



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

PUBLIC NOTICE

Take Notice that Council has passed a **New Building By-law**, to reflect changes within the New Fees and Charges By-law, at the Regular Meeting of Council held on Tuesday, September 2, 2025.

The New Fees and Charges pertaining to building permits and fees are now in effect.

For full details, please refer to the attached By-law. If you have further questions, please contact:

Karlee Britton
Clerk/Administrator
clerk@mckellar.ca
(705) 389-2842 x4

-or-

Chris Bordeleau
Chief Building Official
cbo@mckellar.ca
(705) 389-2842 x2

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2025-42

Being a By-law respecting Construction, Demolition, Change of Use, Conditional Permits and Inspections

WHEREAS Section 7 of the Building Code Act, 1992, s.o. 1992 c.23 as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, conditional permits and inspections

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

1. SHORT TITLE

1.1 This by-law may be cited as the "Building By-Law"

2. DEFINITIONS

2.1 In this by-law,

2.1.1 "**Act**" means the Building Code Act, 1992, as amended, including amendments thereto.

2.1.2 "**As constructed Plans**" means as constructed plans as defined in the Building Code.

2.1.3 "**Building**" means a building as defined in Section 1(1) of the Act

2.1.4 "**Building Area**" means the greatest horizontal area of a building within the outside surface of the exterior walls.

2.1.5 "**Building Code**" means the Regulations made under Section 34 of the Act.

2.1.6 "**Chief Building Official**" means the Chief Building Official appointed by the By-Law of the Corporation of the Township of McKellar for the purposes of enforcement of the Act.

2.1.7 "**Corporation**" means the Corporation of the Township of McKellar.

2.1.8 "**Farm Building**" means a farm building as defined in the Building Code.

2.1.9 "**Permit**" means written permission or written authorization from the Chief Building Official to perform work regulated by the By-Law and the Act.

2.1.10 "**Plumbing**" means plumbing as defined in Section 1(1) of the Act.

2.1.11 "**Special Inspection**" means an inspection that is requested and carried out not in connection with a permit, at the discretion of the Chief Building Official. This also includes inspections requested on permits that are more than 12 months old that were issued under a previous version of the Ontario Building Code.

3. CLASSES OF PERMITS

3.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be set out in Schedule "E" in the Township of McKellar Fees and Charges By-Law.

4. REQUIREMENTS FOR APPLICATIONS

4.1 The Application to obtain a permit, the owner or an agent authorized by the owner shall file an application in writing by completing a prescribed form available at the office of the Chief Building Official, on the Township's

website or through other electronic formats which are deemed to be acceptable by the Chief Building Official.

4.1.1 Where application is made for a building permit under Subsection 8(1) of the Act, the application shall:

- 4.1.1.1 Identify and describe in detail the work and the occupancy to be covered by the permit for which application is made.
- 4.1.1.2 Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot.
- 4.1.1.3 Include a minimum of two sets of complete plans and specifications for the work to be covered by the permit and show the occupancy of all parts of the building.
- 4.1.1.4 State the valuation of the proposed work, including materials and labour and be accompanied by the required fee.
- 4.1.1.5 State the names, addresses and telephone numbers of the owner and of the architect or engineer, where applicable, or other designer or contractor.
- 4.1.1.6 Be accompanied by a written acknowledgement of the owner that he/she has retained an architect or professional engineer to carry out field review of the construction, where required by the Building Code and,
- 4.1.1.7 Be signed by the owner or his or her authorized agent, who shall certify the truth of the contents of the application.

4.1.2 When an application is made for a demolition permit under Section 8(1) of the Act, the application shall,

- 4.1.2.1 Contain the information required by clauses 4.1.1.1 to 4.1.1.7 and,
- 4.1.2.2 May be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for cutting off and plugging of all water. Sewer, electric, telephone or other utilities and services.

4.1.3 Where application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:

- 4.1.3.1 Contain the information required by clauses 4.1.1.1 to 4.1.1.7
- 4.1.3.2 Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require.
- 4.1.3.3 State the reasons why the applicant believes that the unreasonable delays in construction would occur if a conditional permit is not granted.
- 4.1.3.4 State the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained.
- 4.1.3.5 State the time at which plans and specifications of the complete building will be filed with the Chief Building Official.

4.2 CHANGE OF USE PERMITS

4.2.1 Every application for a change of use permit issued under Subsection 10(1) of the Act shall be submitted to the Chief Building Official and shall,

4.2.1.1 Describe the building in which the occupancy is to be changed, by
A description that will readily identify and locate the building.

4.2.1.2 Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made.

4.2.1.3 Include plans and specifications which show the current and proposed occupancy of all parts of the building, which contain sufficient information to establish compliance with the requirements of the Ontario Building Code, including floor plans, details of walls, ceiling and roof assemblies, identifying required fire resistance ratings and load-bearing capabilities.

4.2.1.4 Be accompanied by the required fee.

4.2.1.5 State the name, address and telephone number of the owner and,

4.2.1.6 Be signed by the owner or his authorized agent, who shall certify the truth of the contents of the application.

4.3 ALTERNATIVE SOLUTIONS (By-Law No. 2012-08A)

The person proposing an alternative solution shall provide documentation required by Section 2.1 Division C of the Ontario Building Code.

4.4 PLANS AND SPECIFICATIONS

4.4.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code and any other applicable law.

4.4.2 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information based on which the permit was issued shall not be made without the written authorization of the Chief Building Official.

4.4.3 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this By-Law.

4.4.4 Plans shall be drawn to scale on paper, cloth or other durable material, shall be legible and without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "A" to this by-law, unless otherwise specified by the Chief Building Official.

4.4.5 Site Plans shall be accurately drawn to scale, and when required by the Chief Building Official to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site plans shall show:

4.4.5.1 Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings,

4.4.5.2 Existing and finished ground levels or grades,

4.4.5.3 Existing rights-of-way, easements and municipal services.

- 4.4.6 Verification by an Ontario Land Surveyor of By-Law Compliance may be required before proceeding past the foundation state, if required by the Chief Building Official.

5. PAYMENT OF FEES

- 5.1 Fees for a required permit shall be as set out in Schedule “E” of the Township of McKellar Fees and Charges By-Law and are due and payable upon submission of an application for a permit.
- 5.2 Where the fees payable in respect of an application for construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of the valuation of the proposed work, the cost of valuation of the proposed work shall mean the total value of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 5.3 The Chief Building Official may place a valuation on the cost of the proposed work to establish the permit fee, and where disputed the applicant shall pay the required fee under protest and, within six (6) months of completion of the project, shall submit an audited statement of actual costs and where the audited value is determined to be less than the valuation, the Chief Building Official shall issue a refund.

6. ROAD DAMAGE DEPOSIT

- 6.1 That the owner of land in the Township of McKellar, upon any application for the issuing of a demolition or building permit for the approval of plans of buildings or designated projects to be erected, altered, repaired or demolished thereon is hereby required to pay the municipality a flat fee of \$750.00 as a deposit to meet the cost of repairing any damage to the municipal sidewalk, curbing, paved or unpaved highway caused by the crossing thereof by any such vehicles onto the property.
- 6.2 That the use of this provision is activated when the value of the proposed building or buildings or designated structures to be erected, altered, or repaired that exceed \$15,000 as calculated for value within the By-law.
- 6.3 That the use of this provision is activated when the buildings or designated structures to be demolished exceed 30 square meters or 323 square per feet.
- 6.4 That the deposit shall be processed immediately by the Municipality and held without interest.
- 6.5 That upon the substantial completion of the erection, alteration, repair, or demolition of the building or buildings or designated structures on the land abutting such as municipal sidewalk, curbing, paved or unpaved highway, and upon application by the person who paid the deposit, the amount by which the sum of the deposit exceeds the cost of such repairs shall forthwith be refunded.
- 6.6 That before the refunding of any portion of the deposit, an inspection shall be completed by the Public Works Superintendent or his designate, certifying that the condition of the municipal curbing, sidewalk, paved or unpaved highway is satisfactory, or recommending that specific work be carried out at the expense of the abutting property owner.
- 6.7 That the municipality shall be the sole judge of damages and for determining the cost of repairs to be charged against the security.

- 6.8 If the amount of the deposit fails to cover the amount of the damage, the person who paid the initial deposit shall be issued an invoice for the balance of the costs.
- 6.9 That if the person by whom the deposit was paid fails to apply for the refund, the Chief Building Official will return the refund upon successful inspection at the time that the building permit file is closed.
- 6.10 The Road Damage Security Deposit form is set out in Schedule “C”.

7. REFUNDS

- 7.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule “B” attached to and forming part of this By-Law. Application for refund must be made within 6 months from the date of the permit application to be eligible for a refund of any permit fee.

8. NOTICE OF REQUIREMENTS FOR INSPECTIONS

- 8.1 The owner or an authorized agent shall notify the Chief Building Official at least two (2) business days before each stage of construction for which notice in advance is required under the Building Code. In addition to the prescribed notice contained in Article 1.3.5.1, Division C, of the Building Code, notice of any solid-fuel-fired appliance rough-in under Clause 1.3.5.2(1)(c) of Division C, and under Clause 1.3.5.2 (1)(j) Division C, notice of completion of the building for which an occupancy permit is required under article 1.3.3.4, Division C, are also required.
- 8.2 Notice may be given in one of the following ways:
 - 1. Email at cbo@mckellar.ca;
 - 2. Phone message at (705) 389-2842 ext. 2;
 - 3. In person at the Municipal Office; or
 - 4. Via Cloudpermit request.

9. AS CONSTRUCTED PLANS

- 9.1 The Chief Building Official may require a set of plans for a building or any class building as constructed to be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

10. REPEAL OF BY-LAWS

- 10.1 By-law No. 2011-14, as amended, of the Corporation of the Township of McKellar is hereby repealed.

This By-Law shall come into force and take effect upon third and final reading.

READ a FIRST and SECOND time this 19th day of August, 2025.

[Original Signed]	[Original Signed]
<hr/>	<hr/>
David Moore, Mayor	Mary Smith, Deputy Clerk

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

[Original Signed]	[Original Signed]
<hr/>	<hr/>
David Moore, Mayor	Karlee Britton, Clerk/Administrator

**CORPORATION OF THE TOWNSHIP OF MCKELLAR
SCHEDULE "A" to By-law No. 2025-42**

**LIST OF PLANS OR WORKING DRAWINGS
TO ACCOMPANY APPLICATIONS FOR PERMITS**

1. The Site Plan
2. Floor Plans
3. Foundation Plans
4. Framing Plans
5. Roof Plans
6. Sections & Details
7. Building Elevations
8. Electrical Drawings
9. Heating, Ventilation and Air Conditioning Drawings
10. Plumbing Drawings

Note: The Chief Building Official may specify that not all the above mentioned plans are required to accompany an application for permit.

CORPORATION OF THE TOWNSHIP OF MCKELLAR
SCHEDULE "B" to By-law No. 2025-42

REFUNDS

<u>Status of Permit Application</u>	<u>Percentage of Fee Eligible for Refund</u>
1. Application filed. No processing or review of plans submitted	75% maximum
2. Application filed. Plans reviewed and permit issued	50% maximum

NOTE:

- 1. No refunds after any building inspections are carried out.
- 2. No refund shall result in the retention by the Township of McKellar of an amount less than \$100.00.
- 3. No refund will be given when an application for refund is not made within twelve (12) months of issuance of permits.
- 4. No refund of the "costs" portion of any permit will be made.



**CORPORATION OF THE TOWNSHIP OF MCKELLAR
SCHEDULE "C" to By-law No. 2025-42**

Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0 Phone: (705) 389-2842
Fax: (705) 389-1244

ROAD DAMAGE SECURITY DEPOSIT/ ADMINISTRATIVE FEE
(Pursuant to By-law No. 2025-42)

Name of Owner(s): _____
Address: _____
Phone: _____ Cell: _____ Email: _____

Authorized Agent (if any): _____
Address: _____
Phone: _____ Cell: _____ Email: _____

Location of Land:
Lot Number: _____ Concession: _____ Plan of Subdivision Number: _____
Lot(s) on Plan: _____ Civic / 911 Address: _____

I/We hereby agree to be responsible for any and all damage incurred to any municipal sidewalk, curbing, paved or unpaved highway resulting from the project to be undertaken by our application for a Permit to Construct or Demolish. I/We hereby agree that the \$750.00 road damage security deposit shall be used by the municipality to repair any damages incurred on area roads due to the construction of the applied for project. In the event that the cost to repair damages exceeds the deposit, I/We agree to be responsible for the full amount of the damages so incurred to any municipal roadway. I/We further agree that I/We have read Section 6 of By-law No. 2025-42, copied on the reverse of this form and agree to the terms thereof.

Dated this _____ day of _____ 20____.

Signature of Owner(s) or Authorized Agent

Personal information contained on this form is collected under the authority of the Building Code Act and will be used to collect a road damage deposit. Questions about this collection should be directed to: the Clerk, Township of McKellar, P.O. Box 69, McKellar, Ontario, P0G 1C0, Telephone: (705) 389-2842, Fax: (705) 389-1244

FOR OFFICE USE ONLY:	
Roll Number: _____	Receipt Number _____
Deposit Amount Paid: _____	Date Returned: _____

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2025-41

**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**

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 2nd 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 2nd 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
Facility		
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
Add-ons		
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 11th 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
Official Plan Amendment	
Non-Refundable Application Fee	\$ 2,000.00
Deposit for professional costs	\$ 1,000.00
Zoning By-law Amendment	
Non-Refundable Application Fee	\$ 1,500.00
Deposit for professional costs	\$ 1,000.00
Minor Variance	
Non-Refundable Application Fee	\$ 750.00
Deposit for professional costs	\$ 500.00
Site Plan Agreement (Residential)	
Non-Refundable Application Fee	\$ 300.00
Deposit for professional costs	\$ 500.00
Site Plan Agreement (Commercial)	
Non-Refundable Application Fee	\$ 750.00
Deposit for professional costs	\$ 500.00
Deeming By-law	
Non-Refundable Application Fee	\$ 300.00
Deposit for professional costs	\$ 500.00
Fee in Lieu of Parkland Dedication – Waterfront	5% of the appraised value*, new lots only
Fee in Lieu of Parkland Dedication – Non-Waterfront	2% of the appraised value*, new lots only
Plan of Subdivision (P.S. Area Planning Board)	
Fee In Lieu of Parkland Dedication	2% of appraised value*
Committee of Adjustment Application	
Non-Refundable Application Fee	\$750.00
Deposit for professional costs	\$500.00
Encroachment Agreement	
Non-Refundable Application Fee	\$ 400.00
Deposit for professional costs	\$ 400.00
Road Allowance Closure Application	
Non-Refundable Application Fee	\$ 750.00
Deposit for professional costs	\$ 2,000.00
Holding By-law Removal	
Non-Refundable Application Fee	\$ 300.00
Deposit for professional costs	\$ 500.00
Agreement - Section 51(26) Planning Act	
Non-Refundable Application Fee	\$ 300.00
Deposit for professional costs	\$ 1000.00
Pre-consultation Fee with Planner (RPP) (optional)	
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,
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
TOTAL	\$ 519.80	\$ 711.90
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 st and 2 nd false alarms in any 12-month period however caused	No Charge
False Alarms; 3 rd 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
Administration	
Administration Staff	\$ 50.00 / hour
Public Works	
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
T-Ball (Fall)	
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
Ad Board Signs	
Ad Board Sign (Initial Fee)	No Charge
Ad Board Licence Fee (Annual)	\$ 52.00
Fingerboard Sign Application	
Existing Signpost in place	\$52.00
Signpost not in place	\$70.00
Non-Accessory Signs	
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
Sign Variances	
Sign Variance Application	\$100.00 (in addition to the regular permit fee).

Schedule 'K' to By-law 2025-41

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