

The Corporation of The Township of Adjala-Tosorontio

By-Law No. 2025-056

A By-law to Establish Fees and Charges to be Collected by the Corporation of the Township of Adjala-Tosorontio and to repeal By-law 2024-012

WHEREAS pursuant to Section 9 of the Municipal Act, 2001, S.O. 2001, c25 a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to Section 8(1) of the Municipal Act, 2001, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 391 of the Municipal Act, 2001, provides that a Municipality may pass by-laws imposing fees and/or charges 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 By-laws imposing such fees and charges are authorized by the Municipal Act, 2001, and various other statutes;

AND WHEREAS it is deemed necessary to pass such a by-law and update the fee and charges to be collected by the Corporation of the Township of Adjala-Tosorontio;

NOW THEREFORE the Council of Township of Adjala-Tosorontio hereby **ENACTS AS FOLLOWS:**

SHORT TITLE

This By-law shall be known as the Fees and Charges By-law.

1. THAT Council hereby establish the fees and charges as set out in Schedules "A ,B,C,D,E,F,G,H" " attached hereto and forming part of this By-law, and any person requesting or applying for the services list in Schedules "A ,B,C,D,E,F,G,H" shall be pay the fees listed for that service or approval.
2. THAT despite the provisions of Section 2, Council in its discretion, upon application to it, may waive or reduce the fees set out in Schedules "A,B,C,D,E,F,G,H" for any person, on a one time or on a continuing basis.

3. THAT notwithstanding Section 3, the Fire Chief at his/her/their discretion may also waive or reduce fees set out under Emergency Services.
4. THAT the fees and charges as listed in the schedule attached hereto and forming part of this by-law will be subject to tax where applicable in addition to the fees listed in the attached schedule.
5. THAT where a deposit is required under this By-law for services rendered by the Municipality, and actual costs exceed the deposited amount, such costs shall be deemed to be fees owing under this By-law and Section 5 of this By-law shall pertain to such outstanding costs.
6. THAT if for any reason fees and charges owing under this By-law, except for those listed under Emergency Services remain unpaid after 30 days, same shall bear interest at the rate of 1.25% per month until paid in full.
7. THAT if a property owner who is charged a fee or charge under this By-law fails to pay the fee or charge within ninety days of receipt of an invoice, the Corporation may add the fee or charge, including interest, to the tax roll for any real property in the Township of Adjala-Tosorontio registered in the name of the owner and collect the fee or charge, including interest, in like manner as municipal taxes.
8. THAT a fee or charge imposed upon a person under this By-law, including any interest charges and costs of collection, constitutes a debt of the person to the Corporation.
9. THAT security deposits shall be collected when services rendered and will be reimbursed upon compliance of the agreement unless specified otherwise.
10. THAT where this By-law established a fee and charge for a fee that also exists in another By-law that predates the effective date of this By-law, the fee and charge in this By-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
11. THAT should any part of this By-law, including any part of the Schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provision or part of the Schedule so declared to be invalid.
12. THAT By-law 22-67 be amended by repealing Schedule "A" in its entirety and by deleting all references to Schedule "A" through out the body of the By-law and replacing it with "the Fees and Charges By-law".
13. THAT By-law 2024-012 and 11-32 are hereby repealed, and this By-law supersedes any corresponding by-law of the Township of Adjala-Tosorontio which, through inadvertence, may not have been repealed.

ENACTMENT

THAT the provisions of this By-law shall take full force and effect on January 1, 2026.

THAT notwithstanding anything contrary to the rules of procedure, this By-law be introduced and read a first and second time and be considered read a third time and finally passed this 12th day of November 2025.



Scott W. Anderson, Mayor



Robin Reid, Clerk

Schedule "A" To By-law No. 2025-56	2026 Fees
CLERKS AND ADMINISTRATION	
Certifying and Commissioning	
Certifying true document – per document	\$22.00
Commissioning of Oath – per document	\$22.00
Commissioning of pension documents	n/c
Photocopying	
Black & White – letter – per page	\$0.25
Black & White – legal – per page	\$0.30
Black & White – ledger – per page	\$0.35
Colour – letter – per page	\$0.35
Colour – legal – per page	\$0.40
Colour – ledger – per page	\$0.45
Official Plan Schedules – ledger size – per page	\$0.35
Per Agenda Package	\$25.00
General Administration Fees	
Township Pins	\$1.00
Facsimile services – each page	\$1.00
NSF Cheque	\$35.00
Marriage Services	
Marriage Licence	\$120.00
Marriage Ceremony	\$305.00*
Staff Witness	\$30.00/ea.
Fence Viewers	
Application under Line Fences Act	\$200.00
Freedom of Information – As legislated by MFIPPA	
Application Fee	\$5.00
Search time – per 15 minutes (for General Info Reg only)	\$7.50
Preparation of records for disclosure – per 15 minutes (for General info Reg)	\$7.50
Computer Programming – per 15 minutes (for General info Reg)	\$7.50
Copies – per page	\$0.20
USB – each	\$10.00
Other Invoiced Costs	As per Invoice
Lottery Licences	
Raffle	3% of prize value
Breakaway – per deal	3% of prize value
Bingo (per event)	3% of prize value
Raffle: for Max Prize of \$1,000	N/A
Raffle: over \$1,000	N/A
Nevada	3% of prize value

*HST Applicable

Schedule "C" To By-law No. 2025-056	2026 Fees
PARKS AND RECREATION	
Facility Rentals	
Municipal Centre Public Room	
Resident – 3 hours or less – per event weekday	\$40.00*
Resident - maximum 7 hours - per event weekday	\$90.00*
Resident – 3 hours or less – per event weekend	\$50.00*
Resident - maximum 7 hours - per event weekend	\$120.00*
Non-Resident – 3 hours or less – per event weekday	\$75.00*
Non-Resident - maximum 7 hours - per event weekday	\$150.00*
Non-Resident – 3 hours or less – per event weekend	\$100.00*
Non-Resident - maximum 7 hours - per event weekend	\$175.00*
Commercial - maximum 7 hours - per event weekday	\$150.00*
Commercial - maximum 7 hours - per event weekend	\$200.00*
Registered Charitable Organization – per event weekday or weekend	\$ 20.00*
Security Deposit	\$200.00
Gazebo (Includes use of two junior soccer fields)	
Resident – 2 hours or less – per event weekend/weekend	\$20.00*
Resident - maximum 5 hours - per event weekday/weekend	\$50.00*
Non-Resident – 2 hour or less – per event weekday/weekend	\$25.00*
Non-Resident - maximum 5 hours - per event weekday/weekend	\$75.00*
Commercial - maximum 5 hours - per event weekday/weekend	\$100.00*
Registered Charitable Organization – per event weekday or weekend	\$20.00*
Security Deposit	\$200.00
Events with over 100 attendees	
Municipal Centre Public Room, Gazebo and soccer fields – maximum 7 hours	\$400.00*
Registered Charitable Organization Municipal Centre Public Room, Gazebo and soccer fields – maximum 7 hours	\$120.00*
Set-Up per hour per each Staff person (extra parking area, additional picnic tables, additional garbage cans or other)	\$75.00*
Security Deposit	\$500.00
Ball Diamond Rental	
Township provided chalk per season	\$5.00*
Minor – per hour	\$8.00*
Adult – per hour	\$12.00*
Tournament - per day – minor/adult	\$70.00*
Concession stand - maximum 5 hours - per event	\$20.00*
Concession stand - per Tournament Day	\$25.00*
Porto let - per day	at cost
Additional grass cutting	at cost
Additional dragging	at cost
Soccer Field Rental	
Township provided chalk per season	\$5.00*
Minor – per hour	\$8.00*
Adult – per hour	\$12.00*
Tournament - per day – minor/adult	\$70.00*
Porto let - per day	at cost
Additional grass cutting	at cost

*HST Applicable

Schedule "D" To By-law No. 2025-056	2026 Fees
PUBLIC WORKS	
Entrances	
Residential Entrance - permits with culvert (installed by owner)	\$250.00
Residential Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00
Commercial Entrance - permits with culvert (installed by owner)	\$350.00
Commercial Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00
Fill Entrance - permits (installed by owner, if necessary)	\$500.00
Fill Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00
General Public Works Fees	
Road occupancy permits fee + \$2,000 Deposit	\$200.00
Road cut - permits plus costs + \$2,000 Deposit	\$400.00
Oversized load permit	\$200.00
Public Works and Engineering Compliance Letter	\$200.00
Legal documentation for lifting .3m reserve for private purposes	\$500.00
Snow clearing or other works on unassumed or private roads – per hour in accordance with Ministry of Transportation current Ontario Provincial Standard Specifications, as amended plus municipal costs	Cost + 10%
Municipal Numbering	
Purchase of a municipal number sign	\$40.00
Purchase of a post	\$25.00
Installation only	\$125.00
Installation of sign, plus all material (sign & post)	\$190.00
Equipment	
Dump truck - t1 - per hour	\$114.00
Dump truck - t10 - per hour	\$114.00
Dump truck - t11 - per hour	\$114.00
Dump truck - t12 - per hour	\$114.00
Dump truck - t13 - per hour	\$114.00
Dump truck - t14 - per hour	\$114.00
Dump truck - t15 - per hour	\$114.00
Dump truck - t16 - per hour	\$114.00
Dump truck - t17 - per hour	\$114.00
Dump truck - t18 - per hour	\$114.00
Water Truck	\$128.00
1 ton (s) - d1 - per hour	\$65.00
1 ton (s) - d3 - per hour	\$65.00
1/2 ton - p4 - per hour	\$40.00
1/2 ton - p1 - per hour	\$40.00
4x4 - p2 - per hour	\$40.00
3/4 ton (s) - p5 - per hour	\$42.00
3/4 ton (n) - p6 - per hour	\$42.00
3/4 ton - p8 - per hour	\$42.00
Culvert trailer - per hour	\$29.00
Farm tractor - per hour	\$89.00
Brusher - per hour	\$34.00
Woodchipper	\$95.00

*HST Applicable

Schedule "D" To By-law No. 2025-056	2026 Fees
Backhoe - - per hour	\$97.00
Grader - - per hour	\$318.00
Loader - - per hour	\$100.00
Disk mower - - per hour	\$19.00
Sweepster - - Per Hour	\$17.00
Chain saws - - Per Hour	\$4.35
Hot Box - - Per Hour	\$36.00
Quick cut - - Per Hour	\$4.35 + blades
Road Closure Signs	2.00 - per day
Closure barriers	4.00 - Per day
Man Hours	
Labour - - Per Hour	\$49.00
Operator - - Per Hour	\$51.00
Lead hand - - Per Hour	\$52.00
Foreman - - Per Hour	\$54.00
Supervisor - - Per Hour	\$58.00
Site Alteration and Fill Permit	
Minor (Up to 300m3)	
Application Plus Appropriate Tipping Fees	\$1,000.00 + Tipping Fees
Permit Amendment	\$500.00
Plans & Reports Review	\$500.00
Security Deposit for Review	\$1,500.00
Permit Renewal/Extension Plus Appropriate Tipping Fees	\$500.00 + Tipping Fees
Permit Amendment	\$1,000.00
Plans & Reports Review	\$1,000.00
Security Deposit for Review	\$1,500.00
Site Alteration & Fill Management Plan Amendment	\$500.00
Site Alteration & Fill Agreement	\$2,000.00
Site Alteration & Fill Agreement Deposit Site	\$5,000.00
Alteration & Fill Agreement Amendment	\$1,000.00
Release of Agreement	\$500.00
Major (Above 300m3)	
Application Plus Appropriate Tipping Fees	\$2,000.00 + tipping Fees
Permit Amendment	\$1,000.00
Plans & Reports Review	\$1,000.00
Security Deposit for Review	\$5,000.00
Permit Renewal/Extension	\$1,000.00 + tipping fees
Site Alteration & Fill Management Plan Amendment	\$500.00
Site Alteration & Fill Agreement	\$2,000.00
Site Alteration & Fill Agreement Deposit Site	\$5,000.00
Alteration & Fill Agreement Amendment	\$1,000.00
Release of Agreement	\$500.00
Site Alteration & Fill Management Plan Amendment	\$500.00
Agricultural	
Application Plus Appropriate Tipping Fees	\$1,500.00 + Tipping Fees
Permit Amendment	\$500.00
Plans & Reports Review	\$500.00
Security Deposit for Review	\$1,500.00
Permit Renewal/Extension	\$750.00 + Tipping Fees

*HST Applicable

Schedule "D" To By-law No. 2025-056		2026 Fees
Tipping Fees for all Site Alteration and Fill Permit Applications		
Fill	Certified Clean Fill	\$2.00 per M³
Agriculture Use	Table 1 Certified Fill	\$1.00 per M³
Agriculture Berm	Certified Clean Fill	No charge
Consultant/Legal Fees		Cost + 15% Administration Fee
Extra Inspections		\$150.00
Consultant Inspections		Cost + 15% Administration Fee
Transfer of Permit		\$500.00
Issuance/Removal of Stop Work Order		\$250.00
Fill Permit Site Plan		
Site plan review (1 review assumed)		\$100.00
Site inspection (minimum 2 required at \$75.00 – per inspection)		\$150.00
Security – minimum deposit		\$1,000.00

*HST Applicable

Schedule "E" To By-law No. 2025-056	2026 Fees
BY-LAW AND ENFORCEMENT	
By-Law Complaint/Compliance Visits	
First visit will be subject to investigation and recommendations (if warranted)	Notice/Orders
Second visit per complaint (if compliance not obtained)	\$150.00
Third visit per complaint	200.00
Each subsequent visit per complaint	400.00
• Plus full cost recovery – legal & prosecution + 10 % admin fee	
Property Standards Bylaw	
Property Standards Order Appeal Fee	\$250.00
PLUS FULL COST RECOVERY	
Sign Permit Sign By-Law 10-18	
Up to 32 sq. ft.	\$100.00
Up to 64 sq. ft.	\$175.00
Over 64 sq. ft., plus applicable building permit fee	\$250.00
Sign Permit	
Up to 32 sq. ft.	\$100.00
Up to 64 sq. ft.	\$175.00
Over 64 sq. ft., plus applicable building permit fee (OBC)	\$250.00
Sign Non-Compliance	
Monthly fee for signs that require a permit that are erected without the issuance of a permit, charged until compliance is met.	
Up to 32 sq. ft.	\$500.00
Up to 64 sq. ft.	\$750.00
Over 64 sq. ft.	\$1,500.00
Annual Licence Fees	
Refreshment vehicle and/or catering truck	\$250.00
Kennel License	
Breeding Kennel Licence (New Licence)	\$400.00
Boarding Kennel Licence (New Licence)	\$400.00
Breeding Kennel Licence (Annual Renewal)	\$150.00
Boarding Kennel Licence (Annual Renewal)	\$150.00
Dog Licensing	
Annual Fee for Licensing Dogs	
Neutered/spayed prior to and including March 31st	\$22.00
Intact prior to and including March 31st	\$35.00
Neutered/spayed as of April 1st	\$40.00
Intact as of April 1st	\$50.00
Replacement dog tag (picked up at Municipal Office)	\$0.50
Assistance Dogs and Livestock Protection Dogs	N/C
Surcharge to cover mailing cost	\$2.00
Online purchase – at the above rates	See above
Failure to Obtain Dog Licence	\$100.00

*HST Applicable

Schedule "E" To By-law No. 2025-056	2026 Fees
BY-LAW AND ENFORCEMENT	
Annual Fee for Licensing Dangerous Dogs	
Neutered/spayed	\$250.00
Intact	\$350.00
Failure to Obtain Dangerous Dog License	400.00
Dangerous Dog/Notice to Muzzle Order Appeal Fee	\$250.00
Dog Handling Fees (payable by owner at the time of pickup of dog from Township Canine Control Contractor)	
First time dog is seized - Licensed	\$50.00
First time dog is seized - Unlicensed	\$75.00
Second time dog is seized	\$200.00
Third and subsequent time(s) dog is seized	\$300.00
Note: Plus actual costs incurred by the Township Canine Control Contractor : Vet & Boarding	
Swimming Pool Fencing Permit (FEE DOUBLED IF CONSTRUCTED PRIOR TO PERMIT ISSUANCE)	
Fence for Swimming Pool	\$250.00

*HST Applicable

Schedule "F" To By-law No. 2025-056	2026 Fees
FIRE SERVICES	
Fire Inspections & Permits	
Paid Inspections Commercial (Group A,D, & E Occupancy)	
Inspect base building or one occupancy plus common elements up to 10,000 sq. ft (929 sq. M.) – per hour inspect	\$75.00
Each additional 3000 sq. ft. (279 sq. M.) – per hour	\$75.00
Inspect each occupancy in addition to base building – per hour	\$75.00
Repeat follow-up inspections on a violation – per hour	\$75.00
Paid Inspections Industrial (Group F Occupancy)	
Inspect base building or one occupant up to 10,000 sq. ft. (929 sq. M.) – per hour	\$75.00
Inspect base building or one occupant & common elements – per hour	\$75.00
Inspect each tenant/occupant in addition to base building – per hour	\$75.00
Inspect Base Building or One Occupant up to 10,000 sq. ft. (929 sq. M.)	
Inspect base building or one occupant & common elements first 10,000 sq. ft. (929 sq. M.) – per hour	\$75.00
Inspect each additional 3000 sq. ft. (279 sq. M.) – per hour	\$75.00
Repeat follow-up inspections on a violation – per hour	\$75.00
Paid Inspections Residential (Group C)	
Daycare, Group Home, Single Family Residence, PLASP, 1 to 2 floors – per hour	\$75.00
Multi-Tenant Low Rise – 3 to 6 floors – per hour	\$75.00
Inspect base building – per hour	\$75.00
Inspect each tenant/occupant/apartment – per hour	\$75.00
General Fire Fees	
Fire Route Application	\$75.00
Outdoor functions: Weddings, Special Events – per address	\$75.00
Permit to light a fire	\$20.00
Large Burn Inspection	N/C
Permit for Outdoor Wood Burning Appliance	\$200.00
Marijuana Grow-op Investigation and Compliance Inspections – per address – per hour	\$75.00
Propane Licence application Review – per hour	\$75.00
Fire Extinguisher training – per hour	\$75.00
Inquiries for reports pertaining to emergency responses and/or information relating to emergency calls	\$75.00
File Search/Fire Reports information – per address	\$75.00
Posting of licence	\$75.00
EMERGENCY RESPONSES	
1. For responding to nuisance false alarms	
a. First false alarm in any calendar year will be subject to investigation and recommendations	N/C
b. Second fire alarm in any calendar year	\$649.00
c. Third & subsequent false alarms in any calendar year – per vehicle – per hour	\$649.00
d. For each additional one – half hour or part thereof	\$324.50
2. For responding to false alarms occurring as a result of work being performed on a first alarm system or emergency system	
a. First false alarm in any calendar year will be subject to investigation and recommendations	N/C
b. Second fire alarm in any calendar year	\$649.00
c. Third & subsequent false alarms in any calendar year – per vehicle – per hour	\$649.00
d. For each additional one – half hour or pat thereof	\$324.50

Schedule “G” – Planning Services to By-law No. 2025-056	2026 Fees
Official Plan Amendment	
Major (substantive matters such as changes to land use designations, boundaries, use permissions, and new policy guidance)	\$6,000.00*
Minor (less substantive matters such as policy changes within existing designations, and exceptions for use permissions/standards)	\$3,000.00**
Zoning By-law Amendment	
Major (changes to zone classifications, boundaries, and/or use permissions)	\$4,500.00*
Minor (changes to general provisions, and/or lot characteristics and performance standards)	\$2,500.00***
Temporary Use By-law	\$2,500.00
Temporary Use By-law – Extension Application	\$500.00
Lifting of Holding Provision	\$1,000.00
Subdivision and Condominium	
Draft Plan of Subdivision or Condominium Application (Base fee, includes three submissions)	\$10,000.00*
Redline Revisions (requiring circulation)	\$3,000.00
Extension to Draft Plan Approval	\$2,000.00
Additional Submission Fee (Per Submission)	\$1,500.00
Part-Lot Control Exemption	\$2,000.00
Part-Lot Control Extension	\$500.00
Subdivision or Condominium Agreement	\$8,000.00**
Subdivision or Condominium Amending Agreement	\$1,000.00***
Final Approval Fee (per M-plan)	\$750.00
Condominium Exemption	\$2,000.00
Deeming By-law	\$2,000.00
Pre-Servicing Agreement	\$1500.00**
Model Home Agreement	\$1,500.00
Earthworks Agreement	\$1500.00**
Committee of Adjustment	
Consent	\$2,000.00***
Minor Variance (plus full cost recovery)	\$1,000.00
Amendment or Reconsideration of Conditions	\$1,000.00
Validation of Title	\$1,000.00***
Development Agreement (required as condition of approval)	\$1,000.00***
Site Plan Control	
Site Plan – Major (greater than 500m ² of building area). Base fee includes three submissions	\$5,500.00*
Site Plan – Minor (up to 500 m ² of building area). Base fee, includes three submissions	\$2,800.00**
Additional Submission Fee (Per Submission)	\$1,500.00
Site Plan Control Agreement - Revisions and Amendments	\$1000.00*
Telecommunications	
Telecommunications Facility Site Review and Agreement	\$2,000.00
Building/Zoning Compliance Request	
Standard	\$200.00
Expedited	\$300.00
Other Planning Fees	
Pre-consultation	\$250.00

Inactive File Fee	10% of initial application fee
Encroachment Application	\$1000.00**
Encroachment Agreement	\$500.00***
Release of Agreement or Agreement Provisions – Written Request Required	\$500.00**
Ontario Land Tribunal Appeal Application Processing	\$875.00
Staff Attendance at Ontario Land Tribunal Hearings	\$1,500.00/day plus \$750 subsequent days
Major Cost Acknowledgement	\$10,000.00
**Intermediate Cost Acknowledgement	\$5,000.00
***Minor Cost Acknowledgement	\$1,500.00
Source Water Protection	
Each property on municipal water will be issued a flat fee for septic system inspections which will be added to the third quarter water billing	\$15.00
Review and approve the Risk Management Plan Submitted by resident, per hour	\$100.00
Develop Risk Management Plan, per hour	\$100.00
Inspection of Septic Systems not billed within the Municipal Water systems	\$100.00
Inspection for Compliance with Risk Management Plan or to investigate a potential threat	\$150.00

Notes and Conditions:

- 1) Application Fees and any required Cost Acknowledgement deposits must be submitted in full with an application for it to be deemed complete. Where fees and deposits are not submitted in full, the application will not be accepted and will be returned to the applicant as incomplete. All applications shall be considered mutually exclusive.
- 2) The applicant will be responsible for all consulting and legal fees incurred, including the Township's consulting fees for peer reviewing supporting submission materials. Peer review fees are charged on an actual cost basis for all review/processing by consultants. Invoices will be issued for these costs which the applicant is responsible for paying within 30 days of the invoice date. Cost Acknowledgement deposits are to have a continuous balance in the amount of the original dollar amount, which shall serve as security for the application.
- 3) With respect to each application received by the Township, the Treasurer shall record the charges and expenses incurred by the Township in consideration and processing thereof, including all consultant's services. Upon the closing or completion of an application, its formal withdrawal by the applicant, or its rejection by the Council or Committee, any part of the deposit paid which has not been used to reimburse the Township for its charges and expenses in considering and processing the application, shall be forthwith returned to the applicant. In the event of any dispute arising as to the specific amount to be returned, the financial records of the Township of Adjala-Tosorontio as maintained by the Treasurer shall be final and binding. No interest will be paid on deposits.
- 4) With respect to each application received by Council, if after one (1) year from the date that the application is received and determined to be complete, if there has been no serious effort made by the applicant to produce required and necessary information and materials to advance the processing of the application by the Township or an external agency having authority, the application shall be deemed by Council to be inactive. A one-time administrative fee of 10% of the initial application fee, shall be assessed by the Township and paid by the applicant to reactivate the inactive application if the applicant notifies the Township in writing of their request to continue the processing of the application, including details of when outstanding requested materials and information will be provided. After one (1) year that the application has been inactive, Township Planning staff may prepare a report for Council with a recommendation for decision on the application to be confirmed by Council resolution. Upon Council decision, notice shall be given in accordance with the requirements of the Planning Act.

- 5) With respect to Minor Variance applications under Section 45(1) of the Planning Act, where the municipality can establish a by-law for criteria for the powers of the Committee of Adjustment, the municipality deems anything up to and including 25% of an alteration to the Zoning By-law provisions, to be the standard criteria for being considered minor.
- 6) Prior to the submission of an application, the applicant is encouraged to consult with the Township Manager of Planning Services or their designate. The pre-consultation application form and related fee are required to be received by the Township prior to the pre-consultation meeting taking place.
- 7) All application processing fees are non-refundable. However, where the applicant has gone through a formal pre-consultation process with the Township and an application has not yet been declared complete and is withdrawn by the applicant, the Director of Planning, Building and By-law may on review of individual circumstances and at their discretion, and on written request to the Planning Department by the applicant, refund up to 80% of the application fees. Where an applicant has gone through a formal pre-consultation process with the Township and the application has been deemed complete but has not yet been circulated for public or agency review and is withdrawn by the applicant, the Director of Planning, Building and By-law may on review of individual circumstances and at their discretion, and on written request to the Planning Department by the applicant, refund up to 50% of the application fees.

