

**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**BY-LAW NO. 2025-41**

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**Being a By-law to Establish Fees and Charges for  
Services or Activities Provided or Done by or on  
Behalf of the Township of McKellar and to  
Repeal By-laws 2011-21, 2011-23, 2011-28, 2021-  
58, 2022-48 and 2023-15**

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**WHEREAS** Section 391(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes the Council of a local Municipality to pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other Municipality or local board; and for the use of its property including property under its control;

**WHEREAS** Section 69 of the Planning Act, R.S.O. 1990, c.P. 13, as amended, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

**WHEREAS** Section 7 of the *Building Code Act, 1992, S.O. 1992, c.23 as amended*, authorizes a Municipal Council of a Municipality to pass a By-law requiring the payment of fees on applications for the issuance of permits and prescribing the amounts thereof;

**NOW THEREFORE** the Council of the Corporation of the Township of McKellar hereby enacts as follows:

**1. GENERAL**

- 1.1 **THAT** the Council of the Corporation of the Township of McKellar hereby establishes the fees and charges as set out in the Schedules attached hereto and forming an integral part of this By-law;
- 1.2 **THAT** the fees and charges will be subject to Harmonized Sales Tax (HST) where applicable;
- 1.3 **THAT** all fees and charges set out in this by-law shall be payable prior to the provision of the service;
- 1.4 **THAT** any unpaid fees or charges imposed according to this by-law are subject to an interest rate of one and one-quarter percent (1.25%) per month;

- 1.5     **THAT** the fees or charges imposed according to this by-law constitute a debt owed to the Township of McKellar for which the Treasurer may add the outstanding fees or charges, including interest on the outstanding balance, to the tax roll for the property owned by the persons responsible for paying the fees or charges, and the amount shall be collected in the same manner as Municipal taxes;
- 1.6     **THAT** all previous By-laws or resolutions, or parts and sections thereof, which pertain to the fees and charges as outlined in the attached Schedules are hereby repealed and replaced with the applicable fee or charge in Schedules attached to this by-law;
- 1.7     **THAT** this By-law shall take effect and come into force upon final passage by Council.

**2.     SEVERABILITY**

- 2.1     If any provision or part of a provision of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

**3.     CONFLICT WITH ANY OTHER BY-LAW**

- 3.1     In the event of any conflict between any provisions of this By-law and any other By-law heretofore passed, the provisions of this By-law shall prevail.

**4.     REVIEW**

- 4.1     The Council of the Corporation of the Township of McKellar shall review this By-law once per calendar year to ensure that fees are kept up to date and relevant.

**READ** a **FIRST** and **SECOND** time this 2<sup>nd</sup> day of September, 2025.

[Original Signed]  
\_\_\_\_\_  
David Moore, Mayor

[Original Signed]  
\_\_\_\_\_  
Karlee Britton, Clerk Administrator

**READ** a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 2<sup>nd</sup> day of September, 2025.

[Original Signed]  
\_\_\_\_\_  
David Moore, Mayor

[Original Signed]  
\_\_\_\_\_  
Karlee Britton, Clerk/Administrator

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**Schedule ‘A’ to By-law 2025-41**

**ADMINISTRATION**

Description	Fee
Photocopies (per page)	\$ 0.55
Fax Send / Receive	\$ 1.05
NSF Cheques	\$ 41.60
Tax Certificate (per Roll Number)	\$ 62.40
Transfer of Arrears to Tax Account	
911 Sign (Civic Address Sign)	\$ 15.00
Building/Zoning Compliance Letter (Residential)	\$ 75.00
Building/Zoning Compliance Letter (Commercial)	\$ 75.00
Commissioner of Oaths Stamp / Certification (per doc.)	\$ 5.00
Freedom of Information Request	\$ 5.00
Freedom of Information Research (Staff Time & Copies)	Per MFIPPA
Entrance Permit	\$ 100.00
Road Damage Deposit (refundable)	\$ 750.00
Trailer Permit	\$ 300.00
Lottery Licence / Value of Prize	\$ 10.00

**Schedule ‘B’ to By-law 2025-41**

**FACILITY RENTALS**

Fees are subject to HST

Description	Ratepayer	Non-Ratepayer
<b>Facility</b>		
Hall (Full Day)	\$ 175.00	\$ 225.00
Hall (Half Day, Max. 4 hours)	\$ 85.00	\$ 112.50
Funeral Tea (Hall) Max. 2 hours	\$ 35.00	\$ 60.00
Kitchen/Bar	\$ 120.00	\$ 150.00
Hall, Kitchen/Bar	\$ 285.00	\$ 335.00
Hall, Kitchen/Bar & Multipurpose Room	\$ 325.00	\$ 375.00
Hall, Kitchen/Bar, Multipurpose Room & Rink	\$ 345.00	\$ 395.00
Multipurpose Room Only	\$ 40.00	\$ 55.00
Rink ½ Day (no private winter rentals) unless Twp approved	\$ 70.00	N/A
Rink Full Day (no private winter rentals) unless Twp approved	\$ 135.00	N/A
Council Chambers	\$ 50.00	\$ 100.00
Youth Room	\$ 100.00	\$ 150.00
Ball Field (Full Day)	\$ 150.00	\$ 200.00
Ball Field (Half Day, Max. 4 hours)	\$ 100.00	\$ 150.00
Minerva Park (Full Day)	\$ 100.00	\$ 200.00
Minvera Park (Half Day)	\$ 50.00	\$ 100.00
<b>Add-ons</b>		
Tablecloths	Actual Cleaning/ Replacement Cost	Actual Cleaning/ Replacement Cost
Custodian – Extra Time Setting up or Cleaning	Actual Cost	Actual Cost
Exceeding the time booked will result in the loss of 50% of the damage deposit.		

**Exemptions**

Township Committees holding meetings, including the Recreation Committee hosting Recreation events, indoors or outdoors.

The Annual Agricultural Fair and meetings held by the McKellar Agricultural Society.

Events hosted by the McKellar Public Library, including Library Board Meetings.

The McKellar Market, Thanksgiving and Christmas Markets. Use of Minerva Park at no charge for the summer Market season and special markets.

The McKellar Sunshine Seniors and the McKellar Seniors Club use of the Community Centre Hall at no charge to host their Card Game Events on Thursdays and Sundays from 1pm to 4pm. Including use of the Hall & Kitchen for their annual Christmas dinner, held in December each year.

Para-medicine clinics held in conjunction with the Whitestone Nursing Station and/or the North Bay Parry Sound District Health Unit.

Municipally sponsored events.

Veteran’s Luncheon held on November 11<sup>th</sup> each year.

**Other exemptions and/or reduction in fees may be at the discretion of Council.**

**Schedule ‘C’ to By-law 2025-41**

**Waste Disposal**

Description	Fee
Household Waste / Recyclables	No Charge
Small Appliances	No Charge
Large Applications (stoves, washers, dryers, BBQ’s, etc.)	No Charge
Scrap Metal (recycling stream – ferrous/non-ferrous)	No Charge
Tires (intact of any size)	No Charge
Electronics (as per material acceptable under the RPRA program, i.e. computers, printers, T.V.’s, stereos, etc.)	No Charge
Household Bulk Items (furniture, sofas, beds, mattresses, dressers, toilets, carpet, shelving units, etc.)	\$ 20.00 each
Yard Waste / Brush (in garbage can(s) max. size of 28 gallons or 121 litres	No Charge
Up to ¾ Ton Truck or Trailer Load of Yard Waste/Brush <i>Note: There is a no charge collection period during certain times through the year. Please reference the current Transfer Station By-law.</i>	\$ 30.00 per load
Refrigeration Equipment (that has a Notice issued under Section 9(1) of O.Reg.189/94, as amended, attached to the equipment) A Freon removal tag/label, indicating that Freon (a refrigerant) has been safely removed from an appliance or system by a certified technician must be affixed to the appliance to be eligible for acceptance at no charge.	No Charge
Blue Box Recycling Container	\$ 10.00

**Note:** This By-law addresses fees and charges only. For information on what materials are accepted or not accepted at the Township’s Transfer Station, please refer to the current Transfer Station By-law.

**Schedule ‘D’ to By-law 2025-41**

**PLANNING DEPARTMENT**

Description	Fee
Hard Copy of Official Plan	\$ 30.00
Hard Copy of Zoning By-law	\$ 30.00
<b>Official Plan Amendment</b>	
Non-Refundable Application Fee	\$ 2,000.00
Deposit for professional costs	\$ 1,000.00
<b>Zoning By-law Amendment</b>	
Non-Refundable Application Fee	\$ 1,500.00
Deposit for professional costs	\$ 1,000.00
<b>Minor Variance</b>	
Non-Refundable Application Fee	\$ 750.00
Deposit for professional costs	\$ 500.00
<b>Site Plan Agreement (Residential)</b>	
Non-Refundable Application Fee	\$ 300.00
Deposit for professional costs	\$ 500.00
<b>Site Plan Agreement (Commercial)</b>	
Non-Refundable Application Fee	\$ 750.00
Deposit for professional costs	\$ 500.00
<b>Deeming By-law</b>	
Non-Refundable Application Fee	\$ 300.00
Deposit for professional costs	\$ 500.00
<b>Fee in Lieu of Parkland Dedication – Waterfront</b>	5% of the appraised value*, new lots only
<b>Fee in Lieu of Parkland Dedication – Non-Waterfront</b>	2% of the appraised value*, new lots only
<b>Plan of Subdivision (P.S. Area Planning Board)</b>	
Fee In Lieu of Parkland Dedication	2% of appraised value*
<b>Committee of Adjustment Application</b>	
Non-Refundable Application Fee	\$750.00
Deposit for professional costs	\$500.00
<b>Encroachment Agreement</b>	
Non-Refundable Application Fee	\$ 400.00
Deposit for professional costs	\$ 400.00
<b>Road Allowance Closure Application</b>	
Non-Refundable Application Fee	\$ 750.00
Deposit for professional costs	\$ 2,000.00
<b>Holding By-law Removal</b>	
Non-Refundable Application Fee	\$ 300.00
Deposit for professional costs	\$ 500.00
<b>Agreement - Section 51(26) Planning Act</b>	
Non-Refundable Application Fee	\$ 300.00
Deposit for professional costs	\$ 1000.00
<b>Pre-consultation Fee with Planner (RPP) (optional)</b>	
Deposit for professional costs	\$ 565.00

**\*Current Market Value** – The current market value determined by either an accredited appraiser or by a licensed realtor by means of a letter of opinion.

**Note** - Any additional costs incurred by the Municipality, such as consultation with a solicitor or planning consultant, are the responsibility of the applicant. If fees for professional services exceeds the deposit amount, a further deposit will be required before work continues.

**Schedule ‘E’ to By-law 2025-41**

**BUILDING DEPARTMENT**

Type of Structure	Rate to Determine Fee	Minimum Fee
Dwellings, Sleeping Cabins, Additions, Commercial	\$11.50 per \$1,000.00 of construction value or \$1.85 per sqft of gross floor area as defined in the OBC, whichever is greater	\$ 400.00
Boathouses, Garages, Storage Buildings and Other similar accessory structures	\$11.50 per \$1,000.00 of construction value or \$0.80 per sqft, which ever is greater	\$ 300.00
Repairs or Renovations	\$11.50 per \$1,000.00 of construction value or \$0.80 per sqft, which ever is greater	\$ 300.00
New or renewal of Foundation	\$11.50 per \$1,000.00 of construction value	\$ 500.00
Decks	Flat Fee	\$ 250.00
Docks	\$11.50 per \$1,000.00 of construction value	\$ 125.00
Plumbing	Flat Fee	\$ 150.00
Demolition Permits	Flat Fee	\$ 150.00 (Part 9) \$ 300.00 (Commercial)
Change of Use	\$11.50 per \$1,000.00 of construction value or \$1.10 per sqft, which ever is greater \$150.00 flat fee if no construction required	\$ 250.00
Chimney, Fireplace or Woodstove	Flat Fee	\$ 150.00
Revised Drawings		\$ 50.00 per page if plans reviewed only, \$ 100.00 per page if required after inspection(s)
Re-Inspection for Failed or Not Ready (at CBO’s discretion)	\$ 50.00 per inspection At the discretion of the CBO	\$ 50.00 per inspection At the discretion of the CBO
Temporary Permit	\$ 85.00 (Flat Rate Tent) \$ 150.00 (Flat Rate – Construction Uses (1 year max.))	\$ 85.00 \$ 150.00
Farm Buildings on Registered Farms (OFA#)	\$11.50 per \$1,000.00 of construction value or \$0.42 per sqft, whichever is greater	\$ 200.00



**BUILDING DEPARTMENT**

**Inactive Permits**

Permits outstanding for five years or more and for which there are no records of an active inspection being done or requested within the previous years.

\$ 200.00 Flat Rate

**Special Provision**

The Chief Building Official may, where a proposed building or structure is not included in the above, or where there is a dispute, calculate the estimated value at their discretion.

**General**

- |    |   |           |
|----|---|-----------|
| 1. | Any class of permit with a construction value less than \$5,000.00  | \$ 150.00 |
| 2. | Any class of permit with a construction value of \$5,001.00 - \$15,000.00   | \$ 300.00 |
| 3. | Any class of permit with a construction value of \$15,001.00 or more,<br>permit fee calculated under Schedule "E" | Double    |

**Schedule ‘F’ to By-law 2025-41**

**CEMETERY**

**Fees are subject to HST**

Cemetery Operator Licence #3293741

Description	Ratepayer	Non-Ratepayer
Single Lot	\$ 170.00	\$ 340.00
Care & Maintenance	\$ 290.00	\$ 290.00
HST	\$ 59.80	\$ 81.90
<b>TOTAL</b>	<b>\$ 519.80</b>	<b>\$ 711.90</b>
Staking/Marking Fee	\$ 50.00 plus HST	\$ 50.00 plus HST
Transfer Fee – Plus difference between Resident and Non-Resident rate, if applicable.	\$ 50.00 plus HST	\$ 50.00 plus HST
Duplicate Certificate of Internment Rights	\$ 25.00 plus HST	\$ 25.00 plus HST
All casket interments are subject to a licence fee of \$12.00 (HST exempt) which will be remitted to the Ministry of Consumer Services	\$ 12.00	
Flat Marker under 173 square inches	No charge	
Flat Marker over 173 square inches	\$ 113.00 incl. HST	
Upright monument up to 4 feet in height or width	\$ 226.00 incl. HST	

Each Single Lot may have one casket burial plus an additional two cremation burials over the casket or a total of four cremations per lot.

**Schedule ‘G’ to By-law 2025-41**

**Fire Department**

Description	Fee
Vehicle fire or danger of fire dependent on circumstances and discretion of the Fire Chief	<u>For each apparatus as follows:</u>  Current MTO Rate plus personnel plus any additional costs per incident.  Total replacement cost for every or any damaged unit of equipment or material used in the cleanup or control of vehicle fire or motor vehicle collision.
For Roadway Rescue, Motor Vehicle collision/accident	<u>For each apparatus as follows:</u>  Current MTO Rate plus personnel plus any additional costs per incident.  Total replacement cost for every or any damaged unit of equipment or material used in the cleanup or control of vehicle fire or motor vehicle collision.
Any other incident (or situation) posing a threat to persons and or property including Rescue operations dependent on circumstances and discretion of the Fire Chief	<u>For each apparatus as follows:</u>  Current MTO Rate plus personnel plus any additional costs per incident.  Total replacement cost for every or any damaged unit of equipment or material used in the cleanup or control of any incident posing a threat of fire.
Hazardous materials, environmental spills or cleanup	<u>For each apparatus as follows:</u>  Current MTO Rate plus personnel plus any additional costs per incident.  Total replacement cost for every or any damaged unit of equipment or material used in the cleanup or control of hazardous materials or environmental spills.
False Alarms; 1 <sup>st</sup> and 2 <sup>nd</sup> false alarms in any 12-month period however caused	No Charge
False Alarms; 3 <sup>rd</sup> and subsequent false alarms in any 12-month period however caused, at the discretion of the Fire Chief	<u>For each apparatus as follows:</u>  Current MTO Rate plus personnel plus any additional costs per incident.  Total replacement cost for every or any damaged unit of equipment or material used in responding to a false alarm.
For Other Agency response and support, dependent on circumstances and discretion of the Fire Chief	<u>For each apparatus as follows:</u>  Current MTO Rate plus personnel plus any additional costs per incident.  Total replacement cost for every or any damaged unit of equipment or material used in incident.
Indemnification Technology: (Municipal Act, 2001, Section 391 (1))	<u>For each apparatus as follows:</u>  Current MTO Rate plus personnel plus any additional costs per incident.

**Note:** Fines and penalties are set out in the specific By-law related to the infraction (such as the Burning By-law or Fireworks By-law) and are not included in this Fees and Charges By-law.

**Schedule ‘H’ to By-law 2025-41**

**Municipal Recovery Rates**

**Fees are subject to HST**

Description	Fee
<b>Administration</b>	
Administration Staff	\$ 50.00 / hour
<b>Public Works</b>	
Tandem Dump Truck	Current rate as per the Ontario Provincial Standard Specification (OPSS.PROV.127)
Backhoe	Current rate as per the Ontario Provincial Standard Specification (OPSS.PROV.127)
Grader	Current rate as per the Ontario Provincial Standard Specification (OPSS.PROV.127)
Public Works Staff Labour	\$ 35.00 /person/hour

**Schedule ‘I’ to By-law 2025-41**

**RECREATION ACTIVITIES**

Description	Current Fee
<b>T-Ball (Fall)</b>	
One Child	\$ 15.00
One Family	\$ 30.00

**Schedule 'J' to By-law 2025-41**

**SIGNAGE**

Description	Current Fee
Ground Sign	\$50.00
Fascia (Wall) Sign	\$50.00
<b>Ad Board Signs</b>	
Ad Board Sign (Initial Fee)	No Charge
Ad Board Licence Fee (Annual)	\$ 52.00
<b>Fingerboard Sign Application</b>	
Existing Signpost in place	\$52.00
Signpost not in place	\$70.00
<b>Non-Accessory Signs</b>	
Non-Accessory Sign	\$50.00
Non-Accessory Sign located on Municipal Property in accordance with Section 2.10(e) (Permit required)	\$50.00 per year
<b>Sign Variances</b>	
Sign Variance Application	\$100.00 (in addition to the regular permit fee).

**Schedule 'K' to By-law 2025-41**

Description	Current Fee
<b>Saturday Market Vendor Fees</b>	
Full Rate – 10 Saturdays	\$ 250.00 annually
Drop In	\$ 45.00 per market
Youth Entrepreneur (under 18 years of age)	\$ 20.00 per market
<b>Thanksgiving Market</b>	
Vendor Fee	\$ 45.00
<b>Christmas Market</b>	
Vendor Fee	\$ 45.00