

**THE CORPORATION OF THE  
TOWNSHIP OF STONE MILLS  
BY-LAW 2020-1051**

**Being a By-Law To Prescribe A Tariff Of Fees For the Processing Of Applications and Other Services Provided By The Township.**

WHEREAS Section 391 Subsection 1 of the Municipal Act, R.S.O., 2001, as amended, provides that: "Without limiting sections 9, 10 and 11, those sections authorize a Township to impose fees or charges 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 Township or any local board; and
- c) For the use of its property including property under its control"; and

WHEREAS Section 69 Subsection 1 of the Planning Act, R.S.O. 1990 provides that, "The council of a Township, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the Township or to a committee of adjustment or land division committee constituted by the council of the Township or to the planning board in respect of the processing of each type of application provided for in the tariff"; and

WHEREAS the Council of the Corporation of the Township of Stone Mills adopted by-law 2020-1051 with respect to the development of a tariff of fees for specific purposes; and

WHEREAS Council deems it necessary now to repeal by-law 2012-645 to incorporate certain changes in a new bylaw for the establishment of a tariff of fees.

NOW THEREFORE the Council of the Corporation of the Township of Stone Mills hereby enacts as follows:

- 1.) Definitions:
  - a. For the purposes of this Bylaw, the following words shall have the meanings associated therewith.

Term	Definition
Acknowledgement	When referenced in the form of a noun, shall mean a document as described in Schedule "H" of this bylaw and referred to as the Acknowledgement of Fees and Additional Expenditures and Agreement to Indemnify
Council	The Council of the Corporation of the Township of Stone Mills
Township	The Corporation of the Township of Stone Mills.
Work	Any activity proposed or conducted by or for an applicant, associated with an application submitted to the Township for which an approval may be granted by the Township.

- 2) That By-law 2012-645 is hereby repealed in its entirety.
- 3) That Schedules "A", "B", "C", "D", "E", "F", "G", and "H" shall comprise part of this by-law and the fees and deposits identified therein shall apply for the purposes as stated.



4) That Schedule "H" being the "Acknowledgement of Fees, Additional Expenditures and Agreement to Indemnify" shall comprise part of this by-law.

5) The fee and/or deposit as reflected in the applicable schedule, together with the Acknowledgement when applicable shall be submitted with the application or request for service to which the fee or the Acknowledgement pertains and failure to submit the fee and deposit together with the Acknowledgement when required constitutes an incomplete application and no consideration or processing of the application or the commencement of any service shall be commenced until such time as the fee, deposit or Acknowledgement is received in full.

6) Specifically with respect to Schedule "D" being the schedule prescribing the fees applicable for the issuance of permits and associated services provided by the Building Department, where the value for the work identified in the permit application is, in the opinion of the Chief Building Official, under-valued, the Chief Building Official may request a review of the permit application by an independent qualified professional for the purpose of determining the actual value of the proposed work, and the value determined by the qualified professional shall be the value for the purpose of determining the permit fee, and where the value of the proposed work is greater than the value of the proposed work as stated in the application, the costs for obtaining the independent review of the proposal shall be added to and considered part of the fee for the permit or service provided.

7) The fees associated with any application or service shall specifically not include the defending of the decision to approve an application submitted to the Township before the Ontario Municipal Board, a Court of Law, an administrative tribunal or other quasi-judicial body.

8) All fees are 100% non-refundable unless specifically authorized herein or in that By-law that authorizes the requirement of that fee, regardless of any decision specifically pertaining to the application.

9) All fees are exclusive of all applicable Provincial or Federal taxes.

10) The deposits identified herein represent the minimum deposits required to be submitted with an application and the Township reserves the right to increase this amount at any time if during the receipt, review or processing of an application or service it is determined that additional expenditures may be incurred by the Township prior to the completion of the application or service.

11) The Township shall deduct from the deposit, an amount equal to any expenditure incurred by the Township in the consideration of an application, and a deposit that has been reduced to 25% of the amount of the original deposit as a result of incurred expenditures, shall be reinstated to the original amount of the deposit by the Applicant at the request of the Township.

12) The Township shall reimburse to any person a sum of money equal to the difference between the amount of the deposit submitted and the total of all expenditures incurred by the Township during the processing of an application or the provision of the service together with a statement that identifies to whom and the amount of the expenditures occurred.

13) Council may at any meeting open to the public, amend Schedules "A" through "H" by a Resolution of Council without an amendment to this By-law.

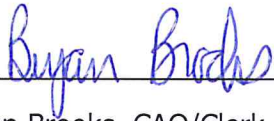
14) This By-law shall be deemed to have come into effect following third reading and adoption by the Council of the Corporation of the Township of Stone Mills.

This By-law having a first and second reading December 14, 2020.

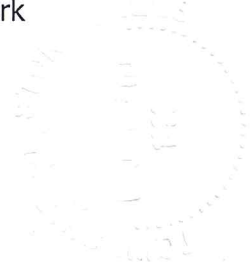
This By-law having been read a third time is hereby adopted this 4<sup>th</sup> day of January, 2021.



Eric Smith, Reeve



Bryan Brooks, CAO/Clerk



**By-Law 2020- 1051 – Schedule "A"**

**Applications and Services – Clerk**

<b>Description</b>	<b>Fee</b>	<b>Deposit</b>
Commissioner Witness of Oaths and Affidavits	\$10.00	
Certify Copy of Documents	\$5.00	
Photocopy Services	First 5 Pages free \$0.25 for every subsequent page. Community Groups	
Copy of Bylaw	\$5.00	
Dog Tags Prior to March 31	\$15.00	
Dog Tags after March 31	\$25.00	
Kennel License Prior to April 1 <sup>st</sup>	\$125.00	
Kennel License After March 31 <sup>st</sup>	\$250.00	
MFIPPA Requests	\$5.00	
MFIPPA Appeal Personal	\$10.00	
MFIPPA Appeal General	\$25.00	
Record Searches and Preparation	\$25.00 per hour Request must be in writing	minimum 3 hour deposit (\$75.00)
Event Application	\$100.00	\$1,000.00
Lottery License	3% Prize Value	
Fence Viewing	\$225.00	\$50.00
Fax (long distance) 1 <sup>st</sup> page	\$3.00	
Fax (long distance)	\$1.00	



**By-Law 2020-1051 – Schedule “B”**  
**Applications and Services – Finance/Taxation**

Description	Fee	Deposit
Duplicate Tax Receipt (for 3 years) -No charge for current year	\$5.00	
Duplicate Tax Bill (for 3 years) -No charge for current year	\$10.00	
NSF Cheque Administrative Fee	\$25.00	
Tax Account Search	\$25.00 per hour	Minimum 3 hour deposit (\$75.00) Request must be in writing
Tax Certificate	\$100.00	
Interest – Overdue Taxes (1 <sup>st</sup> of each month)	1.25%	
Interest – Accounts Receivable (30 days net)	1.25%	
Record Searches & Preparation	\$25.00 per hour	Minimum 3 hour deposit (\$75.00) Request must be in writing
Flash Drive	\$15.00	

**By-Law 2020-1051 – Schedule “C”**  
**Applications and Services – Planning**

Description	Fee
Minor Variance Application	\$850.00
Minor Variance after building without a permit	\$1700.00
Consent (Severance) Application	\$1,000.00
Resubmission of a Lapsed Consent Application	\$500.00
Zoning Amendment – Sections 34, 36, or 39	\$1,500.00
Plan of Subdivision	\$2,500.00
Official Plan Amendment Application	\$3,000.00
Site Plan Control Application: Residential	\$500.00
Site Plan Control Application: Residential & concurrent with MV or ZBA	\$250.00
Site Plan Control Application: Industrial, Commercial, Institutional	\$1,000.00
Site Plan Control Application: Industrial, Commercial, Institutional & concurrent with MV or ZBA	\$500.00
MDS Calculation Report	\$100.00
Large Renewable Procurement Green Energy Projects	\$5,000.00
Zoning Compliance Request	\$100.00
Zoning By-Law Copy	\$25.00
Official Plan Copy	\$25.00
Road Closings * Land cost will be calculated based on current fair market value	\$500.00 + cost of land*

**By-Law 2020-1051 – Schedule “D”  
Applications and Services – Building**

<b>CLASSES OF PERMITS AND PERMIT FEES</b>	
<b>CLASS OF PERMIT</b>	<b>PERMIT FEES</b>
Building Permit	1.1 % of the reported or estimated valuation of work, with a minimum fee being \$100.00.
Demolition Permit	\$100.00 per application
Occupancy Permit	\$100.00 per application
Inground swimming pool and above ground swimming pools	\$100.00 per application
Plumbing Permit	\$50.00 + \$10.00 per new plumbing fixture
Sign Permit	\$100.00
Change of Use Permit	\$100.00 per application

<b>MINIMUM VALUATION OF PROPOSED WORKS</b>	
Seasonal	\$70.00/sq. ft.
Permanent Dwelling	\$110.00/sq. ft.
Garages, Storage, Covered Decks or Porches	\$30.00/sq. ft.
Commercial, Industrial or Institutional	\$100.00/sq. ft.
Barns	\$15.00/sq. ft.
Open Sun Decks	\$20.00/sq. ft.

**Applications and Services – Septic**

<b>CLASS OF PERMIT</b>	<b>PERMIT FEES</b>
Septic Permit – Class 2, Class 3, Class 4, Class 4 A, Class 5 & Class 5 A	\$950.00 per application
Septic Tank Installation Only	\$500.00
Planning Act Applications (Minor Variance, Consent and Zoning By-law Amendment Applications) Septic Review	\$500.00
Subdivision or Condominium Applications	\$500.00 per lot
Performance Review for renovations, additions and garages	\$250.00
File Searches	\$100.00

**By-Law 2020-1051 – Schedule "E"**  
**Applications and Services – Roads/Waste Sites**

<b>Description</b>	<b>Proposed Fee</b>	<b>Deposit</b>
Entrance Permit	\$100.00	\$1000.00
911 Number	\$150.00	
911 Number Replacement Installed	\$100.00	
911 Number Replacement Number Only	\$20.00	
Garbage Bags, 30 x 38 Residential	\$2.00	
Garbage Bags, 30 x 50 commercial/farm	\$4.00	
Composter – each	\$46.00	
Brush, pickup or trailer load – Camden/Sheffield	\$20.00	
Brush, dump truck – Camden/Sheffield	\$50.00	



**By-Law 2020-1051 – Schedule "F"**

**Applications and Services – Fire**

<b>Description</b>	<b>Fee</b>
Class A Pumper – 1 <sup>st</sup> hour or part thereof	\$450.00
Class A Pumper – per next ½ hour	\$225.00
Tanker – 1 <sup>st</sup> hour or part thereof	\$450.00
Tanker – per next ½ hour	\$225.00
Support Van – 1 <sup>st</sup> hour or part thereof	\$300.00
Support Van – per next ½ hour	\$150.00
Off Road Vehicle – 1 <sup>st</sup> hour or part thereof	\$200.00
Off Road Vehicle – per next ½ hour	\$100.00
Firefighter – per hour at incident plus cleanup	\$35.00
Fire Incident File Search	\$100.00
Fire Inspections of provincially or Federally regulated or licensed institutions or enterprises to satisfy a legal, or other mandatory requirement	\$100.00
Supply and install of smoke/carbon combination alarms.	\$30.00

**By-Law 2020-1051 – Schedule “G”**

**Applications and Services – Facility Rental Rates**

<b>Description</b>	<b>Fee</b>	<b>Key and Cleaning Deposit</b>
Newburgh Hall, Tamworth Hall, Enterprise Hall, Multipurpose Room, and Upstairs Room at Stone Mills Recreation Centre - Maximum 5 Hour Rental	\$75.00 + HST	\$50.00
Newburgh Hall, Enterprise Hall, Upstairs Room at Stone Mills Recreation Centre Liquor Licenced Event	\$225.00 + HST	\$50.00
Summer Weekend Arena Slab Rental – Full Day Rental	\$350.00 + HST	\$50.00
Summer Weekday Arena Slab Rental – 2 Hour Maximum	\$30.00 + HST	\$50.00
Stone Mills Recreation Centre Adult Prime Time (Mon-Fri, 6pm to Close, plus all weekend rentals) for 2020/2021 Season, per hour	\$194.10 + HST	N/A
Stone Mills Recreation Centre Youth Prime Time (Mon-Fri, 6pm to Close, plus all weekend rentals) for 2020/2021 Season, per hour	\$145.25 + HST	N/A
Stone Mills Recreation Centre Off Prime or “School” Rate	\$121.08 + HST	N/A
Public Skating Sponsorship Rate	\$185.00 + HST	

**Facility Rates for Regular User Groups that include Not-for-Profit Groups; Church Groups; Community Groups; and Seniors Groups.**

<b>Description</b>	<b>Fee</b>	<b>Key and Cleaning Deposit</b>
Newburgh Hall, Tamworth Hall, Enterprise Hall, Multipurpose Room, and Upstairs Room at Stone Mills Recreation Centre - Maximum 5 Hour Rental	\$20.00 + HST	N/A
Summer Weekend Arena Slab Rental Without Liquor Licenced Event – Full Day Rental	\$50.00 + HST	N/A
Summer Weekday Arena Slab Rental – 2 Hour Maximum	\$30.00 + HST	N/A

**Facility Rates for Regular users that include For- Profit Groups  
providing activities for seniors.**

Description	Fee	Key and Cleaning Deposit
Newburgh Hall, Tamworth Hall, Enterprise Hall, Multipurpose Room, and Upstairs Room at Stone Mills Recreation Centre - Maximum 5 Hour Rental	\$35.00 + HST	N/A

**Advertising Rates at Stone Mills Recreation Centre**

Location	Fee
Rink Board Sign	\$100 per year + HST
Wall Boards	\$100 per year + HST
Exterior South Wall Sign	\$100 per year + HST
Blue Line "On Ice" Advertisement	\$150 per season + HST
Centre Ice "On Ice" Advertisement	\$200 per season + HST
Interior North Wall Mounted Sign	\$200 per year + HST



**By-Law 2020-1051 – Schedule “H”**  
**Acknowledgement of Fees, Additional Expenditures**  
**And Agreement to Indemnify**

**THE CORPORATION OF THE**  
**TOWNSHIP OF STONE MILLS**

Acknowledgement of Fees, Additional Expenditures  
And Agreement to Indemnify

Application Type
Municipal File Number
Applicant (s)

The Applicant hereby acknowledges and agrees that:

1. The Township of Stone Mills (“Township”) shall not incur any cost or expense associated with processing the applicant’s application for approval under the *Planning Act*. Without limiting the generality of the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Township to process the application together with all costs and expenses arising from or incurred in connection with the Township being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from an decision of the Council or Committee of Adjustments, as the case may be, approving the applicant’s application.
2. Additional fees may be incurred by the Township in the review of the application that are not contained within the application fee paid in accordance with by-law number 2020-1051.
3. In addition to any initial fee or deposit that may be required to be paid at the time of the application in accordance with bylaw number 2020-1051, the applicant agrees to deposit such additional amount or amounts on account of the Township’s anticipated additional costs to process the application as the Township may, from time to time, deem advisable. Any amount paid as a deposit on account of such costs and not required to process the application shall be returned without interest to the applicant following a final decision being made in respect of the application and payment in full of all additional costs.
4. The Township shall draw upon any deposit at its discretion to pay for all invoiced expenditures related to costs to process the application.
5. The applicant shall, upon request or at such times determined by the Township, receive a statement of invoices paid from the deposit as well as the outstanding balance.
6. In the event that the balance of the original deposit is reduced to an amount equal to 25% or less of the original balance, the applicant shall be advised by the Township that the amount of deposit must be reinstated to the original deposit amount.
7. Where no deposit is required, the applicant will be invoiced for all additional fees following receipt and payment of these fees by the Township, and these invoiced amounts shall be due and payable within 30 days following the date of the invoice.
8. Any amounts owing by the applicant to the Township is, when due, a debt of the applicant and the Township may, in addition to any other remedies available to it

at law, recover the amount owing together with interest from the applicant by action. Interest shall be added to any outstanding account at the rate of 1.25% per month, and all interest charges shall be deemed to be an outstanding charge payable by the applicant.

9. Where an amount is owing to the Township, the applicant agrees that such debt constitutes part of the required application fee and the Township shall not be obligated to further process the application or provide a decision thereon until such time as all outstanding accounts are paid in full.

10. Nothing in this agreement shall be construed as a waiver by the applicant of the right to pay under protest an amount required in accordance with this agreement and thereafter appeal from the levying of such fee in accordance with section 69 (3) of the *Planning Act*.

The application having read and understood the terms set out above agrees to comply with the requirements as stated and hereby acknowledges receipt of a copy of this agreement.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant