



# Public Council Agenda

5:00 p.m. - Thursday, May 15, 2025  
Council Chambers  
[Zoom Meeting Registration](#)

---

## 1. Call to Order and Chair's Opening Remarks

## 2. Approval of Agenda

- a) May 15, 2025

**Be It Resolved That** Council approves the Agenda for the Public Meeting regarding Amendments to the Fees and Charges By-law held May 15, 2025, as circulated.

## 3. Disclosure of Pecuniary Interest and General Nature Thereof

## 4. Proposed Amendments to Fees and Charges By-law

- a) Draft By-law to be Considered 2 - 25  
[Redlined Fees and Charges By-law](#)  
[Resolution #393-24 EV Chargers](#)  
[Resolution #87-25 Cemetery Fees](#)  
[Resolution #111-25 Building Permit Fee Refunds](#)

## 5. Public Comments

## 6. Adjournment

- a) Adjournment of the Meeting

**Be It Resolved That** Council adjourns the Public Meeting at \_\_\_\_\_  
.m

**The Corporation of the Township of North Frontenac**  
**By-Law #~~2024-68~~2025-XX**

**Being a By-law to Impose Current Fees and Charges for Various Services Provided by the Township of North Frontenac and Provide for the Recovery of Applicable Costs; and to Repeal By-law #~~63-23~~2024-68**

**Whereas** Section 391 (1) and (3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a Municipality to impose fees or charges including costs incurred by the Municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for the use of its property including property under its control;

**And Whereas** Section 398 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes the Treasurer of a Municipality to add fees and charges imposed by the Municipality to the tax roll for the following property in the Municipality and collect them in the same manner as Municipal taxes: 1) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; 2) In all other cases, any property for which all of the owners are responsible for paying the fees and charges;

**And Whereas** Section 444 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**And Whereas** Section 445 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention;

**And Whereas** Section 446 (1) (3) and (5) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality who has the authority to direct or require a person to do a matter or thing, the Municipality may also provide that, in default of it being done by the Municipality or if the Municipality is required to do it, the matter or thing shall be done at the person's expense; the Municipality may recover the costs of doing a matter or thing by adding the costs to the tax roll and collecting them in the same manner as property taxes; and the costs include interest calculated at a rate of 15 per cent or such lesser rate as may be determined by the Municipality, calculated for the period commencing on the day the Municipality incurs the costs and ending on the day the costs, including the interest, are paid in full;

**And Whereas** Section 69 of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes the Council of a Municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** Section 7 (1) of the Building Code Act S.O, 1992, Chapter 23, authorizes the Council of a Municipality to pass by-laws requiring the payment of fees and prescribing the amount of fees for applications and issuance of permits;

**Now Therefore** Council of the Corporation of the Township of North Frontenac enacts this “Fees and Charges By-law” as follows:

**That** the fees and charges for various Municipal services as shown in the Schedules attached hereto and forming part of this By-law were previously adopted by Council and shall remain in effect unless Council adopts a By-law amending and/or repealing same:

Schedule ‘A’	General Fees and Charges
Schedule ‘B’	Waste Management
Schedule ‘C’	Licences
Schedule ‘D’	Fire
Schedule ‘E’	Planning
Schedule ‘F’	Disposition of Land
Schedule ‘G’	Public Works
Schedule ‘H’	Parks, Recreation and Facilities
Schedule ‘I’	Building and Septic
Schedule ‘J’	Cemeteries

**And That** all fees and charges will be subject to applicable taxes unless otherwise noted;

**And That** fees and charges may be subject to processing fees when paid by credit card;

**And That** payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only;

**And That** all fees and charges set out in this By-law shall be payable prior to the provision of the service unless an Agreement in writing is made to the contrary and approved by the Chief Administrative Officer (CAO);

**And That** any request for a reduction or waiving of fees shall be provided in writing to the Clerk for Council’s consideration, including a staff report if required; and be approved by Council Resolution;

**And That** in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, after a period of 30 days, such fees or charges may be added to the Tax Roll for any real property in the Township of North Frontenac, the property owner(s) of which is responsible for paying the fee or charge and shall be collected in like manner as Municipal Taxes;

**And That** Council does hereby delegate the Treasurer of the Township, in consultation with the CAO, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges;

**And That** the fees set out in the Fees and Charges in this By-law shall be reviewed on an annual basis by each applicable Manager and the Manager shall advise the CAO of any recommended changes to ensure the Township's Fees/Charges are fair, reasonable and are not greater than the actual cost to provide the service;

**And That** if there is a discrepancy in fee prices, the fees set out herein supersedes any fees listed in other By-laws;

**And That** any additions/amendments to the "Fees and Charges By-law" shall be authorized by By-law;

**And That** Notice of proposed additions/amendments shall be provided in accordance with the Notice By-law and/or applicable legislation;

**And That** should any sections of this By-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding;

**And That** this By-Law shall come into force and take effect on the date of its passing;

**And That** By-law #~~63-23~~2024-68 is hereby repealed;

**And That** all resolutions, By-laws or part of By-laws, which are contrary to or inconsistent with this By-law, are hereby repealed.

**Read** a first and second time this ~~22<sup>nd</sup> day of November 2024~~15<sup>th</sup> day of May 2025.

**Read** a third time and passed this ~~22<sup>nd</sup> day of November 2024~~15<sup>th</sup> day of May.

---

Gerry Lichty, Mayor

---

Tara Mieske, Clerk

## Schedule 'A' General

### 1. Administration

Fees may be paid by Credit Card with the third-party processing fee paid by the Township

#### **a. Photocopies – Black and White (per page)**

- Letter \$0.25
- Legal \$0.30
- Ledger \$0.50
- Waterproof Paper \$1.00

#### **b. Photocopies – Coloured (per page)**

- Letter \$0.50
- Legal \$0.60
- Ledger \$1.00
- Waterproof Paper \$2.00

#### **c. Fax (per page)**

- Incoming (per page copy fee only) \$0.25
- Outgoing (local area or toll free - where no long distance charge apply) \$1.00
- Outgoing (Ontario/Canada - where long distance charges apply - \$0.50 per page after first page) \$1.75
- Outgoing (USA/ Overseas/ International - \$0.50 per page after first page) \$2.00

#### **d. Mapping (per page)**

- Small Maps - 8.5" x 11" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$1.00
- Medium Maps - 11" x 17" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$2.00
- Township Street Atlas (North Frontenac Portion of County Atlas) - printed and bound in a duo-tang, colour (requires advance notice) is \$12.00
- The Township will work with outside agencies (Bell 911, Public Health Unit, MNR etc.) by referring them to [www.frontenacmaps.ca](http://www.frontenacmaps.ca) and providing any necessary mapping materials free of charge.

#### **e. Records Searches and Enquires**

- Archived File Retrieval (minor searches lasting less than one hour) is no charge
- Archived File Retrieval (complex searches lasting longer than one hour, then charged per hour after the first hour) is \$30.00 per hour.

#### **f. Treasury / Misc.**

- Dishonoured Cheques \$35.00
- Tax Certificate \$40.00
- Tax Certificate (if required with less than 48 hours' notice provided) \$80.00
- Tax Sale Registration Administration Fee \$350.00
- Extension Agreement \$200.00
- Tax Sale Packages no charge
- Copy of Audited Financial Statements, Approved Budget and or Agendas and or Approved Minutes (electronic version available on Township website) no charge
- Building Report Letters \$40.00
- Building Report Letters (if required with less than 48 hours' notice provided) \$80.00
- Other Misc. Letter Preparation as requested by Property Owner \$25.00
- Laminating (per page) \$3.00

#### **g. Commissioner of Oaths (Certified Copy)**

\$25.00 per Document

### **2. Merchandise**

#### **a. Merchandise**

- Township of North Frontenac Hats \$8.85

#### **b. Township Branded Merchandise**

- All Products will be sold at Cost + Consignment as determined by the CAO, in consultation with the Treasurer

### **3. Sign Sponsorship Program Fee**

#### **a. Fees for Scenic Route and Historic Loop Signs**

- Sign Sponsorship Program Fee - \$120.00 per stop and/or sign

Signs will be displayed for a minimum of three (3) years with the Township replacing any lost or damaged sign during this period.

#### **4. Kennel Licence and Dog Tags**

##### **a. Kennels**

- Kennel License (for persons owning 4 or more dogs; plus dog tag fee for each dog) \$30.00

##### **b. Dog Tags**

- Dog Tags – between January 1<sup>st</sup> and March 31<sup>st</sup> \$15.00
- Dog Tags – after March 31<sup>st</sup> \$25.00
- Lifetime Dog Tag \$100.00
- Replacement Tag \$7.50
- Pound Fee for impounded dog \$100.00 (Levied to the owner of any animal picked up and taken to the Humane Society by the Animal Control Officer. These fees are payable at the Humane Society upon the owner claiming such animal and made payable to the Township of North Frontenac)

#### **5. Electric Vehicle Charger**

##### **a. Electric Vehicle Charger**

Price set by Manager of Community Development, in consultation with the CAO and Treasurer

## Schedule 'B' Waste Management

Fees may be paid by Credit Card with the third-party processing fee paid by the Township

### **1. Landfill Tipping Fees**

- Single Bag Tag \$2.00 each
  - Waste Volume Fee \$20.00 / cubic yard
- Includes household and commercial construction/demolition waste and shingles. Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- Brush and Yard Waste \$10.00 / cubic yard
- Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- Box Spring or Mattress \$20.00 each
  - Chair \$10.00 each
  - Sofa \$20.00 each
  - Sofa Bed \$30.00 each
  - Carpet
    - small = up to 50 square feet \$5.00
    - medium = 51 to 144 sq ft \$15.00
    - large = over 144 square feet \$25.00
  - Carpet Tile \$0.25 each
  - Tent \$4.00 each
  - Plastic Lawn Chair/ Misc. Plastic \$4.00 each
  - Insulated Cooler \$6.00 each
  - Miscellaneous Waste per Bag (Bulky Item Bin) \$4.00 each
  - Rigid Plastic \$4.00 each
  - Boat Tarp / Shrink Wrap \$10.00 each
  - Artificial Christmas Tree \$10.00 each
  - White Goods (Appliances containing "Freon" or any Ozone depleting refrigerant – Refrigerators, Freezers, Air Conditioners etc).
- Fee Exempt if Freon has been removed by a Qualified Person.  
Unit must be properly tagged to qualify. \$30.00 each

### **2. Bag Tag Fees**

Bag or other acceptable container of waste equivalent to one standard 26"X36" garbage bag.

Oversized bags or other acceptable equivalent container of waste shall require additional tags or fee as may be determined by the Waste Site Attendant or Official based on the volume.

## **Schedule 'C' – Licences**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Recreational Vehicle(s)**

- a. Annual License Fee as per provisions set out the Recreational Vehicle By-law
  - Fee – \$300.00 (\$25.00 per month)
- b. Application Fee (non-refundable deposit) – Review Application, Initial Location Inspection and Placement Inspection
  - Fee – \$80.00
- c. Removal Inspection
  - Fee – \$40.00
- d. Administrative Fee for Recreational Vehicle Placed without a Licence
  - Fee – \$300.00
- e. Stored Recreational Vehicle (as defined in the Recreational Vehicle Licence By-law)
  - Fee – No Charge

### **2. Refreshment Vehicle**

- a. Application
  - Fee – \$150.00 (Non-refundable)
- b. Annual Administration
  - Fee – \$150.00
- c. Removal of Refreshment Vehicle
  - Fee – \$40.00

### **3. Shipping Container**

- a. Administrative/Licence for a Shipping Container 15 square metres or less
  - No Fee
- b. Administrative/ Licence for a Shipping Container exceeding 15 square metres
  - Fee – \$150.00
- c. Administrative/ Licence for a Shipping Container placed without a Licence
  - Fee – \$300.00

## **Schedule 'D' – Fire**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Fees for Services**

- a. Providing inspection reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- b. Providing fire reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- c. Performing special inspection requests (i.e. property resale, mortgage renewal for residential type buildings)
  - Fee for Service – \$60.00 per hour
- d. Inspection of private Home Day Care facilities or Group Homes with 3 or fewer residents
  - Fee for Service – No Charge
- e. Inspection of Group Homes with more than 3 residents
  - Fee for Service – No Charge
- f. Requested inspections for premises or buildings not mentioned elsewhere
  - Single occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
  - Multiple occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
- g. Two unit residential inspection for compliance with Section 9.8 of the Fire Code,
  - Fee for Service – \$60.00 per hour
- h. Institutional inspection
  - Fee for Service – \$60.00 per hour
- i. Residential inspection for compliance with Section 9.5 of the Fire Code
  - Fee for Service – \$60.00 per hour
- j. Liquor Licensing requests for:
  - Patios:
    - Fee for Service – \$60.00 per hour if inspection is required  
\$25.00 if no inspection is required
  - Special Occasions:
    - Fee for Service – \$60.00 per hour if inspection is required  
\$25.00 if no inspection is required
  - Premises:
    - Fee for Service – \$60.00 per hour if inspection is required  
\$25.00 if no inspection is required
- k. Motor Vehicle Incidents – Responding to and providing vehicle fire extinguishment and extrication services to owners and or drivers (Provincial Highways)
  - Fee for Service – Processed through the Ministry of Transportation Fire Response Criteria

- l. Motor Vehicle Incidents – For emergency response, collision, or motor vehicle fire on any property owned by or within the Municipality of North Frontenac, including Secondary Roads and Private Lanes, and provides firefighting, emergency service or other essential equipment
  - Fee for Service – Based on the Ministry of Transportation, Fire Response Criteria, for non-resident and/or residents of the Municipality
- m. Fire Services for extinguishing fires set by persons for the purposes of burning grass, brush, rubbish or other such material or burning in barrels, drums, or wild land/forest fires etc.
  - Fee for Service – Per North Frontenac’s Current Burning By-law
- n. Specialized equipment and/or resources to control or minimize loss (not provided by fire department)
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- o. Clean-up of spills as defined in the Environmental Protection Act, Part X, as amended
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- p. Equipment required to take down or make safe a scene for investigation or overhaul (not owned by Fire Department)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- q. Demolish, clean-up and make safe after a fire (if not completed by property owner)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- r. Where there have been more than 3 false fire alarms and or faulty equipment or more than 2 nuisance calls in a twelve month period to the same address
  - Fee for Service – \$100.00 per truck per response
- s. Administration Fee
  - Fee for Service – \$50.00

**Note:** Vehicle and firefighter hours to include refurbish of vehicles and equipment readied for the next incident or response.

## **2. Criteria for Exemption or Reduction of Fees for Services**

- a. Non-Profit Organizations and Non-Profit Events
  - Fee – No Charge

## **3. Respecting fees associated with Fire Department responses for Outdoor Fires**

- a. Pumper
  - Rate per hour – \$300.00
- b. Tanker
  - Rate per hour – \$300.00

- c. Wild Land (Pickup Truck)
  - Rate per hour – \$250.00
- d. Squad
  - Rate per hour – \$250.00
- e. Off Road Vehicles (ATV, Boat, etc.)
  - Rate per hour – \$100.00
- f. Fire Fighter
  - Rate per Firefighter per hour – \$25.00
- g. Site Inspection
  - Rate – \$30.00
- h. Investigation
  - Rate per hour – \$30.00

## **Schedule 'E' – Planning**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Pre-Application Consultation**

- a. Official Plan Amendments, Zoning By-Law Amendments, Site Plan Control, Plan of Subdivision, Plan of Condominium - \$300.00
- b. All other types of Planning Applications - \$100.00

### **2. Official Plan**

- a. Official Plan Amendment (OPA) - \$2,000.00
  - Deposit for OPA Application - \$2,000.00

### **3. Zoning Amendment**

- a. Zoning By-law Amendment (ZBA) - \$1,500.00
  - Deposit for ZBA Application - \$1,000.00
- b. ZBA Application as a condition of a consent - \$750.00
- c. Removal of Holding (H) Symbol - \$700.00
- b. Temporary Use By-law - \$1,200.00

### **4. Minor Variance/Request for Permission**

- a. Standard Applications (Minor Variance/Request for Permission) - \$1,200.00
- b. Accessory uses to a principal use on non-waterfront properties - \$700.00
- c. Minor variance application in combination with a consent application - \$700.00

### **5. Consents**

- a. Severance to Create a New Lot - \$1,200.00
- b. Lot Addition or Easement - \$750.00
- c. Amendments to Conditions - \$300.00
- d. Right-of-Way/Easement application submitted concurrently with Application for New Lot - \$250
- c. Cancellation of Consent - \$350.00
- d. Validation of Title - \$700.00

### **6. Plan of Subdivision**

- a. 1 to 20 units - \$2,500.00
  - Deposit to Township - \$3,000.00
- b. Greater than 20 units - \$3,500.00
  - Deposit to Township - \$5,000.00
- c. Amendment to conditions following draft plan approval - \$700.00
- d. Draft Plan Approval Extension – \$500.00
- e. Final Plan of Subdivision/Condominium: Clearance of Conditions - \$1,000.00

## **7. Deeming By-law/Part Lot Control**

- a. Deeming By-law (Application Fee) - \$400.00
- b. Registration of Deeming By-law – Legal Fees to be charged to Applicant
- c. Part Lot Control By-law - \$700.00

## **8. Site Plan Control**

- a. Minor Application (developments equal to or less than 200 square metres in area) - \$1,500.00
  - Deposit - \$1,000.00
- b. Major Application (developments greater than 200 square metres in area) - \$2,500.00
  - Deposit - \$2,000.00
- c. Amendment to Site Plan Control Agreement - \$1,200.00
- d. Modification: Amending agreement not required - \$1,000.00
- e. Request for Security Reduction/Release - \$400.00

## **9. Other Planning and Administrative Items**

- a. Public Notices
  - Notice to Cancel a Public Meeting - \$100.00
  - Recirculation of Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) - \$100.00
- b. Development Agreement (includes registration) - \$700.00
- c. Minimum Distance Separation (MDS)
  - Calculation - \$200.00
  - Re-calculation - \$100.00
- d. Zoning Compliance Review
  - Formal Letter (3-5 Business Days) \$120.00
  - Formal Letter (2 Business Days or less) \$240.00
- e. Zoning Clearance Certificate - \$80.00
- f. Review by Planner (outside a formal application) - \$120.00/hour
- g. Archive/File Search Fee - As per the Fees and Charges By-Law

## **10. Site Inspections**

- a. Chief Building Official - As per the Fees and Charges By-Law
- b. Public Works - \$60.00 per visit
- c. Director of Emergency Services/Fire Chief - As per the Fees and Charges By-Law

## **Schedule 'F' – Disposition and Use of Township Land**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Disposition of Township Land**

- a. Administrative Fee (Non-Refundable)
  - Fee – \$1,200 + applicable taxes
- b. Application Re-activation (after the passing of the By-law)
  - Fee – \$250 + applicable taxes
- c. Land Costs for Shore Road Allowance
  - Fee – \$0.55 per square foot
- d. Land Costs for Concession, Lot, Reserve, Forced Road Application (not leading to water)
  - Fee – \$0.55 per square foot
- e. Land Costs for Concession, Lot, Reserve, Forced Road Application (leading to water)
  - Fee – \$0.55 per square foot

### **2. Use of Township Land**

- a. Licence Agreement Application - \$300
- b. Annual Administrative Fee - \$150

## **Schedule 'G –Public Works**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

### **1. Roadside Ditch Alteration**

- a. Permit
  - a. Fee – \$100.00 plus Security Deposit of \$500.00

### **2. Civic Address Signs**

- a. Purchase and installation of civic address number sign
  - Fee – \$100.00
- b. Purchase of civic address number sign and post only (water access and island properties – installation is the responsibility of the owner)
  - Fee – \$75.00
- c. Additional special civic sign installation charge (in the event drilling of rock is required to facilitate the installation of the sign as determined by the Public Works Manager)
  - Fee – \$100.00
- d. Purchase of replacement civic address number sign and post
  - Fee – \$40.00

### **3. Private Lane Name Signs**

- a. Purchase and installation of Private Lane Name sign and post installed (new or amended lane names, or replacement sign)
  - Fee – \$400.00

### **4. Construction of Entrances**

- a. Entrance Permit
  - Fee – \$70.00

### **5. Use of Township Equipment**

- a. Township Equipment and Vehicles – In Accordance with Ministry of Transportation Rates
- b. Township Employees – \$35.00 per hour

## **Schedule 'H' – Parks, Recreation and Facilities**

### **Crown Land Stewardship Program**

**Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

#### **1. Campsite**

- a. Campsite per night \$25.00
- b. Non-Profit Group\* Camping per night \$17.50

Plus \$3.00 Booking-Administrative Fee

#### **2. Road Pass**

- a. Daily \$9.50
- b. Weekly Road Pass \$22.50
- c. Resident – Seasonal Road Pass \$22.50
- d. Non-Resident – Seasonal Road Pass \$45.00
- e. Not for Profit Group\* Daily Road Pass \$8.75
- f. Fundraising and or Organized Events Daily Road Pass \$8.75

Plus \$3.00 Booking-Administrative Fee

\*Eligibility of Not for Profit groups to be determined by the Manager of Community Development in consultation with Chief Administrative Officer.

### **Community Halls and Council Chambers Rentals**

**Fees and Fines may be paid by Credit Card with the third-party processing fee paid by the Township**

#### **3. Community Hall**

- a. Full Day w/ liquor \$160.00 + \$100.00 refundable deposit
- b. Full Day w/o liquor \$80.00 Half Day (< 6 hrs) - \$45.00
- c. Local Community Groups (> 4hrs) & Church Groups \$15.00
- d. Community Hall Committee Meetings - No Charge
- e. Funeral Receptions/Lunches – Donation

#### **4. Council Chambers**

- a. Community Groups Half Day (4 to 6 hours)
  - Fee – \$35.00
- b. Community Groups (4 hours or less)
  - Fee – \$15.00
- c. Church Groups
  - Fee – Donation
- d. Civic Marriage Ceremony
  - Fee – No Charge

**Additional Security Deposits at any or all events may be required at the discretion of the Township Representative**

## **Schedule 'I' – Building and Septic**

### **Fees may be paid by Credit Card with the third-party processing fee paid by the Individual**

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

#### **1. Permit Fee Schedule**

- a. Class of Permit – Non- Refundable Application/Plan Review
  - Permit Fee \$80.00.
  - Additional Fee for water access and remote properties (Not Applicable)
- b. Class of Permit – Building Permit (All Structures) Groups A, B, C, D, E or F.
  - Permit Fee \$14.00 to \$1,000.00 Construction Value – Construction Value based on Statistics Canada. Note: There is a minimum fee of \$180.00 for all structures.
  - Additional Fee for water access and remote properties \$300.00 (Builds more than \$30,000.00 and \$150.00 (Builds \$30,000.00 or less)
- c. Class of Permit – On-site Sewage Systems
  - Construction or alteration of a Class 2, 3, 4, or 5 sewage system other than a Class A sewage system - \$978.00 per sewage system
  - Construction or alteration of a Class A sewage system. (Class A system represents flows greater than 4500 litres) - \$1080 fee per sewage system
  - Installation or replacement of septic tank only - \$772.00 per sewage system
- d. Class of Permit – Other (flat fee only):
  - Plumbing Permit \$180.00
  - Change of Use, Renewal, Moving \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Wood Stoves and or Fuel burning appliances \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Pool \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Retaining Wall \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - All signs (per sign basis) \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Change of ownership and or transfer of permit \$180.00
    - Additional Fee for water access and remote properties \$150.00
- e. Class of Permit – Building Without a Permit Penalty Surcharge. The Chief Building Official is authorized to act on behalf of the Township of North Frontenac to charge a Building without a Permit Fee. This fee will be payable by person starting a construction project, which require a Building Permit, without first obtaining a Building Permit.

- Permit Fee – 100% of the Building Permit Fee, with a maximum charge of \$5,000 plus cost if exceeds the maximum.
  - Additional Fee for water access and remote properties is not applicable.
- f. Not ready for Inspection \$180.00
- g. Class of Permit – Group “C” Residential Demolitions – All or Part of a building
- Permit Fee \$180.00
  - Additional Fee for water access and remote properties \$150.00
- h. Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building.
- Permit Fee \$180.00
  - Additional Fee for water access and remote properties \$150.00
- i. Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building
- Permit Fee \$600.00
  - Additional Fee for water access and remote properties \$150.00
- j. Class of Permit – Additional Inspection Fee per the Building By-law
- Permit Fee \$100.00 per inspection
  - Additional Fee for water access and remote properties \$60.00 per inspection.

## 2. Occupancy Class

- Group A Occupancy – Assembly Occupancy
- Group B Occupancy – Care or Detention Occupancy
- Group C Occupancy – Residential Occupancy
- Group D Occupancy – Business and Personal Services Occupancy
- Group E Occupancy – Mercantile Occupancy
- Group F Occupancy – Industrial Occupancy

## 3. Discounts

All Registered Charities in the Township of North Frontenac shall receive a 25% discount on all applicable building permit fees effective as of the date of passage of the Building By-law.

## 4. Classes of Permits

The following classification of permits shall apply in the Township of North Frontenac:

- a. Construction (Building) Permit: this permit applies to most forms of construction including new construction, repairs, renovation, under Parts 2, 3, 4, 7, 8, 9 and 11, respectively of the Building Code for Group A-F Occupancies and includes plumbing and farm buildings, moving buildings and signs governed under Section 3.14 of the Building Code.

- b. Demolition Permit: this permit applies to govern the type and method of demolition under the Building Code. The applicant for a demolition permit is required to retain a professional engineer to undertake a general review of the project during demolition if the building meets certain criteria as outlined in Article 2.3.2.3 of the building Code.
- c. Conditional Permit: this permit may be issued in the discretion of the chief building official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirements of clauses 8(3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.
- d. On-site Sewage System Permit: This permit applies to On-site Sewage System in Class 2, 3, 4, or 5 and Class A.
- e. Change of Use Permit: this class of permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2(1) of the Building Code) even though no construction may be proposed.
- f. Partial Permit: this class of permit may be issued to expedite construction because of weather conditions, financing or other legitimate reasons.

## 5. Refunds

~~a. —Where a permit has been issued pursuant to this By-law and the applicable fees have been paid, fees may be refunded based on the following formula:~~

- a. Where building permit has been issued but construction has not started:
  - 50% of the Building Fees if request is within 3 years of permit being issued
  - No refund if request is received 3 years after permit being issued
- ~~• 80% where the application is withdrawn or only administrative functions have been performed;~~
- ~~• 60% where plan review and applicable law compliance has been completed or the permit has been issued and the application is withdrawn or construction does not commence;~~
- ~~• 0% for permits or inspections valued at \$100 or less.~~

## Schedule 'J' - Cemeteries

Fees may be paid by Credit Card with the third party processing fee paid by the Individual

### 1. Tariff of Fees – Plots

a. **Lot**

- Interment Rights ~~\$175.00~~ \$500.00
- Care and Maintenance ~~\$290.00~~ 333.34
- Fee ~~\$465.00~~ 833.34 plus HST ~~\$60.45~~ 108.33, Total ~~\$525.45~~ \$941.67

b. **Cremation Lot**

- Interment Rights ~~\$84.00~~ \$250.00
- Care and Maintenance \$175.00
- Fee ~~\$259.00~~ \$425.00 plus HST ~~\$33.67~~ \$55.25 Total ~~\$292.67~~ \$480.25

c. **Lot (non-Resident)**

- Interment Rights ~~\$240.00~~ \$600.00
- Care and Maintenance ~~\$290.00~~ 400.00
- Fee ~~\$530.00~~ \$1000.00 plus HST ~~\$68.90~~ \$130.00, Total ~~\$598.90~~ \$1,130.00

d. **Cremation Lot (non-Resident)**

- Interment Rights ~~\$147.00~~ \$300.00
- Care and Maintenance ~~\$175.00~~ 200.00
- Fee ~~\$322.00~~ \$500.00 plus HST ~~\$41.86~~ \$65.00, Total ~~\$363.86~~ \$565.00

e. **Repurchase Plot**

- Administration Fee ~~\$50.00~~ \$100.00, HST ~~\$6.50~~ \$13.00, Total ~~\$56.50~~ \$113.00

f. **Transfer (no sales allowed)**

- Administration Fee ~~\$50.00~~ \$100.00, HST ~~\$6.50~~ \$13.00, Total ~~\$56.50~~ \$113.00

g. Mark a Plot or Monument

- Administrative Fee \$100, HST \$13.00, Total \$113.00

### 2. Marker and or Monument

a. **Flat Marker** Less than 173 square inches

- Care and Maintenance is \$0.00

b. **Flat Marker** Greater than 173 square inches

- Care and Maintenance is \$100.00, HST \$13.00, Total \$113.00

c. **Upright Monument** Less than 4 feet in height or length

- Care and Maintenance is \$200.00, HST \$26.00, Total \$226.00

d. **Upright Monument** Greater than 4 feet in height or length

- Care and Maintenance is \$400.00, HST \$52.00, Total \$452.00

### 3. Fees for Interment and or Disinterment

As Set out in the Contract for Interments, as amended from time to time.



**Resolution of the Regular Council  
of the Corporation of the Township of North Frontenac**

**Date:** November 22, 2024

**Resolution # 393-24**

**Moved By:**  
Councillor Stephanie Regent

**Seconded By:**  
Councillor Wayne Good

**Be It Resolved That** Council receives for information the Manager of Community Development's Administrative Report entitled "Electric Vehicle Charging Stations - Update";

**And That** Council approves the sole sourcing of the Electric Vehicle Charging Station installation and project management by Envari.

**Carried**

Mayor



**Resolution of the Regular Council  
of the Corporation of the Township of North Frontenac**

**Date:** March 14, 2025

**Resolution # 87-25**

**Moved By:**  
Councillor Vernon Hermer

**Seconded By:**  
Councillor Roy Huetl

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed By-law to Regulate and Govern the Operation of Cemeteries";

**And That** Council approves the draft Cemetery By-law;

**And That** Council instructs the Clerk to prepare the required public notice;

**And That** if public comments are received, the Clerk shall provide them to Council; and if no public comments are received, the By-law shall be provided to the Bereavement Authority of Ontario for consideration;

**And That** Council approves in principle the proposed fees (excluding care and maintenance) as follows:

- Plot (resident) - \$500
- Cremation Lot (resident) - \$250
- Lot (non resident) - \$600
- Cremation Lot (non-resident) \$300
- Repurchase Plot Administration Fee \$100
- Transfer Administration Fee \$100
- Mark a Plot or Monument \$100;

**And That** Council instructs the Clerk to schedule a Public Meeting for Council to receive any public comments on the proposed fees; and consider adopting an amended Fees and Charges By-law - Cemetery Schedule.

**Carried**

Mayor



**Resolution of the Regular Council  
of the Corporation of the Township of North Frontenac**

**Date:** April 4, 2025

**Resolution # 111-25**

**Moved By:**  
Councillor Stephanie Regent

**Seconded By:**  
Councillor Roy Huetl

**Be It Resolved That Council** receives for information the Chief Building Official's report entitled "Proposed Changes to Building Permit Fee Refunds" for information purposes;  
**And That** Council instructs the Clerk/Planning Manager to include the proposed refund changes for the next Public Meeting to revise the Fees & Charges Bylaw.

**Carried**

Mayor