

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
By-Law No. 2023-20

Being a By-Law to Establish Fees and Charges for services or use
of municipal property.

WHEREAS Section 391(1) of the Municipal Act, 2001 provides that a municipality may impose fees or charges on any person, municipality, local board and the crown.

- (1) for services or activities provided or done by or on behalf of it;
- (2) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (3) for the use of its property including property under its control.

NOW THEREFORE the Council of the Corporation of the Township of McNab/Braeside enacts as follows:

1. The fees and charges set out on the attached Schedules are hereby imposed as follows:

Schedule "A" – Administration	Schedule "H" -Museum
Schedule "B" – Building	Schedule "I" - Animal Control
Schedule "C" – Septic	Schedule "J" – Fire Department
Schedule "D" – Development Charges	Schedule "K" - Roads Dept.
Schedule "E" - Planning	Schedule "L" – Market Fees
Schedule "F"- Waste Management	Schedule "M" – Clay Bank Park
Schedule "G"- Recreation	
2. 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 the CAO/Clerk and/or Council.
3. 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.
4. Council does hereby delegate to the CAO/Clerk, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
5. The fees set out in this By-Law shall be increased at the rate of inflation, based upon the Consumer Price Index for Ontario, when Council deems it appropriate.
6. The fees set out in the By-Law shall exclude Harmonized Sales Tax (HST) as applicable unless otherwise noted.

BE IT FURTHER ENACTED, that all By-Laws or parts thereof, and all or any resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed

READ a first time this **4th day of April, 2023**.

READ a second time this **4th day of April, 2023**.

READ a third and final time and passed this **4th day of April, 2023**.



MAYOR



CAO/CLERK

**By-Law No. 2023-20
Schedule "A"- Administration**

General Information:

Photocopying \$0.25/page 8 ½ x11
 \$0.30/page 8 ½ x14
 \$0.50/page 11 x 17

Fee Requests for General & Personal Information under MFIPPA:

Application Fee	\$5.00	to be paid when you submit your request
Search Time	\$7.50 per ¼ hour	required to search and retrieve records
Record Preparation	\$7.50 per ¼ hour	required to prepare records for release
Photocopying	\$0.20/page 8 ½ x11, \$0.30/page 8 ½ x14, \$0.50/page 11 x 17	
Facsimile Transmit	\$5.00	Receive \$2.00

Administrative Fee under the Line Fences Act, 2006 (s17)	\$350.00 plus costs
Property Standards Appeal	\$200.00
Archive Record Retrieval/Research	\$10.00 per ¼ hour
N.S.F. charge	\$25.00 per payment
Late payment fees on all overdue accounts (excluding taxes)	1.25% per month after 30 days
Commissioner of Oaths & Certified True Copy (by appointment)	\$5.00 (includes HST) (residents/ratepayers) \$30.00 (includes HST) (non-residents/non-ratepayers)
Marriage License	\$125.00
Civic Marriage/Union Service	
Normal working hours: 10:00 a.m. - 3:00 p.m.	\$300.00 (in Council Chambers)
Other times and locations (mileage may be charged)	\$350.00*
Officiant to attend Rehearsal (mileage may be charged)	\$75.00*
<i>*Payable to marriage officiant</i>	
Refreshment Vehicle License	\$175.00
Mobile Canteen License	\$75.00
Special Event Permit	\$100.00
Tax Certificates	\$50.00 (per roll number)
Zoning Compliance Report	\$50.00 (per roll number)
Subdivision Compliance Report	\$60.00
Fire Compliance Report	\$50.00 (per roll number)
Special Cleaning Fee	\$250.00 per clean
Lottery License, Break Open Tickets, Bingos, Raffles, etc.	3% of total prize value.
Request Change of Street Name	\$500.00
Replacement Gate Key (Canaan Road)	\$15.00
Township Pin	(cost recovery)
Township Flag	(cost recovery)
Township Map	(cost recovery)
County of Renfrew Map	(cost recovery)
Promotional items, hats, T-shirts, etc.	(cost recovery)
Copy of Zoning By-Law	(cost recovery)
Copy of Official Plan	(cost recovery)
Removal of Election Sign	\$20.00/sign

**By-Law No. 2023-20
Schedule "B" - Building**

Building

Building Bond - Actual Costs plus \$5,000.00 refundable deposit + \$200 Admin Fee	
Minimum Permit Fee	\$100.00
Residential Building Permit	G.F.A. x 0.70
Occupancy Inspection Fee	\$100.00
Comm/Industrial/Institutional Building Permit	G.F.A. x 1.10
Building Accessory or Attached Accessory to a Residential Unit	\$187.50
Over 375 sq. ft.	G.F.A. x .50
Demolition Permit	\$50.00
Plumbing Permit	\$20.00 per fixture
Min. for new construction	\$200.00
Min. for additions/repairs	\$100.00
Alterations/Renovations Permit	\$150.00
Including an outdoor wood burning furnace	
Conditional Permit.	\$100.00
HVAC Permit	\$100.00
Change of Use Permit.	\$300.00
Revision or Renewal of permit	\$100.00
Administration Fee for 2 dwellings on 1 Lot Agreement	\$200.00
Porch/Carport	\$100.00
Pool Permit	\$100.00
McNab/Braeside Municipal Buildings	No Fee
Other Buildings, farm buildings, storage buildings, greenhouses, fabric covered buildings	.40/sq. ft.
Permit to Install an Interior Wood Burning Application/Chimney	No Fee
(Inspection and Certification arranged by Property owner and submitted to CBO)	

Building without a Permit

Anyone commencing construction prior to the assignment of a permit shall be subject to double fee ie: 2 x the rate as set out in the above fees.

By-Law No. 2023-20

Schedule "C" Septic

Septic Application Fees

Class 2 system (grey-water)	\$350.00
Class 3 system (cesspool)	\$350.00
Class 4 system (leaching bed, filter bed)	\$500.00
Class 5 system (holding tank) ***	\$500.00
An engineered designed system	\$500.00
Replacement of tank and/or up to 100 ft of weepers	\$200.00
Outdoor Washrooms (Class 1)	\$250.00
For approval of condominium - for each site that is proposed or installed up to 10,000 L	\$500.00

(*** Class 5 system - a signed agreement with licensed pumper will be required.)

Comments requested from Sewage System Inspector

Plan of Subdivision review	\$100.00
Minimum Distance Separation Calculations	\$50.00 per application
Request for Septic records	\$50.00 for each record

By-Law No. 2023-20
Schedule "D" Lot Development Charges

<u>Lot Development Fees</u>	General	Jedd Creek/Campbell Dr.	Dochart Creek
Single Detached Dwelling	\$3,954.00	add \$230.00	add \$298.00
Single Attached Dwelling/unit	\$3,784.00	add \$219.00	add \$286.00
Apartment/unit	\$3,143.00	add \$182.00	add \$237.00
Mobile Home/unit	\$2,982.00	add \$173.00	add \$225.00
Commercial/Industrial (per m ² of g.f.a.)	\$9.00/m ²	add \$0.38/m ²	add \$0.43/ m ²

By-Law No. 2023-20
Schedule "E" Planning

Planning

Consent Application (per severance)	\$300.00 + Additional Fee as determined by County
Minor Variance Application	\$1,100.00 + \$3,000.00 deposit
<i>Exemption (Con 12, West Pt. Lot 5 - Pine Grove Mobile Park) exempt from Minor Variance Application fees if setbacks are met.</i>	
Zoning By-law Amendment	\$1,600.00 + \$3,000.00 deposit
Temporary Use Zoning By-Law Extension	\$125.00
Official Plan Amendment	Fee Determined by the County of Renfrew
Amended Planning Applications (Minor Variance, Zoning Amendment)	\$250.00
Duplicate Planning Proposals	\$200.00
LPAT Proceedings	Actual cost + \$1,000.00 deposit
Other Planning Matter & Development Agreements	\$325.00 + \$3,000.00 deposit
Development Agreement for a Lot in a Plan Of Subdivision	\$200.00 + \$3,000.00 deposit
Subdivision Proposal	Actual cost + \$15,000.00 deposit
Business Proposals	Actual cost + \$1,000.00 deposit
Plan of Subdivision Application	County of Renfrew - Planning
Site Agreement	\$750.00 + \$5,000.00 deposit
Encroachment Agreement	\$325.00 + \$1,000.00 deposit
Lifting Holding Symbol	\$1,000.00 + \$3,000.00 deposit
Lifting a 0.3m Reserve	\$325.00 + \$1,000.00 deposit
Request for Closure of Road Allowance	\$325.00 + \$3,000.00 deposit
Land Purchase Requests	\$325.00 + \$1,000.00 deposit
Pre-servicing Agreement	\$2,500.00 + \$3,000.00 deposit
Amending Pre-servicing Agreement	\$1,000.00 + \$3,000.00 deposit
Planning Application Review (internal)	\$130.00/hour

Deposit to be used for Professional Fees (i.e. legal, engineering, peer review etc.) to cover all actual costs associated with the application, when required.

By-Law No. 2023-20
Schedule "F" - Waste Management

Tipping Fees at the Landfill Site - 573 Calabogie Rd.

Garbage Bag	\$2.00
Mixed Waste (Household and Construction/Demolition Material Flat Rate (200 kg & under)	\$ 15.00
Per Tonne	\$ 90.00 per metric tonne*
Hydrocarbon Contaminated Soils (Pre-approved)	\$ 90.00 per metric tonne*
Stumps and Contaminated Wood	\$ 90.00 per metric tonne*
All refrigerated appliances	no charge
Sorted, flattened and recycled corrugated cardboard	no charge
Scrap metal including white goods	no charge
All recycling items listed in the recycling contract	no charge
Clean wood, free of paint or stain	no charge
Garden waste and leaves (free of household garbage)	no charge
E-waste - Computers, Monitors and other Electronics (Do not accept parts or incomplete or broken screens)	no charge
Open September to April Uncontaminated** Motor/Engine oil	
(up to 25 litres)	\$3.50
(25 - 50 litres)	\$7.00
Open May-August Household Hazardous Waste Depot (376 Bruce Street, Renfrew) – Free drop off of household waste for Township Residents/Ratepayers.	
All Tires - Cars, trucks, tractors	No Charge
Blue Boxes - available at the Municipal Office	\$8.00 incl. HST

Tipping Fee at the curbside, the maximum limit is two bags per week each additional bag must be tagged with yellow tag for pickup.

Yellow Tag	\$2.00
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*If the scales at the landfill site are not operational due to a power outage or maintenance, the following tipping fees shall apply:

Car, single axle trailer, towed by car, half ton truck or van	\$15.00
Half ton and single axle trailer	\$30.00
Tandem axle trailers, farm wagons	\$65.00
Single axle truck	\$150.00
Single axle packer truck, tandem truck	\$300.00
Tandem packer truck	\$400.00
Tractor trailers	\$700.00
Un-compacted waste, roll off bins and tri-axle truck	\$15.00/ cu. yd.
Stumps	\$15.00/ cu. yd.

**not mixed with other types of oil

**By-Law No. 2023-20
Schedule "G" - Recreation**

Boat Launch Parking (fees include HST)

	Residents/Ratepayers	Non-Residents/Ratepayers
Day Pass	\$10.00	\$20.00
Season Pass	\$50.00	\$100.00
Second Season Pass (same address)	\$5.00	\$25.00

Ball Diamond Rental

Single Games

\$33.00+HST per game / per diamond + \$50.00 security deposit

Tournaments

\$160.00+HST Lit Diamond/ per day + \$100.00 security deposit

\$100.00+HST Unlit diamond/per day + \$100.00 security deposit

\$400.00+HST 4 diamonds/per day + \$100.00 security deposit

\$800.00+HST weekend (Fri-Sun) all 4 diamonds + \$200.00 security deposit

\$700.00+HST weekend (Sat-Sun) all 4 diamonds + \$200.00 security deposit

Clean up deposits will be returned if applicable following an inspection of the field(s)

Outdoor Rink Rental \$33.00+HST/hour -Group Skating + \$100.00 security deposit

Dochart Park Field Rental \$28.00+HST/hour/field + \$100.00 security deposit

Dochart Park Field Rental – Lit \$53.00+HST/hour/field + \$100.00 security deposit

Recreation Program Fees – These fees are variable and set by the Recreation Director based on forecasted revenues/expenses.

Paddle Sport Rentals (fees include HST)

	<u>Hourly Rate</u>	<u>Daily Rate</u>
Stand Up Paddleboard*	\$10.00	\$40.00
Kayak*	\$10.00	\$40.00
Canoe*	\$10.00	\$40.00

*Please note, a \$50.00 deposit is required for each item rented.

Snowshoe Rentals (Fees include HST)

Snowshoes – up to 48 hour rental Resident/Ratepayer No charge

Non-Resident/Ratepayer \$7.00/set

*Please note, a \$50.00 deposit is required for non-residents/ratepayers per reservation.

HerbFest (fees include HST)

General Vendor	\$70.00 (10x10)
	\$100.00 (20x20)
	\$130.00 (40x40)
Food Vendor	\$120.00

Hall Rental

Your date is confirmed, and your rental is considered secure only once full payment is received. **Payment is due no later than 14 days prior to your event.**

The Security Deposit will be returned after the event, following the inspection of a clean and undamaged facility.

Facility Rental Fees are non-refundable if notice of the cancellation is not given at least 14 days prior to the event date.

John A. Gillies Recreation Centre	Price
Hourly Rate (up to 2 Hours Maximum)	\$35 per hour plus HST
Half Day Rate (up to 4 hours)	\$100 plus HST
Day Rate (5 or more hours)	\$225 plus HST
Decoration Rental (evening before event after 6 pm)	\$100 plus HST
Kitchen Rental – Half Day	\$25 plus HST
Kitchen Rental – Full Day	\$50 plus HST
Security Deposit (returned if applicable, following inspection)	\$200.00
Bartender Fee (4 hours if minimum bar sales aren't met)	\$18/hour/bartender

Murray Yantha Community Centre	Price
Hourly Rate (up to 2 Hours Maximum)	\$40 per hour plus HST
Half Day Rate (up to 4 hours)	\$125 plus HST
Day Rate (5 or more hours)	\$250 plus HST
Decoration Rental (evening before event after 6 pm)	\$100 plus HST
Kitchen Rental – Half Day	\$35 plus HST
Kitchen Rental – Full Day	\$60 plus HST
Security Deposit (returned if applicable, following inspection)	\$200.00
Bartender Fee (4 hours if minimum bar sales aren't met)	\$18/hour/bartender
Popcorn Machine Rental (includes 1 package of kernels)	\$10.00 \$5.00 for additional packages

**Facility User Liability Insurance Program
Non Sporting Events or Occasions ***

Number of People Attending Event	No Alcohol			Alcohol		
	Hourly Rate**	1-2 Day Event	3-5 Day Event	Hourly Rate**	1-2 Day Event	3-5 Day Event
1-50	\$3.00	\$25	\$50	\$12.00	\$85	\$150
51-100	\$4.00	\$50	\$85	\$20.00	\$130	\$260
101-200	\$6.00	\$75	\$125	\$30.00	\$200	\$400

** If hourly rate exceeds the 1 Day rate, charge the 1 day rate

Sporting Events or Occasions *

Individuals or groups wishing to rent a field or facility to hold a sporting event and / or activity are required to provide proof of \$2,000,000 liability insurance. The Township must be named as insured on that policy. If you require insurance, the township offers a range of insurance dependent on the type of event being held. Please contact the Recreation Director for pricing.

*all rates are subject to PST only

**By-Law No. 2023-20
Schedule "H" - Museum**

Waba Cottage Museum

Museum Entry:

General Day Admission (8 and up)	\$3.00 incl. HST
Family Day Admission	\$7.00 incl. HST
Children under 8	No charge
Season Pass General	\$26.00 incl. HST
Season Family	\$66.00 incl. HST

Special Functions:

Your date is confirmed, and your rental is considered secure only once full payment is received.
Payment is due no later than 14 days prior to your event.

The Security Deposit will be returned after the event, following the inspection of a clean and undamaged facility.

Facility Rental Fees are non-refundable if notice of the cancellation is not given at least 14 days prior to the event date.

Wedding Ceremony 1 - \$300.00 +HST + \$200 Security Deposit <i>Use of grounds, sound system (if available), & washroom facility during regular hours</i>
Wedding Ceremony 2 - \$500.00 +HST + \$200 Security deposit <i>Use of grounds, sound system (if available), set up + tear down of up to 100 folding chairs & washroom facility including after-hours</i>
Picnic - \$200+HST+\$200 Security Deposit <i>Use of up to 8 reserved picnic tables & washroom facility, including after-hours</i>
Reserved Photography Session - \$120.00 +HST For Professional photo sessions wherein areas of the property are reserved.

**Facility User Liability Insurance Program
Non Sporting Events or Occasions ***

Number of People Attending Event	No Alcohol			Alcohol		
	Hourly Rate**	1-2 Day Event	3-5 Day Event	Hourly Rate**	1-2 Day Event	3-5 Day Event
1-50	\$3.00	\$25	\$50	\$12.00	\$85	\$150
51-100	\$4.00	\$50	\$85	\$20.00	\$130	\$260
101-200	\$6.00	\$75	\$125	\$30.00	\$200	\$400

** If hourly rate exceeds the 1 Day rate, charge the 1 day rate

Sporting Events or Occasions *

Individuals or groups wishing to rent a field or facility to hold a sporting event and / or activity are required to provide proof of \$2,000,000 liability insurance. The Township must be named as insured on that policy. If you require insurance, the township offers a range of insurance dependent on the type of event being held. Please contact the Recreation Director for pricing.

*all rates are subject to PST only

Waba Cottage T-Shirt	\$18.00 adult incl. HST \$15.00 youth incl. HST
Laird of McNab Post Card	\$1.00 incl. HST
McNab - The Township (Book)	\$30.00 incl. HST
The Last Laird of McNab (Book)	\$10.00 incl. HST

**By-Law No. 2023-20
Schedule "I" - Animal Control**

	<u>On or Before April 30th</u>	
Dog Tags	\$15.00	(One Dog)
	\$15.00	(2 nd Dog)
	\$15.00	(3 rd Dog)
Kennel Licence	\$150.00	
	<u>After April 30th</u>	
Dog Tags	\$30.00	(One Dog)
	\$30.00	(2 nd Dog)
	\$30.00	(3 rd Dog)
Kennel Licence	\$250.00	
Replacement Tag	\$7.00	

**By-Law No. 2023-20
Schedule "J" - Fire Department**

Inspection of Refreshment Vehicle	\$50.00
Inspection of Private Home Daycare	\$35.00
Inspection of Licensed Day Care	\$80.00
Inspection of Rooming/Boarding House	\$80.00
Inspection of Multiple Residential Building	\$120.00
Inspection of Commercial/Industrial Building (up to 4 visits)	\$200.00
Inspection of Commercial/Industrial Buildings (5 or more)	\$100.00
Seniors Homes	\$200.00
Group Homes/Not for Profit	N/C
Smoke & CO Alarms	Cost Recovery
False Alarm/Owner does not attend**	\$410.00
False Alarm (System on test)***	\$1,000.00

White Lake Fire Hall

Hall Rental per hour.	\$25.00/hr \$50.00 max
Security and Clean up Deposit	\$100.00 (refundable if applicable)

Cost of Fire Suppression Services

1. The cost of Fire Department services charged shall be in accordance with Ministry of Transportation rates as set out in the Ministry of Transportation Memorandum to Fire Chiefs and available through the Claims Office of the Ministry of Transportation.
 - a) The agreed rates are:
 - \$450.00 first hour or thereof per vehicle (includes manpower)
 - \$205.00 each additional half hour or part thereof per vehicle
2. Additional equipment and /or services required by the Fire Department to extinguish the fire shall be charged at actual invoiced cost plus 15% (fifteen per cent) administration fee.

Staff Charge out rates	
Fire manpower charge out rate (per person assigned)	\$30.00/hour or part thereof
FIRE	
Contravention of open air burning	MTO rates (\$450/per truck per hour includes firefighters)
Burn Permit (valid 2 days)	\$5.00
Burn Permit (valid for 30 days)	\$25.00
Burn Permit (valid for calendar year)	\$100.00
Incinerator Permit – valid for the calendar year	\$50.00
Camp Fire – Valid for the Calendar year	N/C
Fire watch required due to owner no-show notification	\$50.00 per hour, or part there of
MNR Crown Protection Area (CPA)	As per agreement

** **"False Alarm"** means a Security Alarm Occurrence where there is no evidence that a fire is present in a building, structure or premises and includes, but is not limited to:

- i) the activation of an alarm during its testing without prior authorization;
- ii) an alarm activated by mechanical failure, malfunction or faulty equipment;
- iii) an alarm activated by atmospheric conditions, vibrations or power failure;
- iv) an alarm activated by user error;
- v) an alarm activated with malicious intent;

*** **"System on Test"** means an alarm system that is being tested, or having work done on the alarm system by a technician.

**By-Law No. 2023-20
Schedule "K" - Roads Department**

Civic Address Sign	\$64.50 post and installation included
Entrance Permit	Recovery cost of installation
Tile Drain/Road Crossing Permit	\$150.00
Sale of Used Culverts	invoiced on a cost recovery basis
Requested works	invoiced on a cost recovery basis
Installation of a private sign	invoiced on a cost recovery basis
Subdivision Road not assumed into the Township Road System	\$5,300.00/km each year

Cost Recovery Rates:

Tandem axle truck:	\$80.00/hr.
Backhoe:	\$55.00/hr.
Motor Grader:	\$112.00/hr.
Plus: Labour and Materials	cost recovery basis

By-Law No. 2023-20
Schedule "L" – McNab/Braeside Market

Vendor Permit Fees

Full-time Seasonal Space Single Stall 10' X 10'	\$130/Season
Full-time Seasonal Space Double Stall 20' X 10'	\$260/Season
4 Week Block*	\$40.00
Weekly Space 10' x 10'	\$20.00/week

(a four week minimum to a maximum of \$140.00/stall per season applies to weekly space)

*If the vendor pays for a 4 week block and then commits for the rest of the season, the price for the space will be at a discounted price of \$7.00 per day per stall.

By-Law No. 2023-20
Schedule "M"- Clay Bank Park

Community Garden

4' x 8' x 19" raised bed \$20.00 (inclusive of HST)

4' x 4' x 19" raised bed \$10.00 (Inclusive of HST)

Availability of raised beds will vary and may be limited to 1 bed per family