$250.00
	Civic Addressing Replacement Sign	\$37.00
	Parking Permit (“No Parking” signs’ covers and locks)	\$20.00 per sign ¹⁹

12 Maximum combined entrance and frontage fee is \$400. There is no expiry or annual fee for the Works installed under this Permit.

13 Fee is for any portion of years beyond one year. Minimum Fee is \$325. Maximum fee is \$750. Disbursements are additional.

14 Disbursements are additional.

15 Fees to be pre-arranged with proponent and deposit provided to fund the disbursement prior to costs being incurred by the Town.

16 Occupancy Fees are for the period of time occupancy occurs. The fee will be paid at the time of issuance. The applicant may request annual invoices for terms longer than two years.

17 Minimum Fee or Annual Fee is \$200.

18 To correct damages related to Works under a Municipal Land Use Agreement based on the value of Public or Private Works not otherwise addressed under a Development Agreement. Works includes estimated cost of potential restoration. Fee is greater of percent of works or cost of potential restoration.

19 Minimum Fee is \$100

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Schedule C (continued)

Roads

Item	Description	Fee or Charge
6.	Other	
	Oversized Vehicles (yearly)	\$100.00
	Rural Mail Box Permit Application Fee ²⁰	\$10.00
	Garbage Box Permit Application Fee ²⁰	\$10.00
	Additional Site Visit Fee ²¹	\$100.00
	Works done without a valid permit – Entrance Permit	\$300.00
	Works done without a valid permit – Municipal Land Use Permit	\$2,500.00
	Admin Fee for Damaged Town property	15% of Contract (\$150.00 minimum)

20 There is no expiry date for the Works under this Municipal Land Use Permit.

21 Fee assessed when more than one site visit is required to review uncorrected identified deficiencies.

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Schedule D

Community Services

Item	Description	Fee or Charge
1.	Moreau Park	
	Ball Field	\$10.00 per game/practice
	Ball Field Dragging and Lining	\$37.25 per line & drag
	Additional Washroom facility	\$200.00 each
	Additional Washroom facility Pump out	\$75.00 each
	Hydro	\$7.25 per outlet
	Advertising Sign	\$300.00 per season
2.	Tomahawk	
	Soccer Pitch - Regulation Size "Lining"	\$50.00 per lining
	Soccer Pitch - Regulation Size	\$13.00 per game/practice
	Soccer Pitch – Regulation Size "Lining Off Season"	\$150.00 per lining per field
	Soccer Pitch - Mini "Lining"	\$23.00 per lining
	Soccer Pitch – Mini	\$8.50 per game
	Tee Deck Sponsor Sign	\$300.00 per season
	Golf Course Bench Sponsorship	\$300.00 per season
	Additional Washroom facility	\$200.00 each
	Additional Washroom facility Pump out	\$75.00 each
	Golf Course Green Fee	\$10.00 per round
	Golf Course Seasons Pass	\$275.00 per year
3.	Arena	
	Lobby Rental (Non Ice Season) daytime only	\$60.00 per day
	Arena (Non Ice Season)	\$500.00 per day
	Arena Floor (Non Ice Season – 3 Hour Maximum)	\$38.50 per hour
	Arena Floor Pickleball Court (per court)	\$10.00 per hour
	Arena Advertise Signs Wall	\$250.00 per season
	Arena Advertise Signs Boards	\$300.00 per season
	Adult Skating	\$3.00 each time

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Schedule D (continued)

Community Services

Item	Description	Fee or Charge
4.	Community Centre	
	Large Hall Hourly Rate	\$16.00 per hour
	Hall #1 - Large Hall (2 hours max and no furniture)	\$32.00 per use
	Hall #1 - Large Hall (4 hours max and no furniture)	\$65.00 per use
	Hall #1 - Large Hall (4 hours max with furniture)	\$140.00 per use
	Hall #1 - Large Hall Full Day (over 4 hours)	\$220.00 per day
	Hall #2 - Small Hall (4 hours max and no furniture)	\$40.00 per use
	Hall #2 - Small Hall (4 hours max with furniture)	\$55.00 per use
	Hall #2 - Small Hall Full Day (over 4 hours)	\$115.00 per day
	Hall #2 – Small Hall (2 hours max and no furniture)	\$25.00 per use
	Kitchen – with Hall #1 or #2 rental	\$55.00 per day
	Kitchen Only – during hours of 8 a.m. to 4 p.m.	\$140.00 per day
	Kitchen Only – (over 8 hours)	\$40.00 per hour in addition to above
	Kitchen Only – half day	\$55.00
	Set-up / Take Down Fee	\$125.00 per event
	Grounds Rental plus facility rental	\$135.00 per event
	“Party Package A” 1 hour ice time plus 4 hours Hall #2 Max of 50 people – unlicensed events only	\$115.00 per event
	“Party Package B” 1 hour ice time plus 4 hours both Halls, Max of 100 people – unlicensed events only	\$225.00 per event
	“Party Package C” 4 hours arena floor plus Hall #2 Max of 100 people – unlicensed events only (non ice season)	\$115.00 per event

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Schedule D (continued)

Community Services

Item	Description	Fee or Charge
5.	Parks	
	Bayview Park Pavilion	\$75.00 per event
	Bayview Park Grounds and Pavilion	\$200.00 per event
	Lions Park Pavilion	\$25.00 per event
	Lions Park Grounds and Pavilion	\$75.00 per event
	Town Hall Park Grounds	\$75.00 per event
	Heathcote Park Grounds	\$50.00 per event
	Labyrinth Pavilion	\$50.00 per event
	Delphi Point Pavilion	\$50.00 per event
	Delphi Point Seasonal Commercial	\$1,200.00 per season
	Lora Bay Grounds - Greenspace Only	\$200.00 per event
	Lora Bay Commercial Use	\$200.00 per day
	Lora Bay Seasonal Commercial	\$1,500.00 per season
	Northwinds Beach Seasonal Commercial	\$5,000.00 minimum
	Smith Memorial Park Rental	\$50.00 per day
	Additional Picnic Table Rental (off-site) ²²	\$6.50 per table
	Additional Chair Rental (off-site) ²²	\$2.00 per chair
	Additional Garbage Bin Rental (off-site) ²²	\$2.75 per bin
	Bleacher Rental (off-site) ²²	\$85.00 per bleacher
	Memorial Tree Planting (50 mm calliper and plaque)	\$600.00 per tree
	Memorial Bench (composite or galvanized and plaque)	\$600.00 per bench
	Memorial Bench (black powder coating and plaque)	\$670.00 per bench
	Memorial Dog Park Plaque	\$30.00 per plaque
	Temporary Access Permit Deposit	\$1,500.00 deposit
	Temporary Access Permit Fee	\$150.00
	Advertising Sign	\$300.00 per season
6.	Special Events	
	Special Events "A" – Regional/Multi Community Event ²³	\$1,020.00 per event
	Special Events "A" – Cancellation Fee ²⁴	\$205.00
	Special Events "B" – Community Event ²³	\$510.00 per event
	Special Events "B" – Cancellation Fee ²⁵	\$105.00
	Special Events "A" or "B" Additional Application Review ²⁶	\$105.00 per review
	Police Commanding Officer (time to review logistics of event) ²³	\$60.00 per hour
7.	Community Halls	
	Ravenna Hall – Weekdays	\$85.00 per day
	Ravenna Hall – Weekends	\$130.00 per day
	Craigleith Community Centre – Weekdays	\$85.00 per day
	Craigleith Community Centre – Weekends	\$130.00 per day

22 Item will be delivered and picked up by Town staff.

23 HST exempt.

24 Event applications can be cancelled at any point leading up to the event. However, the Special Events "A" fee will be charged a \$200 administration fee and reimbursement will be \$800. Not-for-Profit/Charitable Events will be reimbursed the full fee amount.

25 Event applications can be cancelled at any point leading up to the event. However, the Special Events "B" fee will be charged a \$100 administration fee and reimbursement will be \$400. Not for Profit/Charitable Events will be reimbursed the full fee amount.

26 If additional reviews are required for any Special Event Application, where event routes and/or traffic control requirements are altered, a fee of \$100 will be applied to EACH additional review.

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Schedule E

Parking

Item	Description	Fee or Charge
1.	Parking Hourly Rate (Non-Resident only)	\$10.00 per hour

Parking Charge will be at a maximum of \$50 per day. Anyone parking over 6 hours will be levied a parking fine. All rates are subject to the applicable HST.

Food Truck

Item	Description	Fee or Charge
1.	Food Truck – Tomahawk Golf Course ²⁷	\$7,000 minimum
2.	Food Truck – Lion's Park Clarksburg ²⁷	\$7,000 minimum
3.	Food Truck – Thornbury Pier ²⁷	\$8,000 minimum
4.	Food Truck – Northwinds Beach ²⁷	\$8,000 minimum
5.	2020 Pilot Program	\$1,000 minimum

All rates are subject to the applicable HST.

Ice Rentals

Ice rentals run from August 1st to April 30th.

Item	Description	Fee or Charge
1.	Prime Ice (includes Christmas, March Break, Statutory Holidays)	\$145.00 per hour
2.	Prime Ice Full Season Rental	\$145.00 per hour
3.	Prime Ice Minor Sports	\$79.75 per hour
4.	Non-Prime (weekdays 7 a.m. to 4 p.m.) ²⁸	\$72.50 per hour
5.	Prime Ice Last Minute – Non-Booked Ice ²⁸ (Request 48 Hours prior to ice availability and first available ice)	\$72.50 per hour
6.	Non-Prime Last Minute – Non-Booked Ice ²⁸ (Request 48 Hours prior to ice availability and first available ice)	\$65.00 per hour
7.	Public Skating Sponsorship	\$145.00 per hour

All rates are subject to the applicable HST.

Subsidies

Facility	User Group	Subsidy Rate
Beaver Valley Community Centre	Georgian Shores Minor Hockey	45%
Beaver Valley Community Centre	Beaver Valley Athletic Association	45%
Beaver Valley Community Centre	PickleBall Groups	30%
Beaver Valley Community Centre	Private Ice Rental Groups	10%
Beaver Valley Community Centre	Municipal Program (Public Skating, Adult Skating, Parent and Tot)	100%
Beaver Valley Community Centre	Seniors Walking Program	100%
Ravenna Hall	Yoga Group	30%
Craigleith Community Centre	Art and Music Day Camp	30%
Craigleith Community Centre	Private Rental Group (AA)	100% - \$20 donation
Moreau Park – Ball Fields	Beaver Valley Athletic Association	30%
Tomahawk Soccer Fields	Beaver Valley Athletic Association	30%
Tomahawk Soccer Fields	Blue Mountains Soccer Club	30%

²⁷ Subject to Planning approval.

²⁸ Does not qualify for a subsidy.

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Schedule F

Harbour Services

Item	Description	Fee or Charge
1.	Moving of boats that are in the incorrect berth and have not been moved by the owner at their own expense	\$150.00 per hour 1 Hour Minimum
2.	Seasonal Mooring	\$67.00 per foot
3.	Hydro Rates	\$190.00 per outlet
4.	Transient Rate – Monthly	\$20.33 per foot
5.	Hydro Rates – Monthly Transient Rate	\$61.07 per outlet
6.	Transient Rates – Weekly	\$9.20 per foot
7.	Hydro Rates – Weekly Transient Rate	\$30.75 per outlet
8.	Transient Rates – Nightly	\$1.97 per foot
9.	Hydro Rates – Nightly Transient Rate	\$8.25 per outlet
10.	Pump-out	\$16.82
11.	Yacht Club Member Pump-Out	\$13.27
12.	Daily Launch Ramp	\$8.85
13.	Seasonal Launch Ramp	\$53.10
14.	Off Season Land Storage	\$10.50 per foot per season, \$1.96 per foot per month
15.	Waiting List Fee (Non-Refundable – Applied to First year Seasonal Mooring)	\$150.00
16.	Harbour Office Upper Lounge – weekday (8:00 am to 4:00 pm)	\$25.00 per event
17.	Harbour Office Upper Lounge – weekends (8:00 am to 4:00 pm)	\$50.00 per event
18.	Additional/Replacement Shower Cards	\$10.00 per card
19.	Fish Cleaning Station	\$10.00 per key
20.	Pavilion	\$75.00 per event
21.	Pennants	\$25.00 per pennant
22.	Harbour Commercial Operations ²⁹	\$15.00 per foot in addition to Seasonal Mooring Fee
23.	Summer Day Sailor Storage	\$7.13 per foot per season, \$1.79 per foot per month, \$1.19 per foot per week
24.	Kayak Storage	\$75.00 per season, \$30.00 per month, \$15.00 per week
25.	Not for Profit or Charitable events, races, etc. ³⁰	\$17.70 per vessel per night

All items are subject to applicable HST

²⁹ Requires a Certificate of Insurance naming the Town as an additional insured.

³⁰ Council has approved this fee for the last few seasons through staff reports, i.e. Georgian Bay Regatta, etc.

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Schedule G

Cemetery Services

Item	Description	Fee or Charge
1.	Genealogical Searches	\$50.00 per hour
2.	Lots	
	Standard ³¹	\$975.00
	Cremation ³¹	\$561.00
	Columbarium Row 1 and Row 6 ³²	\$1,224.00
	Columbarium Row 4 and Row 5 ³²	\$1,324.00
	Columbarium Row 2 and Row 3 ³²	\$1,424.00
3.	Interment Charges	
	Adult	\$875.00
	Infant	\$342.00
	Child	\$438.00
	Double Depth	\$408.00 in addition to above
	Cremation – In ground	\$438.00
	Cremation – Niche	\$224.00
	Standard Disinterment Only	\$984.00
	Standard Disinterment and second grave opening in another location	\$1,859.00
	Cremation Disinterment Only	\$548.00
	Cremation Disinterment and second cremation grave opening in another location	\$986.00
4.	Markers	
	Flat marker measuring at least 1,116.1 cm ² (173 sq. in)	\$50.00
	Upright marker measuring 1.07 m (3' 6") in either height or length including the base	\$100.00
	Upright marker measuring more than 1.22 m (4') in either height or length including the base	\$200.00
5.	Transfer Fee	\$100.00
6.	Issue New Deed	\$40.00

³¹ 40% care and maintenance included in the price.

³² 15% care and maintenance included in the price of the niche.

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Schedule H

By-law Services - Short Term Accommodation (STA) Licensing

Item	Description	Fee or Charge
1.	Initial STA Licensing Fee	\$2,500.00
2.	Initial STA Licensing Fee (condo unit)	\$1,500.00
3.	Renewal STA Licensing Fee	\$1,000.00
4.	Renewal STA Licensing Fee (condo unit)	\$500.00
5.	Late Renewal Fee	\$500.00
6.	Fire Safety Inspection	\$75.00
7.	STA Licensing Committee Appeal Fee	\$500.00
8.	Council STA Appeal Fee	\$500.00
9.	STA Re-inspection Fee	\$100.00
10.	Replacement STA Licence Placard	\$50.00
11.	Refund of Short Term Accommodation Licensing Fees:	
	a) Upon written request, the Director shall determine the amount of fees, if any, that may be refunded in accordance with By-law 2013-50, as amended, in the case of:	
	i. withdrawal of a STA license application;	
	ii. abandonment of a STA license application ;	
	iii. refusal to issue a STA license and confirmed by the STA Committee; or	
	iv. request for revocation of a STA license.	
	b) Fees that may be refunded shall be a percentage of the initial or renewal STA license fee payable under this By-law, calculated as follows:	
	i. 75 percent where administrative functions for determination of a complete application only have been performed.	
	ii. 50 percent where administrative, zoning and property standards functions have been performed.	
	iii. 5 percent shall additionally be deducted for each field inspection that has been performed after the STA license has been issued.	
	c) Where the Director deems it appropriate, a refund of other than specified in (b) may be granted.	
	d) The refund shall be returned to the person named on the fee receipt, unless such person advises the Director, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.	
	e) No refund of a license fees on any application or permit after 2 years from the date the application was submitted, deemed to be abandoned, refused to be issued or request to be withdrawn.	

The fees set out shall be automatically adjusted on January 1st of each year in accordance with the percentage change in the Consumer Price Index of Statistics Canada for the previous year with each increase adjusted to the next highest whole number.