



CORPORATION OF THE TOWNSHIP OF PRINCE

By-Law 2026-05

Being a by-law to establish and require payment of various fees and charges

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

AND WHEREAS Section 69 of the Planning Act, R.S.O. 1990, as amended, authorizes municipalities to establish a tariff of fees for the processing of planning applications;

AND WHEREAS the Building Code Act, as amended, authorizes municipalities to impose fees related to the processing of permits and the enforcement of the Act;

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF PRINCE ENACTS THE FOLLOWING:

1. A tariff of fees and charges is hereby established as set out on the attached Schedule "A".
2. No request by any person for documentary, written or printed information relating to any land, building or structure in the municipality, or any application described in Schedule "A" will be processed, nor will any other municipal business be acknowledged unless and until the person requesting the information or submitting the application has paid the applicable fee in the prescribed amount as set out in Schedule "A" to this by-law.
2. Notwithstanding the tariff of fees prescribed in paragraph 1 of this by-law and contained in Schedule "A" hereto, Council may at its discretion, reduce the amount of or waive the requirement for the payment of the fee in respect of the application or service where the Council is satisfied that it would be unreasonable to require payment in accordance with the tariff of fees described in the attached Schedule "A".
3. Schedule "A" forms part of this by-law.
4. Should any part of this by-law, including any part of Schedule "A" be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law including the remainder of Schedule "A" as applicable shall continue to operate and to be in force and effect.
5. By-law 2025-13 is hereby repealed.

6. This by-law takes effect on Jan 13th, 2026.

PASSED in open Council this 13th day of January 2026.


Mayor, Melanie Mageran



Acting Clerk, Megha Trivedi



Schedule "A" to By-law 2026-05

Description of Fee or Charge	Fee	Authorizing by-law or legislation
Fees imposed under s. 69 of the Planning Act		s. 69 of the Planning Act
Application for Consent	700.00	
Application for Minor Variance	700.00	
Application for Zoning Amendment	1200.00	
Application for Official Plan Amendment	1200.00	
Combined Zoning & Official Plan Amendment	1200.00	
Subdivision Applications - initial fee	1200.00	
Plus: fee for each lot created	300.00	
<p><i>In addition to the above fees for land use planning matters, where it is necessary to advertise in a newspaper having general circulation within the municipality, the applicant shall, in addition to the fees prescribed above, pay the cost of any newspaper advertising to the municipality prior to the placement of the advertisement.</i></p>		
Property Standards and Bylaw Enforcement	Fee	s. 391, of the Municipal Act 2001
Appeal Property Standards Order	500.00	2025-38
Inspections where owner fails to comply with an order	100.00 (for each inspection)	2025-39
Order has been registered and requires discharge	150.00	2025-38
Municipality undertakes to complete to work	Work cost up to \$600.00 = \$150.00 fee Work cost over \$600.00 = 25% of overall costs.	2025-39

Certificate of Compliance	50.00	2025-39
Road & Shore Allowance Transactions	Fee	s. 34, 391 ,of the Municipal Act, 2001
Application for Shore Road allowance	600.00	2019-30
Deposit for the advertising, legal, and administration fees (Refundable)	350.00	2019-30
Fees related to processing of the closure are in excess of the deposit the applicant shall be responsible	At Cost	2019-30
Civil Marriage Solemnization	Fee	
License Fee	125.00	2024-21
Marriage Solemnization Fee (includes \$100 deposit)	300.00	2024-21
Rehersal Fee (Optional)	150.00	2024-21
Offsite Ceremonies (Optional)	100.00	2024-21
Dog Licenses		s.391, of the Municipal Act
For each spayed or neutered dog	10.00	2024-04
For each unaltered dog	20.00	2024-04
For a kennel of purebred dogs	37.50	2024-04
Penalty for late renewal	15.00	2024-04
Kennel fee for impounded dogs - per day	10.00	2024-04
Surcharge for transporting dog to kennel	20.00	2024-04
Tax Certificates	50.00	
Certificates of Zoning Conformity	30.00	2019-11
Rental of Premises		s.391, of the Municipal Act
Banquet Hall per day – <i>Resident Fee</i>	250.00	
Banquet Hall per day, where revenue is to be donated to charity	87.50	

Banquet Hall - 4 hrs. – Resident Fee	100.00	
Banquet Hall per day – Nonresident	300.00	
Banquet Hall – 4 hrs. – Nonresident	150.00	
Banquet Hall per day – Film Crew	500.00	
Banquet Hall – 4 hrs – Film Crew	250.00	
Refundable damage deposit for Banquet Hall	100.00	
Pavilion for events – per day Resident Fee	500.00	
Pavilion for events – 4hrs Resident Fee	225.00	
Pavilion for events – per day Nonresident Fee	550.00	
Pavilion for events – 4hrs Nonresident fee	275.00	
Pavilion for events – per day Film Crew	750.00	
Pavilion for events – 4hrs Film Crew	475.00	
Outdoor tables and chairs rental – per day	100.00	
Pavilion for ice time – per hour	60.00	
Refundable damage deposit for Pavillion	200.00	
Vendors' Market – Table Rental (on site only)	10.00	
Classroom per day (Council Chambers) (Upon approval)	25.00	
Community clubs, recreational classes, etc. (after hours)	20.00	

Description of Fee or Charge	Fee	Authorizing by-law or legislation
Community Groups during office hours (exercise, quilters, EarlyON, library, etc.)	by donation	s.391, of the Municipal Act
Community clubs, recreational classes, etc., per event where food and/or beverages are served	40.00	

Museum Church Rentals -- per day	250.00	
Cemetery		
One grave - resident - care and maintenance fee	500.00	O. Reg 132/92
One grave -- non-resident - includes care & maintenance fee	800.00	O. Reg 132/92
Opening, closing and survey of grave for burial	750.00	
Opening, closing and survey of grave for burial of cremated remains	500	
No charge for flat marker less than 173 sq. ins - care & maintenance fee		
Monument fee - flat marker over 173 sq. ins. - care & maintenance fee	50.00	O. Reg 132/92
Monument fee - marker 4' x 4' or less - care & maintenance fee	100.00	O. Reg 132/92
Monument fee - marker over 4' x 4' - care & maintenance fee	200.00	O. Reg 132/92
Miscellaneous Charges		s.391, of the Municipal Act
Photocopies - each	.50	
Colour printing - per page	1.00	
Scanning - colour up to 5 x 7	2.50	
Scanning - colour over 5 x 7	2.50	
Facsimile - per page	2.00	
Garbage bag tags - each	2.00	
Newsletter ads per year - business card size	50.00	
Newsletter ads per month - business card size	5.00	
Pavilion ads -- 4x8 valid for 5 years	500.00	

Service charge for NSF cheques	50.00	
Service charge for exchange of US cheques	25.00	
Fire Permits – Full Season	20.00	
Garbage or Recycling Carts	175.00	

Description of Fee or Charge	Fee	Authorizing by-law or legislation
Library		
Overdue books per day - maximum \$5	.25	
Overdue audio books per day - maximum \$10	2.00	
Overdue videos per day - maximum \$10	2.00	
Freedom of Information Requests		
To initiate request	5.00	O. Reg. 823
Copies and computer printouts	.20	O. Reg. 823
For manually searching a record each 15 mins. spent	7.50	O. Reg. 823
For preparing a record for disclosure, including severing a part of the record - for each 15 mins. spent by a person	7.50	O. Reg. 823
For data extraction and custom programming per 15 mins of programming time to extract electronic records	15.00	O.Reg. 823
Lottery Licenses – 3% of prizes	20.00	
Building & Demolition permits		s.391, of the Municipal Act
Culvert permits	70.00	
Civic numbering signs (911)	70.00	

Marina Fees		
Daily launch	7.00	
Seasonal Launch <i>*free for veterans, documentation is required</i>	75.00	
Seasonal Dockage	20/ft	

Fire Department Services, Fees and Fines	Fee	Authorizing By-law or Legislation
For each Fire Department vehicle attending in the first hour or part thereof.	350.00	2016-14
For each Fire Department vehicle attending for every additional half hour or part thereof	175.00	2016-14
For responding to a call where services are not required	350.00	2016-14
Fail to supervise/control fire	125.00	2016-14
Burn prohibited material(s)	125.00	2016-14
Burn during windy conditions	125.00	2016-14
Burn during fire ban	125.00	2016-14
Burn on highway/public property	125.00	2016-14
Burn pile in excess of 2m in diameter OR 2m in height	125.00	2016-14
Burn after 9 A.M. and before 6 P.M.	125.00	2016-14
Cook Fire/Camp Fire in excess of 1m in diameter OR 1m in height	125.00	2016-14
Cook Fire/Camp Fire during fire ban	125.00	2016-14
Creating a Nuisance Fire	125.00	2016-14
Burning without a proper permit	125.00	2016-14