

**MUNICIPAL CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND
RICHARDS**

BY-LAW #00-2026

**A By-Law to Establish Consolidated User Fees and Charges for Services
Provided**

WHEREAS Section 390 and 391 of *The Municipal Act, SO 2001, c25*, as amended, authorizes the Council to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of the Municipality and for the use of its property;

AND WHEREAS Sections 11(3) of *The Municipal Act, SO 2001, c25*, as amended, authorized a Municipality to pass by-laws respecting matters within the spheres of its jurisdiction;

AND WHEREAS the *Planning act, 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 the *Building Code Act, 1992, S.O.1992*, as amended, provides that Council may require the payment of fees on applications for an issuance of building permits and prescribing the amounts thereof;

AND WHEREAS the *Municipal Act*, and the *Fire Protection and Prevention Act, 1997*, as amended, authorizes a Municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency services program;

AND WHEREAS the Corporation of the Township of Killaloe, Hagarty and Richards has established a Fire Department being the Killaloe, Hagarty, and Richards Fire Department to deliver fire fighting and related emergency services;

AND WHEREAS there is authorization to add unpaid fees and charges imposed by the Municipality to the tax roll for which the owners are responsible for paying the fees and charges;

AND WHEREAS the Council of the Corporation of the Township of Killaloe, Hagarty and Richards deems it expedient to consolidate the fees and charges to be collected by the various departments;

NOW THEREFORE the Council of the Corporation of the Township of Killaloe, Hagarty and Richards enacts as follows:

1. **That** all Council resolutions or similar expressions, whether formal or informal, inconsistent with this by-law shall be deemed to be rescinded.
2. **That** By-Law 16-2021 is hereby rescinded and replaced by this By-Law.
3. **That** where this By-Law establishes a fee or charge that is also set out in another By-Law enacted before the effective date of this By-Law, the fee or charge in this By-Law will apply, and the earlier By-Law will be deemed amended accordingly.
4. **That** the fees and charges for all Municipal departments set out in the following schedules, attached hereto and forming part of this By-Law are hereby adopted:

- Schedule "A" – Finance, Administration & Legislative Services
- Schedule "B" – Planning and Development
- Schedule "C" – Waste Management & Environmental Services
- Schedule "D" – Building, Demolition & Sewage Permits
- Schedule "E" – Fire & Emergency Services
- Schedule "F" – Public Works
- Schedule "G" – Permits and Licensing
- Schedule "H" – Facilities, Parks and Recreation

5. **That** the Short Title, including any amendment from time to time, for this By-Law shall be "User Fees and Charges By-Law."
6. **That** all fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a Municipal official.
7. **That** in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the Municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
8. **That** at the discretion of Council, fees may waived, partially or in full, or adjusted to recover at a minimum, respective service, administration, and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
9. **That** it is declared that if any appendix, section, subsection or part of parts thereof be declared by any Court to be bad, illegal or ultra vires, such appendix, section, subsection or part of parts shall be deemed to be severable, and all parts hereof are declared to be separate and independent and enacted as such.
10. **That** this By-law shall come into force and take effect upon the date of passing.

Read a first and second time this xx day of xx, 2026.

Read a third time and finally passed this xx day of xx, 2026.

Mayor

CAO/Clerk-Treasurer

SCHEDULE "A"
Finance, Administration & Legislative Services

Description	Charge
Tax Certificates	
Standard	\$50.00/certificate
Expediated (Next Day Service)	\$100.00/certificate
File Search	\$50.00/search
Photocopies	\$0.25/page for black & white \$1.00/page for colour
Faxes	\$0.25/page
Road Allowance Purchase (Inc. Shoreline)	
Application Fee	\$250.00
Cost per Linear Foot	\$5.00
Legal Fees	Actual Cost
Title Registration	Actual Cost
Survey Costs	Actual Cost
Additional Associated Costs (Advertisement, etc)	Actual Cost
Disposition of Municipal Land	
Appraisal Cost	Actual Cost
Purchase Cost	Per Appraisal Cost
Legal Fees	Actual Cost
Title registration	Actual Cost
Additional Associated Costs (Advertisement, etc)	Actual Cost
Shoreline Road Allowance Work Permit	
Application	\$100.00
Use of Unopened Road Allowance Agreement	
Application	\$800.00
Survey Costs	Cost Recovery
Legal Fees	Actual Costs
Additional Associated Costs	Actual Costs
Outstanding Invoices (Balance Owing After One Month)	1.5% interest per month, 18% per annum compounded monthly
NSF Cheque	\$50.00
Commissioning Documents & Certified True Copies	\$10.00/per document
Transfer of Utility Arrears to Tax Roll	\$50.00
Interest Charges on balances owing on taxes, water, wastewater outstanding after one month	1.25%
Payment Transfer administrative charge for the processing of payments posted to incorrect account as directed by payer	\$20.00
Late Payment Notice	\$5.00
Municipal Tax Sale Events	\$150.00 Admin Charge plus cost recovery for all other fees and charges by Real Tax
Municipal Freedom of Information (FOI) Request Application Fee	\$5.00/Request
FOI Search and Preparation Time	\$7.50 per 15 min
FOI Associated Costs	Per Invoice
Line Fence Viewers	
Cost Per Viewer (Minimum Three)	Cost recovery
Staff/Council/Fence Viewer Mileage	As per CRA rates

**SCHEDULE “B”
Planning and Development**

Description	Charge
Minor Variances	
Application	\$500.00
County of Renfrew Planning Report	Actual Cost
Legal Fees	Actual Cost
Peer Review Fees	Actual Cost
Engineering and/or Planning Fees	Actual Cost
Additional Associated Costs	Actual Cost
Zoning By-Law	
Application	\$230.00 plus County of Renfrew Fees
Where a combination of requests for site-specific amendments pursuant to Sections 17, 21 and 34 of the <i>Planning Act</i> are submitted, the fee charged for each additional request above the first submitted for the same site shall be reduced by \$150.00.*	
Legal Fees	Actual Cost
Peer Review Fees	Actual Cost
Engineering and/or Planning Fees	Actual Cost
County of Renfrew Fees	Actual Cost
Additional Associated Fees (Advertisement, etc)	Actual Cost
Removal of Holding Symbol	\$55.00 plus County of Renfrew Fees
Official Plan Amendments	
Application Fee	\$325.00 plus County of Renfrew Fees
Legal Fees	Actual Cost
Peer Review Fees	Actual Cost
Engineering and/or Planning Fees	Actual Cost
County of Renfrew Fees	Actual Cost
Additional Associated Fees (Advertisement, etc)	Actual Cost
Zoning Compliance Certificate	
	\$50.00
Plan of Subdivision or Plan of Condominium	
Application Fee	\$500.00 plus County of Renfrew Fees
Deposit Fee (to be applied towards final account)	\$500.00
Legal Fees	Actual Cost
Peer Review Fees	Actual Cost
Engineering and/or Planning Fees	Actual Cost
County of Renfrew Fees	Actual Cost
Additional Associated Fees (Advertisement, etc)	Actual Cost
Site Plan Control	
Review of Site Plan Control Application	\$140.00 plus County of Renfrew Fees
Site Plan Applications implementing requirements of Plan of Subdivision	\$55.00 plus County of Renfrew Fees
Legal Fees	Actual Costs
Peer Review Fees	Actual Costs

Engineering and/or Planning Fees	Actual Costs
County of Renfrew Fees	Actual Costs
Additional Associated Fees (Advertisement, etc)	Actual Costs
Consents (Severances, lot additions, easements)	
Municipal Reports	\$325.00
County of Renfrew Fees	Actual Costs
Agreements	
Administrative Fees	\$250.00
Legal Fees	Actual Costs
Additional Associated Fees	Actual Costs
Pre-Consultation (County of Renfrew)	
Local Municipal Approvals (Zoning/Site Plan/Minor Variance)	
-Stage 1 Pre-Consultation:	\$200.00
-Stage 2 Pre-Consultation:	\$1000.00
-Fee for a planning application submitted within 12 months of a stage-1 consultation shall be reduced by:	\$200.00
Planning Related Matters & External Costs	Full Cost recovery for any service, not included in this schedule

**only reduced for one application in the event that multiple applications are submitted.*

All the foregoing fees are non-refundable and do not include any external costs that the Municipality may incur in connection with its review of any planning application, or matters pertaining thereto, the cost of which also be fully recovered from the applicant or his/her agent, and/or anyone acting in such capacity.

SCHEDULE “C”
Waste Management & Environmental Services

Description	Charge
Tipping Fees	
Bagged Residential Household Waste	\$3.00/Bag
Bagged Commercial Waste	\$3.00/Bag*
Sorted Demolition Material (Inc. Shingles) (Trailers and Vehicles with Racks – Fee doubles)	
Utility trailer (5' x 8')	\$52.00/load
½ Ton Truck	\$52.00/load
Single Axle Truck or Roll off Bin	\$360.00/load
Tandem Truck or Roll off Bin	\$500.00/load
Fire debris	\$500.00/load
Brush (Up to 6” Maximum Top – Tree Stumps or logs not Permitted)	
Utility Trailer (5'x 8')	\$30.00/load
½ Ton Truck	\$30.00/load
Single Axle Truck or Roll off Bin	\$150.00/load
Tandem Truck or Roll off Bin	\$360.00/load
Tires (No Rims)	No Charge
WEEE Waste Recyclables	No Charge
Batteries (Household/Automotive)	No Charge
Furniture	\$20.00/item
Major Appliances (stoves, washers, dryers)	No Charge
Appliances Containing Freon or Other Refrigerants. Door must be removed.	\$35.00/unit
Scrap Metal	No Charge
Recyclables	No Charge
Household Hazardous Waste	Not Accepted by Municipality
Pine Needles, Grass Clippings, Leaves	
Utility Trailer (5' x 8')	\$30.00/load
½ Ton Truck	\$30.00/load
Single Axle Truck or Roll off Bin	\$150.00/load
Tandem Truck or Roll off Bin	\$360.00/load

**Commercial users may pay their tipping fees on a monthly basis. Failure to pay the fees billed by the Township within thirty days will result in immediate suspension of access to the Waste Disposal Site.*

Round Lake Transfer Site – 168 Sunrise Road- Accepts:

Household Waste
 Recyclables (Includes cardboard, soft plastics, Styrofoam)

Killaloe Waste Transfer Site – 1049 Mask Road – Accepts:

Household Waste	Furniture
Recyclables (including cardboard, Styrofoam, soft plastics)	Painted Wood
Pine Needles, Grass, Leaves	Tires (Without Rims Only)
Scrap Metal	Batteries
Brush (No Stumps or logs)	WEEE Waste Recyclables
Sorted Demolition Material	Empty aerosol/paint cans
	Shingles

SCHEDULE "D"
Building, Demolition & Septic Permits

Building & Demolition "D-1"

Description	Charge
Residential (Single Family Dwellings, Additions, Renovations, Mobile Homes, Sleep Cabins, Attached Garages, Installation of Prefabricated Dwellings, Seasonal Dwellings)	\$0.60/sqf Minimum \$200.00
Residential Basements (inc. Walkouts)	
Unfinished Basement	\$0.20/sqf; Minimum \$200.00
Finished Basement	\$0.40/sqf; Minimum \$200.00
Finishing of existing basement in existence for over 5 years (no structural work proposed)	\$200.00 Minimum
Residential Accessory (Detached Garages, Carports, Decks, Enclosed Porches/Sunrooms, Sheds, Sea Containers)	\$0.45/sqf ≥ 200sqf Minimum \$150.00 < 200sqf Minimum \$100.00
Designated Structures (Solar Panels, Retaining Walls, Signs, Demountable Stages, Tents)	\$150.00 minimum
Commercial/Industrial (Inc. Addition/Renovations)	\$0.70/sqf Minimum \$250.00
Commercial Accessory	\$0.60/sqf Minimum \$200.00
Swimming Pool Enclosure	\$150.00, plus applicable deck permits
Farm Buildings (Inc. Additions/Renovations/Accessory Buildings)	\$0.20/sqf Minimum \$150.00
Demolition Permit Residential Commercial	\$100.00 Minimum \$150.00 Minimum
Plumbing Permit	\$100.00 Minimum
Change of Use Permit	\$200.00 Minimum
Conditional Permit	\$200.00 Minimum, plus applicable class of permit square footage
Re-Inspection of Defective and Incomplete Work, Additional Inspections	\$75.00/visit
Refunds	As per Building By-Law
Construction Started Without Permit	Double the permit fee
Orders issued pursuant to the <i>Building Code Act</i>:	
Section 12: Order to comply	\$200.00
Section 13: Order not to cover	\$200.00
Section 14: Stop work order	\$200.00
Section 18: Order requiring Tests	\$200.00
Section 15.9(4): Unsafe Building	\$200.00
Section 15.9(6): Prohibit Occupancy	\$200.00
Section 15.10(1): Emergency Order	\$200.00

Additional associated costs (including required engineer reviews, etc)	Actual Costs
Registration/Discharge of Orders on Property Title	Actual Costs

Sewage Permit Fees “D-2”

Description	Charge
Class 2 Sewage System (Grey water)	\$350.00
Class 3 Sewage System (Cesspool)	\$350.00
Class 4 Sewage System (Leaching Bed, Filter Bed)	\$400.00
Class 5 Sewage System (Holding Tank)	\$400.00
Septic File Search Fee	\$50.00
For Approval of a Condominium	\$450.00
For approval of a subdivision under the <i>Planning Act R.S.O. 1990 CH.13</i>	\$250.00/lot or block
For authorization of a minor variance under the <i>Planning Act R.S.O. 1990 CH.13</i>	\$75.00

Building Permit Deposits “D-3”

Class of Permits	Charge
Residential	
Single Family Dwellings, Mobile Homes, Installation of Prefabricated Dwellings, Seasonal Dwellings	\$1000.00
Additions, Renovations	\$500.00
Sleep cabins, attached garages	\$200.00
Finishing Existing Residential Basement (No Structural Work Proposed)	\$100.00 Minimum
Residential Accessory (Detached Garages, Carports, Decks, Enclosed Porches/Sunrooms, Sheds, Sea Containers)	≥ 200sqf minimum \$300.00 < 200sqf minimum \$200.00
Designated Structure	\$100.00
Commercial/Industrial	≥ 500sqf minimum \$1000.00 < 500sqf minimum \$500.00
Commercial/Industrial Addition/Renovation	≥ 500sqf minimum \$1000.00 < 500sqf minimum \$500.00
Commercial Accessory	≥ 500sqf minimum \$600.00 < 500sqf minimum \$400.00
Swimming Pool Enclosure	\$200.00
Farm Buildings (Inc. Additions/Renovations/Accessory Buildings)	\$100.00
Demolition Permit	
Residential	\$100.00
Commercial	\$200.00

Class 2, 3, 4, 5 Sewage System Permits	\$100.00 Minimum
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Notes to Table D-3:

Deposits are returnable upon project completion as determined by the Chief Building Official or when a final occupancy permit is issued. Deposits apply to all building permits issued in the municipality. This deposit shall be retained by the municipality if a permit becomes expired, abandoned or revoked.

Where multiple classes of permit are incorporated into the same permit (IE: Dwelling with an attached deck), the deposit with the higher value shall be the deposit amount utilized for the permits deposit calculation.

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SCHEDULE "E"
Fire Services

Description	Charge
Inspection Upon Request Not for Profit	\$100.00 Fee Exempt
Fire copy Report	\$30.00
Risk and Safety Management Plan Review and Response	\$500.00-\$2500.00; Determined by Fire Chief
Letters to Lawyers/Insurance Companies	\$30.00/Letter
Fire, Emergency Response Vehicles, and all other Municipally owned vehicles and/or equipment.	Pricing per current M.T.O. Rates; Cost Recovery
Wage Rates of Responding Firefighting Personnel and/or other Municipal Personnel*	Cost Recovery
Specialized Equipment and/or services and Associated Person	Cost Recovery
Additional Expenses including but not limited to; replenishing fire suppressant foam, damaged and/or broken hoses, rental of special equipment, hiring of private contractor, preservation of property or evidence	Cost Recovery

*All municipal personnel hours to include refurbishing vehicles and equipment preparation for the next incident or response.

SCHEDULE "F"
Public Works

Description	Charge
Entrance Permits	
Residential	\$650.00 Refundable Deposit
Commercial	\$850.00 Refundable Deposit
Civic Address (911 Signs)	
Purchase/Installation of First Sign	\$100.00
Replacement Sign	\$50.00
Replacement Post	\$50.00
Oversized Load Limits	\$40.00 Daily Permit
Municipal Sewage Hook Up Permit	\$100.00
Sewage Disposal (Into Sewage Facility)	\$50.00/1000 gallons
Water Sale	\$40.00/load

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SCHEDULE "G"
Permits and Licensing

Description	Charge
Birth/Death Registration	\$20.00/registration
Marriage License	
Resident	\$150.00/license
Non-Resident	\$200.00/license
Transient Trader License	
Door to Door Sales	\$500.00/year
Mobile Food Units	\$40.00/event
Transient Photographers	\$250.00/year
Midway Sponsored by Local Organization	\$250.00/event
Un-sponsored Midway	\$1,000.00/event
Produce Stands, Chip Wagons, Ad Hoc Food Outlets	\$500.00/year
Farmers Markets	Exempt
Special Event Permit	
Attendees < 500	\$250.00/event
Attendees 500 -1000	\$500.00/event
Attendees > 1000	\$1,000.00/event
Dog Licenses	
Sterilized dogs (Before March 31 st)	\$10.00/year
Sterilized dogs (After March 31 st)	\$15.00/year
Unsterilized dogs (Before March 31 st)	\$15.00/year
Unsterilized dogs (After March 31 st)	\$20.00/year
Each additional tag	\$5.00/dog
Replacement Tags	\$2.00/tag
Kennel License	\$75.00/year
Dog Impoundment	
Impoundment Fees	Cost Recovery
Municipal By-Law Officer Mileage	Mileage Rates Per Human Resources
Lottery Licensing	\$10.00 or 3% (whichever is less) up to \$1,500 prize value. Anything over \$1,500 prize value is 3% up to \$300 for all licences.

SCHEDULE "H"
Facilities, Parks and Recreation

General Recreation "H-1"

Description	Charge
Swim Lessons	\$40.00/child
Newsletter Annual Advertisement	\$200.00/advertisement
Rink Board Advertisement (3-year contract minimum)	\$400.00/year full panel (8 x 8) \$200.00/year half panel (4 x 4)

Parks & Facilities "H-2"

Description	Charge
Facilities – Private Use Rentals	\$50.00 plus \$100.00 deposit
Non-Profit Organization Rentals	\$25.00 plus \$100.00 deposit
Community Use Rentals	Fee exempt; plus \$100.00 deposit
Additional Fees	
Large Event (75+ Attendees)	Additional \$50.00 deposit
Cleaning Fees	\$50.00