

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

WHEREAS Section 391 of the Municipal Act, 2001, as amended authorizes a municipality to impose fees and charges for services or activities provided, done by or on behalf of it;

AND WHEREAS Section 69 (1) of The Planning Act, R.S.O 1990, as amended, authorizes the establishment of a tariff of fees for the purpose of applications made in respect of planning matters;

AND WHEREAS the Council of the Corporation of the Village of Sundridge wishes to set fees and charges for services, activities and for the use of municipal property.

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF SUNDRIDGE HEREBY ENACTS AS FOLLOWS.

1. Short Title

This by-law may be referred to as the “Fees and Charges By-law”.

2. Enactment

That the fees and charges be set and adopted by Council and attached to this by-law as Schedules A to I, shall be charged for licenses, permits, applications and services listed therein.

That this By-law shall come into force and take effect on the final passing hereof

3. Severability

If a court of competent jurisdiction should declare any section or part of any section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced council to pass the remainder of the by-law and it is hereby declared the remainder of the by-law shall be valid and remain in force.

4. Repeal

That By-law 2021-002, as amended, and all other Fees and Charges By- Laws be repealed.

PASSED THIS 12th DAY of NOVEMBER 2025

Original signed by Mayor Jackson
Shawn Jackson, Mayor

Original signed by Nancy Millar
Nancy Millar, Clerk Administrator

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SCHEDULE A – General Administration

Description	Fee
Commissioning of Documents	\$15.00 (*per document)
Entrance Permit – Initial Inspection	\$50.00
Entrance Permit – Additional Inspections	Actual cost to Village
Facsimile	\$3.00 (per page)
Photocopies	\$1.50 (per page)
Reprint of Tax Bill, Receipt or any other document already provided to property owner	\$10.00 (per document)
NSF Returns	\$75.00
Tax Certificate	\$50.00
Burial Permit	\$15.00
Lottery License	As per AGCO Guidelines
Hawker/Peddler Licence - Resident	\$250.00
Hawker/Peddler Licence – Non-Resident	\$500.00
Municipal Freedom of Information & Protection of Privacy Requests – Request for Access	Prescribed rates authorized under the Freedom of Information and Protection to Privacy Act
Municipal Freedom of Information & Protection of Privacy Requests – Record Search and Document Preparation	Prescribed rates authorized under the Freedom of Information and Protection to Privacy Act
Credit Card Processing Fee	1.55% per transaction amount (charge to cardholder)
Village Merchandise	As per Council resolution

***Commissioning of Documents**

- Only the following documents will be commissioned: Province of Ontario Government Printed Forms (affidavits, Oaths and Statutory Declarations), Ontario Vehicle Transfer Forms, Planning Applications.

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SCHEDULE B – Community Development

Description	Fee
Building/Zoning Compliance Letter	\$50.00
Building Permit	As per current Building By-law
Demolition Permit	As per current Building By-law
Planning Pre-Consultation with Administration Staff	\$250.00
Planning Pre-Consultation with Planner (per proposal)	\$300.00
Planning Pre-Consultation - Subsequent Follow Up Meetings	\$300.00
Deeming By-Law – Administration Fee	\$150.00
Deeming By-Law - Deposit	\$900.00
Consent Application – Administration Fee	\$500.00
Consent Application - Deposit	\$1500.00
Consent Application – Severance – Cash In-Lieu	\$500.00
Minor Variance Application - Administration Fee	\$500.00
Minor Variance Application - Deposit	\$1500.00
Subdivision Application – Administration Fee	\$2500.00
Subdivision Application – Deposit	\$5000.00
Shore Road/Road Allowance (Closure and Conveyance) – Administration Fee	\$500.00
Shore Road/Road Allowance (Closure and Conveyance) – Deposit	\$1500.00
Shore Road/Road Allowance (Closure and Conveyance) – Land Cost	\$1.00 per sq/ft
Zoning By-law Amendment Application - Administration Fee	\$750.00
Zoning By-law Amendment Application - Deposit	\$1500.00
Village of Sundridge Zoning By-law – Copy of	\$35.00

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SCHEDULE C – Fire Department

Inspection Services	
Fire/Burn Permit	\$ 20.00 *As of January 1, 2026 no fee
Summary of Fire Report for Insurance Adjusters	\$ 100.00 (plus HST)
Fire Search for Lawyers (Work Order Inquiry)	\$ 100.00 (plus HST)
Inspection Resulting from Fire Search	\$ 100.00 (plus HST)
House Inspection for Real Estate Sale or Mortgage	\$ 100.00 (plus HST)
Inspection of Commercial, Industrial, Apartment Building or Investment Property for Mortgage	\$ 500.00 plus 5.00 per unit (plus HST)
Inspection for Liquor License Permit	\$ 100.00 (plus HST)
Annual Inspection of Facilities for Special Care and Day Care	\$ 35.00 (plus HST)
Vehicle Fires, Accidents, Extrications, and/or Traffic Control	
King’s Highway	MTO Current Rate
Clean-up Spill and/or Leaks	
Clean-up of spills or Leaks	MTO Current Rate
Public Hazard Assistance Services	
Electrical Utility Emergencies	MTO Current Rate
Natural Gas Utility Emergencies	MTO Current Rate
Violations of Open Air Burning By-law	
Response to Violation	MTO Current Rate
Fire Response Fees	
Indemnification Technology	MTO Current Rate plus any additional Costs
<p>False Alarms: The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Sundridge Strong Fire Department that the false alarms were preventable. The procedures and fees are based on a calendar year.</p>	
First False Alarm	No Action
Second False Alarm	Letter to be sent indicating possible financial implications of reoccurrences
Three or More False Alarms	Current MTO rates, plus any additional costs incurred by the Municipality

Fire Department Fees as per By-law 2019-058 - Establishing and Regulate a Fire Department

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SCHEDULE D – Dog License Fees

Description	Fee
Dog License – First Dog	\$15.00
Dog License – First Dog – After March 31 of each year	\$30.00
Dog License – Second Dog	\$20.00
Dog License – Second Dog – After March 31 of each year	\$40.00
Dog License – Replacement Tag	\$20.00
Guide or Service Dog	No Charge

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SCHEDULE E – Waste Management

Description	Fee
Blue Box	\$15.93 (plus HST)
Green Box	\$15.93 (plus HST)

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SCHEDULE F – Sewer Charges

Description	Fee
Permit to Connect (existing infrastructure)	\$200.00
Connection Fee to Municipal Sewer Line	Evaluated on an individual basis
Capital Cost	As per By-law 2014-041
User Fees	As per current User Fee By-law

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SCHEDULE G – Sale of Land for Tax Arrears

Description	Fee
Commencing Tax Sale Registration	\$600.00 + actual cost to Village*
Processing of Final Notice	\$200.00 + actual cost to Village*
Processing of Cancellation Certificate	\$100.00 + actual cost to Village*
Extension Agreement (additional provisions for payment of tax arrears)	\$300.00 + actual cost to Village*
Tender Information Package	\$25.00
Advertising Sale (after 1 year redemption period)	\$300.00 + actual cost to Village*
Tender Opening	\$300.00 + actual cost to Village*
Finalization Fee	\$300.00 + actual cost to Village*
*Actual costs to Village include, but not limited to, professional fees of a lawyer, planner, surveyor or other consultant. Disbursements of such costs will be charged at the actual cost to the Village in addition to the municipal administration fee.	

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SCHEDULE H – Administrative Monetary Penalty System (AMPS)

Description	Fee
AMPS Penalty Notice	\$300.00
AMPS Late Payment Fee	\$50.00
AMPS NSF Fee	\$75.00
AMPS Screening Non-Appearance Fee	\$100.00
AMPS Hearing Non-Appearance Fee	\$200.00

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SCHEDULE I – Roads Fouling

Description	Fee
Contravention of Roads Fouling By-Law	Full recovery of actual costs to the Village in addition to penalties set out in Schedule "A" of current Roads Fouling By-Law
*Actual costs to Village include, but are not limited to: contractor fees, staff time, professional fees of a lawyer, planner, surveyor or other consultant.	