

**THE CORPORATION OF THE TOWNSHIP OF TAY**

**BY-LAW NO. 2021-66**

**Being a By-law to Establish User Fees and Service Charges for the Township of Tay**

**WHEREAS** Section 391 of the Municipal Act, 2001, as amended requires municipalities and local boards to maintain and make available to the public a list indicating which services and activities will be subject to fees and charges and the amount of each fee or charge;

**AND WHEREAS** O. Reg. 30/11: GENERAL under *Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33* requires cemetery operators to establish price lists for cemeteries operated by the municipality and sets out requirements for the price list;

**AND WHEREAS** it is the desire of Council to pass such a by-law establishing user fees & service charges and a cemetery price list;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY ENACTS AND BE IT ENACTED AS FOLLOWS:**

1. That Schedule 'A' attached hereto forms part of this by-law being the Schedule of User Fees & Service Charges.
2. That Schedule 'B' attached hereto forms part of this by-law being the Township Cemetery Price List.
3. That Schedule "A & B" of this By-law may be amended from time to time by resolution of Council.
4. That the provisions of this By-law are severable such that if any provision of this By-law is struck down or found to be unenforceable, all other provisions of the by-law shall continue in full force and effect.
5. That where there is any conflict between the provisions of this by-law and those of any other by-law, resolution or motions than the provisions of this by-law shall prevail.
6. That the Clerk is authorized to make changes to this by-law after enactment by Council to correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature.
7. That this by-law shall come into force and take effect January 1, 2022.
8. That By-law 2018-35 as amended by By-law 2019-56, 2019-86, 2020-32 and 2021-04 is hereby repealed.

**BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24<sup>th</sup> DAY OF NOVEMBER, 2021.**

**THE CORPORATION OF THE TOWNSHIP OF TAY**

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**MAYOR, Ted Walker**

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**CLERK, Cyndi Bonneville**

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>General Administration</b>		
Commission of Oath	Commissions & Certification of Documents	\$15.00 per commission/certified copy (residents are exempt for pension documents). No charge for Tay municipal applications.
Lottery Licencing	Bingo Lotteries	No Fee
	Single Lottery licence where the total value of prizes awarded does not exceed \$3,500.00	\$10.00
	Single Lottery licence where the total value of prizes awarded does exceed \$3,500.00	3% of total prize value
	For a series of bingo lotteries covered by one licence where total value of prizes within each operation does not exceed \$3,500.00	\$3.00 multiplied by the number of lotteries operated in the period shown
	Raffle Lotteries	3% of total prize value
	Bazaar Lotteries	3% of total prize value
	Break Open Tickets	3% of total prize value
Marriage Licences	Issuance of a marriage license in accordance with Provincial requirements	At least one resident - \$150.00 Non-Resident - \$200.00
Civil Marriage Ceremonies Performed by the Township	During office hours - Monday to Friday, 8:30 a.m. to 4:30 p.m.	\$200.00
	Outside normal office hours	\$300.00
Encroachment Agreement/ Private Road Agreement	An application to enter into an encroachment or private road agreement with respect to Township lands	\$500.00 per property plus outside services cost (survey, legal, Etc.)
Encroachment Agreement/ Private Road Agreement Renewal	Renewal of existing encroachment or private road agreement	\$75.00
Land Sales	Inquiry to purchase Township property	\$500.00 per inquiry

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**General Administration**

Municipal Freedom of Information and Protection to Privacy Act (Note: Fees per R.R.O.1990, Reg. 823)	Requests for information made under the Municipal Freedom of Information and Protection of Privacy Act.	
	<b>a)</b> Application/request for access	\$5.00
	<b>b)</b> Search time (by any person)	\$7.50/ 15 minutes
	<b>c)</b> Record preparation (including severing part of the record)(by any person)	\$7.50/ 15 minutes
	<b>Note: Items b) &amp; c) will not apply for personal requests</b>	
	<b>d)</b> Photocopying/computer printouts	\$0.20/page
	<b>e)</b> CD-ROM's	\$10.00/disk
	<b>f)</b> Developing computer program(s) or other method of producing a record from machine readable devices, spent by any person	\$15.00/ 15 minutes
	<b>g)</b> Costs, including computer costs, that the Township incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the Township has received will be charged at 100%	
	<b>h)</b> Deposit equal to 50% of an amount payable under the Act if the estimate is \$100.00 or more, before any further steps are taken to respond to the request.	

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**General Administration**

Photocopies	Charge for public use of photocopier 11 or 14 inch	\$0.50 per page
Refreshment Vehicle Licence	Annual Licence	\$325.00
	Revised Licence	\$50.00
	Replacement Licence	\$50.00
	Temporary Event Licence	\$100.00
Hawkers and Peddlers Licence	Annual Licence	\$125.00
	Replacement Licence	\$50.00
Auctioneers Licence	Annual Licence	\$100.00
	Event Licence	\$50.00
	Replacement Licence	\$50.00
	Investigation Fees	\$50.00
Farmers Market Licence	Annual Licence	\$325.00
	Replacement Licence	\$50.00
Salvage/ Recycling Yard	Annual Licence	\$600.00
	Replacement Licence	\$50.00

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<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Finance / Treasury</b>		
Interest	Interest on unpaid fees	If for any reason fees owing under this by-law remain unpaid after 60 days, same shall bear interest at the rate of 1.25% per month until paid in full.
Tax Sale Registrations	Tax Sale Extension Agreement	\$375.00 plus actual costs for legal
	Tax Sale Extension Agreement late payment letter	\$50.00
	Farm Mediation Notice	\$75.00
	Notice of Intention to Enforce a Security	\$75.00
	Preliminary work prior to Registration of Tax Certificate	\$200.00 plus actual costs for title search, survey & registration fee
	Registration & First Notification	\$300.00 plus actual costs for title search, search at Sheriff's Office, legal fees, survey fees, registration fees & postage
	Second/ Final Notification after Registration	\$200.00 plus actual costs for postage
	Tax Arrears Cancellation Certificate	\$150.00 plus actual costs for legal & registration fees
	Sale by Tender	\$600.00 plus actual costs for legal fees & advertising
	Payment of Surplus Funds into Court	\$200.00
Returned Cheques, NSF or Stop Payment including Preauthorized Payments	Handling fee charged when either form of payment is returned to us.	\$50.00

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<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
Connection Fees	Water - Connecting to watermain where property has not paid for installation of watermain but main exists	\$2,625.64 (Note: Subject to annual inflationary adjustment)
	Sewer - Connecting to wastewater main where property has not paid for installation of sewer main but main exists	\$2,625.64 (Note: Subject to annual inflationary adjustment)
Connection Fees - Early Loan Termination	Applicable to residents who chose the deferral method and want to pay off the balance of connection fees before expiration of their loan	\$50.00
Municipal Records Search	From law firm for property information (Water Account Certificate separate)	\$350.00
Municipal Records Search Update		\$200.00
Water/Sewer Account Certificate		\$50.00
Water/Sewer rush certificate		\$100.00
Water/Sewer Account Balances		\$10.00
Adding Water/ Other Invoices to Tax Account		\$30.00
Tax Certificates	The issuance of a tax certificate, by the Tax Collector, outlining all moneys owed against a property.	\$50.00
Tax Certificates (Immediate Response)	Where a tax certificate is required to be processed within one business day from request.	\$100.00
Duplicate Hardcopy of Water Bill or Tax Bill in the year following		\$20.00
Hardcopy of Tax Account		\$10.00

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<b><u>Fee Title</u></b>	<b><u>Description of Fee</u></b>	<b><u>FEE</u> (plus H.S.T where applicable)</b>
Mailing copies of accounts/bills		\$5.00
Duplicate copy of Receipt		\$10.00
Mortgage Company Notice Fee		\$7.50 per account, per billing
Blue Bins (Recycle)		Per County of Simcoe Fees & Charges By-law
Green Bins (Organics)		Per County of Simcoe Fees & Charges By-law
Garbage Tags		Per County of Simcoe Fees & Charges By-law (5 for \$15.00 at time of printing)
Invoice Processing Fee	When Township undertakes works outside its normal resident services and works are billed back to the property owner	\$30.00
EDI Processing Fee	1st Notification	No Charge
	EDI payments to wrong account after 1st Notification	\$30.00
Processing Charge for withdrawing from Program (Recreation)		\$15.00

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<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Municipal Law Enforcement</b>		
Dog Licencing	Yearly fees payable for licenses. <b>Multi-year Tags (effective 2018 dog tags):</b> With proof of valid multi-year rabies vaccination, multi-year tag may be purchase to the end of the year the vaccination is valid to.	<u>Before March 1st</u> <u>After Due Date</u>
	Dog Tag	\$20.00      \$30.00
	Replacement Dog Tags	\$5.00      \$5.00
	Kennel Fee	\$125.00      \$160.00
	Assistance/service dogs, therapy dogs, police working dogs	No charge, registration required
Dog Licencing - Impounding	Seizure Fee - First Occurance	\$50.00
	Seizure Fee - 2nd and any subsequent occurances	\$50.00 with additional \$10.00 escalating per new occurrence (i.e. \$50, \$60, \$70)
	Pound/ Maintenance/ Boarding Fee	\$25.00 per day
Property Standards & Clean Yards Violation Processing Fee	Fee for processing of billing back to property owner of works undertaken to remedy violation. Includes \$30.00 invoice processing fee.	\$80.00
Property Standards Appeal	Appeal to Property Standards Committee of Orders issued under Property Standards By-law	\$250.00
Removal of Signs	Any sign removal if compliance is not achieved (Exception: Election Signs that are subject to separate by-law provisions)	\$75.00 + cost of removal by contractor as per by-law
Minor Curbside Garbage Pick up	Bulky items small enough for by-law to remove - larger items would be picked up by contractor with the appropriate fee being charged back.	\$150.00



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<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Municipal Law Enforcement</b>		
Ice Huts Removal from Municipal Property	Administration Fee	\$200.00
	Storage Fee	\$10.00/day
Tay Shore Trail Encroachment Removal	Removal of privately placed items on municipal trail	\$125.00
Charge to Complainant for nuisance or unwarranted complaints	1st & 2nd visit	No charge
	3rd and any subsequent visits	\$50.00 per visit and additional \$10.00 escalating per new occurrence (i.e. \$50, \$60, \$70)
Property Standards & Clean Yards Violations & Canine Control - First/Initial File	1st & 2nd visit	No charge
	3rd visit	No charge if compliance achieved - or - \$200.00 if compliance not achieved
	4th and any subsequent visits	\$200.00 per visit
Property Standards & Clean Yards Violations & Canine Control -	1st visit	\$50.00
	2nd visit	\$100.00
	3rd visit and any subsequent visits	\$150.00
Special Investigations	Issuance of Summons	\$500.00 plus legal costs
Public Dock & Boat Launch - Towing of Boat, Trailer/Vehicle or Removal Items	Towing of Boat, Trailer/Vehicle or Removal of any other items from Public Dock or Boat Launch	Full Cost Recovery

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<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Fire Department</b>		
Fire Permits	Issuance of a Fire Permit from January to December of a calendar year	\$20.00/per year
Fire Report	Requests for information from insurance companies and/or the public in respect to Fire Department reports	\$125.00 HST
Request for Fire Inspections	Day Care, Nursery, etc.	\$75.00
	Single Occupancy bldgs. Under 20,000 sq. ft.	\$100.00
	Single Occupancy bldgs. Over 20,000 sq. ft.	\$150.00
	Multiple Tenant bldgs. Under 20,000 sq. ft.	\$300.00
	Multiple Tenant bldgs. Over 20,000 sq. ft.	\$400.00
	Multiple Storey bldgs. 3 stories	\$500.00
	L.L.B.O. Approvals	\$100.00
Fire Apparatus Stand-By	Shows, exhibitions, etc.	\$200.00/hour
Emergency Services on Queens Highway/ Municipal/ County/ Roads/ All waterways for residents for vehicular/ watercraft responses		First Hour - Current MTO Rate  1/2 hour - Current MTO Rate
Illegal Burning (Response)	When the Fire Department is sent as a result of someone not extinguishing a fire contrary to the Burning Control By-law.	Current MTO Rate
Stand-By Fee for suspicious fire		Current MTO Rate for 1 apparatus
False alarms automatic alarm systems/ detectors	After two per twelve month periods	\$300.00
Incident Clean Up	On scene clean up	MTO Rate

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<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Fire Department (Cont'd)</b>		
Incident Investigations	Cost incurred during investigations	\$350.00 + HST for first hour, \$175.00 + HST for each 1/2 hour thereafter per vehicle + materials + third party costs.
Risk & Safety Management Plans Review	Submitted by propane operators relating to storage & handling of propane	\$85.00/hour
Third Party Assistance & Technical Response Assistance		Full Cost Recovery
Indemnification Technology	Per Fire Marque Agreement	By-law 2019-84, Full Cost Recovery - "Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representatives".
Invoice Processing Fee		\$30.00

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**Community Centres & Room Rentals**

Township Community Organizations	Hosting Youth, Senior, Service Club and Community Organization	
	Oakwood Park Community Centre	No charge but if set up is required: \$20.00
	Port McNicoll Community Centre	No charge but if set up is required: \$20.00
	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	No charge but if set up is required: \$20.00
Private Function with alcohol	Weddings, receptions, Jack & Jill's, etc.	
	Oakwood Park Community Centre	300.00/350.00 with dishes
	Port McNicoll Community Centre	\$200.00
	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	N/A
Private Function without alcohol	Children's Birthday, Christmas Party, Anniversary Showers - based on a	
	Oakwood Park Community Centre	weekdays \$75.00 weekends \$150.00
	Port McNicoll Community Centre	weekdays \$50.00 weekends \$100.00
	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	weekday or weekend \$30.00
Private Recreation	Adult, Youth or Senior	
	Oakwood Park Community Centre	weekday \$20.00/ 3 hours weekend \$40.00/ 3 hours
	Port McNicoll Community Centre	weekday \$15.00/ 3 hours weekend \$30.00/ 3 hours

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<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Community Centres &amp; Room Rentals</b>		
Private Recreation	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	\$15.00 weekday/3 hours      \$30.00 weekend/3 hours
Private Recreation with Admission	Public shows in which tickets or admission is charged/collected - Based	
	Oakwood Community Centre	\$100.00 weekday \$200.00 weekend
	Port McNicoll Community Centre	\$75.00 weekday \$150.00 weekend
Meeting Room not hosted by Township organization	Oakwood Park Community Centre	\$25.00
	Port McNicoll Community Centre	\$20.00
	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	\$15.00
Community Meetings not hosted by Township organization	Oakwood Park Community Centre	weekday \$20.00 weekend \$150.00
	Port McNicoll Community Centre	weekday \$15.00 weekend \$100.00
	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	weekday or weekend \$15.00
Cancellations	All Community Centres	\$50.00 Administration Fee

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**Ball Diamonds**

Ball Diamonds	Regular Games	\$20.00/ game With lights - \$25.00/ game
	Weekend Tournaments	1st diamond/day \$125.00 1st diamond/weekend \$200.00 2nd diamond/day \$100.00 2nd diamond/weekend \$100.00
Ball Diamond Appurtenances	Beer Garden set up	Weekend \$150.00 Day \$100.00

**Ice Rinks**

Tay Community Rink	Winter	weekday or weekend \$115.00/hour
	Summer	weekday or weekend \$35.00/hour

**Ice Rink Advertising**

Tay Community Rink	Arena Board Advertising	\$500.00/per year (advertiser to pay for sign to be made, and Lexan cover)
	Arena Wall/Lobby Advertising (no lexan cover, 4'x8')	\$150.00/per year
	Arena Wall/Lobby Advertising (real estate sign size)	\$100.00 per year

Facility User Insurance Program	Insurance fee for rental of facilities per Tay's insurance providers fee schedule	Current rates at the time of rental
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**Building Department**

**Minimum Permit Fee**

No Permit Fee shall be less than \$100.00, regardless of results calculated in accordance with Part 5.2 and/or Part 5.3 of the Building By-law.

**Determination of Area Calculations for Permit Fees**

For the purpose of calculating the cost of permits, the following method establishing square footage shall be used:

- 1.** Each floor area shall be measured between the outside surfaces of exterior walls, or between the outside surfaces of exterior walls and the centre line of Firewalls or Party Walls. For structures like mezzanines, decks/porches and loading docks, the area shall be measured between the platform edge to platform edge, or between the platform edge to an abutting wall face. The summation of these calculations shall be considered the Total Area.
- 2.** A basement or a crawlspace contained in whole below grade, and with no interior finishes installed, or where no Use is proposed shall not have a permit fee applied.
- 3.** All walkout basements in Dwellings shall have half of their Total Area calculated for the applicable permit fee.
- 4.** No deductions shall be made for openings within a floor, i.e. stairwells, elevator shafts, service shafts (ducts, etc.).
- 5.** A horizontal plane may be projected over sloping and stepped floors to determine floor area in lieu of actual surface area.
- 6.** Where an interior renovation with only minor changes to Structural, Life Safety, or Fire Prevention components is proposed, the applicable permit fee found in Part 5.3.1 of the Building By-law may be reduced to half the sum.
- 7.** The primary function or use of a tenancy shall determine the applicable fee or fees from Part 5.3.1 to floor areas within that suite or unit.
- 8.** In buildings of multiple suites or tenancy, where more than one fee from Part 5.3.1 of the schedule would apply in the Building By-law. A separate Total Area calculation shall be performed for each of the different occupancies, defined in Part 5.1.2 of the Building By-law. The appropriate fee shall be applied to this Total Area, with the summation of all fees resulting in the total Building Permit Fee.

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**Alternative Fee Calculations**

Structures that are of an unusual shape, or where projects are unique in nature, and where the application of Part 5.3 Classes of Permits and Fee Index would be impractical, the Chief Building Official may utilize some, all, or a combination thereof, of the following criteria to determine the Building Permit Fee.

- > An estimation of staff time to be spent on the file. Based on,
  - > Plans Review/Clerical Processing \$60.00 per hour.
  - > Inspections, \$75.00 per Inspection performed.
- > Apply a fee, or combination of fees listed in Part 5.3 that in the judgement of the Chief Building Official, most closely reflects the proposed project.
- > \$12.00 per \$1,000 of Construction Value, apply fee based on construction value for each of the following - Groups A-F defined under the Ontario Building Code and farm buildings where construction costs have been provided.

**Combined Permit Fees**

(1) Where a structure equipped with services or assemblies that are, either required by The Ontario Building Code, or are of a voluntary installation, and for which a fee has been listed in Part 5.3 of this Schedule, the summation of all applicable fees shall result in the total Building Permit Fee.

(2) The fee for Heating shall only be charged when no other associated construction is proposed.



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**Classes of Projects & Fee Index**

<b>Buildings</b> Group A & B Occupancies (Assembly Institutional Use)	New or Additions	\$1.19/ft <sup>2</sup> or \$12.80/m <sup>2</sup>
	Internal Renovations	\$0.56/ft <sup>2</sup> or \$6.03/m <sup>2</sup>
	Portable Classrooms	\$450.00 per bldg.
Group C Occupancies (dwellings)	New or Additions (incl. attached garages after house permit)	\$1.60/ft <sup>2</sup> or \$17.22/m <sup>2</sup>
	Internal Renovations and Fire Restorations	\$0.73/ft <sup>2</sup> or \$7.85/m <sup>2</sup>
	Attached Garages (at time of house permit)	\$0.49/ft <sup>2</sup> or \$5.27/m <sup>2</sup>
	Detached Garages and Accessory Buildings (incl. additions to)	\$0.94/ft <sup>2</sup> or \$10.11/m <sup>2</sup>
	Deck/Porch (no roof)	\$300.00 up to 400 square feet 400.00 over 400 square feet \$0.45/ft <sup>2</sup> or \$4.84/m <sup>2</sup>
	Deck/Porch (with roof but unenclosed walls)	\$0.45/ft <sup>2</sup> or \$4.84/m <sup>2</sup>
	Finished Basements after house permit is closed or creation of new living space in a single family dwelling only	\$400.00 flat rate
Group D & E Occupancies (commercial/ office use)	New or Additions	\$0.94/ft <sup>2</sup> or \$11.11/m <sup>2</sup>
	Internal Renovations	\$0.54/ft <sup>2</sup> or \$5.81/m <sup>2</sup>
Group F Occupancies (Industrial Use)	Shell	\$0.63/ft <sup>2</sup> or \$6.78/m <sup>2</sup>
	Internal Fit-up	\$0.94/ft <sup>2</sup> or \$10.11/m <sup>2</sup>
	Parking Garages	\$0.63/ft <sup>2</sup>
Farm Buildings	No architect/engineer	\$0.35/ft <sup>2</sup> or \$3.77/m <sup>2</sup>
	Architect/ engineer required	\$0.56/ft <sup>2</sup> or \$6.03/m <sup>2</sup>
Commercial/ Industrial	Foundation only	\$900.00 non-refundable

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**Classes of Projects & Fee Index (Cont'd)**

<b>Structures</b>		
Designated Structures Pursuant to subsection 2.1.2 of the Ontario Building Code	Retaining Walls (per 100 lineal foot or 30 metres)	\$150.00
	Aboveground and Underground Storage Tanks	\$300.00 per tank
	All other structures	\$400.00 each
New Foundation	Per project	\$300.00
Signs	Professional Control not required	\$150.00 per sign
	Requiring Professional Control	\$200.00 per sign
Where multiple signs are to be installed on the same property at the same time, the applicable permit fee noted above shall be applied to only one sign. The other signs shall be charged half the applicable permit fee noted above.		
Temporary Structures	Park Model Trailers	\$400.00
	Tents	\$150.00 per tent
	Construction and Sales Trailers	\$150.00 each
<b>Miscellaneous</b>	<b>The fees below are "Flat Fees" unless otherwise indicated</b>	
Change of Use (Pursuant to section 10.(1) of the Building Code Act)	Application Review	\$200.00
	Where a Building Permit is not required	\$100.00 refund
	Where a Building Permit is issued (with no construction)	No refund
	Where a Building Permit is issued (with construction)	Applicable permit fees apply less Application Review stated above
Exterior wall cladding or roof membrane	Substantial replacement of assembly	\$200.00 per project
Heating (where no other construction is proposed)	Residential occupancies	\$150.00 per appliance
	All other occupancies	\$200.00 per appliance

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**Classes of Projects & Fee Index (Cont'd)**

**Miscellaneous**

Life Safety System Retrofits (where a Building Permit is required to comply with Fire Dept. Insp.)	Fire Alarm	\$200.00
	Sprinklers	\$0.15 per ft <sup>2</sup> or \$1.61/m <sup>2</sup>
	Magnetic locks or hold open devices	\$70.00 per unit
	Fire Separations	Use appropriate fee from Pt 5.3.1-Buildings
Masonry or Prefab. Steel Chimney	Replacement of existing units only	\$150.00 per flue
Solid Fuel Burning Appliances	Fireplace, woodstove, etc.	\$150.00 per unit
Swimming Pool Enclosures	Fence enclosures for pool fences (in-ground or above-ground)	\$150.00
<b>On Site Sewage Systems</b>		
New Installation	Class 1, 2 or 3 system (per system)	\$400.00
	Class 4, or 5 system (per system)	\$600.00
Change of Use to Property:		
"Type 1": A detailed review required	Where NO alteration to existing sewage system will be required	\$150.00
	Alteration to existing sewage system is required	\$300.00
	Where a new sewage system is required	\$600.00
"Type 2"	Simple confirmation via file records	\$75.00
Decommission	Decommission of System	\$150.00
<b>Note:</b> All Type 1 Change of Use Permit Applications shall be accompanied by a base amount of \$150.00, additional fees where required, will be due prior to the issuance of the permit.		
Septic Re-inspection	Re-inspection of Septic System	\$150.00
Alteration or Repair	Where no change of use is proposed	\$300.00
	Repair or replace tank only	\$250.00
	Repair or replace bed only	\$300.00

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
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**Classes of Projects & Fee Index (Cont'd)**

File Search	Legal Request (includes copy of Use Permit)	\$75.00
Copy of Use Permit	To owner or authorized agent	\$45.00
Site Servicing	Plumbing for Sanitary and Storm Sewers and Water Distribution Systems	\$300.00 for each building or block of units served
	Water install only	\$150.00
	Sewer install only	\$150.00
Plumbing	Sewer Hook-up	\$150.00 (4" dia. Service)
		\$75.00 per manhole (5" dia. Service or greater)
	Water Hook-up (does not include cost of laterals)	\$150.00
	For all supply and DWV systems	\$10.00 per fixture
	Water meter installation	\$100.00

**Demolitions**

	Buildings not requiring Professional Control	\$150.00
	Buildings Requiring Professional Control	\$250.00
	Demolitions for part of a structure (not requiring Professional Control)	\$150.00

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Administrative Charges</b>		
Inspections and Investigations	Where a mandatory Inspection is required of an assembly or service, the initial Inspection and one subsequent re-inspection are not subject to the Additional Inspection Fee.	All additional re-inspections required are subject to this fee, at the Chief Building Official's discretion.
Additional Inspections	Any new structure containing Assembly, Commercial, Industrial and Dwelling Uses.	\$150.00 per Inspection. A Deposit of \$600.00 will be required prior to the issuance of a Building Permit, non-refundable after 24 months from date of permit issue.
Charges for Extra Inspections	> Any renovation or addition to a structure containing an Assembly, Commercial, Industrial and Dwelling Uses at the Chief Building Official's discretion. > Any structure constructed under a Conditional Building Permit	
Extraordinary Permit Application Processing	Upon issuance of Final Inspection, any remaining funds will be returned to the applicant, provided a written request from owner or applicant who paid the fees has been received by the Chief Building Official within 6 months of the date of the passed Final Inspection. Where a Permit is abandoned, any funds remaining from the deposit shall be considered forfeited by the owner.	\$120.00 per hour, billing in 15 min. increments, with 1 hour minimum will be deducted from the deposit.

**Administrative Charges (Cont'd)**

Special Investigation	Where construction commenced prior to the issuance of permit listed above	Double the applicable permit fees (max. \$10,000).
	The issuance of an order under the Building Code Act (with respect to building matters), not property standards section 15	\$200.00 prior to charge laid or recovery of costs to prosecute
	Order not complied with, additional site visits to review status of non-compliance.	\$150.00 per inspection
	Issuance of summons	\$600.00 plus legal costs

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> <b>(plus H.S.T where applicable)</b>
Conditional Building Permits	Conditional Building Permits Pursuant to Section 8.(3) of the Building Code Act	All applicable Permit Fees plus cost recovery of outside professional services needed, based on a total of actual fee plus 10% with a minimum additional cost of \$150.00. Whichever is greater.
Administrative Approvals	File Search - Applies to retrieval of information from archived permits.	\$120.00 per hour Billing in 15 minute increments, with 1 hour minimum
	File Maintenance Fee (applies to open files after the fourth year)	\$200.00 per annum
	Compliance letters to other Govt. authorities (i.e. L.C.B.O)	\$75.00 per letter
	Deferral of Revocation	\$150.00 flat fee
	On-site Sewage Systems (Billing for non-permit related compliance)	\$120.00 per hour
	Third party enforcement costs	Cost Recovery plus 10% admin fee

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
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**Administrative Charges (Cont'd)**

Administrative Approvals	Revision (Review of revisions to documents submitted for permits listed above.)	\$120.00 per hour. Billing in 15 min. increments, with a 1 hour minimum.
	Transfer of Permit upon sales transaction of property and where a Building Permit is active and where there are no proposed changes to the Permit Drawings.	\$100.00 flat fee
Permit Processing	For submissions prior to zoning approval	\$150.00
Refund of Permit Fees	The fees that may be refunded shall be a percentage of the fees payable under this By-law as follows and notwithstanding this paragraph, no refund shall be made of an amount less than \$150.00. All requests for refunds must be in writing and made within 6 months of date of application.	
	<b>1.</b> 80 percent if building administrative functions have been performed.	
	<b>2.</b> 70 percent if building administrative and zoning functions have been performed.	
	<b>3.</b> 45 percent if building administrative, zoning and plan examination functions have been performed.	
	<b>4.</b> 30 percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance.	
	<b>5.</b> 5 percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued and subtracted from 4 above.	
Inspection & Report for Severance	Inspect and produce a Septic Report for each proposed parcel, as is, but on a per lot basis	\$150.00/proposed lot
Inspection & Report for Plan of Subdivision	(to include all of the severed and retained lots)	\$150.00 (per lot)
Searching of Records	No charge if part of full Municipal Records Search	\$75.00
Invoice Processing Fee		\$50.00

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Planning &amp; Development</b>		
Official Plan Amendment Application	An application to change the Official Plan Policy or redesignate lands.	
	Minor Application - Site Specific	\$4,000 plus \$2,000 deposit to cover costs of outside services
	Major Application - May be associated with Plan of Subdivision	\$6,000 plus \$2,000 deposit to cover costs of outside services
Zoning By-law Amendment Application	An application to amend the Zoning By-law	
	Minor Application - Site Specific	\$2,500 plus \$2,000 deposit (outside services)
	Major Application - May be associated with Plan of Subdivision	\$4,000 plus \$2,000 deposit (outside services)
	Removal of Holding Symbol	\$500 plus \$ 2,000 deposit (outside services)
	Temporary Use By-law	\$1,500 plus \$2,000 deposit (outside services)
	Temporary Use By-law Extension	\$500.00
Pre-Consultation of Official Plans, Rezoning, Plans of Subdivision and Site Plan Applications	Fee charged for pre-consultation, which would be reduced from the formal application	\$300.00
Public Notice Re-Circulation	Re-circulation of notices as a result of an application being deferred by the applicant	\$250.00
Minor Variance Application	An application to vary the regulations of the Zoning By-law	\$800.00
Consent/ Severance Applications	An application to divide (sever) property or lot addition/boundary adjustment	\$1,500 each lot created



**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Planning &amp; Development (Cont'd)</b>		
Validation of Title	An application to the Committee of Adjustment to validate title	\$1,000.00
Site Plan Agreement	An agreement with the Township for approval of a development and Residential (up to 20 units)	\$1,000 plus \$250.00 per unit to a max \$5,000 + \$1,000 deposit
	Residential (over 20 units)	\$5,000 plus \$2,500 for each re-submission after 2nd submission + \$2,000 deposit
	Commercial/Industrial/Institutional - existing building	\$2,000 + \$1,000 deposit
	Commercial/Industrial/Institutional - new under & including 500 sq. meters building	\$3,000 + \$1,500 deposit
	Commercial/Industrial/Institutional - new over 500 sq. metres	\$5,000 plus \$2,500 for each re-submission after 2nd submission + \$2,000 deposit
	Minor amendment to existing agreement	\$1,500 + \$1,000 deposit
	Other amendments to existing agreement	\$3,000 + \$1,000 deposit
	Zoning Compliance Letter	An individual letter which serves to confirm the zoning of a property
Zoning Certificate Application	Planning First Zoning Certificate Application required for Building Permit	\$25.00
Sign By-law Variance		\$500.00
Deeming By-law	An application to deem a property not to be subject to a plan of subdivision	\$500.00
Part Lot Control By-laws	An application to divide a property that is subject to a plan of subdivision	\$1,500 for each lot
Subdivision/Condominium Draft Approval Extension	Fee charged to consider extension to Draft Condominium or Subdivision Approvals	\$2,500.00
General Legal Agreements	An agreement between the Township and a landowner.	\$1000.00 plus \$1000.00 deposit

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Planning &amp; Development (Cont'd)</b>		
Subdivision/ Condominium Application	Less than 20 lots/units	\$5,000.00 + \$5,000 deposit
	20 lots/units or more	\$5,000 plus \$100/lot to max \$20,000 + \$10,000 deposit
	Re-Submission after 2nd Submission	\$2,500.00
	Revision to draft plan approval after approval	\$3,000 + \$5,000 deposit
	Change to draft plan conditions	\$2,500
Subdivision/ Condominium Agreements	Agreement intended to fulfill a condition of draft plan approval.	\$3,000 + \$2,000 deposit
Model Home Agreement	Agreement to construct a model home on a registered plan of subdivision	\$2,000 + \$1,000 deposit
Pre-Servicing Agreement	Pre-servicing of Subdivision prior to Registration of Plan of Subdivision	\$2,000 + \$1,000 deposit
Subdivision/ Condominium Red Line Revision	To make alteration to an approved draft plan	\$1,500.00
Subdivision/ Condominium Lift Part Lot Control	To make alterations to a registered plan	\$1,200.00
Permit for Works including docks on Township Water Lots	Application	\$100.00
Copy of Official Plan	Entire book	\$40.00
Copy of Zoning By-law	Entire book	\$40.00
Large Photo Copy	Copy from Plans Copier	\$10.00 each
Staff attendance at LPAT Hearings	For an application that has been approved by the Township	
	First Day	\$1,500.00
	Each Extra Day	\$700.00/per day

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
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**Planning & Development (Cont'd)**

Solar Projects	Review & comment on solar project applications (Township not approval)	
	All MicroFIT	\$300.00
	Other Rooftop	\$500.00
	Other Ground Mount	\$5,000.00
Wind Projects	Review & comment on wind project applications (Township not approval authority)	\$5,000.00
Telecommunica-tions Tower	Review & comment on telecommunication tower applications (Township not approval authority)	\$500.00
Source Protection - Duties of Official or Inspector - Residential or Home-Based Occupation as defined by the Zoning By-law	Duties of the Risk Management Official or Risk Management Inspector pursuant to the Clean Water Act	\$120.00 per hour, \$240.00 deposit
Source Protection - Duties of Official or Inspector - Use Other than Residential or Home-Based Occupation	Duties of the Risk Management Official or Risk Management Inspector pursuant to the Clean Water Act	\$120.00 per hour, \$1,200.00 deposit
Severn Sound Environmental Association	To Review and Provide Comments on Environmental Matters	\$800 deposit

All Planning & Development fees subject to a deposit indicate services that are subject to 100% flow through of costs

Applies to planning, building operational services and engineering fees

**Schedule "A" To By-law 2021-66  
Township of Tay Fees and Service Charges**

<u>Fee Title</u>	<u>Description of Fee</u>	<u>FEE</u> (plus H.S.T where applicable)
<b>Public Works</b>		
Entrance Permits	Permit for approval of a location of an entrance onto a Township road	\$60.00
Water Service Shut Off/ Turn On	For shutting off or turning on water service	\$35.00 during office hours. \$100.00 outside of normal office hours
Septic Tank Waste	Receiving of Septic Tank Waste	\$45.00/m3
Emergency Provision	If staff are required to attend.	extra \$100.00
Lot Grading	Lot Grading Deposit	\$1,500.00
Municipal Services Maintenance Deposit (MSMD)	Deposits to cover costs of any damage to curbs, roads and sidewalks	\$1,500.00
Sod Watering Permit	For installation of new sod 7 day permit	\$50.00
Invoice Processing Fee		\$30.00
New Water Service	Deposit/lateral	\$6,000.00
New Sanitary Service	Deposit/lateral	\$6,000.00
	Application Fee	\$25.00
Fill Permit	Permit	\$50.00 up to one hectare of filled lands plus \$25.00 for each hectare or part thereof of filled lands

**By-law 2021-66**

**Schedule 'B' - Cemetery Price List**

**Victoria Harbour Union Cemetery**

	Interment Rights	Care and Maintenance	Total Before HST	HST (13%)	Total
Grave 3' x 12'	\$600	\$400	\$1,000	\$130	\$1,130

No discount provided for purchase of multiple graves.

Graves may contain:

- one body, or
- one body & one cremated remains, or
- 6 cremated remains.

	Cost	HST (13%)	Total
Corner Posts (4)	478.76	62.24	541.00

Burials/Opening	Cost	HST (13%)	Total
Full/Standard	1136.28	147.72	1284.00
Cremation	569.92	74.08	644.00

The above amount does not include cost of a concrete vault.  
If desired, a concrete vault may be ordered through a funeral home.

Disinterment	Cost	HST (13%)	Total
Full/Standard	\$2,500	\$325	\$2,825
Cremation	\$1,000	\$130	\$1,130

Administrative Fees	Cost	HST (13%)	Total
Transfer of Interment Rights	\$100	\$13	\$113
Duplicate Interment Certificate	\$100	\$13	\$113
Transfer Back to Municipality	\$100	\$13	\$113
Location Staking	\$75	\$9.75	\$84.75

Markers	Care and Maintenance	HST (13%)	Total
Flat Marker (over 173 sq. inches)	\$50	\$6.50	\$56.50
Upright Marker (under 4' in height or width)	\$100	\$13.00	\$113.00
Upright Marker (over 4' in height or width)	\$200	\$26.00	\$226.00

Concrete Foundations		Cost	HST (13%)	Total
Width up to 14"	To 36"	543.95	70.71	614.66
	37" - 42"	603.75	78.49	682.24
	43" - 48"	655.50	85.21	740.71
	49" - 54"	706.10	91.80	797.90
	55" - 60"	757.85	98.52	856.37
Width up to 16"	To 36"	566.95	73.70	640.65
	37" - 42"	626.75	81.48	708.23
	43" - 48"	678.50	88.20	766.70
	49" - 54"	729.10	94.78	823.88
	55" - 60"	780.85	101.51	882.36
Width up to 18"	To 36"	589.95	76.69	666.64
	37" - 42"	649.75	84.47	734.22
	43" - 48"	701.50	91.20	792.70
	49" - 54"	752.10	97.77	849.87
	55" - 60"	803.85	104.50	908.35
Any Width over 60" call for pricing				

Note: All Care and Maintenance contributions are regulated by the Funeral, Burial & Cremation Services Act (FBCSA), 2002, S.O. 2002, c.33.

Staff is hereby authorized to update annual increases to the cemetery fees as established per the Township's User Fees & Service Charges By-law 2021-66.

Revised: April 27, 2022