

**THE CORPORATION OF THE TOWNSHIP OF STONE  
MILLS BY-LAW 2024-1237**

**Being a By-Law to Impose Fees and Charges on any class of persons for services or activities provided to them by The Corporation of the Township of Stone Mills and to Prescribe a Tariff of Fees for the Processing of Planning related Applications**

WHEREAS Section 391 (1) of the *Municipal Act*, S.O., 2001, c.25 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

AND WHEREAS Section 398(2) of the *Municipal Act*, 2001 S.O. 2001, c. 25 as amended, authorizes the treasurer of a local municipality to add fees and charges imposed by the municipality to the tax roll and to collect them in the same manner as municipal taxes;

AND WHEREAS Section 69 (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 on January 4, 2021 with respect to the development of a tariff of fees for specific purposes;

AND WHEREAS Council deems it necessary now to repeal By-law 2020-1051;

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

1. Definitions:

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.
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2. 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.
3. That Schedule "H" being the "Acknowledgement of Fees, Additional Expenditures and Agreement to Indemnify" shall comprise part of this by-law.
4. 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.
5. 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.
6. 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 Land Tribunal, a Court of Law, an administrative tribunal or other quasi-judicial body.
7. 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.
8. All fees are exclusive of all applicable Provincial or Federal taxes.
9. 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. By-law 2020-1051 and any other by-laws conflicting with this by-law are hereby repealed.
15. This By-law shall be referred to as "The Fees and Charges" By-law.

Enacted and Passed this 15th day of April, 2024.

Original Signed By

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John Wise, Reeve

Original Signed By

.....  
Brandi Teeple, Clerk

**Clerks Department Schedule "A" Fee  
Description**

<b>Description</b>	<b>2024 Fee</b>
Commissioner of Oaths and Affidavits	\$ 15.00
Certify Copy of Documents	\$ 10.00
Photocopy and Printing Services	First 5 pages free. \$0.25 for every subsequent page.
Dog Tags Prior to March 31	\$20.00 (effective January 1, 2025)
Dog Tags After March 31	\$30.00 (effective January 1, 2025)
Replacement Dog Tag NEW	\$ 5.00
Kennel Licence Prior to March 31	\$ 125.00
Kennel Licence After March 31	\$ 250.00
Municipal Freedom of Information Request (MFIPPA)	\$5.00 Application Fee and \$7.50 per quarter hour for record search and preparation time
Locating/Researching/Preparing Documents (non MFIPPA Request)	\$25 per 30 minutes
Lottery Licence	3% of Prize Value (Legislated)
Death Registration- death within municipality NEW	\$ 25.00
Death Registration- death outside municipality NEW	\$ 30.00
Still Birth Registration	No Charge
Special Event Permit	Deposit \$1000.00 Fee \$100.00
Fence Viewing	Application Fee \$225.00 Fence Viewers for a minimum of 2 hours \$450.00 Additional Fence Viewers and Staff Time \$75/hour Registered Mail At current Rate Milage at current rates as authorized by Canada Customs & Revenue Agency for each Fence Viewer
Fax (Long Distance) 1st Page	\$ 3.00
Fax (Long Distance)	\$ 1.00

**Finance/Taxation Department Schedule "B" Fee  
Description**

<b>Description</b>	<b>2024 Fee</b>
Duplicate Tax Receipt	\$ 10.00
Duplicate Tax Bill	\$ 10.00
Tax Account Search in writing (per hour)	\$ 30.00
Non Sufficient Funds (NSF) Fee	\$ 30.00
Tax Certificate (per roll number)	\$ 100.00
Corrections to Tax Account Payments made in error NEW	\$ 10.00
Administration Charge - Ownership Change/New Account Setup NEW	\$ 20.00
Interest on Accounts Receivable (net 30 days)	1.25%
Penalty and Interest on Overdue Taxes (applied first day of the month)	1.25%

**Planning Department Schedule "C" Fee  
Description**

<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee TBD</b>
Minor Variance Application	\$ 850.00	
Minor Variance after building without permit	\$ 1,700.00	
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 Closing *Land Cost will be based on current fair market value	\$500.00 Plus cost of land	

**Building Department Schedule "D" Fee  
Description**

<b>Description</b>	<b>2024 Fee</b>
Building Permit	1.1% of the reported or estimated valuation of work, with a minimum fee being \$100.00
Demolition Permit	\$ 100.00
Occupancy Permit	\$ 100.00
Inground swimming pool and above ground swimming pools	\$ 100.00
Plumbing Permit	\$50.00 + \$10.00 per new plumbing fixture
Sign Permit	\$ 100.00
Change of Use Permit	\$100.00 per application
Rooftop Solar array install - NEW	\$100.00 per application

**Minimum Valuation of Proposed Works**

<b>Description</b>	<b>Current Fee</b>
Seasonal	\$100.00/sq. ft.
Permanent Dwelling	\$140.00/sq. ft.
Garages, Storage, Covered Decks or Porches	\$40.00/sq. ft.
Commercial, Industrial or Institutional	\$100.00/sq. ft.
Barns	\$15.00/sq. ft.
Open Sun Decks	\$25.00/sq. ft.

**Septic**

<b>Description</b>	<b>Current Fee</b>
Septic Permit - Class 2, Class 3, Class 4, Class 4A, Class 5, Class 5A	\$950 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

**Public Works/Waste Department Schedule "E" Fee  
Description**

<b>Description</b>	<b>2024 Fee</b>
Entrance Permit	\$ 200.00
Civic Number	\$ 200.00
Civic Number Replacement Installed	\$ 150.00
Civic Number Replacement Number Only	\$ 60.00
Garbage Bags, 30x38 Residential      EFFECTIVE MAY 1, 2024	\$ 3.00
Composter - Each	\$ 46.00
Brush,Pick up truck or trailer load - Camden/Sheffield	\$ 20.00
Brush,Dump Truck - Camden/Sheffield	\$ 50.00



**Fire Department Schedule "F" Fee Description**

<b>Description</b>	<b>2024 Fee</b>
Written request for file search, for sale of property - insurance purposes or banking requests.	\$ 100.00
Written request for Fire Reports/Investigations - insurance and solicitors.	\$ 100.00
Request for Inspection plus Written Report – Residential, Daycares, Group Homes & Special Care Facilities.	\$ 100.00
Supply and Install Smoke/CO/Combination Alarm	\$ 40.00
Responding to fires set or caused by Person(s) for the purpose of burning grass, brush, rubbish or other materials requiring Fire Services to extinguish such fires.	\$559.86 per hour per piece of equipment plus wages for all firefighters on scene at current Firefighter Hourly Rate
Request for vehicle standby service for insurance, company/ business requirements, etc.	\$279.93 per hour
Additional Expenses - All costs related to but not limited to retaining a private contractor, renting special equipment and/or all consumable materials other than water and medical supplies shall be charged and recovered as a fee if it is deemed necessary to suppress or extinguish a fire, preserve property, prevent a fire from spreading or otherwise control and eliminate an emergency or hazard.	Total Cost Recovery

**Facility Rental and Advertisement Rates Schedule "G" Fee  
Description**

<b>Description</b>	<b>2024 Fee</b>	<b>Current Key and Cleaning Deposit</b>
Newburgh Hall, Tamworth Hall, Enterprise Hall, Multipurpose Room and Upstairs Room at Stone Mills Recreation Centre (max 5 hour rental)	\$ 75.00	\$ 50.00
Newburgh Hall, Enterprise Hall, Upstairs Room at Stone Mills Recreation Centre Liquor Licenced Event	\$ 225.00	\$ 50.00
Summer Weekend Arena Slab Rental-Full Day	\$ 350.00	\$ 50.00
Summer Weekday Arena Slab Rental-2 hour max	\$ 30.00	\$ 50.00
Stone Mills Recreation Centre Adult Prime Time (Mon-Fri, 6pm to close, plus all weekend rentals) per hour	\$ 194.10	N/A
Stone Mills Recreation Centre Youth Prime Time (Mon-Fri, 6pm to close, plus all weekend rentals) per hour	\$ 145.25	N/A
Stone Mills Recreation Centre Off Prime and School Rate	\$ 121.08	N/A
Public Skating Sponsorship Rate	\$ 185.00	N/A
Pickle Ball	\$5.00 per game or \$125.00 for season	N/A
<b>Facility Rates for Not-for-Profit Groups; Church Groups;Community Groups and Seniors Groups</b>		
Newburgh Hall, Tamworth Hall, Enterprise Hall, Multipurpose Room and Upstairs Room at Stone Mills Recreation Centre (max 5 hour rental)	\$ 20.00	N/A
Summer Weekend Arena Slab Rental-Full Day	\$ 50.00	N/A
Summer Weekday Arena Slab Rental-2 hour max	\$ 30.00	N/A
<b>Facility Rates for Users Providing Activities for Seniors.</b>		
Newburgh Hall, Tamworth Hall, Enterprise Hall, Multipurpose Room and Upstairs Room at Stone Mills Recreation Centre (max 5 hour rental)	\$ 35.00	N/A
<b>Advertising Rates at Stone Mills Recreation Centre</b>		
Rink Board Sign (Per Year)	\$ 100.00	
Wall Boards (Per Year)	\$ 100.00	
Exterior South Wall Sign (Per Year)	\$ 100.00	
Blue Line "On Ice" Advertisement (Per Season)	\$ 150.00	
Centre Ice "On Ice" Advertisement (Per Season)	\$ 200.00	
Interior North Wall Mounted Sign (Per Year)	\$ 200.00	

Schedule "H" Acknowledgement  
of Fees, Additional Expenditures  
And Agreement to Indemnify

<b>Application Type</b>	
<b>Municipal File Number</b>	
<b>Applicant(s)</b>	

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 Land Tribunal 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 2024-1237
  
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 by-law number 2024-1237, the applicant agrees to deposit such additional amounts 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