

Staff Report

2024-252 - Financial/ IT Services Department



To: Mayor Koetsier and Members of Council
From: Jasvinder Rattigan, Director of Financial Services / Treasurer
Date: December 9, 2024
Subject: 2025 Budget

Recommendation

BE IT RESOLVED THAT the report from the Director of Finance regarding the 2025 Proposed Budget, dated December 9, 2024, be received; and

THAT the 2025 Consolidated Operating Budget, with an overall Tax Levy Increase of 8.44%, be approved; and

THAT the 2025 Annual Capital Budget, with net capital expenditures totaling \$6,478,125 and net capital funding totaling \$6,478,125 be approved; and,

THAT Council approve the creation of an Indemnification of Council and Employees Reserve in the amount of \$56,000; and,

THAT funds in the amount of \$56,000 be appropriated from the Tax Rate Stabilization Reserve as to not impact the tax levy for 2025; and,

THAT Council establish a Food Bank Reserve to support our community's food assistance program; and,

THAT a By-law to approve the Fees and Charges for 2025, be presented for consideration at the December 9, 2024 meeting of Council for final approval.

Report Highlights

- The 2025 Proposed Consolidated Budget proposes gross operating expenditures in the amount of \$14.3M and gross operating revenues in the amount of \$13.5M, plus net capital in the amount of \$6.5M; \$4.4M of new requests for 2025 and \$2.1M of carry forward from 2024; hence, gross expenditures are greater than gross revenues by \$801,204, resulting in a municipal tax levy increase of 8.44% (these figures include Council Directed & Re-Aligned items approved at the November 26 Special Budget Meeting).
- The 2025 Budget results in an increase of \$104.41 to an average water detached property assessed at \$453,000 (\$23.05 per \$100,000 assessment); this equates to an increase of 8.44% in the property tax levy for the Township's portion; when

combined with the Education Levy and District of Muskoka Levy, the blended tax increase equates to \$176.24 or 5.24% blended tax increase.

- Since the tabling of the budget, Council has held two (2) budget deliberation meetings whereby resolutions have been approved for consideration for inclusion in the 2025 Budget.
- The proposed budget aims to maintain – and in certain key areas, improve – service levels to residents; and invest in key infrastructure projects while being fiscally responsible.

Background

The purpose of this report is to provide an update on the amendments that Council approved for consideration in the 2025 Budget at its meetings held on November 26, 2024, and to establish a final 2025 Budget for the Township of Georgian Bay.

Revised 2025 Consolidated Budget

The 2025 Proposed Budget was tabled on November 4, 2024, and included four (4) days of Staff/Council Information Sessions scheduled from November 12 to 15, 2024, Agencies, Boards and Committees (ABC’s) presented to Council on November 19, 2024, and a final day of deliberations was scheduled for November 26, 2024.

The Revised 2025 Consolidated Budget proposes gross expenditures in the amount of \$20.8M and gross revenues in the amount of \$20.0M; hence, gross expenditures exceed gross revenues by \$801,204, resulting in a net tax levy increase of 8.44%. This includes Council Directed & Re-Aligned Budget items as well as Service Enhancements.

	2023 Approved	2024 Approved	2025 Base Budget	2025 Council Directed & Re-aligned	2025 Proposed Base	2025 Service Enhancements	2025 Proposed
	\$	\$	\$	\$	\$	\$	\$
Gross Revenues							
Tax Supported Operating Budget	11,721,303	12,894,616	13,128,967	224,075	13,353,042	130,000	13,483,042
Annual Capital	2,921,264	4,369,207					6,478,125
Total Gross Revenues	14,642,567	17,263,823	13,128,967	224,075	13,353,042	130,000	19,961,167
Gross Expenditures							
Tax Supported Operating Budget	11,721,303	12,894,616	13,490,774	377,125	13,867,899	416,347	14,284,246
Annual Capital	2,921,264	4,369,207					6,478,125
Total Gross Expenditures	14,642,567	17,263,823	13,490,774	377,125	13,867,899	416,347	20,762,371
Net Surplus/(Deficit)	-	-	(361,807)	(153,050)	(514,857)	(286,347)	(801,204)
Increase per \$100,000 Assessment	-	-	8.43	5.09	13.52	9.53	23.05
Tax Levy Increase	11.70%	10.35%	3.09%	1.86%	4.95%	3.49%	8.44%

2025 Base Budget

The Township's 2025 Base Budget was developed based on Council's Direction of August 12, 2024, as well as on the basis of maintaining the same services/programs and service levels that were provided in 2024.

The 2025 Base Budget is set to see a tax increase in the amount of 361,807, which equates to a 3.09% tax levy increase. This includes base budget increases such as merit progressions, legislated benefit increases, collective agreement impacts, service contract agreements, operating commitments and economic adjustments related to the ongoing operations of the Township.

At its Special Council (Budget) meeting of November 26, 2024, Council approved the following resolution:

C-2024-375

Moved by Councillor Steven Predko

Seconded by Councillor Kristian Graziano

BE IT RESOLVED THAT the 2025 Base Budget including the Compensation/Pay Equity Review as part of the 2025 Proposed Budget, be received as presented; and,

THAT Council approve the 2025 Base Budget including the Compensation/Pay Equity Review with operating revenues totaling \$13,128,967 and operating expenditures totaling \$13,490,774, resulting in a net Tax Levy increase of \$361,807 or 3.09%.

CARRIED

Council Directed & Re-Aligned

The table below provides a breakdown of the Council Directed & Re-Aligned budget items approved by Council at the November 26, 2024, Special Budget Meeting for inclusions in the 2025 Budget:

Base Budget	\$361,807	3.09%
Council Directed & Re-Aligned	Net Tax Impact (\$)	Net Tax Impact (%)
Waste Management – Large Item Pickup	45,000	0.55
Venture Muskoka Plan: Retention & Implementation	6,000	0.07
Reduce Reliance on Reserves (2-3 year phased approach)	150,000	1.83
Attrition Rate Reduction (2-3 year phased approach)	175,000	2.13
Revenue Optimization and Fee Review	(222,950)	(2.72)
Waste Management Feasibility Study - \$50,000 Funded From Reserves	-	-
IT Strategic Plan Update - \$35,000 Funded From Reserves	-	-
Subtotal Council Directed & Re-aligned	\$153,050	1.86%
Total	\$514,857	4.95%

The overall net tax impact for all approved Council Directed & Re-Aligned Budget items is an increase of \$153,050 or 1.86%.

At it's Special Council (Budget) meeting of November 26, 2024, Council approved the following resolutions:

BE IT RESOLVED THAT Council approve the following 2025 Council Directed & Re-Aligned Items resulting in an increase to the Tax Levy:

- a) Waste Management Large Item Pickup \$45,000; **C-2024-376**
- b) Venture Muskoka Plan: Retention & Implementation \$6,000; **C-2024-377**
- c) Reduce Reliance on Reserves \$150,000; **C-2024-378**
- d) Attrition Rate Reduction \$175,000; **C-2024-379**
- e) Revenue Optimization and Fee Review \$(222,950); **C-2024-380**
- f) IT Strategic Plan Update \$35,000; **C-2024-382**
- g) Waste Management Feasibility Study \$50,000; **C-2024-383**

CARRIED

Service Enhancements

The 2025 Proposed Budget includes nine (9) Service Enhancements; of which, seven (7) pertain to Township-initiated Service Enhancements approved by Council for inclusion in the 2025 Budget. Two (2) Service Enhancements pertain to requests made by the Library Board and Severn Sound Environmental Association (SSEA).

The overall net tax impact for all approved Service Enhancements is \$286,347 or 3.49%. In terms of staff complement impact, these changes would result in three (3) new permanent full-time staff. The chart below provides the list of Service Enhancements approved by Council at the November 26, 2024, Special Budget Meeting for inclusion in the 2025 Budget:

				\$514,857	4.95%
Service Enhancement	FTE \$	Other \$	Funding \$	Net Tax Impact \$	Net Tax Impact %
Water Quality Testing Program		75,000		75,000	0.91
IT Technician & CRM Specialist – 1.0 FTE	70,596		(30,000)	40,596	0.49
Operations Equipment Operator – 1.0 FTE	80,463			80,463	0.98
Recreation Equipment Operator – 1.0 FTE	80,463			80,463	0.98
Municipal Accommodation Tax Revenue		40,000	(80,000)	(40,000)	(0.49)
MacTier Arena: Roller Skating Days		20,000		20,000	0.24
MacTier: Recreation Masterplan		20,000	(20,000)		-
Library Board		55,501	(30,000)	25,501	0.31
Core Operations & Sustainable Severn Sound		4,324		4,324	0.05
Total Proposed Enhancements	\$231,522	\$214,825	\$(130,000)	\$286,347	3.49%
				\$801,204	8.44%

At its Special Council (Budget) meeting of November 26, 2024, Council approved the following resolution:

BE IT RESOLVED THAT Council approve the following Service Enhancements/New Initiatives:

- a) Water Quality Testing \$75,000; **C-2024-384**
- b) IT Technician & CRM Specialist \$70,596; **C-2024-385**
- c) Operations Equipment Operator \$80,463; **C-2024-387**
- d) Recreation Equipment Operator \$80,463; **C-2024-388**
- e) Municipal Accommodation Tax \$(40,000); **C-2024-389**
- f) MacTier Arena: Roller Skating Days \$20,000; **C-2024-390**
- g) MacTier Recreation Master Plan \$20,000; **C-2024-391**
- h) Georgian Bay Public Library \$55,501; **C-2024-392**
- i) Severn Sound Environmental Association (SSEA) \$4,324; **C-2024-393**

CARRIED

Impact on Average Property Owner

The Township's 2025 Budget will result in a \$104.41 property tax increase (Township portion only) over 2024 levels for an average water detached property assessed at \$453,000. This includes all motions approved by Council at the November 26, 2024, budget deliberation meeting.

The District of Muskoka has yet to publish its 2025 Budget and hence an estimate of 5.00% was established, and the Provincial Government remains neutral on the education tax rate. For an average home assessed at \$453,000, this translates into a 5.24% blended property tax increase over 2024 levels or approximately \$14.69 per month).

Annual Capital Plan

The 2025 Capital Budget is comprised of carry forward projects from 2024 as well as new capital requests for 2025, resulting in a total capital request of \$6.5M. Based on discussions at the November 26, 2024 Special Budget Meeting, staff have revised the capital list to incorporate the following resolutions:

C-2024-394

BE IT RESOLVED THAT Council approve the Twelve Mile Bay Dock Replacement \$95,000.

DEFEATED

C-2024-395

Moved by Councillor Allan Hazelton

Seconded by Councillor Peter Cooper

BE IT RESOLVED THAT Council direct staff to prepare a report regarding the heating and ventilation unit replacement/upgrade for the Administration Building \$380,000 before funds are expensed.

CARRIED

C-2024-396

Moved by Councillor Allan Hazelton

Seconded by Councillor Peter Cooper

BE IT RESOLVED THAT Council direct staff to prepare a report regarding the parking lot paving for the Baxter Ward Community Centre \$140,000 before funds are expensed.

CARRIED

C-2024-397

Moved by Councillor Brian Bocek

Seconded by Councillor Peter Cooper

BE IT RESOLVED THAT the 2025 Annual Capital Budget as part of the 2025 Proposed Budget be received as presented; and

THAT Council approve the 2025 Annual Capital Budget with net capital expenditures and net capital funding as amended.

CARRIED

C-2024-399

Moved by Councillor Brian Bocek

Seconded by Councillor Peter Cooper

BE IT RESOLVED THAT Council direct staff to prepare a report regarding the Honey Harbour public launch ramp \$75,000 before funds are expensed.

CARRIED

Analysis and Options

Option 1

This option allows Council to approve the budget as revised on November 26, 2024.

At it's Special Council (Budget) meeting of November 26, 2024, Council approved the following resolution:

C-2024-400

Moved by Councillor Stephen Jarvis

Seconded by Councillor Steven Predko

BE IT RESOLVED THAT Council approve the 2025 Consolidation Budget with an overall Tax Levy Increase of 8.44%; and,

THAT staff provide a final report and by-laws for approval at the December 9, 2024 Regular meeting of Council.

CARRIED

Option 2

This option provides Council the opportunity to include a Full-Time Recreation Coordinator and a Part-Time/One-Year Contract Administrative Assistant position.

The Recreation Coordinator position would have a net tax levy increase of \$60,000, resulting in a 0.74% increase to the municipal tax levy.

The Operations Administrative Assistant position would have a net tax levy increase of \$29,500, resulting in a 0.36% increase to the municipal tax levy.

Financial Considerations

Option 1

This option allows Council to approve the budget as revised on November 26, 2024.

Impact on Average Property Assessed at \$453,000

	2024 (\$)	2025 (\$)	Change (\$)	Change (%)
Township of Georgian Bay	1,236.38	1,340.79	104.41	8.44
District of Muskoka	1,436.69	1,508.52	71.83	5.00
Education	693.09	693.09	-	-
Total	\$ 3,366.16	\$ 3,542.40	\$ 176.24	5.24%

Impact per \$100,000 of Assessment

	2024 (\$)	2025 (\$)	Change (\$)	Change (%)
Township of Georgian Bay	272.93	295.98	23.05	8.44
District of Muskoka	317.15	333.01	15.86	5.00
Education	153.00	153.00	-	-
Total	\$ 743.08	\$ 781.99	\$ 38.91	5.24%

Option 2

This option provides the impact of incorporating a Full-Time Recreation Coordinator and a Part-Time/One-Year Contract Administrative Assistant position to the 2025 Budget.

Impact on Average Property Assessed at \$453,000

	2024 (\$)	2025 (\$)	Change (\$)	Change (%)
Township of Georgian Bay	1,236.38	1,354.28	117.90	9.54
District of Muskoka	1,436.69	1,508.52	71.83	5.00
Education	693.09	693.09	-	-
Total	\$ 3,366.16	\$ 3,555.89	\$ 189.73	5.64%

Impact per \$100,000 of Assessment

	2024 (\$)	2025 (\$)	Change (\$)	Change (%)
Township of Georgian Bay	272.93	298.96	26.03	9.54
District of Muskoka	317.15	333.01	15.86	5.00
Education	153.00	153.00	-	-
Total	\$ 743.08	\$ 784.97	\$ 41.89	5.64%

Conclusion

The municipal budget reflects our ongoing commitment to the wellbeing of our community while ensuring fiscal responsibility and sustainability. By strategically allocating resources to essential services such as public safety, infrastructure, public information/communication, and parks and recreation, we are prioritizing the needs of our residents and preparing for the future.

We have carefully considered the feedback from Council, department heads, and other stakeholders, striving to strike a balance between improving services and maintaining a healthy financial outlook. Moving forward, we will continue to monitor the progress of our financial plans, remain adaptable to changing circumstances, and seek opportunities for efficiency and innovation.

Report Supported By

This recommendation report is in alignment with the following strategic pillars:

- Environmental Protection
- Fiscal Responsibilities and Technology Efficiencies
- Streamline Planning Policies and Procedures
- Customer Experience and Community Engagement
- District and Township Relationship
- Engage with Indigenous Communities

Reviewed By/Collaborated With:

- Chief Administrative Officer
- Chief Building Official
- Director of Corporate Services / Clerk
- Director of Finance / Treasurer
- Director of Fire and Emergency Services / Fire Chief
- Manager of Human Resources
- Director of Operations
- Director of Planning
- Director of Sustainability
- Other

Attachments

- [2025 Annual Capital Plan](#)
- [By-law 2024-xxx - Fees and Charges](#)

Reviewed By

Karen Way, Director of Corporate Services / Clerk
Greg Mariotti, Chief Administrative Officer

Status:

Approved - 03 Dec 2024
Approved - 02 Dec 2024

2025 Proposed Capital Budget

Expenditures

Project#	Asset Type	Asset Description	Carry Forward and Pre-Approved from 2024	2025 Request (\$)	Total Budget
Equipment					
Administration					
2025-OP26	Administration Building	Work Station Expansion/Furniture Replacement	-	95,000	95,000
Fire and Emergency Services					
2025-FR01	Communication	Radio Communication System	27,500	5,000	32,500
2025-FR02	Protective	Annual Bunker Gear Replacement	-	21,700	21,700
2025-FR03	Protective	SCBA Gear	-	12,000	12,000
2025-FR04	Rescue	Cottage Pumps	-	7,000	7,000
Information Technology					
2025-FN01	Computer Hardware and Software	Website Redesign	-	34,013	34,013
2025-FN02		Electronic Documents and Record Management (EDRMS) - PRE-APPROVED	48,360	-	48,360
Parks and Recreation					
2025-OP41		Security System - Cameras	13,000	-	13,000
Public Works					
2025-OP22	No Segment	2 x Loader Sweepers	-	70,000	70,000
2025-OP42	Communication	GPS for Trucks	22,000	-	22,000
2025-OP43	Depots	Security Cameras	-	15,000	15,000
2025-OP34		Automated Fuel Dispenser	-	60,000	60,000
Equipment Total			\$ 110,860	\$ 319,713	\$ 430,573

Funding Sources

Tax Supported	Reserves				Reserve Funds	Grants and Other Contributions				
	Working Capital	Fire/Emergency Services Asset Reserve	Operations Asset Reserve	IT Asset Reserve	DC Reserve Fund	OCIF	Canada Community Building Fund	Drainage	Debenture	
Equipment										
95,000										
5,000				27,500						
21,700										
					12,000					
					7,000					
30,000				4,013						
				48,360						
					13,000					
70,000										
				22,000						
					15,000					
60,000										
\$ 281,700	\$ -	\$ -	\$ -	\$ 22,000	\$ 92,873	\$ 34,000	\$ -	\$ -	\$ -	\$ -

2025 Proposed Capital Budget

Expenditures

Project#	Asset Type	Asset Description	Carry Forward and Pre-Approved from 2024	2025 Request (\$)	Total Budget
Facilities					
2025-OP35	Baxter Ward Community Centre	Exterior Door Replacements	30,000	-	30,000
2025-OP01		Baxter Floor Tiles	-	20,000	20,000
2025-OP02		Baxter Parking Paving (Not to proceed without further Direction)	-	140,000	140,000
2025-OP24	Community Services Building	Replacement of Interlocking Stone	-	14,000	14,000
2025-OP44	Fire Station 1 - Honey Harbor	Ventilation / Building Upgrades	-	41,000	41,000
2025-OP45		Parking Lot	-	20,000	20,000
2025-OP46	Fire Station 2 - MacTier	Ventilation / Building Upgrades	-	41,000	41,000
2025-OP47		Parking Lot	-	15,000	15,000
2025-OP12	Honey Harbour Library - Park Landing	Water Treatment System Ozone Generator	-	8,000	8,000
2025-OP21		Septic System Pumps	-	10,000	10,000
2025-OP13	MacTier Memorial Arena	Exhaust Fan	-	8,000	8,000
2025-OP32	Port Severn Park Facility (Splash Pad)	Controllers	-	5,000	5,000
2025-OP27	Port Severn (South Yard)	Concrete Pad for storage	-	75,000	75,000
2025-OP28	Coverall	Coverall Structure	-	70,000	70,000
2025-OP49	Depots	Fencing and Lighting	-	100,000	100,000
Facilities Total			\$ 30,000	\$ 567,000	\$ 597,000

Funding Sources

Tax Supported	Reserves				Reserve Funds	Grants and Other Contributions				
	Working Capital	Fire/Emergency Services Asset Reserve	Operations Asset Reserve	IT Asset Reserve	DC Reserve Fund	OCIF	Canada Community Building Fund	Drainage	Debtenture	
Facilities										
					30,000					
					20,000					
					140,000					
	14,000									
					41,000					
					20,000					
					41,000					
					15,000					
					8,000					
					10,000					
					8,000					
					5,000					
					75,000					
						70,000				
						100,000				
\$ 237,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -

2025 Proposed Capital Budget

Expenditures

Project#	Asset Type	Asset Description	Carry Forward and Pre-Approved from 2024	2025 Request (\$)	Total Budget
Parks & Natural Capital					
2025-OP33	Honey Harbour Park	Dog Park	-	20,000	20,000
2025-OP18	Honey Harbour Park Landing	Interlocking Stone Replacement (Boardwalk walkway)	-	50,000	50,000
2025-OP19		Dock Replacement	-	25,000	25,000
2025-OP23		Bench/Table Concrete Pad	-	10,000	10,000
2025-OP05	Honey Harbour Rd and Port Severn	Planters	-	17,000	17,000
2025-OP29	MacTier Ball Park - Baseball Diamond	Backstop Fencing and Infield Material	-	60,000	60,000
2025-OP54	MacTier Union Cemetery	Columbarium	-	10,000	10,000
2025-OP54		Geo-Mapping	-	10,000	10,000
2025-OP54		Vinyl Fence	-	10,000	10,000
2025-OP33	MacTier	Dog Park	-	20,000	20,000
2025-OP04	Port of Honey Harbour (6)	Beach Sand	-	10,000	10,000
2025-OP05		Planters	-	14,000	14,000
2025-OP04	Port Severn Park	Beach Sand	-	10,000	10,000
2025-OP06		Walkway Connectivity	-	10,000	10,000
2025-OP09		Bench/Table Concrete Pad	-	14,000	14,000
2025-OP10		Accessory Building - Repairs & Maintenance	-	15,000	15,000
2025-OP19		Dock Boards Replacement	-	25,000	25,000
2025-OP08	Port Severn Playground	Safety Surface Replacement	-	20,000	20,000
2025-OP30	Stewart Lake Beach	Building Improvements	-	20,000	20,000
2025-OP58	Honey Harbour Public Launch Ramp	Pending approval of forthcoming report from staff	-	75,000	75,000
Parks & Natural Capital Total			\$ -	\$ 445,000	\$ 445,000

Funding Sources

Tax Supported	Reserves				Reserve Funds	Grants and Other Contributions				
	Working Capital	Fire/Emergency Services Asset Reserve	Operations Asset Reserve	IT Asset Reserve		OCIF	Canada Community Building Fund	Drainage	Debenture	
Parks & Natural Capital										
					20,000					
50,000										
25,000										
10,000										
					17,000					
					60,000					
					10,000					
					10,000					
					10,000					
						20,000				
					10,000					
					14,000					
					10,000					
					10,000					
					10,000					
					14,000					
					15,000					
					25,000					
					20,000					
					20,000					
							75,000			
\$ 330,000	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -

2025 Proposed Capital Budget

Expenditures

Project#	Asset Type	Asset Description	Carry Forward and Pre-Approved from 2024	2025 Request (\$)	Total Budget
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Road Network

Chip Seal and Low Class Bituminous (LCB)

2025-OP39	Bayview Road	Chip Seal	-	58,000	58,000
2025-OP39	Bear Lake Road	Chip Seal	-	69,600	69,600
2025-OP39	Isaacs Bay Road (Twelve Mile Bay Rd)	Chip Seal	-	126,875	126,875
	Joseph Street		-	3,832	3,832
2025-OP39	Kilty Bay Road	Chip Seal	-	63,800	63,800
2025-OP39	Kings Bay Road	Chip Seal	-	66,990	66,990
2025-OP39	King George Road	275m long	149,599	-	149,599
2025-OP39	Kings Farm Road	Chip Seal	-	14,500	14,500
2025-OP39	Macey Bay Road	Chip Seal	217,500	-	217,500
	Moore Point Road		-	26,736	26,736
2025-OP39	Red Wing Lane	Chip Seal	-	22,475	22,475
2025-OP39	South Gibson Road	Chip Seal	-	99,325	99,325
2025-OP39	Stewart Lake Road	Chip Seal	-	256,650	256,650
2025-OP39	Stump Bay Road	Chip Seal	-	50,750	50,750

Gravel Roads

2025-OP38	Georgian Bay Road	Gravel Road Resurfacing with Granite	-	95,200	95,200
2025-OP38	Bayview Road	Gravel Road Resurfacing with Granite - End of Bayview Road	-	19,040	19,040
2025-OP38	Berwick Road	Gravel Road Resurfacing with Granite	-	109,480	109,480
2025-OP38	Bloody Bay	Gravel Road Resurfacing with Granite	-	9,520	9,520
2025-OP38	Bluewater Road	Gravel Road Resurfacing with Granite	-	4,760	4,760
2025-OP38	Causeway Road	Gravel Road Resurfacing with Granite	-	33,320	33,320
2025-OP38	Clifford Road	Gravel Road Resurfacing with Granite	-	9,520	9,520
2025-OP38	Hasketts Road	Gravel Road Resurfacing with Granite - Big Rock to end	-	76,160	76,160
2025-OP38	Hunter Lane	Gravel Road Resurfacing with Granite	-	4,760	4,760
2025-OP38	Lily Pond Road	Gravel Road Resurfacing with Granite	-	9,520	9,520
2025-OP38	Meyers Road	Gravel Road Resurfacing with Granite	-	9,520	9,520
2025-OP38	Minten	Gravel Road Resurfacing with Granite	-	14,280	14,280
2025-OP38	Red Hawk Road	Gravel Road Resurfacing with Granite	-	23,800	23,800
2025-OP38	Silver Sands	Gravel Road Resurfacing with Granite	-	190,400	190,400
2025-OP38	Stump Bay Road	Gravel Road Resurfacing with Granite	-	14,280	14,280
2025-OP38	Toby Road	Gravel Road Resurfacing with Granite	-	42,840	42,840
2025-OP38	Wolverine Road	Gravel Road Resurfacing with Granite	-	9,520	9,520

Sidewalks and Other

2025-OP37	MacTier - Interlocking Sidewalk Replacement		-	125,000	125,000
2025-OP36	Drainage	Leduc Lane - Rear Yard Drainage	440,000	-	440,000
2025-OP57	Haskett's Drive - Municipal Drain	Drainage - Engineering in 2025 and work in 2026	-	25,000	25,000

Road Network Total \$ 807,099 \$ 1,685,453 \$ 2,492,552

Funding Sources

Tax Supported	Reserves				Reserve Funds	Grants and Other Contributions			
	Working Capital	Fire/Emergency Services Asset Reserve	Operations Asset Reserve	IT Asset Reserve		OCIF	Canada Community Building Fund	Drainage	Debenture

Road Network

58,000									
69,600									
			14,182				112,693		
			2,242						
63,800									
66,990									
				149,599					
14,500									
26,736									
22,475									
50,750									

				95,200					
19,040									
			8,129				101,351		
9,520									
4,760									
33,320									
9,520									
4,760									
9,520									
9,520									
14,280									
23,800									
14,280									
42,840									
9,520									

125,000									
				440,000					
									25,000

\$ 704,121 \$ - \$ - \$ 1,549,387 \$ - \$ - \$ 101,351 \$ 112,693 \$ 25,000 \$ -

2025 Capital Budget Total \$ 2,077,959 \$ 4,400,166 \$ 6,478,125

\$ 2,520,821 \$ 140,000 \$ 1,375,000 \$ 1,676,387 \$ 92,873 \$ 434,000 \$ 101,351 \$ 112,693 \$ 25,000 \$ -

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

BY-LAW 2024-~~xxx~~

Being a by-law to establish and require payment of various fees and charges and to repeal and replace By-law 2021-057, as amended.

(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 January 1, 2025.

READ AND ENACTED in Open Council on this 9th Day of December, 2024.

<<Original Signed>>

PETER KOETSIER, MAYOR

<<Original Signed>>

KAREN WAY, CLERK

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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	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	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.		Costs associated with the recovery of accounts due to the Township.
Reprint: <ul style="list-style-type: none"> • Tax Bill • Invoice (Current year only); or • Statement of Tax Account 	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. <ul style="list-style-type: none"> • No charge for electronic (emailed)
Reprint: <ul style="list-style-type: none"> • Receipt (Current year only) 	10.00	11.30	each	To prepare and mail a receipt. <ul style="list-style-type: none"> • 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.
Service Charge - Interest	1.25%	1.25%	per month	
Service Charges on Credit Card Transactions over \$500	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. \$400 fee (at the discretion of the Treasurer).
Tax Sale - Third Party Expenses at various stages.	Cost + 15% admin.	Cost + 15% admin.		Includes advertising

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	17.00	19.21	per sq. 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	336.00	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	

Interment 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
				<p>*MTO current rate (2020-2021 is \$488.40)</p> <p>When services are provided to another government body for fire protection services are exempt from HST</p>
Fire Report	100.00	113.00	each	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	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: <ul style="list-style-type: none"> • 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	MTO current rate +15% admin	MTO current rate +15% admin	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	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 pan
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 pan
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	Weekend rentals are a \$120 minimum. (in accordance with policy OP-01-2017)
Ice - Youth Organization	80.00	90.40	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				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				*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 "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) *	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 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.		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	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.	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	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.		Will be funded by Subdivision or Condominium Deposit
Subdivision or Condominium Deposit	10,000.00	10,000.00	each	Deposit accounts may require top up should the fees exceed the deposit.

Minor Variance				
Minor Variance	1,800.00	1,800.00	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	1,125.00	1,125.00	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)	4,500.00	4,500.00	each	One lot or minor policy
Official Plan Amendment (major)	6,500.00	6,500.00	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	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	
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	per 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	per 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 <ul style="list-style-type: none"> • Minor Variance • Consent • Site Plan Control – Minor • Zoning By-law Amendment 	375.00	423.75	each	

Pre-Consultation Fee <ul style="list-style-type: none"> • Site Plan Control – Major • Official Plan Amendment • Plan of Subdivision/Condominium 	525.00	593.25	each	
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 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	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: - 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</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	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.		
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	400.0	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	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		

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	