

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. BL-2025-50

Being a By-law to consolidate and regulate payment of various fees and charges within the Township of Cramahe.

WHEREAS Section 391 of *the Municipal Act, 2001 S.O. 2001, c.25* allows a municipality or local board to pass by-laws imposing fees or charges on any class of persons for services or activities provide 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 board; and for the use of its property including property under its control; and

WHEREAS Section 69 of *the Planning Act, R.S.O. 1990*, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS Section 7 of *the Building Code Act, S.O. 1992*, as amended, authorizes a municipal Council to pass a by-law requiring the payment of fees on applications for issuance of permits and prescribing the amounts thereof; and

WHEREAS the Council of the Corporation of the Township of Cramahe deems it expedient to pass a consolidated by-law.

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Township of Cramahe hereby enacts as follows:

1. **THAT** this by-law shall be known as the 2025 Fees and Charges by-law; and
2. **THAT** Council hereby establishes the fees and charges as set out in Schedules "A" to "F", hereinafter referred to as "Schedules" of this By-Law; and
3. **THAT** the fees and charges set out in the Schedules shall apply to every request made to the Corporation of the Township of Cramahe, including but not limited to fees or charges for requests for documents, reports, letters and other information whether written, printed or electronically produced or stored or produced or stored in any other manner, searches, inspections, applications, permits, programs and the use of its facilities or properties, or for any other service or activity provided by the Municipality to any person or other authorized costs payable by the Municipality; and
4. **THAT** interest at the rate of 15.0% per annum (1.25 per month) shall be added to overdue accounts. The amount owing may be added by the Treasurer of the municipality to the tax roll for any property for which all the owners are responsible for paying the fees and charges; and
5. **THAT** should any provisions of the By-law, including any provision contained in one or more of the attached Schedules be determined by a court of competent jurisdiction to be invalid or void and of no force and effect, it is the stated intention of Council that such invalid provision shall be severable and the remainder of the By-law, including any applicable Schedule shall continue in full force and effect; and

6. **THAT** By-law 2022-25, including all schedules, amendments and appendices thereto is hereby repealed in its entirety and that any other by-law, or portion thereof, that is inconsistent with or contrary to the provisions of this by-law is hereby repealed or amended to the extent of such inconsistency; and
7. **THAT** this by-law shall be deemed to be in force and effect as of the date of its passing.

Read a first, second and third time and finally passed this 22nd day of July 2025.



Mandy Martin, Mayor



Holly Grant, Clerk

**SCHEDULE “A”
BY-LAW 2025-50
ADMINISTRATION**

LICENCING	
Dog Tag Fees January-February March – December Replacement Tag Dangerous Dog Animal Shelter Impound	 \$15.00 \$25.00 \$2.00 \$100.00 \$100.00
Kennel Licence Fees Class I (3-8 dogs) Class II (8+ dogs)	 \$100.00 \$100.00
Hawker Peddler (Annual Licence Fee)	\$240.00
Refreshment Vehicle (See Schedule “F” for fire Inspection Fees)	\$100.00
Wrecking Yard Licence	\$100.00
Outdoor Patio Licencing Permit (Annual)	\$100.00
Lottery Licences (All) Amendments to Particulars on Licence Extension of Expiry Date on Licence Approval for Lincences Issued by Province or Another Municipality Facsimile Transmission to or for Third Parties List of Break-Open Ticket Sales Locations and Organizations	 3% Prize Value \$25.00 \$25.00 \$25.00 \$5.00 \$10.00
FINANCE DEPARTMENT	
Tax Certificates	\$45.00
Returned Cheque Fee/ NSF	\$35.00
Photocopies (Per Page)	\$0.30
Faxes (Per Page)	\$2.00
Tax Bill Reprint	\$5.00
Tax Statement	\$5.00
Ownership Change Admin Fee	\$25.00
INFORMATION LETTERS	
Property Standards Compliance Letter	\$50.00
Enforced Property Standards Order	\$500.00
Freedom of Information Request	\$5.00 + Costs
All other Information Letters	\$50.00
CLERK’S DEPARTMENT COMMISSION OF OATHS	
NOTE: Commissioning of Oath services including commissioning of an affidavit by the Clerk or Deputy Clerk for documents in accordance with the Commissioner’s for Taking Affidavits Act.	
Residency Documentation (Per Document for Non-Resident and Business Entities)	\$5.00
Deeds (Per Document for Non-Resident and Business Entities)	\$5.00
Insurance Claims (Per Document for Non-Resident and Business Entities)	\$5.00
Pension Plan Documents (Per Document for Non-Resident and Business Entities)	\$5.00
Certified True Copies (Per Document for Non-Resident and Business Entities)	\$10.00
Birth and Death Registration Information Applications as Prescribed by Statute (Per Document for Non-Resident and Business Entities)	\$5.00
Ministry of Transportation Documents (Per Document)	\$15.00
MARRIAGE SERVICES	
NOTE: Marriage Services provided offsite will be subject to mileage costs.	
Marriage Licence	\$120.00
Rehearsal Fee Onsite Offsite	 \$30.00 \$30.00 + Costs

Ceremony Fees Onsite – Colborne Onsite – Castleton Offsite	 \$30.00 \$50.00 \$200.00 + Costs
Ceremony Cancellations More than 1 Months’ Notice Less than Month Notice Fail to Appear	 50% Refund No Refund No Refund
ROAD ALLOWANCE CLOSURE	
Non-Refundable Administration Fee	\$312.50
Non-Refundable Advertising Costs	\$1600.00
Legal Fee Deposit -Surplus refunded upon billing	\$700.00

SCHEDULE “B”
To By - Law 2025-50
PARKS, RECREATION AND FACILITIES

CASTLETON TOWN HALL RENTAL FEES	
Dance/ Events with LCBO Special Occasion Permit	\$176.99
Damage Deposit	\$100.00
Dance/Events with No Special Occasion Permit	\$88.50
Damage Deposit	\$50.00
CASTLETON TOWN HALL RENTAL FEES FOR LOCAL COMMUNITY GROUPS	
Dance/ Events with LCBO Special Occasion Permit	\$88.50
Damage Deposit	\$50.00
Dance/Events with No Special Occasion Permit	\$44.25
Damage Deposit	\$50.00
ROTARY HALL RENTAL FEES	
WEEKDAY RENTALS (MON-THURS 9AM TO 11PM AND FRIDAY 9AM TO 4PM)	
Half Hall (4hrs or less)	\$61.95
Full Hall (4hrs or less)	\$106.19
Half Hall (8hrs or less)	\$106.19
Full Hall (8hrs or less)	\$194.69
Local Service Group (Outside Standard Operating Hours) (4hr max)	\$70.80
Local Service Group (Standard Operating Hours) (4hr max)	\$46.46
Community Wellness Programs (2hr max)	\$26.55
Kitchen Rental (4hrs or less)	\$53.10
Kitchen Rental (8hrs or less)	\$97.35
ROTARY HALL RENTAL FEES	
WEEKEND RENTALS (FRIDAY AFTER 4PM TO SUNDAY 11PM)	
Half Hall (8hrs or less)	\$199.12
Full Hall (8hrs or less)	\$398.23
Local Service Groups 25% Subsidy of Applicable Rental Fee	25% subsidy
ADDITIONAL RENTALS AVAILABLE FOR ROTARY HALL AND ARENA DECK	
Tablecloths (white or black)	\$13.27/cloth
Table Skirts (white)	\$17.70/skirt
Video Projector	\$17.70/day
DVD/TV	\$17.70/day
Additional Staffing (Bartender)	\$25.00/hr
Half Peavy Sound System	\$132.74/day
Full Peavy Sound System	\$199.12/day
Small Black Risers	\$44.25/riser
Large Stage	\$619.47
Additional Staffing (Maintenance Staff)	\$35.00/hr
THE KEELER CENTRE ARENA DECK FEES (ICE OUT)	
Arena Deck Hourly Fee	\$66.37
Weekday Full Arena Deck Day Rental	\$530.97
Weekend Full Arena Deck Day Rental	\$884.96
Local Service Groups 25% Subsidy of Applicable Rental Fee	25% subsidy
KEELER CENTRE ARENA ICE FEES	
Local Minor (CCMHA)	\$119.47/hr
Outside Minor Organizations	\$132.74/hr
Prime Time (Mon. to Fri. after 4pm, Saturdays, Sundays)	\$154.87/hr
Non-Prime Time (Mon. to Fri. before 4pm)	\$88.50/hr

Tournaments 12 hours or Less - Set Price	\$1,238.94
Public Skating Sponsorship	\$119.47/hr
Stick & Puck	\$4.42
Public Skate, Senior Skate, Parents & Tots	\$2.65
TOWNSHIP OF CRAMAHE ADVERTISING FEES THE KEELER CENTRE	
4' x 8' Arena Wall - 1 Year Term	\$132.74
4' x 8' Arena Wall - 3 year term	353.98
4' x 8' Arena Wall Advertisement Creation Fee	\$400.00
3' x 8' Arena Boards - 1 Year Term	\$132.74
3' x 8' Arena Boards - 3 Year Term	353.98
3' x 8' Arena Boards Advertisement Creation Fee	\$500.00
In Ice Advertisement (Roughly 12' x 6')	\$500.00/Ice Season
In Ice Advertisement Textile Creation	\$500.00
TOWNSHIP OF CRAMAHE ADVERTISING FEES BALL FIELDS	
Outfield Fencing Advertising – 1 Year Term	\$132.74
Outfield Fencing Advertising – 3 Year Term	\$353.98 per term
BALL DIAMOND FIELD RENTAL FEES	
Games	\$26.55
Lights	\$13.27
Infield Lining	\$17.70
Tournament Rate per Diamond per Day	\$119.47/diamond
VICTORIA SQUARE	
Rental Fee	\$88.50
Rental Fee – Local Approved Community Group (50%)	\$44.25

***The Above Schedule “B” fees are subject to applicable taxes.

SCHEDULE "C"

To By-law 2025-50

PLANNING DEPARTMENT

CONSENT	
Application Fee	\$1,100.00
ZONING BY-LAW AMENDMENT	
Application Fee Standard (Residential)	\$1,500.00
Application Fee Standard (Commercial or Industrial)	\$1,700.00
Condition of Consent	\$1,400.00
Removal of Holding	\$500.00
MINOR VARIANCE	
Application Fee	\$800.00
SITE PLAN APPLICATION	
Agreement Application Fee	\$2000.00 + costs
Amendment Application Fee	\$1000.00 + costs
PLAN OF SUBDIVISION (+ Costs)	
Application Fee	\$3,750.00
Draft Extension/Revision/Redline	\$2,000.00
Clearance of Draft Conditions/Final Approval	\$2,000.00
Amendment of Conditions	\$2,000.00
OFFICIAL PLAN AMENDMENT	
Application Fee	\$3300.00 + costs
PARK LEVY	
Fee when a new buildable lot is created	\$1,100.00
MINISTER'S ZONING ORDER (MZO) - Per By-law 2022-53	
Review and Comments on a Minor Minister of Municipal Affairs and Housing MZO Application or Amendment	\$6,000.00
Review and Comments on a Major Minister of Municipal Affairs and Housing MZO Application or Amendment	\$8,000.00
Final Approval for Subdivisions	\$5,750.00
Final Approval for Commercial / Industrial Applications	\$3,000.00
Reactivation of a Previous MZO (After 3 Years of Inactivity)	\$2,000.00
Special Meeting of Council (Collected by the Clerks Department)	\$675.00
Tabling / Delay of Application	\$300.00
Green Initiative Funding - Replace Lost / Damaged Environmental Features in the Township Due to Development (Collected by the Parks and Recreation Department)	\$5,000.00
MISCELLANEOUS	
Pre-Consultation	\$100.00
Compliance/Clearance Letter	\$80.00
Transmission/Communication Tower	\$500.00
Copy of Official Plan (Printed)	\$100.00
Copy of Zoning By-law (Printed)	\$100.00

NOTE: If any costs are incurred by the Planning Agency for retaining external professionals (ie. Solicitors, hydro geologists, engineers) to assist in the commenting or processing of an application, the associated costs will be directed back to the applicant for full recovery.

SCHEDULE “D”
To By-law 2025-50
BUILDING DEPARTMENT

Permit Type	2021	2022	2023	2024	2025
Residential					
		5% increase	2 % increase	2 % increase	2 % increase
Group C - Residential (New)	\$1331/1200 sq.ft plus \$1.10/sq.ft > 1200sq.ft	\$1398/1200 sq.ft plus \$1.15/sq.ft > 1200sq.ft	\$1425/1200 sq.ft plus \$1.17/sq.ft > 1200 sq.ft	\$1454/1200 sq.ft plus \$1.19/sq.ft > 1200 sq.ft	\$1483/1200 sq.ft plus \$1.21/sq.ft > 1200 sq.ft
Group C - Multi Residential (New)	\$1331/1200 sq.ft plus \$1.10/sq.ft > 1200sq.ft	\$1398/1200 sq.ft plus \$1.15/sq.ft > 1200sq.ft	\$1425/1200 sq.ft plus \$1.17/sq.ft > 1200 sq.ft	\$1454/1200 sq.ft plus \$1.19/sq.ft > 1200 sq.ft	\$1483/1200 sq.ft plus \$1.21/sq.ft > 1200 sq.ft
Group C - Residential Major Alterations & Additions	\$1331/1200 sq.ft plus \$1.10/sq.ft > 1200sq.ft	\$1398/1200 sq.ft plus \$1.15/sq.ft > 1200sq.ft	\$1425/1200 sq.ft plus \$1.17/sq.ft > 1200 sq.ft	\$1454/1200 sq.ft plus \$1.19/sq.ft > 1200 sq.ft	\$1483/1200 sq.ft plus \$1.21/sq.ft > 1200 sq.ft
		50% increase	5% increase	5% increase	5% increase
Group C - Residential Minor Alterations & Additions < 300 sq.ft	\$200	\$300	\$315	\$330	\$345
		50% and 35% resp.	5% increase	5% increase	5% increase
Group C - Accessory Building/Garage/Sheed	\$200/300 sq.ft plus \$0.55/sq.ft >300sq.ft	\$300/300 sq.ft plus \$0.75/sq.ft > 300sq.ft	\$315/300 sq.ft plus \$0.80/sq.ft > 300 sq.ft	\$330/300 sq.ft plus \$0.85/sq.ft > 300 sq.ft	\$345/300 sq.ft plus \$0.90/sq.ft > 300 sq.ft
Decks / Porch / Carport	\$200/300 sq.ft plus \$0.55/sq.ft >300sq.ft	\$300/300 sq.ft plus \$0.75/sq.ft > 300sq.ft	\$315/300 sq.ft plus \$0.80/sq.ft > 300 sq.ft	\$330/300 sq.ft plus \$0.85/sq.ft > 300 sq.ft	\$345/300 sq.ft plus \$0.90/sq.ft > 300 sq.ft
Group C - Occupancy	N/A	\$200	\$200	\$200	\$200
Group C - Demolition	\$200	\$250	\$250	\$250	\$250
Industrial, Institutional, Commercial					
		10% Increase	5% Increase	5% Increase	5% Increase
Group A, B, D, E & F (New)	\$2000/2500 sq.ft plus \$0.55/sq.ft > 2500 sq.ft	\$2200/2500 sq.ft plus \$0.60/sq.ft > 2500 sq.ft	\$2310/2500 sq.ft plus \$0.65/sq.ft > 2500 sq.ft	\$2425/2500 sq.ft plus \$0.70/sq.ft > 2500 sq.ft	\$2546/2500 sq.ft plus \$0.75/sq.ft > 2500 sq.ft
Group A, B, D, E & F (Major Alterations and Additions)	\$2000/2500 sq.ft plus \$0.55/sq.ft > 2500 sq.ft	\$2200/2500 sq.ft plus \$0.60/sq.ft > 2500 sq.ft	\$2310/2500 sq.ft plus \$0.65/sq.ft > 2500 sq.ft	\$2425/2500 sq.ft plus \$0.70/sq.ft > 2500 sq.ft	\$2546/2500 sq.ft plus \$0.75/sq.ft > 2500 sq.ft
Group A, B, D, E & F (Minor Alterations)	\$500 < 500 sq.ft	\$550 < 500 sq.ft	\$575 < 500 sq.ft	\$605 < 500 sq.ft	\$635 < 500 sq.ft

Group A, B, D, E & F (Minor Alterations)		\$1000 / 500-1000sq.ft	\$1100 / 500-1000sq.ft	\$1155/ 500-1000sq.ft	\$1215 / 500-1000sq.ft	\$1275 / 500-1000sq.ft
Group A, B, D, E & F (Occupancy)		N/A	\$300	\$300	\$300	\$300
Group A, B, D, E & F (Demolition)		N/A	\$400	\$400	\$400	\$400
Agricultural						
		5% increase	2 % increase	2 % increase	2 % increase	
Agricultural	\$500/500 sq.ft plus \$0.15/sq.ft > 500 sq.ft	\$525/500 sq.ft plus \$0.15/sq.ft > 500 sq.ft	\$535/500 sq.ft plus \$0.15/sq.ft > 500 sq.ft	\$545/500 sq.ft plus \$0.15/sq.ft > 500 sq.ft	\$555/500 sq.ft plus \$0.15/sq.ft > 500 sq.ft	
Other						
Swimming Pool	\$200	\$250	\$250	\$250	\$250	
Roof Top Solar	\$200	<20 Kw \$250, > 20 Kw \$500	<20 Kw \$250, > 20 Kw \$500	<20 Kw \$250, > 20 Kw \$500	<20 Kw \$250, > 20 Kw \$500	
Tent Permit	\$200	\$250	\$250	\$250	\$250	
Signs (Sec.5 By-law 2010-44)	\$115	\$150	\$150	\$150	\$150	
Revision to Plan - existing permit	N/A	\$150	\$150	\$150	\$150	
Building without obtaining an approved permit	Discretionary		Permit Fee Shall be Doubled			
Minimum Permit Fee - all permit types	N/A	\$150	\$150	\$150	\$150	
Order to Comply Registration	\$575.00					
Order to Comply Discharge with Certificate	\$575.00					

SCHEDULE “D”

To By-law 2025-50

BUILDING DEPARTMENT

Other					
Swimming Pool	\$200	\$250	\$250	\$250	\$250
Roof Top Solar	\$200	<20 Kw \$250, > 20 Kw \$500	<20 Kw \$250, > 20 Kw \$500	<20 Kw \$250, > 20 Kw \$500	<20 Kw \$250, > 20 Kw \$500
Tent Permit	\$200	\$250	\$250	\$250	\$250
Signs (Sec.5 By-law 2010-44)	\$115	\$150	\$150	\$150	\$150
Revision to Plan - existing permit	N/A	\$150	\$150	\$150	\$150
Building without obtaining an approved permit	Discretionary		Permit Fee Shall be Doubled		
Minimum Permit Fee - all permit types	N/A	\$150	\$150	\$150	\$150
Copies of Permit Plans – Plotter	\$6.50/Page – large scale printing				

SCHEDULE "E"
To By-law 2025-50
OPERATIONS DEPARTMENT

SITE ALTERATION AND FILL PERMIT	
Minor Fill Operation (<100m ³)	No Fee
Small Fill Operation (>100m ³ -500m ³)	\$500.00
Large Fill Operation (>500m ³)	\$500.00 +\$1.00/tonne of fill
OTHER FEES	
Driveway Entrance Permit (\$1000 refund upon completion)	\$1250.00
911 Entrance Sign	
Blue Residential	\$50.00
Yellow Emily Project	\$50.00
Water Confirmation Letter	\$50.00
Water Shut Off / Turn On	\$50.00
Owner Requested Meter Reading	\$50.00
Open Cut Permit	
Deposit (Refund upon completion to the satisfaction of the Corporation)	\$1000.00
Non-Refundable Administrative Fee	\$100.00

SCHEDULE "F"
To By-law 2025-50
FIRE DEPARTMENT

INSPECTIONS	
Boarding Lodging / Bed & Breakfast / Air B&B	\$125.00
Day Care / Foster Care / Group Homes / Home Day Care	\$75.00
File Record Search	\$75.00
Fire Safety Plan Review	\$150.00
Incident or Investigation Report	\$75.00
Inspection of Accommodation for Migratory Workers (Bunkhouse)	\$125.00
Liquor License Inspection	\$125.00
Mobile Food Service Unit (Refreshment Vehicle)	\$125.00
Occupancy Load Calculation (Assembly Occupancies only)	\$75.00
Part 9 Retrofit, (Not Including Single Family Dwelling or Two Unit Residential)	\$75.00/hr
	\$175.00 min
Reproduction of Documents	\$75.00
Two Unit Residential	\$125.00
2nd and Subsequent Property Inspections	\$75.00
Single Family dwelling when requested by seller/buyer	\$70.00
FEES FOR SERVICE	
Annual Residential Burn Permit	\$30.00
Permit or Cause An Open Fire To Be Set In a Built Up Area	MTO Hourly rate
Permit or Cause An Open Fire To Be Set In a Rural Area - Without a Permit	MTO Hourly rate
Permit or Cause Material Other Than Brush or Wood To Be Burned In An Open Fire	MTO Hourly rate
Fees Associated with Fire Department Response Per Vehicle	MTO Hourly rate