

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 36 -2026

Being a By-law to Establish Fees and Charges for Services Provided by the Corporation of the Township of Melancthon and to Repeal By-law 15-2023, as amended, By-law 35-2013, as amended, and By-law 60-2015, as amended.

WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it, for costs payable for services or activities, and for the use of property including property under its control;

AND WHEREAS Section 398 of the Municipal Act, 2001 authorizes a municipality to add fees and charges imposed under Section 391 to the tax roll and collect them in the same manner as municipal taxes;

AND WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c.P.13, as amended, provides that the Council of a municipality may by by-law prescribe 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, 1992, S.O. 1992, c.23, as amended, provides that Council may pass by-laws requiring the payment of fees on applications for and on the issuance of permits, and prescribing the amount of such fees;

AND WHEREAS the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 and its regulations authorize the charging of prescribed fees for access to records and related services;

AND WHEREAS the Tile Drainage Act, R.S.O. 1990, c. T.8 and its regulations establish requirements respecting applications for tile drainage loans, inspections and related municipal administration;

AND WHEREAS sections 10, 11, 103 and 151 of the Municipal Act, 2001, as applicable, authorize a municipality to regulate animals and to provide for a system of licences, permits, approvals and registrations, including the imposition of conditions and the payment of licence and other fees;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to pass such a By-law to implement and consolidate various municipal fees and service charges;

NOW THEREFORE the Council of the Corporation of the Township of Melancthon hereby enacts as follows:

1. Title

1.1 This By-law may be cited as the 'Fees and Charges By-law'.

2. Schedules

2.1 The Schedules attached to and forming part of this By-law set out the fees and charges imposed for services provided by the Township.

2.2 The following Schedules form part of this By-law:

Schedule	Service Area
A	Administration
B	Building and Zoning
C	Licenses & Permits
D	Municipal Law Enforcement
E	Planning & Development
F	Public Works Applications

3. Payment of Fees

3.1 Unless otherwise provided in this By-law, an applicable schedule, another by-law, a written agreement or applicable legislation, every fee or charge is due and payable before the Township provides the service, performs the activity, issues the licence, permit or approval, releases the document or information, or permits the use of municipal property to which the fee or charge relates.

3.2 Where a schedule requires both a non-refundable fee and a deposit, the Township is not required to process the application or perform further work unless both amounts have been paid in the required amounts and form, subject to any written agreement or applicable legislation.

3.3 Where Schedule “E” requires a deposit in respect of a planning application, the deposit shall be paid to the Township in the amount and form required by the Township and may be applied by the Township to its actual costs of receiving, processing, circulating, reviewing, considering and administering the application, including staff, legal and consultant costs.

3.4 Without limiting subsection 3.3, the deposit is not a limit on the applicant’s liability. If the deposit is insufficient, the applicant shall pay any additional amount or top-up required by the Township on request, and the Township may pause processing or review of the application until that amount is paid.

3.5 If any portion of the deposit remains after the Township has deducted its actual costs in relation to the application, the Township may refund the surplus to the applicant without interest.

3.6 All amounts owing under this section are recoverable under this By-law and applicable legislation and remain a debt owing to the Township.

3.7 A person is exempt from payment of a fee or charge only where:

- (a) the exemption is required by applicable legislation;
- (b) the exemption is expressly set out in this By-law or the applicable schedule;
- (c) Council has approved the exemption by resolution or by by-law;
- (d) a written agreement binding on the Township provides for the exemption; or
- (e) the fee relates to a Township-initiated service or activity for which the relevant department head and the Treasurer have approved an internal exemption.

3.8 No exemption arises solely because the applicant is another public body, a charitable or non-profit organization, or a person acting for a community purpose, unless an exemption has been authorized under subsection 3.3.

3.9 Council may, by resolution, waive or reduce a fee or charge in a specific case, or authorize the payment of a fee or charge by instalments or defer its due date, where Council determines that doing so is authorized by law and is in the public interest.

4. Harmonized Sales Tax (HST)

4.1 Fees and charges imposed under this By-law shall be subject to Harmonized Sales Tax (HST), where applicable.

5. Methods of Payment

5.1 Fees shall be payable by cash, debit, cheque, certified cheque, online banking, or such other method approved by the Treasurer.

6. Returned Payments (NSF)

6.1 Returned payments shall be subject to the NSF Fee set out in Schedule 'A' and shall form part of the amount owing.

7. Debt and Tax Roll Recovery

7.1 All fees and charges imposed under this By-law shall constitute a debt owing to the Township.

7.2 Where unpaid, such fees shall, where permitted by legislation, be added to the tax roll for any property owned by the person upon whom the fee is imposed and shall be collected in the same manner as municipal taxes.

8. Enforcement Cost Recovery

8.1 Where the Township performs work or incurs costs as a result of a person's failure to comply with any Township by-law, order or requirement, the person shall be responsible for all actual costs incurred including staff time, equipment, materials, contractor charges, disposal fees, engineering services, environmental consulting, surveying services, appraisal or valuation services, legal fees, registration fees, and collection costs.

8.2 Such costs shall constitute a debt owing to the Township and shall, where permitted by legislation, be added to the tax roll and collected in the same manner as municipal taxes.

9. Conflict

9.1 If a provision of this By-law conflicts with an applicable Act, regulation or other law of Canada or Ontario, the Act, regulation or other law prevails to the extent of the conflict.

9.2 If legislation prescribes, limits or otherwise governs a fee or charge, the fee or charge shall be administered in accordance with that legislation despite any different provision of this By-law.

9.3 If any provision of this By-law is declared invalid or unenforceable by a court or tribunal of competent jurisdiction, that provision shall be severed and the remaining provisions shall continue in force.

10. Transition

10.1 Subject to subsections 10.2 to 10.6, an application that was complete and received by the Township, together with all fees required at the time of submission, before this By-law came into force shall be processed under the fee provisions in effect on the date the complete application and required fees were received.

10.2 An application that was incomplete, or for which the fees required at the time of submission were not paid in full, before this By-law came into force is subject to the

fees and charges in effect when the application and all required supporting materials are determined by the Township to be complete.

10.3 Despite subsection 10.1, a fee or charge for a service, activity, inspection, review, renewal, extension, amendment or other work performed on or after the date this By-law comes into force is payable at the rate in effect when the service, activity or work is performed, unless:

- (a) applicable legislation requires otherwise; or
- (b) a written agreement with the Township provides otherwise.

10.4 A fee, charge, deposit, interest amount or other amount that became due before this By-law came into force remains due and payable and may be collected as though the by-law under which it was imposed had remained in force.

10.5 The repeal or replacement of a former fees and charges by-law does not:

- (a) affect any right, obligation, liability, penalty or amount accrued under the former by-law;
- (b) affect any investigation, proceeding, remedy or collection measure commenced or available under the former by-law; or
- (c) prevent the Township from commencing or continuing any proceeding or collection measure in respect of a matter arising before the repeal.

10.6 No person shall be required to pay the same fee twice solely because this By-law repeals or replaces a former fees and charges by-law.

11. Repeal

11.1 By-law 15-2023, as amended; By-law 35-2013, as amended; and By-law 60-2015, as amended; are hereby repealed.

12. Effective Date

12.1 This By-law shall come into force and effect upon the date of its final passing.

By-law read a first and second time this 17th day of September, 2026.

By-law read a third time and passed this 17th day of September, 2026.

"original signed"
MAYOR

"original signed"
CLERK

TOWNSHSHIP OF MELANCTHON 2026 User Fee By-law

Effective Date: MM-DD-YYYY

SCHEDULE A

ADMINISTRATION

	2026 Fee (Excl. Taxes)	HST	Total Fee
Additional Green Bins	\$15.00	Exempt	\$15.00
Additional Kitchen Catcher	\$5.00	Exempt	\$5.00
Garbage Bag Tags	\$2.00	Exempt	\$2.00
Fire Permits	\$15.00	Exempt	\$15.00
Duplicate Tax Bill	\$10.00	Exempt	\$10.00
Tax Statement	\$10.00	Exempt	\$10.00
Faxes (per sheet)	\$3.00	Exempt	\$3.00
FOI Requests	\$5.00	Exempt	\$5.00
Lapel Pins	\$4.00	Exempt	\$4.00
NSF/Returned Cheques	\$35.00	Exempt	\$35.00
Photocopies - large colour (per sheet)	\$1.00	Exempt	\$1.00
Photocopies (per sheet)	\$0.30	Exempt	\$0.30
Tax Certificate	\$40.00	Exempt	\$40.00
Reminder/Overdue Tax Notices	\$2.00 per roll number	Exempt	\$2.00 per roll number
Search of Records	\$15.00 per ¼ hour	Exempt	\$15.00 per ¼ hour
Tax Registration Funds Return Fee	\$100.00	Exempt	\$100.00
Extension Agreement Administration Fee	\$250.00	Exempt	\$250.00
Accounts Receivables Transferred to Taxes after 90 Days	\$20.00	Exempt	\$20.00

SCHEDULE B

BUILDING AND ZONING

	2026 Fee (Excl. Taxes)	HST	Total Fee
Application to Permit (Building Permit)			
Structures - 1,000 square feet or greater	\$100.00	Exempt	\$100.00
Structures – 999 square feet or less	\$50.00	Exempt	\$50.00
Notice of Change Application	\$50.00	Exempt	\$50.00
Zoning Compliance Letter	\$100.00	Exempt	\$100.00
Tile Drainage Loan Payout Administration Fee	\$500.00	Exempt	\$500.00

SCHEDULE C

LICENCES & PERMITS

	2026 Fee (Excl. Taxes)	HST	Total Fee
Salvage Yard License	\$500.00	Exempt	\$500.00
Salvage Yard License (renewal)	\$250.00	Exempt	\$250.00
Lottery License (Raffle)	\$20.00	Exempt	\$20.00
Nevada Licenses	3% of prize value of each box	Exempt	3% of prize value of each box
Special Event Permit App. Fee (<1,000 people)	\$100.00 + \$50.00 Admin Fee	Exempt	\$100.00 + \$50.00 Admin Fee
Special Event Permit App. Fee (>1,000 people)	\$200.00 + \$50.00 Admin Fee	Exempt	\$200.00 + \$50.00 Admin Fee
Fire Permit (per year)	\$15.00	Exempt	\$15.00
Kennel Owner (per year)	\$150.00	Exempt	\$150.00
Annual Kennel Inspection Fee	\$150.00	Exempt	\$150.00
Hunting Dog Kennel License (per year)	\$50.00	Exempt	\$50.00
Dog Tag Fee	\$20.00	Exempt	\$20.00

	2026 Fee (Excl. Taxes)	HST	Total Fee
Dog Tag Fee (2 nd Dog)	\$25.00	Exempt	\$25.00
Dog Tag Fee (3 rd Dog)	\$60.00	Exempt	\$60.00
Service Dog Registration	Free	Exempt	Free
Unpaid Dog Tags Rolled to Taxes Fee	\$5.00	Exempt	\$5.00
Replacement Dog Tag	\$5.00	Exempt	\$5.00
Permit and Licence Fees – Non-Compliance	Where a permit or licence is required under any Municipal By-law and an activity is commenced, undertaken, or continued without first obtaining the required permit or licence, the applicable fee set out in this Schedule shall be charged at two (2) times the prescribed rate.		

SCHEDULE D

MUNICIPAL LAW ENFORCEMENT

	2026 Fee (Excl. Taxes)	HST	Total Fee
Fee for Serving Document/Letters Issued	\$125.00	Exempt	\$125.00
Reinspection fee for By-law Officer	\$150.00	Exempt	\$150.00
Completion of work contained in an order, Notice to Comply, etc. and administration fee	Cost Recovery + 15% admin fee	Yes	Fee + HST
Where an Owner fails to comply with an Order issued under a Township By-law, a Compliance Administration Fee	\$2,000.00	Exempt	\$2,000.00
Property Standards Appeal Fee	\$300.00	Exempt	\$300.00
Business Licensing Appeal Fee	\$300.00	Exempt	\$300.00
Registration of Property Standards Order on Title	\$200.00	Exempt	\$200.00
Removal of Property Standards Order on Title	\$200.00	Exempt	\$200.00

SCHEDULE E

PLANNING & DEVELOPMENT

	Application Fee	Application Deposit	HST	Total
Township OPA – Minor	\$3,000.00	\$5,000.00	Exempt	\$8,000.00
Township OPA – Major	\$5,000.00	\$10,000.00	Exempt	\$15,000.00
Zoning By-law Amendment – Minor	\$2,000.00	\$3,000.00	Exempt	\$5,000.00
Zoning By-law Amendment – Major	\$5,000.00	\$5,000.00	Exempt	\$10,000.00
Zoning By-law Amendment to Implement Consent Condition	\$1,000.00	\$2,000.00	Exempt	\$3,000.00
Zoning By-law Amendment to Remove Hold Condition	\$1,000.00	\$2,000.00	Exempt	\$3,000.00
Site Plan Application – Residential	\$2,500.00	\$5,000.00	Exempt	\$7,500.00
Site Plan Application – Commercial / Industrial / Institutional	\$5,000.00	\$10,000.00	Exempt	\$15,000.00
Draft Plan of Condominium	\$10,000.00	\$20,000.00	Exempt	\$30,000.00
Draft Plan of Subdivision	\$10,000.00	\$20,000.00	Exempt	\$30,000.00

	Application Fee	Application Deposit	HST	Total
Administration Charge per Subdivision Lot / Condominium Unit	\$500.00	N/A	Exempt	\$500.00
Subdivision Agreement	\$5,000.00	\$10,000.00	Exempt	\$15,000.00
Condominium Agreement	\$5,000.00	\$10,000.00	Exempt	\$15,000.00
Development Agreement	\$5,000.00	\$10,000.00	Exempt	\$15,000.00
Changes to Applications Requiring Re-Circulation	\$500.00	N/A	Exempt	\$500.00
All Other Planning Act Applications	\$1,000.00	\$1,000.00	Exempt	\$2,000.00
Consent Application	\$2,000.00	\$3,000.00	Exempt	\$5,000.00
Minor Variance	\$2,000.00	\$3,000.00	Exempt	\$5,000.00
Change of Use Application – On Farm Business	\$1,000.00	\$1,000.00	Exempt	\$2,000.00
Title Validation Application	\$1,000.00	\$1,000.00	Exempt	\$2,000.00
Planning Compliance Letter (Zoning Request)	\$100.00	N/A	Exempt	\$100.00
Preparation of Consent Agreement	\$500.00	\$1,000.00	Exempt	\$1,500.00
Development Pre-Application Consultation – Minor	\$1,000.00	\$1,000.00	Exempt	\$2,000.00
Development Pre-Application Consultation – Major	\$2,000.00	\$2,000.00	Exempt	\$4,000.00

SCHEDULE F

PUBLIC WORKS APPLICATIONS

	2026 Fee (Excl. Taxes)	HST	Total Fee
Entrance Permit	\$500.00 (\$200.00 refunded if entrance properly installed)	Exempt	\$500.00
Wide Load Permit	\$40.00/load or \$200.00/truck/year	Exempt	\$40.00/load or \$200.00/truck/year
Road Occupancy Permit	\$500.00	Exempt	\$500.00
Site Alteration Permit	\$100.00 for Residential 90 day permit \$500.00 for all other properties 90 day permit \$100.00 extra for 180 day permit	Exempt	\$100.00 for Residential 90 day permit \$500.00 for all other properties 90 day permit \$100.00 extra for 180 day permit
Road Crossing	\$3,000.00 (\$2,000.00 refunded if properly installed)	Exempt	\$3,000.00