



THE CORPORATION OF THE TOWN OF ERIN Office Consolidation

By-Law #19 – 60

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

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 Pat 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 That By-law 17-63 be repealed and replaced with this By-law.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

Mayor, Allan Ails

Original Signed

Clerk, Lisa Campion

Schedule "A"

By-Law 19-60

Types of Services	Fees
Commissioner of Oath	
Certification of true copy	\$10.00
Commissioning Signatures on Documents	\$20.00
Administering Oaths/Affidavits	\$10.00
Paper Copies	
Full year Council Agendas	\$300.00
Single Council Agenda per page charge	\$0.30
per page copy charge for all other documents	\$0.30
Civil Marriage	
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
Licensing	
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)
Canine Control	
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
Taxation	
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	Per legislation
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**

Building Permit Fee Schedule

1. Permit fees will be charged as outlined in Table 1.
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.
3. 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 600m² where submitted plans for the new building include these details.
4. Post approval revisions, equivalent, inspections outside of normal working hours that are authorized by the Chief Building Official and inspections to clear deficient permits will be charged at the rate of \$75.00
5. Permit extensions will be charged \$75.00
6. Where work or construction is carried out or commenced prior to permit issuance, the municipality shall be compensated for the additional expenditures required because of the unlawful commencement of the work. The minimum fee charged shall be 100% of the required fee based on the entire work to be performed and exclusive of any part into which the application for permit may be subdivided.
7. Inspections performed outside the Town of Erin (ie. Buildings to be moved to the Town of Erin), will be charged \$75.00/hour, plus the current Town of Erin mileage rate, OR, the inspection may be done by the municipality where the building is located and a copy forwarded to the Town of Erin.

Table 1

Class of Permit, Occupancy Classification	\$ per ft ²	\$ per m ²
Minimum fee (unless noted otherwise)		
a) Residential projects - detached house, semi-detached house or row house containing not more than two dwelling units:	Min fee:	\$200.00
b) All other buildings not described in (a):	Min fee:	\$750.00
c) Survey Review and site inspection fee		\$500

A. Construction: New Buildings; Additions to Buildings; Alterations; Unit Finish		
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Group A: Assembly	\$ per ft2	\$ per m2
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$1.00	\$10.76
	Min fee:	\$2,500.00
Additions	\$0.80	\$8.61
	Min fee:	\$2,000.00
Alteration, renovation, interior finish, unit finish/fit-up	\$0.30	\$3.23
	Min fee:	\$750.00
Group B: Institutional	\$ per ft2	\$ per m2
New hospital, institutional buildings, detention, care and treatment	\$1.00	\$10.76
	Min fee:	\$2,500
Additions	\$0.80	\$8.61
	Min fee:	\$2,000
Alteration, renovation, interior finish, unit finish	\$0.80	\$8.61
	Min fee:	\$750.00
Group C: Residential	\$ per ft2	\$ per m2
New detached, semi-detached, townhouses, row-houses, duplexes, live/work units containing not more than two (2) dwelling units.	\$0.88	\$9.47
	Min fee:	\$2,200.00
New motels, hotels and all other multi-unit residential occupancies	\$0.88	\$9.47
	Min fee:	\$2,200.00
Addition, alteration, renovation	\$0.78	\$8.39
Finish basement within single family dwelling	\$0.78	\$8.39

Class of Permit, Occupancy Classification	\$ per ft2	\$ per m2
New secondary dwelling unit - within existing house or building	\$0.78	\$8.39
Mobile home; garden suite	Flat fee:	\$750.00

Group D: Business and Personal Services	\$ per ft2	\$ per m2
New building - shell only	\$1.00	\$10.76
	Min fee:	\$2,500.00
Additions	\$0.80	\$8.61
	Min fee:	\$2,000.00
Alteration, renovation, interior finish, unit finish	\$0.80	\$8.61
	Min fee:	\$750.00

Group E: Mercantile	\$ per ft2	\$ per m2
New building- Shell only	\$1.00	\$10.76
	Min fee: \$2,500.00	
Additions	\$0.80	\$8.61
	Min fee: \$2,000.00	
Alteration, renovation, interior finish, unit finish	\$0.80	\$8.61
	Min fee: \$750.00	

Group F: Industrial	\$ per ft2	\$ per m2
New building- shell only	\$1.00	\$10.76
	Min fee: \$2,500.00	
Additions	\$0.80	\$8.61
	Min fee: \$2,000.00	
Alterations, renovations, interior finish, unit finish	\$0.80	\$8.61
	Min fee: \$750.00	
Parking garage	\$0.30	\$3.23

B. Demolition		
Buildings up to 600 m2 (6,500 ft2) or up to three (3) storeys	Flat fee:	\$200.00
Buildings greater than 600 m2 (6,500 ft2) or greater than three (3) storeys	Flat fee:	\$1,300.00

C. Designated Structures (OBC Div. C, Article 1.3.1.1.)		
Retaining walls- residential	Flat fee:	\$200.00
Retaining walls- non- residential	Flat fee:	\$750.00
Pedestrian bridge appurtenant to a building	Flat fee:	\$750.00
Crane runway	Flat fee:	\$750.00
Exterior storage tank not regulated by the TSSA	Flat fee:	\$750.00
Signs regulated by Section 3.15 of Division B of the Building Code	Flat fee:	\$750.00
Solar collector greater than 5m2 (54 ft2) mounted on a building greater than 600 m2 (6,500 ft2) or greater than three (3) storeys	Flat fee:	\$200.00
Wind turbine structure	Flat fee:	\$750.00
Dish antenna greater than 5m2 (54 ft2) mounted on a building	Flat fee:	\$750.00
Outdoor public pool or public spa	Flat fee:	\$750.00
Permanent solid nutrient storage facility with walls exceeding 1m (3'-4")	Flat fee:	\$750.00

D. Farm Buildings	\$per ft2	\$ per m2
New construction- up to 232 m2 (2500 ft2)	Flat fee	\$750.00
New construction- greater than 232 m2 (2500 ft2)	\$0.68	\$7.32
New construction- riding arena	\$0.30	\$3.23
Additions, alterations	\$0.30	\$3.23

Class of Permit, Occupancy Classification		
E. Septic Systems		
New system; Part 9 - residential buildings	Flat fee:	\$500.00
Tank or bed replacement; Part 9 - residential buildings	Flat fee:	\$200.00
New system; Part 3 & Part 9 other than residential	Flat fee:	\$750.00
Tank or bed replacement ; Part 3 & Part 9 other than residential	Flat fee:	\$500.00
Alterations, repairs or extensions	Flat fee:	\$200.00
Septic system evaluation; Sewage System Maintenance Inspection Program	Flat fee:	\$200.00

F. Standalone and Miscellaneous Work		
Residential houses - up to 600 m2 (6,500 ft2) or up to three (3) storeys		
Accessory structure - shed, gazebo, detached garage up to 300 ft2 (28m2)	Flat fee:	\$200.00
Accessory structure - shed, gazebo, detached garage over 300 ft2 (28m2)	\$0.30	\$3.23
Carport, deck, porch, porch enclosure	Flat fee:	\$200.00
Below grade entrance	Flat fee:	\$200.00
New or enlarged opening - door, window	Flat fee:	\$200.00
Fireplace - wood burning	Flat fee:	\$200.00
Permit for heating, ventilating and air conditioning (per suite)	Flat fee:	\$200.00
Plumbing	Flat fee:	\$200.00
All non-residential and residential greater than 600 m2 (6,500 ft2) or more than three (3) storeys		
Temporary buildings, tents	Flat fee:	\$200.00
School portable classrooms	Flat fee:	\$750.00
Balcony repair	Flat fee:	\$750.00
Electromagnetic locking devices	Flat fee:	\$750.00
Fire alarm installation or replacement	Flat fee:	\$750.00
Shoring	Flat fee:	\$750.00
Sprinkler system; stand pipe and/or hose system; fire suppression system installation or replacement	Flat fee:	\$750.00
Emergency lighting; exit signage; emergency power installation or replacement	Flat fee:	\$750.00
New or enlarged opening - door, window	\$40.00 per opening	
	Min fee:	\$200.00
Window replacement in existing opening - Part 3 buildings	\$40.00 per opening	
	Min fee:	\$200.00
Permit for heating, ventilating and air conditioning (per suite)	Flat fee:	\$750.00
Plumbing fixtures	\$40.00 per fixture	
	Min fee:	\$200.00

G. Administrative Fees	
Revision to permit and/or plans or documents after permit issued	Flat fee: \$75.00
Re-inspection due to work not ready	Flat fee: \$75.00
Deferral of revocation of permit - permit extension	Flat fee: \$75.00
Construction activity report	Flat fee: \$75.00
Change of use - where no construction is required	Flat fee: \$200.00
Transfer of permit	Flat fee: \$75.00
Conditional building permit	20% of permit fee
Alternative solution - Part 9 residential buildings	Flat fee: \$200.00
Alternative solution - Part 3 & Part 9 other than residential	Flat fee: \$750.00
Builder model plan review and certification prior to permit application	Flat fee: \$500.00
Builder model change fee	Flat fee: \$75.00
Compliance letter; zoning information letter	Flat fee: \$75.00

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

Amended by
By-law 20-44