

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

BY-LAW 2025-010

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

(Fees and Charges 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 By-law 2024-104 is hereby repealed.

5. That this By-law shall come into force and effective the date of passing.

READ AND ENACTED in Open Council on this 3rd Day of February, 2025.



PETER KOETSIER, MAYOR



KAREN WAY, CLERK

Table of Appendices

<u>Appendix "A" – Administration</u>	7
<u>Appendix "B" – Financial Services</u>	8
<u>Appendix "C" – Clerk</u>	11
<u>Appendix "D" – Cemetery</u>	13
<u>Residents Rates</u>	13
<u>Non-Residents Rates</u>	13
<u>Internment Fees</u>	13
<u>Additional Fees</u>	13
<u>Appendix "E" – Sustainability</u>	15
<u>Appendix "F" – Fire Services</u>	16
<u>Appendix "G" – By-Law Services</u>	21
<u>Appendix "H" – Operations - Public Works</u>	23
<u>Appendix "I" – Operations - Parks, Recreation & Facilities</u>	24
<u>Mactier Arena</u>	24
<u>Baxter Ward Community Center (BWCC)</u>	26
<u>Equipment</u>	28
<u>Parks</u>	29
<u>Facility Use – Not for Profit</u>	31
<u>Appendix "J" – Planning</u>	32
<u>Zoning By-law Amendments</u>	32
<u>Site Plan Control Agreements</u>	33
<u>Consent</u>	34
<u>Plan of Subdivision or Condominium</u>	35
<u>Minor Variance</u>	36
<u>Deeming By-law</u>	36
<u>Official Plan Amendments</u>	37
<u>Miscellaneous Fees</u>	38
<u>Zoning Review of Development Applications</u>	40

<u>Appendix "K" – Building / Septic Services</u>	41
<u>Building / Septic Permit Fees</u>	43
<u>Securities – Undertaking Agreements</u>	46

Appendix A - Administration

Appendix "A" - Administration	2025 User Fee wo/HST	2025 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	2025 User Fee wo/HST	2025 User Fee w/HST	Unit of measure	Comments
Account Transfer or Refund	25.00	25.00	each	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. <ul style="list-style-type: none"> • Excludes assessment changes
Addition to the Tax Roll	40.00	40.00	each	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).

Arrears Notice Fee	10.00	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.
Mortgage Company Administration Fee	15.00	15.00	15.00	per tax roll/ per billing	To recover costs related to mortgage company administrative tasks. Fee to be charged biannually to banking institutions as needed.
Outsourcing of collection services (Collection agency, bailiff, legal)	Cost + 15% admin.	Cost + 15% admin.	Cost + 15% admin. +HST		Costs associated with the recovery of accounts due to the Township.
Reprint: • Tax Bill • Invoice (Current year only); or • Statement of Tax Account	15.00	15.00	16.95	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)
Reprint: • Receipt (Current year only)	10.00	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	40.00	each	Fee to administer a returned item for all Township departments.
Service Charge - Interest	1.25%	1.25%	1.25%	per month	
Service Charges on Credit Card Transactions	2.50%	2.50%	2.50%	per transaction	

Tax Certificate	60.00	67.80	each	Issuance of certificate by the Treasurer itemizing all monies owing against a property.
Tax Certificate (Urgent)	100.00	113.00	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.
Tax Sale - Final Demand Letter	75.00	75.00	each	Internal fee to determine properties 2 years or more in arrears; account analysis; send out final demand letters and follow up with customers.
Tax Sale - Tax Sale Advertising Administrative Cost Cost may be more depending on the complexity of the file at the discretion of the Treasurer	300.00	300.00	each	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. \$300 fee (at the discretion of the Treasurer).

Tax Sale - Third Party Expenses at various stages.	Cost	Cost	-
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Appendix C - Clerk

Appendix "C" - Clerk	2025 User Fee wo/HST	2025 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	per page	Legislated by MFIPPA
Freedom of Information - Staff Time	7.50	7.50	per 15 minutes	Legislated by MFIPPA
New Liquor Licenses	200.00	226.00	each	Per C-2023-089
Renewal/Change to Existing Liquor License	75.00	84.75	each	Per C-2023-089
Special Event Permit	100.00	113.00	each	For community and for-profit groups wishing to organize events or large gatherings in public spaces.
Special Occasion Permit (SOP)	200.00	226.00	each	Per C-2023-089
Temporary Outdoor Patio Liquor License	200.00	226.00	each	Per C-2023-089
Shore Road Allowance / Road Allowance Application Fee	750.00	847.50	each	A survey is required at the applicant's own cost
Shore Road Allowance Purchase	242.00	273.46	per linear meter	Per COW-2023-003
Road Allowance Purchase	14.00	15.82	per sq meter	

Legal Fees – Shore Road Allowance & Road Allowance	Cost + 15% Admin Fee	Cost +15% Admin Fee +HST	Deposit of \$1,500 required upon application
License of Occupation Application Administrative Fees - Permanent	800.00	904.00 each	
License of Occupation Application Administrative Fees - Temporary	600.00	678.00 for one year	
Annual Renewal of License of Occupation	300.00	339.00 per year	
Application Fee for Surplus Lands	1,000.00	1,130.00 each	Public request to purchase a Township owned land.
Marriage License	150.00	169.00 each	
Civil Marriage Solemnization Fee	300.00	339.00 each	

Appendix D – Cemetery

Appendix "D" - Cemetery	2025 User Fee wo/HST	2025 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'	500.00	500.00	each	
Cremation Plot Care and Maintenance	175.00	197.75	each	Legislated by BAO
Cremation Plot	200.00	200.00	each	
Non Residents Rates				
Plot 4' x 8' Care and Maintenance	300.00	339.00	each	Legislated by BAO
Plot 4' x 8'	750.00	750.00	each	
Cremation Plot Care and Maintenance	175.00	197.75	each	Legislated by BAO
Cremation Plot	300.00	300.00	each	

Internment Fee				
Regular Plot Fee	600.00	600.00	each	
Cremation Plot	150.00	150.00	each	
Additional Fees				
Corner Markers	125.00	141.25	each	
Marker Installation	25.00	28.25	each	
Supervisory Fee per Hour	50.00	56.50	each	
Site Identification	25.00	28.25	each	

Nonscheduled 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	2025 User Fee wo/HST	2025 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	2025 User Fee wo/HST	2025 User Fee w/HST	Unit of measure	Comments
Fire Report	100.00	113.00	each	When services are provided to another government body for fire protection services are exempt from HST Report on fire event usually needed by insurance company.
Compliance Report - Single Family	125.00	141.25	each	Insurance or Financial institution requests to makes sure that there are no outstanding violations
Compliance Report - Multiple Residential	125.00	141.25	each	
Compliance Report - Commercial / Industrial / Institutional - under 20,000 sq ft	125.00	141.25	each	
Compliance Report - Commercial / Industrial / Institutional - over 20,000 sq ft	150.00	169.50	each	
Fire Watch	MTO current rate +15% admin	MTO current rate +15% admin +HST	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 +HST	per hour per 1 to 3 vehicles	Admin fee waived for direct MTO billing as collection burden is reduced
Fire Apparatus Standby	MTO current rate +15% admin	MTO current rate +15% admin +HST	per hour per 1 to 3 vehicles	
Open Air extinguishment	MTO current rate +15% admin	MTO current rate +15% admin +HST	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 +HST	per hour per 1 to 3 vehicles	
Emergency services on railways	MTO current rate +15% admin	MTO current rate +15% admin +HST	per hour per 1 to 3 vehicles	

Emergency services on trails	MTO current rate +15% admin	MTO current rate +15% admin +HST	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 +HST		This fee can be added to any other fee when equipment, materials or services (not owed/operated by the fire department) is required. Ex: <ul style="list-style-type: none"> • Operations equipment • Rental of a barge
Hazmat response	MTO current rate +15% admin	MTO current rate +15% admin +HST	per hour per 1 to 3 vehicles	
Technical rescue	MTO current rate +15% admin	MTO current rate +15% admin +HST	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 +HST	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	MTO current rate +15% admin	MTO current rate +15% admin +HST	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 +HST	per hour per 1 to 3 vehicles	Exception may be granted depending on circumstances.
Fire Prevention Residential Inspections	75.00	84.75	each	
Fire Prevention Commercial Inspections	100.00	113.00	each	
Fire Prevention Industrial Inspections	100.00	113.00	each	
Fire Prevention Institutional Inspections	100.00	113.00	each	
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	20.00	20.00	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	2025 User Fee wo/HST	2025 User Fee w/HST	Unit of measure	Comments
Dog Tag	50.00	50.00	for the life of the dog	
Replacement Dog Tag	5.00	5.00	every tag	
Kennel License Fee	100.00	100.00	each year	
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	120.00	135.60	per year	
Trailer Park Fee per Site	20.00	20.00	per year	Non assessed trailers only.
Pool Fence Permit (In ground or above ground)	150.00	150.00	each on installation	
Sign permit	150.00	150.00	per sign	
Sign Removal fee	100.00	100.00	per sign	
Public Dock Permit Fee	2.00	2.00	per foot of boat by per day of permit	Approved rate for 2024 summer season

Cost to Conform to By-laws	Cost + 15% Admin	Cost + 15% Admin + HST	Cost recovery for triggering work in regard to an existing by-law. Ex: cost for cleanup of a property in accordance with the property standard by-law.
Short Term Rental Registration Fees - Light rental host (21 days or less)	250.00	282.50	per year 10% discount applicable with approved sustainability plan
Short Term Rental Registration Fees - Regular rental host (22 days or more)	1,000.00	1,130.00	per year 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.

Appendix H – Operations – Public Works

Appendix "H" - Operations - Public Works	2025 User Fee wo/HST	2025 User Fee w/HST	Unit of measure	Comments
Entrance Permit Application fee	175.00	175.00	each	
Entrance Permit Application Deposit	425.00	425.00	each	Returned upon satisfactory of completion
Road Occupancy Permits	125.00	125.00	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	2025 User Fee wo/HST	2025 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. *per day rates based on an 8-hour rental
Hall - Community	40.00	45.20	per hour	Includes kitchen
Hall - Commercial	60.00	67.80	per hour	Includes kitchen
Hall - Community	320.00	361.60	per day*	Includes kitchen
Hall - Commercial	480.00	542.40	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	120.00	135.60	per hour	

Ice Prime - Non-Resident	170.00	192.10	per hour	
Ice Non-Prime (Weekdays before 3:30pm)	80.00	90.40	per hour	
Ice Non-Prime (Weekends)	80.00	90.40	per hour	Minimum fee of \$240.00+HST to cover the cost staffing
Ice - Youth Organization	80.00	80.00	per hour	Must be under the age of 14
Arena Floor Rec	60.00	67.80	per hour	
Arena Floor Rec	480.00	542.40	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. *per day rates based on an 8-hour rental
Gym - Community	40.00	45.20	per hour	includes bar	
Gym - Commercial	60.00	67.80	per hour	includes bar	
Gym - Community	320.00	361.60	per day*	includes bar	
Gym - Commercial	480.00	542.40	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	240.00	271.20	per day*	includes kitchen	
Lounge - Commercial	320.00	361.60	per day*	includes kitchen	
Full Facility - Community	400.00	452.00	per day*		
Full Facility - Commercial	700.00	791.00	per day*		
Pavilion - Community	15.00	16.95	per hour	includes outdoor rink	
Pavilion - Community	90.00	101.70	per day*	includes outdoor rink	
Pavilion - Commercial	25.00	28.25	per hour	includes outdoor rink	
Pavilion - Commercial	150.00	169.50	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						
Tables	2.00	2.26	each	Available for Baxter Ward and Arena		
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	Available for rent outside of facilities		
Podium	10.00	11.30	each	Pending staff availability		
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					*per day rates based on an 6-hour rental
Baseball Diamonds (hour)	20.00	22.60	per hour		
Baseball Diamonds (day)	120.00	135.60	per day*		
Commercial Park rental (hour)	40.00	45.20	per hour		
Commercial Park rental (day)	240.00	271.20	per day		
Community Event (hour)	25.00	28.25	per hour		
Community Event (day)	150.00	169.50	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)	300.00	339.00	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)	180.00	203.40	per day*		Public access to splash pad / beach and dock must be maintained
Port Severn Park Pavilion Commercial (hour)	25.00	28.25	per hour		
Port Severn Park Pavilion Commercial (day)	150.00	169.50	per day*		
Port Severn Park Pavilion Community (hour)	15.00	16.95	per hour		
Port Severn Park Pavilion Community (day)	90.00	101.70	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	2025 User Fee wo/HST	2025 User Fee w/HST	Unit of measure	Comments
Zoning By-Law Amendment				
Zoning By-law Amendment	4,500.00	4,500.00	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. +HST		
Zoning By-law Amendment - Deposit	2,000.00	2,000.00	each	

Site Plan Control					
Site Plan Control Approval & Agreement - Major (Commercial/Industrial/Institutional/Multi-Residential) *	7,500.00	7,500.00	each		
Site Plan Control Agreement Amendment - Major (Commercial/Industrial/Institutional/Multi-Residential) *	3,750.00	3,750.00	each		
Site Plan Control Agreement - Minor (Residential) *	1,500.00	1,500.00	each		
Site Plan Control Approval & Agreement Amendment - Minor (Residential) *	750.00	750.00	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. +HST			
Site Plan Control - Deposit	2,000.00	2,000.00			

Consent					
Consent (Severance) - New Lot/Lot Addition/Boundary Adjustment/Technical/Easement/Right-of-Way/Validation of Title	2,250.00	2,250.00	each		
Consent (Severance) - For Each Subsequent Lot/Lot Addition/Boundary Adjustment	1,500.00	1,500.00	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. +HST	each		
Consent - Deposit	2,000.00	2,000.00	each		

Plans of Subdivision or Condominium				In addition to the District of Muskoka fees
Subdivision or Condominium Agreement	3,000.00	3,000.00	each	
Subdivision or Condominium - Comments on New Draft Plan	3,750.00	3,750.00	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. +HST		
Subdivision or Condominium Deposit	10,000.00	10,000.00	each	

Minor Variance			
Minor Variance	1,800.00	1,800.00	each
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin. +HST	
Minor Variance - Deposit	2,000.00	2,000.00	each
Deeming By-Law			
Deeming By-law Application	1,125.00	1,125.00	each
Peer Reviews and Agreements (Engineering / Environmental / Legal)	Cost +15% admin.	Cost +15% admin. +HST	each
Deeming By-law - Deposit	1,000.00	1,000.00	each
Official Plan Amendment			
Official Plan Amendment (minor)	4,500.00	4,500.00	each
Official Plan Amendment (major)	6,500.00	6,500.00	each
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. +HST	each
Official Plan Amendment - Deposit	2,000.00	2,000.00	each
			One lot or minor policy
			More than one lot or major policy

Application Fee Refunds*				*Remaining deposit balance to be refunded
Application Withdrawn: <ul style="list-style-type: none"> • Fee and File Processed • No Review Completed 	75% of Application Fee Refunded	75% of Application Fee Refunded	each	
Application Withdrawn Prior to Circulation Distribution	50% of Application Fee Refunded	50% of Application Fee Refunded	each	
Application Withdrawn Prior to Preparation of Staff Report or Agreement (if no staff report)	25% of Application Fee Refunded	25% of Application Fee Refunded	each	

Inactive Application

Any application which has been withdrawn, or inactive (no material progress as determined by staff) for more than 12 months, shall be considered abandoned. A full application fee at the current rate shall be required to re-activate a withdrawn or abandoned application as a new application.

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	per 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		
Staff attendance at LPAT Hearing (for an application that has been approved by the Township) - 1st day		1,500.00	1,500.00	per day		
Staff attendance at LPAT Hearing (for an application that has been approved by the Township) - every subsequent day		700.00	700.00	per day		
Telecommunications Tower Review		1,500.00	1,695.00	each		
Environmental Pre-Consultation Fee		250.00	282.50	each		
Pre-Application Consultation Fee		375.00	423.75	each		
<ul style="list-style-type: none"> • Minor Variance • Consent • Site Plan Control – Minor • Zoning By-law Amendment 						

Pre-Consultation Fee	525.00	593.25	each	
<ul style="list-style-type: none"> • Site Plan Control – Major • Official Plan Amendment • Plan of Subdivision/Condominium 				
Name or Re-Naming Private or Public Road	525.00	593.25	per 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 Certificates					
Accessory Building/Structure *	75.00	75.00	each		
Principal Building/Structure (Residential) *	150.00	150.00	each		
Principal Building/Structure (Multi-Residential > 3 units & Non-Residential) *	100.00	100.00	each		
*Additional Submission and/or Revisions	50.00	50.00	each		
Revision (after Building Permit has been issued)	50.00	50.00	each		

Appendix K – Building / Septic Services

Appendix "K" - Building/Septic Services	2025 User Fee wo/HST	2025 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 - the value assigned by the Chief Building Official 				
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 Review of Short-Term Rental Application	100.00	113.00	-	Per the Short-Term Rental application process.

Building / Septic Permit Fees					
Building Fees	11.00	11.00	per \$1,000 of estimated value		
Minimum Building Permit Fee	200.00	200.00	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. + HST		
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	75.00	75.00	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	400.00	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	100.00	100.00	each
Septic Re-Inspection Fee	150.00	150.00	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)	125.00	125.00	each

Building or Septic Without a Permit	double the permit fee	double the permit fee	double the permit fee	
<p>Securities - Undertaking Agreements Required Per Building By-Law 2017-41 - Schedule "B"*</p>				<p>* 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.</p>
Delayed Demolition - Land Access	20,000.00	20,000.00	20,000.00	each
Delayed Demolition - Water Access	40,000.00	40,000.00	40,000.00	each