

The Corporation of the
Municipality of Trent Lakes

By-law No. B2018-043

A by-law to establish and require payment of fees and charges for information, services and activities provided by The Corporation of the Municipality of Trent Lakes

Whereas the Municipal Act, 2001, S.O. 2001, c.25 as amended, authorizes municipalities and local boards 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 the use of its property under its control;

And Whereas by-laws imposing fees and charges are authorized by various other statutes;

And Whereas it is desirable to formally adopt the fees and charges presently in existence, provide for some future increases for some of the fees and charges and to formally adopt the list that will be available for public inspection; and

Now Therefore the Council of the Corporation of the Municipality of Trent Lakes hereby enacts as follows:

1. This By-law may be cited as the 'Fees and Charges By-law'.
2. That the fees and charges for the Municipality as outlined in the Schedules attached hereto shall comprise the list of fees and charges for the Corporation of the Municipality of Trent Lakes.
3. That all the fees and charges included in the Schedules attached hereto are hereby adopted if not otherwise done so by By-law.
4. That those fees and charges included in Schedule "B" may be increased by the Consumer Price Index (CPI) where so indicated in order that the Municipality's fees and charges are current and applicable. Such CPI amendments shall be coordinated with, and form, part of Schedule "B".
5. That the Schedules attached hereto and forming part of this By-law be reviewed annually as part of the municipal budget process and that fees be amended or added as necessary and appropriate in order that the Municipality's fees and charges are current and applicable. Such amendments or additions shall be approved by Resolution of Council and be coordinated with, and form, part of the Schedules.
6. That fees and charges be amended or added as necessary and that any such amendments or additions shall be approved by Resolution of Council and be coordinated with, and form, part of the Schedules.
7. That the fees and charges for the Municipality are non-refundable unless otherwise indicated.
8. That By-law number B2016-143 is hereby repealed.

Read a first, second and third time and passed this 3rd day of April, 2018.


Bev Matthews, Mayor


Kari Stevenson, Clerk



Contents

Administrative Services.....	2
Written Requests.....	2
F.O.I. (Freedom of Information & Protection of Privacy Act) Requests	2
Other Charges.....	2
Miscellaneous Charges	2
Sandy Lake Cemetery.....	3
Tax and Finance Information.....	3
Building Department Services.....	4
Building Permit – Residential Group 'C'	4
Building Permits – All Groups.....	4
Building Permits – Non-Residential Group 'A', 'B', 'D', 'E' & 'F'	4
Administrative Fees.....	4
Administrative Penalties (Building Without a Permit)	4
Emergency Response Services	5
Requested Fire Inspection	5
Other Requested Inspections or Reports	5
Incidents Involving Hazardous Materials.....	5
911 Civic Address Blades	5
Alarm Response; Vehicles Fires or Danger of Fire; Vehicle Extractions; Environmental Spills or other emergency requiring response	5
Automatic False Alarms to Ontario Provincial Police.....	6
Licensing.....	7
Lottery (Provincial) Licensing	7
Animal Control Licensing – Dog Licensing	7
Kennel Licence Fee.....	7
Planning Department Services	8
Planning Fees	8
Signs	8
Property Standards	8
Public Works.....	9
Transfer Stations.....	9
Household Waste.....	9
Tire Stewardship Program.....	9
Metal Recycling	9
Entrance Permits – Residential	9

Administrative Services

Schedule "A"

Written Requests

Tax Certificate	\$40.00	01-4325-1820
Zoning Request	\$40.00	01-4325-1821
Work Orders	\$40.00	01-4325-1821
Building Permit Information	\$40.00	01-4325-1821

F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To Enact and F.O.I. request	\$5.00 per request	01-4325-1983
Photocopies, computer printouts, faxing	\$0.20 per page	01-4325-1983
CD	\$10.00	01-4325-1983
Manually searching for a record	\$30.00 per hour	01-4325-1983
Preparation of a record for disclosure	\$30.00 per hour	01-4325-1983
Developing a computer program or other method of producing a record from a machine readable record	\$60.00 per hour	01-4325-1983
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$100.00 or more, the "Head" may require a deposit before completing the request	Deposit equal to 50% of estimate	01-4325-1983

Other Charges

Photocopy – black and white	\$0.25 per page	01-4325-1799
Photocopy – colour	\$0.50 per page	01-4325-1799
Fax Service	\$0.25 per page	01-4325-1799

Miscellaneous Charges

Commissioner of Oath Services	\$10.00	01-4325-1983
Marriage Licence	\$100.00	01-4325-1992
Civil Ceremony (at Municipal Office)	\$250.00	01-4325-1991
Civil Ceremony (at alternate location within Municipality – includes travel)	\$300.00	01-4325-1991
Ceremony Rehearsal	\$25.00	01-4325-1991
Map of Municipality (48" x 36")	\$45.00	01-4325-1983
Map of Municipality (48" x 60")	\$65.00	01-4325-1983
Trent Lakes Towel	\$22.00	01-4325-1983
Trent Lakes Hat	\$11.00	01-4325-1983
Blue Box	\$5.00	01-4325-1900
Kitchen Catcher	\$5.00	01-4325-1900
Backyard Composter	\$25.00	01-4325-1900
Soil Saver Composter	\$35.00	01-4325-1900
Compost Digester	\$45.00	01-4325-1900
"Blue in the Loo" bins	\$3.00	01-4325-1900
Cottage Kit	\$3.00	01-4365-3031
NSF Cheque	\$50.00	01-4330-1975
Fence Viewing – To initiate fence viewing	No Charge	
Purchase of Municipal Land/Road Allowance	To be determined by appraisal	01-4310-1360
Purchase of Shoreline Road Allowance	\$40.00 per foot	01-4335-1988
Shoreline Legal Fees for 'Series' or 'Individual' purchase	To be determined at time of application	
Administrative Fee for Purchase of Shoreline Road Allowance	\$500.00	01-4335-1987
Application fee to Use or Purchase any other Road Allowance	\$100.00	01-4325-1981
Encroachment Agreement Application Fee	\$100.00	01-4335-1989

*Taxes not included in the fees and charges. Please add applicable taxes where necessary.

Schedules to the Fees and Charges By-law B2018-043

Lifetime Encroachment – Annual Fee added to Tax Bill	Current Property Taxes multiplied by the size of the Encroachment Area divided by Total Area of Owned Property (minimum \$25.00)	
Trailer Park Permit – 1-50 sites	\$75.00 per year	01-4335-1964
Trailer Park Permit – 51-100 sites	\$150.00 per year	01-4335-1964
Trailer Park Permit – 101-200 sites	\$225.00 per year	01-4335-1964
Trailer Park Permit – 201-300 sites	\$300.00 per year	01-4335-1964
Trailer Park Permit – 300+ sites	\$375.00 per year	01-4335-1964

Sandy Lake Cemetery

Single Lot (4' x 10')	\$450.00	01-4364-1980
Perpetual Care – Single Lot	\$300.00	01-2055-0441
Double Plot	\$900.00	01-4364-1980
Perpetual Care – Double Plot	\$600.00	01-2055-0441
Corner Stones	\$175.00	01-4364-1980
Adult Summer Burial – Casket	\$575.00	01-4364-1980
Adult Summer Burial – Cremation	\$350.00	01-4364-1980
Adult Winter Burial – Casket	\$925.00	01-4364-1980
Adult Winter Burial – Cremation	\$625.00	01-4364-1980
Child Summer Burial – Casket	\$275.00	01-4364-1980
Child Summer Burial – Cremation	\$275.00	01-4364-1980
Child Winter Burial – Casket	\$625.00	01-4364-1980
Child Winter Burial – Cremation	\$625.00	01-4364-1980
Transfer of Interment Rights	\$150.00	01-4364-1980
Resale of Interment Rights	\$150.00	01-4364-1980
Duplicate Certificate Fee	\$150.00	01-4364-1980
Extra Fee – Saturday/Sunday/Holiday or weekday after 4 p.m.	\$150.00	01-4364-1980

Tax and Finance Information

Request for property information for previous years (manually searching & compiling information/records)	\$40.00	01-4325-1982
Preparation of Tax Arrears Certificate	\$200.00	01-5634-9352
Passage of Extension Agreement by Council	\$100.00	01-5634-9352
Property advertised for sale by tender	\$100.00	01-5634-9352
Schedule of fees to be charged for procedures undertaken by third party collection agent	To Be Determined by Treasurer/Tax Collector	01-5634-9352

*Taxes not included in the fees and charges. Please add applicable taxes where necessary.

Building Department Services

Schedule "B"

Building Permit – Residential Group 'C'

New Residential Construction (Finished/Heated Area)	\$1.47 per ft ² (minimum \$2,352.00)	01-4335-1961
Residential Addition (Finished/Heated Area)	\$1.47 per ft ² (minimum \$808.50)	01-4335-1961
Residential Construction/Addition (Unfinished/Unheated Area)	\$0.86 per ft ² (minimum \$430.00)	01-4335-1961
Deck (Uncovered)	\$0.40 per ft ² (minimum \$274.00)	01-4335-1961
Finished Basement/Walkout (Finished/Heated Area)	\$0.78 per ft ² (minimum \$546.00)	01-4335-1961
Demolition	\$156.99	01-4335-1961

Building Permits – All Groups

Basic Renovation/Change of Use (Interior Layout Changes Only)	\$0.39 per ft ² (minimum \$273.00)	01-4335-1961
Extensive Renovation (Life Safety System/HVAC/Fire Separation)	\$0.78 per ft ² (minimum \$546.00)	01-4335-1961
Solar Project (Roof-top)	\$5.50 per panel (minimum \$274.74)	01-4335-1961
Tents (Single or Group < 2422 ft ²)	\$156.99	01-4335-1961
Engineered Tents (Single or Group ≥ 2422 ft ²)	\$0.19 per ft ²	01-4335-1961
Miscellaneous Projects (Plumbing, Woodstove, Trailer, etc.)	\$274.74	01-4335-1961

Building Permits – Non-Residential Group 'A', 'B', 'D', 'E' & 'F'

Group 'A' & 'B' Construction/Addition (Finished/Heated Area)	\$1.81 per ft ² (minimum \$2,534.00)	01-4335-1961
Group 'D' & 'E' Construction/Addition (Finished/Heated Area)	\$1.69 per ft ² (minimum \$2,197.00)	01-4335-1961
Group 'F' Construction/Addition (Finished/Heated Area)	\$1.57 per ft ² (minimum \$1,884.00)	01-4335-1961
Accessory Structure/Farm Building (Unfinished/Unheated Area)	\$0.94 per ft ² (minimum \$705.00)	01-4335-1961
Demolition	\$0.37 per ft ² (minimum \$392.48)	01-4335-1961

Administrative Fees

Building Permit Renewal	\$200.00 per year	01-4335-1966
Transfer of Permit	\$156.99	01-4335-1961
Inspection of any Stage of Construction more than twice	\$156.99 per inspection	01-4335-1961
Extra Plans Review (Revised Drawings)	\$156.99 per hour	01-4335-1961
Projects or Items not covered elsewhere in this Schedule	As determined by CBO (minimum \$156.99)	01-4335-1961
Alternative Solution	\$156.99 per hour	01-4335-1961
Note: All areas are based on the definition of "gross area" in the OBC		

Administrative Penalties (Building Without a Permit or Inspection)

Investigation – Accessory Structure	\$150.00	01-4335-1962
Issue Order – Accessory Structure	\$500.00	01-4335-1962
Annual Review – Accessory Structure	\$300.00	01-4335-1962
Investigation – Residential Structure	\$450.00	01-4335-1962
Issue Order – Residential Structure	\$950.00	01-4335-1962
Annual Review – Residential Structure	\$450.00	01-4335-1962
Investigation – Non-Residential Structure	\$750.00	01-4335-1962
Issue Order – Non-Residential Structure	\$1,250.00	01-4335-1962
Annual Review – Non-Residential Structure	\$750.00	01-4335-1962

Building By-law B2015-071

*Taxes not included in the fees and charges. Please add applicable taxes where necessary.

Emergency Response Services

Schedule "C"

Requested Fire Inspection

Institutional, Industrial, Provincial or Federal Occupancies Inspection	\$100.00	01-4355-1981
Assembly Structures, Government funded Day Care Centre, Group Homes and Schools Inspection	\$100.00	01-4355-1981
Commercial Inspections (Restaurants, Lodges, Inns, Rental Units, Retail Stores, Offices)	\$100.00	01-4355-1981
Residential Single Family Units Inspection	\$100.00	01-4355-1981

Other Requested Inspections or Reports

Special Occasion Permits in Locations not Inspected Annually	\$50.00	01-4355-1981
Fire Reports	\$50.00	01-4355-1981

Incidents Involving Hazardous Materials

Cost of Equipment and Manpower of the Fire Department	Billed at the Current Rate as Established by MTO	01-4355-1981
Costs to Municipality and/or Fire Department for specialized equipment, material or manpower to clean up incident	To be determined at time of use	01-4355-1981
Total replacement cost for any contaminated or damage equipment or materials used in the clean-up or containment of hazardous materials according to the direction of the controlling Federal or Provincial Ministry	To be determined at time of use	01-4355-1981

911 Civic Address Blades

Replacement of a 911 Sign Blade	\$15.00	01-4350-1986
Replacement of a 911 Sign Pole	\$15.00	01-4350-1986
Installation fee of replacement if not completed by Property Owner within 7 days of issuance of replacement blade/pole	\$50.00	01-4350-1986
Installation fee - Request for replacement blade/pole	\$50.00	01-4350-1986
Civic Addressing By-law B2016-144		

Alarm Response; Vehicles Fires or Danger of Fire; Vehicle Extractions; Environmental Spills or other emergency requiring response

May not apply to residents, owners or tenants within the municipal boundaries of the Municipality of Trent Lakes, all non-residents shall be subject rates as outlined

First Hour	\$410.00 per Fire Apparatus or MTO rates as amended	01-4355-1981
Every 1/2 hour or part thereof after the first hour	\$205.00 per Fire Apparatus or MTO rates as amended	01-4355-1981

*Taxes not included in the fees and charges. Please add applicable taxes where necessary.

Automatic False Alarms to Ontario Provincial Police

Charges only applicable if there is more than one false alarm within a 12 month period

1 st False Alarm	Warning to be sent	
2 nd False Alarm	\$150.00	01-4357-1981
3 rd False Alarm	\$250.00	01-4357-1981
Any False Alarm after the 3 rd (based on the total number of false alarms in the 12 month period immediately preceding the last false alarm)	\$500.00	01-4357-1981
False Alarm By-law B2016-101		

Licensing
Schedule "D"

Lottery (Provincial) Licensing

Nevada Break Open	No Charge	
Raffle Lottery	No Charge	
Blanket Lottery	No Charge	
Bingo	No Charge	

Animal Control Licensing – Dog Licensing

If paid on or before March 31 st of the current year	\$25.00 per dog	01-4335-1960
If paid after March 31 of the current year	\$30.00 per dog	01-4335-1960
Replacement Tag	\$0.00 per tag	01-4335-1960

Kennel Licence Fee

Kennel Licence	\$100.00 per year	01-4335-1960
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Planning Department Services

Schedule "E"

Planning Fees

Application for Official Plan Amendment	\$1375.00	01-4335-1857
Security Deposit for Official Plan Amendment, Site Plan Control, Plan of Subdivision or Condominium	\$4,000.00	New GL
Application for Zoning By-Law Amendment	\$1,000.00	01-4335-1857
Zoning By-law Amendment Deposit	\$500.00	01-2090-0790
Application to Remove Holding Symbol	\$500.00	01-4335-1857
Application for Minor Variance	\$750.00	01-4335-1857
Re-circulation for any Planning Application	\$100.00	01-4335-1857
Application for Site Plan Approval	\$1,100.00	01-4335-1857
Plan of Subdivision or Condominium	\$1,100.00	01-4335-1857
Sale of Official Plan (Hard Copy)	\$50.00 each	01-4335-1998
Sale of Zoning By-Law (Hard Copy)	\$60.00 each	01-4335-1998
Sale of Zoning Map	\$20.00 each	01-4335-1998
Cash-in-Lieu of Parkland dedication	\$1,000.00 per new lot	01-4335-1968
Deeming By-law	\$600.00	01-4335-1857
Site Plan, Pre-development or Re-development requiring an agreement	\$300.00	01-4335-1857
Micro Ground-Mount Solar Clearance Application Fee	\$500.00 (non-refundable)	01-4325-1983
Small Scale Ground-Mount Solar Application Fee	\$1,500.00	01-4325-1983
Resubmission of solar application with changes requiring report to Council	\$750.00	01-4325-1983
Rooftop Solar Applications	Building Permit Fees as applicable	01-4335-1961

Signs

Mobile Signs	\$50.00 per six months	01-4350-1985
Billboard Sign	\$400.00 per year	01-4350-1985
All Other Signs	\$200.00 per year	01-4350-1985
Sign By-law B2016-069		

Property Standards

Property Standards Appeal	\$200.00	01-4335-1858
Property Standards By-law B2014-095		

Public Works

Schedule "F"

Transfer Stations

Bobcaygeon Transfer Station	01-4365-3004
Buckhorn Transfer Station	01-4365-3002
Cavendish Transfer Station	01-4365-3006
Crystal Lake Transfer Station	01-4365-3010

Household Waste

Access Pass or Waste Card must be presented

Clear Garbage Bag – standard size 26" x 36" (66 cm x 91 cm)	\$1.00 per bag	
Garbage Bag – large or commercial sized	\$2.00	
Construction/Demolition Material (mixed)	\$35.00 per yd ³ (\$5.00 minimum)	
Shingle and Drywall	\$45.00 per yd ³ (\$10.00 minimum)	
Roll of carpet/flooring, kitchen/dining chair	\$5.00 per item	
Sofa, sofa chair, dresser/armoire, table, hutch, sports equipment	\$10.00 per item	
Boats – up to 12 ft (3.65 m)	\$100.00	
Boats – larger than 12 ft (3.65 m)	\$75.00 per additional 3 ft (1 m) or part thereof	
RVs – up to 12 ft (3.65 m) (Must have interior stripped of all mixed material)	\$100.00	
RVs – larger than 12 ft (3.65 m) ((Must have interior stripped of all mixed material)	\$75.00 per additional 3 ft (1 m) or part thereof	
Mixed Load – Sorted (recyclable material removed)	\$35.00 per yd ³	
Mixed Load – Unsorted (contains recyclable material)	\$45.00 per yd ³	
Non-specific Item – Small	\$5.00	
Non-specific Item – Large	\$10.00	

Tire Stewardship Program

Tire with/without rims	No Charge (maximum 4 per load)	
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Metal Recycling

White Goods Appliance – with Freon	\$20.00	
Waste Disposal By-law B2016-142		

Entrance Permits – Residential

Entrance Permit Fee Administration Fee	\$100.00	01-4335-1978
Entrance Permit Deposit	\$750.00 deposit refundable	01-2090-0661
Failure to comply with approval or final inspection re-inspection fee	\$100.00 per visit	01-2090-0661