

The Corporation of the City of Richmond Hill

By-Law 61-25

A By-Law to Authorize Fees or Charges for Certain Services (Tariff of Fees By-law)

Whereas Section 391 of the *Municipal Act, 2001*, authorizes the Council of the City of Richmond Hill to pass by-laws for the imposing of fees or charges on any class of persons;

And Whereas at its meeting of July 9, 2025 adopted the recommendation of the Budget Committee of the Whole at its meeting of June 24, 2025 in staff report SRCFS.19.025 pertaining to new and amended fees as part of the annual Tariff of Fees By-law;

Now Therefore The Council Of The Corporation Of The City Of Richmond Hill Enacts As Follows:

1. That By-law 61-25 be effective as of January 1, 2026, unless otherwise noted.

Passed this 9th day of July, 2025.

David West
Mayor

Stephen M.A. Huycke
City Clerk

Tariff of Fees

Article 1

General Provisions

1.1 Fees Payable

Any person who makes an application to, or a request for services of the City of Richmond Hill or who enters into an agreement with the City of Richmond Hill or obtains an approval from the City of Richmond Hill, or who purchases any good or service from the City of Richmond Hill, in respect of things or matters set out in this Chapter shall pay to the Treasurer of the City of Richmond Hill the applicable fee set out herein and, unless otherwise provided for by this or another relevant Chapter, such fees or charges are not refundable and are payable upon the person making such application or request or purchase.

1.2 Additional Charges

Any person who makes an application to, or a request for services of the City of Richmond Hill or who enters into an agreement with the City of Richmond Hill or obtains an approval from the City of Richmond Hill, or who purchases any good or service from the City of Richmond Hill, in respect of things or matters set out in this Chapter shall, in addition to the fee set out in Section 1.1, pay to the Treasurer of the City of Richmond Hill all costs incurred by the City of Richmond Hill in retaining outside legal services directly related to that agreement, approval or purchase and, unless otherwise provided for by this or another relevant Chapter, such additional charges are not refundable and are to be secured, to the satisfaction of the City Solicitor or his designate, upon the earlier of the person making such application or request or purchase or the execution of the agreement, as the case may be.

1.3 Duplication of Fees Payable

Notwithstanding anything in Sections 1.1 or 1.2 to the contrary where, in the opinion of the City Solicitor or his designate, in his or her sole discretion, there may be duplication between the fee and/or charge provided for in Section 1.1 and the costs or charges set out in Section 1.2, the fee set out in 1.1 may be reduced to take into account any such duplication by an amount as determined by the City Solicitor or his designate.

1.4 Indexing of Fees and Nominal Fees Increases Payable

Fees imposed pursuant to this By-law shall be adjusted annually, without amendment to this By-law, commencing on the first day of January in the year following the enactment of this By-Law and every subsequent year, up to a maximum rate that is in accordance with an index as approved by the Treasurer. In addition, fees imposed pursuant to this By-Law shall be increased nominally to

a maximum of 5% to account for operational cost increases. Any increases higher than 5% must be approved by Council.

1.5 Amount Owing Added to the Tax Roll

The fees and charges set out in this by-law constitute a debt to the municipality. Where permitted under section 398 of the *Municipal Act*, the Treasurer may add the fees and charges, including any administration fees, to the tax roll for the property. The amount owing is deemed to be a debt to the municipality and be collected or added to the tax roll in the same manner as municipal taxes.

1.6 Fees Waived or Reduced

The City of Richmond Hill reserves the right to waive or reduce fees as set out in this Chapter, subject to legislative restrictions.

1.7 Contracted Municipal Fee Changes

The City of Richmond Hill reserves the right to amend contracted municipal fees as set out in this Chapter, subject to legislative restrictions.

1.8 Delegations of Authorities

a) The authorities to determine the rate of the annual adjustment of fees pursuant to Section 1.4 and to waive or reduce fees pursuant Section 1.5 to is delegated to:

- (i) the Commissioner of Community Services with respect to those fees set out in Schedules "A", "B", "C", "D", and "E";
- (ii) the Commissioner of Corporate and Financial Services with respect to those fees set out in Schedules "F" and "G";
- (iii) the City Manager with respect to those fees set out in Schedule "H";
- (iv) the Commissioner of Infrastructure and Engineering Services with respect to those fees set out in Schedules "I" and "J".
- (v) the Commissioner of Planning and Building Services with respect to those fees set out in Schedules "K", "L" and "M".

b) The authority to amend fees pursuant to Section 1.7 is delegated to the Treasurer with respect to contracted municipal fees and to report back to Council on any amendments to the Tariff of Fees by-law.

1.9 Schedules

Schedules A – M shall form part of this Chapter.

Article 2

Repeal

2.1 By-laws – Previous

By-law 121-24 and By-law 8-25 are hereby repealed and replaced with By-law 61-25, effective for services rendered or applicable on or after January 1, 2026 unless otherwise noted.