

THE CORPORATION OF THE TOWNSHIP OF MONTAGUE

BY-LAW NO. 4202-2026

BEING a by-law to establish user fees and charges administered by the Corporation of the Township of Montague

WHEREAS the Council of the Township of Montague wishes to establish user fees and charges for the Township of Montague;

AND WHEREAS Section 391(1) of the *Municipal Act, S.O. 2001, c. 25*, as amended, authorizes a municipality to impose fees or charges on persons:

- (a) for services or activities provided or done by or behalf of it;
- (b) 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
- (c) for the use of its property including property under its control.

AND WHEREAS Section 69(1) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, states that the Council of a municipality, by bylaw, and a planning board, by resolution, 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 or to the planning board in respect of the processing of each type of application provided for in the tariff.

NOW THEREFORE the Council of the Corporation of the Township of Montague enacts as follows:

1. THAT Schedule "A" attached to this by-law, which sets out the fees, charges, and policies related to fees and charges, for the Corporation of the Township of Montague, forms part of this by-law and is hereby adopted;
2. THAT By-law 4045-2024, being a By-law to Establish User Fees and Charges for the Township of Montague, is hereby repealed;
3. THAT where any by-law, passed prior to this by-law, conflicts with the terms of this by-law, this by-law shall prevail; and
4. THAT this by-law be effective as of May 1st, 2026.

READ A FIRST, SECOND & THIRD TIME & PASSED, SIGNED & SEALED THIS 3RD DAY OF MARCH, 2026.


REEVE


CLERK

SCHEDULE "A"

DEFINITIONS

"Extraordinary Expenses" means any expense related to a fire response that can include retaining a private contractor, and/or renting special equipment, and/or using consumable materials other than water and medical supplies, in order to control and eliminate an emergency. The determination of the need for, and what constitutes an "extraordinary expense", shall be at the discretion of the Fire Chief, or their designate.

"Major Commercial or Industrial Development" means development that has impact on existing storm water, traffic, parking and/or conformity to the character of the surrounding neighbourhood. Determination of a "major" development will be at the discretion of Township staff.

"Municipal Act" means the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended.

"Municipal Freedom of Information and Protection of Privacy Act" means the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, as amended.

"Natural Gas Incident Response" means a response whereby the Fire Department attends a property in response to a natural gas leak, and the Owner shall be charged the respective Fire Fee.

"Non-Resident" means the person who is neither an Owner of property, nor a tenant of property, within the Township.

"Owner" means the registered owner of property, or any person, firm or corporation having control over or possession of the property, or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee, and trustee in bankruptcy, and includes the owner of motor vehicles.

"Refreshment Vehicle" means a vehicle or mobile food wagon from which food and/or drinks, prepared and cooked onsite or offsite, are sold, and shall include a chip wagon.

"Township" means the Township of Montague.

POLICIES

Collection in the Same Manner as Taxes

The Township retains the right, as authorized under Section 398(2) of the *Municipal Act*, to "add fees and charges imposed by the municipality" and "collect them in the same manner as municipal taxes" if the fees and charges are not paid as originally billed.

Staff Time

Staff time may be charged where possible for tribunals, meetings or hearings in accordance with various pieces of legislation.

Due Dates

Receipt of an invoice shall be deemed to have occurred:

- on the date of delivery in the case of personal delivery;
- five days after mailing by registered mail; and
- seven days after mailing by regular mail.

All invoices are to be payable within 30 days of the receipt of the invoice.

Collection and use of deposits

The Township collects deposits for a number of functions. Policies related to deposits vary dependant on the purpose for which it was collected. The payee is responsible for following all policies and processes to ensure that the deposit is returned, if applicable. All deposits will be returned without interest or penalty, unless otherwise noted herein.

ADMINISTRATION

General:

ITEM / DESCRIPTION	COST (+applicable taxes)
Plates	\$10.00
Township Spoon	Free
Township Pin	Free
Township History Book	\$25.00
Blue Box (while supplies last)	\$11.00
Garbage Tag (per tag)	\$6.00
Dog Tag (Prior to March 31 st of every year)	\$15.00
Dog Tag (After March 31 st of every year)	\$30.00
Dog Tag - Microchipped (proof required)	\$5.00
Dog Tag - Service Dog (proof required)	No Charge

Information Requests under the *Municipal Freedom of Information and Protection of Privacy Act*:

ITEM / DESCRIPTION	COST (+applicable taxes)
For manually searching a record	\$7.50 for each 15 minutes spent by any person
For developing a computer program or other method of producing a record from machine readable record	\$15.00 for each 15 minutes spent by any person
For preparing a record for disclosure, including severing part of a record	\$7.50 for each 15 minutes spent by any person
Photocopying	\$0.20/page

The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received.	Head of MFIPPA discretion
MFIPPA request filing fee	\$5.00

Note: All fees related to information requests reflect the **current** fees contained in Sections 17 and 45(1) of the *Municipal Freedom of Information and Protection of Privacy Act* and Section 6 of *Ontario Regulation 823/90*, passed under the Act, and the legislated fees prevail.

Under Section 45(4) of the *Municipal Freedom of Information and Protection of Privacy Act*, the Head of an Institution reserves the right to waive the payment of all or any part of an amount required to be paid.

Financial:

ITEM / DESCRIPTION	COST (+applicable taxes)
Tax Certificate	\$50.00
Confirmation of Taxes Receipt (Reprint of Tax Bill)	\$5.00
Tax Arrears	1.25% of billing on a monthly basis
Interest on Outstanding Accounts Receivable	1.25% monthly
NSF Charges	\$35.00
Overpayment/Credit Refund Payment or application to another account	\$15.00

Note: If request is for a copy of a tax bill to be sent by e-mail, there is **no charge**.

Water and Sewer:

ITEM / DESCRIPTION	COST (+applicable taxes)
Duplicate water bill	\$5.00 per bill
Water account confirmation	\$15.00/year per account
Disconnection charge due to non-payment	\$100.00 per occurrence
Reconnection charge due to non-payment	\$100.00 per occurrence
Owner requested disconnection	\$35.00
Owner requested reconnection	\$35.00
Water Arrears	8% of unpaid billing when not paid by due date
Water Arrears	1.25% per month on overdue balances
Municipal meter accuracy test requested by owner	\$50.00
Inspection of water or sewer connection	\$85.00 + cost to the Township
Meter replacement	\$50.00 + cost to the Township*

Meter/Reader repair	\$50.00 + cost to the Township*
Requested Water/sewer connection	\$5,000.00 deposit**

Note: If request is for a copy of a water bill to be sent by e-mail, there is **no charge**.

* The water operator/staff have the discretion to waive or modify the charge related to the repair and/or replacement of meters, subject to the inspection and condition of the water meter/reader.

** The deposit collected for the provision of the water and sewer connection shall cover all costs to the municipality related to connecting the subject property to servicing. Any unused portion of the deposit collected will be returned by the municipality, without interest, once the requested work has been completed.

Recreation / Hall Rentals:

Township Resident Rates

RENTAL TYPE	RATES WITH BAR (includes HST)	RATES NO BAR (includes HST)
Full Weekend Rental	\$ 706.25	\$ 649.75
24-Hour Rental	\$ 423.75	\$ 367.25
12-Hour Rental	\$ 254.25	\$ 197.75
Partial Rental (up to 4.5 hours)	\$ 197.75	\$ 141.25

Non-Resident Rates

RENTAL TYPE	RATES WITH BAR (includes HST)	RATES NO BAR (includes HST)
Full Weekend Rental	\$ 819.25	\$ 762.75
24-Hour Rental	\$ 536.75	\$ 480.25
12-Hour Rental	\$ 367.25	\$ 310.75
Partial Rental (up to 4.5 hours)	\$ 310.75	\$ 254.25

Full Weekend Rental: Friday night at 5:00pm to Sunday night at 5:00pm

24-Hour Rental: One calendar day, from 12:01am - 11:59pm

12-Hour Rental: May begin at any time (ie. Friday afternoon at 2:00pm - Saturday morning at 2:00am)

Other Rates:

ITEM / DESCRIPTION	RATES
Non-Profit service groups providing recreational, social, educational, or community-based events for residents	4 Free Events / Year* *a rental agreement must still be completed
Any individual or group who wishes to hold an all-candidates meeting relating to the election of candidates for the Township of Montague Council in an election year	Free of Charge* *a rental agreement must still be completed

The Township of Montague will collect a \$200.00 security deposit at the time of rental. If the rented facilities meet a minimum standard of cleanliness and repair after the subject event, as determined by the Township at its sole discretion, the collected deposit will be returned without interest or penalty, by cheque.

The facility will be opened 30 minutes in advance of the scheduled event time unless prior arrangements have been made with the Township.

Licensing:

ITEM / DESCRIPTION	COST (+applicable taxes)
Kennel Licence (Prior to January 31 st each year)	\$150.00
Kennel License (After January 31 st each year)	\$300.00
Campground Licence	\$100.00
Refreshment Vehicle License	\$150.00
Lottery License	2.5% or \$15.00 (higher amount)

ROADS

ITEM / DESCRIPTION	FEE (+applicable taxes)	DEPOSIT (+applicable taxes)
Road Signs non-regulatory (ie. Children at Play/Horses Crossing)	Cost of sign & labour	Sign must be paid for prior to installation
Initial project identification number (PIN) signage	No charge	
Identification number (PIN) signage after initial	Post - \$30.00 Sign - \$25.00 Install - \$80.00	
Entrance Permit Residential (Severance Related)	\$250.00	\$600.00
Entrance Permit Residential, Temporary, Agricultural, and Farm (Non-Severance Related)	\$200.00	\$600.00
Entrance Inquiries – Entrance inquiry fee will be deducted from the Entrance Permit Application Fee if the full Entrance Permit form is submitted by the same applicant within one-year of the Entrance Inquiry submission.	\$100.00	
Additional Inspections	\$75.00	
Alter existing entrance	\$100.00	
Entrance Permit - Multi-Residential, minor commercial and industrial development	\$350.00	\$900.00

New Road Entrance Permit	\$500.00	\$1,200.00
Entrance Permit - Major industrial and commercial development. Deposit may be utilized by the municipality for consultant review, Township staff time above original fee, studies, road maintenance and repair resulting from major industrial and commercial developments, including renewable energy projects	\$500.00	\$47,500.00
<p>Charge for costs of municipal equipment used for road maintenance and repair resulting from situations including, but not limited to: inter-municipal agreements, incidental repairs related to accidents, and repairs and maintenance resulting from major commercial, industrial or residential development. All costs are with an operator:</p> <p style="text-align: center;">Backhoe \$90.00/hr Grader \$150.00/hr Tandem Truck \$110.00/hr Tandem Truck with Plow \$120.00/hr Tandem Truck with Water Tank \$120.00/hr Excavator \$130.00/hr Excavator with Brush Head \$150.00/hr</p> <p style="text-align: center;">Patrolling (half ton and operator) \$65.00/hr Equipment Operator Hourly Rate (not operating equipment) \$40.00/hr Lead Hand Hourly Rate (not operating equipment) \$45.00/hr</p>		
Other repairs and maintenance will be as determined by project. Some examples would include, but are not limited to, traffic control, dust control, brushing, drainage control, engineering and consultant costs or infrastructure upgrades	As determined by the Public Works Manager	
Roads Invoices	10% administration charge	
Use of Unopened Road Allowance Agreement	\$250.00	

Note: Fee for entrance permit includes two (2) site visits by Township staff. Additional visits shall be as per additional inspection fee. The Township will determine if a culvert is required and will define the appropriate diameter and length. The owner is responsible to ensure the culvert is installed to Township specifications. Any entrances not installed in accordance with the specifications on their entrance permit, will be removed by the Township after two (2) non-conforming inspections, and the applicant's deposit will not be returned.

When installation is completed, **it is the owner's responsibility to notify the Township** for a final inspection within one year of initial approval. The culvert deposit will be released without interest or penalty when the final inspection has been passed within one (1) calendar year of initial approval. If the Township is not contacted in writing within a year of the initial approval, requesting an extension in time or a final inspection, the Township will transfer any remaining deposits into the general funds and the applicant will waive their rights to the deposit.

PLANNING

ITEM / DESCRIPTION	FEE
Zoning Certificate	\$50.00
Consent Application (Township Fee)	\$500.00 for the first lot \$150.00 for each additional lot created at that time, from the same landholding
Minor Variance Application	\$750.00 fee
Site Plan Agreement	\$500.00 fee & \$250.00 deposit
Site Plan Amendment	\$250.00 fee & \$250.00 deposit
Development Agreement	\$250.00 fee & \$250.00 deposit
Subdivision Agreement	\$2,500.00 fee & \$500.00 deposit
Rezoning Application	\$750.00 fee
Official Plan Amendment Application	\$1,000.00 fee
Lifting of Holding Provision	\$300.00 fee
Deeming By-laws	\$300.00 fee
Other Staff time for technical document review and on-site attendance	\$50.00/hour
Additional assistance prior to complete application submission, beyond initial inquiry and one pre-consultation	\$50.00/hour
Road Closure Application	\$4,000.00 Deposit (Full Cost Recovery)

Note: The Fees listed above are non-refundable, administrative charges for all planning applications and services.

Deposits are utilized to pay for all charges incurred by the Township on behalf of the applicant (ie. document registration, advertising). The balance of any deposits held by the Township will be returned to the applicant upon completion of the file, without interest, less any expenses incurred. If the amount of the deposit held by the Township is deemed insufficient to cover the incurred costs, the applicant will be required to reimburse the Township, or the amount owing will be collected by the Township pursuant to the remedies available to it by law.

SEPTIC

ITEM / DESCRIPTION	FEE
Sewage System Permit up to 10,000L per day	\$721.00
Tertiary System	\$798.00
Permit Renewal/Revision with no inspection	\$62.00

Permit Renewal/Revision with site inspection	\$206.00
Third Party Certificate	\$62.00
Site Inspections including Septic Tank Replacement, Alterations, Class 2 and 3	\$360.00
Maintenance Inspections - Minor Variance, Zoning By-Laws, Building Renovations, Septic Re-Inspections	\$206.00
Severance Application	\$443.00
Subdivision Plan Review - Non-Communal Systems	\$200.00/lot up to a maximum of \$5,000.00
File Searches	\$103.00

FIRE

ITEM / DESCRIPTION	COST (+applicable taxes)
Contravention of Open-Air Burning By-law	Ministry of Transportation charge out rates for per hour costs
Motor vehicle accidents and fires (non-resident)	Ministry of Transportation charge out rates for per hour costs
Motor vehicle accidents and fires (resident)	Cost of specialized equipment required for the call and charged at the discretion of the Fire Chief and/or designate
Natural gas incident response	Ministry of Transportation charge out rates for per hour costs
Extraordinary expenses	Ministry of Transportation charge out rates for per hour costs
False Alarms	1st Offence: Verbal warning - no cost 2nd Offence: Written warning via registered mail - no cost 3rd and Subsequent Offences within a 12-month period: Ministry of Transportation charge-out rates per truck, plus staff costs and 10% administration fee

Note: In accordance with Open-Air Burning By-law 4118-2025.

The Fire Chief has the ability to charge an hourly rate of \$150.00/hour for a private event if the event charges for entry.

