

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6, 2022
TO: Committee of the Whole
FROM: Andrew Hodge, Deputy Treasurer
SUBJECT: 2023 Fees and Charges

RECOMMENDATION:

THAT Committee of the Whole recommends that Council approve proposed changes to 2023 fees and charges and that public notice be given as to Council's intention to pass the 2023 Fees and Charges By-Law.

BACKGROUND:

Section 391 of the *Municipal Act, 2001* permits a municipality to enact by-laws to impose fees and charges for municipal services and activities. The purpose of the fees is to recover costs for services and activities provided by or on behalf of a municipality and for the use of its property. Cost-recovery is an important consideration, as is a market comparison with neighbouring municipalities.

DISCUSSION:

Each year Department Heads conduct a review of the fees and charges pertaining to their service area. Fee changes being proposed reflect market rates as compared to other municipalities and to align the fee with the actual cost of providing the service, and if no longer required, the fee is removed.

Refer to Attachment 1 for an explanation of the changes.

Refer to Attachment 2 for the draft by-law.

FINANCIAL IMPLICATIONS:

The proposed fee changes are designed to ensure that the cost of providing a specific service is fully or partially recovered from the user of that service while minimizing the cost and effect across all ratepayers. The proposed 2023 fees have been included in the 2023 draft budget.

SUMMARY:

The draft 2023 Fees and Charges by-law is being provided to the Committee for review prior to passing.

Respectfully submitted,

Reviewed by,

Andrew Hodge, Deputy Treasurer

Ken Kelly CAO

Attachment 1

RECREATION RENTAL RATES (EXCL. HST)			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Prime Time – Minor Resident	\$142.00	\$146.00	Cost recovery
Non-Prime Time – Minor Resident	\$117.00	\$121.00	Cost recovery
Prime Time – Adult Resident	\$200.00	\$206.00	Cost recovery
Non-Prime Time – Adult Resident	\$166.00	\$171.00	Cost recovery
Prime Time – Non-Resident	\$238.00	\$245.00	Cost recovery
Non-Prime Time – Non-Resident	\$203.00	\$209.00	Cost recovery
Broomball	\$139.00	\$143.00	Cost recovery
Slab Rental - Monday – Thursday	39?	\$39.00/hr	Cost recovery
Slab Rental - Friday – Sunday	64?	\$64.00/hr	Cost recovery
Slab Rental - Friday – Sunday Client Bar	118?	\$118.00/hr	Cost recovery
Slab Rental - Service Club/Non-Profit	482?	\$482.00/booking	Cost recovery
Slab Rental - Service Club/Non-Profit Client Bar	656?	\$656.00/booking	Cost recovery
Slab Rental - Resident - Client Bar	803?	\$803.00/booking	Cost recovery
Slab Rental - Non-Resident - Client Bar	1048?	\$1,048.00/booking	Cost recovery
Baseball Diamond - Hourly Rental (No lights required)	\$17.50/hr	\$18.00/hr	Cost recovery
Baseball Diamond - Hourly Rental (Lights required)	\$22.00/hr	\$23.00/hr	Cost recovery
Digital Sign Rental - 1 week(Sunday to Sunday)	\$35.00?	\$35.00	Cost recovery
Digital Sign Rental - 1 month(Consecutive)	125?	\$125.00	Cost recovery
Commemorative Bench	NA	\$3,600.00/bench	Added to fee schedule
Commemorative Bike Rack (single post)	NA	\$1,500.00/bike rack	Added to fee schedule
Commemorative Bike Rack (4 multi-ring post)	NA	\$2,500.00/bike rack	Added to fee schedule
Commemorative Tree	NA	\$650.00/tree	Added to fee schedule
FIRE			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Fire Safety Plan Review	NA	\$65.00	Added to fee schedule
Inspections - Request Inspections	NA	\$100.00	Added to fee schedule

ADMINISTRATION			
Item	Current Rate	Proposed Rate	Reason for Amendment/Addition
Civil Marriage Ceremony - After hours at municipal site or offsite	NA	\$400.00	Cost recovery
Civil Marriage Ceremony - Cancellation of ceremony booking. Non refundable service fee	NA	\$100.00	Cost recovery
PLANNING	Current Rate	Proposed Rate	Reason for Amendment/Addition
Official Plan Amendment	\$3,500.00	\$3640.00	Cost recovery
Zoning			
Minor Amendment (includes surplus farm dwellings; conditions of approval on previous applications, garden suites or accessory apartments, or amendment to zone or general provisions	\$2,080.00	\$2163.00	Cost recovery
Major Amendment (all other applications)	\$3,640.00	\$3786.00	Cost recovery
Temporary Use Extension	\$2,000.00	\$2080.00	Cost recovery
Lift of Holding Provision	\$650.00	\$676.00	Cost recovery
Joint Official Plan & Zoning Amendment	\$5,355.00	\$5569.00	Cost recovery
Site Plan Control			
Major	\$2,704.00	\$2812.00	Cost recovery
Minor	\$1,664.00	\$1731.00	Cost recovery
Lite	\$400.00	\$416.00	Cost recovery
Red Line Amendment to Major	\$1,000.00	\$1040.00	Cost recovery
Red Line Amendment to Minor	\$500.00	\$520.00	Cost recovery

Red Line Amendment to Lite	\$150.00	\$156.00	Cost recovery
Land Division			
Consent	\$910.00	\$1000.00	Cost recovery
Plan of Subdivision	\$4,160.00	\$4326.00	Cost recovery
Plan of Condominium	\$3,120.00	\$3245.00	Cost recovery
Redline Change	\$1,040.00	\$1082.00	Cost recovery
Lifting Part Lot Control	\$1,040.00	\$1082.00	Cost recovery
Lifting of 1 ft. Reserves	\$1,040.00	\$1082.00	Cost recovery
Extension of Draft Approval Subdivision Amendment Agreement	\$832.00 \$832.00	\$865.00 \$865.00	Cost recovery
Cash-in-lieu of Parking application	\$800.00	\$832.00	Cost recovery
Agreements			
Encroachments	\$832.00	\$865.00	Cost recovery
Private Road (if not associated with a Site Plan Control Agreement)	\$1040.00	\$1600.00	Cost recovery
Accessory Dwelling Unit	\$832.00	\$865.00	Cost recovery
Miscellaneous Development	\$832.00	\$865.00	Cost recovery
Development for triplexes, fourplexes and townhouses and residential development in a floodplain (condition of approval)	NA	\$1791.00	Added to fee schedule
Development for secondary dwelling units, single detached dwellings, semi-detached dwellings and	NA	\$400.00	Added to fee schedule

duplexes, and implementation of Environmental Impact Statement (condition of approval)			
Pre-Servicing	\$1040.00	\$1082.00	Cost recovery
Zoning Compliance Report	\$200.00	\$300.00 (includes building permit information)	Cost recovery
Zoning Certificate Zoning Certificate for building permit review Note: this fee can be exempted if the development has received previous Site Plan or Minor Variance approval and building permit plans are identical, subject to the discretion of the Planning Department.	\$100.00 \$100.00 N/A N/A	\$150.00 \$100/residential unit - For multi-unit residential buildings (semi, duplex, triplex, townhouse) not subject to Site Plan Control \$100/residential unit -Apartment dwellings not subject to Site Plan Control \$100 - For all other development	Cost recovery
Radio Telecommunications Concurrence Letter	N/A	\$2500.00	Added to fee schedule
Heritage Permits Request of Amendment to Designating By-law by Owner	N/A	\$800.00	Added to fee schedule

<div>Detached Secondary Dwelling ($\leq 1,500$ ft²)</div> <div>Seasonal Recreational (≤ 600 ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</div> <div>Building area over the prescribed maximum will be subject to an additional charge</div>	<div>•.....\$1,560.00 per unit</div> <div>•.....\$1,248.00 per unit</div> <div>•..... \$0.50/ft²</div>
<div>Accessory Structures</div> <div>Garage ($\leq 1,200$ ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</div> <div>Sheds/Shipping Containers ($\leq 1,200$ ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</div> <div>Building area over the prescribed maximum will be subject to an additional charge</div> <div>Deck/Landing/Porch/Exterior Stairs</div>	<div>•.....\$500.00</div> <div>•.....\$250.00</div> <div>•..... \$0.35/ft²</div>

No below grade foundation or for helical pile foundation	•.....\$250.00
Below grade foundation	•.....\$500.00
With covered roof or two storey	•.....\$750.00
Other	
Additions Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•..... \$1.10/ft ²
Basement Finishing Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•.....\$250.00
Renovation or Repairs to existing dwelling Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
Plumbing / Insulation / HVAC / Woodstove Inspections	•..... Minimum Fee for each
	•..... Minimum Fee for each

Additional Progress Inspection Example: ICF reinforcement, non-typical construction detail... Added at the discretion of the CBO upon reviewing initial application and defined on building permit at issuance	
COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES	
Buildings New or Additions	
Group A-1 & A-3	•..... \$2.00/ ft²
Group A-2 & A-4	•..... \$1.50/ ft²
Group B-1	•..... \$2.50/ ft²
Group B-2	•..... \$2.00/ ft²
Group B-3	•..... \$1.50/ ft²
Group D & E	•..... \$1.00/ ft²
Group F-1	•..... \$1.25/ ft²
Group F-2 & F-3	•..... \$1.00/ ft²
Alterations / Renovation / Interior Fit-Up to existing buildings Groups A, B, D, E & F	•2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
FARM BUILDING FEES	
Farm Building ≤6,420 sq. ft. and ≤ 3 storeys Definition of Farm Building as per the Ontario Building Code Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•.....\$500.00
Manure Nutrient Storage	•.....\$300.00
Fabric/Coverall Storage, Grain Bin	•.....\$250.00

<div>Farm Buildings (OBC Part 4/NFBC) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.</div> <div>Plumbing / Insulation / HVAC / Woodstove Inspections</div> <div>Additional Progress Inspection Example: ICF reinforcement, non-typical construction detail... to be added at the discretion of the CBO upon reviewing initial application and defined on building permit</div>	<div>•.....\$750.00</div> <div>•..... Minimum Fee for each</div> <div>•..... Minimum Fee for each</div>
MISCELLANEOUS BUILDING FEES and CHARGES	
<div>Conditional Building Permit As defined in the Ontario Building Code. Only issued at the discretion of the CBO</div>	<div>•.....\$500.00</div>
<div>Demolition Permit</div>	<div>•..... \$125.00</div>
<div>Private Pool or Hot Tub</div>	<div>•.....\$125.00</div>
<div>Change of Use Permit No Construction</div>	<div>•..... Minimum Fee</div>
<div>Renewal of Permit Re-inspection fees extra</div> <div>1st Renewal</div> <div>2nd Renewal</div>	<div>•.....\$250.00</div> <div>•.....\$250.00</div>

3 rd Renewal	•.....\$375.00
4 th Renewal and all subsequent renewals	•.....\$500.00
Occupancy & Use Certificate Inspection	•..... Minimum Fee
Alterations or Revisions to Issued Permits or Applications	•..... Minimum Fee
Limiting Distance Agreement	•.....\$250.00
Re-Inspection Per inspection, where previous inspection failed or was deemed not complete or not ready	•..... Minimum Fee
Permit Transfer to new Owner	•..... Minimum Fee
Construction Without a Permit Surcharge applied at the discretion of the CBO Major Examples: additions, renovations, fit-up Minor Examples: decks, sheds, pools, hot tubs	 •..... \$2,500.00 maximum •..... \$1,000.00 maximum
Registration of an Order or Agreement on the property title	•..... at cost and supported by invoices
Alternative Solution Application To be evaluated by the CBO Third party evaluation fee, as required at the discretion of the CBO	 •..... \$300.00 maximum •..... at cost and supported by invoices

Record Retrieval	
Archived Building Permit Record	•\$75.00
Per property, single record search	
Each additional record	•\$25.00
Reproduction of records	•..... at cost and supported by invoices
Building Fees added to property tax roll	•... 25% surcharge outstanding fees applied to tax account
SIGN PERMIT FEES	
Fascia / Awning/ Banner/ Sidewalk	•.....\$125.00
Sidewalk sign (annual renewal)	•.....\$60.00
Billboard sign	•.....\$500.00
Portable/Trailer sign	•.....\$300.00
Ground mounted pedestal sign	•.....\$125.00
Sign Variance	•.....\$250.00
Place/Install sign prior to obtaining permit	•.....\$125.00

Attachment 2

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XX

BEING a by-law to establish fees and charges for services provided by the Municipality of Mississippi Mills.

WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

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

WHEREAS pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

WHEREAS the Corporation of the Municipality of Mississippi Mills deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Municipality of Municipality of Mississippi Mills;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That Schedule "A" attached to this by-law sets out the fees and charges for The Corporation of the Municipality of Mississippi Mills and forms part of this by-law.
2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. Any non-profit housing developments, as defined in By-law 18-88 Development Charges, are exempt from applicable Planning Fees and Associated Fees and Building Fees listed in Schedule A to this by-law.

6. That By-law No. 21-108 shall be and is hereby repealed on December 31, 2022.
7. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on January 1, 2023.

BY-LAW READ, passed, signed and sealed in open Council this xxth day of _____ 2022.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

SCHEDULE "A" TO BY-LAW 22-XX

FEE AND CHARGES

ADMINISTRATION	
AFFIDAVITS	
Commissioning of Oaths	•\$15.00
GENERAL	
Copies-paper or digital (up to a maximum 11" X 17" size, larger sizes charged as may be required by outsourcing)	• (Per page) \$0.25 plus HST
Community Maps	• (each) \$5.35
Municipal Pins	• (each) \$2.00
NSF Charges (Applicable for all Municipal Fees and Charges)	•\$30.00
Tax Certificate	•\$50.00
Water Certificate	•\$50.00
Municipal Office Room Rental	• during business hours..... \$25.00/hour plus HST • outside office hours..... \$25.00/hour + \$25/hour for staffing plus HST
Retail Holiday Business Act Exemption Application Fee	• \$100.00 plus HST
Election Signs Removal Fee	• \$25.00/sign
Administration fee for eligible online payments made by credit card via the Municipal website	• \$5.00/transaction
ACCESS TO INFORMATION (FOI)	
FOI Requests (Fees regulated by Province)	• application fee..... \$5.00 • record preparation and search time (per ¼ hr.) \$7.50 • photocopies (per page) \$0.20 • computer programming time (per ½ hr.) \$60.00 • diskettes and CDs..... (per disk) \$10.00 • other fees charged (e.g., courier costs).....as invoiced • fees estimated over \$100.00..... 50% deposit
VITAL STATISTICS	
Burial Permits	•(each) \$10.00
Marriage License	•\$150.00
Civil Marriage Ceremony	
• After hours at municipal office or off-site	•\$400.00
• Cancellation of ceremony booking. Non-refundable service fee	•\$100.00

ADMINISTRATION

LICENCING

Liquor License Board of Ontario - Municipal Clearance	•\$35.00
Lottery (Fees regulated by AGCO)	•Bingo (per event) 3% of prize value •Raffle (per event) 3% of prize value •Nevada (per box) 3% of prize value
Mobile Canteen	•License\$750.00 •Transfer\$50.00 •Special Event (maximum 3 days) \$50.00/day
Seasonal Stand	•License\$750.00 •Transfer \$50.00
Refreshment Cart	•License\$375.00 •Transfer.....\$50.00 •Special Event (maximum 3 days) \$50.00/day
Seasonal Produce/ Farm Produce Stand	•License\$300.00 •Each Additional License..... \$50.00 •Transfer\$50.00
Taxi	•Operator License\$100.00 •Vehicle License.....\$100.00 •Driver License.....\$50.00 •License Transfer\$10.00 •License Plate Replacement\$15.00

CANINE CONTROL

Dog Tags (All tags expire December 31 st each year)	• Spayed/Neutered\$20.00 • Not Spayed/Neutered\$30.00 • Microchip (proof required)\$15.00
Replacement Tag	• \$5.00
Kennel License (Tags for each dog will be provided at no additional cost)	•\$100.00
Service Dogs	Exempt from fees but must register with the Municipality, proof required
Impound Fee	•\$100.00

PUBLIC WORKS (plus applicable HST)

Entrance Permit Fee	•\$100.00
Property Identification Sign/Post	•\$185.00
Property Identification Post Replacement	•\$90.00
Property Identification Sign Replacement	•\$75.00
Tile Drainage Inspection Fee	•\$200.00
Water Connection Inspection (new development)	•\$50.00
Sewer Connection Inspection (new development)	•\$50.00

Turn water on or off (seasonal or outside business hours)	•\$50.00
Bulk Water Sales	• \$15.00 per 1,000 gallons plus \$50 connection fee
Water Meter	• 5/8" x 3/4" meter (\$429.20 plus HST).....\$485.00 • 3/4" meter (\$473.89 plus HST)\$535.50 • 1" meter (\$576.55 plus HST)\$651.50 • 1.5" meter positive displacement (\$921.24 plus HST)\$1,041.00 • 2" meter positive displacement (\$1,081.42 plus HST)\$1,222.00 Note: Greater than 2 to be quoted upon request.

GARBAGE AND RECYCLE

Garbage Tags	• (each) \$2.00
Composter	•\$40.00
Blue Box	
• new residents and replacements	•no charge
• to purchase	•\$8.00

FIRE (All rates subject to HST)
--

Compliance Letters	•\$65.00
Fire Reports	•\$65.00
(non-property owners/tenants)	
Fire Safety Plan Review	•\$65.00
Inspections	• Special Occasion Permit.....\$65.00 • Liquor License\$65.00 • Home Daycare\$65.00 • Request Inspections \$100.00 • Mobile Canteen / Seasonal Stand.....\$100.00 • Re-inspections (non-compliance)\$250.00
Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners/tenants)	
•current MTO rates	
Vehicle fire, extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation	
•at cost and supported by invoices	
Hazardous Materials Spill/Clean Up	
Total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial regulations.	
•current MTO rates and costs supported by invoices	
Open Air Burning	
Fires resulting from contravention of the Open-Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open-Air Burning By-law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labor costs.	
•at cost and supported by invoices	

•current MTO rates
Additional Expenses If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Deputy Fire Chief determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus ("Additional Services") in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the property requiring or causing the need for the Additional Services shall be charged the costs to provide the Additional Services including all applicable taxes. Property shall mean personal and real property.
• at cost and supported by invoices

POLICE	
The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP).	
First false alarm in any calendar year	•no charge
Second false alarm in any calendar year	•no charge
Third false alarm and any thereafter in a 12-month period	•\$200.00

PLANNING	
Official Plan Amendment	•\$3,640.00
Zoning	
Minor Amendment (Includes surplus farm dwellings; conditions of approval on previous applications; garden suites or accessory apartments; or amendment to zone or general provisions)	• \$2,163.00
Major Amendment (all other applications)	• \$3,786.00
Temporary Use Extension	• \$2,080.00
Lift of Holding Provision	• \$676.00
Joint Official Plan & Zoning Amendment	•\$5569.00
Minor Variance	• \$800.00
Site Plan Control	
Major	•\$2,812.00

Minor	•\$1,731.00
Lite	•\$416.00
Red Line Amendment to Major	•\$1040.00
Red Line Amendment to Minor	•\$520.00
Red Line Amendment to Lite	•\$156.00
Land Division	
Consent* See Cash in lieu of Parkland By-law 15-78 for rates	• \$1000.00
Plan of Subdivision	• \$4,326.00
Plan of Condominium	• \$3,245.00
Redline Change	• \$1,082.00
Lifting Part Lot Control	• \$1,082.00
Lifting of 1 ft. Reserves	• \$1,082.00
Extension of Draft Approval	• \$865.00
Subdivision Amendment Agreement	• \$865.00
Cash-in-lieu of Parking	•\$3,000.00/space
Cash-in-lieu of Parking application	•\$832.00
Agreements	
Encroachments	• \$865.00
Private Road (if not associated with a Site Plan Control Agreement)	• \$1600.00
Accessory Dwelling Unit	• \$865.00
Miscellaneous Development (Condition of approval)	• \$865.00
Development for triplexes, fourplexes and townhouses and residential development in a floodplain (condition of approval)	• \$1731.00
Development for secondary dwelling units, single detached dwellings, semi- detached dwellings and duplexes, and implementation of Environmental Impact Statement (condition of approval)	• \$400.00
Pre-Servicing	• \$1082.00

Zoning Compliance Report	•\$300.00
Zoning Certificate Zoning Certificate for building permit review <ul style="list-style-type: none"> • For multi-unit residential buildings (semi, duplex, triplex, townhouse) not subject to Site Plan Control • Apartment dwellings not subject to Site Plan Control • For all other development <p>Note: subject to the discretion of the Planning Department, this fee can be exempted if the development has received previous Site Plan Control or Minor Variance approval and building permit plans are identical.</p>	•\$150.00 •\$100.00/residential unit •\$100.00/residential unit •\$100.00
File Reactivation Fee (inactive for more than 12 months)	•50% of the Original Fee
Green Energy Applications	•\$1,500.00
Radio Telecommunications Concurrence Letter	•\$2,500.00
Heritage Permits Request of Amendment to Designating By-law by Owner	•\$800.00
Additional Expenses Applicants may be required to pay additional fees for review, reports, and consultation with public agencies including but not limited to; the Leeds, Grenville & Lanark District Health Unit, Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries. Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality. Any incurred legal or professional fees shall be invoiced to the Applicant at the close of the file or the fiscal year end whichever comes first. • at cost and supported by invoices *Development Charges may apply *Cash-in-lieu of Parkland (2023 rate): \$ 2292.47 (Private Services) \$3056.63 (Municipal Services)	

BUILDING	
Minimum Fee	•\$250.00

<p>*DEVELOPMENT CHARGES AND/OR ZONING CERTIFICATE FEE MAY APPLY. SEE PLANNING FEES & CHARGES.</p>	
<p>RESIDENTIAL BUILDING FEES</p>	
<p>Dwellings Includes all finished areas above the basement, all finished basement areas, all plumbing fixtures, rear deck up to 400 sq. ft., front porch and up to 3-bay attached garage. All items must be included at time of initial application.</p> <p>Single Detached ($\leq 3,200$ sq. ft.) Townhome/Semi ($\leq 2,500$ sq. ft.) Apartment Dwelling or Detached Secondary Dwelling ($\leq 1,500$ sq. ft.) Seasonal Recreational (≤ 600 sq. ft.) Does not include plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below. Building area over the prescribed maximum will be subject to an additional charge</p>	<p>• \$3,328.00 per unit • \$2,600.00 per unit • \$1,560.00 per unit • \$1,248.00 per unit • \$0.50/ ft²</p>
<p>Accessory Structures Garage ($\leq 1,200$ ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</p> <p>Sheds/Shipping Containers ($\leq 1,200$ ft²) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees in <i>Other</i> below.</p> <p>Building area over the prescribed maximum will be subject to an additional charge</p> <p>Deck/Landing/Porch/Exterior Stairs No below grade foundation or for helical pile foundation</p> <p>Below grade foundation With covered roof or 2-storey</p>	<p>• \$500.00 • \$250.00 • \$0.35/ ft² • \$250.00 • \$500.00 • \$750.00</p>
<p>Other Additions - Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.</p>	<p>• \$1.10/ ft²</p>

Basement Finishing - Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•\$250.00
Renovation or Repairs to existing dwelling - Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	• .. 2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
Plumbing / Insulation / HVAC / Woodstove Inspections	• Minimum Fee for each
Additional Progress Inspection Example: ICF reinforcement, non-typical construction detail... Added at the discretion of the CBO upon reviewing initial application and defined on building permit at issuance	• Minimum Fee for each
COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES	
Buildings New or Additions	
Group A-1 & A-3	• \$2.00/ ft ²
Group A-2 & A-4	• \$1.50/ ft ²
Group B-1	• \$2.50/ ft ²
Group B-2	• \$2.00/ ft ²
Group B-3	• \$1.50/ ft ²
Group D & E	• \$1.00/ ft ²
Group F-1	• \$1.25/ ft ²
Group F-2 & F-3	• \$1.00/ ft ²
Alterations / Renovation / Interior Fit-Up to existing buildings Groups A, B, D, E & F	• .. 2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
FARM BUILDING FEES	
Farm Building ≤6,420 sq. ft. and ≤ 3-storeys Definition of Farm Building as per the Ontario Building Code Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•\$500.00
Manure Nutrient Storage	•\$300.00
Fabric/Coverall Storage, Grain Bin	•\$250.00
Engineered Farm Buildings (OBC Part 4/NFBC) Does not include Plumbing / HVAC / Insulation / Woodstove Inspections. See additional fees below.	•\$750.00

Plumbing / Insulation / HVAC / Woodstove Inspections	• Minimum Fee for each
Additional Progress Inspection Example: ICF reinforcement, non-typical construction detail... to be added at the discretion of the CBO upon reviewing initial application and defined on building permit	• Minimum Fee for each
MISCELLANEOUS BUILDING FEES and CHARGES	
Conditional Building Permit Agreement As defined in the Ontario Building Code. Only issued at the discretion of the CBO	•\$500.00
Demolition Permit	•\$125.00
Private Pool or Hot Tub	•\$125.00
Change of Use Permit No Construction	• Minimum Fee
Renewal of Permit (Re-inspection fees extra)	
1 st Renewal	•\$250.00
2 nd Renewal	•\$250.00
3 rd Renewal	•\$375.00
4 th Renewal and all subsequent renewals	•\$500.00
Occupancy & Use Certificate Inspection	• Minimum Fee
Alterations/Revisions to Issued Permits or Applications	• Minimum Fee
Limiting Distance Agreement	•\$250.00
Re-Inspection (Per inspection, where previous inspection failed or was deemed not complete or not ready)	• Minimum Fee
Permit Transfer to new Owner	• Minimum Fee
Construction Without a Permit Surcharge applied at the discretion of the CBO	
Major – Examples: additions, renovations, fit-up	• \$2,500.00 maximum
Minor – Examples: decks, sheds, pools, hot tubs	• \$1,000.00 maximum
Registration of an Order or Agreement on the property title	• at cost and supported by invoices
Alternative Solution Application To be evaluated by the CBO	• \$300.00 maximum

Third party evaluation fee, as required at the discretion of the CBO	•..... at cost and supported by invoices
Record Retrieval	
Archived Building Permit Record Per property single record search	•.....\$75.00
Each additional record	•.....\$25.00
Reproduction of record	•..... at cost and supported by invoices
Building Fees added to property tax roll	•... 25% surcharge outstanding fees applied to tax account
SIGN PERMIT FEES	
Fascia / Awning/ Banner/ Sidewalk	•.....\$125.00
Sidewalk sign (annual renewal)	•.....\$60.00
Billboard sign	•.....\$500.00
Portable/Trailer sign	•.....\$300.00
Ground mounted pedestal sign	•.....\$125.00
Sign Variance	•.....\$250.00
Place/Install sign prior to obtaining permit	•.....\$125.00

DAY CARE (full fee per day)	
Infant Program	•.....\$66.18
Toddler Program	•.....\$55.62
Preschool Program	•.....\$47.28
Kindergarten Program	
Before & After School	•.....\$25.18
Before or After School	•.....\$19.82
Full Day	•.....\$38.88
School Age Program	
Before & After	•.....\$23.12
Before or After	•.....\$17.66
Full Day	•.....\$36.77
ALMONTE OLD TOWN HALL	
AUDITORIUM (All rates are subject to HST)	
Rental Fees Resident/Community Group	
Hourly Rate Weekdays (Mon-Fri)	•..... \$20.00

<p>Hourly Rate Weekend Days (Sat-Sun) (8:00AM to 4:00PM)</p> <p>Morning 8:00 a.m. – 12 noon Monday – Sunday</p> <p>Afternoon 12 noon – 4:00 p.m. Monday – Sunday</p> <p>Evening 4:00 p.m. – 1:00 a.m. Monday- Thursday and Sunday</p> <p>Friday and Saturday</p>	<ul style="list-style-type: none"> • \$25.00 • \$36.75 • \$67.00 • \$100.00 • \$130.00 • + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (Charged post event) • + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events
<p>Rental Fees Non-Resident</p> <p>Morning 8:00 a.m.– 12 noon Monday – Sunday</p> <p>Afternoon 12 noon – 4:00 p.m. Monday – Friday</p> <p>Saturday and Sunday</p> <p>Evening 4:00 p.m. – 1:00 a.m. Monday – Wednesday Thursday Friday and Saturday Sunday</p>	<ul style="list-style-type: none"> • \$55.00 • \$80.00 • \$115.00 • \$100.00 • \$130.00 • \$190.00 • \$100.00 • + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (Charged post event) • + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events
<p>Wedding Reception/ Private Function</p>	<ul style="list-style-type: none"> • \$700.00
<p>Equipment Rental</p> <p>Stage Lights</p> <p>Spotlights</p> <p>Panels & Track Lights (dropped lighting)</p> <p>Projector and Screen</p> <p>Sound Equipment</p>	<p><i>Prices do not include technician labor, call for more information.</i></p> <ul style="list-style-type: none"> • \$100.00 • \$25.00 • \$100.00 • \$25.00 • \$100.00

RECREATION

ICE RENTAL RATES**All ice rental rates are an hourly rate and are subject to HST.**

Prime Time – Minor Resident	•..... \$146.00
Non-Prime Time – Minor Resident	•..... \$121.00
Prime Time – Adult Resident	•..... \$206.00
Non-Prime Time – Adult Resident	•..... \$171.00
Prime Time – Non-Resident	•..... \$245.00
Non-Prime Time – Non-Resident	•..... \$209.00
Broomball	•..... \$143.00

SLAB RENTAL RATES**All slab rental rates are subject to HST.**

Monday – Thursday	•..... \$39.00/hr
Friday – Sunday	•..... \$64.00/hr
Friday – Sunday Client Bar	•..... \$118.00/hr
Service Club/Non-Profit	•..... \$482.00/booking
Service Club/Non-Profit Client Bar	•..... \$656.00/booking
Resident – Client Bar	•..... \$803.00/booking
Non-Resident – Client Bar	•..... \$1,048.00/booking

HALL RENTAL RATES**All hall rental rates are subject to HST.**

Monday – Thursday	•..... \$35.00/hr.
Friday – Sunday Rec Bar/no alcohol	•..... \$62.00/hr.
Friday – Sunday Client Bar	•..... \$122.00/hr.
Resident – Rec Bar/no alcohol	•..... \$291.00/booking
Resident – Client Bar	•..... \$584.00/booking
Non-Resident – Rec Bar/no alcohol	•..... \$328.00/booking
Non-Resident – Client Bar	•..... \$617.00/booking

CEDAR HILL SCHOOL HOUSE HALL RENTAL RATES**All hall rental rates are subject to HST.**

Daily excluding heat	•..... \$90.00
Daily including heat	•..... \$112.00
Hourly rental (1/2 day or less)	•..... \$24.00/hr.

BASEBALL DIAMOND RENTAL RATES**All rental rates are subject to HST.**

Hourly Rental (No lights required)	•..... \$18.00/hr.
Hourly Rental (Lights required)	•..... \$23.00/hr.

BAR BEVERAGE RATES/BEVERAGE**All rates include HST**

Beer	•..... \$5.25
------	---------------

Liquor	•..... \$5.25
Coolers	•..... \$6.25
Wine (per glass)	•..... \$5.25
Wine (per bottle)	•..... \$18.00

COMMUNITY AND ECONOMIC DEVELOPMENT

BANNER INSTALLATION (Subject to HST)

Non-Profit Groups/Events	•..... \$150.00
--------------------------	-----------------

DIGITAL SIGN RENTAL (Subject to HST)

1 week (Sunday to Sunday)	•..... \$35.00
1 month (consecutive)	•..... \$125.00
3 months	•..... \$300.00
6 months	•..... \$450.00
1 year	•..... \$750.00

MUNICIPAL FILM FEES (Subject to HST) *(applications are not guaranteed to be approved)*

Administration Fee (50% Refundable for denied applications)	•..... \$200.00
Parking Space Charge (per day)	•..... \$20.00
Late Application Charge (Due with application and application fee for any film requests received less than 6 business days from first date of filming)	•..... \$200.00

COMMEMORATIVE BENCH/BIKE/TREE (Subject to HST)

Commemorative Bench	Commemorative Bike Rack (single post)	Commemorative Bike Rack (4 multi ring rack)	Commemorative Tree
\$3,600.00 + HST/bench	\$1,500.00 + HST/ bike rack	\$2,500.00 + HST/ bike rack	\$650.00 + HST/tree