

Township of Georgian Bay Office Consolidation

This is a consolidation of the Township's **Fees and Charges By-law** being **By-law No. 2021-057, as amended**. This is an electronic reproduction made available for reference and information purposes only. It is not an official version of the By-law. Official versions of all by-laws can be obtained by contacting the Clerks Department at (705) 538-2337 or **clerks@gbtownship.ca**. If there are any discrepancies between this consolidation and By-law No. 2021-057, as amended, the By-law(s) shall prevail.

By-law No. 2021-057, as amended by

By-law No.	Appendix No.	Date Enacted
2023-015	Appendix C – Clerk	February 13, 2023
2023-039	Appendix B – Finance and Appendix C - Clerk	April 3, 2023
2023-086	Appendix D – Cemetery	September 11, 2023
2023-114	Appendix C – Clerk	December 11, 2023
2023-115	Appendix G – By-law Services	December 11, 2023
2024-011	Appendix F and G – By-law Services	February 12, 2024
2024-032	Appendix G – By-law Services	April 8, 2024

**THE CORPORATION OF THE
TOWNSHIP OF GEORGIAN BAY**

BY-LAW 2021-057

Being a by-law to establish and require
payment of various fees and charges

(Fees By-law)

WHEREAS Section 8 of the *Municipal Act, S.O. 2001*, (hereinafter referred to as the "*Municipal Act*") provides that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

AND WHEREAS Section 11 of the *Municipal Act* provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein including, among other things, financial management of the municipality and its local boards;

AND WHEREAS Section 391(1) of the *Municipal Act* authorizes a municipality to impose fees or charges on persons 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 any local board and for use of its property including property under its control;

AND WHEREAS Section 391(2) of the *Municipal Act* states that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

AND WHEREAS Section 391(3) of the *Municipal Act* states that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

AND WHEREAS Section 391(4) of the *Municipal Act* states that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;

AND WHEREAS Section 391(5) of the *Municipal Act* states that, in the event of a conflict between a fee or charges by-law and the *Municipal Act*, or any other act or regulation made under any other act, the by-law prevails;

AND WHEREAS Section 398 of the *Municipal Act*, as amended, authorizes municipalities to add amounts owing for fees and charges to the tax roll;

AND WHEREAS Section 69(1) of the *Planning Act, R.S.O. 1990* (hereinafter referred to as the "*Planning Act*"), states that the council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality in respect of the processing of each type of application provided for in the tariff;

AND WHEREAS Section 7(1)(c) of the *Building Code Act, 1992, S.O. 1992, c. 23*, (hereinafter referred to as the "*Building Code Act*"), as amended, states that the council of a municipality may require the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and prescribing the amounts of the fees;

AND WHEREAS Section 7(2) of the *Building Code Act* states that the total amount of the fees authorized under section 7(1)(c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce the *Building Code Act* in its area of jurisdiction.

AND WHEREAS the Council of the Township of Georgian Bay deems it expedient to amend the Fees and Charges By-law for the municipality;

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF GEORGIAN BAY ENACTS AS FOLLOWS:

1. That the fees and charges for various municipal services and activities be established in the appendices attached hereto and forming part of this by-law as follows:

Appendix "A" - Administration

Appendix "B" - Financial Services

Appendix "C" - Clerk

Appendix "D" - Cemetery

Appendix "E" - Sustainability

Appendix "F" - Fire Services

Appendix "G" - By-Law Services

Appendix "H" - Operations - Public Works

Appendix "I" - Operations - Parks, Recreation & Facilities

Appendix "J" - Planning

Appendix "K" - Building / Septic Services

2. Where the provisions of this by-law may conflict with any other By-law, this By-law shall prevail.
3. This By-law may be cited as the "Fees and Charges By-law".
4. That all fees and/or charges are due and payable at the time the services are provided. If the fees and/or charges or any portion thereof remain unpaid on the first day of the month immediately following, interest at the rate of 1.25% shall be charged, and

again on the first day of each month thereafter until the account is paid in full. If the fees and/or charges remain unpaid at December 31st in the year in which they were incurred, the fees and/or charges and any interest will be added to the tax roll in the next year;

4. That any by-law or by-laws, or parts of any by-law or bylaws that are inconsistent with this by-law are hereby deemed repealed.
5. That this By-law shall come into force and effective October 1, 2021.

READ AND ENACTED in Open Council on this 13th Day of September, 2021.

<<*Original Signed*>>

PETER KOETSIER, MAYOR

<<*Original Signed*>>

KAREN WAY, CLERK

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Appendix A - Administration

Appendix "A" - Administration	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
Black & White Copies	0.88	1.00	each	
Colour Copies (each)	0.88	1.00	each	
Large Black & White Copies	13.27	15.00	each	
Large Colour Copies	22.12	25.00	each	
Faxes	7.08	8.00	1 - 5 pages	
Faxes (additional page after 5 Pages)	0.88	1.00	each	

Appendix B – Financial Services

Appendix "B" - Financial Services	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
Account Transfer or Refund	25.00	25.00	each	<p>Fee charged to a customer account when a request has been made to either transfer a payment from one account to another or to refund a payment when the customer has paid the wrong account in error.</p> <p>* Except for assessment changes</p>
Addition to the Tax Roll	20.00	20.00	each	<p>Internal fee charged to other government agencies when a request in accordance with legislation has been received to add an amount to the collector's roll. In addition, this is charged when a request from another Township department has been received to add an amount to the collector's roll in accordance with legislation (this fee will be directly added to the affected property tax account).</p>

Arrears Notice Fee	10.00	10.00	each	Fee charged to customer when sending out arrears notice. Arrears notices are sent to property owners who are in arrears greater than \$20.00. This fee is in addition to interest and penalty that is levied in accordance with legislation.
Tax Bill, Invoice Reprint(Current year only) or Statement of Tax Account	10.00	11.30	each	To prepare and mail an additional Tax Bill or A/R invoice upon request. The Township sends one original invoice to the customer. * no charge for electronic (emailed)
Receipt Reprint (Current year only)	10.00	11.30	each	To prepare and mail a receipt. * no charge for electronic (emailed) * no charge for first time issue
Returned Item (Cheque OR EFT)	40.00	40.00	each	Fee to administer a returned item for all Township departments.
Tax Sale - Final Demand Letter	75.00	75.00	each	Internal fee to determine properties 3 years or more in arrears; account analysis; send out final demand letters and follow up with customers.

<p>Tax Sale - Tax Sale Advertising Administrative Cost</p> <p>* Cost may be more depending on the complexity of the file at the discretion of the Treasurer</p>	<p>400.00</p>	<p>400.00</p>	<p>each</p>	<p>- Internal fee to compile a complete and up to date file for tax sale specialist, complete all pre and post-sale paperwork, ensure pictures are taken, prepare information to be included in the tender packages such as mapping, zoning, building, septic, setup advertising with newspapers, account for payments and administer the sale process, site visit of property prior to sale if required, prepare assessment information, review file, determine cancellation price, coordinate information with other departments and with tax sale specialist to ensure tender packages and advertising is proper. Min. \$400 fee (at the discretion of the Treasurer).</p>
<p>Tax Sale - Third Party Expenses at various stages.</p>	<p>Cost + 15% admin.</p>	<p>Cost + 15% admin.</p>		<p>- includes advertising</p>
<p>Outsourcing of collection services (Collection agency, bailiff, legal)</p>	<p>Cost + 15% admin.</p>	<p>Cost + 15% admin.</p>		<p>Costs associated with the recovery of accounts due to the Township.</p>
<p>Tax Certificate</p>	<p>60.00</p>	<p>67.80</p>	<p>each</p>	<p>Issuance of certificate by the Treasurer itemizing all monies owing against a property.</p>

Tax Certificate (Urgent)	80.00	90.40	each	Immediate response required to be processed within one business day from request and includes cost to fax or email the certificate. If the lawyer requests a verbal ASAP with the certificate to follow, the immediate response fee applies.
Service Charge - Interest	1.25%	1.25%	per month	
Service Charges on Credit Card Transactions over \$500	2.50%	2.50%	per transaction	

Appendix C -Clerk

Appendix "C" - Clerk	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
Commissioning External Documents	25.00	28.25	each	
Freedom of Information - Application	5.00	5.00	each	Legislated by MFIPPA
Freedom of Information - Requests print outs or copies	0.20	0.20	each page	Legislated by MFIPPA
Freedom of Information - Staff Time	7.50	7.50	per 15 minutes	Legislated by MFIPPA
New Liquor Licences	300.00	339.00	each	Per C-2023-089
Renewal/Change to Existing Liquor Licence	100.00	113.00	each	Per C-2023-089
Special Occasion Permit (SOP)	200.00	226.00	each	Per C-2023-089
Temporary Outdoor Patio Liquor Licence	200.00	226.00	each	Per C-2023-089
Shore Road Allowance / Road Allowance Application Fee	550.00	621.50	each	* A survey is required at the applicant's own cost
Shore Road Allowance Purchase	242.00	273.46	per linear metre	Per COW-2023-003
Road Allowance Purchase	8.00	9.04	per sq meter	
Legal Fees - Shore Road Allowance & Road Allowance	Cost+ 15% admin.	Cost+ 15% admin +HST		*Deposit of \$1,500 required at application date

License of Occupation Application Administrative Fees - Permanent	500.00	565.00	each	
License of Occupation Application Administrative Fees - Temporary	250.00	282.50	for one year	
Annual Renewal of License of Occupation	250.00	282.50	per year	
Application Fee for Surplus Lands	1,000.00	1,130.00	each	Public request to purchase a Township owned land.
Marriage Licence	150.00	169.00	each	
Civil Marriage Solemnization Fee	250.00	282.50	each	

Appendix D – Cemetery

Appendix "D" - Cemetery	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
Residents Rates				
Plot 4' x 8' Care and Maintenance	290.00	327.70	each	Legislated by BAO
Plot 4' x 8'	270.00	270.00	each	
Cremation Plot Care and Maintenance	175.00	197.75	each	Legislated by BAO
Cremation Plot	126.00	126.00	each	
Non Residents Rates				
Plot 4' x 8' Care and Maintenance	290.00	327.70	each	Legislated by BAO
Plot 4' x 8'	540.00	540.00	each	
Cremation Plot Care and Maintenance	175.00	197.75	each	Legislated by BAO
Cremation Plot	252.00	252.00	each	
Internment Fee				
Regular Plot Fee	450.00	450.00	each	
Cremation Plot	100.00	100.00	each	
Additional Fees				
Corner Markers	75.00	84.75	each	

Marker Installation	25.00	28.25	each	
Supervisory Fee per Hour	50.00	56.50	each	
Site Identification	25.00	28.25	each	
Non scheduled working hours beyond normal work/hour	150.00	169.50	each	
Disinterment	2,500.00	2,825.00	each	
Monument Care & Maintenance (Flat/Pillow/Book)	100.00	113.00	each	Legislated by BAO
Monument Care & Maintenance (Upright)	200.00	226.00	each	Legislated by BAO
New Indenture Certificate	50.00	56.50	each	

Appendix E – Sustainability

Appendix "E" - Sustainability	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
Market Table - no hydro	25.00	28.25	per week	
Market Table - with hydro	35.00	39.55	per week	
Market Table	250.00	282.50	per season	
Municipal Flag	85.00	96.05	each	
Mayor's annual fundraising event & any other special event		+HST		At the discretion of the event planning committee.
Township insignia	Cost + 15% admin.	Cost + 15% admin. + HST		

Appendix F – Fire Services

Appendix "F" - Fire Services	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments *MTO current rate (2020-2021 is \$488.40) When services are provided to another government body for fire protection services are exempt from HST
Fire Report	60.00	67.80	each	Report on fire event usually needed by insurance company.
Compliance Report - Single Family	150.00	169.50	each	Insurance or Financial institution requests to makes sure that there are no outstanding violations
Compliance Report - Multiple Residential	150.00	169.50	each	
Compliance Report - Commercial / Industrial / Institutional - under 20,000 sq ft	150.00	169.50	each	
Compliance Report -Commercial / Industrial / Institutional - over 20,000 sq ft	200.00	226.00	each	
Fire Watch	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	

Special Event Coverage	MTO current rate +15% admin	MTO current rate +15% admin +HST	per hour per 1 to 3 vehicles	
Emergency Services on Roadways - all, including residents	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	* Admin fee waved for direct MTO billing as collection burden is reduced
Fire Apparatus Standby	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	
Open Air extinguishment	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	
Emergency services on waterways	MTO Current rate + 20% adjustment for water vehicle and equipment + 15% admin	MTO Current rate + 20% adjustment for water vehicle and equipment + 15% admin	per hour per 1 to 3 vehicles	
Emergency services on railways	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	
Emergency services on trails	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	Trails: any type of trail (ex: walking trail, atv trail, snowmobile trail)

Specialized equipment or services	+ Cost of non-municipally owned equipment + Cost of non-fire related municipal services +15% admin	+ Cost of non-municipally owned equipment + Cost of non-fire related municipal services +15% admin		This fee can be added to any other fee when equipment, materials or services (not owed/operated by the fire department) is required. Ex: - Operations equipment - Rental of a barge
Hazmat response	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	
Technical rescue	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	
Elevator rescue 1st event in a year	No Charge	No Charge		
Elevator rescue 2nd event in a year	300.00	300.00	each	
Elevator rescue 3rd event in a year	600.00	600.00	each	
Each elevator rescue after the 3rd event in a year	1,000.00	1,000.00	each	
Downed Hydro Lines - after one hour	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	*while hydro forces are not on site

False Alarm - First in 12-month period	No Charge	No Charge	each	
False Alarm - Second in 12-month period	250.00	250.00	each	*Exception may be granted depending on circumstances.
False Alarm - Third or more in 12-month period	MTO current rate +15% admin	MTO current rate +15% admin	per hour per 1 to 3 vehicles	*Exception may be granted depending on circumstances.
Fire Prevention Residential Inspections	No Charge	No Charge		
Fire Prevention Commercial Inspections	No Charge	No Charge		
Fire Prevention Industrial Inspections	No Charge	No Charge		
Fire Prevention Institutional Inspections	No Charge	No Charge		
Multi-Residential Inspection - under 12 units	100.00	113.00	each	
Day care / foster home inspections	100.00	113.00	each	
Show / event inspections	100.00	113.00	each	
Liquor license inspection	100.00	113.00	each	
Fireworks inspection	100.00	113.00	each	For commercial displays
Plans examination	100.00	113.00	per hour	
Propane plan review or follow up	100.00	113.00	per hour	For commercial installation of propane filling tanks.
Propane plan peer review	Cost +15% admin	Cost +15% admin + HST		In addition to the internal cost of review above

Fire and Emergency Services Training	Cost +15% admin	Cost +15% admin + HST	per event	
Fireworks permit	50.00	50.00	per event	For commercial displays
Burn permit - recreational	10.00	10.00	per year	The purpose of a burn permit to get permission to burn to obtain a signature from the applicant on the rules and regulation.
Burn permit - open air	100.00	100.00	per year	Inspection required before issuance.

Appendix G – By-law Services

Appendix "G" - By-Law Services	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments *MTO current rate (2020-2021 is \$488.40)
Dog Tag	50.00	50.00	for the life of the dog	By-law will be brought forward for this process change.
Replacement dog tag	5.00	5.00	every tag	
Kennel License Fee	100.00	100.00	each occurrence	
Kennel Fee (after February 28th)	125.00	125.00	each occurrence	
Daily pound fee	20.00	20.00	each day	
Daily maintenance fee	20.00	20.00	each day	
Transient Trader License	300.00	300.00	per season	
Trailer Park License to Operate	20.00	20.00	per year	
Trailer Park Fee per Site	20.00	20.00	per year	Non assessed trailers only.
Pool Fence (In ground or above ground) Permit	100.00	100.00	each on installation	
Sign permit	75.00	75.00	per year	On Municipal Road Allowance
Sign Removal fee	100.00	100.00	per sign	

Cost to Conform to By-laws	Cost + 15% Admin	Cost + 15% Admin + HST		Cost recovery for triggering work in regards to an existing by-law. Ex: cost for clean up of a property in accordance to the property standard by-law.
Short Term Rental Registration Fees - Light rental host (21 days or less)	250.00		per year	Amended in 2023 10% discount applicable with approved sustainability plan
Short Term Rental Registration Fees - Regular rental host (22 days or more)	1,000.00		per year	Amended in 2023 10% discount applicable with approved sustainability plan
Ministry of Transportation Search Fee	10.00	10.00	per search	
Late Payment of Administrative Penalty	25.00	25.00	per late payment	
Screening review nonappearance fee	100.00	100.00	per screening review	
Hearing review nonappearance fee	200.00	200.00	per hearing review	
License Plate denial fee	25.00	25.00	per plate denial	

Hearing Review Adjudication fee	25.00	25.00	per hearing review	If the hearing officer upholds the penalty notice the fee is added to the AMP.
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Appendix H – Operations – Public Works

Appendix "H" - Operations - Public Works	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
Entrance Permit Application fee	75.00	75.00	each	
Entrance Permit Application Deposit	425.00	425.00	each	- returned on satisfactory completion
Road Occupancy Permits	75.00	75.00	each	
Road Assumption Application Fee	2,000.00	2,260.00	each	
Costs associated with peer review of application (road assumption application)	Cost +15% admin	Cost +15% admin +HST		
Operations work for 3rd parties	Cost per district agreement	Cost per district agreement + HST		

Appendix I – Operations – Parks, Recreation & Facilities

Appendix "E" - Operations - Parks, Recreation & Facilities	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
Mactier Arena				* includes 15 minutes of set up time and 15 minutes of clean up time - remainder is billed at hourly rate
Hall - community	35.00	39.55	per hour	includes kitchen
Hall - commercial	50.00	56.50	per hour	includes kitchen
Hall - community	315.00	355.95	per day	includes kitchen
Hall - commercial	500.00	565.00	per day	includes kitchen
Full Facility Community	500.00	565.00	per day	
Full Facility Commercial	1,500.00	1,695.00	per day	
Set up / Clean up	30.00	33.90	per hour	
Facility insurance	As per BFL rates	As per BFL rates		Rates are dependent on the event
Facility Socan Charges	As per Socan rates	As per Socan rates		For use of music
Booking deposit	25% of rental fee	25% of rental fee		
Damage Deposit	200.00	200.00	each	
Advertising Sign on Marquee	30.00	33.90	per week	
Key Deposit	50.00	50.00	each	
Ice Prime - Resident	90.00	101.70	per hour	
Ice Prime - Non-Resident	115.00	129.95	per hour	

Ice Non-Prime (weekdays before 3:30pm & all weekends)	50.00	56.50	per hour	* weekend rentals are \$120 minimum (in accordance with policy OP-01-2017)
Ice - Youth Organization	65.00	65.00	per hour	*must be under the age of 14
Arena Floor Rec	40.00	45.20	per hour	
Arena Floor Rec	350.00	395.50	per day	
Arena Floor Commercial	1,000.00	1,130.00	per day	
Curling	5.00	5.65	per person per day	
Wall Advertising (4 X 8 Boards)	250.00	282.50	per year	
Dasher Board Advertising (4 X 8)	400.00	452.00	per year	
Zamboni Advertising - per year (each side, top or front) per section	200.00	226.00	per year	
Ice Logo (other than Center Ice)	500.00	565.00	per year	
Ice Logo (Centre Ice)	1,000.00	1,130.00	per year	

Baxter Ward Community Center (BWCC)				* includes 15 minutes of set up time and 15 minutes of clean up time - remainder is billed at hourly rate
Gym - community	35.00	39.55	per hour	includes bar
Gym - commercial	50.00	56.50	per hour	includes bar
Gym - community	315.00	355.95	per day	includes bar
Gym - commercial	500.00	565.00	per day	includes bar
Lounge - community	30.00	33.90	per hour	includes kitchen
Lounge - commercial	40.00	45.20	per hour	includes kitchen
Lounge - community	200.00	226.00	per day	includes kitchen
Lounge - commercial	350.00	395.50	per day	includes kitchen
Full Facility - community	400.00	452.00	per day	
Full Facility - commercial	600.00	678.00	per day	
Pavilion - community	10.00	11.30	per hour	*includes outdoor rink
Pavilion - community	60.00	67.80	per day	*includes outdoor rink
Pavilion - commercial	30.00	33.90	per hour	*includes outdoor rink
Pavilion - commercial	180.00	203.40	per day	*includes outdoor rink
Set up / Clean Up	30.00	33.90	per hour	
Facility insurance	As per BFL rates	As per BFL rates		Rates are dependent on the event
Facility Socan Charges	As per Socan rates	As per Socan rates		For use of music
Booking Deposit	25% of rental fee	25% of rental fee		
Damage Deposit	200.00	200.00	each	

Sign on Marquee	30.00	33.90	per week	
Key Deposit	50.00	50.00	each	

Equipment				* Available for Baxter Ward and Arena
Tables	2.00	2.26	each	*Available for rent outside of facilities
Chairs	1.00	1.13	each	*Available for rent outside of facilities
Delivery of tables / chairs	Cost per district agreement	Cost per district agreement + HST	per hour	Pending staff availability
Podium	10.00	11.30	each	
PA System	75.00	84.75	each	
Small Stage (day)	200.00	226.00	per day	
Small Stage External (day)	400.00	452.00	per day	

Parks				
Baseball Diamonds (hour)	20.00	22.60	per hour	
Baseball Diamonds (day)	100.00	113.00	per day	
Commercial park rental (hour)	30.00	33.90	per hour	
Commercial park rental (day)	250.00	282.50	per day	
Community Event (hour)	20.00	22.60	per hour	
Community Event (day)	100.00	113.00	per day	
Port Severn Park Commercial (hour)	50.00	56.50	per hour	* Public access to splash pad / beach and dock must be maintained
Port Severn Park Commercial (day)	500.00	565.00	per day	* Public access to splash pad / beach and dock must be maintained
Port Severn Park Community (hour)	30.00	33.90	per hour	* Public access to splash pad / beach and dock must be maintained
Port Severn Park Community (day)	250.00	282.50	per day	* Public access to splash pad / beach and dock must be maintained
Port Severn Park Pavilion Commercial (hour)	30.00	33.90	per hour	
Port Severn Park Pavilion Commercial (day)	180.00	203.40	per day	
Port Severn Park Pavilion Community (hour)	10.00	11.30	per hour	
Port Severn Park Pavilion Community (day)	60.00	67.80	per day	
Port Severn Park Pay and Display Parking Fee - per half hour	2.21	2.50	per half hour	

Port Severn Park Pay and Display Parking Fee - per hour	4.42	5.00	per hour	
Port Severn Park Pay and Display Parking Fee - car	17.70	20.00	per day	
Port Severn Park Pay and Display Parking Fee - trailer	35.40	40.00	per day	*Vehicle and Trailer

Facility Use - Not For Profit				
Senior	2.00	2.26	per person / per booking	
Adult	3.00	3.39	per person / per booking	
Student (15-18)	2.00	2.26	per person / per booking	
Child (6-14)	1.00	1.00	per person / per booking	
Under 5 is free	No Charge	No Charge	per person / per booking	

Appendix J – Planning

Appendix "J" - Planning	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
Zoning By-Law Amendment				
Zoning By-law Amendment	3,000.00	3,000.00	each	
Zoning By-law Removal of "D" Symbol	750.00	750.00	each	
Zoning By-law Removal of "H" Symbol	750.00	750.00	each	
Temporary Use By-law	1,500.00	1,500.00	each	
Extension of Temporary Use	750.00	750.00	each	
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin.		Will be charged to Zoning By-law Amendment - Deposit
Zoning By-law Amendment - Deposit	2,000.00	2,000.00	each	Deposit accounts may require top up should the fees exceed the deposit.

Site Plan Control Agreement				
Site Plan Control Agreement - Major (Commercial/Industrial/Institutional/Multi-Residential) *	5,000.00	5,000.00	each	
Site Plan Control Agreement Amendment - Major (Commercial/Industrial/Institutional/Multi-Residential) *	2,500.00	2,500.00	each	
Site Plan Control Agreement - Minor (Residential) *	1,000.00	1,000.00	each	
Site Plan Control Agreement Amendment - Minor (Residential) *	500.00	500.00	each	
*Additional Submission and/or Revisions after 2nd Submission (including 3rd and subsequent)	500.00	500.00	each	
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin.		Will be charged to Site Plan Control Agreement - Deposit
Site Plan Control Agreement - Deposit	2,000.00	2,000.00		Deposit accounts may require top up should the fees exceed the deposit.

Consent				
Consent (Severance) - New Lot/Lot Addition/Boundary Adjustment/Technical/Easement/Right-of-Way/Validation of Title	1,500.00	1,500.00	each	
Consent (Severance) - For Each Subsequent Lot/Lot Addition/Boundary Adjustment	1,000.00	1,000.00	each	
Consent - Request for Change of Conditions	500.00	500.00	each	
Consent (Severance) Agreements	500.00	500.00	each	
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin.	each	Will be charged to Consent - Deposit
Consent - Deposit	2,000.00	2,000.00	each	Deposit accounts may require top up should the fees exceed the deposit.

Plans of Subdivision or Condominium				* in addition to the District of Muskoka fees
Subdivision or Condominium Agreement	2,000.00	2,000.00	each	
Subdivision or Condominium - Comments on New Draft Plan	2,500.00	2,500.00	each	
Subdivision or Condominium - Comments on Amendment to Draft Plan or Draft Plan Conditions	1,500.00	1,500.00	each	
Subdivision or Condominium - Comments on Draft Plan Extension	750.00	750.00	each	
Subdivision or Condominium - Part Lot Control Application Fee (Per Application) - First Block	1,500.00	1,500.00	each	
Subdivision or Condominium - Part Lot Control Application Fee (Per Application) - Each Subsequent Block	750.00	750.00	each	
Model Home Agreement	2,500.00	2,500.00	each	
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin.		Will be funded by Subdivision or Condominium Deposit
Subdivision or Condominium Deposit	5,000.00	5,000.00	each	Deposit accounts may require top up should the fees exceed the deposit.

Minor Variance				
Minor Variance	1,200.00	1,200.00	each	
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin.		Will be funded by Minor Variance - Deposit
Minor Variance - Deposit	2,000.00	2,000.00	each	Deposit accounts may require top up should the fees exceed the deposit.

Deeming By-Law				
Deeming By-law Application	750.00	750.00	each	
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin.	each	Will be funded by Deeming By-law - Deposit
Deeming By-law - Deposit	1,000.00	1,000.00	each	Deposit accounts may require top up should the fees exceed the deposit.

Official Plan Amendment				
Official Plan Amendment (minor)	3,000.00	3,000.00	each	one lot or minor policy
Official Plan Amendment (major)	5,000.00	5,000.00	each	more than one lot or major policy
Municipal Review of Privately Initiated District Official Plan Amendment	1,000.00	1,000.00	each	
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin.	each	Will be funded by Official Plan Amendment - Deposit
Official Plan Amendment - Deposit	2,000.00	2,000.00	each	Deposit accounts may require top up should the fees exceed the deposit.

Miscellaneous Fees				
911 Signs	40.00	45.20	each	Sign Only (post not included)
Re-Circulation Fee	350.00	350.00	each	Fee for Re-Circulation of Public Notice
Public Notice Circulation	3.00	3.00	/ address	Fee for Public circulation not associated with a Planning Act application.
Municipal Clearance Letter for Agency (i.e. MTO/MNRF/DFO/MECP/TSSA/ETC.) for Licensing or Approval Purposes	75.00	84.75	each	
Release of Agreement	550.00	550.00	each	
Planning Services Agreement - Deposits	6,000.00	6,000.00	each	May require top up should the fees exceed the deposit.
Staff attendance at LPAT Hearing (for an application that has been approved by the Township) - 1st day	1,500.00	1,500.00	/day	Will be funded by the Planning Services Agreement Deposit.
Staff attendance at LPAT Hearing (for an application that has been approved by the Township) - every subsequent day	700.00	700.00	/day	Will be funded by the Planning Services Agreement Deposit.
Telecommunications Tower Review	1,500.00	1,695.00	each	
Environmental Pre-Consultation Fee	250.00	282.50	each	

Pre-Consultation Fee (Minor Variance, Consent, Site Plan Control - Minor, Zoning By-law Amendment)	250.00	282.50	each	
Pre-Consultation Fee (Site Plan Control - Major, Official Plan Amendment, Plan of Subdivision/Condominium)	350.00	395.50	each	
Name or Re-Naming Private or Public Road	525.00	593.25	/ road	Not applicable for the initial name for public roads within a new Plan of Subdivision.
Road Name Change - Signage	Cost +15% admin.	Cost +15% admin. + HST		

Zoning Review of Development Applications				
Accessory Building/Structure *	75.00	75.00	each	Charge in addition to Building Permit fee.
Principal Building/Structure (Residential) *	150.00	150.00	each	Charge in addition to Building Permit fee.
Principal Building/Structure (Multi-Residential > 3 units & Non-Residential) *	100.00	100.00	each	Charge in addition to Building Permit fee.
*Additional Submission and/or Revisions after 2nd Submission (including 3rd and subsequent)	50.00	50.00	each	Charge in addition to Building Permit fee.
Revision (after Building Permit has been issued)	50.00	50.00	each	Charge in addition to Building Permit fee.

Appendix K – Building / Septic Services

Appendix "K" - Building/Septic Services	2021 User Fee wo/HST	2021 User Fee w/HST	Unit of measure	Comments
<p>CALCULATION OF CONSTRUCTION VALUE PER SQUARE FOOT Building Permit fees are based on the estimated value of construction. The estimated value shall be established as the greater of:</p> <ul style="list-style-type: none"> - the amount provided by the applicant - the value established using the rate per square foot in this schedule <p>- the value assigned by the Chief Building Official</p>				
Residential Buildings, Seasonal Dwellings and Sleeping Cabins (Including Additions) - Less than 2,000 sq. ft.	135.00	135.00	Per Sq. Ft	* Square foot of Finished Floor Area
Residential Buildings, Seasonal Dwellings and Sleeping Cabins (Including Additions) More than 2,000 sq. ft.	160.00	160.00	Per Sq. Ft	* Square foot of Finished Floor Area
Multi-Dwelling Units	160.00	160.00	Per Sq. Ft	* Square foot of Finished Floor Area
Residential Garages, Carports, Boathouses, Boat Ports, Storage Buildings, Enclosed Sunrooms and Roofed Porches	75.00	75.00	Per Sq. Ft	* Square foot of Finished Floor Area

Docks	40.00	40.00	Per Sq. Ft	
Open Exterior Decks	40.00	40.00	Per Sq. Ft	
Mobile Homes - Includes Specific Categories of CSA A-240 & CSA Z-277	65.00	65.00	Per Sq. Ft	
Commercial Buildings	110.00	110.00	Per Sq. Ft	Per square foot of gross area or contract price as shown on contract documents
Commercial Accessory Buildings	70.00	70.00	Per Sq. Ft	Per square foot of gross area or contract price as shown on contract documents
Special Provisions		-		The CBO (Chief Building Official) may, where a proposed building doesn't adhere to any of the above or where there is a dispute, calculate the estimated value at his/her discretion.

Building / Septic Permit Fees				
Building Fees	11.00	11.00	per \$1,000 of estimated value	
Minimum Building Permit Fee	150.00	150.00	each	
Municipal Records Search (Compliance)	150.00	169.50	each	
General Archival Search & Retrieval	50.00	56.50	per hour	
Lot Suitability for Septic Systems	200.00	200.00	each	
Conditional Building Permit - Permit Fee Additional	250.00	250.00	each	
Conditional Building Permit - Refundable Deposit (Minimum or as per CBO)	1,000.00	1,000.00	each	
Building Agreement - Permit Fee	250.00	250.00	each	
Building Agreement - Refundable Deposit (Minimum or as per CBO)	500.00	500.00	each	
Permit Maintenance Fee	200.00	200.00	per year	
Tent or Temporary Structure Permit	150.00	150.00	each	
Transfer Permit	150.00	150.00	each	
Occupancy Permit	50.00	50.00	each	
Wood Burning Appliance Permit	150.00	150.00	each	

Minor review of revised plans or application (Discretion of Chief Building Official)	100.00	100.00	each	
Major review of revised plans or application (Discretion of Chief Building Official)	300.00	300.00	each	
Application for Alternative Design	300.00	300.00	each	
Application for Alternative Design Any associated costs	Cost + 15% Admin.	Cost + 15% Admin.		
Demolition Permit Class "A"	100.00	100.00	each	
Demolition Permit Class "B"	200.00	200.00	each	
Residential Plumbing Permit	100.00	100.00	each	
Residential/Commercial Plumbing Permit Plan Examination	50.00	50.00	each	
Commercial Plumbing Permit	100.00	100.00	each	
Commercial Plumbing Permit - Per Additional Fixture	5.00	5.00	- Per Additional Fixture	*Revision of original submission
Water Connection Permit	100.00	100.00	each	
Sewer Connection Permit	100.00	100.00	each	
Change of Use Permit - Part 9 Building	150.00	150.00	each	
Change of Use Permit - Part 3 Building	200.00	200.00	each	
Septic System Permit - Class 2 or 3 (new)	350.00	350.00	each	

Septic System Permit- Replacement of Class 2 or 3	350.00	350.00	each	
Septic System Permit - Class 4 (new)	500.00	500.00	each	
Septic System Permit - Class 5 (new)	400.00	400.0	each	
Septic System Permit - Replacement of Class 4 or 5 (sewage tank)	300.00	300.00	each	
Septic System Permit - Replacement of an absorption trench or filter bed for a class 4	350.00	350.00	each	
Septic System Permit- Extension or alteration of an absorption trench or filter bed	350.00	350.00	each	
Septic System Review	75.00	75.00	each	
Request for Refund - No Review Complete (% of Permit Fee)	65%	65%	each	
Request for Refund - Reviewed (% of Permit Fee)	45%	45%	each	
Request for Refund - After 6 Months of Issuance (% of Permit Fee)	0%	0%	each	
Request for Refund - After Any Inspection (% of Permit Fee)	0%	0%	each	
Additional Inspections (Deemed Necessary by CBO)	100.00	100.00	each	
Building or Septic Without a Permit	double the permit fee	double the permit fee		

Securities - Undertaking Agreements Required Per Building By-Law 2017-41 - Schedule "B"*				*Special Provision - The CBO (Chief Building Official) may, where a proposed project does not reach the delayed demolition amounts below, ask for 3 quotes from reputable contractors and reduce the security amount accordingly.
Delayed Demolition - Land Access	20,000.00	20,000.00	each	
Delayed Demolition - Water Access	40,000.00	40,000.00	each	