

**THE MUNICIPAL CORPORATION OF NORTH ALGONA
WILBERFORCE TOWNSHIP**

BY- LAW NO. 2025 - 03

**Being a By-law to establish a Schedule of Fees for
The Corporation of North Algona Wilberforce Township**

WHEREAS Section 391 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality and a local board to pass by-laws imposing fees or charges on any class of person;

AND WHEREAS pursuant to Section 69 of The Planning Act, R.S.O. 1990, as amended, provides that a Council of a municipality may pass a by-law to prescribe a Tariff of Fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, as amended, authorizes a municipal Council to pass by-laws concerning the issuance of permits and related matters requiring the payment of fees on applications for and on issuance of permits;


**NOW THEREFORE THE COUNCIL OF NORTH ALGONA WILBERFORCE
HEREBY ENACTS AS FOLLOWS:**

THAT the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-Law;

Schedule "A" – Administration
Schedule "B" – Animal Control
Schedule "C" – Building Department
Schedule "D" – Fire Department
Schedule "E" – Licencing
Schedule "F" – Public Works
Schedule "G" – Planning
Schedule "H" – Recreation
Schedule "I" – Taxation
Schedule "J" – Waste Management

2. THAT all fees and charges set out in this by-law shall be payable prior to the provisions of the service unless an agreement is made to the contrary and approved by the municipality.
3. 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 (when possible) 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. THAT the Clerk-Treasurer is hereby delegated as 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. This By-Law supersedes all previous resolutions and By-Laws with respect to the fees and charges as outlined within Schedules A-J.
6. That By-law 2024-16, and all or any other By-laws and resolutions contrary thereto, or inconsistent herewith, be and the same are hereby repealed.
7. THAT this By-Law shall be deemed to have come into force and effect as of date of enactment.

**READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF
JANUARY 2025.**


MAYOR


CAO CLERK TREASURER

SCHEDULE "A" TO BY-LAW NUMBER 2025 - 03
SCHEDULE "A" – ADMINISTRATION

Commissioning of Oaths		
Resident		No Charge
Non-Resident		\$ 35.00
Staff Time – associated with complex inquires, research, search requests		Cost Recovery
Fax Service		
In-coming		\$ 1.50 per page
Out-going		\$ 2.50 per page
Township Merchandise		
T-Shirts		\$ 30.00
Ball Caps		\$ 30.00
Tote Bags		\$ 15.00
Badges		\$ 5.00
Township Flag		\$ 15.00
NSF Cheque		\$ 50.00
Outstanding Invoices (balance owing after one month)		1.5% interest per month 18% per annum compounded monthly
Photocopies (per page)		
Regular		\$ 0.25
Colour		\$ 1.00
Duplicate Tax Bill, History or Receipt (per Roll)		\$ 10.00
Tax Certificate		\$ 50.00 per roll
Tax Certificate – Rush (next day service)		\$ 100.00 per roll
Zoning Letter		\$ 50.00 per roll
Municipal Freedom of Information Requests		
Application Fee		\$ 5.00
Record preparation and search time (per ¼ hour)		\$ 7.50
Photocopies (per page)		\$ 0.20
Computer programming time (per ¼ hour)		\$ 15.00
Note: MFOI fee estimated at over \$ 100.00 require a deposit of 50% of the estimate		
Fence Viewers		
Application Fee		\$ 200.00
Fee per Fence Viewer visit (a minimum of three fence viewers is required.		\$ 100.00
Deposit (to be applied towards costs and final account)		\$ 300.00

SCHEDULE "B" TO BY-LAW NUMBER 2025-03
SCHEDULE "B" – ANIMAL CONTROL

Dog Licence – Annual Fee		
First Dog (Before April 15 th)		\$ 15.00
Each Additional Dog (Before April 15 th)		\$ 25.00
First Dog (After April 15 th)		\$ 25.00
Each Additional Dog (After April 15 th)		\$ 45.00
Replacement Tag		\$ 5.00
Kennel Licence		\$60.00 plus \$5.00 per tag
Exception: The dog licence fee for service and therapy dogs shall be waived upon presentation of their Proof of Certification. Dogs shall be registered with the Township and be tagged.		

SCHEDULE "C" TO BY-LAW NUMBER 2025 -03
SCHEDULE "C" – BUILDING DEPARTMENT

Residential		
Minimum Fee Residential		\$ 100.00
Residential Buildings & Additions		\$ 0.55/ sq. ft
Accessory Building/Garage/Carport		\$ 0.40/ sq. ft
Alterations/Renovations		\$ 0.55/ sq. ft
Factory Buildings & Relocated Buildings		\$ 0.40/ sq. ft
Deck/Porch		\$ 0.20/ sq. ft
Additional Inspection Fee		\$ 75.00
Demolition Permit		\$ 75.00
Change of Use		\$ 100.00
Revision of Renewal of Permit		\$ 100.00
Occupancy Permit or Final Permit		\$ 100.00
Commercial and Industrial		
Minimum Fee Commercial		\$ 100.00
New Building or Structure		\$ 0.60/sq. ft
Commercial Additions or Renovations		\$ 0.60/sq. ft
Farm Buildings		
Minimum Farm Building Fee		\$ 100.00
New Farm Building		\$ 0.20/sq. ft
New Farm Building – Earthen Floor		\$ 0.15/sq. ft
Other		
Swimming Pools and Hot Tubs		\$ 102.00
Plumbing Permit		\$ 100.00
Research permit archives and distribute information		\$ 50.00
Inspection of land pertaining to septic, wells, severance, purchasing or selling		\$ 100.00
Building without a permit		Two times the value of the permit fee
Sewage System Fees		
Class 1		No Permit
Class 2		\$ 300.00
Class 3		\$ 300.00
Class 4		\$ 500.00
Class 5		\$ 500.00
Repair of Septic System		\$ 200.00
Septic System Search (15 years or newer)		\$ 50.00
Septic System Search (15 years or older)		\$ 100.00
NO BUILDING PERMITS REQUIRED – Replacing or repairing an existing roof material, existing siding with a material of a similar type, existing windows or doors, repairs of an emergency nature that are temporary to prevent weather damage until permanent repairs are made and one (1) shed or one (1) other free-standing structure under 15 square meters (161 sq. ft.)		

SCHEDULE “D” TO BY-LAW NUMBER 2025-03
SCHEDULE “D” – FIRE DEPARTMENT

Cost Recovery Fees		
Firefighters (per hour - minimum 2 hours)		\$ 25.00
Fire Response Vehicles		Current MTO Rates
Additional Firefighters Support – Outside Agencies		Actual Costs
Fire Reports		\$ 100.00 per occurrence
Fire Inspection Reports		\$ 100.00 per occurrence
Research time beyond that included in above reports		\$ 40.00 per hour

SCHEDULE "E" TO BY-LAW NUMBER 2025-03
SCHEDULE "E" – LICENCING

Lottery Licences		
Bingo/Raffle/Blanket Raffle		3% of prize value
Nevada Licence		3% of prize value
Mobile Food Vendor Licensing Fees		
Year-round operator (12 months of operation)		\$500.00
Seasonal operator (1 - 6 months of operation)		\$250.00
Special Occasion operator (1-4 days of operation)		\$100.00

SCHEDULE "F" TO BY-LAW NUMBER 2025 - 03
SCHEDULE "F" – PUBLIC WORKS

Entrance Permit		\$ 150.00 plus \$ 100 deposit. Deposit returned after final inspection
Civic Address Sign (including post & install)		\$ 150.00
Civic Address Sign – replacement (including post & install)		\$ 150.00
Road Crossing Tile Drain		No longer providing service

SCHEDULE "G" TO BY-LAW NUMBER 2025 - 03
SCHEDULE "G" – PLANNING

Agreements (including but not limited to Development Agreement or Road Allowance Agreement)		
Administration Fees		\$ 250.00
Legal Fees		Actual Cost
Additional Associated fees		Actual Cost
Official Plan Amendment		
Application Fee		\$ 300.00
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 (advertising, etc.)		Actual Cost
Zoning By-Law Amendment		
Application Fee (non-refundable)		\$ 200.00
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 (advertising, etc.)		Actual Cost
Zoning By-Law Amendment – Removal of Holding Symbol		
Application Fee (non-refundable)		\$ 200.00
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 (advertising, etc.)		Actual Cost
Plan of Subdivision or Plans of Condominium		
Application Fee		\$ 500.00
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 (advertising, etc.)		Actual Cost
Consent Applications		
Municipal Report Fee		\$ 200.00
County of Renfrew Fees		Actual Cost
Minor Variance		
Application Fee		\$ 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		Actual Cost
Site Plan Control		
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 (advertising, etc.)		Actual Cost

Shoreline Road Allowances		
Application Fee (non-refundable)		\$ 500.00
Purchase of Shoreline Road Allowance (per linear foot)		\$10.00
Legal Fees		Actual Cost
Advertising Costs		Actual Cost
Unopened Road Allowances		
Application Fee (non-refundable)		\$ 500.00
Purchase of Road Allowance		Appraised Value
Legal Fees		Actual Cost
Advertising Costs		Actual Cost
Appraisal Costs		Actual Cost

SCHEDULE “H” TO BY-LAW NUMBER 2025 - 03
SCHEDULE “H” – RECREATION

Golden Lake Hall Rental		
Hourly Rental – 2 hour minimum		\$ 40.00
Full Day Rental – Unlicensed Function		\$ 150.00
Full Day Rental – Licenced Function		\$ 250.00
Security Deposit – Unlicensed Function		\$ 200.00
Security Deposit – Licenced Function		\$ 400.00
Funeral Luncheon – NAW residents		No Charge
Lake Dore Lodge		
Hall/Lounge Rental (no Kitchen) – 4 hour minimum		\$ 30.00
Hall/Lounge Rental (with Kitchen) – (4 hour minimum)		\$ 45.00
Day Rate - Hall/Lounge Rental (with Kitchen) no overnight		\$300.00
Daily Rental (entire Lodge) – 3 day minimum		\$ 250.00 per day
Weekly Rental (entire Lodge) – 7 nights		\$ 1,600.00
Security Deposit – Unlicensed Function		\$ 200.00
Licenced Function		\$ 400.00
NOTE: 50% Non-refundable deposit payable at time of booking		
Snodrifters Facility		
Hourly Rental – 4 hour minimum		\$60.00
Hourly Rental (no Kitchen) – 4 hour minimum		\$45.00
Meeting Rental (no Kitchen) – 2 hours maximum		\$ 80.00
Half Day Rental (with Kitchen)		\$ 300.00
Full Day Rental (with Kitchen)		\$ 500.00
Security Deposit – Unlicensed Function		\$200.00
Security Deposit – Licenced Function		\$400.00
NOTE: 50% Non-refundable deposit payable at time of booking		
Ball Diamond Rental		
Hourly Rental (no lights)		\$ 10.00
Hourly Rental (with lights)		\$ 20.00
Security Deposit		\$ 150.00

SCHEDULE "I" TO BY-LAW NUMBER 2025 - 03
SCHEDULE "I" – TAXATION

Tax Registration Fees		
Administrative Fee		\$ 200.00
Administrative Cost		Actual Cost
Title Search – Land Titles		Actual Cost
Sheriff's Certificate		Actual Cost
Preparation & Registration of Tax Arrears Certificate		Actual Cost
Preparation & Registration of Cancellation Certificate		Actual Cost
Survey Costs (if applicable)		Actual Cost
Advertising Costs		Actual Cost
Tender Costs / Auction Costs		Actual Cost
Tender Package		\$ 30.00
Preparation & Registration of Tax Deed		Actual Cost
Legal Fees & Disbursement		Actual Cost
Preparation of Statutory Declaration		Actual Cost

SCHEDULE “J” TO BY-LAW NUMBER 2025 - 03
SCHEDULE “J” – WASTE MANAGEMENT

Items		
Bag (26”X36”)		\$ 3.00
Grocery Bag (15”X15”)		\$ 0.75
Waste Permit Card		
Half Card		\$ 30.00
Full Card		\$ 60.00
Tipping Fees		
Commercial (per cubic metre)		\$ 12.00
Berndt Road Site only		