



## THE CORPORATION OF THE TOWN OF ERIN Office Consolidation

### By-Law #19 – 60

(amended by By-laws 20-44, 21-32, 23-38)

**A by-law to establish fees and charges for various services provided by the Corporation of the Town of Erin, and to repeal By-law 17-63**

**For Reference Purpose Only. Not a legal document/By-law.**

**Whereas** Section 391, Part XII of the Municipal Act 2001 authorizes a municipality to impose fees or charges on persons;

**And whereas** pursuant to Section 385, Part XI of the Municipal Act, 2001 a municipality may fix a scale of costs to be charged as the reasonable costs of proceedings under Part XI, which scale shall be designed to meet only the anticipated costs of the municipality;

**Now therefore** the Council of the Corporation of the Town of Erin hereby enacts as follows:

1. That the fees and charges for various municipal services provided shall be set out in Schedule A attached hereto, and forming part of this By-law.
2. That where the provisions of this By-law may conflict with any other By-law, this By-law shall prevail.
3. That should any part of the By-law, including any part of the schedules attached hereto be determined by a Court of competent jurisdiction to be valid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the schedules attached hereto, as applicable, shall continue to operate and to be in force and effect.
4. That this by-law be known as the Fees and Charges By-law.
5. That By-law 17-63 be repealed and replaced with this By-law.
6. That this By-law shall come into force and take effect on the date of its passing.

**Passed in open Council on December 17, 2019.**

**Original Signed**

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**Mayor, Allan Ails**

**Original Signed**

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**Clerk, Lisa Campion**

**Schedule "A"**

**By-Law 19-60**

<b>Types of Services</b>	<b>Fees</b>
<b>Commissioner of Oath</b>	
Certification of true copy	\$10.00
Commissioning Signatures on Documents	\$20.00
Administering Oaths/Affidavits	\$10.00
<b>Paper Copies</b>	
Full year Council Agendas	\$300.00
Single Council Agenda per page charge	\$0.30
per page copy charge for all other documents	\$0.30
<b>Civil Marriage</b>	
Civil marriage (Council Chambers during office hours)	\$250.00
Civil Marriage Council Chambers after hours)	\$350.00
Civil Marriage offsite	\$400.00
Witness (during office hours)	\$25.00
<b>Licensing</b>	
Marriage License	\$135.00
Dog Tag (Jan 1 to March 31)	\$25.00
Dog Tag (Apr 1 to Dec 31)	\$35.00
Dog Tag Replacement	\$5.00
Kennel License (Jan 1 to March 31)	\$150.00
Kennel License (Apr 1 to Dec 31)	\$200.00
Lottery License	3% of estimated prize value \$20.00 (Min)
<b>Canine Control</b>	
Pick-up Fee (First pick-up)	Contact OSPCA
Pick-up Fee (Second Pick-up)	Contact OSPCA
Pick-up Fee (Third and -subsequent pick-up}	Contact OSPCA
Impoundment Fees (per day)	Contact OSPCA
Hearing Fee Request (Muzzle order)	Contact OSPCA
<b>Taxation</b>	
Tax Certificate	\$50.00
Rush Tax Certificate	\$75.00
Tax Arrears Notice	\$6.00
Re-Print of Tax Bill Statement	\$20.00
Unpaid Charges added to Tax Roll (other than water arrears)	\$25.00

Ownership Name Change Fee	\$30.00
Overpayment of Taxes - Refund Service Charge	\$25.00
Mortgage Company Administrative Fee (per roll)	\$5.00

**Other**

NSF Cheque	\$40.00
Burial Permit Administration Fee	\$20.00
Fence Viewing Request	\$400.00
Freedom of Information Request	Perlegislation
Staff time exceeding 1 hour for routine disclosure requests	\$25.00

Amended by  
By-law 21-32

**Road Occupancy Fees**

Basic Installation	\$100.00
Fibre Installation	\$250.00
Security Deposit	\$500.00
+ \$5.00 per metre for work greater than 100.0 metres in length	

**\*All fees include HST where applicable**

**FIRE AND EMERGENCY SERVICES DEPARTMENT**

Burn Permit	\$25.00
Large Burn Permit	\$110.00
Indemnification Technology	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call. Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.
File Search- per address	\$75.00
Fire Report- per address	\$75.00
Permit- consumer/display Fireworks	\$110.00
RSMP review- 5000 USWG or less (existing, where changes have occurred) per hour	\$100.00
RSMP review - greater than 5000 USWG (existing , where changes have occurred)	\$100.00
RSMP review- 5000 USWG or less (new or change of ownership) per hour	\$100.00
RSMP review - greater than 5000 USWG (new or change of ownership) per hour	\$100.00
Fire route application	\$200.00
Fire safety plan review (per hour)	\$100.00
Fire inspection- group homes	\$125.00
Fire inspection-industrial/commercial/office	\$125.00
Less than 10,000 sq.ft. (base building)	\$100.00
Each additional tenant/ occupant	\$50.00

Over 10,000 sq.ft. (base building)	\$100.00
Each 1,000 sq.ft./pt. thereof	\$25.00
Each additional tenant/occupant	\$50.00
Fire inspection- residential / apartment / condo	\$125.00
Fire inspection- office / commercial malls	
Base building	\$100.00
Each occupancy up to 10,000 sq. ft	\$25.00
Each occupancy over 10,000 sq. ft	\$50.00
Fire Inspection- two unit dwelling	\$125.00
Fire inspection- tents/ marquee where mandated	\$85.00
Fire Inspection-AGCO	\$200.00
Fire Inspection- Sidewalk sales	\$100.00
Outdoor function permit application review (no inspection)	\$25.00
Occupant load calculations (per hour)	\$100.00
Smoke alarm / carbon monoxide alarm	Nil
Fire extinguisher training (per person)	\$20.00

**For responding to false alarms occurring as a result of a failure to maintain a fire alarm system or emergency system:**

First False alarm in any calendar year	Nil
Each subsequent false alarm in any calendar year or consecutive twelve month period	\$700.00

**For responding to false alarms occurring as a result of work being performed on a fire alarm system or emergency system:**

Each false alarm	\$700.00
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**For responding to false alarms occurring as a result of a malicious act:**

First false alarm in any consecutive three month period	Nil
Each subsequent false alarm in any consecutive three month period	\$700.00

**For attending at the scene of a motor vehicle accident or at the scene of motor vehicle fire or other emergencies, and providing firefighting or other emergency services to a non-resident:**

Per vehicle for the first hour or any part thereof	\$485.00
Per vehicle of each additional hour or part thereof	\$242.50

**Included the initial inspection and a re-inspection only. Additional re-inspections at a rate of original inspection.**

**Inspection industrial / Commercial**

Less than 10,000 sq. ft. (base building)	\$107.00
Each additional tenant/ occupant	\$53.50
Over 10,000 sq.ft (base building)	\$107.00
Each additional 1,000 sq. ft. /part thereof	\$26.75
Each additional tenant/ occupant	\$53.50

Apartment/ condominium Residential	\$107.00
Each Tenant/ occupant/ apartment	\$5.35
Special inspection- tent/ marquee (outdoor function)	
Where fire code inspection is mandated (alcohol)	\$53.50
Application review (no alcohol)	\$26.75

\*All fees include HST where applicable

\*Invoices overdue by 30 days shall be charged interest at a rate of 1.25% per month

Amended  
by By-law  
23-38

<b>Building Permit Fee Schedule Table 1</b>			
<b>Class of Permit, Occupancy Classification</b>	<b>Min. Fee:</b>	<b>\$ per ft<sup>2</sup></b>	<b>\$ per m<sup>2</sup></b>
<b>A. Construction: New Buildings; Additions to Buildings; Alterations;</b>			
<b>Group A: Assembly</b>			
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$5,336.00	\$0.89	\$9.57
Additions	\$4,892.00	\$0.82	\$8.77
Alteration, renovation, interior finish, unit finish/fit-up	\$2,082.00	\$0.35	\$3.73
<b>Group B: Institutional</b>			
New hospital, institutional buildings, detention, care and treatment	\$5,336.00	\$0.89	\$9.57
Additions	\$4,892.00	\$0.82	\$8.77
Alteration, renovation, interior finish, unit finish	\$2,082.00	\$0.35	\$3.73
<b>Group C: Residential</b>			
New detached, semi-detached, townhouses, row-houses, duplexes, live/work units containing not more than two (2) dwelling units.	\$3,580.00	\$1.43	\$15.41
New motels, hotels and all other multi-unit residential occupancies	\$2,930.00	\$1.17	\$12.61
Addition, alteration, renovation	\$2,672.00	\$1.07	\$11.50
Finish basement within single detached dwelling	\$550.00		
New secondary dwelling unit – within existing house or building	\$1,790.00	\$0.72	\$7.70
Mobile home; garden suite	\$2,444.00	\$0.98	\$10.52
<b>Group D: Business and Personal Services</b>			
New building – shell only	\$5,336.00	\$0.89	\$9.57
Additions	\$4,892.00	\$0.82	\$8.77
Alteration, renovation, interior finish, unit finish	\$2,082.00	\$0.35	\$3.73
<b>Group E: Mercantile</b>			
New building – shell only	\$5,336.00	\$0.89	\$9.57
Additions	\$4,892.00	\$0.82	\$8.77
Alteration, renovation, interior finish, unit finish	\$2,082.00	\$0.35	\$3.73
<b>Group F: Industrial</b>			
New building – shell only	\$5,551.00	\$0.93	\$9.95
Additions	\$4,892.00	\$0.82	\$8.77
Alterations, renovations, interior finish, unit finish	\$2,082.00	\$0.35	\$3.73
<b>B. Demolition</b>			
Residential	\$935.00		
Non- Residential	\$1,560.00		
<b>C. Designated Structures (OBC Div. C, Article 1.3.1.1.)</b>			
Crane runway	\$1,270.00		
Dish antenna greater than 5m <sup>2</sup> (54 ft <sup>2</sup> ) mounted on a building	\$1,270.00		

Exterior storage tank not regulated by the TSSA	\$1,270.00		
Outdoor public pool or public spa	\$1,270.00		
Pedestrian bridge appurtenant to a building	\$1,270.00		
Permanent solid nutrient storage facility with walls exceeding 1m (3'-4")	\$1,270.00		
Retaining walls – non-residential	\$1,270.00		
Retaining walls - residential	\$330.00		
Signs regulated by Section 3.15 of Division B of the Building Code	\$880.00		
Solar collector - Residential	\$330.00		
Solar collector- Non Residential	\$1,270.00		
Wind turbine structure	\$1,270.00		
<b>D. Farm Buildings</b>			
New construction	\$3,110.00	\$0.52	\$5.58
Additions, alterations	\$2,560.00	\$0.43	\$4.59
<b>E. Septic Systems</b>			
New system	\$825.00		
Tank or bed replacement	\$500.00		
Alterations, repairs or extensions	\$500.00		
Septic system evaluation; Sewage System Maintenance Inspection Program	\$330.00		
<b>F. Standalone and Miscellaneous Work</b>			
<b>Residential</b>			
Accessory structure – shed, gazebo, detached garage	\$550.00	\$0.55	\$5.92
Below grade entrance	\$330.00		
Carport, deck, porch, porch enclosure	\$330.00	\$0.33	\$3.55
Fireplace – wood burning	\$330.00		
New or enlarged opening – door, window	\$330.00		
Permit for heating, ventilating and air conditioning (per suite)	\$330.00		
Plumbing	\$330.00		
Pools	\$330.00		
<b>Non-Residential</b>			
Electromagnetic locking devices	\$880.00		
Emergency lighting; exit signage; emergency power installation or replacement	\$880.00		
Fire alarm installation or replacement	\$880.00		
Permit for heating, ventilating and air conditioning (per suite)	\$880.00		
Plumbing fixtures	\$880.00		
School portable classrooms	\$880.00		
Shoring	\$880.00		
Sprinkler system; stand pipe and/or hose system; fire suppression system installation or replacement	\$880.00		
Temporary buildings, tents	\$660.00		
<b>G. Administrative Fees</b>			
Alternative solution – Part 3 & Part 9 other than residential	\$880.00		
Alternative solution – Part 9 residential buildings	\$330.00		
Builder model change fee	\$733.00		
Builder model plan review and certification prior to permit application	\$733.00		
Change of use – where no construction is required	\$1,344.00		
Compliance letter; zoning information letter	\$150.00		
Conditional building permit	50% of permit fee		
Construction activity report	\$150.00		

Deferral of revocation of permit – permit extension	\$330.00		
Re-inspection due to work not ready	\$150.00		
Revision to permit and/or plans or documents after permit issued	25% of permit fee		
Transfer of permit	\$150.00		
<b>Minimum fee (unless noted otherwise)</b>			
a) Residential projects – detached house, semi-detached house or row house containing not more than two dwelling units:	\$330.00		
b) All other buildings not described in (a):	\$880.00		
<p><b>2023 Building Permit Fee Schedule Notes</b></p> <ol style="list-style-type: none"> <li>1. Permit fees will be charged as outlined in Table 1.</li> <li>2. Any building permit not otherwise listed in Table 1 will be assessed at 1% of its construction value. Construction values submitted are at the discretion of the Chief Building Official.</li> <li>3. All fees listed with minimum fees, ft<sup>2</sup> or m<sup>2</sup> rates are to be calculated and the permit fee will be the higher amount.</li> <li>4. Square foot/square meter is gross of all floors above grade measured from the outer face of exterior walls unless noted otherwise mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations. Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.</li> <li>5. Fireplaces, HVAC, plumbing, attached garages, decks and porches are included in the permit fee for new residential buildings not more than three (3) storeys and not exceeding 600m<sup>2</sup> where submitted plans for the new building include these details.</li> <li>6. The Statistics Canada Consumer Price Index (CPI) will be imposed annually as an inflationary increase to all building permit fees, to help ensure fees keep pace with changes in the cost of service.</li> </ol>			

Amended by  
By-law 20-44

<b>H. Development Charges Agreements</b>	
Legal and Consulting Fees for preparation of agreements	Reimbursement of all external legal and consulting fees as billed and paid.