

**The Corporation of the Township of North Frontenac  
By-Law #36-23**

**Being a By-law to Impose Current Fees and Charges for Various Services Provided by the Township of North Frontenac and Provide for the Recovery of Applicable Costs, and to Repeal By-law #28-23**

**Whereas** Section 391 (1) and (3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a Municipality to impose fees or charges including costs incurred by the Municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for the use of its property including property under its control;

**And Whereas** Section 398 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes the Treasurer of a Municipality to add fees and charges imposed by the Municipality to the tax roll for the following property in the Municipality and collect them in the same manner as Municipal taxes: 1) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; 2) In all other cases, any property for which all of the owners are responsible for paying the fees and charges;

**And Whereas** Section 444 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**And Whereas** Section 445 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention;

**And Whereas** Section 446 (1) (3) and (5) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality who has the authority to direct or require a person to do a matter or thing, the Municipality may also provide that, in default of it being done by the Municipality or if the Municipality is required to do it, the matter or thing shall be done at the person's expense; the Municipality may recover the costs of doing a matter or thing by adding the costs to the tax roll and collecting them in the same manner as property taxes; and the costs include interest calculated at a rate of 15 per cent or such lesser rate as may be determined by the Municipality, calculated for the period commencing on the day the Municipality incurs the costs and ending on the day the costs, including the interest, are paid in full;

**And Whereas** Section 69 of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes the Council of a Municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** Section 7 (1) of the Building Code Act S.O, 1992, Chapter 23, authorizes the Council of a Municipality to pass by-laws requiring the payment of fees and prescribing the amount of fees for applications and issuance of permits;

**Now Therefore** Council of the Corporation of the Township of North Frontenac enacts this “Fees and Charges By-law” as follows:

**That** the fees and charges for various Municipal services as shown in the Schedules attached hereto and forming part of this By-law were previously adopted by Council and shall remain in effect unless Council adopts a By-law amending and/or repealing same:

Schedule ‘A’ – Administration and Finance  
Schedule ‘B’ – Dog Tags, Licence and Animal Control  
Schedule ‘C’ – Building  
Schedule ‘D’ – Crown Land Stewardship Program  
Schedule ‘E’ – Planning  
Schedule ‘F’ – Waste Management – Landfill Tipping Fees  
Schedule ‘G’ – Cemeteries  
Schedule ‘H’ – Fire Department  
Schedule ‘I’ – Roadside Ditch Alteration  
Schedule ‘J’ – Civic Addressing  
Schedule ‘K’ – Construction of Entrances  
Schedule ‘L’ – Community Hall Rentals  
Schedule ‘M’ – Recreational Vehicle License  
Schedule ‘N’ – Disposition of Land  
Schedule ‘O’ – Line Fence Viewings  
Schedule ‘P’ – Licence Agreements  
Schedule ‘Q’ – Part 8 – On Site Sewage Systems  
Schedule ‘R’ – Refreshment Vehicle Licence  
Schedule ‘S’ – Licence for Shipping Container  
Schedule ‘T’ – Use of Township Equipment

**And That** all fees and charges will be subject to applicable taxes unless otherwise noted;

**And That** payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only;

**And 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 the Chief Administrative Officer (CAO);

**And That** any request for a reduction or waive of fees shall be in writing to the Clerk for Council’s consideration, and include a staff report if required and be approved by Council Resolution;

**And That** in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, after a period of 30 days, such fees or charges may be added to the Tax Roll for any real property in the Township of North Frontenac, the property owner(s) of which is responsible for paying the fee or charge and shall be collected in like manner as Municipal Taxes;

**And That** Council does hereby delegate the Treasurer of the Township, in consultation with the CAO, 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;

**And That** the fees set out in the Fees and Charges in this By-law shall be reviewed on an annual basis by each applicable Manager and the Manager shall advise the CAO of any recommended changes to ensure the Township's Fees/Charges are fair, reasonable and are not greater than the actual cost to provide the service;

**And That** if there is a discrepancy in fee prices, the fees set out herein supersedes any fees listed in other By-laws;

**And That** any additions/amendments to the "Fees and Charges By-law" shall be authorized by By-law;

**And That** Notice of proposed additions/amendments shall be provided in accordance with the Notice By-law and/or applicable legislation;

**And That** should any sections of this By-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding;

**And That** this By-Law shall come into force and take effect on the date of its passing;

**And That** By-law #28-23 is hereby repealed;

**And That** all resolutions, By-laws or part of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed.

**Read** a first and second time this 19<sup>th</sup> day of May, 2023.

**Read** a third time and passed this 19<sup>th</sup> day of May, 2023.

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Mayor

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Clerk

**Township of North Frontenac  
By-law #36-23**

**Schedule 'A' – Administration and Finance – Page 1 of 2**

**Photocopies – Black and White (per page)**

- Letter \$0.25
- Legal \$0.30
- Ledger \$0.50
- Waterproof Paper \$1.00

**Photocopies – Coloured (per page)**

- Letter \$0.50
- Legal \$0.60
- Ledger \$1.00
- Waterproof Paper \$2.00

**Fax (per page)**

- Incoming (per page copy fee only) \$0.25
- Outgoing (local area or toll free - where no long distance charge apply) \$1.00
- Outgoing (Ontario/Canada - where long distance charges apply - \$0.50 per page after first page) \$1.75
- Outgoing (USA/ Overseas/ International - \$0.50 per page after first page) \$2.00

**Mapping (per page)**

- Small Maps - 8.5" x 11" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$1.00
- Medium Maps - 11" x 17" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$2.00
- Township Street Atlas (North Frontenac Portion of County Atlas) - printed and bound in a duo-tang, colour (requires advance notice) is \$12.00
- The Township will work with outside agencies (Bell 911, Public Health Unit, MNR etc.) by referring them to [www.frontenacmaps.ca](http://www.frontenacmaps.ca) and providing any necessary mapping materials free of charge.

**Commissioner of Oaths (Certified Copy)**

- Residents of North Frontenac No Charge
- Non-Residents of North Frontenac \$10.00

**Records Searches and Enquires**

- Archived File Retrieval (minor searches lasting less than one hour) is no charge
- Archived File Retrieval (complex searches lasting longer than one hour, then charged per hour after the first hour) is \$30.00 per hour.

## **Treasury / Misc.**

- Dishonoured Cheques \$25.00
- Tax Certificate \$25.00
- Tax Certificate (if required with less than 48 hours' notice provided) \$50.00
- Tax Sale Packages no charge
- Copy of Audited Financial Statements, Approved Budget and or Agendas and or Approved Minutes (electronic version available on Township website) no charge
- Zoning Compliance Letters \$80.00
- Zoning Compliance Letters if required within 2 business days \$120.00
- Building Report Letters \$25.00
- Building Report Letters (if required with less than 48 hours' notice provided) \$50.00
- Other Misc. Letter Preparation as requested by Property Owner \$25.00
- Laminating (per page) \$3.00

## **Merchandise**

- Township of North Frontenac Hats \$8.85

## **Township Branded Merchandise**

- All Products will be sold at Cost + Consignment as determined by the CAO, in consultation with the Treasurer

### **Note**

For Lottery Licenses and Municipal Freedom of Information and Protection Act Requests – refer to applicable legislation for fees

**Township of North Frontenac  
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**Schedule 'B' – Dog Tags, Licence and Animal Control Fees**

**Kennels**

- Kennel License (for persons owning 4 or more dogs; plus dog tag fee for each dog) \$30.00

**Dog Tags**

- Dog Tags – between January 1<sup>st</sup> and March 31<sup>st</sup> \$15.00
- Dog Tags – after March 31<sup>st</sup> \$25.00
- Lifetime Dog Tag \$100.00
- Replacement Tag \$7.50
- Pound Fee for impounded dog (Levied to the owner of any animal picked up and taken to the Humane Society by the Animal Control Officer. These fees are payable at the Humane Society upon the owner claiming such animal and made payable to the Township of North Frontenac) \$100.00

**Township of North Frontenac  
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**Schedule 'C' – Building Permit Fees**

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

**Permit Fee Schedule**

- Class of Permit – Non- Refundable Deposit (Application/Plan Review)
  - Permit Fee \$80.00.
  - Additional Fee for water access and remote properties Not Applicable.
- Class of Permit – Building Permit (All Structures) Groups A, B, C, D, E or F.
  - Permit Fee \$14.00 to \$1,000.00 Construction Value – Construction Value based on Construction Index of Eastern Ontario. Note: There is a minimum fee of \$80.00 for all structure.
  - Additional Fee for water access and remote properties \$300.00 (Builds more than \$30,000.00 and \$150.00 (Builds \$30,000.00 or less)
- Class of Permit – Other:
  - Change of Use, Renewal, Moving \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Wood Stoves and or Fuel burning appliances \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Pool \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Retaining Wall \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - All signs (per sign basis) \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Change of ownership and or transfer of permit \$180.00
    - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Non Refundable Deposit (Application and or Plan Review)
  - Permit Fee \$80.00
  - Additional Fee for water access and remote properties is not applicable.
- Class of Permit – Building Without a Permit Penalty Surcharge. The Chief Building Official is authorized to act on behalf of the Township of North Frontenac to charge a Building without a Permit Fee. This fee will be payable by person starting a construction project, which require a Building Permit, without first obtaining a Building Permit.
  - Permit Fee – 100% of the Building Permit Fee, with a maximum charge of \$5,000 plus cost if exceeds the maximum.
  - Additional Fee for water access and remote properties is not applicable.
- Class of Permit – Group “C” Residential Demolitions – All or Part of a building
  - Permit Fee \$180.00
  - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building.
  - Permit Fee \$108.00
  - Additional Fee for water access and remote properties \$150.00

- Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building
  - Permit Fee \$600.00
  - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Additional Inspection Fee per the Building By-law
  - Permit Fee \$100.00 per inspection
  - Additional Fee for water access and remote properties \$60.00 per inspection.

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### **Occupancy Classes**

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Group A Occupancy – Assembly Occupancy  
 Group B Occupancy – Care or Detention Occupancy  
 Group C Occupancy – Residential Occupancy  
 Group D Occupancy – Business and Personal Services Occupancy  
 Group E Occupancy – Mercantile Occupancy  
 Group F Occupancy – Industrial Occupancy

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### **Discounts**

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All Registered Charities in the Township of North Frontenac shall receive a 25% discount on all applicable building permit fees effective as of the date of passage of the Building By-law.

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### **Classes of Permits**

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The following classification of permits shall apply in the Township of North Frontenac:

1. Construction (Building) Permit: this permit applies to most forms of construction including new construction, repairs, renovation, under Parts 2, 3, 4, 7, 8, 9 and 11, respectively of the Building Code for Group A-F Occupancies and includes plumbing and farm buildings, moving buildings and signs governed under Section 3.14 of the Building Code.
2. Demolition Permit: this permit applies to govern the type and method of demolition under the Building Code. The applicant for a demolition permit is required to retain a professional engineer to undertake a general review of the project during demolition if the building meets certain criteria as outlined in Article 2.3.2.3 of the building Code.
3. Conditional Permit: this permit may be issued in the discretion of the chief building official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirements of clauses 8(3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.
4. Change of Use Permit: this class of permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2(1) of the Building Code) even though no construction may be proposed.



5. Partial Permit: this class of permit may be issued to expedite construction because of weather conditions, financing or other legitimate reasons.

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### **Refunds**

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1. Where a permit has been issued pursuant to this By-law and the applicable fees have been paid, fees may be refunded based on the following formula and to Section 6.1 of this By-law:
  - 80% where the application is withdrawn or only administrative functions have been performed;
  - 60% where plan review and applicable law compliance has been completed or the permit has been issued and the application is withdrawn or construction does not commence;
  - 0% for permits or inspections valued at \$100 or less.

**Township of North Frontenac  
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**Schedule 'D' – Crown Land Stewardship Program**

**Campsite**

- Campsite per night \$22.50
- Non-Profit Group Camping per night \$17.50

**Road Pass**

- Daily \$9.50
- Weekly Road Pass \$22.50
- Resident – Seasonal Road Pass \$22.50
- Non-Resident – Seasonal Road Pass \$45.00
- Not for Profit Organization Daily Road Pass \$8.75
- Fundraising and or Organized Events Daily Road Pass \$8.75
  
- Plus \$3.00 Booking-Administrative Fee

Eligibility of these Not for Profit groups to be determined by the Manager of Community Development in consultation with Chief Administrative Officer.

**Township of North Frontenac  
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**Schedule 'E' – Planning**

**Pre-Application Consultation**

Official Plan Amendments, Zoning By-Law Amendments, Site Plan Control, Plan of Subdivision, Plan of Condominium - \$300.00

All other types of Planning Applications - \$100.00

**Official Plan**

Official Plan Amendment (OPA) - \$2,000.00

- Deposit for OPA Application - \$2,000.00

**Zoning Amendment**

Zoning By-law Amendment (ZBA) - \$1,500.00

- Deposit for ZBA Application - \$1,000.00

ZBA Application as a condition of a consent - \$750.00

Removal of Holding (H) Symbol - \$700.00

Temporary Use By-law - \$1,200.00

**Minor Variance/Request for Permission**

Standard Applications (Minor Variance/Request for Permission) - \$1,200.00

Accessory uses to a principal use on non-waterfront properties - \$700.00

Minor variance application in combination with a consent application - \$700.00

**Consents**

Severance to Create a New Lot - \$1,200.00

Lot Addition or Easement - \$750.00

Amendments to Conditions - \$300.00

Cancellation of Consent - \$350.00

Validation of Title - \$700.00

**Plan of Subdivision**

1 to 20 units - \$2,500.00

- Deposit to Township - \$3,000.00

Greater than 20 units - \$3,500.00

- Deposit to Township - \$5,000.00

Amendment to conditions following draft plan approval - \$700.00

Draft Plan Approval Extension – \$500.00

Final Plan of Subdivision/Condominium: Clearance of Conditions - \$1,000.00

### **Deeming By-law/Part Lot Control**

Deeming By-law (Application Fee) - \$400.00

Registration of Deeming By-law – Legal Fees to be charged to Applicant

Part Lot Control By-law - \$700.00

### **Site Plan Control**

Minor Application (developments equal to or less than 200 square metres in area) - \$1,500.00

- Deposit - \$1,000.00

Major Application (developments greater than 200 square metres in area) - \$2,500.00

- Deposit - \$2,000.00

Modification: Amending agreement not required - \$1,000.00

Request for Security Reduction/Release - \$400.00

### **Other Planning and Administrative Items**

Public Notices

- Notice to Cancel a Public Meeting - \$100.00
- Recirculation of Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) - \$100.00

Development Agreement (includes registration) - \$700.00

Minimum Distance Separation (MDS)

- Calculation - \$200.00
- Re-calculation - \$100.00

Zoning Compliance Review

- Formal Letter (3-5 Business Days) \$120.00
- Formal Letter (2 Business Days or less) \$240.00

Review by Planner (outside a formal application) - \$120.00/hour

Radio Communications Facility (e.g., cell tower) Review (fee collected by CRINS and transferred to Township) - \$750.00

Archive/File Search Fee - As per Schedule A of the Fees and Charges By-Law

## **Site Inspections**

Chief Building Official - As per Schedule C of the Fees and Charges By-Law

Public Works - \$60.00 per visit

Director of Emergency Services/Fire Chief - As per Schedule H of the Fees and Charges By-Law

**Township of North Frontenac  
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**Schedule 'F' – Waste Management – Landfill Tipping Fees**

**Landfill Tipping Fees**

- **Single Bag Tag** **\$2.00 each**
- **Waste Volume Fee** **\$20.00 / cubic yard**  
Includes household and commercial construction/demolition waste and shingles. Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- **Brush and Yard Waste** **\$10.00 / cubic yard**  
Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- **Box Spring or Mattress** **\$20.00 each**
- **Chair** **\$10.00 each**
- **Sofa** **\$20.00 each**
- **Sofa Bed** **\$30.00 each**
- **Carpet**
  - **small = up to 50 square feet** **\$5.00**
  - **medium = 51 to 144 sq ft** **\$15.00**
  - **large = over 144 square feet** **\$25.00**
- **Carpet Tile** **\$0.25 each**
- **Tent** **\$4.00 each**
- **Plastic Lawn Chair/ Misc. Plastic** **\$4.00 each**
- **Insulated Cooler** **\$6.00 each**
- **Miscellaneous Waste per Bag (Bulky Item Bin)** **\$4.00 each**
- **Rigid Plastic** **\$4.00 each**
- **Boat Tarp / Shrink Wrap** **\$10.00 each**
- **Artificial Christmas Tree** **\$10.00 each**
- **White Goods (Appliances containing “Freon” or any Ozone depleting refrigerant – Refrigerators, Freezers, Air Conditioners etc).**  
Fee Exempt if Freon has been removed by a Qualified Person.  
Unit must be properly tagged to qualify. **\$30.00 each**

**Bag Tag Fees**

- Bag or other acceptable container of waste equivalent to one standard 26”X36” garbage bag
- Oversized bags or other acceptable equivalent container of waste shall require additional tags or fee as may be determined by the Waste Site Attendant or Official based on the volume.

**Township of North Frontenac  
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**Schedule 'G' – Cemeteries**

**Tariff of Fees – Plots**

- **Lot**
  - Interment Rights \$175.00
  - Care and Maintenance \$290.00
  - Fee \$465.00 plus HST \$60.45, Total \$525.45
- **Cremation Lot**
  - Interment Rights \$84.00
  - Care and Maintenance \$175.00
  - Fee \$259.00 plus HST \$33.67, Total \$292.67
- **Lot (non-Resident)**
  - Interment Rights \$240.00
  - Care and Maintenance \$290.00
  - Fee \$530.00 plus HST \$68.90, Total \$598.90
- **Cremation Lot (non-Resident)**
  - Interment Rights \$147.00
  - Care and Maintenance \$175.00
  - Fee \$322.00 plus HST \$41.86, Total \$363.86
- **Repurchase Plot**
  - Administration Fee \$50.00, HST \$6.50, Total \$56.50
- **Transfer (no sales allowed)**
  - Administration Fee \$50.00, HST \$6.50, Total \$56.50

**Marker and or Monument**

- **Flat Marker** Less than 173 square inches
  - Care and Maintenance is \$0.00
- **Flat Marker** Greater than 173 square inches
  - Care and Maintenance is \$100.00, HST \$13.00, Total \$113.00
- **Upright Monument** Less than 4 feet in height or length
  - Care and Maintenance is \$200.00, HST \$26.00, Total \$226.00
- **Upright Monument** Greater than 4 feet in height or length
  - Care and Maintenance is \$400.00, HST \$52.00, Total \$452.00

**Fees for Interment and or Disinterment**

As Set out in the Contract for Interments, as amended from time to time.

**Note:** In order to sell a lot/plot back to the municipality the Interment Rights Holder must have an Interment Rights Certificate or another form of proof of purchase.

**Note:** In Accordance with the *Funeral, Burial and Cremation Services Act, 2002* which came into effect on July 1, 2012.

**Note:** All fees are subject to any applicable Taxes

**Township of North Frontenac  
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**Schedule 'H' – Fire Department**

**Fees for Services**

- Providing inspection reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- Providing fire reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- Performing special inspection requests (i.e. property resale, mortgage renewal for residential type buildings)
  - Fee for Service – \$60.00 per hour
- Inspection of private Home Day Care facilities or Group Homes with 3 or fewer residents
  - Fee for Service – No Charge
- Inspection of Group Homes with more than 3 residents
  - Fee for Service – No Charge
- Requested inspections for premises or buildings not mentioned elsewhere
  - Single occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
  - Multiple occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
- Two unit residential inspection for compliance with Section 9.8 of the Fire Code,
  - Fee for Service – \$60.00 per hour
- Institutional inspection
  - Fee for Service – \$60.00 per hour
- Residential inspection for compliance with Section 9.5 of the Fire Code
  - Fee for Service – \$60.00 per hour
- Liquor Licensing requests for:
  - Patios:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
  - Special Occasions:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
  - Premises:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
- Motor Vehicle Incidents – Responding to and providing vehicle fire extinguishment and extrication services to owners and or drivers (Provincial Highways)
  - Fee for Service – Processed through the Ministry of Transportation Fire Response Criteria
- Motor Vehicle Incidents – For emergency response, collision, or motor vehicle fire on any property owned by or within the Municipality of North Frontenac,



including Secondary Roads and Private Lanes, and provides firefighting, emergency service or other essential equipment

- Fee for Service – Based on the Ministry of Transportation, Fire Response Criteria, for non-resident and/or residents of the Municipality
- Fire Services for extinguishing fires set by persons for the purposes of burning grass, brush, rubbish or other such material or burning in barrels, drums, or wild land/forest fires etc.
  - Fee for Service – Per North Frontenac's Current Burning By-law
- Specialized equipment and/or resources to control or minimize loss (not provided by fire department)
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- Clean-up of spills as defined in the Environmental Protection Act, Part X, as amended
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- Equipment required to take down or make safe a scene for investigation or overhaul (not owned by Fire Department)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- Demolish, clean-up and make safe after a fire (if not completed by property owner)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- Where there has been more than 3 false fire alarms and or faulty equipment or more than 2 nuisance calls in a twelve month period to the same address
  - Fee for Service – \$100.00 per truck per response
- Administration Fee
  - Fee for Service – \$50.00

**Note:** Vehicle and firefighter hours to include refurbish of vehicles and equipment readied for the next incident or response.

### **Criteria for Exemption or Reduction of Fees for Services**

Non-Profit Organizations and Non-Profit Events

- Fee – No Charge

### **Respecting fees associated with Fire Department responses for Outdoor Fires**

- Pumper
  - Rate per hour – \$300.00
- Tanker
  - Rate per hour – \$300.00
- Wild Land (Pickup Truck)
  - Rate per hour – \$250.00
- Squad
  - Rate per hour – \$250.00
- Off Road Vehicles (ATV, Boat, etc.)
  - Rate per hour – \$100.00
- Fire Fighter
  - Rate per Firefighter per hour – \$25.00

- Site Inspection
  - Rate – \$30.00
- Investigation
  - Rate per hour – \$30.00

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**Schedule 'I' – Roadside Ditch Alteration**

**Roadside Ditch Alteration**

Permit

- Fee – \$100.00 plus Security Deposit of \$500.00

**Township of North Frontenac  
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**Schedule 'J' – Civic Addressing**

**Civic Address Signs**

- Purchase and installation of civic address number sign
  - Fee – \$100.00
- Purchase of civic address number sign and post only (water access and island properties – installation is the responsibility of the owner)
  - Fee – \$75.00
- Additional special civic sign installation charge (in the event drilling of rock is required to facilitate the installation of the sign as determined by the Public Works Manager)
  - Fee – \$100.00
- Purchase of replacement civic address number sign and post
  - Fee – \$40.00

**Private Lane Name Signs**

- Purchase and installation of Private Lane Name sign and post installed (new or amended lane names, or replacement sign)
  - Fee – \$400.00

**Township of North Frontenac  
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**Schedule 'K' – Construction of Entrances**

**Construction of Entrances**

Entrance Permit

- Fee – \$70.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'L' – Community Hall and Council Chambers Rentals**

**Community Hall**

- Full Day
  - Fee – \$70.00
- Half Day (6 hours or less)
  - Fee – \$35.00
- Rental with Liquor (Plus \$50.00 refundable deposit – mandatory)
  - Fee – \$150.00
- Community Groups (4 hours or less)
  - Fee – \$15.00
- Funeral Receptions and or Lunches
  - Fee – Donation
- Church Groups
  - Fee – Donation

**Council Chambers**

- Community Groups Half Day (4 to 6 hours)
  - Fee – \$35.00
- Community Groups (4 hours or less)
  - Fee – \$15.00
- Church Groups
  - Fee – Donation
- Civic Marriage Ceremony
  - Fee – No Charge

**Note:** All fees include taxes.

Additional Security Deposits at any or all events may be required at the discretion of the Township Representative (i.e. Community Hall Volunteers appointed by Council and in charge of the Community Hall Rentals)

**Township of North Frontenac  
By-law #36-23**

**Schedule 'M' – Recreational Vehicle(s)**

**Recreational Vehicle(s)**

Annual License Fee as per provisions set out the Recreational Vehicle By-law

- Fee – \$300.00 (\$25.00 per month)

Application Fee (non-refundable deposit) – Review Application, Initial Location Inspection and Placement Inspection

- Fee – \$80.00

Removal Inspection

- Fee – \$40.00

Administrative Fee for Recreational Vehicle Placed without a Licence

- Fee – \$300.00

Stored Recreational Vehicle (as defined in the Recreational Vehicle Licence By-law)

- Fee – No Charge

**Township of North Frontenac  
By-law #36-23**

**Schedule 'N' – Disposition of Land**

**Disposition of Land**

Administrative Fee (Non-Refundable)

- Fee – \$1,200 + applicable taxes

Application Re-activation (after the passing of the By-law)

- Fee – \$250 + applicable taxes

Land Costs for Shore Road Allowance

- Fee – \$0.55 per square foot

Land Costs for Concession, Lot, Reserve, Forced Road Application (not leading to water)

- Fee – \$500.00 flat fee for first linear 500 feet (or less) + \$5.00 per linear foot thereafter (based on 33 foot width)

Land Costs for Concession, Lot, Reserve, Forced Road Application (leading to water)

- Fee – \$0.55 per square foot for 66 feet abutting water + \$500.00 flat fee for first linear 500 feet (or less) + \$5.00 per linear foot thereafter (based on 33 foot width)

**Note:** The Applicant is entirely responsible for any expenditure incurred such as survey costs and legal fees, whether the process is completed or not.



**Township of North Frontenac  
By-law #36-23**

**Schedule 'O' – Tariff of Fees for Fence-Viewings under the Line Fences Act**

**Fence-Viewing**

Request for a Fence-viewers Site Visit (3 Fence-viewers plus Administrative Services)

- Fee – \$500.00

This fee shall be submitted to the Township Office with the completed Request for Fence-viewers (Form 1). These fees will cover the initial notice; inspection; and the preparation and notice of the award.

**Additional Charges**

- Additional Fence-viewing (per visit)
  - Fee – \$300.00
- Additional Administrative Fees (Clerk's and or Fence-viewers time per hour)
  - Fee – \$75.00
- Additional Photocopies (per page)
  - Fee – As set out in the Fees and Charges By-law
- Additional Registered Mail
  - Fee – At the Current Rate
- Ontario Land Surveyor Deposit
  - Fee – As set out in the estimate from the Ontario Land Surveyor
- Ontario Land Surveyor Fee
  - Fee – As set out in the invoice from the Ontario Land Surveyor
  - If the Fence-viewers determine an Ontario Land Surveyor should be hired to describe the location of a fence in metes and bounds then the costs of the surveyor shall be paid by the property owner(s) involved at the same apportionment as set out in the Fence-viewers Award for the costs of the fence.
- Legal Fees
  - Fee – As set out in the invoice from the Solicitor
  - If the Fence-viewers and/or the Clerk require a legal opinion with respect to a Request for Fence-viewers these fees shall be paid by the property owner(s) involved at the same apportionment as set out in the Fence-viewers' Award.
- Appeal to Referee
  - Fee – As established by the Line Fences Act

**Township of North Frontenac  
By-law #36-23**

**Schedule 'P' – Tariff of Fees for Licence Agreements**

**Tariff of Fees for Licence Agreements**

Application

- Fee – \$130.00

Annual Administration

- Fee – \$75.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'Q' – Part 8 - On-site Sewage Systems**

**Part 8 - On-site Sewage Systems**

- Construction or alteration of a Class 2, 3, 4, or 5 sewage system other than a Class A sewage system
  - Fee – \$978.00 per sewage system
- Construction or alteration of a Class A sewage system. \*(Class A system represents flows greater than 4500 litres)
  - Fee – \$1080.00 per sewage system
- Installation or replacement of septic tank only
  - Fee – \$772.00 per sewage system
- Plans Review to confirm location only of existing sewage system
  - Fee – \$103.00 per sewage system
- On-Site Review to confirm location only of existing sewage system
  - Fee – \$257.00 per sewage system
- Review of Performance Level of Existing On-Site Sewage System
  - Fee – \$515.00 per sewage system
- Certificate of Approval renewal
  - Fee – \$154.00 per sewage system
- Review for new lots in a subdivision, condominium, severance or lot addition
  - Fee – \$515.00 per lot
- Review for Minor Variance application or Zoning By-Law amendment
  - Fee – \$463.00 per sewage system
- Review for Minor Variance in combination with a Review of Performance Level
  - Fee – \$720.00 per sewage system
- Review for Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A sewage system
  - Fee – \$1183.00 per sewage system
- Additional Inspections
  - Fee – \$94.00 per repeat inspection of same stage of construction, at the Chief Building Official's Discretion
- Renewal of Permit
  - Fee – \$71.00 per deferral of revocation of permit that may be revoked in accordance with the Building Code
- Review of Revised Permit Documents
  - Fee – \$71.00 per hour
- Transfer of Permit to New Property Owner
  - Fee – \$71.00 per permit
- Third Party Review or Consultation
  - Fee – Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required, the Applicant or Permit Holder shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this schedule.

## **Payment of Fees**

1. All fees set out in Schedule “Q” are payable to the Township of South Frontenac.

## **Annual Adjustment of Fees**

1. The Fees set out in Schedule ‘Q’ shall be adjusted annually on and effective the 1<sup>st</sup> of February based upon the 3<sup>rd</sup> quarter Statistics Canada Non-Residential Cost Index: Ottawa; where such index indicates negative growth, the fees shall remain at the level established for the prior year. The Treasurer shall update Schedule ‘Q’ as of February each year, rounding the fees up to the next dollar, however no amendment to the by-law shall be required to give effect to the fee changes.

## **Refund of Permit Fees**

1. General Provisions
  - (1) Refunds of fees collected under Schedule “Q” shall be provided in accordance with provisions of this Part, where the:
    - Permits have been issued, but no construction has commenced;
    - Permits have not been revoked; and
    - Permits have not expired.
2. Refund Provisions for Permit Fees found in Schedule “Q”:
  - (1) Requests for refunds must be submitted to the Township of South Frontenac’s Chief Building Official in writing who will determine the amount of Permit Fees, who will determine the amount of Permit Fees, if any, that may be refunded.
  - (2) Except as provided in sentence (3) , the amount of fees refundable shall be calculated based on the total of all permit fees collected under the authority of Schedule “Q” as follows:
    - 75 percent refundable if applicant cancels application prior to release of permit for issuance;
    - 50 percent refundable if the Chief Building Official has released the permit for issuance.
  - (3) Notwithstanding sentence (2), no refund shall be made of an amount less than \$35.50.

**Township of North Frontenac  
By-law #36-23**

**Schedule 'R' – Tariff of Fees for Refreshment Vehicle Licence**

**Tariff of Fees for Refreshment Vehicle Licence**

Application

- Fee – \$150.00 (Non-refundable)

Annual Administration

- Fee – \$150.00

Removal of Refreshment Vehicle

- Fee – \$40.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'S' – Tariff of Fees for Licence for a Shipping Container**

**Tariff of Fees for Licence for a Shipping Container**

Administrative/Licence for a Shipping Container 15 square metres or less

- No Fee

Administrative/ Licence for a Shipping Container exceeding 15 square metres

- Fee – \$150.00

Administrative/ Licence for a Shipping Container placed without a Licence

- Fee – \$300.00

**Township of North Frontenac  
By-law #36-23**

**Schedule 'T' – Tariff of Fees for Use of Township Equipment**

**Fees for Use of Township Equipment**

- Township Equipment and Vehicles – In Accordance with Ministry of Transportation Rates
- Township Employees – \$35.00 per hour