

Schedule “A” to By-Law 25-1962

2025 FEES AND CHARGES

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Administration	
Affidavits	
Commissioning of Oaths	\$15.00
General	
Copies – paper or digital (up to a maximum 11” x 17” size, larger sizes charged as may be required by outsourcing) (per page)	\$0.30 plus HST
Copies-paper or digital 11” X 17” (per page)	\$0.40 plus HST
Township Maps	\$10.00 plus HST
NSF Charges (applicable for all Municipal Fees and Charges)	\$30.00
Tax Certificate	\$50.00
Tax Statement reprint	\$15.00 plus HST
Statement of Taxes paid for Income Tax Purposes	\$15.00 plus HST
Election Signs Removal Fee	\$25.00 plus HST
Access to Information (FOI) (fees regulated by Province)	
Application Fee	\$5.00
Record preparation and search time (per ¼ hour)	\$7.50
Photocopies	\$0.20
Computer programming time (per 1/4 hour)	\$15.00
Portable digital storage	\$10.00
Other fees charge (e.g., courier costs)	As invoiced
Deposit for fees estimated over \$100	50%

Licensing	
Lottery (Fees regulated by AGCO) – Bingo (per event)	3% of prize value
Lottery (Fees regulated by AGCO) – Raffle (per event)	3% of prize value
Lottery (Fees regulated by AGCO) – Nevada (per box)	3% of prize value
Animal Control	
Annual Dog Tag (if purchased between Jan 1 st and March 31 st)	\$15.00
Annual Dog Tag (if purchased after April 1 st)	\$30.00
Annual Dog Tag – Microchip (proof required)	\$5.00
Annual Dog Tag- Licensed Hunting Dog	\$5.00
Replacement Dog Tag	\$2.00
Annual Kennel License (Tag for each dog will be provided at no additional cost)	\$50.00
Annual Aggressive Dog License	\$1,000.00
Service Dogs	No Charge
Impound Fee	\$100.00 per dog
Public Works	
Entrance Permit Fee	\$100.00 plus HST
Culvert Permit Fee (if required for entrance)	\$100.00 plus HST
Civic Number Permit Fee	\$85.00 plus HST
Property Identification Post Replacement	\$55.00 plus HST
Property Identification Sign Replacement	\$40.00 plus HST
Road Crew Charge out Rates	Equipment charged at Ontario Provincial Standard Specification #127 , Staff time at hourly rates, plus HST
Garbage and Recycling	
Tipping Fees-includes Drywall, Shingles, Construction Waste, Un-bagged Waste	\$155.00/metric tonne HST included
Minimum Tipping Fees	\$5.00 HST included
Refrigeration Units (fridges, freezers-untagged)	\$15.00 per item HST included
Refrigeration Units (fridges, freezers-tagged)	No Charge
Tires	No Charge
Sofas, box springs, mattresses	\$45.00 per item HST included
Brush and readily compostable material	No Charge
Illegal Dumping Fine	\$1,000.00
Electronic Waste	No Charge

Fire	
Compliance Letter	\$80.00
Insurance Company Report	\$80.00
Fire Research/File Report	\$80.00
Fire Permit-Recreational/Open Air	\$5.00 annual
Commercial Firework permit	\$32.50 per permit
Fire Safety Plan Review and Approval (1 hour minimum)	\$65.00/hr.
Development and Site Plan Reviews (1 hour minimum)	\$65.00/hr.
False Alarms-1 st offence	N/C
False Alarms-2 nd offence	Warning letter via registered mail
False Alarms-3 rd offence and each subsequent offence within a 12-month period	Current MTO rates per hour per truck plus Staff costs plus 10% Administration fee
Provide and install smoke and/or carbon monoxide detectors and/or combination smoke/carbon monoxide detectors	Detector costs plus 10% Administration fee
Code Inspections and Fire Safety	
Residential:	
Inspection-Single Dwelling Unit/Duplex (1 hour minimum)	\$65.00 /hr.
Inspection-Multi-Units, apartments, hotels, motels (3-5 units) (2 hour minimum)	\$65.00/hr.
Inspection-Each unit after 5 units (per additional unit)	\$32.50
Commercial/Industrial/Assembly/Institutional including storage tanks and propane facilities:	
Inspection-Base Building (2 hour minimum)	\$65.00/hr.
Inspection-Each Suite in addition to base building	\$65.00
Inspection-Refreshment Vehicle (1.5 hour minimum)	\$65.00/hr.
Re-Inspection/follow up to non-compliance (1.5 hour minimum)	\$65.00/hr.
Accreditation Inspections:	
Inspection-Home Daycare with less than 5 children (1 hour minimum)	\$65.00/hr.
Inspection-Licensed Daycare with an occupant load less than 40 (2 hour minimum)	\$65.00/hr.
Inspection-Licensed Daycare with an occupant load greater than 40 (3 hour minimum)	\$65.00/hr.
Inspection-Long-term Care Homes (2 hour minimum)	\$65.00/hr.
Other Inspections:	
Occupant Load, Approvals LLBO, Public Hall Inspection and Occupant Loads (1 hour minimum)	\$65.00/hr.
Fire Route Approvals and Letter, Request for LLBO License Inspections for a) premises b) patios c) special occasions (1 hour minimum)	\$65.00/hr.
Fire Watch/Standby:	

Fire Watch/Standby (alarm system issues, suspicious fires), or clean up after a fire (not overhaul)	Current MTO rates per hour per truck plus Staff costs
Standby for Public Safety purposes (filming, community and social events, emergency standby)	Current MTO rates per hour per truck plus Staff and material costs
Fire Scene Security	Current MTO rates per hour per truck plus Staff costs
Emergency Responses (Emergency and Non-Emergency)	
Emergency Response on Provincial Highways to MTO Fire, Rescue, Hazardous Material response, emergency standby, debris cleanup, vehicle or scene stabilization, or other incident (1 hour minimum, time rounded up to the nearest ½ hour)	Current MTO rates per hour per truck plus Staff and material costs
Emergency response on Municipal and County Roads to Non-Residents Hazardous materials response, emergency standby, debris cleanup, vehicle or scene stabilization, or other incident (1 hour minimum, time rounded up to the nearest ¼ hour)	Current MTO rates per hour per truck plus Staff and material costs
Prohibited/Unauthorized Open Air Burning Fires resulting from contravention of the Open-Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open-Air Burning By-Law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labour costs (1 hour minimum, time rounded up to the nearest ¼ hour)	Current MTO rates per hour per truck plus Staff and material costs
Gas Leaks and Strikes Charges to be billed to the utility provider for infrastructure failures (leaks and spills). Charges to property owners for strikes to a distribution lines, where due diligence has not been taken causing an emergency response (O.Reg. 210/01) (1 hour minimum, time rounded up to the nearest ¼ hour)	Current MTO rates per hour per truck plus Staff and material costs
Hazardous Materials and Marijuana Grow-Ops/Clandestine Drug Labs Charges may be billed to the property owner or carrier for the containment, elimination or amelioration of a spill or a pollutant. The containment, inspection and any services that may be required due to a marijuana grow op/or illicit drug lab operation (1 hour minimum, time rounded up to the nearest ¼ hour)	Current MTO rates per hour per truck plus Staff and material costs
Additional Expenses Cost recovery for materials, supplies, services or equipment (including personnel costs) not normally supplied by the Fire Department but deemed necessary for emergency response, fire control measures, or for fire investigation purposes (including costs to	At cost and supported by invoices + 10% administration fee

rent, contract, demolish, shore up, or to otherwise make the property/premises secure and/or safe)	
Police	
The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP)	
First false alarm in any calendar year	No Charge
Second false alarm in any calendar year	No Charge
Third false alarm and any thereafter in a 12-month period	\$200.00

Planning	
Official Plan Amendment Deposit	\$2,000.00
Official Plan Amendment Fee	\$2,500.00
Zoning	
Zoning By-law Amendment Deposit	\$2,000.00
Zoning By-law Amendment Fee	\$1,500.00
Temporary Use By-Law Deposit	\$1,500.00
Temporary Use By-Law Fee	\$1,500.00
Lift of Holding Provision Fee	\$450.00
Minor Variance Deposit	\$2,000.00
Minor Variance Fee	\$750.00
Site Plan Control	
Agreement Deposit	\$2,000.00
Agreement Fee	\$1,500.00
Land Division	
Application for Consent Review Deposit	\$2,000.00
Application for Consent Review Fee	\$500.00
Plan of Subdivision Review Deposit	\$5,000.00
Plan of Subdivision Review Fee	\$2,500.00 plus \$100.00 per lot
Zoning Compliance	\$50.00/roll number
Cash-in-Lieu of Parkland for Consent	
Application	\$1,250.00 per new lot created
Agreements	
Encroachment Agreement	\$2,000.00 deposit plus \$1,500.00 application fee
Private Road Agreement (if not associated with a Site Plan Control Agreement)	\$2,000.00 deposit plus \$1,500.00 application fee
Miscellaneous Development Agreement	\$2,000.00 deposit plus \$1,500.00 application fee
Accessory Dwelling Unit / Secondary Dwelling Unit Agreement	\$2,000.00 deposit plus \$1,500.00 application fee

Development Agreement or Encroachment Agreement (condition of approval for site plan, consent or minor variance)	\$2,000.00 deposit plus \$1,500.00 application fee
Development Agreement for the development of triplexes, fourplexes and townhouses or any residential development in a floodplain (condition of approval) not subject to Site Plan Control	\$2,000.00 deposit plus \$1,500.00 application fee
File Reactivation Fee (inactive for more than 12 months)	\$500.00
<p>The above planning fees apply even if the Municipality engages planning consultants to undertake the review of applications. Applicants will not be charged fees related to the Municipality using planning consultants other than the above Planning Fees and the other fees listed below.</p> <p>Other agencies and organizations Other fees may be required for the review of the application, reports, and consultation with public agencies including but not limited to the Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries.</p> <p>Peer Review Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality, including but not limited to hydro-geological study, environmental impact assessment, cultural heritage impact assessment, archeological study. Any professional fees shall be invoiced at the close of the file or the fiscal year end, whichever comes first at cost plus 10% administration fee.</p> <p>Legal Fees Applications requiring the registration of agreements, modifications of existing agreements or preparation of new agreements will be invoiced at the close of the file or the fiscal year, which comes first at cost.</p>	
<p>Lanark County Approval Authority additional fees will apply (see Lanark County Development and Land Use Planning)</p>	

Building Fees	
* Zoning fees may apply. See Planning Fees	
Minimum Permit Fee	\$120.00
Residential Building Permit Fees	
Residential living space (includes unfinished basement space)	\$0.80/sq. ft.
Residential non-living space (includes crawlspace)	\$0.40/sq. ft.
Sheds/Farm Building (detached storage only, no heat, no insulation)	\$0.40/sq. ft.
Renovation or repairs to existing structure	1.0% of the Value of Construction to a maximum fee of 100% of a permit for the comparable new structure
Residential Demolition – per structure	\$120.00
Plumbing	\$120.00
Solid Fuel Burning Appliance	\$120.00
Swimming Pool/Hot Tub	\$120.00
Mobile/Modular Home	\$0.55/sq. ft.
Designated Structure under the Ontario Building Code	\$120.00
Multi-Residential	\$0.75/sq. ft. up to 2,000 sq. ft., then \$0.50/sq. ft. over 2,000 sq. ft.
Industrial/Commercial/Institutional/Agricultural Fees	
Building < 600 m2	\$0.20/ sq. ft. (Max \$1,000.00)
Building > 600 m2	\$0.20/ sq. ft. (Max \$2,000.00)
Industrial/Commercial/Institutional/Agricultural Demolition-per structure	\$150.00
Renovation or repairs to existing structure	1.0% of the Value of Construction (Max \$500.00)
Miscellaneous Building Fees – Applicable to All Buildings	
Application submission	\$120.00
Transfer of a permit	Minimum fee
Change of Use (no construction)	Minimum fee
Permit Renewal	Minimum Fee plus \$100.00 per remaining inspection (Max original permit fee)
Additional Permit Review	\$60.00/hour
Additional Inspections (multiple re-inspections, not ready/incomplete, non- typical construction details)	\$100.00 at the discretion of the CBO
Conditional Permit Agreement (discretion of the CBO)	\$500.00

Revised plans (discretion of the CBO)	Minimum fee plus calculated fee per change in sq. ft.
Record Retrieval/Reproduction of Record	\$50.00 plus cost of copying
Alternative Solution Application	\$500.00
Construction without a permit (surcharge at discretion of CBO)	\$100% cost of permit (Minimum \$500.00)
Lanark County Approval Authority Development Charges will apply (https://www.lanarkcounty.ca/en/county-government/budget-and-finance.aspx)	

Community Services	
Ice Rental Rates	
Prime Time-(3 p.m. to 12 a.m., weekdays, weekends and holidays)	\$202.37/hr. plus HST
Non-Prime Time - (9 a.m. to 3 p.m., weekdays, weekends and holidays)	\$159.98/hr. plus HST
Youth and Minor Hockey	\$133.22/hr. plus HST
Schools	\$73.98/hr. plus HST
Broomball	\$159.98/hr. plus HST
Public Skating	\$2.00 per person
Slab Rental Rates	
Slab rental with SOP	\$85.63/hr. plus HST
Slab rental without SOP	\$71.36/hr. plus HST
Slab rental-sports events (ball hockey, pickleball, etc.)	\$51.18/hr. plus HST
Slab rental-youth rate	\$31.97/hr. plus HST
Baseball Diamond Rental Rates	
Adult Rate (lights)	\$42.75/hr. plus HST
Adult Rate (no lights)	\$28.50/hr. plus HST
Youth Rate (lights)	\$28.25/hr. plus HST
Youth Rate (no lights)	\$17.10/hr. plus HST
Little League	\$30.49 plus HST per child
Tournament Rate	\$167.47 plus HST
Advertising	
Sign Rental 4' X 8'	\$192.08 plus HST
Community Centre Grass Cutting	
Student	\$17.00/hour
Mower	\$10.00/hour
Trimmer	\$5.00/hour