

The Corporation Of The Township Of Amaranth

By-Law Number 2024-_____

Being a By-law for the imposition and collection of fees and charges for certain Municipal Services and Activities

Whereas Section 391 of the Municipal Act, 2001 authorizes a municipality to impose fees or charges on persons for services or activities, for costs payable for services or activities and for the use of property including property under its control; and

Whereas Section 69(1) of the Planning Act, R.S.O. 1990, Chapter P13, provides that the Council of a municipality by by-law may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

Whereas the Council of the Corporation of the Township of Amaranth deems it expedient to pass such a By-Law to implement the various fees and service charges;

Now Therefore the Council Of The Corporation Of The Township Of Amaranth Hereby Enacts As Follows:

General

1. The fees and charges for Township services, set out in the following Schedules of this By-law are hereby approved and deemed to form part of this by-law:

Schedule 'A'	Administrative Services
Schedule 'B'	Licensing
Schedule 'C'	Animal Control
Schedule 'D'	Fire and Emergency Services
Schedule 'E'	Roads <u>and Public Works</u>
Schedule 'F'	Planning and Development
Schedule 'G'	Recreation
Schedule 'H'	Building Department Classes of Permits and Permit Fees

2. No request by any person for any information, activity or use of Township property described in the scheduled to this By-law will be processed or provided by the Township, unless and until the person requesting the service has paid the applicable fees in the prescribed amount as set out in the Schedules attached hereto.
3. Any Fees and Charges or a portion thereof that remain unpaid, interest at the rate of 1.25% shall be charged on the first of each month thereafter until the account is paid in full. If the fees remain unpaid at April 1st of the year following, the fees, any interest and a transfer administration fee of \$50.00 will be added to the tax roll in the next year, on the real property of the owner.
4. The fees listed in the Schedules to this By-law will be subject to Harmonized Sales Tax (HST), where applicable.
5. A person may pay any fees and charges imposed under this By-law by cash, cheque, or certified cheque.
6. That the Council of the Township of Amaranth may from time to time amend the Fees and Charges in this By-law pursuant to the Township's notice provision by-law.
7. All charges payable under this By-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Amaranth owned by such person or persons and may be collected in the same manner as taxes.
8. Payment for any fee or charge listed herein or otherwise charged by the Township

that is returned by a financial institution for any reason will be subject to the “NSF” – Returned Cheque Fee” set out in Schedule ‘A’ of this by-law which shall form part of the fees and charges owing.

9. All unpaid fees or charges imposed by this By-law constitute a debt due to the Township and the Township may take such action as it considers necessary and as permitted by law to collect the debt.
10. **Without limiting section 12** of this by-law, where all or part of a fee or charge imposed by this By-law remains unpaid, such fee or charge may be added to the tax roll for the property, which is owned, in whole or in part by the person upon whom the fee or charge is imposed, and shall be collected in a like manner as municipal taxes.

Repeal

11. That By-Law 28-2021 is hereby repealed.

Enactment

12. This By-law shall come into full force and effect on the date of passing unless specifically indicated on the Schedules attached hereto.

By-law Read a First and Second Time this day of December, 2024.

By-law Read a Third time and Passed this day of December, 2024.

Head of Council

CAO/Clerk

Schedule "A"
Administrative Services

Description	Fee Or Charge
General	
Closed Meeting Investigation (If Investigation proves unfounded, frivolous or vexatious)	On a Cost Recovery Basis
Commissioning Signatures – includes but not limited to vehicle ownership transfers, out of country pension.	\$ 40.20.00 each Formatted: Strikethrough
Freedom of Information Application	As per fees set out in MFIPPA Regulation
Certification of Photocopied Documents	\$ 20.00 each
Fax	\$ 2.50 per page Formatted: Strikethrough
Photocopies	\$ 1.00 per page
Labour Costs Per Hour (includes historical searches)	\$ 40.00
Township Flag	\$ 25.00 Formatted: Strikethrough
History Books	\$ 5.00 Formatted: Strikethrough
Township Pins	\$ 2.00 Formatted: Strikethrough
Township Mugs	\$ 10.00 Formatted: Strikethrough
Taxation	
Tax Certificates	\$ 75.00
NSF - Returned Cheque Fee	\$ 75.00
Change of Ownership	\$ 20.00
Interest on all accounts and charges other than taxes	1.25% Per Month
Duplicate Tax Bill issued to same owner – mailed/emailed	\$ 10.00 mailed out N/C emailed
Statement of Taxes Current to 3 rd Year emailed Current to 3 rd Year printed More than 3 years history where available	N/C \$ 5.00 \$ 10.00
Tax Registration Fees Upon Original Registration Upon Final Registration Additional fees include all disbursements - postage, registration costs and any third party fees.	\$ 200.00 \$ 200.00

**Schedule "B"
Licensing**

Lotteries	
License to conduct Lottery	3% of the Prize Value as per the AGCO

**Schedule "C"
Animal Control**

Description	Fee Or Charge
Dog Control	Registration And License Including Tags
First Dog – spayed or neutered	\$ 20.00 per year
First Dog – not spayed or neutered	\$ 30.00 per year
Second Dog – spayed or neutered	\$ 40.00 per year
Second Dog – not spayed or neutered	\$ 50.00 per year
Third Dog - spayed or neutered	\$ 60.00 per year
Third Dog - not spayed or neutered	\$ 70.00 per year
Fourth and any additional dog – spayed or neutered	\$100.00 per year
Fourth and any additional dog – not spayed or neutered	\$110.00 per year
Replacement Tags	\$5.00 per occurrence
Third Party Fees	
Additional Charges may apply that are recoverable from the dog owner as a result of enforcement of the Township's Animal Control By-law. These charges may include but are not limited to impounding fees – boarding, service call, disposal and quarantine fees. These fees are in addition to any fines levied against the owner. See by-law 45-2005	
Kennels (Breeding Or Boarding Commercial Kennels And Personal Show Dog Kennels) – By-Law 2013 (74-2013)	
Facility for a maximum of twelve dogs	New Application: \$500.00 Fee does not include Zoning Application if required – See Schedule "F" Annual Renewal: \$100.00
Personal Use Kennel – Hunting and Predator Control	
Facility for a maximum of ten dogs to be used for hunting and predator control only	An exemption is granted for dogs used for predator control provided that the exemption is requested in writing yearly. To be approved by Council \$100.00 annual fee

Failure To Register Dogs: It is the responsibility of the dog owner to register and license each dog in their possession by January 15th of each calendar year. If dog owners fail to register their dog(s) they are in contravention of the Dog Control By-Law 45-2005 and are subject to set fines.

Collection Of Unpaid Dog Tag Fees: Based on dog tag license records by the Treasurer of the Municipality, all unpaid dog license due in the current year shall be added to the tax roll by May 31, unless the owner notifies the Township and returns the dog tag by May 31st. Partial year refunds are not available.

**Schedule “D”
Fire And Emergency Services**

Description	Fee Or Charge
Open Air Burn Permit (required for any open air burn 1 metre or larger, including applicable fire pits (annually))	N/C
Control Burn Fees – Oversized Burn Permit	\$ 25.00 – Administrative Fee Only
False Alarms Fees	Fire – In accordance with the Tariff of Fess for Fire Department Services By-law 38-2014 Police – \$500.00 after the 3 rd call within a twelve month period By-law 29-99
Call-out to set fires not in compliance with By-Law(s)	Cost Recovery Basis for Firefighters Tanker & Pumper and Rescue Vehicle & Truck
Emergency Services on Roadways, Waterways, Railways and Trails in the Municipality. Owners of motor vehicles which are involved in a motor vehicle accident within the boundary of the Township that requires the Fire Dept. to respond to the scene, will be invoiced firstly the owner’s insurance provider. In the case where there is no insurance, the owner shall be billed directly. If the accident occurred on a County road and all efforts to recoup the costs associated with the accident have failed then the County of Dufferin can be invoiced in accordance with County of Dufferin policy 03-03-13.	Current MTO rate per unit per hour or portion thereof for each unit Cost Recovery on third party billings
Third Party Services (Contractors) at Incidents: ie: Backhoe, excavator, towing, waste removal	Cost Recovery billed direct or billed back at contractors costs
Water Usage Cost Recovery	@ Bulk Water Rate

The Fire Department Specific Response Fees shall be the total of:

**Current MTO* rate per unit per hour or portion thereof for each unit

*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

**Such fees shall be charged and calculated on the basis of each Fire Department vehicle attending, resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the Fire Department’s facilities to the time the unit is cleared for the next call out.

Schedule "E"
Roads and Public Works

Description	Fee Or Charge
Entrance Permit	Damage Deposit \$1,000.00 Application Fee \$250.00 (includes inspections)
Road Occupancy Permit	Application Fee \$750.00
Road Crossing Permits	Damage Deposit \$1,000.00 Application Fee \$250.00 (includes inspections)
Wide Load Permits For Transporting wide loads along the Township Road Allowances	Damage Deposit \$1,000.00 Application fee of \$125.00
Industrial Wind Tower Entrance Permit	\$5,500.00 plus damage deposit of \$55,000.00 for road, \$135,000 for road with box culvert and \$220,000.00 for road with bridge. Issuance of an Entrance Permit shall be permitted only with Council approval.
Excess Load / Half Load Exemption Permit	\$30.00
Water Service Shutoff / Reconnection	\$ 75.00 each
Tile Drainage Inspection Fee	\$ 150.00

Schedule "F"
Planning And Development

Deposits – Planning Act Applications requiring a deposit		
All deposits must be paid at the time of submitting an application. Administration fees to be deducted immediately. The balance of deposits are required for legal costs, planning consultant fees, postage, registration of documents and any other disbursement as may be required.		
Description	Fee	Deposit
Subdivision Draft Plan Application	\$3,000	\$20,000
Administration Charge per Subdivision Lot / Condominium Unit	\$350	N/A
Subdivision Agreement	\$2,000	\$10,000
Condominium Draft Plan Application	\$3,000	\$20,000
Condominium Agreement	\$2,000	\$10,000
Extension of Draft Approval	\$2,000	\$5,000
Development Agreement	\$2,000	\$10,000
Official Plan Amendment	\$3,000	\$10,000
Zoning Bylaw Amendment (Major)	\$2,000	\$5,000
Zoning Bylaw Amendment (Minor)	\$750	\$1,000
Holding Zone Removal	\$2,000	\$3,000
Temporary Use Bylaw	\$1,000	\$1,000
Site Plan Application – Residential Uses	\$2,000	\$3,000
Site Plan Application – Commercial, Industrial and Institutional Uses	\$3,000	\$10,000
Site Plan Agreement Amendment Application	\$1,000	\$3,000
Consent Application	\$1,000	\$1,000
Parkland Dedication for consent applications	\$500	N/A
All other Planning Applications	\$1,000	\$1,000
Consultation Meeting	\$1000	
Municipal Compliance Letters / Property Information Report – Site Specific	\$75	N/A
Revised Application requiring recirculation	50% of current fee	50% of current deposit
Development Charges – A list of the municipal services for which the municipal wide Development charges are imposed and the amount of the charge by development are set out in by-law 43-2019		

Commented [NM1]: Update to reflect new DC bylaw

Part Lot Control – Application	\$800	\$1500
Part Lot Control – Deeming By-law	\$500	
Copy of (Comprehensive) Zoning By-Law	\$85	
Change of Use Permit	\$200	
Site Alteraton (Fill Placement)		
Fill greater than 400 m3 but less than 2,000 m3 (Permit requirement may be waived as per Site Alteration By-law – Delegated Authority)	\$500	\$2000
Extension of permit for fill 400 m3 or less Deposit remains with the Township until extended period has lapsed and all work completed.	Not Applicable	\$150
Fill greater than 2,000 m3 Damage deposit includes mud tracking and dust control measures	\$2000	\$5000/ha of area + \$5000 damage deposit
Preparation of Site Alteration Agreement		
Medium Scale (250 – 2,000 cubic metres)	\$1000	
Large Scale – (over 2,000 cubic metres)	\$2500	
Amendment to Site Alteration Agreement		
Medium Scale	\$500	
Large Scale	\$1,000	
<i>Any other costs incurred in excess of the fees listed above will be charged at a full cost recovery basis.</i>		

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**Schedule "G"
Recreation**

Schedule G – Recreation will take effect for bookings that occur after December 31, 2024

Description	Fee Or Charge
Soccer Field Rental	\$ 10.00/hr
Pavilion Rental (includes hydro and washrooms)	\$ 15.00/ 1hr \$ 150.00/ ½ day \$ 100.00/ day
Hall Rental – Functions (includes Kitchen, Bar and Pavillion)	\$ 340 500.00
Hall Rental – Room Rate (room only)	\$ 250.00
Hall Rental – Meeting Rate (5-hour maximum)	\$ 50.00/hr
Extra Day Set-Up / Take-Down	\$ 75.00/day
Security Deposit – refundable after inspection	\$ 100.00
Insurance for Facility Users	Please contact the office for pricing
Tables / Chairs	Included in rental
Non-Profit Youth Groups	\$ 100 60.00/day
Community Kitchen	\$ 20.00/hr to a maximum of \$100.00 per day
Rental of Council Chambers	\$ 50.00/ ½ day \$ 100.00/ day

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~~For facility uses (hall rentals or outdoor spaces) that play music, Socan and Resound fees may apply. These are dependent upon the type of event and the capacity of the facility but can range from \$22-50 plus applicable taxes. Details are available when booking the facility. This is a third-party fee that is remitted directly to Entandom.~~

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Schedule "H"
Building Department Classes of Permits and Permit Fees
Schedule H – Permit Fees will take effect on January 1, 2025

Classes Of Permits And Permit Fees				
Class of Permit	Note	Unit of Measure/Rate	Fee Amount	Min. Amount
Demolition Permit				
Residential Outbuilding		Flat Rate	\$206.00	
Residential Dwelling Unit		Flat Rate	\$292.52	
Non-Residential		Flat Rate	\$582.98	
Decommission Septic * N/A for Replacement Permit		Flat Rate	\$217.33	
Change of Use				
Change of Use Permit (No Construction)		Flat Rate	\$201.88	
Change of Use Permit (Construction)		\$/m2	Major Occupancy Classification	
Site Servicing				
Residential		Flat Rate	\$227.63	
Non-Residential		Flat Rate	\$318.27	
Assembly Occupancies (Group A) School, Church, Community Hall, Restaurant				
Finished Building		\$/m2, Min	\$16.45	\$618.00
Interior Renovation and Finishing (not part of original structure)		\$/m2, Min	\$4.96	\$618.00
Public Pool, Spa		Flat Rate	\$779.71	
School Portable		Flat Rate	\$390.37	
Institutional Occupancies (Groups BI, B2, B3) Hospital, Nursing Home, Police Station				
Finished Building		\$/m2	\$18.04	\$618.00
Interior Renovation and Finishing (not part of original structure)		\$/m2	\$4.96	\$618.00
Residential Occupancies (Group C) House, Apartment, Motel				
Multiple Unit Residential — Three (3) separate units or greater		\$/m2	\$16.85	\$618.00

	Detached, Additional Residential Unit, Semi-Detached and Townhouse Dwellings —Two Units		\$/m2	\$15.67	\$618.00
	Interior Renovation and Finishing (not part of original structure), Finishing Basement		\$/m2	\$5.84	\$206.00
Business and Personal Service Occupancies (Group D) Office, Bank, Beauty Parlour					
	Shell Building		\$/m2	\$10.32	\$618.00
	Finished Building		\$/m2	\$14.94	\$618.00
	Interior Renovation and Finishing (not part of original structure)		\$/m2	\$4.96	\$618.00
Mercantile Occupancies (Group E) Store, Shop, Supermarket					
	Shell Building		\$/m2	\$9.97	\$618.00
	Finished Building		\$/m2	\$14.40	\$618.00
	Interior Renovation and Finishing (not part of original structure)		\$/m2	\$4.96	\$618.00
Industrial Occupancies (Groups F1, F2, F3) Warehouse, Repair Garage, Factory					
	Shell Building		\$/m2	\$7.84	\$618.00
	Finished Building		\$/m2	\$10.65	\$618.00
	Parking Garage, Service Floors, Mezzanines		\$/m2	\$6.94	\$618.00
	Interior Renovation and Finishing (not part of original structure)		\$/m2	\$7.84	\$618.00
Agricultural Occupancies (Groups G1,G2,G3,G4) Hay Storage, Silo, Riding Arena, Livestock Barn					
	Finished Building		\$/m2	\$2.79	\$618.00
	Interior Renovation and Finishing (not part of original structure)		\$/m2	\$2.08	\$206.00
	Silo, Grain Bin		Flat Rate	\$269.86	
On-Site Sewage System					
	Residential (New & Replacement)		Flat Rate	\$579.89	

	Non-Residential (New & Replacement)		Flat Rate	\$992.92	
	Replacement Tank		Flat Rate	\$242.05	
	Leaching Bed Repair, Minor Alteration		Flat Rate	\$405.82	
	Review or Assessment Lot Serviceability/Severance		Flat Rate	\$242.05	
Mechanical & Plumbing & Electrical					
	Fire Alarm, Fire Sprinklers, Standpipe		Flat Rate	\$360.50	
	Smoke/Heat Detectors, Emergency Lighting, Magnetic Locking Devices		Flat Rate	\$360.50	
	Commercial Cooking Exhaust, Spray Booth, Dust Collector		Flat Rate	\$309.00	
	Plumbing System Residential		Flat Rate	\$206.00	
	Plumbing System Multi-Residential		Flat Rate	\$269.86	
	Plumbing System Non-Residential		Flat Rate	\$360.50	
	Mechanical Unit/System Residential		Per Unit	\$206.00	
	Mechanical Unit/ System Non-Residential		Per Unit	\$360.50	
	Oil and Grease Interceptor		Flat Rate	\$269.86	
Miscellaneous					
	Deck, Porch		Flat Rate	\$206.00	
	Gazebo, Cabana, Shed		\$/m2	\$3.87	\$206.00
	Fireplace, Woodstove		Flat Rate	\$206.00	
	Detached Garage, Carport		\$/m2	\$5.84	\$412.00
	Temporary Trailer		Flat Rate	\$269.86	
	Temporary Tent		Max. 5 per application	\$206.00	
	Sign		Flat Rate	\$206.00	
	Swimming Pool Enclosure		Flat Rate	\$206.00	

Roof Mounted Solar Panel		Flat Rate	\$269.86	
Relocate Building		Flat Rate	\$540.75	
Wind Turbines		Flat Rate	\$4,104.55	
Industrial Commercial Racking System		Flat Rate	\$360.50	
Shelf and Rack Storage System 3.16		\$/m2	\$3.87	\$618.00
Designated Structure (not already listed)		Flat Rate	\$360.38	
Demountable Stage/Structure		Flat Rate	\$206.00	
Partial Building Permit	9(c)	Flat Rate	\$563.41	
Conditional Building Permit	9(c)	Flat Rate	\$1,125.79	
Foundation Only (phased or conditional)		\$/m2	\$2.48	\$206.00
Other Minor Residential Project		\$/m2	\$3.87	\$206.00
Other Minor Non-Residential Project		\$/m2	\$3.87	\$494.40
Administrative				
Fee for Permits not listed in the Schedule		Construction Value	\$10 per \$1,000 of construction/re pair costs	
Transfer of Ownership (One permit holder to another)		Flat Rate	\$180.19	
Alternative Solution		Flat Rate	\$515.00	
Third Party Professional Review			Consultant Fee (Paid by Applicant)	
Inspection (additional or not ready)- Residential		Per Inspection	\$193.64	
Inspection (additional or not ready)- Non-Residential		Per Inspection	\$360.50	
Plan Review Resubmission (Greater than 3) - Residential		Per Resubmission	\$193.64	

Plan Review Resubmission (Greater than 3) — Non-Residential		Per Resubmission	\$360.50	
Notice of Change		Per Application	Fees based on permit type	\$206.00
Site Plan Control Review		Flat Rate	\$635.51	
Building Without a Permit	9(a)		2x Building Permit Fee	
All Orders	9(b)	Flat Rate	\$281.19	
Lapsed Orders (applies to orders that have a lapsed compliance date.)		Per Month	\$500/month	
Maintenance Fee for Files Not Closed Within 24 Months		Per Year	\$1000 plus \$200 each month it remains open	

Notes:

- 1 Except where a minimum flat fee is indicated for the Occupancy Classification or Type of Construction, the fee per square meter of floor area set out in this Schedule shall be used by the Chief Building Official in determining the permit fee.
- 2 Permit fee increases are indexed based on the Consumer Price Index, Ontario Series, and are adjusted annually, beginning in 2026.
- 3 For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis.
 - a) The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code and its appendices.
 - b) The floor area shall be measured to the outer face of exterior walls and to the center line of party walls or demising walls. No deductions shall be made for openings within the floor area (e.g., stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including attached garages, mezzanines, finished attics and enclosed balconies.
 - c) Calculating floor area for interior finishes, partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate in this Schedule.
 - d) The occupancy classifications used in this bylaw are based on the Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the major occupancy of the floor area applies.
- 4 No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
- 5 Where they serve single dwelling units, no additional fee applies fireplaces and unfinished basements proposed and constructed at the same time as the single dwelling they serve.
- 6 Unfinished basements for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses are not included in the floor area.
- 7 The appropriate finished fee for the proposed major occupancy applies to non-residential and multiple unit residential basements.
- 8 Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.

9 Administrative Fees

a) To offset additional investigation and administrative costs where any person has commenced construction, demolition, or changes to the use of a building prior to having submitted an application for a permit, or before having received a permit, in addition to any other penalty under the Act, Building Code, or this By-law, the permit fee shall be two times the regular permit fee. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code, or any applicable law.

b) To offset additional costs associated with the investigation, inspection, administration, and rectification of any building where any Order is issued, a fee shall be applied as per the fee schedule. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.

c) With respect to phased or conditional permits, the fee shall be the normal fee for the proposed construction plus an additional administration fee as prescribed in this Schedule for each conditional permit or phased permit applied for.

d) Where the Township has contracted work to remedy any Building Code deficiency on any private property for failing to comply with a directive of the Chief Building Official, or Officers thereunder, the Township shall be entitled to recover the full cost of the work, plus a \$250 administration fee.