



**To:** Mayor Glover and Members of Council  
**From:** Laura Vaisanen, Deputy Clerk  
**Date:** 09 Dec 2025  
**Subject:** Revisions to Fees and Charges By-law

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### Report Highlights

- Annual Fees and Charges By-law review.

### Recommendation

**WHEREAS** the Council of the Corporation of the Township of Lake of Bays receives the staff report “Revisions to Fees and Charges By-law”, dated December 9, 2025.

**BE IT RESOLVED THAT** Council approves the adoption of By-law 2025-161, being a by-law to establish fees and charges on persons for payment of municipal services, activities and use of municipal property and to repeal By-law 2024-197 and amending By-laws 2025-028, 2025-051 and 2025-119.

### Origin

The purpose of this Report is to provide Council with proposed revisions to the Fees and Charges By-law.

Pursuant to Section 3.01(b) of the Township’s Provision of Notice Policy AD-3.2, a notice of intention to adopt said by-law was published on November 24, 2025, on the Township's website under News, disseminated to Township’s social media channels (Facebook, Twitter, Instagram) and may include, but is not limited to, promotion on news media outlets (Huntsville Doppler and muskokaregion.com) and local radio media (88.7 Hunters Bay, 105.5 Moose FM, 102.1 Country).

### Analysis

Staff have conducted a thorough review of the current Fees and Charges and the following departments are recommending changes. Proposed changes are highlighted in the attached User Fees and Charges By-law.

#### **Schedule 'A' - Administration**

- To remain accountable and transparent, the current 3% charge for Credit Card processing fee will be included in the User Fees and Charges By-law.

- Staff recommend to removal of CD/USB option for Freedom of Information Requests, as most permitted information is now provided securely through electronic means.

### **Schedule 'E' - Fire Department**

- Increase to the general fees are proposed.

### **Schedule "F" - Recreation Department**

- A slight increase in rental fees and the inclusion of a new 3-day rental fee for larger functions.

### **Schedule 'G' - Planning Services Department**

- Staff have conducted a comparison of other Muskoka Municipalities' Planning Fees and are recommending a general increase to various planning applications, to accommodate the staff time allocated to each planning application.

#### Muskoka Municipalities Current Fee Comparison - Planning Applications

##### Official Plan Amendment (Major)

Town of Bracebridge - \$4,500 +  
 Town of Gravenhurst - \$4,571  
 Town of Huntsville - \$5,253  
 Township of Georgian Bay - \$6,500  
 Township of Muskoka Lakes - \$3,700  
 Township of Lake of Bays - \$3,500

##### Official Plan Amendment (Minor)

Town of Bracebridge - \$4,500 +  
 Town of Gravenhurst - \$2,062  
 Town of Huntsville - \$2,318  
 Township of Georgian Bay - \$4,500  
 Township of Muskoka Lakes - \$2,400  
 Township of Lake of Bays - \$2,750

##### Zoning By-law Amendment

Town of Bracebridge - \$1,800  
 Town of Gravenhurst - \$1,142 - \$2,633  
 Town of Huntsville - \$2,351  
 Township of Georgian Bay - \$4,500  
 Township of Muskoka Lakes - \$1,900 - \$2,200  
 Township of Lake of Bays - \$1,600

##### Consent/Severance

Town of Bracebridge - \$1,500  
 Town of Gravenhurst - \$1,261  
 Town of Huntsville - \$1,854  
 Township of Georgian Bay - \$2,250

Township of Muskoka Lakes - \$1,600  
Township of Lake of Bays - \$1,400

Community Planning Permit (CPP) Applications (Comparison with municipalities that have adopted the CPP System)

Class 1 - Staff Planning Permit (Minor)  
Town of Huntsville - \$547  
Township of Lake of Bays - \$300

Class 1 - Staff Planning Permit  
Town of Huntsville - \$1,030 (Major - \$3,717)  
Township of Lake of Bays - \$400

Class 1 - Staff Variation or Discretionary Use Permit  
Town of Huntsville - \$1,545 (Major - \$3,717)  
Township of Lake of Bays \$800

Referral of Class 1 to Council  
Town of Huntsville - \$806  
Township of Lake of Bays - \$450

Class 2 - Council Variation  
Town of Huntsville - \$2,351 (Major - \$3,717)  
Township of Lake of Bays - \$1,050

There are no proposed changes to fees for the following departments.

**Schedule 'B' - By-law Services Department**  
**Schedule 'C' - Roads Department**  
**Schedule 'D' - Building Services Department**  
**Schedule 'H' - Cemetery**

## Financial Implications

The proposed changes to Fees and Charges will not reflect a significant change to revenues.

## Strategic Priorities:

Strategic Planning Initiatives  
Active Living & Community Infrastructure  
Municipal Governance & Engagement

## Alternatives

Option 1: Approve all or part of the proposed Fees and Charges.

Option 2: Maintain fees set in By-law 2024-197

**Approved by:**

Carrie Sykes, Director of Corporate Services/Clerk  
Patricia Allen, Director of Finance/Treasurer  
Geoff Carleton, Chief Administrative Officer

Approved - 26 Nov 2025  
Approved - 26 Nov 2025  
Approved - 26 Nov 2025

**Attachments:**

[2025-161 - DRAFT Fees & Charges By-law](#)

**References:**

- By-law 2024-197, Fees & Charges amending by-laws 2025-028, 2025-051, 2025-119
- Municipal Act, c. 25, S.O. 2001, as amended
- Municipal Freedom of Information and Protection of Privacy Act, 1990
- Provision of Notice Policy AD-3.2 (*effective Feb 28th, 2012*)
- Accountability and Transparency Policy AD-8.1 (*effective Dec 4th, 2007*)
- By-law 99-60, Respecting the licensing, regulating and governing of trades, callings, businesses and occupations
- By-law 2016-042, To regulate the size, use, location and maintenance of signs and advertising devices within the Township of Lake of Bays (Amended by By-law 2018-014 & By-law 2018-054, Property Standards By-law)
- By-law 2014-134, Control and Licensing of Dogs
- Original Shore/Road Allowance Closure Procedures Policy AD-2.9
- Licence of Occupation Policy and Procedures AD-2.1 (*revised Feb 28th, 2012*)
- Special Events Policy AD-2.7 (*revised Feb 1st, 2014*)
- By-law 2023-118, Cemetery By-law
- Funeral, Burial, Cremation Services Act (2002) O.Reg 30/11, s.166(a) & s.168
- Planning Act, R.S.O. 1990
- Building Code Act, 1992

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**BY-LAW NO. 2025-161**

**BEING A BY-LAW TO ESTABLISH FEES AND CHARGES ON PERSONS FOR PAYMENT OF MUNICIPAL SERVICES, ACTIVITIES AND USE OF MUNICIPAL PROPERTY AND TO REPEAL BY-LAW 2024-197, BY-LAW 2025-028, BY-LAW 2025-051, and BY-LAW 2025-119.**

WHEREAS pursuant to Section 391(1) of the Municipal Act, c. 25, S.O. 2001, as amended, a municipality is authorized to impose fees or charges on persons for services or activities provided 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 any local board; and for the use of its property including property under its control;

AND WHEREAS pursuant to Section 391(3) of the Municipal Act, c. 25, S.O. 2001, as amended, a municipality is authorized to impose fees or charges on persons for costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

AND WHEREAS Section 69(1) of the *Planning Act, R.S.O. 1990* provides that 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, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality in respect of the processing of each type of application provided for in the tariff;

AND WHEREAS pursuant to Section 7(1)(c) of the Building Code Act, c. 23, S.O. 1992, as amended, a municipality is authorized to require the payment of fees on applications for and on the issuance of permits, requiring the payments of fees for maintenance inspections, and prescribing the amounts of the fees;

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 pursuant to Section 45 (1) of the Municipal Freedom of Information and Protection of Privacy Act, c. M.56, R.S.O., 1990, as amended, a municipality is authorized to imposed fees for the costs incurred in fulfilling a request for access to a record as prescribed by the regulations;

AND WHEREAS unpaid fees or charges imposed pursuant to this By-law are subject to an interest rate of one and one-quarter per cent (1.5 %) per month;

AND WHEREAS pursuant to Sections 398 of the Municipal Act, c. 25, S.O. 2001, as amended, the fees or charges imposed pursuant to this By-law constitute a debt owed to the Corporation of the Township of Lake of Bays for which the Treasurer may add the outstanding fees or charges, including interest on the unpaid balance, to the tax roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

NOW THEREFORE, be it enacted that the Council of the Corporation of the Township of Lake of Bays hereby enacts as follows;

1. That the Corporation of the Township of Lake of Bays adopts the attached schedules, being schedules of departmental user fees, hereto and forming a part hereof:
  - Schedule A – Administration Department
  - Schedule B – By-law Department
  - Schedule C – Roads Department
  - Schedule D – Building Department
  - Schedule E – Fire Department
  - Schedule F – Recreation Department
  - Schedule G – Planning Department
  - Schedule H – Cemetery
  
2. If any provision or part of a provision of this by-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law, or its application



**The Corporation of the Township of Lake of Bays**  
Fees and Charges By-law # 2025-161  
Page 2 of 20

in other circumstances, shall not be affected and shall continue to be in full force and effect.

3. In the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.
4. That By-law 2024-197 and all other applicable by-laws are hereby repealed.
5. This by-law shall come into force and effect January 1<sup>st</sup>, 2026.

**READ and PASSED** this 9<sup>th</sup> day of **December, 2025**.

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Mayor – Terry Glover

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Clerk – Carrie Sykes



**SCHEDULE "A" – ADMINISTRATION DEPARTMENT**

GENERAL	FEE
Commissioning (non-municipal documents)	\$10.00
Certification of Documents	\$15.00 (per visit)
If Township has to prepare document	\$25.00
Photocopies	
Per page (maximum 10 pages)	\$0.50
Per page additional	\$0.25
Administrative Time	\$100.00 per hour
<i>Subject to but not limited to the following:</i>	
<ul style="list-style-type: none"> <li>• Research of Corporate Records</li> <li>• Request for staff comment</li> <li>• Photocopying</li> <li>• Public requiring assessment, tax, general information (beyond 1997)</li> </ul>	
Request for Letters	\$25.00
<i>Subject to but not limited to:</i>	
<ul style="list-style-type: none"> <li>• LCBO 'no objection' Letters</li> <li>• Travel Letters</li> </ul>	
Civil Marriages	\$350.00 + mileage
Freedom of Information Requests <i>(as per MFIPPA - Municipal Freedom of Information and Protection of Privacy Act.)</i>	
<ul style="list-style-type: none"> <li>• Application Fee \$5.00</li> <li>• Photocopies/Computer Printouts \$0.20/page</li> <li>• <del>CD/USB</del> <b>\$10.00/CD or USB</b></li> <li>• Searching a Record \$7.50/15 minutes</li> <li>• Preparing a Record for Disclosure \$7.50/15 minutes</li> </ul>	
Rental of Council Chambers (excludes associations with municipal affiliation)	\$30.00 per hour (minimum charge)
Facsimile Fees	
1 to 5 pages	\$5.00
Each additional page	\$2.00
NSF Cheques	\$50.00
Tax Certificates	\$50.00
Statement of Account	
Summary	\$5.00
Detailed	\$10.00
Arrears Notice - per roll number	\$5.00
Tax Sale	At cost
Receipt for Taxation – Revenue Canada	\$10.00
Invoice/ Bill Reprint	\$10.00
Receipt Reprint	\$5.00
Service Charge – Interest	1.25%
<b>Credit Card Processing Fee</b>	<b>3%</b>

APPLICATIONS	FEE
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<b>Original Shore / Road Allowance (OSRA/ORR) Closing</b>	
Application fee (Applicant is responsible for all legal and survey costs)	\$900.00
If other administrative action is required exceeding the initial fee, an additional fee will be applied	\$100.00 per hour
Land Acquisition Fees - OSRA	
Category 3 Lakes (small)	\$0.75 per sq.ft.



## The Corporation of the Township of Lake of Bays

Fees and Charges By-law # 2025-161

Page 4 of 20

APPLICATIONS	FEE
Category 2 Lakes (medium)	\$1.15 per sq.ft.
Category 1 Lakes (large)	\$1.50 per sq.ft.
<i>*as per Development Permit By-law 04-180 Appendix 1 – Lake Categories</i>	
Land Acquisition Fees - ORA	\$1.00 per sq.ft.
Road Allowances and all roads	
Land Acquisition Fees Option	
<i>*In conjunction with Section 2.03(f) of the SRA &amp; RA Policy - A property owner having an excess of 1,000 feet of shoreline frontage may purchase 33,000 square feet (500 feet in length x 66 feet in width) at the current land acquisition fee and the remaining balance of that property's OSRA at a reduced rate of 50%</i>	<ul style="list-style-type: none"> <li>• First 33,000 sq.ft. will be purchased at the current land acquisition fee</li> <li>• Balance will be purchased at 50% of current land acquisition fee</li> </ul>
<b>Licence of Occupation</b>	
Application (Applicant is responsible for all legal and survey costs)	\$700.00
Annual Renewal Fee <i>**maximum of 50% applied to the purchase price of shore/road allowance</i>	\$500.00
If other administrative action is required exceeding the initial fee, an additional fee will be applied	\$100.00 per hour
Site Visit, if required	\$100.00
<b>Sale and Other Disposition of Land</b>	
Application Fee (Applicant is responsible for all legal, survey and appraisal costs)	\$900.00
If other administrative action is required exceeding the initial fee, an additional fee will be applied	\$100.00/hour
<b>Special Event (Municipal Land /Facility)</b>	
Application fee	\$50.00
Vendors License	
<ul style="list-style-type: none"> <li>• Food &amp; Merchandise</li> <li>• Registered Charities</li> </ul>	<ul style="list-style-type: none"> <li>• \$10.00 per vendor (up to a max of \$500)</li> <li>• No charge</li> </ul>
Advertising	
<ul style="list-style-type: none"> <li>• Temporary Road Closure</li> <li>• Noise Exemption</li> </ul>	<ul style="list-style-type: none"> <li>\$100.00</li> <li>\$100.00</li> </ul>
<b>Community Event Designation Application</b>	
Application Fee - 1,000 Attendees or less	\$200.00
Application Fee – 1,001 Attendees or more	\$350.00
<ul style="list-style-type: none"> <li>• <i>Designated by Council as an Annual Event hosted by Community Group or Organization that enhances tourism, civic pride &amp; provides economic benefit to the community</i></li> <li>• <i>Includes:</i> <ul style="list-style-type: none"> <li>○ <i>Application fee;</i></li> <li>○ <i>Advertising;</i></li> <li>○ <i>Vendors license(s);</i></li> <li>○ <i>Temporary signage fees;</i></li> <li>○ <i>One-day community centre rental (for event fundraising activity without alcohol); and</i></li> <li>○ <i>Liability insurance for the event</i></li> </ul> </li> <li>• <i>Does not include:</i> <ul style="list-style-type: none"> <li>○ <i>Liability insurance for vendors, rides and events with alcohol; and</i></li> <li>○ <i>One-day community centre rental for events with alcohol.</i></li> </ul> </li> <li>• <i>The following are current approved Community Event Designations as per Resolution #8(a)/01/20/15:</i></li> </ul>	



The Corporation of the Township of Lake of Bays  
 Fees and Charges By-law # 2025-161  
 Page 5 of 20

APPLICATIONS	FEE
<ul style="list-style-type: none"> <li>○ <i>Baysville Arts &amp; Crafts Festival</i></li> <li>○ <del><i>Baysville Santa Claus Parade</i></del> (as per Resolution TC/40/2022)</li> <li>○ <i>Baysville Walkabout</i></li> <li>○ <i>Concerts on the Dock</i></li> <li>○ <i>Dwight Farmers Market</i></li> <li>○ <i>Dwight Winter Carnival</i></li> <li>○ <i>HOLD Canada Day Celebration</i></li> <li>○ <i>Lake of Bays Antique Boat &amp; Classic Car Show</i></li> <li>○ <i>Lake of Bays Fire Department Fireworks</i></li> </ul> <p>and as per Resolution #7(b)/01/19/16:</p> <ul style="list-style-type: none"> <li>○ <i>Baysville Family Day Winterfest</i></li> </ul>	
<b>Lottery Licence</b>	
Bingo	3% to a max. of \$25.00
Raffle	3% to a max. of \$25.00
Break-open Tickets	3% to a max. of \$25.00
Media Bingo	3% to a max. of \$25.00



**SCHEDULE “B” - BY-LAW DEPARTMENT**

<b>ADMINISTRATION</b>		<b>FEE</b>
<b>INSPECTIONS</b>		
Non-compliance Re-inspection Fee for By-law Services		\$100.00
<b>ADMINISTRATIVE MONETARY PENALTY SYSTEM – By-law 2024-006</b>		
Late fee		\$25.00
NSF fee		\$50.00
MTO Access fee		\$15.00
Request for an appeal to a Hearing Officer		\$100.00
	Refundable if penalty notice is rescinded	
Non-Appearence fee		\$100.00
Request for Screening		
Non-Appearence fee		\$250.00
Appeal to Hearing		
<b>SHORT-TERM RENTALS – By-law 2024-065</b>		
Administrative fee		\$100.00
Non-Appearence fee		\$300.00
Appealing an Order		
<b>LICENSING</b>		<b>FEE</b>
Auctioneer		• \$150.00
		• Free for Registered Charities
Refreshment Vehicle		• \$150.00 less than 30 days
		• \$300.00 Temporary (31-60 days)
		• \$600.00 Annual
		• \$150.00 (Students) June to September
Hawkers and Peddlers		• \$150.00 less than 30 days
		• \$300.00 Temporary (31-60 days)
		• \$600.00 Annual
Transient Traders		• \$150.00 less than 30 days
		• \$300.00 Temporary (31-60 days)
		• \$450.00 Annual
<b>DOGS</b>		
Lifetime (dog) license/tag		\$20.00
30 days after receiving a notice for not having a dog license		\$50.00
<b>KENNELS</b>		
Boarding Kennel Application fee		\$200.00
Pure-bred Breeding Kennel Application fee		\$200.00
Boarding Kennel Annual Renewal fee		\$150.00
Pure-bred Breeding Kennel Annual Renewal fee		\$150.00
<b>SHORT-TERM RENTALS</b>		
STR Application fee		\$1000.00
STR Renewal fee		\$900.00
Refund	75% after application submitted	
	50% after circulation	
	25% after site visit	
	0% after licence issued	
Application fee		\$300.00
• Appealing an Order (refunded if Order is rescinded)		



The Corporation of the Township of Lake of Bays  
 Fees and Charges By-law # 2025-161  
 Page 7 of 20

**MUNICIPAL USER AGREEMENTS ANNUAL FEE**

	<b>FEE</b>
Number of Access Points	
1 location for 1 week	\$250.00
All locations for 1 year	\$500.00

**COMMERCIAL USE OF MUNICIPAL PROPERTY**

<b>Residents</b>	<b>FEE</b>
Application Fee – (non-refundable)	\$350.00
Per weekday – (5 am to 11 pm)	\$100.00
Per weekend – (5 am Fri to 11 pm Sun)	\$150.00
Per week – (5 am Mon to 11 pm Sun)	\$275.00
Per month – (30 days as per notice)	\$1,000.00
Per year – (June 1 to Oct. 15 of same year)	\$3,500.00
<b>Non-residents</b>	<b>FEE</b>
Application Fee – (non-refundable)	\$450.00
Per weekday – (5 am to 11 pm)	\$150.00
Per weekend – (5 am Fri to 11 pm Sun)	\$300.00
Per week – (5 am Mon to 11 pm Sun)	\$600.00
Per month – (30 days as per notice)	\$1,950.00
Per year – (June 1 to Oct. 15 of same year)	\$7,000.00

**APPLICATIONS**

	<b>FEE</b>
Boating Restrictions	\$1,250.00

**ROAD RENAMING**

Rename a Public Road	\$2,250.00
Rename a Private Road	\$700.00

**TRAILER PERMIT**

Application Fee	No charge
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**PROPERTY STANDARDS**

Appeal Application Fee	\$350.00
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**NOISE CONTROL**

Exemption Application Fee	\$450.00
Includes:	
• Advertising	
• Circulation of application	
Exemption of Applications requiring approval of Council (Defined under Noise Control By-law 2021-029)	\$550.00

**SIGNS**

Application Fee	
• Lake of Bays Businesses (including Dorset)	\$250.00
• Non-Lake of Bays Businesses	\$350.00
Application fee for signs erected without a permit	
• Lake of Bays Businesses (including Dorset)	\$500.00
• Non-Lake of Bays Businesses	\$700.00
Special Occasion Sign including Inflatable	\$200.00/7 days
Signs requiring approval of Council	\$350.00
(Signs that do not conform to the Sign by-law)	(in addition to application fee)
Return of Mobile Signs	Cost of Towing per sign +25%
Return of Signs other than Mobile Signs	Cost of Towing +25%
Charitable Signs	\$100.00



**SCHEDULE “C” – ROADS DEPARTMENT**

<b>GENERAL</b>		<b>FEE</b>
Administrative Fee		\$100.00 per hour
<ul style="list-style-type: none"> <li>If other administrative action is required exceeding the initial fee or site visit.</li> </ul>		
Entrance Permit		
<ul style="list-style-type: none"> <li>Application Fee (includes 2 site visits)</li> </ul>		\$200.00
<ul style="list-style-type: none"> <li>Performance Bond</li> </ul>		\$500.00
Road Occupancy Permit		
<ul style="list-style-type: none"> <li>Application Fee (includes 2 site visits)</li> </ul>		\$200.00
<ul style="list-style-type: none"> <li>Performance Bond</li> </ul>		\$350.00
Unassumed Road Improvement Agreement		
Application Fees:		
Simple Application		
<ul style="list-style-type: none"> <li>short distances – under 30 metres and minimal impact to road allowance/typical crossing of a road allowance</li> </ul>		\$350.00
Complex Application (one or more of the following)		
<ul style="list-style-type: none"> <li>Longer distances (over 30 metres, substantial tree removal, blasting, or large excavations or large fills, environmental issues/concerns (drainage, swamps, steep hills)</li> </ul>		\$650.00
<b>ROAD ALLOWANCE CLOSURE (containing a Private Road/Driveway)</b>		<b>FEE</b>
Application fee (Applicant is responsible for all legal and survey costs)		\$900.00
If other administrative action is required exceeding the initial fee, an additional fee will be applied		\$100.00 per hour
Land Acquisition Fees - Road Allowance containing a Private Road/Driveway		\$0.28 per sq.ft.





The Corporation of the Township of Lake of Bays  
 Fees and Charges By-law # 2025-161  
 Page 10 of 20

PERMITS		FEE
Solar Panels on building	Part 9 of OBC	\$250.00
	Part 3 of OBC	\$500.00
Change of Use Permits (Non-Refundable)	Part 9 of OBC	\$150.00
	Part 3 of OBC	\$200.00
Transfer of Active Permit		\$150.00
Completion permit		Double the above fees
		Min. \$400.00
Conditional permit		Double the above fees
		Min. \$270.00
		Plus legal fees
Demolition Permit for a dwelling or cottage which will remain until the replacement new structure is habitable.	Signed agreement, letter of credit and a fee of \$400.00	
Remedy Unsafe permit	Double the above fees	
	Min. \$400.00	
Review fee for permits which are denied or submitted incomplete	50% of permit fee max of	\$1,000.00

ADMINISTRATION		FEE
Refundable Deposit for Dwellings and/or Construction Value between:		
	\$50,000 to \$149,999	\$1,000.00
	\$150,000 to \$299,999	\$2,000.00
	\$300,000 to \$499,999	\$2,500.00
	Over \$500,000	\$3,500.00
Permits over Three Years Old – Permit Maintenance Fee		\$200.00
	<i>(approved by Resolution #5(d)(i)/11/15/16 on Nov. 15/16)</i>	
Permits over Five Years Old – Permit Maintenance Fee		\$500.00
	<i>(approved by Resolution TC/40/2022 on Dec 13/22)</i>	
<ul style="list-style-type: none"> <li>As long as the Township receives a request for and grants a final or occupancy within three years of issuing the permit the deposit will be returned.</li> <li>If the building is used or occupied before the three years and a final or occupancy has not been granted only 50% of the deposit will be returned.</li> </ul>		
Application for alternative design		\$1,000.00
Review revised plans or application		\$50.00 per page or \$100.00 per page if required after an inspection
Liquor licence (2 inspections) and completion of form		\$300.00
Building, septic and zoning information reports (for non property owners)		\$150.00
Faxed reply requested		\$10.00
General inquiry letter		\$150.00
Non compliance with the Building Code Act administration fee, plus any funds spent by the municipality for its investigation		\$500.00
		Plus any funds spent by the municipality for its investigation
If other administrative action is required exceeding the initial fee, an additional hourly fee will be applied (per hour).		\$100.00
Abatement for septic systems (per hour)		\$100.00

SEPTIC SYSTEM PERMITS		FEE
New or Replacement – Class 1 System (Privy) Div B Section 8.3 OBC (no permit required)		No Charge
New or Replacement – Class 2 System (Greywater System) Code Section 8.4 (2 inspections)		\$250.00



The Corporation of the Township of Lake of Bays  
 Fees and Charges By-law # 2025-161  
 Page 11 of 20

<b>SEPTIC SYSTEM PERMITS</b>		<b>FEE</b>
New System – Class 4 System (3 inspections)		\$450.00
Existing System Repairs – Class 4 System		
Tank Replacement (min. tank size 3600 L) 800 Gal (2 inspections)		\$250.00
Bed Replacement (3 inspections)		\$400.00
Extension of Bed (2 inspections)		\$350.00
Lot Suitability		\$200.00
New or Replacement – Class 5 System		
Pre-Inspection per lot		\$50.00
Water and sewage connections		\$175.00
<b>CIVIC ADDRESSING SIGNAGE</b>		<b>FEE (subject to HST)</b>
New		\$125.00
Replacement		\$100.00
Post Only		\$50.00

**Note: all fees are at the discretion of the Chief Building Official**



**SCHEDULE “E” – FIRE DEPARTMENT**

GENERAL FEES	FEE (per submission)
File Search, Letters, Fire Permit, Fire Reports & Court Time File Searches and Reports at request of owner or owner agent	\$116.00 <b>Proposed \$120.00</b>
Business Inspections at request of owner or owner agent & report	\$116.00 <b>Proposed \$120.00</b>
Daycare, Liquor Licence, Mobile Food Truck Inspection & Report	\$116.00 <b>Proposed \$120.00</b>
Fireworks Display Permit	\$116.00 <b>Proposed \$120.00</b>
Investigation Fire Reports	\$232.00 <b>Proposed \$239.00</b>
Fire Safety Plan	\$116.00 <b>Proposed \$120.00</b>
RSMP <b>up to under</b> 5000 gal	\$463.00 <b>Proposed \$477.00</b>
RSMP over 5000 gal	\$926.00 <b>Proposed \$954.00</b>

RESPONSE FEES	FEE
Vehicle incidents and fires on provincial roads under the jurisdiction of the Ministry of Transportation Ontario (MTO) For fee listed below additional costs may be incurred for the use of specialized personnel or equipment (e.g. MNR Fire Suppression)	
Incidents involving road vehicles, watercraft, rail vehicles, aircraft & vehicles	*\$286
per call, per truck, per half hour *MINIMUM 1 HOUR CHARGE	
False alarm due to accidental, malicious or preventable calls for each and every call	*\$286
per call, per truck, per half hour *MINIMUM 1 HOUR CHARGE	
Brush/grass fires, unattended fires or smoke complaints	*\$286
per call, per truck, per half hour *MINIMUM 1 HOUR CHARGE	
Standby fee for movie companies, social events, fireworks, etc.	*\$286
per call, per truck, per half hour *MINIMUM 1 HOUR CHARGE	
Fire Watch, sealing and protecting buildings from weather conditions or further damage after fire or explosion	*\$286
per call, per truck, per half hour *MINIMUM 1 HOUR CHARGE	



The Corporation of the Township of Lake of Bays  
 Fees and Charges By-law # 2025-161  
 Page 13 of 20

False alarms due to failure to properly maintain fire alarm system or contractor/service repair person working on fire system will be charged to property owner for each and every call \*\$286

per call, per truck, per half hour  
 \*MINIMUM 1 HOUR CHARGE

Failure to notify Fire Department of testing/maintenance/drills or a fire alarm system will be charged to property owner for each and every call \*\$286

per call, per truck, per half hour  
 \*MINIMUM 1 HOUR CHARGE

**RESPONSE FEES FEE**

Fire Response Fees – Indemnification Technology \*\$286

per call, per truck, per half hour  
 \*MINIMUM 1 HOUR CHARGE  
 Hydro Wire Responses exceeding sixty (60) minutes and will be measured in thirty (30) min intervals \*\$286

per call, per truck, per half hour  
 Administration vehicle will be charged ½ the MTO rate

Costs incurred while performing duties as per the FPPA (*Fire Protection and Prevention Act, 1997*) work under Section 15, Clause 21(2)(b) or as authorized by Section 33 of the Fire Protection and Prevention Act (FPPA), 1997 Fee varies depending on the type of duties performed.

Reimbursement of fees incurred by Fire Department

Fee varies pending each instance of fire call

**IMPORTANT NOTE:**

\*Fees are based on the Ministry of Transportation's (MTO) current rate at the time of passing of the by-law, however rates are subject to change upon MTO's future fees.

\*An administration fee of 15% will be calculated on the recoverable costs before taxes where the insurance company has required that the eligible recoverable costs be placed on the tax roll. 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.



**SCHEDULE “F” – RECREATION DEPARTMENT**

**LAKE OF BAYS COMMUNITY CENTRE – BAYSVILLE**

<b>Ice per Hour</b>	<b>FEE</b>
Adult – Prime Time	\$144.00 Proposed \$146.00
Minors – Prime Time	\$128.00 Proposed \$130.00
Figure Skating – Prime Time	\$90.00 Proposed \$92.00
Business (for profit) – Prime Time	\$225.00
Day Time – (weekdays 9 a.m. - 3 p.m.)	\$95.00
Non-Prime Time (after 11 p.m.) – not weekends	\$95.00
Friday Nights	\$97.25

<b>Public Skating</b>	<b>FEE</b>
Adult (13+)	\$3.00
Children aged 13 and under	\$2.00

<b>Yearly Passes</b>	
	\$55.00 per person
Shinny/Public Skating	\$160.00 per family

<b>Floor (No Ice)</b>	<b>FEE</b>
Residents – per day (maximum 16 hours)	\$1,000.00
Non-profit – per day (maximum 16 hours)	\$900.00
Minor – per day (maximum 16 hours)	\$900.00
Business – per day (maximum 16 hours)	\$1,500.00
Minors (under 19) – per hour	\$55.00
Adult – per hour	\$65.00
Business – per hour	\$95.00

<b>COMMUNITY CENTRE AUDITORIUM – DWIGHT</b>	<b>FEE</b>
Daily (maximum of 16 hours)	\$400.00 Proposed \$500.00
3-day (Friday noon-Sunday 5pm)	Proposed \$1,100.00
Minors – per hour	\$48.00 Proposed \$50.00
Adult – per hour	\$58.00 Proposed \$60.00
Kitchen	Incl.
Dishes	Incl.
Kitchen only rental – first hour	\$25.00 Proposed \$30.00
Kitchen only rental additional hour(s)	\$15.00

<b>LAKE OF BAYS COMMUNITY CENTRE (LOBCC) AUDITORIUM – BAYSVILLE</b>	<b>FEE</b>
Daily (maximum of 16 hours)	\$400.00 Proposed \$500.00
3-day (Friday noon-Sunday 5pm)	Proposed \$1,100.00
Minors – per hour	\$48.00 Proposed \$50.00
Adult – per hour	\$58.00 Proposed \$60.00
Kitchen	Incl.
Dishes	Incl.
Kitchen only rental – first hour	\$25.00 Proposed \$30.00



**The Corporation of the Township of Lake of Bays**  
 Fees and Charges By-law # 2025-161  
 Page 15 of 20

Kitchen only rental additional hour(s) \$15.00

<b>LABOUR</b>	<b>FEE</b>
Internal – per hour	\$100.00
External – per hour	\$100.00
<b>P.A. SYSTEM AND LOBCC Built in Soundsystem</b>	<b>FEE</b>
Per day	\$55.00
<b>SPECIAL EVENT INSURANCE</b>	<b>FEE</b>
Ice Rental	\$5.00 per hour
Auditorium	per activity

\*Day-time rates do not apply to holidays (Christmas Break), March Break or School Board Professional Development days (P.A Days).

**SCHEDULE “F” – RECREATION DEPARTMENT (cont’d)**

IMPORTANT NOTE

- PLUS [SOCAN](#) (Society of Composers, Authors, and Music Publishers of Canada) RATES WHERE APPLICABLE
- Hourly rental of auditoriums only available when no alcohol is being served
- If Community Centre is vacated in an unacceptable condition, extra labour charges will be applied.

Existing exemptions from the recreation user fees by-law:

**Baysville Community Centre (Hall Rental Only)**

Baysville Horticultural Flower Show  
 District Municipality of Muskoka – EarlyON programs  
 Baysville Library Children’s Programs

**Dwight Community Centre**

Dwight Lions Club  
 Lions Children’s Halloween Party  
 I.M.P.S. Home + School  
 District Municipality of Muskoka – EarlyON programs  
 Canada Day (without alcohol)  
 Dwight Library Children’s Programs  
 Dwight Parks and Recreation Children’s Programs  
 Dwight Winter Carnival (DWC), excluding any events involving alcohol  
 H.O.L.D. fundraising activities, excluding any event involving alcohol

Additional “new” non-fundraising children’s programs will be considered by Council as they arise.



**SCHEDULE “G” – PLANNING DEPARTMENT**

PLANNING APPLICATIONS	FEE
<b>Official Plan Amendment</b>	
Township Official Plan Amendment – Major <sup>1</sup>	\$3,750.00 plus cost recovery <b>Proposed \$4,000.00</b>
Township Official Plan Amendment – Minor <sup>2</sup>	\$2,500.00 plus cost recovery <b>Proposed \$2,750.00</b>
<b>Community Planning Permit System By-law 2021-111</b>	
Class 1 – Staff Planning Permit	
<ul style="list-style-type: none"> <li>Minor amendments, landscaping in shoreline, as a condition of other planning applications</li> </ul>	\$300.00 <b>Proposed \$400.00</b>
<ul style="list-style-type: none"> <li>All other situations</li> </ul>	\$400.00 <b>Proposed \$500.00</b>
Class 1 – Staff Variation or Discretionary Use Permit	\$800.00 <b>Proposed \$850.00</b>
Referral of Class 1 to Council	\$450.00 <b>Proposed \$500.00</b>
Extension of Planning Permit provisional approval	\$300.00
Class 2 – Council Variation Planning Permit	\$1,050.00 <b>Proposed \$1,100.00</b>
By-law Amendment	\$1,600.00 Plus cost recovery <b>Proposed \$1,700</b>
Removal of Holding (H) Symbol	\$700.00 Plus cost recovery
In conjunction with severance application	\$800.00 <b>Proposed \$900.00</b>
<b>Consent Application</b>	
Per severed lot, right-of-way, easement or lot addition	\$1,400.00 plus cost recovery <b>Proposed \$1,500.00</b>
For any subsequent right-of-way, easement or lot addition	\$400.00 <b>Proposed \$500.00</b>
Change to Condition/Approval of Provisional Decision	\$250.00
Consent Section 51(26) Agreement	\$400.00
Amendment to Consent Agreement	\$250.00
Registration of Agreement	\$600.00 + Disbursements
Validation Certificate	\$600.00 <b>Proposed \$700.00</b>
Cancellation Certificate	\$600.00
Certificate for Retained Lot	\$250.00
Consent Certificate (beyond initial certificate/per occurrence)	\$250.00
<b>Subdivision/Condominium</b>	
Agreement	\$1,500.00 <b>Proposed \$1,600</b>
Review/Comment Request (fee to comment on a Subdivision or Condominium application circulated from the District of Muskoka)	\$1,500.00 <b>Proposed \$1,600</b>
Draft Approval Extension and/or Amendment Requests	\$650.00 <b>Proposed \$700.00</b>
Registration of Agreement	\$600.00 + Disbursements
<b>Parking</b>	
Cash in lieu of Off-Street Parking Application	\$800.00
<ul style="list-style-type: none"> <li>Cash-in-lieu per space</li> </ul>	\$500.00
<b>Telecommunication Facility</b>	
Staff Approval	\$750.00
Council Approval	\$1,500.00
<b>Renewable Energy Facility (OPA FIT or similar program)</b>	
15 kilowatts or less	\$200.00



## The Corporation of the Township of Lake of Bays

Fees and Charges By-law # 2025-161

Page 17 of 20

<b>PLANNING APPLICATIONS</b>		<b>FEE</b>
Greater than 15 kilowatts		\$600.00
<b>Other Application Related Fees</b>		
Requiring additional review by Council		\$250.00
Requiring recirculation and additional review by Council		\$350.00
Further consideration of an application upon deferral at request of applicant		\$300.00
If other administrative action is required exceeding the initial fee, an additional fee will be applied		\$100.00 per hour
Release from Title any permitted agreement		\$600.00 + Disbursements
Registration of Agreement		\$600.00 + Disbursements
Planting Plan Security (to be refunded upon verification by Township staff that the plantings have been completed in accordance with approved plans)		1-30 Stems \$2,500 31-100 Stems \$5,000 101+ Stems \$10,000
Re-inspection of Property – Compliance (per inspection)		\$150.00
Ontario Land Tribunal hearing deposit		\$2,000.00
Deeming By-law		\$500.00
Part Lot Control By-law		\$500.00
Section 50 (18) Approval Foreclosure on Power of Sale		\$400.00
<b>ADMINISTRATION</b>		<b>FEE</b>
Peer Reviews		Full Recovery of Township costs
Official Plan/Zoning/Building Compliance Letter		\$200.00
Consent/Subdivision Agreement Compliance letter		\$200.00
MNRF Work Permit/Land Use Permit Comments		\$250.00
General Development Inquiry <i>(from anyone other than the registered property owner or their authorized agent)</i>		\$150.00 per inquiry
Planting re-inspection fee		\$150.00
Posting of the Notice of Public Meeting and/or Complete Application Poster		\$150.00
Pre-consultation Fee <i>(amount to be reduced from application fee should an application be made within six (6) months of the pre-consultation meeting date)</i>		\$200.00
Reactivation fee for any application that has been dormant for more than one year		50% of the required application fee
Administrative Review Fee		\$100.00/per hour
<ul style="list-style-type: none"> <li>• Additional staff comments post-pre-consultation</li> <li>• Additional staff review due to substantial changes to an application after pre-consultation and or application submission; and</li> <li>• Continuous correspondence/dialogue additional to the normal application process</li> </ul>		
<b>ADDITIONAL ADMINISTRATIVE PROCESSING FEE</b>		
Where an approval under the <i>Planning Act</i> is sought for a development which exists or is under construction, and is in contravention of the requirements of the Township, an additional administrative/processing fee in the amount of 50% of the respective application fee, as defined herein, shall be required at the time of submission of the application.		
<b>REFUNDS</b>		
If an application has been reviewed by staff and is withdrawn or returned, but has not yet been circulated (where applicable), the applicant should be entitled to 50% of the application fee. If an application is withdrawn after it has been circulated but prior to a public meeting being held, the applicant should be entitled to 25% of the application fee. If Council or staff has made a decision on a file, a refund will not be considered.		
<b>COPIES OF PLANNING DOCUMENTS</b>		<b>FEE</b>
Township Official Plan		\$100.00
Development Permit By-law (2004-180)		\$100.00
Comprehensive Zoning By-law (2004-181)		\$100.00



COPIES OF PLANNING DOCUMENTS	FEE
Colour Copy of Site Specific By-law Area	\$10.00
<p><sup>1</sup> An application that is more significant in scale and scope than a minor amendment and which may have greater impact or policy implications beyond the subject lands, as determined by the Director of Planning. Major applications must meet one or more of the following conditions:</p> <ul style="list-style-type: none"> <li>- an application which requires major technical studies and extensive consultation</li> <li>- an application relating to more than one property</li> <li>- a site specific application if considered to represent large scale redevelopment or significant change to the designation or permitted uses</li> </ul> <p><sup>2</sup>An application for a minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands, as determined by the Director of Planning.</p>	



The Corporation of the Township of Lake of Bays  
 Fees and Charges By-law # 2025-161  
 Page 19 of 20

**SCHEDULE “H” – CEMETERY**

**Sale of Plots**

Single Plot	4' x 10'	Care & Maintenance	Total
Ratepayer	\$450.00	\$348.00	\$798.00
Non-Ratepayer	\$1,000.00	\$696.00	\$2,494.00

Cremation Plot	2' x 5'	Care & Maintenance	Total
Ratepayer	\$250.00	\$210.00	\$460.00
Non-Ratepayer	\$450.00	\$388.00	\$838.00

Double Plot	8' x 10'	Care & Maintenance	Total
Ratepayer	\$900.00	\$696.00	\$1,596.00
Non-Ratepayer	\$2,000.00	\$1,392.00	\$3,392.00

Columbarium Niche - Ratepayer	12" x 12"	Care & Maintenance	Total
Niche 1-6	\$1,100.00	\$351.00	\$1,451.00
Niche 7-12	\$1,100.00	\$351.00	\$1,451.00
Niche 13-18	\$975.00	\$335.70	\$1,310.70
Niche 19-24	\$850.00	\$320.40	\$1,170.40

Columbarium Niche – Non-Ratepayer	12" x 12"	Care & Maintenance	Total
Niche 1-6	\$2,100.00	\$504.00	\$2,604.00
Niche 7-12	\$2,100.00	\$504.00	\$2,604.00
Niche 13-18	\$2,100.00	\$504.00	\$2,604.00
Niche 19-24	\$2,100.00	\$504.00	\$2,604.00

**Supplies and Services**

Supplies and Services	Total
Corner Markers – set of four (4) includes installation	\$175.00
Installation of Corner Markers – without purchase	\$80.00
Transfer of Interment Rights	\$60.00
Engraving of Niche	
	Initial \$600.00
	Secondary \$240.00
Monument or Marker Staking Order Fee	\$50.00
Private Mausoleum – Single Crypt	\$20,000.00
Private Mausoleum – Double Crypt	\$30,000.00

Cremation Interments	Total
Monday to Friday 8:00 a.m. to 4:30 p.m.	\$300.00/per interment
After hours, weekends, holidays	\$350.00/per interment



**Care and Maintenance for Monuments and Markers**

*(As prescribed by the Funeral, Burial & Cremation Services Act, 2002 and Regulations)*

Monument/Markers	Care & Maintenance
Flat marker under 1,116.13 sq. cm (173 sq. in)	\$0.00
Flat marker over 1,116.13 sq. cm (173 sq. in)	\$100.00
Pillow marker over 1,116.13 sq. cm (173 sq. in)	\$200.00
Upright monument up to 1.22 metres (4 ft.) in width and 1.22 metres (4 ft. in height, including base)	\$200.00
Upright monument over 1.22 metres (4 ft.) in width and 1.22 metres (4 ft.) in height	\$400.00