

The Corporation of the Town of South Bruce Peninsula

By-Law Number 44-2026

Being a By-Law to Set Fees for the Services Performed by the Corporation of the Town of South Bruce Peninsula

Whereas Section 391 of the *Municipal Act, 2001*, as amended, provides that a municipality may pass by-laws imposing fees or charges on any class of 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 local board; and for the use of its property including property under its control;

And whereas Section 398 of the *Municipal Act, 2001*, as amended provides that fees and charges imposed by a municipality constitute a debt of the person to the municipality and that the Treasurer may add amounts owing to the tax roll;

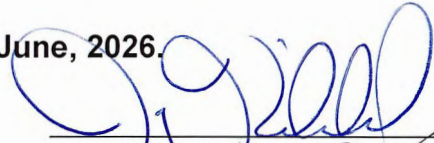
And whereas the Council of the Corporation of the Town of South Bruce Peninsula establishes fees and charges by the enactment of a consolidated fee by-law.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:

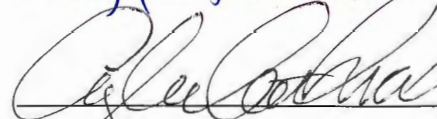
1. **That** the fees as are outlined in the document attached hereto which forms part of this by-law are included in the Fee By-Law, replacing any previously adopted Schedule A.
2. **That** it is intended that all provisions of this by-law shall be binding and effective. In the event that any particular provision or provisions or part of a provision is found to be void, violable or unenforceable for any reason whatever, then the particular provision or provisions or part of the provision shall be deemed severed from the remainder of this by-law and all other provisions shall remain in full force.
3. **That** non-payment of the fee on the due date specified therein shall result in a penalty of 2 percent being added and thereafter a penalty of 2 percent will be added on the last day of each month in which the default continues.
4. **That** in accordance with the *Municipal Act, 2001*, as may be amended from time to time, the Treasurer may add any uncollected fee or charge to the tax roll to be collected in like manner as taxes.
6. **That** on the first day of the commencement of each year, fees may be increased in proportion to the increase in the Consumer Price Index as published by Statistics Canada for the immediately preceding calendar year and that fee shall become the new base fee.

7. **That** the HST or other tax rates shall be the rate approved by the Government of Canada and/or the Province of Ontario as amended from time to time.
8. **That** this by-law supersedes any by-law or fee in any other by-law not consistent with this by-law.
9. **That** the fees contained herein shall come into full force and effect on the date of passage of this by-law.

Read a first and second time this 16th day of June, 2026.

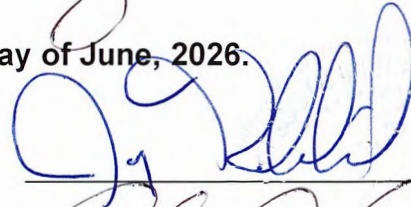


Mayor



Clerk

Read a third time and finally passed this 16th day of June, 2026.



Mayor



Clerk

Administration Fees and Service Charges**General**

Description	Fee	HST	Total
Commissioning of oaths	17.70	2.30	20.00
Certification of any document - does not include photocopying	17.70	2.30	20.00
Swearing an affidavit - affidavit previously prepared	17.70	2.30	20.00
Swearing an affidavit - affidavit prepared by municipality	22.12	2.88	25.00
Photocopies (per copy)	0.44	0.06	0.50
Information Search -per hour -non MFIPPA	35.40	4.60	40.00
Information Search -minimum charge -non MFIPPA	8.85	1.15	10.00
Returned Item Charge -except if due to estate freeze	50.00	0.00	50.00
Parking Ticket Returned Item Charge	50.00	0.00	50.00
Unpaid Parking Ticket Administrative Charge	35.00	0.00	35.00

Description	Fee	HST	Total
Incoming Fax (per page)	0.80	0.10	0.90
Local Outgoing Fax (per page)	1.33	0.17	1.50
Long Distance Fax (per page)	1.77	0.23	2.00
Vital Statistics Travel Letter	30.00	0.00	30.00
Freedom of Information Request	As per legislation	0.00	As per legislation
Promotional Royalty Deposits -Warton Willie product contracts	100.00	0.00	100.00
Fenceviewer Charge -per viewer, per visit -plus applicable Town mileage rate	150.00	0.00	150.00
Civil Marriage Solemnization	309.73	40.27	350.00
Animal Reclaim and Administration Fee -per animal -in addition to animal shelter fees	95.00	12.35	107.35
Animal Shelter Fees -actual costs charged to the Town by shelter -in addition to animal reclaim and administration fee	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Animal Removal and Seizure -including but not limited to investigation, vet, transportation, holding, feed, etc.	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Program Administration Fee -refund or credit	\$10.00	0.00	10.00
Bluewater Park Campground Administration Fee -per site -refund or credit	40.00	0.00	40.00
Transfer unpaid utility or receivable balances to the Tax Roll for collection	\$30.00	0.00	30.00

Description	Fee	HST	Total
Mailing of Tax Arrears Notices -for annual notice only and only for balances > \$25.00	5.00	0.00	5.00
Mortgage Company Fee -per property-with billing listing	5.00	0.00	5.00
Ownership/Billing Information Change Fee -change ownership or billing information on a property tax account (note 2)	35.00	0.00	35.00
Ownership/Billing Information Change Fee -change ownership or billing information on a utility account (note 2)	35.00	0.00	35.00
Removal of Items From Town Property -full recovery of all costs	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Administration Charge for Removal of Items From Town Property -per occurrence	150.00	19.50	169.50
Short Term Rental Accommodation Charge Back -pre-license	100.00	0.00	100.00
Short Term Rental Accommodation Charge Back -post-license	200.00	0.00	200.00
Administrative Charge for Uploading Applications, Documents and Reports to Online and Cloud Based Programs -per item loaded -charged if applicant cannot/will not use the online method and staff are required to accept a paper copy and upload to program (eg. Uploading for STRA, MAT, building permits, etc.)	35.00	0.00	35.00

Description	Fee	HST	Total
Purchase of Road Allowances -per square metre -cost of property	40.00	As Applicable to Square Meter Charge	40.00 per Square Meter Plus HST
Purchase of Shore Road Allowances -per square metre -cost of property	80.00	As Applicable to Square Meter Charge	80.00 per Square Meter Plus HST
Purchase of Road/Shore Road Allowances -survey -legal -agency consultations -any cost required	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Purchase of Road/Shore Road Allowances -application fee -non-refundable	500.00	0.00	500.00

Certificates, Compliance Letters and Permits and Associated Fees

Description	Fee	HST	Total
Tax Certificate	60.00	0.00	60.00
Water Certificate	60.00	0.00	60.00
Burial Permit/Death Registration	30.00	0.00	30.00
Zoning/Building Compliance Letter	75.00	0.00	75.00
Septic Compliance Letter	75.00	0.00	75.00
Cut Permit	175.00	0.00	175.00
Cut Permit Additional Inspection Fee	60.00	0.00	60.00
Sidewalk Cut Deposit (certified cheque)	750.00	0.00	750.00

Description	Fee	HST	Total
Road Cut Deposit (certified cheque)	1,500.00	0.00	1,500.00
Curb Cut Deposit (certified cheque)	600.00	0.00	600.00
Entrance Permit	175.00	0.00	175.00
Entrance Permit Additional Inspection Fee	60.00	0.00	60.00
Road Occupation Permit	175.00	0.00	175.00
Road Occupation Additional Inspection Fee	60.00	0.00	60.00
Road Occupation Deposit (certified cheque)	1000.00	0.00	1000.00
Logging Permit Deposit (certified cheque)	5,000.00	0.00	5,000.00
Moving Permit (municipal roads only)	175.00	0.00	175.00
Moving Permit Deposit (certified cheque)	1,500.00	0.00	1,500.00
Topsoil Removal Bond (per acre)	1,000.00	0.00	1,000.00
Topsoil Removal Permit Fee	300.00	0.00	300.00
Septic Re-Inspection Fee	75.00	0.00	75.00
Septic Re-Inspection Missed Appointment Fee	75.00	0.00	75.00
Septic Re-Inspection Cost Recovery -attendance at Court -legal costs -other costs required to enforce compliance	Actual Costs	As Applicable to Actual Costs	Actual Costs plus HST

1. The Town reserves the right to require 48 hours' notice to respond to any certificate request. Where a request is made to waive the notice period for a more immediate response, it shall be hereby understood that the Town shall charge double the applicable fee if a response is given within the 48-hour notice period.
2. The Treasurer is authorized to waive in the event a duplicate fee is charged in either case due to a change to an estate and again to beneficiary, with proof provided by trustee. Fee will not be applied to Application of Survivorship.

Signs

Description	Fee	HST	Total
Tourism Oriented Destination Signs (TODS) -12" x 48" -blue with white lettering	210.00	27.30	237.30
Warton Business Directional Signs -6 1/4" x 30" -blue with white lettering	100.00	13.00	113.00
911 Blades	No Charge	No Charge	No Charge
911 Posts	13.27	1.73	15.00
911 Blade, Post and Installation	39.82	5.18	45.00
Sign Permit (Sign By-Law) -non-profit and community organizations -election signs -all other signs without separate fee approved in Fee By-Law	0.00	0.00	0.00
Removal of Unauthorized Signs -per sign	88.50	11.50	100.00
Removal of Unauthorized Signs -tipping fees for disposal	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus Taxes as Applicable
House Signage for Properties of Interest -per sign	Actual Cost	As Applicable to Actual Cost	Actual Cost Including HST

Planning

Description	Fee	HST	Total
Limited Service Agreement -no demand for service - not fronting on a public street	700.00	0.00	700.00
Site Plan Control Agreement - application fee -small development	700.00	0.00	700.00
Site Plan Control Agreement -application fee - medium development	1,000.00	0.00	1,000.00
Site Plan Control Agreement -application fee -large development	2,000.00	0.00	2,000.00
Site Plan Control Agreement -fees and deposits	As deemed appropriate to application	As applicable	As deemed appropriate to application plus HST
Site Plan Control Agreement -temporary use	700.00	0.00	700.00
Site Plan Control Agreement -archaeological assessments -environmental conditions	700.00	0.00	700.00
Deeming By-Law	700.00	0.00	700.00
Encroachment Agreement -application	100.00	0.00	100.00
Encroachment Agreement -registration, legal fees, etc.	Actual Costs	As Applicable to Actual Costs	Actual Costs Plus HST
Official Plan/Zoning/Minor Variance	Fee Set by Bruce County	As Applicable to Bruce County Fee	Fee Set by Bruce County Plus HST

Description	Fee	HST	Total
Release of Subdivision Agreement -full or partial	75.00	0.00	75.00
Cash in Lieu of Parking -per space	1,000.00	0.00	1,000.00
Severance Administration -new lot created	350.00	0.00	350.00
Severance Administration -no new lot created	150.00	0.00	150.00
Appraisal or Letter of Opinion	Actual Cost	As Applicable to Actual Cost	Actual Cost plus HST
By-Law to Remove Holding Symbol	400.00	0.00	400.00
Subdivision/Development Agreement -application fee	2,000.00	0.00	2,000.00
Subdivision/Development Agreement -fees and deposits	As deemed appropriate to application	As applicable	As deemed appropriate to application plus HST
Subdivision Compliance Letter	75.00	0.00	75.00
Parkland Dedication Fees - % value of the unimproved lot	In accordance with the <i>Planning Act</i>	0.00	In accordance with the <i>Planning Act</i>
Land Use Inquiry -per property inquiry	20.00	0.00	20.00
Development Pre-Consultation -per application -property owner	200.00	0.00	200.00
Development Pre-Consultation -per application -non-property owner	275.00	0.00	275.00

Property Standards

Description	Fee	HST	Total
Issuance of Property Standards Order	175.00	0.00	175.00
Appeal of Property Standards Order -non-refundable -payable upon application for appeal	250.00	0.00	250.00
Property Standards Order Confirmed or Partially Confirmed by Committee -property not in compliance when Order confirmed or partially confirmed	125.00	0.00	125.00
Attendance of Property Standards Officer in Court -appeal of decision to Superior Court of Justice -per Officer	500.00	0.00	500.00
Property Standards Compliance -cost of clean-up, repair, demolition or any required action under an Order	Actual Costs	As Applicable to Actual Costs	Actual Costs plus HST