

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-001

Being a By-law to Set Fees and Charges for Certain Municipal Services.

Recitals:

Subsection 391(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, authorizes Ontario municipalities to set fees and charges for services or activities it provides, and for the use of its property.

The Council of The Corporation of the Township of Conmee deems it desirable to set fees and charges for various services and for the use of its property.

ACCORDINGLY, THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

PART ONE: FEES AND CHARGES FOR SERVICES AT AND/OR ADMINISTERED BY THE MUNICIPAL OFFICE

1.01 Fees for Services provided by the Administrative Office to or for Constituents:

The following table sets out the fees for services provided on behalf of constituents by the municipal office:

Photocopying	\$0.15 per page
Faxing	\$0.10 per page
Tax Certificates	\$40.00
Zoning/Bylaw Compliance Letters	\$40.00
Building Inspection Letters	\$40.00
Document research (first 15 minutes; no charge)	\$25.00 per hour
Lottery Licence fee	3% of prize value
Newsletter Advertisement – “business card” size	\$5.00
Newsletter Advertisement – full page	\$20.00
Newsletter Advertisement – ½ page	\$10.00
Newsletter Advertisement – “for sale” type ads in a “business card” size	\$2.50

1.02 The following table sets out the fees charged to Constituents to reimburse the Township for costs incurred:

Sending a Notice or Letter by Registered Mail:	\$25.00 per envelope
Tax Sale fees	Cost recovery, as incurred
Administrative fee for Tax Registration (applied immediately prior to tax sale taking place)	\$1,000.00
Fee for check payments returned “NSF”	\$50.00

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1.03 Animal Control Fees:

The following table sets out the fees for services and costs related to animal control:

Dog Licence	\$20.00
Replacement Dog Tag (transfer allowed)	\$5.00
Return of (Licensed) Dog to Owner by Enforcement Officer	\$60.00
Return of (Unlicensed) Dog to Owner by Enforcement Officer (plus licence fee)	\$100.00

PART TWO: FEES AND CHARGES FOR THE USE OF THE MUNICIPAL COMPLEX AND RELATED FACILITIES

2.01 Hall Rental Fees

The following table sets out the fees charged to constituents to secure use of the Community Hall:

Booking Deposit	50% of rental fee, non-refundable
Damage Deposit (refunded where no damage occurs)	\$300.00
Rental of Main Hall for events (includes set-up and take-down)	\$400.00
General Hall rental	\$30.00 per hour
Rental of Kitchen (includes use of appliances and dishes)	\$30.00 per hour
Fee for access to facilities outside of office hours (i.e. access for set up or clean up)	\$25.00 per hour
Funeral services for Conmee residents	No charge
Funeral services for non-Conmee residents	\$30.00 per hour
Luncheons for funerals for Conmee residents	Cost of food
Funeral luncheons (where available)	\$100.00 plus cost of food (when catered by the Social Committee)
Facility User Insurance	At cost

2.02 Accoutrements

The following table sets out the fees charged for "extras" or "amenities" associated with the rental of the Community Hall:

Stage rental	\$25.00
Tablecloths	\$12 each
Replacement Tablecloths	at cost
Chair Coverings	\$4 each
Replacement Chair Coverings	at cost
Napkins	\$1 each
Audio/Visual in Main Hall	\$25.00
Facility User Insurance	At cost

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2.03 Meeting Facilities

The fee to rent the upstairs meeting room (with smartboard and other audio/visual requirements) is \$25.00 per hour.

2.04 Outdoor Space

The following table sets out the fees charged for the (exclusive) use of outdoor facilities at the municipal complex:

Use of the outdoor space (apart from the Pavillion) in association with the rental of the hall	\$100.00 in addition to hall rental costs
Use of the outdoor space as a "beer garden" associated with an event (includes set up of temporary enclosure i.e. "snow fencing")	\$200.00 for up to eight hours
Use of the outdoor space (apart from the Pavillion)	\$30.00 per hour
Pavillion Rental	\$30.00 per hour
Large event in the Pavillion	\$300.00
Facility User Insurance	At cost

Due to the public nature of the site, the Township cannot guarantee exclusive use of outdoor facilities.

2.05 Cancellations

Where a facility booking is cancelled with three days' notice, the renter will receive a refund of one hundred (100%) per cent of fees prepaid, including damage deposits.

Where a facility booking is cancelled with less than forty-eight (48) hours' notice, the renter will receive a refund of fifty (50%) per cent of fees prepaid. Damage deposits will be refunded in full.

Where a facility booking is cancelled with less than twenty-four (24) hours' notice, the renter will not receive a refund (apart from damage deposits).

PART THREE: FEES AND CHARGES FOR PLANNING AND DEVELOPMENT AND CONSTRUCTION MATTERS

3.01 Planning Applications

Conmee utilizes the services of the Lakehead Rural Planning Board for minor variance, severance and zoning bylaw amendment services. Confer with the Board for their current fee schedule.

It is noted that Official Plan amendment applications require application to the Province, and additional fees, as set by the Province, apply.

3.02 Building Permits

The following table sets out the fees charged for common building permits and related services:

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Description	Fee per Sq. Ft	Minimum Fee or set fee	Notes
New Construction/Addition for human habitation	\$0.70	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction/Addition for human habitation – second floor	\$0.35	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction/Addition for human habitation – basement walkout	\$0.20	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction Modular or Mobile Home without basement	\$0.35	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction Modular or Mobile Home with basement	\$0.50	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction/Addition for Commercial/Industrial	\$0.80	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction/Addition without human habitation - garages	\$0.20	\$50.00	Fee assumes a construction value of \$25.00 per Sq. Ft.
New Construction & Additions – No Human Habitation Sheds/Barns/Decks/Pool etc	\$0.20	\$50.00	
Relocation, Material Repairs & Renovations	\$0.50	\$100.00	Material Structural Change
Minor Repairs, Alterations & Renovations	n/a	\$50.00	T
Change of Use	n/a	\$50.00	
Demolition	n/a	\$50.00	
Conditional Permit	n/a	Fee to Be Determined by Case	
Plumbing or Building Services	n/a	\$50.00	
Construction or Demolition Started Prior to Permit	n/a	\$100.00	
Transfer of Permit	n/a	\$10.00	Transfer only; no changes
Inspection fees for 5 th or more inspections (remedy unsafe; compliance to order, etc.)		\$100.00 per inspection	Fee is due and payable at or prior to the inspection
Renewal fee (for 12 months)		\$50.00	

3.03 Additional Building Fees Where Applicable:

Site and foundation Inspections may require a separate Class 1 permit.

Plumbing inspections and heating & ventilation inspections may require a separate Class 8 permit.

PART FOUR: FEES AND CHARGES FOR THE MUNICIPAL CEMETERY

4.01 Plot/Columbarium purchases

Plots are available for purchase by existing Conmee residents, or by relatives of former Conmee residents whose wishes were to be interred in Conmee.

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The following table sets out the fees for the purchase or transfer of cemetery interment rights:

Five foot by eight foot burial plot (providing for one casket (first interment) and 4 cremains urns, or 5 cremains urns.	\$665.00
Care and Maintenance Payment – included in cost of plot fee (\$665) for maintenance of grounds	\$290.00
Columbarium Niche	\$590.00
Care and Maintenance Payment – included in cost of Niche fee (\$590) for maintenance of grounds	\$165.00
Engraving on Columbarium Door	At cost
Administrative Fee for transferring Interment Rights Certificate or for replacement of lost Certificates	\$50.00

4.02 Cemetery Services

The fee to open and close a plot for during business hours (9:00 a.m. to 4:00 p.m.) in summer is \$450.00. Opening and closing plots after hours or on weekends or holidays requires an additional payment of \$125.00.

The fee to open and close a plot for during business hours (9:00 a.m. to 4:00 p.m.) in winter is \$550.00. Opening and closing plots after hours or on weekends or holidays requires an additional payment of \$125.00.

Families are offered the option of opening and closing plots themselves, at their own expense, and under the supervision of the Township staff. The fee for staff supervision is ½ of the rates set out in Section 4.01.

4.03 Disinterment

The fee for disinterment of remains in summer is \$450.00.

The fee for disinterment of remains in winter is \$550.00.

4.04 Markers/Monuments

Markers and monuments may be erected by family, under supervision of Township staff, or by a commercial service. The fee for supervision is \$125.00, provided it is undertaken during business hours (9:00 a.m. to 4:00 p.m. weekdays).

PART FIVE: FEES AND CHARGES FOR PUBLIC WORKS SERVICES

5.01 Fees for Public Works Services

The following table sets out the fees for services provided by Public Works:

Minimum Charge (all services)	\$100.00
Grading	\$70.00 per hour
Township Trucks	\$70.00 per hour
Culvert installation (1 load of gravel)	\$400.00 + culvert cost
Fire Number Sign and Installation	\$50.00

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PART SIX: FEES AND CHARGES FOR FIRE DEPARTMENT SERVICES

6.01 Fees for Fire Department Services

The following table sets out the fees for services provided by Conmee Fire Services:

MTO Call out (first hour)	\$350.00 per vehicle
MTO Call out (each additional hour or part thereof)	\$175.00 per vehicle

PART SEVEN: FEES AND CHARGES RELATING TO THE MUNICIPAL LANDFILL SITE

7.01 Fees for the Landfill Site

The following table sets out the fees for services available at the landfill site:

Landfill access card	\$0.00
Landfill access replacement card	\$20.00

PART EIGHT: GENERAL

8.01 Effective Date

This By-law shall come into force and take effect retroactively as of January 1st, 2025.

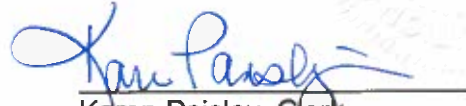
8.02 Repeal

By-law Number 1131 is repealed as of January 1st, 2025.

Passed this 14th day of January, 2025.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE


Sheila Maxwell, Mayor


Karen Paisley, Clerk