

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 24-091

BEING a by-law to establish fees and charges for services provided by the Municipality of Mississippi Mills.

WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

WHEREAS the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

WHEREAS the Corporation of the Municipality of Mississippi Mills deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Municipality of Municipality of Mississippi Mills;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That Schedule "A" attached to this by-law sets out the fees and charges for The Corporation of the Municipality of Mississippi Mills and forms part of this by-law.
2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. Any non-profit housing developments, as defined in By-laws 23-081 to 23-088 Development Charges, are exempt from applicable Planning Fees and Associated Fees and Building Fees listed in Schedule A to this by-law.

6. That By-law No. 23-073 and amending By-law No. 24-024 shall be and are hereby repealed on December 31, 2024.
7. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on January 1, 2025.

BY-LAW READ, passed, signed and sealed in open Council this 10th day of December, 2024.



Christa Lowry, Mayor



Jeanne Harfield, Clerk



Schedule “A” to By-Law 24-091

2025 FEES AND CHARGES

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Administration	
Affidavits	
Commissioning of Oaths	\$16.50
General	
Copies – paper or digital (up to a maximum 11” x 17” size, larger sizes charged as may be required by outsourcing) (per page)	\$0.28
Community Maps (each)	\$5.89
Municipal Pins (each)	\$2.20
NSF Charges (applicable for all Municipal Fees and Charges)	\$33.00
Tax Certificate	\$55.00
Water Certificate	\$55.00
Tax Statement reprint	\$15.00
Municipal Office Room Rental – business hours	\$27.50
Municipal Office Room Rental – outside business hours	\$27.50 + staff hours each at \$27.50
Retail Holiday Business Act Exemption Application Fee	\$110.00
Election Signs Removal Fee	\$27.50
Processing fee for eligible online payments made by credit card	2.4%
Access to Information (FOI) (fees regulated by Province)	
Application Fee	\$5.00
Record preparation and search time (per ¼ hour)	\$7.50
Photocopies	\$0.20
Computer programming time (per 1/4 hour)	\$15.00

Portable digital storage	\$10.00
Other fees charge (e.g., courier costs)	As invoiced
Deposit for fees estimated over \$100	50%
Vital Statistics	
Burial Permits	\$11.00
Marriage License	\$150.00
Civil Marriage Ceremony – after hours at Municipal office or offsite	\$416.00
Cancellation of ceremony booking Non-refundable service fee	\$104.00
Licensing	
Liquor License Board of Ontario – Municipal Clearance	\$38.50
Mobile Canteen – License	\$825.00
Mobile Canteen – Transfer	\$55.00
Mobile Canteen – Special Occasion (maximum 3 days)	\$110.00
Seasonal Stand – License	\$825.00
Seasonal Stand – Transfer	\$55.00
Refreshment Cart – License	\$412.50
Refreshment Cart – Transfer	\$55.00
Refreshment Cart – Special Event (maximum 3 days)	\$55.00
Seasonal Produce / Farm Produce Stand – License	\$330.00
Seasonal Produce / Farm Produce Stand – Each Additional License	\$55.00
Seasonal Produce / Farm Produce Stand – Transfer	\$55.00
Taxi – Operator License	\$110.00
Taxi – Vehicle License	\$110.00
Taxi – Driver License	\$55.00
Taxi – License Transfer	\$11.00
Taxi – License Plate Replacement	\$16.50
Lottery (Fees regulated by AGCO) – Bingo (per event)	3% of prize value
Lottery (Fees regulated by AGCO) – Raffle (per event)	3% of prize value
Lottery (Fees regulated by AGCO) – Nevada (per box)	3% of prize value
Canine Control	
Dog Tags – Spayed / Neutered	\$22.00
Dog Tags – Not Spayed / Neutered	\$33.00
Dog Tags – Microchip (proof required)	\$16.50
Replacement Dog Tag	\$5.50
Kennel License (Tags for each dog will be provided at no additional cost)	\$110.00
Service Dogs	\$0.00
Impound Fee	\$110.00

Public Works (all fees plus applicable HST)	
Entrance Permit Fee	\$100.00
Property Identification Sign / Post	\$185.00
Property Identification Post Replacement	\$90.00
Property Identification Sign Replacement	\$75.00
Tile Drainage Inspection Fee	\$200.00
Water & Sewer	
Water Works Permit Fee	\$400.00
Water Works Permit Extension Fee	\$100.00
Sewer Works Permit Fee	\$400.00
Combined Water Works and Sewer Works Permit Fee	\$500.00
Water Service Inspection for Reuse	\$75.00
Turn water on or off (seasonal or outside business hours)	\$75.00
Bulk Water Registration Fee	\$100.00
Bulk Water Sales	\$15.45 Per 1,000 gallons
Bulk Water Sales Connection Fee	\$50.00
Water Meters – Supply and Installation	
Water Meter – 5/8" x 3/4" meter	\$507.20
Water meter – 3/4"	\$559.79
Water meter – 1"	\$681.06
Water meter – 1.5" meter positive displacement	\$1,088.23
Water meter – 2" meter positive displacement	\$1,443.51
Note – for quantities greater than 2 meters, quotes will be provided upon request	
Water Meter Testing where test proves meter is functioning properly	\$100.00 + Actual Cost of Test
Water Meter Replacement Exemption Fee	\$100.00
Water Meter Reading Fee (non remote read meter)	\$50.00
Garbage and Recycling	
Garbage Tags (each)	\$2.00
Composter – submit receipt for purchase; refunded up to \$40.00, one composter per residence	\$40.00
Blue Box (each)	\$8.00

Fire (all rates subject to HST)	
Compliance Letters	\$75.00
Fire Reports (non-property owners / tenants)	\$75.00
Fire Safety Plan Review	\$75.00
Inspections	
Special Occasion Permit	\$75.00
Liquor License	\$75.00
Home Daycare	\$75.00
Request Inspections	\$75.00
Mobile Canteen / Seasonal Stand	\$100.00
Re-inspections (non-compliance)	\$250.00
Fire Watch	Current MTO rates
Fire Scene Security	At cost and supported by invoices
Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners / tenants)	Current MTO rates
Vehicle fire, extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation	At cost and supported by invoices
Hazardous Materials Spill / Clean Up – total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial regulations	Current MTO rates and costs as supported by invoices
Open Air Burning – fires resulting from contravention of the Open-Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open-Air Burning By-Law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labour costs	Current MTO rates and costs as supported by invoices
Additional Expenses - If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Deputy Fire Chief determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus (“Additional Services”) in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the property requiring or causing the need for the Additional Services shall be charged the costs to provide the Additional Services including all applicable taxes. Property shall mean personal and real property.	At cost and supported by invoices
Police	
The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP)	
First false alarm in any calendar year	No charge
Second false alarm in any calendar year	No charge
Third false alarm and any thereafter in a 12-month period	\$200.00

Planning and Development Fees	
Official Plan Amendment***	\$6,824.90
Joint Official Plan and Zoning Amendment***	\$11,390.40
Development permitted under Minister's Zoning Order, Community Infrastructure and Housing Accelerator Order or similar Provincial Order – Invoice to be paid immediately after Council resolution	\$12,656.00
Zoning	
Major Zoning By-law Amendment (change of zone)	\$5,831.10
Minor Zoning By-law Amendment (amendment to zoning performance standards)	\$4,764.10
Minor Zoning By-law Amendment – Condition (for surplus farm dwellings or as a condition of approval related to another Planning Act application)	\$2,214.80
Temporary Use Extension	50% of Major Zoning By-law Amendment Fee
Lift of Holding Provision	\$2,057.30
Minor Variance (Development Agreement as a condition – see Agreement Section)	\$818.40
Site Plan Control * / **	
Major	\$4,304.60
Minor	\$3,237.80
Lite	\$425.60
Red Line Amendment to Major	30% of Major Site Plan Control application fee
Red Line Amendment to Minor	30% of Minor Site Plan Control application fee
Red Line Amendment to Lite	30% of Lite Site Plan Control application fee
Land Division * / ** / ***	
Consent to Sever (severance)	\$1,650.10
Plan of Subdivision	\$11,793.4
Redline Change to Plan of Subdivision or revision to conditions of Draft Approval	30% of Plan of Subdivision application fee
Plan of Condominium	\$3319.60
Redline Change to Plan of Condominium	30% of Plan of Condo fee
Lifting Part Lot Control	\$1401.50
Lifting of 1 ft. Reserves	\$1106.90
Extension of Draft Approval Subdivision Agreement	\$884.90
Zoning Compliance Report with 10 or more business days notice, typically combined with Building Open File Report	\$250.00
Zoning Compliance Report with less than 10 business days notice, typically combined with Building Open File Report	\$500.00

Zoning Certificate	\$150.00
Zoning Review for Building Permit <ul style="list-style-type: none"> For multi-unit residential buildings (semi, duplex, triplex, townhouse) not subject to Site Plan Control Apartment buildings not subject to Site Plan Control All other building permits not listed above Note: subject to the discretion of the Planning Department, Zoning Certificate fee may be exempted if the development has received previous Site Plan Control or Development Agreement, Minor Variance approval and building permit plans are identical	\$100.00 Per residential unit or other permit
Heritage Permits	
Request to amend existing Designation By-law by Owner	\$818.40
All other Heritage Permits	No charge
Cash-in-Lieu of Parking	
Application	\$851.10
Cash -in-Lieu of Parking Space Rate	\$3,069.00 per space
Request to Purchase Municipal Property	
Application	\$500.00
Deposit Note: deposit is to cover real estate appraisal fees. If applicant is not the successful bidder, the deposit will be returned in full. If applicant is the successful bidder, the deposit will be applied to real estate appraisal fees. Additional real estate appraisal fees may apply. Additional survey, closing costs and legal fees will be invoiced to successful bidder prior to the closing of the sale.	\$1,500.00
Capacity Allocation Application	
1 to 10 units	\$100.00
11 units to 50 units	\$200.00
51 units and above	\$400.00
Agreements * / **	
Encroachment Agreement	\$884.90
Private Road Agreement (if not associated with a Site Plan Control Agreement)	\$1,636.80
Miscellaneous Development Agreement	\$884.90
Accessory Dwelling Unit / Secondary Dwelling Unit Agreement	\$415.00
Development Agreement or Encroachment Agreement (condition of approval for site plan, consent or minor variance)	\$415.00
Development Agreement for the development of triplexes, fourplexes and townhouses or any residential development in a floodplain (condition of approval) not subject to Site Plan Control	\$1,770.80
Servicing Connection Agreement for development requiring the installation of new, or replacement of, water and sewer, not subject to Site Plan Control	\$415.00
Pre-Servicing / Front End Agreement	25% of Plan of Subdivision fee

File Reactivation Fee (inactive for more than 12 months)	50% of the original application fee
Green Energy Applications	\$1,534.50
Radio Telecommunications Concurrence Letter	\$2,557.50
<p>The above planning fees apply even if the Municipality engages planning consultants to undertake the review of applications. Applicants will not be charged fees related to the Municipality using planning consultants other than the above Planning Fees and the other fees listed below.</p> <p>Other agencies and organizations Other fees may be required for the review of the application, reports, and consultation with public agencies including but not limited to the Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries.</p> <p>Peer Review Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality, including but not limited to hydro-geological study, environmental impact assessment, cultural heritage impact assessment, archeological study. Any professional fees shall be invoiced at the close of the file or the fiscal year end, whichever comes first at cost plus 7% administrative fee.</p> <p>Legal Fees Applications requiring the registration of agreements, modifications of existing agreements or preparation of new agreements will be invoiced at the close of the file or the fiscal year, which comes first at cost.</p>	
Development Charges may apply at building permit stage	
*Cash-in-Lieu of Parkland	
Private Services	\$2,345.20
Municipal Services	\$3,126.90
** Drainage Assessments	
(to be invoiced to the Applicant at the close of the file or the fiscal year, which comes first at cost)	
Creation of one lot	\$500.00
Creation of more than one lot (including Plan of Subdivision)	\$1,000.00
Site Plan Control	\$500.00
***Lanark County Approval Authority	
additional fees will apply (see Lanark County Development and Land Use Planning)	

Engineering Fees	
CLI ECA Form SW1 Standard System Components (e.g., Sewers, Ditches, Swales, Culverts, Inlets, Manholes, Outlets) --- Simple Application (ex. non-subdivision)	\$1,000.00
CLI ECA Form SW1 Standard System Components (e.g., Sewers, Ditches, Swales, Culverts, Inlets, Manholes, Outlets) --- Complex Application (ex. subdivision)	\$1,600.00
CLI ECA Form SW2 Stormwater Management Facility --- Simple Application (ex. non-subdivision)	\$1,000.00
CLI ECA Form SW2 Stormwater Management Facility --- Complex Application (ex. subdivision)	\$1,600.00
CLI ECA Form SW2 Stormwater Management Facility --- Manufactured Treatment Device Only (ex. Oil-Grit Separator Unit, Filter Unit)	\$1,000.00
CLI ECA Form SW3 Third Pipe Collection System (ex. System to collect water only from foundation drains)	\$1,000.00
CLI ECA Form SS1 Separate Sewers/Nominally Separate Sewers/Forcemains --- Simple Application (ex. non-subdivision)	\$1,000.00
CLI ECA Form SS1 Separate Sewers/Nominally Separate Sewers/Forcemains --- Complex Application (ex. subdivision)	\$1,600.00
CLI ECA Form SS2 Components of the Municipal Sewage Collection System	\$1,600.00
CLI ECA Form A1 Equipment Discharging a Contaminant of Concern to the Atmosphere from a Municipal Sewage Collection System	\$1,600.00
Consent from the Municipality for MECP Direct Submission	\$250.00
Municipal Water Form 1 Watermains Authorized as a Future Alteration	\$475.00
Municipal Water Form 2 Minor Modifications or Replacements to the Drinking Water System	\$225.00
If technical design review is not completed as part of any development approval process, and the application is submitted as a standalone project.	Application fee (per form) plus engineering staff review time, invoice to be paid upon approval*
Municipal Water and Wastewater Modelling Check	See other fees
Wastewater Flow Monitoring	See other fees
Water Pressure Hydrant Test	See other fees
Water works permit fee	\$400.00
Subdivision or Condominium Engineering Services, including Construction Stage Services (<= 10 units)	\$6,000.00 plus engineering review fee beyond 120 hours* of staff time.
Subdivision or Condominium Engineering Services, including Construction Stage Services --- (>10 units, <=20 units)	\$13,299.00 plus engineering review fee beyond 120 hours* of staff time. For Plan of Subdivision applications, invoice to be paid by the Applicant upon Draft Approval.

Subdivision or Condominium Engineering Services, including Construction Stage Services --- (>20 units, <=100 units)	\$19,948.50 plus engineering review fee beyond 180 hours* of staff time. For Plan of Subdivision applications, invoice to be paid by the Applicant upon Draft Approval.
Subdivision or Condominium Engineering Services, including Construction Stage Services --- (>100 units, <=300 units)	\$26,598.00 plus engineering review fee beyond 270 hours* of staff time. For Plan of Subdivision applications, invoice to be paid by the Applicant upon Draft Approval.
Subdivision or Condominium Engineering Services, including Construction Stage Services --- (>300 units)	\$39,897.00 plus engineering review fee beyond 400 hours* of staff time. For Plan of Subdivision applications, invoice to be paid by the Applicant upon Draft Approval.
Subdivision Engineering Services, including Construction Stage Services --- Industrial, Commercial, and Institutional (ICI)	\$13,299.00 plus engineering review fee beyond 120 hours* of staff time. For Plan of Subdivision applications, invoice to be paid by the Applicant upon Draft Approval.
Minor Site Plan Control outside Almonte	\$153.50
Major Site Plan Control outside Almonte	\$511.50
Minor Site Plan Control in Almonte	\$884.90
Major Site Plan Control in Almonte	\$1,176.50
Development Agreement for Private Road (if not associated with a Site Plan Control Agreement)	\$1,688.00
Miscellaneous Development Agreement within Almonte	\$153.50
Development Agreement (condition of approval for consent and not specified below)	\$153.50 Plus engineering review fee beyond 24 hours* of staff time.
Development Agreement (for development of accessory dwelling unit/secondary dwelling unit)	\$153.50 Plus engineering review fee beyond 24 hours* of staff time.

Development Agreement for the development of triplexes, fourplexes and townhouses or any residential development in a floodplain (condition of approval)	\$1,770.80 Plus engineering review fee beyond 60 hours* of staff time.
Official Plan Amendment	\$2,659.80 Plus engineering review fee beyond 24 hours* of staff time.
Major Zoning By-law Amendment	\$1,329.90 Plus engineering review fee beyond 12 hours* of staff time.
Minor Zoning By-law Amendment	\$562.70
Minor Zoning Amendment – Condition (surplus farm dwelling or as a condition of approval related to consent application)	\$153.50
Joint Official Plan and Major Zoning By-law Amendment	\$3,324.80 Plus engineering review fee beyond 30 hours* of staff time.
Development permitted Minister’s Zoning Order, Community Infrastructure and Housing Accelerator Order or similar Provincial Order	\$19,948.50 Plus engineering review fee beyond 180 hours* of staff time.
Consent (Severance)	\$153.50
Minor Variance	\$153.50
Engineering Review hourly rates for extra staff time over and above standard fee	
Senior Engineer Hourly Rate	\$127.90
Engineer Hourly Rate	\$97.20
Technologist Hourly Rate	\$97.20
The above engineering fees apply even if the Municipality engages engineering consultants to undertake the review of applications. Applicants will not be charged fees related to the Municipality using engineering consultants other than the above Engineering Review fees and the other fees listed below.	
Other Fees	
If the Municipality requires peer reviews related to site specific engineering issues, including but not limited to, hydro-geological study, transportation impact assessment, environmental site assessment and associated reports, geological reports, and/or additional work for a water and wastewater modelling check, wastewater flow monitoring or water pressure hydrant test, the Municipality reserves the right to engage a consultant to undertake the necessary peer reviews or additional work. The Applicant will be responsible for all costs associated with the peer review(s) and/or additional work, plus a 7% administrative fee.	

Building Fees and Charges

***Development Charges and/or Zoning Certificate fee may apply. See Planning Fees & Charges.**

* Any fees for processing electronic payments may be in addition to these fees

Minimum Permit Fee	\$255.80
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Residential Building Fees

New Dwellings – per dwelling unit

Includes all finished areas above the basement up to the size limits identified, all finished basement areas, all plumbing fixtures, rear deck ≤ 592 ft² (55 m²) front porch and up to 3-bay attached garage (approx. 296 ft² (27.5 m²) per garage bay).

**All items must be included at the time of initial application.*

Detached dwelling ≤ 3,200 ft ² (297 m ²)	\$3,605.10
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Semi-detached/Townhome/Rowhouse ≤ 2,500 ft ² (232 m ²)	\$2,816.30
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Apartment dwelling, additional dwelling unit within a detached/semi-detached/town/row house, or Modular Home per Subsection 4.1.6 of the Building Bylaw. ≤ 1,500 ft ² (139 m ²)	\$1,690.00
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Shed/Garage ≤ 592 ft ² (55 m ²) Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Miscellaneous Fees</i> in below.	\$511.50
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Uncovered decks ≤ 592 ft ² (55 m ²)	\$255.80
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Covered decks or unenclosed porches ≤ 592 ft ² (55 m ²)	\$511.50
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Additions ≤ 592 ft ² (55 m ²) Does not include plumbing / woodstove inspections. See <i>Miscellaneous Fees</i> below.	\$1,115.10
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Basement Finishing ≤ 592 ft ² (55 m ²) Does not include plumbing / woodstove inspections. See <i>Miscellaneous Fees</i> below.	\$511.50
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Additional charge for gross floor areas above grade over the prescribed maximums listed above.	\$0.54/ ft ²
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Renovation or repairs to existing structure	2.0% of the Value of Construction to a maximum fee of 150% of a permit for the comparable new structure with a minimum fee of \$255.80
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Residential Demolition – per structure	\$255.80
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Farm Building Fees as defined by the OBC

Farm Building as defined by the OBC ≤ 6,458 ft ² (600 m ²) and up to 3-storeys Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Miscellaneous Fees</i> below.	\$511.50
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Engineered Farm Buildings > 6,458 ft ² (600 m ²) (OBC Part 4/NFBC) Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Miscellaneous Fees</i> below.	\$767.30
Manure Nutrient Storage Structure	\$306.90
Fabric Covered Building, Grain Bin	\$255.80
All Buildings Not Covered Above	
New Building, Additions, Interior Fit-Up, Renovation, etc.	2% of the first \$1,000,000 of the Value of Construction and 1% thereafter with a minimum fee of \$255.80
Demolition for commercial, industrial, or institutional building	\$511.50
Miscellaneous Building Fees & Charges – Applicable to All Buildings	
<i>Additional Fees</i> Plumbing / Insulation / HVAC / Woodstove Inspection	\$127.90 per inspection
Additional progress inspections, re- inspection (per inspection, where previous inspection failed or was deemed not complete or not ready), non-typical construction details, etc. Added at discretion of CBO	\$127.90 per inspection
Private pool or hot tub enclosure	\$255.80
Woodstove	\$255.80
Renewal of Permit At discretion of CBO. Re-inspection fees extra.	
1 st Renewal	\$255.80
2 nd Renewal	\$255.80
3 rd Renewal	\$383.60
4 th Renewal and all subsequent renewals	\$511.50
Construction Without a Permit Surcharge applied in addition to the primary permit fee, issued at the discretion of the CBO	
No Order to Comply issued	Maximum 50% of permit fee as applicable for the scope of the project
With Order to Comply issued	Maximum 100% of permit fee as applicable for the scope of the project
Registration and/or removal of an Order or Agreement on the property title	at cost and supported by invoices, plus a 25% surcharge
Alterations/revisions	

To Applications or Issued Building Permits prior to implementation at discretion of CBO	\$255.80
To Issued Building Permits where the applicant did not receive approval prior to implementation – at discretion of CBO	\$511.50
Alternative Solution Application To be evaluated by the CBO	\$1,023.00 maximum
Third party evaluation fee As required at the discretion of the CBO	at cost and supported by invoices plus 25% surcharge
Record Retrieval	
Archived Building Permit Record Per property single record search	\$179.00
Each additional record	\$76.70
Reproduction of record	at cost and supported by invoices
Open File Report	
with 10 or more business days' notice. (Typically combined with Zoning Compliance Report)	\$127.90
with less than 10 business days' notice. (Typically combined with Zoning Compliance Report)	\$255.80
Conditional Building Permit Agreement <i>As defined in the Ontario Building Code. Only issued at the discretion of the CBO</i>	\$511.50
Change of Use Permit - no construction	\$255.80
Limiting Distance Agreement	\$255.80
Permit transfer to new owner	\$255.80
Building Fees added to property tax roll	outstanding fees plus 25% surcharge
Administrative penalty as per Section 18.1 of the Act at the discretion of the CBO	Maximum of \$511.50 per order
Alternative Solution Application To be evaluated by the CBO	\$1,023.00 maximum
Third party evaluation fee As required at the discretion of the CBO	at cost and supported by invoices plus 25% surcharge
Occupancy Permit Fees	
Occupancy with project complete	Included with base permit
Partial occupancy or project not complete	\$255.80
Occupancy permit after move-in	\$511.50
Sign Permit Fees	
Fascia / Awning/ Banner/ Sidewalk	\$127.90
In Ground/Billboard sign	\$511.50
On Ground/Portable/Trailer sign (60 days)	\$306.90
Place/Install sign prior to obtaining permit	\$127.90

Childcare

Full fee per day

Program	Base Rate:	Parental Portion:
Infant Program	\$66.18	\$22.00
Toddler Program	\$55.62	\$22.00
Preschool Program	\$47.28	\$22.00
Kindergarten Program		
Before & After School	\$25.18	\$12.00
Before or After School	\$19.82	12.00
Full Day	\$38.88	\$18.37
School Age Program		
Before & After School	\$23.93	\$23.93
Before or After School	\$18.01	\$18.01
Full Day	\$38.05	\$38.05

Almonte Old Town Hall

Resident / Community Group Rates (all rates subject to HST)

Ron Caron Auditorium**

Hourly Rate – Monday to Friday only	\$20.00/hour
Morning Block Rates Sunday to Saturday (8:00 am to 12:00 noon)	\$40.00*
Afternoon Block Rates Sunday to Saturday (12:00 noon to 4:00 pm)	\$70.00*
Evening Block Rates Sunday to Thursday (4:00 pm to 1:00 am)	\$100.00*
Evening Block Rates Friday and Saturday (4:00 pm to 1:00 am)	\$130.00*

*plus Auditorium Improvement fee = ticket surcharge of \$2 per ticket sold or equivalent of 50% of rental charge, for entrance by donation or free admission events

**Ron Caron Auditorium Performance bookings include the Green Room / Multi-Purpose Room space at no charge

Ron Caron Auditorium Cancellation Fee (all rates subject to HST)

Event Cancelled 5 months or more before first day of booking	No charge
Event cancelled within 5 months of first day of booking	50% of base rental charge (from contract)
Event cancelled within 30 days of booking date	Full base rental charge (from contract)

Multi-Purpose / Green Room / Meeting Room (limited availability)

Hourly Rate – Monday to Friday (hourly rate available business hours only)	\$20.00
Monday to Friday Evening Block Rate (5:00 pm to 9:00 pm)	\$40.00
Hourly Rate – Saturday or Sunday (note – minimum of 3 hours on weekends)	\$25.00

Non-Resident / Commercial Booking Rates* (all rates subject to HST)

Ron Caron Auditorium

Morning Block Rates -Monday to Friday (8:00AM to Noon)	\$60.00*
Morning Block Rates -Saturday and Sunday (8:00AM to Noon)	\$75.00*
Afternoon Block Rates -Monday to Friday (Noon to 4:00PM)	\$90.00*
Afternoon Block Rates -Saturday or Sunday (Noon to 4:00PM)	\$125.00*
Evening Block Rates Sunday to Thursday (4:00PM to 1:00AM)	\$125.00*
Evening Block Rates Friday and Saturday (4:00PM to 1:00AM)	\$200.00*

* plus ticket surcharge of 50% of rental (free for donation events) or \$2 per ticket

Wedding Package (all rates subject to HST)

Includes: Auditorium, Green Room, Turn-key sound, Projector, Screen, Access for set-up one day prior (during business hours) Does not include: Liquor license, catering, linens, specialty furniture or event coordination.	\$800.00
Sunday tear down + additional charge (8:00 am to noon)	\$75.00

Auditorium Equipment Rental (all rates subject to HST)

*All Auditorium bookings include use of Turnkey Sound Systems.
Prices do not include technician labour, call for more information.*

Stage Lights	\$100.00
Spotlights	\$25.00

Track Lights (charge only if lowered)	\$130.00
Projector and Screen	\$35.00
Specialty Sound Equipment	\$100.00
Special Charges (all rates subject to HST)	
Damage Deposit (where applicable)	\$250.00
Chair set-up and tear-down – flat rate (limited availability, must be confirmed)	\$200.00
Cleaning Fee (if applicable, charged post event) – 0 to 125 people	\$75.00
Cleaning Fee (if applicable, charged post event) – 125 + people	\$100.00
Insurance	<i>All bookings require liability insurance. The Municipality of Mississippi Mills may be able to arrange coverage through our insurance provider for an additional charge. Availability and fees vary based on booking specifics. Call for more information.</i>

Recreation

Ice Rental Rates (all rates subject to HST)

All ice rental rates are an hourly rate

Prime Time – Minor Resident	\$155.00
Non-Prime Time – Minor/Senior Resident	\$129.00
Prime Time – Adult Resident	\$218.00
Non-Prime Time – Adult Resident	\$181.00
Prime Time – Non-Resident	\$260.00
Non-Prime Time – Non-Resident	\$221.00
Broomball	\$151.00

Slab Rental Rates (all rates subject to HST)

Monday – Thursday	\$40.00/hour
Friday – Sunday	\$66.00/hour
Service Club/Non-Profit	\$496.00/booking
Service Club/Non-Profit - Client Bar	\$676.00/booking
Resident – Client Bar	\$827.00/booking
Non-Resident – Client Bar	\$1,079.00/booking

Hall Rental Rates

Monday – Thursday	\$36.00/hour
Friday – Sunday Rec Bar/no alcohol	\$64.00/hour
Friday – Sunday Client Bar	\$126.00/hour
Resident – Rec Bar / no alcohol	\$300.00/booking
Resident – Client Bar	\$602.00/booking
Non-Resident – Rec Bar / no alcohol	\$338.00/booking
Non-Resident – Client Bar	\$636.00/booking

Cedar Hill School House Hall Rental Rates (all rates subject to HST)

Daily excluding heat	\$96.00
Daily including heat	\$118.00
Hourly rental (1/2 day or less)	\$26.00/hour

Baseball Diamond Rental Rates (all rates subject to HST)

Hourly Rental (no lights required)	\$20.00/hour
Hourly Rental (lights required)	\$25.00/hour

Bar Beverage Rates / Beverage (all rates include HST)

Beer	\$5.25
Liquor	\$5.25
Coolers	\$6.25
Wine (per glass)	\$5.25
Wine (per bottle)	\$18.00

Badminton (includes HST)

Fall & Winter Sessions

Resident Fee (per session)	\$40.00
Non-Resident Fee (per session)	\$55.00
Basketball (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	\$40.00
Non-Resident Fee (per session)	\$55.00
Hockey – September to March (includes HST)	
Resident	\$165.00
Non-Resident	\$185.00
Family	\$480.00
Line Dancing – October to June (includes HST)	
Per Class Resident Fee	\$10.00
Full Season (paid in advance)	\$95.00
Per Class Non-Resident Fee	\$12.00
Full Season (paid in advance)	\$110.00
Pickleball (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	\$40.00
Non-Resident Fee (per session)	\$55.00
Pickleball – May to August (includes HST)	
Resident Fee (per session)	\$75.00
Non-Resident Fee (per session)	\$100.00
Shuffleboard – October to April (includes HST)	
Resident	\$25.00
Non-Resident	\$30.00
Youth Volleyball (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	\$40.00
Non-Resident Fee (per session)	\$55.00
Volleyball Mixed Tuesdays (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	\$40.00
Non-Resident Fee (per session)	\$55.00
Volleyball Mixed Thursdays (includes HST)	
Fall & Winter Sessions	

Resident Fee (per session)	\$40.00
Non-Resident Fee (per session)	\$55.00
Volleyball Ladies – (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	\$40.00
Non-Resident Fee (per session)	\$55.00
Pick-Up Hockey (includes HST)	
Per Session	\$5.00
Soccer – Pakenham (includes HST)	
Resident – per child	\$70.00
Resident – family	\$170.00
Non-Resident – per child	\$85.00
Non-Resident – family	\$195.00
Yoga – Pakenham – 10 weeks (includes HST)	
Resident	\$100.00
Non-Resident	\$120.00

Community and Economic Development

Banner Installation (subject to HST)	\$1500.00
Digital Sign Rental (all rates subject to HST)	
1 week (Sunday to Sunday)	\$35.00
1 month (consecutive)	\$125.00
3 months	\$300.00
6 months	\$450.00
1 year	\$750.00
Municipal Film Fees (all rates subject to HST)	
<i>Applications are not guaranteed to be approved</i>	
Administration Fee (50% refundable for denied applications)	\$200.00
Parking Space Charge (per day)	\$20.00
Late Application Charge (due with application and application fee for any film requests received less than six (6) business days from first date of filming)	\$200.00
Commemorative Bench / Bike / Tree (all rates subject to HST)	
Commemorative Bench	\$4,000.00
Commemorative Bike Rack (single post)	\$1,500.00
Commemorative Bike Rack (4 multi ring rack)	\$2,500.00
Commemorative Tree (per tree)	\$650.00