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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	\$5.00	01-4325-1900
Kitchen Catcher	\$5.00	01-4325-1900
Backyard Composter	\$25.00	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 – Administration Fee	\$200.00	01-4325-1983
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)	\$1.54 per ft ² (minimum \$2,464.00)	01-4335-1961
Residential Addition (Finished/Heated Area)	\$1.54 per ft ² (minimum \$847.00)	01-4335-1961
Residential Construction/Addition (Unfinished/Unheated Area)	\$0.91 per ft ² (minimum \$455.00)	01-4335-1961
Deck (Uncovered)	\$0.42 per ft ² (minimum \$287.70)	01-4335-1961
Finished Basement/Walkout (Finished/Heated Area)	\$0.83 per ft ² (minimum \$581.00)	01-4335-1961
Demolition	\$164.47	01-4335-1961

Building Permits – All Groups

Basic Renovation/Change of Use (Interior Layout Changes Only)	\$0.41 per ft ² (minimum \$287.00)	01-4335-1961
Extensive Renovation (Life Safety System/HVAC/Fire Separation)	\$0.83 per ft ² (minimum \$581.00)	01-4335-1961
Solar Project (Roof-top)	\$5.76 per panel (minimum \$288.00)	01-4335-1961
Tents (Single or Group < 2422 ft ²)	\$164.47	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.)	\$287.83	01-4335-1961

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

Group ‘A’ & ‘B’ Construction/Addition (Finished/Heated Area)	\$1.90 per ft ² (minimum \$2,660.00)	01-4335-1961
Group ‘D’ & ‘E’ Construction/Addition (Finished/Heated Area)	\$1.76 per ft ² (minimum \$2,288.00)	01-4335-1961
Group ‘F’ Construction/Addition (Finished/Heated Area)	\$1.64 per ft ² (minimum \$1,968.00)	01-4335-1961
Accessory Structure/Farm Building (Unfinished/Unheated Area)	\$0.99 per ft ² (minimum \$742.50)	01-4335-1961
Demolition	\$0.39 per ft ² (minimum \$408.34)	01-4335-1961

Administrative Fees

Building Permit Renewal	\$209.54 per year	01-4335-1966
Transfer of Permit	\$164.47	01-4335-1961
Inspection of any Stage of Construction more than twice	\$164.47 per inspection	01-4335-1961
Extra Plans Review (Revised Drawings)	\$164.47 per hour	01-4335-1961
Projects or Items not covered elsewhere in this Schedule	As determined by CBO (minimum \$164.47)	01-4335-1961
Alternative Solution	\$164.47 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	\$1570.15	01-4335-1962
Issue Order – Accessory Structure	\$523.84	01-4335-1962
Annual Review – Accessory Structure	\$314.30	01-4335-1962
Investigation – Residential Structure	\$471.46	01-4335-1962
Issue Order – Residential Structure	\$995.30	01-4335-1962
Annual Review – Residential Structure	\$471.46	01-4335-1962
Investigation – Non-Residential Structure	\$785.76	01-4335-1962
Issue Order – Non-Residential Structure	\$1,309.60	01-4335-1962
Annual Review – Non-Residential Structure	\$785.76	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	\$5.00 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		

Land Related Matters

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 – Individual	\$1,500.00	01-4335-1987
Administrative Fee for Purchase of Shoreline Road Allowance - Series	\$500.00	01-4335-1987
Application fee to Use or Purchase any other Road Allowance	\$150.00	01-4325-1981

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

Schedules to the Fees and Charges By-law B2021-003

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 Encroachment Area divided by Total Area of Owned Property (minimum \$25.00)	
Licence of Occupation Application Fee	\$400.00	01-4335-1965
Licence of Occupation Annual Fee	\$500.00 per year	01-4335-1963

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

	2021	2022
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 ³ (\$8.00 minimum)	\$50.00 per yd ³ (\$10.00 minimum)
Shingle and Drywall	\$60.00 per yd ³ (\$15.00 minimum)	\$75.00 per yd ³ (\$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	\$40.00 per yd ³	\$40.00 per yd ³
Mixed Load – Unsorted	\$45.00 per yd ³	\$45.00 per yd ³
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 (maximum 4 per load)	No Charge (maximum 4 per load)
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Metal Recycling

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

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

Recreation and Facilities

Schedule G

Memorial Donations

Tree Options		
Basic Tree Cost	\$1,400.00	01-4610-1982
Upgraded Tree Cost	\$1,500.00	01-4610-1982
Bench Options		
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
Renewal Cost		
If tree is still living/asset is acceptable	\$600.00	01-4610-1982
If no longer living/asset unacceptable	Full cost	01-4610-1982
Memorial Donation Policy AD-68		

Rink Boards

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