

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 23-073

**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-law 18-88 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 That By-law No. 22-089 and amending By-law No. 23-037 shall be and are hereby repealed on December 31, 2023.

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, 2024.

**BY-LAW READ**, passed, signed and sealed in open Council this 21<sup>st</sup> day of November, 2023.

  
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Christa Lowry, Mayor

  
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Jeanne Harfield, Clerk



**SCHEDULE "A" TO BY-LAW 23-073**

**FEE AND CHARGES**

<b>ADMINISTRATION</b>	
<b>AFFIDAVITS</b>	
Commissioning of Oaths	• .....\$15.00
<b>GENERAL</b>	
Copies-paper or digital (up to a maximum 11" X 17" size, larger sizes charged as may be required by outsourcing)	• ..... (Per page) \$0.25 plus HST
Community Maps	• ..... (each) \$5.35
Municipal Pins	• ..... (each) \$2.00
NSF Charges (Applicable for all Municipal Fees and Charges)	• .....\$30.00
Tax Certificate	• .....\$50.00
Water Certificate	• .....\$50.00
Municipal Office Room Rental	• during business hours ..... \$25.00/hour plus HST • outside office hours ..... \$25.00/hour + \$25/hour for staffing plus HST
Retail Holiday Business Act Exemption Application Fee	• ..... \$100.00 plus HST
Election Signs Removal Fee	• ..... \$25.00/sign
Administration fee for eligible online payments made by credit card via the Municipal website	• ..... \$5.00/transaction
Processing fee for eligible online payments made by credit card	• ..... 2.4%/transaction
<b>ACCESS TO INFORMATION (FOI)</b>	
FOI Requests (Fees regulated by Province)	• application fee ..... \$5.00 • record preparation and search time ..... (per ¼ hr.) \$7.50 • photocopies ..... (per page) \$0.20 • computer programming time ..... (per ½ hr.) \$60.00 • portable digital storage ..... (each) \$10.00 • other fees charged (e.g., courier costs) ..... as invoiced • fees estimated over \$100.00 ..... 50% deposit
<b>VITAL STATISTICS</b>	
Burial Permits	• .....(each) \$10.00
Marriage License	• .....\$150.00
Civil Marriage Ceremony	
• After hours at municipal office or off-site	• .....\$400.00
• Cancellation of ceremony booking. Non-refundable service fee	• .....\$100.00

## ADMINISTRATION

### LICENCING

Liquor License Board of Ontario - Municipal Clearance	• .....\$35.00
Lottery (Fees regulated by AGCO)	•Bingo (per event) ..... 3% of prize value •Raffle (per event) ..... 3% of prize value •Nevada (per box) ..... 3% of prize value
Mobile Canteen	•License .....\$750.00 •Transfer .....\$50.00 •Special Occasion (maximum 3 days) .....\$100.00/day
Seasonal Stand	•License .....\$750.00 •Transfer ..... \$50.00
Refreshment Cart	•License .....\$375.00 •Transfer .....\$50.00 •Special Event (maximum 3 days) .....\$50.00/day
Seasonal Produce/ Farm Produce Stand	•License .....\$300.00 •Each Additional License..... \$50.00 •Transfer .....\$50.00
Taxi	•Operator License .....\$100.00 •Vehicle License .....\$100.00 •Driver License .....\$50.00 •License Transfer .....\$10.00 •License Plate Replacement .....\$15.00

### CANINE CONTROL

Dog Tags (All tags expire December 31 <sup>st</sup> each year)	• Spayed/Neutered .....\$20.00 • Not Spayed/Neutered .....\$30.00 • Microchip (proof required) .....\$15.00
Replacement Tag	• ..... \$5.00
Kennel License (Tags for each dog will be provided at no additional cost)	• .....\$100.00
Service Dogs	Exempt from fees but must register with the Municipality, proof required
Impound Fee	• .....\$100.00

## PUBLIC WORKS (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 Connection Inspection (new development)	• .....\$50.00
Sewer Connection Inspection (new development)	• .....\$50.00

Turn water on or off (seasonal or outside business hours)	• .....\$50.00
Bulk Water Sales	• ..... \$15.45 per 1,000 gallons plus \$50 connection fee
Water Meter	<ul style="list-style-type: none"> <li>• 5/8" x 3/4" meter (\$507.20 plus HST).....\$572.91</li> <li>• 3/4" meter (\$559.79 plus HST) .....\$632.56</li> <li>• 1" meter (\$681.06 plus HST) .....\$769.60</li> <li>• 1.5" meter positive displacement (\$1088.23 plus HST) .....\$1,229.70</li> <li>• 2" meter positive displacement (\$1,443.51 plus HST) .....\$1,631.17</li> </ul> Note: Greater than 2 to be quoted upon request.
<b>GARBAGE AND RECYCLE</b>	
Garbage Tags	• .....(each) \$2.00
Composter	<ul style="list-style-type: none"> <li>• .....\$40.00</li> </ul> Note: Submit Receipt for purchase. Refunded up to \$40.00. One per residence.
Blue Box	• to purchase.....\$8.00

<b>FIRE (All rates subject to HST)</b>
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Compliance Letters	• .....\$65.00
Fire Reports (non-property owners/tenants)	• .....\$65.00
Fire Safety Plan Review	• .....\$65.00
Inspections	<ul style="list-style-type: none"> <li>• Special Occasion Permit.....\$65.00</li> <li>• Liquor License .....\$65.00</li> <li>• Home Daycare .....\$65.00</li> <li>• Request Inspections ..... \$100.00</li> <li>• Mobile Canteen / Seasonal Stand .....\$100.00</li> <li>• Re-inspections (non-compliance) .....\$250.00</li> </ul>
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 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 labor costs.	• .....at cost and supported by invoices

<ul style="list-style-type: none"> <li>.....current MTO rates</li> </ul> <p><b>Additional Expenses</b>          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.</p> <ul style="list-style-type: none"> <li>.....at cost and supported by invoices</li> </ul>
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**POLICE**

<b>The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP).</b>	
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**

<b>Official Plan Amendment ***</b>	\$6671.50
<b>Zoning</b>	
Major Zoning By-law Amendment (change of zone)	\$5700.00
Minor Zoning By-law Amendment (amendment to zoning performance standards)	\$4657.00
Minor Zoning By-law Amendment – Condition (for surplus farm dwellings or as a condition of approval related to another Planning Act application)	\$2165.00
Temporary Use Extension	50% of Major Zoning By-law Amendment fee
Lift of Holding Provision	\$2011.00
<b>Joint Official Plan &amp; Zoning Amendment ***</b>	\$11,134.35
<b>Development permitted under Minister’s Zoning Order, Community Infrastructure and Housing</b>	\$12,371.50

<b>Accelerator Order or similar Provincial Order</b>	
<b>Minor Variance</b>	\$800.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
<b>Site Plan Control */**</b>	
Major	\$4207.85
Minor	\$3165.00
Lite	\$416.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
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
<b>Land Division */ ** / ***</b>	
Consent to Sever (severance)	\$1613.00
Plan of Subdivision	\$11,528.25
Redline Change to Plan of Subdivision	30% of Plan of Subdivision application fee
Plan of Condominium	\$3245.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Redline Change to Plan of Condominium	\$30% of Plan of Condo fee

Lifting Part Lot Control	\$1370.00
Lifting of 1 ft. Reserves	\$1082.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Extension of Draft Approval Subdivision Agreement	\$865.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Revision to Draft Approval Subdivision Agreement	\$865.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
<b>Zoning Compliance Report</b> (includes building permit information)	\$300.00
<b>Zoning Certificate</b>	\$150.00
<b>Zoning Certificate for building permit review</b> <ul style="list-style-type: none"> <li>• For multi-unit residential buildings (semi, duplex, triplex, townhouse) not subject to Site Plan Control</li> <li>• Apartment dwellings not subject to Site Plan Control</li> </ul> <p>Note: subject to the discretion of the Planning Department, Zoning Certificate fee can be exempted if the development has received previous Site Plan Control or Development Agreement, Minor Variance approval and building permit plans are identical.</p>	\$100.00 per residential unit
<b>Zoning Certificate for building permit review for all other development not listed above.</b> <p>Note: subject to the discretion of the Planning Department, Zoning Certificate fee can be exempted if the development has received previous Site Plan Control or Development Agreement, Minor Variance approval and building permit plans are identical.</p>	\$100.00
<b>Heritage Permits</b>	
Request to amend existing Designation By-law by Owner	\$800.00 <i>Plus increase based on annual increase based on Statistics</i>



	<i>Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
All other Heritage Permits	No charge
<b>Cash-in-lieu of Parking</b>	
Application	\$832.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Cash-in-lieu of Parking Space Rate	\$3,000.00 per space <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
<b>Agreements * / **</b>	
Encroachment Agreement	\$865.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Private Road Agreement (if not associated with a Site Plan Control Agreement)	\$1600.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Miscellaneous Development Agreement	\$865.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Accessory Dwelling Unit/Secondary Dwelling Unit Agreement	\$415.00
Development Agreement (condition of approval for consent)	\$415.00
Development Agreement for the development of triplexes, fourplexes and townhouses or any residential development in a floodplain (condition of approval)	\$1731.00 <i>Plus increase based on annual increase based on Statistics</i>

	<i>Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Development Agreement for the development of of single detached dwelling, semi-detached dwelling and duplex or implementation of Environmental Impact Statement (condition of approval)	\$400.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
Pre-Servicing/Front Ending Agreement	\$1082.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
<b>File Reactivation Fee</b> (inactive for more than 12 months)	50% of the original application fee
<b>Green Energy Applications</b>	\$1,500.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
<b>Radio Telecommunications Concurrence Letter</b>	\$2500.00 <i>Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)</i>
<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><b>Other agencies and organizations</b></p> <p>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><b>Peer Review</b></p> <p>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><b>Legal Fees</b></p> <p>Applications requiring the registration of agreements, modifications of existing agreements or preparation of</p>	

new agreements will be invoiced at the close of the file or the fiscal year, which comes first at cost.

**Development Charges may apply at building permit stage**

\* **Cash-in-lieu of Parkland (2024 rate):** \$ 2292.47 (Private Services); \$3056.63 (Municipal Services)

Plus increase based on annual increase based on Statistics Canada, Non-residential building construction price index for Ottawa-Gatineau (Q3)

\*\* **Drainage Assessments** (to be invoiced to the Applicant at the close of the file or the fiscal year, which comes first at cost):

- \$500.00 for the creation of one lot
- \$1000.00 for the creation of more than one lot (including Plan of Subdivision)
- \$500.00 for Site Plan Control

\*\*\* **Lanark County approval authority – additional fees will apply [Lanark County Development and Land Use Planning](#)**

**ENGINEERING FEES**

<b>CLI ECA Form SW1</b> Standard System Components (e.g., Sewers, Ditches, Swales, Culverts, Inlets, Manholes, Outlets) --- Simple Application (ex. non-subdivision)	\$1,000.00
<b>CLI ECA Form SW1</b> Standard System Components (e.g., Sewers, Ditches, Swales, Culverts, Inlets, Manholes, Outlets) --- Complex Application (ex. subdivision)	\$1,600.00
<b>CLI ECA Form SW2</b> Stormwater Management Facility -- Simple Application (ex. non-subdivision)	\$1,000.00
<b>CLI ECA Form SW2</b> Stormwater Management Facility -- Complex Application (ex. subdivision)	\$1,600.00
<b>CLI ECA Form SW2</b> Stormwater Management Facility -- Manufactured Treatment Device Only (ex. Oil-Grit Separator Unit, Filter Unit)	\$1,000.00
<b>CLI ECA Form SW3</b> Third Pipe Collection System (ex. System to collect water only from foundation drains)	\$1,000.00
<b>CLI ECA Form SS1</b> Separate Sewers/Nominally Separate Sewers/Forcemains --- Simple Application (ex. non-subdivision)	\$1,000.00

<b>CLI ECA Form SS1</b> Separate Sewers/Nominally Separate Sewers/Forcemains --- Complex Application (ex. subdivision)	\$1,600.00
<b>CLI ECA Form SS2</b> Components of the Municipal Sewage Collection System	\$1,600.00
<b>CLI ECA Form A1</b> Equipment Discharging a Contaminant of Concern to the Atmosphere from a Municipal Sewage Collection System	\$1,600.00
<b>Consent</b> from the Municipality for MECP Direct Submission	250.00
<b>Municipal Water Form 1</b> Watermains Authorized as a Future Alteration	\$475.00
<b>Municipal Water Form 2</b> Minor Modifications or Replacements to the Drinking Water System	\$225.00
If technical design review is <b>not</b> 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  Wastewater Flow Monitoring  Water Pressure Hydrant Test	See Other Fees
<b>Subdivision or Condominium</b> Engineering Services, including Construction Stage Services --- (>10 units, <=20 units)	\$13,000 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.
<b>Subdivision or Condominium</b> Engineering Services, including Construction Stage Services --- (>20 units, <=100 units)	\$19,500 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.
<b>Subdivision or Condominium</b> Engineering Services, including Construction Stage Services --- (>100 units, <=300 units)	\$26,000 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.

<b>Subdivision or Condominium Engineering Services, including Construction Stage Services --- (&gt;300 units)</b>	\$39,000 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.
<b>Subdivision Engineering Services, including Construction Stage Services --- Industrial, Commercial, and Institutional (ICI)</b>	\$13,000 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.
<b>Major Site Plan Control</b> outside of Almonte	\$500.00
<b>Major Site Plan Control</b> within Almonte	\$1,150.00 plus engineering review fee beyond 24 hours of staff time*.
<b>Minor Site Plan Control</b> outside of Almonte	\$150.00
<b>Minor Site Plan Control</b> in Almonte	\$865.00
<b>Development Agreement for Private Road</b> (if not associated with a Site Plan Control Agreement)	\$1,150.00 plus engineering review fee beyond 24 hours of staff time*.
<b>Miscellaneous Development Agreement</b> within Almonte	\$1,650.00 plus engineering review fee beyond 24 hours of staff time*.
<b>Development Agreement</b> (condition of approval for consent and not specified below)	\$150.00 plus engineering review fee beyond 24 hours of staff time*.
<b>Development Agreement</b> (for development of accessory dwelling unit/secondary dwelling unit)	\$150.00 plus engineering review fee beyond 24 hours of staff time*.
<b>Development Agreement</b> for the development of triplexes, fourplexes and townhouses or any residential development in a floodplain (condition of approval)	\$1731.00 plus engineering review fee beyond 60 hours of staff time*.
<b>Official Plan Amendment</b>	\$2,600.00 plus engineering review fee beyond 24 hours* of staff time*.
<b>Major Zoning By-law Amendment</b>	\$1,300 plus engineering review fee beyond 12 hours* of staff time*.
<b>Minor Zoning By-law Amendment</b>	\$550.00
<b>Minor Zoning Amendment – Condition</b> (surplus farm dwelling or as a condition of approval related to consent application.)	\$150.00
<b>Joint Official Plan and Major Zoning By-law Amendment</b>	\$3,250 plus engineering review fee beyond 30 hours* of staff time*.

<b>Development permitted Minister's Zoning Order, Community Infrastructure and Housing Accelerator Order or similar Provincial Order</b>	\$19,500 plus engineering review fee beyond 180 hours* of staff time*.
<b>Consent (Severance)</b>	\$150.00
<b>Minor Variance</b>	\$150.00
<b>*Engineering Review - Hourly rates for extra staff time over and above standard fee</b>	
Senior Engineer Hourly Rate	\$125.00
Engineer Hourly Rate	\$95.00
Technologist Hourly Rate	\$75.00
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.	
<b>Other Fees</b> 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 & CHARGES 2024**  
By-law 23-XXX

<b>Minimum Permit Fee</b>	•.....\$250.00
<i>*Development Charges and/or Zoning Certificate fee may apply. See Planning Fees &amp; Charges.</i>	

**RESIDENTIAL BUILDING FEES**

<b>Dwellings</b> Includes all finished areas above the basement, all finished basement areas, all plumbing fixtures, rear deck ≤ 592 ft <sup>2</sup> (55 m <sup>2</sup> ) front porch and up to 3-bay attached garage. *All items must be included at the time of initial application.	
Single detached dwelling or detached additional dwelling unit ≤ 3,200 ft <sup>2</sup> (297 m <sup>2</sup> )	•.....\$3,328.00

Semi-detached/Townhome/Rowhouse ≤ 2,500 ft <sup>2</sup> (232 m <sup>2</sup> )	•.....\$2,600.00
Apartment dwelling or additional dwelling unit within existing structure ≤ 1,500 ft <sup>2</sup> (139 m <sup>2</sup> )	•.....\$1,560.00
Additional charge for gross building area over the prescribed maximum listed above.	•..... \$0.50/ ft <sup>2</sup>
<b>Accessory Structures</b>	
Shed/Garage ≤ 592 ft <sup>2</sup> (55 m <sup>2</sup> ) Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Additional Fees</i> in <i>Other</i> below.	•.....\$500.00
Uncovered decks ≤ 592 ft <sup>2</sup> (55 m <sup>2</sup> )	•.....\$250.00
Covered decks or unenclosed porches ≤ 592 ft <sup>2</sup> (55 m <sup>2</sup> )	•.....\$500.00
Additional charge for gross building area over the prescribed maximum listed above.	•..... \$0.50/ft <sup>2</sup>
<b>Other</b>	
Additions Does not include plumbing / woodstove inspections. See <i>Additional Fees</i> below.	•..... \$1.10/ ft <sup>2</sup>
Basement Finishing Does not include plumbing / woodstove inspections. See <i>Additional Fees</i> below.	•.....\$500.00
Renovation or repairs to existing dwelling	•..... 2% of the Value of Construction as determined by the CBO for first \$1,000,000 and 1% of valuation thereafter to a maximum fee of 150% of a permit for the comparable new dwelling
Demolition	•.....\$125.00
Private pool or hot tub enclosure	•.....\$125.00
Woodstove	•.....\$125.00
<b>Additional Fees</b> Plumbing / Insulation / HVAC / Woodstove Inspection	•.....\$125.00 each inspection
<b>COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES</b>	
<b>Buildings New or Additions per gross floor area.</b>	

Group A-1 & A-3	•..... \$2.00/ ft <sup>2</sup>
Group A-2 & A-4	•..... \$1.50/ ft <sup>2</sup>
Group B-1	•..... \$2.50/ ft <sup>2</sup>
Group B-2	•..... \$2.00/ ft <sup>2</sup>
Group B-3	•..... \$1.50/ ft <sup>2</sup>
Group D & E	•..... \$1.00/ ft <sup>2</sup>
Group F-1	•..... \$1.25/ ft <sup>2</sup>
Group F-2 & F-3	•..... \$1.00/ ft <sup>2</sup>
Alterations / Renovations / Interior Fit-Up to existing buildings Groups A, B, D, E & F	•..... 2% of the Value of Construction as determined by the CBO for first \$1,000,000 and 1% of valuation thereafter to a maximum fee of 150% of a comparable new building
Demolition for commercial, industrial, or institutional building	•.....\$250.00
<b>FARM BUILDING FEES</b>	
Farm Building ≤ 6,458 ft <sup>2</sup> (600 m <sup>2</sup> ) and up to 3-storeys <i>Definition of Farm Building as per the Ontario Building Code</i> Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Additional Fees</i> below.	•.....\$500.00
Manure Nutrient Storage	•.....\$300.00
Fabric/Coverall Storage, Grain Bin	•.....\$250.00
Engineered Farm Buildings > 6,458 ft <sup>2</sup> (600 m <sup>2</sup> ) (OBC Part 4/NFBC) Does not include plumbing / HVAC / insulation / woodstove inspections. See <i>Additional Fees</i> below.	•.....\$750.00
<b>Additional Fees</b> Plumbing / Insulation / HVAC / Woodstove Inspection	•..... \$125.00 each
<b>MISCELLANEOUS BUILDING FEES and CHARGES</b>	
Conditional Building Permit Agreement <i>As defined in the Ontario Building Code.</i> Only issued at the discretion of the CBO	•.....\$500.00
Change of Use Permit - no construction	•..... Minimum Fee
<b>Renewal of Permit</b> At discretion of CBO. Re-inspection fees extra.	



1 <sup>st</sup> Renewal	
2 <sup>nd</sup> Renewal	•.....\$250.00
3 <sup>rd</sup> Renewal	•.....\$250.00
4 <sup>th</sup> Renewal and all subsequent renewals	•.....\$375.00 •.....\$500.00
Alterations/revisions to Issued Building Permits or Applications at discretion of CBO	•..... Minimum Fee
Limiting Distance Agreement	•..... Minimum Fee
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	•.....\$125.00 each
Permit transfer to new owner	•..... Minimum Fee
<b>Construction Without a Permit</b> Surcharge applied in addition to the primary permit fee, issued at the discretion of the CBO  No Order to Comply issued  Order to Comply issued  Registration and/or removal of an Order or Agreement on the property title	•..... 50% of permit fee maximum •..... 100% of permit fee maximum •.....at cost and supported by invoices, plus a 25% surcharge
<b>Alternative Solution Application</b>  To be evaluated by the CBO  Third party evaluation fee, as required at the discretion of the CBO	•..... \$300.00 maximum •..... at cost and supported by invoices
<b>Record Retrieval</b>  Archived Building Permit Record Per property single record search  Each additional record	•.....\$75.00 •.....\$25.00

Reproduction of record	•..... at cost and supported by invoices
Building Fees added to property tax roll	•... 25% surcharge outstanding fees applied to tax account
Administrative penalty as per Section 18.1 of the Act at the discretion of the CBO	•... Maximum of double minimum permit fee per order
<b>SIGN PERMIT FEES</b>	
Fascia / Awning/ Banner/ Sidewalk	•.....\$125.00
In Ground/Billboard sign	•.....\$500.00
On Ground/Portable/Trailer sign (60 days)	•.....\$300.00
Place/Install sign prior to obtaining permit	•.....\$125.00

<b>CHILD CARE (full fee per day)</b>	
<b>Infant Program</b>	•..... \$66.18
<b>Toddler Program</b>	•..... \$55.62
<b>Preschool Program</b>	•..... \$47.28
<b>Kindergarten Program</b>	
Before & After School	•..... \$25.18
Before or After School	•..... \$19.82
Full Day	•..... \$38.88
<b>School Age Program</b>	
Before & After	•..... \$23.93
Before or After	•..... \$18.01
Full Day	•..... \$38.05
<b>ALMONTE OLD TOWN HALL</b>	

<b>Resident/ Community Group Rates (All Rates are Subject to HST)</b>	
<b>Ron Caron Auditorium</b>	
Hourly Rate – Monday to Friday only	\$20/hour
Morning Block Rates Sunday to Saturday (8:00AM to Noon)	\$40.00*
Afternoon Block Rates Sunday to Saturday (Noon to 4:00PM)	\$70.00*
Evening Block Rates Sunday to Thursday (4:00PM to 1:00AM)	\$100.00*
Evening Block Rates Friday and Saturday (4:00PM to 1:00AM)	\$130.00*
<i>* 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.</i>	
<b>Multi-Purpose/Green Room/Meeting Room (limited availability)</b>	
Hourly Rate – Monday to Friday (business hours)	\$20.00
Monday to Friday Evening Block Rate (5-9PM)	\$40.00
Hourly Rate – Saturday or Sunday (**min 3 hours on weekends)	\$25.00**

<b>Non-Resident/ Commercial Booking Rates* (All Rates are Subject to HST)</b>	
<b>Ron Caron Auditorium</b>	
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 50% of rental(free or donation events) or \$2 per tickets	

<b>Wedding Package</b>	
<b><i>Includes:</i></b> Auditorium, Green Room, Turn-key sound, Projector, Screen, Access for set-up one day prior (during business hours)  <b><i>Does not include:</i></b> Liquor license, catering, linens, specialty furniture or event coordination.	\$800.00

<b>Auditorium Equipment Rental – All Auditorium bookings include use of Turnkey Sound Systems. Prices do not include technician labour, call for more information.</b>	
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

<b>Special Charges</b>		
<b>Damage Deposit</b> (where applicable)		\$250.00
<b>Chair set-up and tear-down</b> - flat rate (Limited availability, must be confirmed)		\$200.00
<b>Cleaning Fee</b> (if applicable, charged post event)	0-125 people	\$75.00
	125 + people	\$100.00
<b>Insurance</b>	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.	

## RECREATION

<b>ICE RENTAL RATES</b>	
<b>All ice rental rates are an hourly rate and are subject to HST.</b>	
Prime Time – Minor Resident	•..... \$150.00
Non-Prime Time – Minor Resident	•..... \$125.00
Prime Time – Adult Resident	•..... \$212.00
Non-Prime Time – Adult Resident	•..... \$176.00

Prime Time – Non-Resident	•..... \$252.00
Non-Prime Time – Non-Resident	•..... \$215.00
Broomball	•..... \$147.00

**SLAB RENTAL RATES**  
**All slab rental rates are subject to HST.**

Monday – Thursday	•..... \$39.00/hr
Friday – Sunday	•..... \$64.00/hr
Friday – Sunday Client Bar	•..... \$118.00/hr
Service Club/Non-Profit	•..... \$482.00/booking
Service Club/Non-Profit Client Bar	•..... \$656.00/booking
Resident – Client Bar	•..... \$803.00/booking
Non-Resident – Client Bar	•..... \$1,048.00/booking

**HALL RENTAL RATES**  
**All hall rental rates are subject to HST.**

Monday – Thursday	•..... \$35.00/hr.
Friday – Sunday Rec Bar/no alcohol	•..... \$62.00/hr.
Friday – Sunday Client Bar	•..... \$122.00/hr.
Resident – Rec Bar/no alcohol	•..... \$291.00/booking
Resident – Client Bar	•..... \$584.00/booking
Non-Resident – Rec Bar/no alcohol	•..... \$328.00/booking
Non-Resident – Client Bar	•..... \$617.00/booking

**CEDAR HILL SCHOOL HOUSE HALL RENTAL RATES**  
**All hall rental rates are subject to HST.**

Daily excluding heat	•..... \$93.00
Daily including heat	•..... \$115.00
Hourly rental (1/2 day or less)	•..... \$25.00/hr.

**BASEBALL DIAMOND RENTAL RATES**  
**All rental rates are subject to HST.**

Hourly Rental (No lights required)	•..... \$19.00/hr.
Hourly Rental (Lights required)	•..... \$24.00/hr.

**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

<b>BANNER INSTALLATION (Subject to HST)</b>	
Non-Profit Groups/Events	•..... \$1500.00

<b>DIGITAL SIGN RENTAL (Subject to HST)</b>	
1 week (Sunday to Sunday)	•..... \$35.00
1 month (consecutive)	•..... \$125.00
3 months	•..... \$300.00
6 months	•..... \$450.00
1 year	•..... \$750.00

<b>MUNICIPAL FILM FEES (Subject to HST) (applications are not guaranteed to be approved)</b>	
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 6 business days from first date of filming)	•..... \$200.00

<b>COMMEMORATIVE BENCH/BIKE/TREE (Subject to HST)</b>			
Commemorative Bench	Commemorative Bike Rack (single post)	Commemorative Bike Rack (4 multi ring rack)	Commemorative Tree
\$3,600.00 + HST/bench	\$1,500.00 + HST/ bike rack	\$2,500.00 + HST/ bike rack	\$650.00 + HST/tree

