

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-108

**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. That By-law No. 20-116 shall be and is hereby repealed on December 31, 2021.

6. 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, 2022.

**BY-LAW READ**, passed, signed and sealed in open Council this 21st day of December 2021.

  
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Christa Lowry, Mayor

  
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Jeanne Harfield, Clerk



**SCHEDULE "A" TO BY-LAW 21-108**

**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
<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 •diskettes and CDs .....(per disk) \$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
<b>LICENCING</b>	

## ADMINISTRATION

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 \$XXXX
Seasonal Stand	•License..... \$750.00 •Transfer..... \$50.00
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	•.....\$15.00 per 1,000 gallons plus \$50 connection fee
Water Meter	<ul style="list-style-type: none"> <li>•5/8" x 3/4"meter (\$429.20 plus HST) ..... \$485.00</li> <li>•3/4" meter (\$473.89 plus HST) ..... \$535.50</li> <li>•1" meter (\$576.55 plus HST) ..... \$651.50</li> <li>•1.5" meter positive displacement(\$921.24 plus HST) ..... \$1,041.00</li> <li>•2" meter positive displacement(\$1,081.42 plus HST) ..... \$1,222.00</li> </ul>
Note : Greater than 2 to be quoted upon request.	

**GARBAGE AND RECYCLE**

Garbage Tags	•..... (each) \$2.00
Composter	•..... \$40.00
Blue Box	
•new residents and replacements	•..... no charge
• to purchase	•..... \$8.00

**FIRE**

**All rates are subject to HST.**

Compliance Letters	•..... \$65.00
Fire Reports (non-property owners/tenants)	•..... \$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>• 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 labour costs.

- ..... at cost and supported by invoices
- ..... current MTO rates

**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**

<b>Official Plan Amendment</b>	•..... \$3,500.00
<b>Zoning</b>	
Minor Amendment  (includes surplus farm dwellings; conditions of approval on previous applications; garden suites or accessory	•..... \$2,080.00

apartments; or amendment to zone or general provisions)	
Major Amendment (all other applications)	•..... \$3,640.00
Temporary Use Extension	•..... \$2,000.00
Lift of Holding Provision	•..... \$650.00
<b>Joint Official Plan &amp; Zoning Amendment</b>	•..... \$5355.00
<b>Minor Variance</b>	•..... \$800.00
<b>Site Plan Control</b>	
Major	•..... \$2,600.00
Minor	•..... \$1,600.00
Red Line Amending	•..... \$1,600.00
<b>Land Division</b>	
Consent* See Cash in lieu of Parkland By-law 15-78 for rates	•..... \$910.00
Plan of Subdivision	•..... \$4,160.00
Plan of Condominium	•..... \$3,120.00
Redline Change	•..... \$1,040.00
Lifting Part Lot Control	•..... \$1,040.00
Lifting of 1 ft. Reserves	•..... \$1,040.00
Extension of Draft Approval	•..... \$832.00
Subdivision Amendment Agreement	•..... \$832.00
<b>Cash-in-lieu of Parking</b>	•..... \$3,000.00/space
<b>Cash-in-lieu of Parking application</b>	•..... \$800.00
<b>Agreements</b>	
Encroachments	•..... \$832.00
Private Road (if not associated with a Site Plan Control Agreement)	•..... \$1040.00

Accessory Dwelling Unit	•..... \$832.00
Miscellaneous Development (condition of approval)	•..... \$832.00
Pre-Servicing	•..... \$1040.00
<b>Zoning Compliance Report</b>	•..... \$200.00
<b>Zoning Certificate</b>	•..... \$100.00
<b>File Reactivation Fee</b> (inactive for more than 12 months)	•..... 50% of the Original Fee
<b>Green Energy Applications</b>	•..... \$1,500.00
<b>Radio Telecommunications Concurrence Letter</b>	•..... \$1,500.00
<b>Heritage Permits</b> Request of Amendment to Designating By-law by Owner	•..... \$800.00

**Additional Expenses**  
Applicants may be required to pay additional fees for review, reports, and consultation with public agencies including but not limited to; the Leeds, Grenville & Lanark District Health Unit, Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries.

Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality. Any incurred legal or professional fees shall be invoiced to the Applicant at the close of the file or the fiscal year end whichever comes first.

•..... at cost and supported by invoices

<b>BUILDING</b>	
<b>Minimum Building Permit Fee</b>	•..... \$250.00
<b>RESIDENTIAL BUILDING FEES</b>	
<b>Dwellings</b>	
Single Detached (≤ 3,200 sq. ft.)	•..... \$3,328.00 per unit
Townhome/Semi (≤ 2,500 sq. ft.)	•..... \$2,600.00 per unit
Apartment Dwelling (≤ 1,500 sq. ft.)	•..... \$1,560.00 per unit
Seasonal (≤ 600 sq. ft.) foundation / plumbing / HVAC / Insulation / woodstove extra	•..... \$1,248.00 per unit
	•..... \$0.50/sq. ft.



Access to an archived Building Permit Record Per property single record search	•..... \$75.00
Multiple records – cost per record search (reproduction costs extra)	•..... \$25.00
Building Fees added to property tax roll	•... 25% surcharge outstanding fees applied to tax account
<b>SIGN PERMIT FEES</b>	
Fascia / Awning/ Banner/ Sidewalk	•..... \$125.00
Sidewalk sign (annual renewal)	•..... \$60.00
Billboard sign	•..... \$500.00
Portable/Trailer sign	•..... \$300.00
Ground mounted pedestal sign	•..... \$125.00
Sign Variance	•..... \$250.00
Place/Install sign prior to obtaining permit	•..... \$125.00

<b>DAY CARE (fee per day)</b>
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<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	•..... \$23.12
Before or After	•..... \$17.66
Full Day	•..... \$36.77

<b>ALMONTE OLD TOWN HALL</b>
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<b>AUDITORIUM</b> All rates are subject to HST.
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<b>Rental Fees Resident/Community Group</b>	
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Dwellings over the prescribed maximum will be subject to additional charges	
<b>Accessory Dwellings</b>	
Coach House	•..... \$2,600.00 per unit
Apartment Unit (or second dwelling in a house)	•..... \$1,560.00 per unit
<b>Accessory Structures</b>	
<b>Garage / Sheds / C-Cans (new or additions)</b>	
On Grade foundation	•..... \$250.00
Below Grade Foundation	•..... \$500.00
Structures over 1,200 sq. ft. will be subject to additional charges	•..... \$0.35/sq. ft.
Plumbing/HVAC/Insulation/solid fuel extra-see below	
<b>Deck/Landing/Porch</b>	
No below grade foundation	•..... \$250.00
Below grade foundation	•..... \$500.00
With covered roof or 2 storey	•..... \$750.00
<b>Alterations</b>	
Additions - New Above Grade Living Space - foundation / plumbing / HVAC/ Insulation extra – see below	•..... \$1.10/sq. ft.
Basement Finishing (plumbing extra)	•..... \$250.00
Foundation (new)	•..... \$500.00
Foundation (structural or another repair)	•..... \$250.00
Plumbing / Insulation / HVAC / Solid Fuel	•..... Minimum Fee
Renovation to existing building	•... 2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
<b>COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES</b>	
Buildings New or Additions	
Group A-1 & A-3	•..... \$2.00/sq. ft.
Group A-2 & A-4	•..... \$1.50/sq. ft.
Group B-1	•..... \$2.50/sq. ft.
Group B-2	•..... \$2.00/sq. ft.
Group B-3	•..... \$1.50/sq. ft.
Group D & E	•..... \$1.00/sq. ft.
Group F-1	•..... \$1.25/sq. ft.
Group F-2 & F-3	•..... \$1.00/sq. ft.

Alterations / Renovation / Interior Fit-Up to existing buildings Groups A, B, D, E & F	• ... 2% of the Value of Construction for first \$1,000,000 and 1% of valuation thereafter
<b>AGRICULTURAL BUILDING FEES</b>	
Conventional Barns/sheds ≤6,420 sq. ft. and ≤ 3 storeys On ground foundation Below Grade Foundation	• ..... \$250.00 • ..... \$500.00
Manure Nutrient Storage	• ..... \$300.00
Fabric/Coverall Storage, grain bin	• ..... \$250.00
Engineered Farm Buildings (Part 4)	• ..... \$750.00
<b>MISCELLANEOUS BUILDING FEES and CHARGES</b>	
Conditional Building Permit Agreement	• ..... \$500.00
Demolition Permit	• ..... 1% of the Value of Construction
Private Pool or Hot Tub	• ..... \$250.00
Change of Use Permit No Construction	• ..... Minimum Fee
Renewal of Permit (Re-inspection fees extra) 1 <sup>st</sup> Renewal 2 <sup>nd</sup> Renewal 3 <sup>rd</sup> Renewal 4 <sup>th</sup> Renewal and all subsequent renewals	• ..... \$250.00 • ..... \$250.00 • ..... \$375.00 • ..... \$500.00
Occupancy & Use Certificate Inspection	• ..... Minimum Fee
Alterations/Revisions to Permits or Submitted Plans	• ..... Minimum Fee
Limiting Distance Agreement	• ..... \$250.00
Re-Inspection (per inspection, where previous inspection failed or was deemed not complete or not ready)	• ..... Minimum Fee
Permit Transfer to new Owner	• ..... Minimum Fee
Construction without a permit surcharge fee Major – additions, renovations, fit-up Minor – decks, sheds, pools, hot tubs *Applied at the discretion of the CBO	• ..... \$2,500.00 maximum • ..... \$1,000.00 maximum
Registration of an Order or Agreement on the property title	• ..... at cost and supported by invoices
Application of alternative solution base evaluation by CBO Third party evaluation fee, as required	• ..... \$300.00 maximum • ..... at cost and supported by invoices

<p><b>Hourly Rate Weekdays (Mon-Fri)</b></p> <p><b>Hourly Rate Weekend Days (Sat-Sun) (8:00AM to 4:00PM)</b></p> <p><b>Morning 8:00 a.m. – 12 noon</b> Monday – Sunday</p> <p><b>Afternoon 12 noon – 4:00 p.m.</b> Monday – Sunday</p> <p><b>Evening 4:00 p.m. – 1:00 a.m.</b> Monday- Thursday and Sunday</p> <p>Friday and Saturday</p>	<ul style="list-style-type: none"> <li>• .....\$20.00</li> <li>• .....\$25.00</li> <li>• .....\$36.75</li> <li>• .....\$67.00</li> <li>• .....\$100.00</li> <li>• .....\$130.00</li> <li>• ..... + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (Charged post event)</li> <li>• ..... + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events</li> </ul>
<p><b>Rental Fees Non-Resident</b></p> <p><b>Morning 8:00 a.m.– 12 noon</b> Monday – Sunday</p> <p><b>Afternoon 12 noon – 4:00 p.m.</b> Monday – Friday Saturday and Sunday</p> <p><b>Evening 4:00 p.m. – 1:00 a.m.</b> Monday – Wednesday Thursday Friday and Saturday Sunday</p>	<ul style="list-style-type: none"> <li>• .....\$55.00</li> <li>• .....\$80.00</li> <li>• .....\$115.00</li> <li>• .....\$100.00</li> <li>• .....\$130.00</li> <li>• .....\$190.00</li> <li>• .....\$100.00</li> <li>• ..... + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event )</li> <li>• ..... + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events</li> </ul>
<p>Wedding Reception/ Private Function</p>	<ul style="list-style-type: none"> <li>• .....\$700.00</li> </ul>
<p><b>Equipment Rental</b></p> <p>Stage Lights</p> <p>Spotlights</p> <p>Panels &amp; Track Lights (dropped lighting)</p> <p>Projector and Screen</p>	<p><i>Prices do not include technician labour, call for more information.</i></p> <ul style="list-style-type: none"> <li>• .....\$100.00</li> <li>• .....\$25.00</li> <li>• .....\$100.00</li> <li>• .....\$25.00</li> </ul>

Sound Equipment	• ..... \$100.00
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**RECREATION**

**ICE RENTAL RATES**  
**All ice rental rates are an hourly rate and are subject to HST.**

Prime Time – Minor Resident	• ..... \$142.00
Non Prime Time – Minor Resident	• ..... \$117.00
Prime Time – Adult Resident	• ..... \$200.00
Non Prime Time – Adult Resident	• ..... \$166.00
Prime Time – Non Resident	• ..... \$238.00
Non Prime Time – Non Resident	• ..... \$203.00
Tournament Rate – Minor Sports	• ..... \$142.00
Tournament Rate – Adult Resident	• ..... \$161.00
Tournament Rate – Broomball	• ..... \$139.00
Tournament Rate – Adult Non- Resident	• ..... \$238.00

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

Monday – Thursday	• ..... \$39.00/hr
Friday – Sunday Rec Bar/no alcohol	• ..... \$64.00/hr
Friday – Sunday Client Bar	• ..... \$118.00/hr
Service Club/Non-Profit Rec Bar/no alcohol	• ..... \$482.00/booking
Service Club/Non-Profit Client Bar	• ..... \$656.00/booking
Resident – Rec Bar/no alcohol	• ..... \$482.00/booking
Resident – Client Bar	• ..... \$803.00/booking
Non Resident – Rec Bar/no alcohol	• ..... \$566.00/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	• .....	\$90.00
Daily including heat	• .....	\$112.00
Hourly rental (1/2 day or less)	• .....	\$24.00/hr

**BASEBALL DIAMOND RENTAL RATES**

All rental rates are subject to HST.

Hourly Rental (No lights required)	• .....	\$17.50/hr
Hourly Rental (Lights required)	• .....	\$22.00/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

**COMMUNITY AND ECONOMIC DEVELOPMENT****BANNER INSTALLATION (Subject to HST)**

Non-Profit Groups/Events	• .....	\$150.00
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**DIGITAL SIGN RENTAL (Subject to HST)**

1 week	• .....	\$35.00
1 month	• .....	\$125.00
3 months	• .....	\$300.00
6 months	• .....	\$450.00
1 year	• .....	\$750.00

**MUNICIPAL FILM FEES (Subject to HST)***(applications are not guaranteed to be approved)*

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