

**The Corporation of the  
Municipality of Trent Lakes**

**By-law No. B2020-030**

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**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 B2020-011 is hereby repealed.

Read a first, second and third time and passed this 17th day of March, 2020.

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Janet Clarkson, Mayor

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Jessie Clark, Clerk

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

## 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               | 01-4325-1800 |
| Photocopies, computer printouts, faxing  | \$0.20 per page                  | 01-4325-1800 |
| CD   | \$10.00                          | 01-4325-1800 |
| Manually searching for a record  | \$30.00 per hour                 | 01-4325-1800 |
| Preparation of a record for disclosure   | \$30.00 per hour                 | 01-4325-1800 |
| Developing a computer program or other method of producing a record from a machine readable record   | \$60.00 per hour                 | 01-4325-1800 |
| 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 | 01-4325-1800 |

#### 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 |
| Trent Lakes Towel  | \$22.00  | 01-4325-1983 |
| Trent Lakes Hat  | \$11.00  | 01-4325-1983 |
| Blue Box   | \$6.00   | 01-4325-1900 |
| Kitchen Catcher  | \$5.00   | 01-4325-1900 |
| Backyard Composter   | \$30.00  | 01-4325-1900 |
| Compost Digester   | \$55.00  | 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                  | \$150.00   | 01-4325-1981 |
| Encroachment Agreement Application Fee                                       | \$150.00   | 01-4335-1989 |
| Lifetime Encroachment – Annual Fee added to Tax Bill                         | Current Property Taxes multiplied by the size of the |              |

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

## Schedules to the Fees and Charges By-law B2020-011

|                                     | Encroachment Area<br>divided by Total Area<br>of Owned Property<br>(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<br>or weekday after 4 p.m. | \$150.00 | 01-4364-1980 |

**Tax and Finance Information**

|  |   |              |
|--|---|--------------|
| Request for property information for<br>previous years (manually searching &<br>compiling information/records) | \$40.00   | 01-4325-1982 |
| Preparation of Tax Arrears Certificate   | \$200.00  | 01-5634-9352 |
| Passage of Extension Agreement by<br>Council   | \$100.00  | 01-5634-9352 |
| Property advertised for sale by tender   | \$100.00  | 01-5634-9352 |
| Schedule of fees to be charged for<br>procedures undertaken by third party<br>collection agent                 | To Be Determined by<br>Treasurer/Tax<br>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)          | \$1.53 per ft <sup>2</sup><br>(minimum \$2,448.00) | 01-4335-1961 |
| Residential Addition (Finished/Heated Area)                  | \$1.53 per ft <sup>2</sup><br>(minimum \$825.00)   | 01-4335-1961 |
| Residential Construction/Addition (Unfinished/Unheated Area) | \$0.90 per ft <sup>2</sup><br>(minimum \$448.80)   | 01-4335-1961 |
| Deck (Uncovered)   | \$0.42 per ft <sup>2</sup><br>(minimum \$286.47)   | 01-4335-1961 |
| Finished Basement/Walkout (Finished/Heated Area)             | \$0.82 per ft <sup>2</sup><br>(minimum \$571.20)   | 01-4335-1961 |
| Demolition   | \$163.33   | 01-4335-1961 |

**Building Permits – All Groups**

|  |  |              |
|--|--|--------------|
| Basic Renovation/Change of Use (Interior Layout Changes Only)  | \$0.41 per ft <sup>2</sup><br>(minimum \$285.60) | 01-4335-1961 |
| Extensive Renovation (Life Safety System/HVAC/Fire Separation) | \$0.82 per ft <sup>2</sup><br>(minimum \$571.20) | 01-4335-1961 |
| Solar Project (Roof-top)                                       | \$5.72 per panel<br>(minimum \$286.11)           | 01-4335-1961 |
| Tents (Single or Group < 2422 ft <sup>2</sup> )                | \$163.33   | 01-4335-1961 |
| Engineered Tents (Single or Group ≥ 2422 ft <sup>2</sup> )     | \$0.19 per ft <sup>2</sup>                       | 01-4335-1961 |
| Miscellaneous Projects (Plumbing, Woodstove, Trailer, etc.)    | \$285.83   | 01-4335-1961 |

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

|  |  |              |
|--|--|--------------|
| Group 'A' & 'B' Construction/Addition (Finished/Heated Area) | \$1.89 per ft <sup>2</sup><br>(minimum \$2,641.80) | 01-4335-1961 |
| Group 'D' & 'E' Construction/Addition (Finished/Heated Area) | \$1.75 per ft <sup>2</sup><br>(minimum \$2,285.76) | 01-4335-1961 |
| Group 'F' Construction/Addition (Finished/Heated Area)       | \$1.63 per ft <sup>2</sup><br>(minimum \$1,958.40) | 01-4335-1961 |
| Accessory Structure/Farm Building (Unfinished/Unheated Area) | \$0.98 per ft <sup>2</sup><br>(minimum \$734.40)   | 01-4335-1961 |
| Demolition   | \$0.39 per ft <sup>2</sup><br>(minimum \$408.34)   | 01-4335-1961 |

**Administrative Fees**

|  |  |              |
|--|--|--------------|
| Building Permit Renewal                                  | \$208.08 per year                          | 01-4335-1966 |
| Transfer of Permit                                       | \$163.33                                   | 01-4335-1961 |
| Inspection of any Stage of Construction more than twice  | \$163.33 per inspection                    | 01-4335-1961 |
| Extra Plans Review (Revised Drawings)                    | \$163.33 per hour                          | 01-4335-1961 |
| Projects or Items not covered elsewhere in this Schedule | As determined by CBO<br>(minimum \$163.33) | 01-4335-1961 |
| Alternative Solution                                     | \$163.33 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       | \$156.06   | 01-4335-1962 |
| Issue Order – Accessory Structure         | \$520.20   | 01-4335-1962 |
| Annual Review – Accessory Structure       | \$312.12   | 01-4335-1962 |
| Investigation – Residential Structure     | \$468.18   | 01-4335-1962 |
| Issue Order – Residential Structure       | \$988.38   | 01-4335-1962 |
| Annual Review – Residential Structure     | \$468.18   | 01-4335-1962 |
| Investigation – Non-Residential Structure | \$780.30   | 01-4335-1962 |
| Issue Order – Non-Residential Structure   | \$1,300.50 | 01-4335-1962 |
| Annual Review – Non-Residential Structure | \$780.30   | 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 |
| <b>Civic Addressing By-law B2016-144</b>   |         |              |

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

**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 <sup>st</sup> 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   | \$5.00 per tag  | 01-4335-1960 |

**Kennel Licence Fee**

|                |                   |              |
|----------------|-------------------|--------------|
| Kennel Licence | \$100.00 per year | 01-4335-1960 |
|----------------|-------------------|--------------|

## 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 |
| <b>Sign By-law B2016-069</b> |                        |              |

#### Property Standards

|  |          |              |
|--|----------|--------------|
| Property Standards Appeal                  | \$200.00 | 01-4335-1858 |
| <b>Property Standards By-law B2014-095</b> |          |              |

**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

|   | 2020  | 2021  |
|---|---|---|
| Clear Garbage Bag – standard size 26" x 36" (66 cm x 91 cm)                           | \$1.00 per bag                                    | \$1.00 per bag                                    |
| Garbage Bag – large or commercial sized   | \$2.00  | \$2.00  |
| Construction/Demolition Material (mixed)  | \$43.00 per yd <sup>3</sup> (\$8.00 minimum)      | \$50.00 per yd <sup>3</sup> (\$10.00 minimum)     |
| Shingle and Drywall   | \$60.00 per yd <sup>3</sup> (\$15.00 minimum)     | \$75.00 per yd <sup>3</sup> (\$20.00 minimum)     |
| Roll of carpet/flooring, kitchen/dining chair   | \$8.00 per item                                   | \$10.00 per item                                  |
| Sofa, sofa chair, dresser/armoire, table, hutch, sports equipment                     | \$15.00 per item                                  | \$20.00 per item                                  |
| Boats – up to 12 ft (3.65 m)  | \$100.00  | \$100.00  |
| Boats – larger than 12 ft (3.65 m)  | \$75.00 per additional 3 ft (1 m) or part thereof | \$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  | \$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 | \$75.00 per additional 3 ft (1 m) or part thereof |
| Mixed Load – Sorted (recyclable material removed)                                     | \$35.00 per yd <sup>3</sup>                       | \$35.00 per yd <sup>3</sup>                       |
| Mixed Load – Unsorted (contains recyclable material)                                  | \$45.00 per yd <sup>3</sup>                       | \$45.00 per yd <sup>3</sup>                       |
| Non-specific Item – Small   | \$5.00  | \$5.00  |
| Non-specific Item – Large   | \$10.00   | \$10.00   |

**Tire Stewardship Program**

|                        |                                   |                                   |
|------------------------|-----------------------------------|-----------------------------------|
| Tire with/without rims | No Charge<br>(maximum 4 per load) | No Charge<br>(maximum 4 per load) |
|------------------------|-----------------------------------|-----------------------------------|

**Metal Recycling**

|                                    |         |         |
|------------------------------------|---------|---------|
| White Goods Appliance – with Freon | \$20.00 | \$20.00 |
|------------------------------------|---------|---------|

**Waste Disposal By-law B2020-031****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 |

**Recreation and Facilities**

## Schedule "G"

**Memorial Donations**

| <b>Tree Options</b>                         |            |              |
|---|------------|--------------|
| Basic Tree Cost                             | \$1,400.00 | 01-4610-1982 |
| Upgraded Tree Cost                          | \$1,500.00 | 01-4610-1982 |
| <b>Bench Options</b>                        |            |              |
| Basic Bench                                 | \$1,700.00 | 01-4610-1982 |
| Upgraded Bench                              | \$2,100.00 | 01-4610-1982 |
| Accessible Picnic Table                     | \$2,500.00 | 01-4610-1982 |
| <b>Renewal Cost</b>                         |            |              |
| If tree is still living/asset is acceptable | \$600.00   | 01-4610-1982 |
| If no longer living/asset unacceptable      | Full cost  | 01-4610-1982 |
| <b>Memorial Donation Policy AD-68</b>       |            |              |

**Rink Boards**

|             |          |              |
|-------------|----------|--------------|
| Annual Fee  | \$200.00 | 01-4610-7113 |
| Artwork Fee | \$150.00 | 01-4610-7113 |