

**THE CORPORATION OF THE TOWNSHIP OF TARBUTT  
BY-LAW 2026 – 03**

**A BY-LAW TO ESTABLISH AND IMPOSE FEES AND  
CHARGES FOR INFORMATION, SERVICES, ACTIVITIES  
AND USE OF MUNICIPAL PROPERTY.**

WHEREAS Section 391 (1) of the *Municipal Act*, 2001, S.O. c.25, as amended, (the “Act”) authorizes a municipality to impose fees or charges on persons,

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

WHEREAS Section 391 (2) of the *Municipal Act*, as amended, provides that the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets; and

WHEREAS Subsection 398 (1) of the *Municipal Act*, as amended, provides that such fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality; and

WHEREAS Subsection 398 (2) of the *Municipal Act*, as amended, provides that the Treasurer of a local municipality may add fees and charges imposed by the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees and charges, and collect them in the same manner as municipal taxes; and

WHEREAS Section 69 of the *Planning Act*, R.S.O. 1990 c. P.13, as amended, provides that the council of a municipality may, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality, or to the Planning Board in respect of the processing of each type of application provided for in the tariff; and

WHEREAS Section 33 of the *Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c.33, as amended, provides that every operator under the Act shall maintain a price list of the licensed supplies and services that are provided by the operator in accordance with the regulations; and

WHEREAS the Council of the Corporation of The Township of Tarbutt deems it expedient to pass such Fees and Charges By-law for the municipality;

NOW THEREFORE the Council of The Corporation of The Township of Tarbutt enacts as follows:

## **Definitions**

“Administration Fee” shall mean fees charged for the provision of a service or product produced by administrative staff and/or according to legislation and statutory requirements.

“Damage Deposit” shall mean a fee or charge paid to the Township to meet all or a portion of the cost and expenses of remediating or repairing any damage to Township property or infrastructure, including, but not limited to roads, parks, parking lots, and buildings, caused as a result of the use or rental of such property or infrastructure or as a result of the carrying on of construction or demolition or other works on adjacent property.

“MacLennan Hall” shall mean the MacLennan Hall located at 762 MacLennan Road in The Township of Tarbutt.

“Official Plan Amendment” shall mean a re-designation or change in land use for a property or properties that requires changes to the policies and schedules of the Official Plan or any application that, due to broader policy implications, the Township would require the need to provide, review or manage studies.

“Security Deposit” shall mean a fee or charge paid to the Township to guarantee the due performance of certain obligations owing to the Township, that the Township may draw upon in the event that such obligations are not performed in order to complete all outstanding works or matters and pay the costs and expenses incurred.

“Site Plan Agreement” shall mean a Site Plan Agreement, or Amendment to a Site Plan Agreement that includes requests on sites less than 2 acres (0.8 hectares) that require limited technical review, limited technical reports.

“Tipping Fees” shall mean fees that are payable by a property owner of The Township of Tarbutt or The Township of Johnson for the service of disposing of non household waste at the Johnson Tarbutt Joint Landfill Site.

“Unclaimed Deposits” shall mean a damage or security deposit paid to the Township, and which remains unclaimed for a period of one year, the Treasurer may transfer to the general funds of the Township any deposit against which no claim has been made, free of and from any and all claims.

“Zoning By-law Amendment” shall mean fees that apply to an amendment of the Township’s Zoning By-law which may impact a site specific parcel or impact all lands within the Township.

## **General Provisions**

1. A tariff of fees and charges is hereby established as set out on the attached Schedules:
  - Schedule “A” – Administrative, By-law and Legislative Services
  - Schedule “B” – Roads, Drainage, Engineering Services
  - Schedule “C” – Community Services, Parks and Facility Rentals
  - Schedule “D” – Planning, Zoning and Development

Schedule "E" – Environmental, Landfill and Waste Management  
Schedule "F" – Fire and Emergency Services, Protection Services

2. All persons requesting information, submitting applications or accessing specific Township services, shall pay the applicable fee as set out in the applicable Schedule attached hereto.
3. That the fees and charges imposed by this By-law are due and payable at the time of the transaction for which the fee or charge is imposed.
4. That interest for unpaid amounts owing for fees and charges will be charged 30 days after the invoice date or the date of service, with the exception of government bodies. Interest on overdue accounts will accrue at a rate of 1.25% compounded and applied every thirty (30) days until paid, unless precluded by by-law, legislation or contract.
5. All unpaid fees or charges imposed by this By-law on a person or corporation are a debt due to the Township, and the Township may take such action as it considers necessary, and as permitted by law, to collect the debt.
6. Where all or part of a fee or charge imposed by this By-law remains unpaid, such fee or charge, including interest and any other eligible recovery, may be added to the tax roll after ninety (90) days, with applicable interest being charged, for the following property and collected in the same manner as municipal taxes:
  - a) In the case of a fee or charge for the supply of a service or thing to a property, the property to which the service or thing was supplied;
  - b) In all other cases, any property for which all of the owners are responsible for payment of the fee or charge.
7. That the fees as listed in the schedules attached hereto and forming part of this by-law, will be subject to Harmonized Sales Tax (HST) and Goods & Services Tax (GST) where applicable.
8. Notwithstanding the fees and charges set out in the attached Schedules "A" through "F" of the by-law, Council may, at its discretion, reduce or waive the payment of fees in respect of the application or service where Council is satisfied that it would be unreasonable to require payment or where written request has been made by the applicant.
9. Schedules "A" through "F" are attached hereto and form part of this by-law.
10. Should any part of this by-law, including any part of Schedules "A" through "F" attached hereto be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the intention of Council that such invalid part of the by-law shall be severable, and the remainder of this by-law including Schedules "A" through "F" shall continue to be in force and effect.

11. That any previous By-law or amendments thereto regarding fees and charges in The Township of Tarbutt be hereby repealed and replaced.
12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
13. This by-law shall come into force and effect on the date of passing, or as otherwise noted in the Schedules attached hereto.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open council this Twenty First day of January, 2026.



Lennox Smith, Mayor



Carol O. Trainor, Clerk

**Schedule “A” – Administration, By-laws, Legislative Services**

**Administrative Services**

Photocopies - Black & White 8.5 x 11	\$0.25/page
Photocopies - Colour	\$0.50/page
Photocopies - 11 x 17	\$0.50/page
Faxes (outgoing)	\$2.00/page + \$1.00/additional page
Faxes (incoming)	\$1.00 per page
Zoning Compliance Certificate	\$50.00 per property
Tax Certificates	\$50.00 per Certificate
"URGENT" Tax Certificates (less than two days' notice)	\$100.00 per Certificate
Outstanding Balances for non tax items	A fee of 1.25% will be added to amounts owing >30 days
Administrative Transactions	A 30% fee may be charged on all administrative transactions where assets and expenses have been incurred.
Civil Marriage Officiant	\$300 fee plus mileage
Trailer Permits, required annually	\$500 per year, per trailer
Sign Permits	No fee required; however applicants must apply to ensure signage is placed properly and with owner's consent.
USD Cheque Fee (exchange retained as Admin Fee)	USD at par with Canadian Dollar
Service Charges for NSF cheques	\$50.00 per returned cheque
Commissioner of Oaths	Residents: no charge Non residents: \$15 per signature
Scanning and e-mailing	\$3.00 - \$5.00 per pdf document
<b>Municipal Freedom of Information Request</b>	Fees are legislated.
Application Fee (MFIPPA)	\$5.00
MFIPPA charges are legislated for research, review and copying time	Staff time: \$7.50 per 15 minutes
Copies for MFOI requests	\$0.25 per page

**Schedule “B” – Roads, Drainage, Engineering**

Entrance Permit	\$30.00 per entrance plus Labour and Equipment rates apply A 30% Administration Fee will be added.
Civic Address Numbering Includes sign and post (installed)	\$70.00
Backhoe rental (with Operator)	\$135.00 per hour
Dump Truck and Plow (w Operator)	\$180.00 per hour
Dump Truck (with Operator)	\$110.00 per hour
Grader (with Operator)	\$180.00 per hour
An administrative fee of 30% may be added to all transactions to cover billing processes and expenses.	Interest of 1.25% per month will be applied to any arrears.

**Schedule “C” – Community Services, Parks and Facilities**

**MacLennan Hall Rental**

Full Hall Rental; with alcohol  
 (A copy of the Special Occasion Permit  
 is required)

\$125 per day

Full Rental; without alcohol

\$100 per day

Full day; no kitchen use

\$70.00 per day

Meeting; less than 3 hours

\$50.00, minimum of three hours

Deposit required for ALL rentals

\$75.00

Deposit fully refunded upon satisfactory  
 inspection of the hall after the rental.

**CEMETERY FEES IN ACCORDANCE WITH BY-LAW 2022 – 26, AS AMENDED**

<u>Sale of Lot</u>	<u>Price</u>	<u>Total</u>	
Ratepayer Regular lot (4x8)	\$700.00	\$700.00	\$290.00 care & maintenance incl
Non-ratepayer Regular (4x8)	\$900.00	\$900.00	\$290.00 care & maintenance incl
Ratepayer cremation (4x4)	\$400.00	\$400.00	\$175.00 care & maintenance incl
Non-ratepayer cremation (4x4)	\$500.00	\$500.00	\$175.00 care & maintenance incl
Transfer fee admin	\$75.00		
<b><u>Sale of Niches</u></b>			
Row A (top) ratepayer	\$1,500.00	\$1,500.00	\$225.00 care & maintenance incl
Row B ratepayer	\$1,000.00	\$1,000.00	\$165.00 care & maintenance incl
Row C ratepayer	\$850.00	\$850.00	\$165.00 care & maintenance incl
Row D (bottom) ratepayer	\$700	\$700.00	\$165.00 care & maintenance incl
Row A (top) non-ratepayer	\$1,800.00	\$1,800.00	\$270.00 care & maintenance incl
Row B non-ratepayer	\$1,300.00	\$1,300.00	\$195.00 care & maintenance incl
Row C non-ratepayer	\$1,150.00	\$1,150.00	\$172.50 care & maintenance incl
Row D non-ratepayer	\$1,000.00	\$1,000.00	\$165.00 care & maintenance incl

**NOTE: each niche can hold 2 inurnments.  
 Add an additional \$100.00 plus \$13.00  
 HST for the second urn, plus opening and  
 closing costs.**

The size of the urn that can fit into a niche is 12"x12"x12"

<b>Opening &amp; Closing:</b>		Includes marking out of the lot by caretaker or designate		
Cremation lot (4x4)	\$100.00			
Regular lot (4x8)	full burial	\$750.00	\$750.00	Fee paid to Contractor
	cremation	<b>\$100.00</b>	<b>\$100.00</b>	<b>Fee paid to Township</b>
Niches		\$100.00	\$100.00	

**Installation of markers:**

Flat Markers less than 173 square inches		no charge	(173 sq inches = approx. 13"x13")
Flat Markers at least 173 square inches	\$100.00	\$100.00	(173 sq inches = approx. 13"x13")
Upright markers less than 4ft x 4ft	\$200.00	\$200.00	
Upright markers more than 4ft x 4ft	\$400.00	\$400.00	

**100% of installation fees for markers are allocated to care and maintenance as set out in Ontario Regulation 30/11 made under the *Funeral Burial and Cremation Services Act, 2002***

**Disinterment charges**

disinterment of burial	\$2,500.00	\$2,500.00
disinterment of cremated remains	\$500.00	\$500.00

**Schedule “D” – Development, Planning, Zoning, Building**

Photocopies of plans and drawings	See Schedule “A” for copying fees.
Application for Zoning Amendment <i>Applicants are responsible for fees and costs incurred in the processing of their applications, regardless of the outcome of the review process. This includes all costs incurred by the municipality for legal, surveying, peer review, consultants or tribunals.</i>	\$2,000 (\$500 fee plus deposit)
Application for Consent to Sever	\$1,200 through the Desbarats to Echo Bay Planning Board
Official Plan Amendment	Refer to Desbarats to Echo Bay Planning Board
Zoning Compliance Certificate	\$50.00
Application for Minor Variance (2026)	TBD
Planning Peer Review Service Fees	Charged to the applicant on an actual cost basis for all processing by the Township’s Planning consultant.
Orders Issued under the Ontario Building Code	\$150 to have Orders lifted

<b>MINIMUM PERMIT FEE REQUIREMENTS FOR ALL PERMITS UNLESS OTHERWISE STATED</b>	
Minimum Permit Fee (unless otherwise noted)	\$ 110.00
Where work has commenced prior to any permit being issued, the permit fee will be doubled.	2 x regular fee
<b>COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND LARGE RESIDENTIAL NON HOUSE BUILDING PERMIT FEES</b>	
New Building Construction and Additions (Group A, Assembly)	\$25.00 / m2 or \$2.32/sf Gross Floor Area (finished)
Alterations, Renovations & Interior Fit Ups (Group A & B)	\$9.00 / m2 or \$ .84/sf of floor area being renovated
Alterations, Renovations, Repairs & Interior Fit Ups (Group C,D,E,F)	\$7.50 / m2 or \$ .70/sf of floor area being renovated
Accessory Structures	\$6.50 / m2 or \$ .60/sf of proposed Gross Floor Area
Demolition Permit for Non-Housing	Minimum Permit Fee of \$110.00

The Township of Tarbutt  
Comprehensive Fees and Charges By-law 2026 – 03

New Construction Permit Review Fee (Deposit required to accompany application and will be deducted from final permit Fee)	\$ 250.00
<b>NEW HOUSE PERMIT FEES</b>	
New House - Includes New Townhouses, Single Detached Homes, Semi Detached Homes, Triplex and Duplex, New Detached Garage with a purpose built dwelling or suite built at time of original construction.	\$22.00 / m2 or \$2.04/sf for finished area above grade
Additional Dwelling Unit (in a new house or existing house, or in an existing residential accessory building) - <b>Charged in addition to the finished area charge for the new house.</b>	\$ 500.00 + above calculated fee
New Construction Permit Review Fee (Deposit required to accompany each application and will be deducted from final permit fee)	\$ 250.00
<b>FARM BUILDING PERMIT FEES</b>	
New Farm Buildings - (Group G) Includes barns, farm use sheds, coverall buildings, farm storage bins and any other farm building as determined by the CBO.	\$6.00 / m2 or \$.56/sf of proposed Gross Floor Area
Renovation of Existing Farm Buildings	1.5% of value of construction OR \$6.00/m2 (\$.56/sf) of the proposed floor area being renovated (whichever is greater)
New Construction Permit Review Fee (Deposit required to accompany application) Will be deducted from final permit Fee.	\$ 250.00
<b>ACCESSORY STRUCTURES, RENOVATION AND DEMOLITION FEES FOR HOUSING PROJECTS</b>	
Additions, Renovations and Repairs where not noted below	\$6.75 / m2 or \$.63/sf of the proposed floor area being renovated
Finished Basement (not serving as an additional dwelling unit above)	\$ 150.00
Small Deck Landings (max 2.32m2 in floor area with no roof)	Minimum Permit Fee
Accessory Structures (decks, shed, detached garage, carports etc.) with <b>no foundation</b> below grade (floating/detached)	\$150.00
Accessory Structures (decks, shed, garage without dwelling, carports etc.) with <b>foundation</b> below grade not floating and/or attached	\$5.00 / m2 or \$0.46/sf of proposed Gross Floor or Deck Area
Foundation Repairs	Minimum Permit Fee
Solid wood burning appliance installation (replacement or new)	Minimum permit Fee
Heating appliance (non wood burning) installation (replacement or new)	Minimum Permit Fee
Plumbing outside of a building (water line installations, sewer repairs, etc. (does not include septic installs or repairs)	Minimum Permit Fee

The Township of Tarbutt  
Comprehensive Fees and Charges By-law 2026 – 03

Sea Container Permits (>15m2 in area) only permitted in rural, agricultural, commercial zones. No sea containers in residential zones	\$ 110.00
Solar Installations on Buildings	\$ 150.00
Shingle / Re-roofing Permit	\$110.00 (one free load of shingles to landfill)
Demolition Permits for Residential Buildings and Accessory Structures	\$ 110.00
Siding and Replacement of same size windows and doors	\$ 110.00
<b>ADMINISTRATIVE FEES APPLICABLE TO ALL PERMITS</b>	
Conditional Permit Agreement	\$150.00
Partial Permit (foundation only)	Minimum Permit Fee
Change of Use Permit (without construction)	Minimum Permit Fee
Revision to Permit (at the discretion of the CBO additional charges of \$70/hr may apply depending on complexity)	Minimum Permit Fee
Construction Without a Permit (at the discretion of the CBO) - No Order Issued in relation to the contravention	Permit fee + up to 50% surcharge
Construction Without a Permit (at the discretion of the CBO) - Order Issued in relation to the contravention	Permit fee + up to 100% surcharge
Additional Inspection Fee (for 3 or more inspections for one stage of construction and at the discretion of the CBO)	Minimum Permit Fee (payment required before inspection will be done)
Alternative Solution Proposal (only accepted from Engineers, Architects or BCIN Registered Designers)	\$250.00 + any third party costs as below
Third Party Review Costs associated with third party review	Applicant to pay all Township costs, with receipts provided
Orders Issued, eg) Order to Comply, Unsafe Order, Emergency Order, etc. Fee can be avoided by taking action to comply before order is issued.  Orders registered on title and removed from title after being resolved	\$150.00  Owner responsible to pay all registration and removal costs + 10% administrative fee, with receipts to justify costs.
Building Compliance Reports (limited to unresolved orders, open permits, and outstanding inspections only)	Minimum Permit Fee
Requests for scans of a permit file contents (not required to be FOI)	Minimum Permit Fee
Permit Transfers	Minimum Permit Fee
Limiting Distance Agreement	\$ 150.00
<b>NOTES AND EXPLANATIONS</b>	
1. All floor areas are measured for floor area to the outside plane of walls of the platform.	
2. No permit fee shall be less than the minimum fee unless noted above as a lesser charge.	
3. There are no refunds for amounts less than the minimum permit fee.	

4. The building permit rates may be adjusted annually by Council by the CPI index amount. If CPI is negative, rates hold until the next year.	
5. Purpose built Residential accessory buildings with a new dwelling unit are considered as a House for the purpose of this fee chart.	
6. Any valuation where the Chief Building Official feels there is significant undervaluation shall require a detailed breakdown of costs provided prior to permit issue.	
7. Finished Area for houses includes all floors above grade measured between the outside surfaces of exterior walls and the centre line of party walls, whether finished or unfinished, but does not include garages or below grade. Openings between storeys below are not deducted from the floor area.	
8. All accessory structure fees, and administrative fees are due in full at time of application for permit	
<b>REFUNDS:</b>	
If an Application is submitted and no plans review functions, zoning functions or other reviews or inspections have been performed, the applicant may be eligible for a refund of 75%	
If Permit is filed, and administrative and planning/engineering functions have been performed & plans examination completed, the applicant may be eligible for a refund of 50%	
<p>If Permit has been issued, a 25% refund of permit fees, minus 5% for each inspection that has been conducted may be provided.</p>	

**Schedule “E” – Environmental, Landfill, Recycling and Waste Management**

**Landfill Tipping Fees**

Household Garbage  
(deposit in small green bins) No Charge

Scrap Metal in designated bin No Charge

Batteries and Electronics  
In designated containers No Charge

Unpainted wood, yard waste, brush  
must be placed in burn pile. No Charge

**Non-Household Waste** (construction materials, furniture,  
painted wood, non recyclables)

Single Axle Trailer of waste \$15.00

Half Ton Truck \$30.00

Dual Axle Trailer \$75.00

Single Axle truck (one ton) \$75.00

Double Axle Truck \$150.00

Tri Axle Truck \$250.00

Boats – wooden \$8.00 per foot (to back cell)

Boats – aluminum \$8.00 per foot (to scrap metal)

Boats – fibreglass \$15.00 per foot (set aside in back cell)

Call Out Fee (attendant is required to  
attend during off hours, to be arranged  
in advance with Township office) Minimum 3 hours pay, plus expenses.  
Tipping fees to be tracked and  
invoiced.

**Contaminated Non-Hazardous  
Waste Fees** subject to change. Must be approved in advance by Clerk  
with TCLP.

1 to 25 Loads \$200.00 per load

26 to 50 Loads \$150.00 per load

51 to 75 Loads \$100.00 per load

More than 75 Loads \$75.00 per load

1 Load is taken to be a dump truck.

Belly dump trucks taken as 2 loads.

**Schedule “F” – Protection to Persons and Property  
(Fire and Emergency Services, Animal Control, By-law Enforcement)**

**Animal Control**

Kennel License	\$30.00 per kennel per year
Dog Tag (not spayed or neutered)	\$25.00 per dog per year
Dog Tag (spayed or neutered)	\$5.00 per year
Dog Tag (micro chipped and fixed)	\$3.00 per year
Replacement for lost dog tag	\$5.00 per tag
Livestock dog, working dogs, herding or guardian dogs	No fee
Livestock Valuer	\$60 per visit, plus mileage
Humane Society fee for Impounded animals. Interest of 1.25% will be applied monthly for arrears.	Dog owner to pay cost of impound plus mileage.
Surcharge for Transport to Humane Society. Interest added, as above.	Dog owner to pay cost of transportation. Interest of 1.25% will be applied monthly
Trailer Permits	\$500 per trailer, per year
Fire or Emergency Response to Motor Vehicle Accidents	Current MTO rates