

**THE CORPORATION OF THE TOWNSHIP OF TAY**

**BY-LAW NO. 2025-11**

**Being a By-law to Amend By-law 2024-36 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.

**THAT BY-LAW NO. 2025-11 BE ENACTED AS A BY-LAW OF THE TOWNSHIP OF TAY THIS 26<sup>th</sup> DAY OF MARCH, 2025.**

**THE CORPORATION OF THE TOWNSHIP OF TAY**

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**MAYOR, Ted Walker**

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**CLERK, Katelyn Johns**

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**Schedule "A" To By-law 2025-11  
Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
<b>General</b>		
Commissioner of Oaths	Commissions and/or certification of documents	\$20.00 per commission/certified copy (residents are exempt for pension documents). No charge for Tay municipal applications. \$25.00 per commission/certified copy for non-residents.
Lottery Licencing	Single Bingo lottery with a prize board not to exceed \$5,500.00	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 \$5,500.00	Number of sessions, multiplied by the maximum payout, multiplied by 3%.
	Raffle Lotteries with a total prize value not to exceed \$50,000.00	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.	\$250.00
	Outside normal office hours	\$325.00
Encroachment Agreement/ Easement Agreement/ Private Road Agreement	An application to enter into an encroachment, easement, 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
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.	
	a) Application/request for access	\$5.00
	b) Search time (by any person)	\$7.50/ 15 minutes
	c) 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>	
	d) Photocopying/computer printouts	\$0.20/page
	e) USB	\$10.00/USB
	f) Developing computer program(s) or other method of producing a record from machine readable devices, spent by any person	\$15.00/ 15 minutes
	g) 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%	

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Township of Tay Fees and Service Charges**

<b><u>Fee Title</u></b>	<b><u>Description of Fee</u></b>	<b><u>Fee</u> (plus H.S.T where applicable)</b>
	<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.	
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
Municipal Authorization Letter	Municipal authorization letters required by outside agencies	\$25.00

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Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
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**Finance / Treasury**

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	Actual cost + 25%
	Notice of Intention to Enforce a Security	Actual cost + 25%
	Preliminary work prior to Registration of Tax Certificate	Actual cost + 25%
	Registration & First Notification	Actual cost + 25%
	Second/ Final Notification after Registration	Actual cost + 25%
	Tax Arrears Cancellation Certificate	Actual cost + 25%
	Sale by Tender	Actual cost + 25%
	Payment of Surplus Funds into Court	Actual cost + 25%
Dishonored Payment	Handling fee charged when either form of payment is returned to us including returned Cheques, NSF or stop payment and preauthorized payments	\$50.00
Municipal Records Search	From law firm for property information (Water/Property Tax Account Certificate separate)	\$350.00
Municipal Records Search Update		\$200.00
Set up Fee – Water/Sewer Account	Set up of new water/utility account	\$25.00
Water/Sewer Account Certificate		\$70.00
Water/sewer Account Certificate (rush)	Water/sewer certificate processed within 2 business days from payment being received	\$100.00
New Tax Roll Set up	Set up of a new property tax roll number	\$30.00
Tax Roll Ownership Change	Processing a title change or adding or amending owner/title information	\$30.00
Additions to the Tax Roll	Adding overdue Water or Other Invoices to Tax Account	\$35.00
Tax Certificates	The issuance of a tax certificate, by the Tax Collector, outlining all monies owed against the property.	\$70.00
Tax Certificates (Rush)	Where a tax certificate is required to be processed within two business days from request.	\$100.00

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**Finance / Treasury**

Reprint Tax Bill/ Utility Bill/ Statement of Account/Receipt	Copy of a tax bill/ utility bill (per document), statement of utility or property tax account (per document), or receipt	\$20.00
Postage	Mailing cost for copies of account or bills	\$5.00
Mortgage Company Notice Fee (per account)	Mortgage company administrative fee per account per billing	\$15 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
Payment Correction	1st Notification	No Charge
	Correcting payments made to the wrong account	\$45.00
Processing Charge for withdrawing from Program (Recreation)		\$15.00
Reminder Notice	Reminder notice past due taxes (per notice)	\$5.00
Administration Letter	Letters requested that are not otherwise described in this by-law	\$30.00
Previous Owner Administration Letter	Administration letter taxes for previous owner	\$30.00

**Schedule "A" To By-law 2025-11  
Township of Tay Fees and Service Charges**

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**Municipal Law Enforcement**

Dog Licencing	Yearly fees payable for licenses.	<u>Before March 1st</u>	<u>After Due Date</u>
	Dog Tag	\$25.00	\$35.00
	Dog tag obtained within 30 days of owning a new dog (older than 12 weeks) or moving to Tay Township	\$20.00	\$30.00 (after 30 days)
	Replacement Dog Tags	\$10.00	\$10.00
	Kennel Fee	\$160.00	\$200.00
	Assistance/service dogs, therapy dogs, police working dogs	No charge, registration required	
	Vicious Dog Tag	\$150.00	
Dog Licencing - Impounding	Seizure Fee - First Occurrence	\$50.00	
	Seizure Fee - 2nd and any subsequent occurrences	\$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	
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	1st visit	\$50.00	
	2nd visit	\$100.00	

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Standards & Clean Yards & Canine Control Violations	3rd visit and any subsequent visits	\$150.00
Special Investigations	Issuance of any Order	\$50.00
	Issuance of Summons	\$500.00 plus legal costs
Order to Comply	Fee for issuance of an Order to Comply following a Notice of Violation.	\$75.00
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, or any Municipal Property.	Full Cost Recovery

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Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
<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 Story bldgs. 3 stories	\$500.00
	L.L.B.O. Approvals	\$100.00
Fire Apparatus Stand-By	Shows, exhibitions, utility related calls etc.	Current Ministry of Transportation Rate per apparatus, per hour (subject to the discretion of the Fire Chief)
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 Ministry of Transportation Rate
Stand-By Fee for suspicious fire		Current Ministry of Transportation Rate for 1 apparatus
Activated alarms associated with automatic alarm systems/ detectors	More than two in a twelve month period	\$300.00 up to the Ministry of Transportation approved rate schedule per apparatus (subject to the discretion of the Fire Chief)
Incident Clean Up	On scene clean up	MTO Rate
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	\$110.00/hour
Third Party Assistance & Technical Response Assistance		Full Cost Recovery

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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	\$325.00/\$375.00 with dishes
	Port McNicoll Community Centre	\$225.00
	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 5 hour booking, additional time charged on a pro-rated basis	
	Oakwood Park Community Centre	Weekdays \$100.00 Weekends \$175.00
	Port McNicoll Community Centre	Weekdays \$75.00 Weekends \$125.00
	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	Weekday or weekend \$45.00
Private Recreation	Adult, Youth or Senior	
	Oakwood Park Community Centre	Weekday \$25.00/ 3 hours Weekend \$45.00/ 3 hours
	Port McNicoll Community Centre	Weekday \$20.00/ 3 hours Weekend \$35.00/ 3 hours
	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	\$20.00 weekday/3 hours \$35.00 weekend/3 hours
Private Recreation with Admission	Public shows in which tickets or admission is charged/collected – Based on a 5 hour booking, additional time charged on a pro-rated basis	
	Oakwood Community Centre	Weekday \$125.00 Weekend \$225.00
	Port McNicoll Community Centre	Weekday \$100.00 Weekend \$175.00
Community Meetings not Hosted by Township Organization	Oakwood Park Community Centre	Weekday \$25.00 Weekend \$175.00
	Port McNicoll Community Centre	Weekday \$20.00 Weekend \$125.00
	Port McNicoll Youth Centre & Harbour Shore Community Room & Bridgeview Park Portable	Weekday or weekend \$20.00
Cancellations	All Community Centres	\$50.00 Administration Fee

**Ball Diamonds**

Ball Diamonds	Regular Games	\$25.00/ game With lights - \$30.00/ game
	Weekend Tournaments	One (1) diamond/ one (1) day \$150.00 One (1) diamond/two (2) days \$225.00 Two (2) diamonds/ One (1) day \$275.00 Two (2) diamonds/two (2) days \$350.00

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Ball Diamond Appurtenances	Beer Garden set up	Weekend \$150.00 Day \$100.00
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**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')	\$200.00/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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**Recreation Programs**

Recreation Programs	Various recreation programs offered by the Township, as advertised.	As advertised.
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Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
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**Building Department**

<p><b>Minimum Permit Fee</b> 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.</p>
<p><b>Determination of Area Calculations for Permit Fees</b> For the purpose of calculating the cost of permits, the following method establishing square footage shall be used:</p> <ol style="list-style-type: none"> <li><b>1.</b> 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.</li> <li><b>2.</b> 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.</li> <li><b>3.</b> All walkout basements in dwellings shall have half of their Total Area calculated for the applicable permit fee.</li> <li><b>4.</b> No deductions shall be made for openings within a floor, i.e. stairwells, elevator shafts, service shafts (ducts, etc.).</li> <li><b>5.</b> A horizontal plane may be projected over sloping and stepped floors to determine floor area in lieu of actual surface area.</li> <li><b>6.</b> 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.</li> <li><b>7.</b> 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.</li> <li><b>8.</b> 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.</li> </ol>

**Alternative Fee Calculations**

<p>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.</p> <ul style="list-style-type: none"> <li>&gt; An estimation of staff time to be spent on the file. Based on, <ul style="list-style-type: none"> <li>&gt; Plans Review/Clerical Processing \$60.00 per hour.</li> <li>&gt; Inspections, \$75.00 per Inspection performed.</li> </ul> </li> <li>&gt; 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.</li> <li>&gt; \$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.</li> </ul>
<p><b>Combined Permit Fees</b></p> <p>(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.</p> <p>(2) The fee for Heating shall only be charged when no other associated construction is proposed.</p>

**Schedule "A" To By-law 2025-11  
Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
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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
<b>Structures</b>		
Designated Structures Pursuant to Subsection 2.1.2 of the Ontario Building Code	Retaining Walls (per 100 lineal foot or 30 meters)	\$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

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Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
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**Classes of Projects & Fee Index**

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
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
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

**Schedule "A" To By-law 2025-11  
Township of Tay Fees and Service Charges**

<b><u>Fee Title</u></b>	<b><u>Description of Fee</u></b>	<b><u>Fee</u></b> <b>(plus H.S.T where applicable)</b>
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**Classes of Projects & Fee Index**

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 2025-11  
Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
<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.
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
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.

**Schedule "A" To By-law 2025-11  
Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
<b>Administrative Charges</b>		
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
	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 2025-11  
Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
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**Planning & Development**

Official Plan Amendment Application	An application to change the Official Plan Policy or redesignate lands.	
	Minor Application - Site Specific	\$4,000.00 plus \$2,000.00 deposit to cover costs of outside services
	Major Application - May be associated with Plan of Subdivision	\$6,000.00 plus \$2,000.00 deposit to cover costs of outside services
Zoning By-law Amendment Application	An application to amend the Zoning By-law	
	Minor Application - Site Specific	\$2,500.00 plus \$2,000.00 deposit (outside services)
	Major Application - May be associated with Plan of Subdivision	\$4,000.00 plus \$2,000.00 deposit (outside services)
	Removal of Holding Symbol	\$500.00
	Temporary Use By-law	\$1,500.00
	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 meeting	\$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	\$1,000.00
Certificate of Cancellation	An original consent granted for a parcel of land may no longer be wanted or needed. The original consent may need to be cancelled.	\$1,000.00
Consent/Severance Applications	An application to divide (sever) property or lot addition/boundary adjustment	\$1,500.00 each lot created
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 related site works.	
	Residential (up to 20 units)	\$1,000 plus \$250.00 per unit to a max \$5,000 + \$1,000 deposit
	Residential (over 20 units)	\$5,000.00 plus \$2,500.00 for each re- submission after 2nd submission + \$2,000.00 deposit
	Commercial/Industrial/Institutional - existing building	\$2,000.00 + \$1,000.00 deposit
	Commercial/Industrial/Institutional - new under & including 500 sq. meters building	\$3,000.00 + \$1,500.00 deposit
	Commercial/Industrial/Institutional - new over 500 sq. metres	\$5,000.00 plus \$2,500.00 for each re- submission after 2nd submission + \$2,000.00 deposit
	Minor amendment to existing agreement	\$1,500.00 + \$1,000.00 deposit

**Schedule "A" To By-law 2025-11  
Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
<b>Planning &amp; Development</b>		
	Other amendments to existing agreement	\$3,000.00 + \$1,000.00 deposit
Zoning Compliance Letter	An individual letter which serves to confirm the zoning of a property	\$50.00 Regular/\$100.00 for rush (within 48 hours)
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
Solar Projects	Review & comment on solar project applications (Township not approval authority)	
	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
Telecommunications 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
Model Home Agreement	Agreement to construct a model home on a registered plan of subdivision / or parcel of land	\$2,000.00 + \$1,000.00 deposit
Copy of Official Plan	Entire book	\$75.00
Copy of Zoning By-law	Entire book	\$75.00
Severn Sound Environmental Association	To review and provide comments on environmental matters	\$1,000.00 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 2025-11  
Township of Tay Fees and Service Charges**

<b>Fee Title</b>	<b>Description of Fee</b>	<b>Fee (plus H.S.T where applicable)</b>
<b>Operational Services</b>		
Entrance Permits	Permit for approval of a location of an entrance onto a Township road	\$250.00
Damaged Lock-out Fee	For restoring a lock	\$1,000.00
Water Meters	Cost of a new water meter	\$289.00 (1" Perl Meter) – Prices to be updated yearly to reflect current market  \$25.00 (1" Thread Tailpiece)  20% Administration Fee  For all other sizes: actual cost plus 20% Administration Fee
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	\$3,000.00
Road Occupancy Permit	Permit for approval of work on Township right-of-way	\$100.00 (minor – fewer than 5 days) \$500.00 (major – greater than 6 days)
Oversized Load Permit	Permit for approval of traveling on Township roads with an oversized load	\$300.00/year
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	Time & materials (or actual cost if work was completed by a contractor)
New Sanitary Service	Deposit/lateral	Time & materials (or actual cost if work was completed by a contractor)
Water Tapping Fee	For a new service.	\$200.00
Sanitary Tapping Fee	For a new service	\$200.00
Connection Fees	Water - Connecting to watermain where property has not paid for installation of watermain but main exists	\$3,500.00 (Note: Subject to annual inflationary adjustment)
	Sewer - Connecting to wastewater main where property has not paid for installation of sewer main but main exists	\$3,500.00 (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	\$200.00
Fill Permit	Permit	\$50.00 up to one hectare of filled lands plus \$25.00 for each hectare or part thereof of filled lands

**Schedule "B" To By-law 2025-11  
Township of Tay Fees and Service Charges  
Cemetery Price List**

**Sale of Interment Rights Victoria Harbour Union Cemetery:**

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

**Sale of Interment Rights Waverley United Church Cemetery:**

Grave (Lot) Size	Interment Rights	Care and Maintenance	Total Before HST	HST (13%)	Total
<b>4' X 10'</b>	\$600	\$400	\$1,000	\$130	\$1,130

**Sale of Interment Rights Waubaushene Protestant Cemetery:**

Grave (Lot) Size	Interment Rights	Care and Maintenance	Total Before HST	HST (13%)	Total
<b>4' X 10'</b>	\$600	\$400	\$1,000	\$130	\$1,130
<b>3' X 3'</b>	\$450	\$300	\$750	\$97.50	\$847.50

**Regular Graves (3'x12' and 4'x10' Lots) may contain:**

- one full burial, or
- one full burial & six cremated remains, or
- 6 cremated remains.

**Cremation Graves (3'x3' Lots) may contain:**

- 4 cremated remains

*\*Only offered at Waubaushene Protestant Cemetery in designated area*

**Additional Items for Purchase by Interment Rights Holder:**

	Cost	HST (13%)	Total
<b>Corner Posts (4)</b>	500.00	65.00	565.00

*\*This total includes installation*

**Interment and Disinterment Fees:**

Monday to Friday

Burial (Opening and Closing) Type	Cost	HST (13%)	Total
Full/Standard	1200.00	156.00	1356.00
Cremation	600.00	78.00	678.00

Saturday

Burial (Opening and Closing) Type	Cost	HST (13%)	Total
Full/Standard	1350.00	175.50	1525.50
Cremation	730.00	94.90	824.90

**Schedule "B" To By-law 2025-11  
Township of Tay Fees and Service Charges  
Cemetery Price List**

Statutory Holiday

<b>Burial (Opening and Closing) Type</b>	Cost	HST (13%)	Total
Full/Standard	1925.00	250.25	2175.25
Cremation	1090.00	141.70	1231.70

*\*Does not include cost of a concrete vault. If desired, a concrete vault may be ordered through a funeral home.*

<b>Disinterment (Opening and Closing) Type</b>	Cost	HST (13%)	Total
Full/Standard	\$2,500	\$325	\$2,825
Cremation	\$1,000	\$130	\$1,130

*\*Disinterment services are only offered Monday-Friday.*

**Administrative Fees:**

<b>Service Type</b>	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

**Bereavement Authority of Ontario (BAO) Administrative Fees:**

<b>Service Type</b>	Cost	HST (13%)	Total
BAO Service Fee (For Interments Only)	\$30	N/A	\$30

**Markers, Monuments & Foundations:**

Markers and monuments are subject to size restrictions set out in the Township's Cemetery By-law 2019-49 and are purchased through a monument company (not through the Cemetery Operator/Township).

Care and maintenance of markers/monuments is assumed by the Township and therefore this fee (Care and Maintenance Fee) must be paid to the Township either directly by the customer or by the monument company.

Monuments are required to be placed on a foundation as per the Cemetery By-law 2019-49. The monument company or purchaser is required to submit a drawing of the monument with measurements to the Township (Cemetery Operator) who will arrange the purchase and installation of the foundation, as per the Township contract.

The following shall be paid to the Township by the monument company or customer prior to the installation of a marker, monument, and/or a foundation (as required):

**Care and Maintenance Fees for Markers/Monuments:**

<b>Size of Markers/Monuments</b>	Cost	HST (13%)	Total
Flat Marker (over 173 sq. inches)	\$100	\$13.00	\$113.00
Upright Monument (under 4' in height or width), including the base	\$200	\$26.00	\$226.00
Upright Monument (over 4' in height or width), including the base	\$400	\$52.00	\$452.00

**Schedule "B" To By-law 2025-11  
Township of Tay Fees and Service Charges  
Cemetery Price List**

*\*No Care and Maintenance Fee is taken for flat markers < 173 sq. inches  
\*This fee does **not** include a marker/monument (must be purchased by the Interment Rights Holder through a Monument Dealer)*

**Concrete Foundation Price List:**

<b>Size of Monument/Marker</b>	<b>Size of Foundation</b>	Cost	HST (13%)	Total
Width up to 14"	To 36"	\$626.00	\$81.38	\$707.38
	37" - 42"	\$694.00	\$90.22	\$784.22
	43" - 48"	\$754.00	\$98.02	\$852.02
	49" - 54"	\$812.00	\$105.56	\$917.56
	55" - 60"	\$872.00	\$113.36	\$956.76
Width up to 16"	To 36"	\$652.00	\$84.76	\$745.73
	37" - 42"	\$721.00	\$93.73	\$814.73
	43" - 48"	\$780.00	\$101.40	\$881.40
	49" - 54"	\$838.00	\$108.94	\$946.94
	55" - 60"	\$898.00	\$116.74	\$1,014.74
Width up to 18"	To 36"	\$678.00	\$88.14	\$766.14
	37" - 42"	\$748.00	\$97.24	\$845.24
	43" - 48"	\$807.00	\$104.91	\$911.91
	49" - 54"	\$865.00	\$112.45	\$977.45
	55" - 60"	\$924.00	\$120.12	\$1,044.12
Any Width over 60" call for pricing				

*\*This total includes installation of Foundation*

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.