

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 17-104

BEING a by-law to establish fees and charges for services provided by the Municipality of Mississippi Mills.

WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

WHEREAS the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

WHEREAS the Corporation of the Municipality of Mississippi Mills deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Municipality of Municipality of Mississippi Mills;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That Schedule "A" attached to this by-law sets out the fees and charges for The Corporation of the Municipality of Mississippi Mills and forms part of this by-law.
2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. That By-law No. 16-117 shall be and is hereby repealed on December 31, 2017.
6. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on January 1, 2018.

BY-LAW READ, passed, signed and sealed in open Council this 21st day of November, 2017.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

SCHEDULE "A" TO BY-LAW 17-104

FEE AND CHARGES

ADMINISTRATION	
AFFIDAVITS	
Commissioning of Oaths	• \$15.00
GENERAL	
Photocopies	• (per page) \$0.20 plus HST
Community Maps	• (each) \$5.35
Municipal Pins	• (each) \$2.00
NSF Charges (Applicable for all Municipal Fees and Charges)	• \$30.00
Tax Certificate	• \$50.00
Water Certificate	• \$50.00
Municipal Office Room Rental	• during business hours \$25.00/hour plus HST • outside office hours \$25.00/hour + \$25/hour for staffing plus HST
Retail Holiday Business Act Exemption Application Fee	• \$100.00 plus HST
ACCESS TO INFORMATION (FOI)	
FOI Requests (fees regulated by Province)	• application fee \$5.00 • record preparation and search time (per ¼ hr) \$7.50 • photocopies (per page) \$0.20 • computer programming time (per ½ hr) \$60.00 • diskettes and CDs (per disk) \$10.00 • other fees charged (e.g. courier costs) as invoiced • fees estimated over \$100.00 50% deposit
VITAL STATISTICS	
Burial Permits	• (each) \$10.00
Marriage License	• \$150.00
Civil Ceremony	• Municipal Office during business hours \$300.00 • after-hours / off-site \$400.00
LICENCING	
Liquor License Board of Ontario - Municipal Clearance	• \$35.00
Lottery (fees regulated by AGCO)	• Bingo (per event) 3% of prize value • Raffle (per event) 3% of prize value • Nevada (per box) 3% of prize value
Mobile Canteen	• License \$750.00

	<ul style="list-style-type: none"> •Transfer..... \$50.00 •Special Event (maximum 3 days) \$75.00/day
Refreshment Cart	<ul style="list-style-type: none"> •License..... \$375.00 •Transfer..... \$50.00 •Special Event (maximum 3 days) \$50.00/day
Seasonal Stand (Fresh Produce)	<ul style="list-style-type: none"> •License..... \$500.00 •Each Additional License \$150.00 •Transfer..... \$50.00
Taxi	<ul style="list-style-type: none"> •Operator License..... \$100.00 •Vehicle License \$100.00 •Driver License \$50.00 •License Transfer..... \$10.00 •License Plate Replacement..... \$15.00

CANINE CONTROL

Dog Tags (all tags expire December 31 st each year)	<ul style="list-style-type: none"> • Spayed/Neutered..... \$20.00 • Not Spayed/Neutered \$30.00 • Microchip (proof required)..... \$15.00
Replacement Tag	<ul style="list-style-type: none"> • \$5.00
Kennel License (tags for each dog will be provided at no additional cost)	<ul style="list-style-type: none"> • \$75.00
Service Dogs	Exempt from fees but must register with the Municipality, proof required
Impound Fee	<ul style="list-style-type: none"> • \$100.00

PUBLIC WORKS (plus applicable HST)

Entrance Permit Fee	<ul style="list-style-type: none"> • \$100.00
Property Identification Sign/Post	<ul style="list-style-type: none"> • \$125.00
Property Identification Post Replacement	<ul style="list-style-type: none"> • \$40.00
Property Identification Sign Replacement	<ul style="list-style-type: none"> • \$75.00
Tile Drainage Inspection Fee	<ul style="list-style-type: none"> • \$200.00
Water Connection Inspection (new development)	<ul style="list-style-type: none"> • \$50.00
Sewer Connection Inspection (new development)	<ul style="list-style-type: none"> • \$50.00
Turn water on or off (seasonal or outside business hours)	<ul style="list-style-type: none"> • \$50.00
Bulk Water Sales	<ul style="list-style-type: none"> • \$15.00 per 1,000 gallons plus \$30 connection fee
Water Meter	<ul style="list-style-type: none"> •5/8" x 3/4"meter (\$424.78 plus HST) \$480.00 •3/4" meter (\$469.03 plus HST) \$530.00 •1" meter (\$570.80 plus HST) \$645.00 •1.5" meter positive displacement(\$911.51 plus HST) \$1,030.00 •2" meter positive displacement(\$1,070.80 plus HST) \$1,210.00

GARBAGE AND RECYCLE	
Garbage Tags	•..... (each) \$2.00
Composter	•..... \$40.00
Blue Box	
•new residents and replacements	•..... no charge
• to purchase	•..... \$8.00

FIRE	
All rates are subject to HST.	
Compliance Letters	•..... \$65.00
Fire Reports (non-property owners/tenants)	•..... \$65.00
Inspections	<ul style="list-style-type: none"> • Special Occasion Permit \$65.00 • Liquor License \$65.00 • Home Daycare..... \$65.00 • Mobile Canteen / Seasonal Stand..... \$65.00
Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners/tenants) <ul style="list-style-type: none"> •current MTO rates 	
Vehicle fire, danger of fire extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation <ul style="list-style-type: none"> •at cost and supported by invoices 	
Hazardous Materials Spill/Clean Up Total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial Ministry. <ul style="list-style-type: none"> •current MTO rates 	
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. <ul style="list-style-type: none"> •at cost and supported by invoices •current MTO rates 	
Additional Expenses If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Deputy Fire Chief determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus (“Additional Services”) in order to suppress or extinguish a fire, preserve property, prevent a fire from	

spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the property requiring or causing the need for the Additional Services shall be charged the costs to provide the Additional Services including all applicable taxes. Property shall mean personal and real property.

•..... at cost and supported by invoices

Fire Hall Room Rental

•.....\$25.00/hour plus HST (During Office Hours)

•.....\$25.00/hour + \$25/hour for staffing, if required plus HST (Outside of Office Hours)

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	•..... \$3,500.00
Zoning Amendment	•..... \$3,500.00
Joint Official Plan & Zoning Amendment	•..... \$4,500.00
Zoning – Lift of Holding Provision	•..... \$650.00+ deposit for legal costs
Minor Variance	•..... \$800.00 If agreement required \$350.00 for preparation + deposit for legal costs for registration.
Consent Application	•..... \$800.00 + \$75.00 mailing list If agreement required \$350.00 for preparation + deposit for legal costs for registration.
Site Plan Control Major	•..... \$2,000.00+ \$350.00 SPC agreement + deposit for legal costs of registration
Site Plan Control Minor	•..... \$1,000.00 + \$350.00 SPC agreement + deposit for legal costs of registration
Plan of Subdivision	•..... \$4,000.00 + \$5,000.00 deposit for application

Plan of Subdivision-Redline Change	•..... \$650.00
Part Lot Control	•..... \$600.00+ deposit for legal costs
Plan of Condominium	•..... \$2,500.00+ deposit for legal costs
Lifting of 1 ft Reserve	•..... \$600.00+ deposit for legal costs
Cash-in-lieu of Parking	•.....\$3,000.00/space
Encroachment Agreement	•..... \$350.00+ deposit for legal costs
Private Road Agreement	•..... \$350.00+ deposit for legal costs
Pre-Servicing Agreement	•..... \$350.00+ deposit for legal costs
Zoning Compliance Report	•..... \$200.00
Zoning Certificate	•..... \$100.00
Secondary Dwelling Agreement	•..... \$200.00+ deposit for legal costs
Extension of Draft Approval	•..... \$350.00+ deposit for legal costs
Green Energy Applications	•..... \$1,500.00
Accessory Apartment Registry	•..... \$75.00

Additional Expenses

The Applicant is required to pay all additional fees for peer evaluation reports to agencies and consulting professionals including but not limited to, Leeds, Grenville & Lanark District Health Unit, Conservation Authorities, Transportation Engineers, Planners, Hydrogeologists Ecologists, Biologists and Architects.

A Pre-Development Deposit, as well as an Indemnity Agreement, must be submitted with all planning applications. A minimum deposit of \$2,000.00 shall be provided for all cluster lot, site plan, zoning by-law amendment applications and a minimum \$5,000.00 deposit for Community Official Plan amendments and Plans of subdivision. For minor variances or individual severance applications, the applicant is required to submit an Indemnity Agreement without a minimum deposit. The Pre-Development Deposit or any portion thereof shall be retained by the Municipality until all accounts, statements, invoices, etc. submitted to the Municipality and relating to the application have been paid in full and all matters relating to the application have been completed. Any balance remaining on completion of the application shall be returned to the Applicant without interest. Any balance over and above the deposit shall be invoiced to the Applicant.

•..... at cost and supported by invoices

BUILDING (fees per permit)

New Single Family Dwelling Unit	•..... \$3,200.00
New Townhouse Dwelling Unit	•..... \$2,500.00
New Semi Detached Dwelling Unit	•..... \$2,500.00

New Condo Unit (Apartment Style)	• \$1,500.00
New Residential Finished Area	• \$0.98/sq. ft.
Finished Basement (New Build)	• \$0.40/sq. ft.
Finished Basement Permit	• \$300.00
Renovation of Existing Buildings	• 2% of Value of Construction
New Basement of Crawl Space	• \$500.00
New Residential Accessory Building or Carport	• \$200.00
New Residential Garage (Un-insulated)	• \$300.00
New Residential Garage (Insulated)	• \$325.00
New Uncovered Deck	• \$250.00
New Covered Deck / Porch	• \$300.00
New Verandah	• \$300.00
New Landing	• \$150.00
Residential In Ground Pool	• \$200.00
Residential Above Ground Pool (No Deck)	• \$200.00
Residential Above Ground Pool (Deck less than 108 sq. ft.)	• \$250.00
Minimum Permit Fee	• \$125.00
Residential Hot Tub	• Minimum Permit Fee
Residential Basement Repairs (Non Structural)	• Minimum Permit Fee
Residential Basement Repairs (Structural)	• \$150.00
Tents (including groups of tents)	• \$200.00
Grain Bin/Coverall/Pole Barns/Agricultural Storage Sheds	• \$200.00
Commercial Engineered Farm Buildings (less than 3,000 sq. ft.)	• \$400.00
Commercial Engineered Farm Buildings (greater than 3,000 sq. ft.)	• \$800.00
Interior Fit-up and Renovations of All Buildings (Existing Area)	• 2% of Value of Work
New Commercial, Industrial, Institutional, Retail, Business and Personal Service and Assembly Occupancies	• \$0.77/ sq. ft.
Commercial Cold Storage Garage,	• \$600.00

Self Storage Units and Warehouse Shell (Less Than 1,500 sq. ft.)	
Commercial Cold Storage Garage, Self Storage Units and Warehouse Shell (1,500 sq. ft. – 2,999 sq. ft.)	• \$800.00
Commercial Cold Storage Garage, Self Storage Units and Warehouse Shell (3,000 sq. ft. or greater)	• \$1,200.00
New Heating System, New Fireplace and New Woodstove	• Minimum Permit Fee
Solar Panels on a Building	• Minimum Permit Fee
New Plumbing Fixtures	• \$10.00/Fixture
Change of Use Permit	• Minimum Permit Fee
Alterations of Permit and Plans	• Minimum Permit Fee
Permit Transfer and Permit Renewal	• Minimum Permit Fee
Permit Revoking	• Minimum Permit Fee
Extra Inspection Fee	• \$70.00/inspection
Building Without a Permit (Minor)	• \$500.00
Building Without a Permit (Major)	• \$1,000.00
Agreements (Temporary or Conditional)	• Minimum Permit Fee
Conditional Permits	• \$200.00
Demolition Permit	• Minimum Permit Fee
Occupancy Permit	• Minimum Permit Fee
Sign Permit (minimum fee)	• \$125.00
Banner Sign (max. one per calendar year per tenant per property)	• \$125.00
In Ground Sign (excluding billboards)	• \$125.00
In Ground Billboard Sign	• \$500.00
On Ground Sign 1-60 days (max. one per calendar year per tenant per property)	• \$300.00
Sign Variance (non-refundable)	• \$250.00

DAY CARE (fee per day)	
Infant Program	
Full-time	• \$62.00
Part-time	• \$67.00
Toddler Program	
Full-time	• \$52.00

Part-time	•..... \$57.00
Preschool Program	
Full-time	•..... \$44.00
Full-time half day	•..... \$34.00
Part-time	•..... \$47.00
Part-time half day	•..... \$37.00
Kindergarten Program	
Before & After School	•..... \$23.00
Before or After School	•..... \$18.00
Before & After School – Part-time	•..... \$25.00
Before or After School – Part-time	•..... \$20.00
Full Day	•..... \$36.00
P.A. Half Day	•..... \$26.00
School Age Program	
Before & After Full Time	•..... \$21.00
Before or After Full Time	•..... \$16.00
Before & After Part Time	•..... \$23.00
Before or After Part Time	•..... \$18.00
Full Day	•..... \$34.00
P.A. Half Day	•..... \$24.00

ALMONTE OLD TOWN HALL

AUDITORIUM
All rates are subject to HST.

Rental Fees Resident/Community Group	
Morning 8:00 a.m. – 12 noon Monday – Sunday	•..... \$35.00
Afternoon 12 noon – 4:00 p.m. Monday – Sunday	•..... \$65.00
Evening 4:00 p.m. – 1:00 a.m. Monday- Thursday and Sunday	•..... \$95.00
Friday and Saturday	•..... \$125.00
	•..... + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event)
	•..... + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events
Rental Fees Non Resident	
Morning 8:00 a.m.– 12 noon Monday – Sunday	•..... \$50.00

Afternoon 12 noon – 4:00 p.m. Monday – Friday Saturday and Sunday	• \$70.00 • \$100.00
Evening 4:00 p.m. – 1:00 a.m. Monday – Wednesday Thursday Friday and Saturday Sunday	• \$100.00 • \$120.00 • \$175.00 • \$100.00 • + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event) • + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events
Wedding Reception/ Private Function	• \$650.00
Equipment Rental Stage Lights Spot Light Panels & Track Lights Projector and Screen Sound Equipment – Full Complement Sound Equipment Small Sound Set-up	• \$100.00 • \$25.00 • \$100.00 • \$25.00 • \$250.00 • \$100.00
MULTI-PURPOSE ROOM Resident Community/ Affiliate Group Private/Commercial Function (e.g. wedding, reception, meeting, staff function)	• \$15.00/ hour (minimum 3 hr rental) • \$25.00/ hour

RECREATION

ICE RENTAL RATES	
All ice rental rates are an hourly rate and are subject to HST.	
Prime Time – Minor Resident	• \$127.00
Non Prime Time – Minor Resident	• \$105.00
Prime Time – Adult Resident	• \$178.00
Non Prime Time – Adult Resident	• \$148.00
Prime Time – Non Resident	• \$212.00
Non Prime Time – Non Resident	• \$181.00
Tournament Rate – Minor Sports	• \$127.00
Tournament Rate – Adult Resident	• \$143.00
Tournament Rate – Broomball	• \$123.00
Tournament Rate – Adult Non- Resident	• \$212.00

SLAB RENTAL RATES	
All slab rental rates are subject to HST.	
Monday – Thursday	•\$39.00/hr
Friday – Sunday Rec Bar/no alcohol	•\$64.00/hr
Friday – Sunday Client Bar	•\$118.00/hr
Service Club/Non-Profit Rec Bar/no alcohol	•\$482.00/booking
Service Club/Non-Profit Client Bar	•\$656.00/booking
Resident – Rec Bar/no alcohol	•\$482.00/booking
Resident – Client Bar	•\$803.00/booking
Non Resident – Rec Bar/no alcohol	•\$566.00/booking
Non Resident – Client Bar	•\$1,048.00/booking
HALL RENTAL RATES	
All hall rental rates are subject to HST.	
Monday – Thursday	• \$35.00/hr
Friday – Sunday Rec Bar/no alcohol	• \$62.00/hr
Friday – Sunday Client Bar	• \$122.00/hr
Resident – Rec Bar/no alcohol	• \$291.00/booking
Resident – Client Bar	• \$584.00/booking
Non Resident – Rec Bar/no alcohol	• \$328.00/booking
Non Resident – Client Bar	• \$617.00/booking
CEDAR HILL SCHOOL HOUSE HALL RENTAL RATES	
All hall rental rates are subject to HST.	
Daily excluding heat	• \$82.00
Daily including heat	• \$103.00
Hourly rental (1/2 day or less)	• \$21.00/hr
BASEBALL DIAMOND RENTAL RATES	
All rental rates are subject to HST.	
Hourly Rental (No lights required)	• \$14.00/hr
Hourly Rental (Lights required)	• \$18.00/hr
BAR BEVERAGE RATES/BEVERAGE	
All rates include HST	
Beer	• \$5.00
Liquor	• \$5.00
Coolers	• \$6.00
Wine (per glass)	• \$5.00
Wine (per bottle)	• \$18.00

COMMUNITY AND ECONOMIC DEVELOPMENT

BANNER INSTALLATION

Per sign includes HST

Non Profit Groups/Events	•	\$150.00
For Profit Groups/Event	•	\$200.00