

# THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS

## BY-LAW NUMBER 2016-145

### BEING A BY-LAW TO ESTABLISH FEES AND CHARGES ON PERSONS FOR PAYMENT OF MUNICIPAL SERVICES, ACTIVITIES AND USE OF MUNICIPAL PROPERTY.

WHEREAS pursuant to Section 391(1) of the Municipal Act, c. 25, S.O. 2001, as amended, a municipality is authorized to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control;

AND WHEREAS pursuant to Section 391(3) of the Municipal Act, c. 25, S.O. 2001, as amended, a municipality is authorized to impose fees or charges on persons for costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

AND WHEREAS pursuant to Section 7(1)(c) of the Building Code Act, c. 23, S.O. 1992, as amended, a municipality is authorized to require the payment of fees on applications for and on the issuance of permits, requiring the payments of fees for maintenance inspections, and prescribing the amounts of the fees;

AND WHEREAS pursuant to Section 45 (1) of the Municipal Freedom of Information and Protection of Privacy Act, c. M.56, R.S.O., 1990, as amended, a municipality is authorized to imposed fees for the costs incurred in fulfilling a request for access to a record as prescribed by the regulations;

AND WHEREAS unpaid fees or charges imposed pursuant to this By-law are subject to an interest rate of one and one-quarter per cent (1.25 %) per month;

AND WHEREAS pursuant to Sections 398 of the Municipal Act, c. 25, S.O. 2001, as amended, the fees or charges imposed pursuant to this By-law constitute a debt owed to the Corporation of the Township of Lake of Bays for which the Treasurer may add the outstanding fees or charges, including interest on the unpaid balance, to the tax roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

NOW THEREFORE, be it enacted that the Council of the Corporation of the Township of Lake of Bays hereby enacts as follows;

1. That the Corporation of the Township of Lake of Bays adopts the attached schedules, being schedules of departmental user fees, hereto and forming a part hereof:

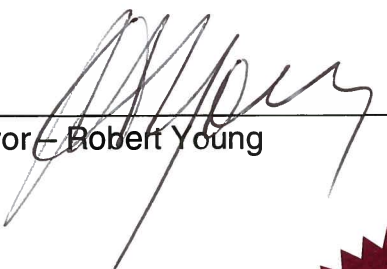
Schedule A – Administration Department  
Schedule B – By-law Department  
Schedule C – Roads Department  
Schedule D – Building Department  
Schedule E – Fire Department  
Schedule F – Recreation Department

2. If any provision or part of a provision of this by-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.
3. In the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.

4. That By-law 2015-124 and all other applicable by-laws are hereby repealed.

5. This by-law shall come into force and effect January 1<sup>st</sup>, 2017.

READ a **FIRST, SECOND, THIRD** time and finally passed this **16<sup>th</sup>** day of **December, 2016**

  
\_\_\_\_\_  
Mayor – Robert Young

  
\_\_\_\_\_  
Clerk – Carrie Sykes



**USER FEE BY-LAW # 2016-145**

**SCHEDULE "A" - ADMINISTRATION**

<b>GENERAL</b>	<b>FEE</b>
Commissioning (non-municipal documents)	\$10.00
Certification of Documents If Township has to prepare document	\$15.00 (per visit) \$25.00
Photocopies	
Per page (maximum 10 pages)	\$0.50
Per page additional	\$0.25
Staff Time <i>Subject to but not limited to the following:</i> <ul style="list-style-type: none"> <li>• Research of Corporate Records</li> <li>• Request for staff comment</li> <li>• Photocopying</li> <li>• Public requiring assessment, tax, general information (beyond 1997)</li> </ul>	\$30.00 per hour
Request for Letters <i>Subject to but not limited to:</i> <ul style="list-style-type: none"> <li>• LCBO 'no objection' Letters</li> <li>• Travel Letters</li> </ul>	\$25.00
Civil Marriages	\$300.00
Freedom of Information Requests <i>(as per MFIPPA - Municipal Freedom of Information and Protection of Privacy Act.)</i> <ul style="list-style-type: none"> <li>• Application Fee</li> <li>• Time locating, retrieving, processing and copying records</li> <li>• Preparing a Record for Disclosure</li> </ul>	\$5.00 \$7.50/15 minutes \$7.50/15 minutes
Rental of Council Chambers (excludes associations with municipal affiliation)	\$30.00 per hour (minimum charge)
Facsimile Fees	
1 to 5 pages	\$5.00
Each additional page	\$2.00
NSF Cheques	\$50.00
Tax Certificates	\$50.00
Statement of Account	
Summary	\$5.00
Detailed	\$10.00
Arrears Notice - per roll number	\$5.00
Tax Sale	At cost
Tender Package	\$25.00
Receipt for Taxation – Revenue Canada	\$10.00
Invoice/ Bill Reprint	\$5.00
Receipt Reprint	\$5.00
Service Charge – Interest	1.5%

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS****USER FEE BY-LAW # 2016-145****SCHEDULE "A" - ADMINISTRATION (cont'd)**

<b>APPLICATIONS</b>	<b>FEE</b>
<b>Original Shore / Road Allowance (OSRA/ORR) Closing</b>	
Application fee (Applicant is responsible for all legal and survey costs)	\$650.00
If other administrative action is required exceeding the initial fee, an additional fee will be applied	\$30 per hour
Land Acquisition Fees - OSRA Category 3 Lakes (small) Category 2 Lakes (medium) Category 1 Lakes (large) <i>*as per Development Permit By-law 04-180 Appendix 1 – Lake Categories</i>	\$0.40 per sq.ft. \$0.75 per sq.ft. \$1.00 per sq.ft.
Land Acquisition Fees - ORR Road Allowances and all roads	\$1.00 per sq.ft.
Land Acquisition Fees Option <i>*In conjunction with Section 2.02(d) of the OSRA Policy - A property owner having an excess of 1,000 feet of shoreline frontage may purchase 33,000 square feet (500 feet in length x 66 feet in width) at the current land acquisition fee and the remaining balance of that property's OSRA at a reduced rate of 50%</i>	<ul style="list-style-type: none"> <li>• First 33,000 sq.ft. will be purchased at the current land acquisition fee</li> <li>• Balance will be purchased at 50% of current land acquisition fee</li> </ul>
<b>Licence of Occupation</b>	
Application (Applicant is responsible for all legal and survey costs)	\$350.00
Annual Renewal Fee <i>**maximum of 50% applied to the purchase price of shore/road allowance</i>	\$500.00
If other administrative action is required exceeding the initial fee, an additional fee will be applied	\$30 per hour
Site Visit, if required	\$100.00
<b>Special Event (Municipal Land /Facility)</b>	
Application fee	\$50.00
Vendors License <ul style="list-style-type: none"> <li>• Food &amp; Merchandise</li> <li>• Registered Charities</li> </ul>	<ul style="list-style-type: none"> <li>• \$10 per vendor (up to a max of \$500)</li> <li>• No charge</li> </ul>
Advertising <ul style="list-style-type: none"> <li>• Temporary Road Closure</li> <li>• Noise Exemption</li> </ul>	\$100 \$100

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "A" - ADMINISTRATION (cont'd)**

<b>Community Event Designation Application</b>	
Application Fee	\$200
<ul style="list-style-type: none"> <li>• <i>Designated by Council as an Annual Event hosted by Community Group or Organization that enhances tourism, civic pride &amp; provides economic benefit to the community</i></li> <li>• <i>Includes:</i> <ul style="list-style-type: none"> <li>○ <i>Application fee;</i></li> <li>○ <i>Advertising;</i></li> <li>○ <i>Vendors license(s);</i></li> <li>○ <i>Temporary signage fees;</i></li> <li>○ <i>One-day community centre rental (for event fundraising activity without alcohol); and</i></li> <li>○ <i>Liability insurance for the event</i></li> </ul> </li> <li>• <i>Does <u>not</u> include:</i> <ul style="list-style-type: none"> <li>○ <i>Liability insurance for vendors, rides and events with alcohol; and</i></li> <li>○ <i>One-day community centre rental for events with alcohol.</i></li> </ul> </li> <li>• <i>The following are approved Community Event Designations as per Resolution #8(a)/01/20/15:</i> <ul style="list-style-type: none"> <li>○ <i>Baysville Arts &amp; Crafts Festival</i></li> <li>○ <i>Baysville Santa Claus Parade</i></li> <li>○ <i>Baysville Walkabout</i></li> <li>○ <i>Concerts on the Dock</i></li> <li>○ <i>Dwight Farmers Market</i></li> <li>○ <i>Dwight Winter Carnival</i></li> <li>○ <i>HOLD Canada Day Celebration</i></li> <li>○ <i>Lake of Bays Antique Boat &amp; Classic Car Show</i></li> <li>○ <i>Lake of Bays Fire Department Fireworks</i></li> </ul> </li> <li><i>and as per Resolution #7(b)/01/19/16:</i> <ul style="list-style-type: none"> <li>○ <i>Baysville Family Day Winterfest</i></li> </ul> </li> </ul>	
<b>Lottery Licence</b>	
Bingo	3% to a max. of \$25.00
Raffle	3% to a max. of \$25.00
Break-open Tickets	3% to a max. of \$25.00
Media Bingo	3% to a max. of \$25.00

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "B" - BY-LAW**

<b>LICENSING</b>	<b>FEE</b>
Auctioneer	<ul style="list-style-type: none"> <li>• \$50.00</li> <li>• Free for Registered Charities</li> </ul>
Refreshment Vehicle	<ul style="list-style-type: none"> <li>• \$100 Temporary (&lt; 30 days)</li> <li>• \$200 Temporary (31-60 days)</li> <li>• \$275 Annual</li> </ul>
Hawkers and Peddlers	<ul style="list-style-type: none"> <li>• \$100 Temporary (&lt; 30 days)</li> <li>• \$200 Temporary (31-60 days)</li> <li>• \$275 Annual</li> </ul>
Transient Traders	<ul style="list-style-type: none"> <li>• \$100 Temporary (&lt; 30 days)</li> <li>• \$200 Temporary (31-60 days)</li> <li>• \$550 Annual</li> </ul>
<b>DOGS</b>	
Lifetime (dog) license/tag	No charge
30 days after receiving a notice for not having a dog license	\$30.00
<b>KENNELS</b>	
Application fee	\$50.00
Annual fee for a kennel used for boarding purposes	\$50.00
Annual fee for the keeping only of pure-bred dogs for breeding purposes	\$50.00
<b>MUNICIPAL USER AGREEMENTS ANNUAL FEE</b>	
<b>Number Of Access Points</b>	<b>FEE</b>
1 to 2	\$200.00
3 to 5	\$400.00
All	\$800.00
1 access point for 1 week	\$125.00
<b>APPLICATIONS</b>	
Boating Restrictions	\$1,000.00
<b>Road Renaming</b>	
Rename a Public Road	\$1,945.00
Rename a Private Road	\$575.00
<b>Trailer Permit</b>	
Application Fee	No charge

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "B" - BY-LAW (cont'd)**

<b>APPLICATIONS</b>	<b>FEE</b>
<b>SIGNS</b>	
Application Fee	
<ul style="list-style-type: none"> <li>• Lake of Bays Businesses (including Dorset)</li> </ul>	\$100
<ul style="list-style-type: none"> <li>• Non-Lake of Bays Businesses</li> </ul>	\$200
Application fee for signs erected without a permit	
<ul style="list-style-type: none"> <li>• Lake of Bays Businesses (including Dorset)</li> </ul>	\$150
<ul style="list-style-type: none"> <li>• Non-Lake of Bays Businesses</li> </ul>	\$300
Special Occasion Sign including Inflatable	\$100/7 days
Signs requiring approval of Council <i>(Signs that do not conform to the Sign by-law)</i>	\$200 (in addition to application fee)
Election Sign(s) erected Prior to the permitted 90 days of Election Day shall be retrieved	\$50 per retrieval/sign
Retrieval of Election Signs during Election Period	\$50 per retrieval
Removal of Election Signs after Election	\$50 per retrieval
Return of Mobile Signs	Cost of Towing per sign
Return of Signs other than Mobile Signs or Election Signs	\$50 + costs incurred per sign
Charitable Signs	No charge

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS****USER FEE BY-LAW # 2016-145****SCHEDULE "C" - ROADS**

GENERAL	FEE
<b>Staff Time</b> <i>Subject to but not limited to the following:</i> <ul style="list-style-type: none"> <li>• <i>Request for staff comment</i></li> <li>• <i>Photocopying</i></li> <li>• <i>Solicitor Letter</i></li> <li>• <i>Site Visit</i></li> </ul>	\$30.00 per hour
<b>Entrance Permit</b> <div style="text-align: right; padding-right: 20px;">           Application Fee            Performance Bond         </div>	 \$150.00 \$500.00
<b>Road Occupancy Permit</b> <div style="text-align: right; padding-right: 20px;">           Application Fee            Performance Bond         </div>	 \$150.00 \$350.00
<b>Tenders (documents)</b>	\$25.00
<b>Unassumed Road Allowance Improvement Agreement</b>	\$350.00



**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "D" – BUILDING DEPARTMENT**

<b>PERMIT FEES</b>		
Construction (new, addition, renovations, plumbing, heating, etc.)		
Minimum Charge Building Permit		\$135.00
The greater of \$12/\$1,000 of estimated construction value or per sq. ft.		Per Sq. Ft.
Group C Occupancies (single family dwellings)	New or addition(s) less than 3000 sq ft in gross area as defined in OBC.	\$1.50
	New or addition(s) larger than 3000 sq ft. or log structure floor area as defined in OBC.	\$1.85
	Internal renovations	\$0.65
	Decks	\$0.50
	Garages	\$0.75
	Muskoka Screen Room	\$0.75
	Bunkie	\$1.10
	Car port and storage buildings	\$0.50
	Replacement or repair of foundation and roofs	\$500.00 flat rate
Replacement of drainage tile around existing foundation	\$200.00 flat rate	
Shoreline Structures	Floating or post dock	\$0.50
	Crib Dock	\$0.50
	Steel Dock	\$0.75
	Boat port	\$0.60
	Boathouse	\$0.85
Group C Occupancies (other than single family dwellings)		\$1.60
All other Occupancies, New or Addition (i.e. commercial, industrial and institutional)		\$1.60
Renovation for non-residential buildings (i.e. commercial, industrial and institutional)		\$1.00
		<b>Flat fee</b>
An additional fee for each required inspection for water access properties at the discretion of the Chief Building Official.		\$25.00
Foundation Permit		\$300.00 above the normal fees
Inspection Fee for a re-inspection		\$75.00 to \$150.00
Special inspection: fee to inspect buildings or structures where a request has been made for a final inspection or for an Occupancy/Use where the permit has been inactive for one year and/or the permit is three years or older.		\$150.00
Demolition of building or structure		
	Part 3 Buildings	\$250.00
	Part 9 Buildings	\$100.00
Outdoor swimming pools together with the required fencing		\$125.00
Tents (over 645 square feet) and temporary structures such as greenhouses or other temporary special event structures		\$125.00
Solar Panels on building		
	Part 9 of OBC	\$250.00
	Part 3 of OBC	\$500.00
Change of Use Permits (Non-Refundable)		
	Part 9 of OBC	\$100.00
	Part 3 of OBC	\$150.00
Transfer of Active Permit		\$100.00
Completion permit		Double the above fees Min. \$270.00

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "D" – BUILDING DEPARTMENT (cont'd)**

Conditional permit	Double the above fees Min. \$270.00
Demolition Permit for a dwelling or cottage which will remain until the replacement new structure is habitable.	Signed agreement, letter of credit and a fee of \$270.00
Remedy Unsafe permit	Double the above fees Min. \$270.00
Review fee for permits which are denied or submitted incomplete	50% of permit fee max of \$1,000.00
<b>ADMINISTRATION FEES</b>	
Refundable Deposit for Dwellings and/or Construction Value between:	
\$50,000 to \$149,000	\$500.00
\$150,000 to \$299,999	\$2,000.00
\$300,000 to \$499,999	\$2,500.00
Over \$500,000	\$3,500.00
<ul style="list-style-type: none"> <li>As long as the Township receives a request for and grants a final or occupancy within three years of issuing the permit the deposit will be returned.</li> <li>If the building is used or occupied before the three years and a final or occupancy has not been granted only 50% of the deposit will be returned.</li> </ul>	<i>(approved by Resolution #5(d)(i)/11/15/16 on Nov. 15/16)</i>
Application for alternative design	\$500.00
Review revised plans or application	\$50.00 per page or \$100.00 per page if required after an inspection
Liquor licence (2 inspections) and completion of form	\$200.00
Building, septic and zoning information reports (for non property owners)	\$100.00
Faxed reply requested	\$5.00
General inquiry letter	\$50.00
Non compliance with the Building Code Act administration fee, plus any funds spent by the municipality for it's investigation	\$360.00
If other administrative action is required exceeding the initial fee, an additional hourly fee will be applied (per hour).	\$100.00
Abatement for septic systems (per hour)	\$100.00
<b>SEPTIC SYSTEM PERMIT FEES</b>	
New or Replacement – Class 1 System (Privy) Div B Section 8.3 OBC (no permit required)	NO CHARGE
New or Replacement – Class 2 System (Greywater System) Code Section 8.4 (2 inspections)	\$250.00
New System – Class 4 System (3 inspections)	\$450.00
Existing System Repairs – Class 4 System	
Tank Replacement (min. tank size 3600 L) 800 Gal (2 inspections)	\$250.00
Bed Replacement (3 inspections)	\$400.00
Extension of Bed (2 inspections)	\$350.00
Lot Suitability	\$200.00
New or Replacement – Class 5 System	
Pre-Inspection per lot	\$50.00
Water and sewage connections	\$175.00

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS****USER FEE BY-LAW # 2016-145****SCHEDULE "D" – BUILDING DEPARTMENT (cont'd)**

<b>CIVIC ADDRESSING SIGNAGE(subject to HST)</b>	
New	\$60.00
Replacement	\$50.00
Replacement posts	\$20.00
<b>Note: all fees are at the discretion of the Chief Building Official.</b>	

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "E" – FIRE DEPARTMENT**

<b>GENERAL</b>	<b>FEE (per person/hour)</b>
File Search, Letters, Fire Permit, Fire Reports & Court Time	\$95.00 (minimum charge)
Business Inspections at request of owner or owner agent & report	\$95.00 (minimum charge)
Day Care Inspection & Report	\$95.00 (minimum charge)
<b>OTHER</b>	<b>FEE (per truck &amp; personnel/hour)</b>
<i>For fee listed below additional costs may be incurred for the use of specialized personnel or equipment (e.g. MNR Fire Suppression)</i>	
Incidents involving road vehicles, watercraft, rail vehicles, aircraft & vehicles	\$450.00
False alarm due to accidental, malicious or preventable calls for each and every call	\$450.00
Brush/grass fires, unattended fires or smoke complaints	\$450.00
Standby fee for movie companies, social events, fireworks, etc.	\$450.00
Fire Watch, sealing and protecting buildings from weather conditions or further damage after fire or explosion	\$450.00
False alarms due to failure to properly maintain fire alarm system or contractor/service repair person working on fire system will be charged to property owner for each and every call	\$450.00
Failure to notify Fire Department of testing/maintenance/drills or a fire alarm system will be charged to property owner for each and every call	\$450.00

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "F" – RECREATION DEPARTMENT**

<b>LAKE OF BAYS COMMUNITY CENTRE – BAYSVILLE</b>	
<b>Ice per Hour</b>	<b>FEE</b>
Adult – Prime Time	\$129.00
Minors – Prime Time	\$119.25
Figure Skating – Prime Time	\$69.25
Business (for profit) – Prime Time	\$199.00
Day Time – (weekdays 9 a.m.- 3 p.m.)	\$94.00
Non-Prime Time (after 11 p.m.)–not weekends	\$94.00
<b>Public Skating</b>	<b>FEE</b>
Adult	\$2.50
Seniors	\$2.00
Teen	\$2.00
Under Thirteen	\$1.75
Family Rate	\$9.00
<b>Floor (No Ice)</b>	<b>FEE</b>
Residents – per day	\$860.00
Non-profit – per day	\$808.00
Minor – per day	\$808.00
Business – per day	\$1,300.00
Minors (under 19) – per hour	\$50.00
Adult – per hour	\$60.00
Business – per hour	\$87.00
<b>COMMUNITY CENTRE AUDITORIUM – DWIGHT</b>	<b>FEE</b>
Daily	\$324.00
Minors – per hour	\$40.00
Adult – per hour	\$45.00
Kitchen	Incl.
Dishes	Incl.
<b>LAKE OF BAYS COMMUNITY CENTRE AUDITORIUM – BAYSVILLE</b>	
Daily	\$324.00
Minors – per hour	\$40.00
Adult – per hour	\$45.00
Kitchen	Incl.
Dishes	Incl.
<b>LABOUR</b>	<b>FEE</b>
Internal – per hour	\$35.00
External – per hour	\$45.00
<b>P.A. SYSTEM</b>	<b>FEE</b>
<b>Per day</b>	\$55.00
<b>SPECIAL EVENT INSURANCE</b>	<b>FEE</b>
Ice Rental	\$5.00 per hour
Auditorium	Per Activity

**IMPORTANT NOTE**

- PLUS [SOCAN](#) (Society of Composers, Authors, and Music Publishers of Canada) RATES WHERE APPLICABLE
- Hourly rental of auditoriums only available when no alcohol is being served
- If Community Centre is vacated in an unacceptable condition, extra labour charges will be applied.

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE “F” – RECREATION DEPARTMENT (cont’d)**

Existing exemptions from the recreation user fees by-law:

**Baysville Community Centre (Hall Rental Only)**

Baysville Horticultural Flower Show  
Muskoka Family Focus  
Lions Santa Claus Parade Children’s Party  
Baysville Library Children’s Programs

**Dwight Community Centre**

Dwight Lions Club  
Lions Children’s Halloween Party  
I.M.P.S. Home + School  
Muskoka Family Focus  
Canada Day (without alcohol)  
Dwight Library Children’s Programs  
Dwight Parks and Recreation Children’s Programs  
Dwight Winter Carnival (DWC), excluding any events involving alcohol  
H.O.L.D. fundraising activities, excluding any event involving alcohol

Additional “new” non-fundraising children’s programs will be considered by Council as they arise.