



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 3269/25

A Bylaw to Provide for Fees and Charges
and to consolidate certain Bylaws related to Fees and Charges

WHEREAS Section 391 of The Municipal Act, S.O. 2001, c. 25 permits a municipality to pass bylaws imposing fees and charges for services and activities provided or done by or on behalf of it and for the use of its property;

AND WHEREAS Section 398 (1) of the Municipal Act, S.O. 2001, c. 25 as amended provides for the addition of fees and charges imposed by the municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes: any property for which all of the owners are responsible for paying the fees and charges;

AND WHEREAS Section 23.1 (1) of the Municipal Act, S.O. 2001, c. 25 as amended authorizes a municipality to delegate its powers and duties to a person subject to the restrictions set out in that Part;

AND WHEREAS Section 69 (1) of the Planning Act, R.S.O. 1990, c.13 provides that the Council of a municipality may by bylaw 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;

AND WHEREAS Section 7 of the Building Code Act, S.O. 1992, c.23 as amended provides that the Council of a municipality may pass bylaws requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof, providing for refunds of fees under such circumstances as are prescribed;

AND WHEREAS the Council of the Corporation of the Town of Espanola is desirous of establishing user fees and charges to recover some of the costs for services and rents provided by the Corporation;

NOW THEREFORE the Council of the Corporation of the Town of Espanola enacts as follows:

1. That the fees and charges as set out in Schedule "A" to "F", forming part of this Bylaw and attached hereto.
2. That all fees and charges set out in this Bylaw shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
3. That Council does hereby delegate to each Department Manager of the Corporation of the Town of Espanola the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
4. That an annual increase of the CPI each year will be applied to the fees contained in this Bylaw. Fees will be reviewed from time to time by Department Managers; adjustments aside from the CPI may be warranted.
5. That Schedule "E" Cemetery Fees was approved by the Ministry of Consumer Services as set out in the Cemeteries Act R.S.O. 1990, with Bylaw 2365/11.
6. That this Bylaw shall come into force and take effect on January 1, 2026.
7. Bylaw 3220/24 is hereby repealed.

Read a first, second and third time and passed in open Council, this 9th day of December 2025.



Douglas Gervais
Mayor



Joseph Burke
CAO/Clerk

TARIFF OF FEES BYLAW - SCHEDULE "A"

Recreation Department Fees

Non-Resident Fees of 10% will be applied to all memberships, swim lessons, pool, ice, field rentals, room rentals, aqua & fitness programs

	2026	
ICE RENTALS	w/o HST	W. HST
Non-Prime Youth / per hour	84.18	95.13
Prime Youth / per hour	128.61	145.33
Non-Prime Adult / per hour	124.97	141.22
Prime Adult / per hour	191.46	216.35

SWIMMING POOL		
1-30 people / per hour	162.27	183.36
30+ people, Additional / per hour	31.80	35.93
Slide / per hour	31.80	35.93
Swimming Pool non-refundable deposit	75.00	84.75

FACILITY ROOMS		
Meeting Room/Lobby Floor / per hour	30.90	34.92
Program - Bar side Auditorium / per hour	44.19	49.94
Program - Full Auditorium / per hour	73.57	83.14
Program - Pool Side Auditorium / per hour	58.77	66.41
Meeting Room/Lobby Floor / per day	79.75	90.12
Kitchen / per rental	121.50	137.29
Bar side Auditorium / per day	242.53	274.06
Poolside Auditorium / per day	405.65	458.39
Bar side Auditorium / per half day	121.26	137.03
Poolside Auditorium / per half day	202.83	229.19
Full Auditorium / per day	649.46	733.89
Use of dishes / per rental	104.24	117.79
Removal of fitness mats / per rental	450.00	508.50
Bar Staff / per rental	50.00	56.50
Refundable Deposit – full auditorium rental with kitchen and dishes. Refundable within 7 days if condition is acceptable after use	259.14	292.83

ARENA FLOOR (NO ICE)		
Program / per hour	64.01	72.34
Arena Surface / per day	1,171.64	1,323.95

MULTI COURT USE		
Child (under 13)	5.62	6.35
Youth (13 – 18 yrs) / Senior (55+)	5.94	6.71
Adult	6.15	6.95

SKATING - DROP-INS & PASSES		
Public Skate	3.07	3.47
Senior (55+)	Free	Free

Shinny: Child (under 13) / Youth (13-18 Yrs) / Senior (55+)	4.24	4.79
Adult	8.16	9.22
Family skating – minimum of 3	7.84	8.86

SWIMMING POOL - DROP-INS & PASSES		
Child (under 13)	5.62	6.35
Youth (13-18 yrs) / Senior (55+)	5.94	6.71
Adult	6.15	6.95
Aqua Fit Drop-in	10.14	11.46
Family	11.76	13.29
Aquafit Senior (10 passes)	61.63	69.64
Aquafit Adult (10 passes)	65.99	74.57
Pool Pass Child / Youth / Senior (10 passes)	38.79	43.83
Pool Pass Adult (10 passes)	45.89	51.86
Diaper Fit Drop-in	10.14	11.46
Diaper Fit - Adult (10 passes)	65.99	74.57
Diaper Fit - Senior (10 passes)	61.63	69.64
Swimming Lessons - lower level 30 Min. (children under 14)	81.27	NO HST
Swimming Lessons - lower level 30 Min. (children over 14)	81.27	91.84
Swimming Lessons - higher level 45 Min. (children under 14)	83.84	NO HST
Swimming Lessons - higher level 45 Min. (children over 14)	83.84	94.73

SINGLE DAY FACILITY USAGE		
Youth (9-18) - 9-16 needs parent accompaniment / Senior (55+)	9.86	11.14
Adult	10.07	11.38
Family	38.79	43.83
One-week Pass	32.05	36.22

FIELD RENTALS		
Baseball Field - Youth / per game usage	35.10	39.67
Baseball Field - Adult / per game usage	40.61	45.89
Soccer Fields - Youth / per game usage	25.51	28.83
Soccer Fields - Adult / per game usage	31.94	36.09
Pavilion / per day	120.44	136.09

ADMINISTRATION FEES & MISC ITEMS		
Administration fee - applies to all refunds	13.78	15.57
Liability Rental Insurance - Under 30 participants	6.25	NO HST
Liability Rental Insurance - Over 30 participants	11.25	NO HST
Membership Fob fees (minimum 6 months)	8.85	10.00
Membership card replacement	7.00	7.90
Membership card look-up	3.39	3.83
Squash ball	2.01	2.28
Squash racquet, goggles	3.07	3.47
Swimmers	3.39	3.83
Merchandise Sales, not limited to: Aqua belt, goggles, gloves, etc.	Prices as market dictates plus 10%	

Locker rental: 6 months	52.57	59.40
12 months	106.52	120.36
Room rental incidentals – internet use	13.78	15.57
TV and DVD (internal)	32.01	36.17
LCD projector/screen (internal)	32.01	36.17
Flip chart and markers (internal)	13.78	15.57
Auditorium sound system (internal)	32.01	36.17

PRIVATE LESSONS & OTHERS		
Private swimming lessons - ½ hr. x 8 lessons (under 14)	202.44	NO HST
Private swimming lessons - ½ hr. x 8 lessons (over 14)	202.44	228.75
Private swimming lessons - 1hr. x 8 lessons (under 14)	278.64	NO HST
Private swimming lessons - 1hr. x 8 lessons (over 14)	278.64	314.86
Fitness Instructor Programs	10.14	11.45
Fitness Instructor Programs – (10 passes)	96.61	109.17
Personal Training - ½ hr.	18.23	20.60
Personal Training - 1 hr.	36.46	41.20
Shower Use	6.15	6.95

MEMBERSHIP PRICES		
Individual – 1 Month	42.39	47.91
Individual – 3 Month	111.29	125.75
Individual – 6 Month	201.38	227.55
Individual – 9 Month	264.97	299.41
Individual – 12 Month	328.56	371.27
Family – 1 Month	68.89	77.85
Family – 3 Month	185.48	209.59
Family – 6 Month	328.56	371.27
Family – 9 Month	434.55	491.04
Family – 12 Month	540.53	610.80
Senior (55+) / Youth (under 18) - 1 month	37.10	41.92
Senior (55+) / Youth (under 18) - 3 month	95.39	107.79
Senior (55+) / Youth (under 18) - 6 month	169.58	191.62
Senior (55+) / Youth (under 18) - 9 month	217.27	245.52
Senior (55+) / Youth (under 18) - 12 month	264.97	299.41
Senior Family – 1 Month	58.30	65.88
Senior Family – 3 Month	158.98	179.65
Senior Family – 6 Month	243.77	275.46
Senior Family – 9 Month	280.87	317.38
Senior Family – 12 Month	323.27	365.29

TARIFF OF FEES BYLAW - SCHEDULE "B"
Administration Fees

	2026
Tax Certificates	75.25
Administration Fee (i.e. Charges/Additions to the Tax Roll)	10% of Addition/Charge
Request for Zoning	67.51
Request for occupancy permit : under the Building Code Act (beyond 1 year expiry of building permit, Fire Code, Zoning Bylaw)	67.51
Request for work order : (outstanding work orders and permits under Building Code and Fire Code)	67.51
Request for inspections : (i.e. business owner requesting inspection, day care inspection)	67.51
Request for letter of compliance : (i.e. wood stove, liquor license)	67.51
Official Plan - Hardcopy	32.54
Zoning Bylaw - Hardcopy	32.54
Load Restriction permit	67.51
Driveway Permit	51.50
Certification of documents	13.46
Commissioning of documents	13.46
Marriage License	179.86
Marriage License - First Nations status	116.90
Bingo, Raffle, Nevada and other gaming licenses	1.5% of prize value, min. of \$12.35/license to a maximum of \$300/year
Hawkers and Peddlers Permit	609.32
Council Agenda Package	6.78
NSF cheques	39.32
Garbage Bag Tags	2.00
Blue Box	Prices as market dictates plus 10%

SERVICE CHARGES	
Accounts Receivable	1.25% monthly, 15% annum
Property Tax Accounts	1.25% monthly, 15% annum
Transfer Utility Bill Arrears to Property Taxes	46.10
Online payments - paid by credit card	2.5%
Online payments - paid by debit card	1.5%

PLANNING APPLICATIONS

The following Tariff of Fees are non-refundable fees charged by the Corporation of the Town of Espanola to cover the Municipality's review of the prepared amendments and/or agreements submitted by the applicant and to retain such additional planning and engineering consultants as are necessary to properly evaluate the amendment and/or agreement.

Site Plan Agreement	1,988.00
Official Plan Amendment	1,988.00
Zoning Bylaw Amendment	1,194.16
Plan of Subdivision Application	1,988.00
Minor Variance	530.68
Consent Application	530.68
Validation Certificate	530.68
Part Lot Control	530.68
Deeming Bylaw (Applicant registers Bylaw)	237.30

FIRE SERVICES INSPECTIONS	w/o HST	W. HST
Retro-fit Inspections -1st/hr flat rate for 3 to 6 units	192.10	217.07
Retro-fit Inspections -1st/hr flat rate for 7 to 16 units	294.42	332.69
Retro-fit Inspections -1st/hr flat rate for 17 or more units	350.23	395.76
Additional hours required - rate is charged per hour	46.76	52.84
Follow-up Re-inspection Non-compliance Fee Each subsequent inspection – fees will double	206.00	232.78
Fire Response Fees – Indemnification Technology®	Current MTO rates, plus personnel costs, plus any addition costs to the Town of Espanola	

ESPANOLA CARE VAN	
Local Transportation (Espanola residents only)	2.50 / one way
Punch card (8 trips)	20.00
Punch card (20 trips)	50.00

LACLOCHE CARE VAN		
Regional Transportation (Lacloche Region residents)		
Pick-up Location	To Sudbury	To Espanola
Walford	20.00	10.00
Massey	15.00	7.50
Webbwood	12.00	5.00
Espanola	12.00	-
Baldwin	12.00	2.50
Nairn Centre	8.00	7.50
Punch card – Espanola/Sudbury Travel (10 trips)		120.00

TARIFF OF FEES BYLAW - SCHEDULE "C"

Building Permit Fees

The fees payable by the applicant for a building/demolition permit are outlined below.

	2026
Processing fees will be automatically added to all permit fees.	46.10
1. New buildings, alterations, additions, re-erection and repairs, etc.:	
a) value of construction costs per \$1,000 or part thereof	20.24
b) demolition permit fee per 1,000 sq ft or portion thereof whichever is greater	51.72
2. Installation and/or removal of underground tanks and pumps (gasoline, diesel, fuel, oil, water, etc.)	214.84
3. Moving Permit	
a) for buildings/structures having gross floor area less than 300 sq. ft	68.57
b) for buildings/structures having gross floor area of 300 sq. ft	132.70
4. Deposit Fee - Upon the direction of the Chief Building Official, a deposit fee as hereinafter provided may be requested to cover the following:	
a) site clean-up	
b) road clean-up or repair	
c) drainage ditch clean-up	
d) municipal storm sewer clean-up	
e) reinstatement of municipal services	
After verification by the Municipal Officer as to contractor's discharge of duties in relation to reason for deposit request, such deposit shall be returned. In the event municipal employees are required to restore or clean up or re-instate municipal properties or services, such costs or portion of costs shall be deducted from the deposit fee and the balance refunded.	
5. Conditional Permit	
a) value of construction costs per \$1,000.00 or part thereof, with a minimum of \$1,000.00, plus a refundable deposit to be determined by the Chief Building Official	20.24
6. Change of Use Permit	
a) non-refundable application fee	108.00
7. Plumbing Permit	
a) 1 to 6 fixtures	51.72
b) each additional fixture	11.23
c) additions or changes to existing fixtures	11.23
d) sewer connection	11.23

8. Amendments to Permits (within the same calendar month)	
a) minimum fee plus	108.00
b) value of amended construction costs per \$1,000 but the fee shall not be less than \$50	13.46
9. Re-Inspections for Inspections	
a) on interior or final inspections where the work is not complete for the requested inspection	108.00
10. Request for Inspection	68.57
11. Detached Buildings under 108 Square feet / Detached sheds under 160 Square Feet (Zoning Compliance)	46.10
12. Occupancy Permit	74.19
13. Main Heating System Building	74.19
14. Installation of Siding per dwelling	51.72
15. Windows and doors	
a) Optional Windows and Doors Permit for Residential for Non-Structural purposes per unit (Non-Structural meaning like for like size)	51.72
b) Windows and Doors Permit for Structural purposes per unit	51.72
c) Windows and Doors Permit for Commercial per unit	51.72
16. Pool Enclosures	94.43
17. New Solid Fuel Burning Appliance Inspection per Appliance	51.72
18. Steel Roof (residential)	68.57
19. Commercial Roofs per \$1,000 per cost of construction	20.24
20. Calculation of Estimated values	
a) dwelling units per sq. ft of floor area	202.44
b) two storey or more & addition, per sq. ft of floor area	168.63
c) detached storage buildings and detached residential garages, per sq. ft	39.32
d) carports per sq. ft	39.32
e) attached garage per sq. ft	51.72
f) commercial and industrial buildings (shell only) per sq. ft of gross area	120.30
g) commercial buildings/mercantile/office/restaurant/etc. per sq. ft of gross area	240.59
h) decks, porches, gazebos per sq. ft of gross area	20.24
i) solariums, sunrooms per sq. ft	127.08
j) tents (air supported / public assembly)	74.19

k) repairs, renovations and material alterations not readily identified by the above criteria will require written estimates from a contractor

Value to be determined by the CBO

SPECIAL OCCASION - the Chief Building Official may, for any of the above or where there is a dispute, calculate the estimated value at his discretion, based on written estimates provided by a contractor

PERMIT FEES DOUBLE IF ANY WORK REQUIRING A PERMIT IS COMMENCED PRIOR TO RECEIVING A PERMIT FROM THE BUILDING DEPARTMENT.

REFUNDS

If a Building Permit has been issued and applicable fees paid, project has not commenced; fees may be refunded as follows:

- a) 80 percent (80%) if administrative functions only have been performed.
- b) 70 percent (70%) if administrative and zoning functions only have been performed.
- c) 45 percent (45%) if administrative, zoning and plans examination functions have been performed.
- d) 35 percent (35%) if the permit has been issued and no field inspections have been performed subsequent to permit issuance.

TARIFF OF FEES BYLAW - SCHEDULE "D"
Sign Permit Fees

	2026
Processing fee will be added to all permit fees	46.10
Permanent Sign	131.53
Re-facing to an existing sign	67.51
Yearly Permit Renewal - permit applications must be made to the Municipality by the 15th day of January	131.53
Mobile signs and sandwich boards - for a maximum of 30 days	46.10
Directional signs per year	65.18
Signs under Section 3.6	No fee except for a \$100.00 refundable deposit for posters

Permit fees double if any work requiring a sign permit commences prior to receiving a permit from the Building Department, or failure to renew a mobile sign permit by the due date.

TARIFF OF FEES BYLAW - SCHEDULE "E"
Cemetery Fees

	2026	
	w/o HST	W. HST
PLOT FEES (full sized plots):		
Resident		
Plot (3.5ft x 10ft - 1.05m x 3.05m)	494.40	558.67
Perpetual Care	329.60	372.45
Total	824.00	931.12
Non-Resident		
Plot (3.5ft x 10ft - 1.05m x 3.05m)	772.50	872.93
Perpetual Care	515.00	581.95
Total	1,287.50	1,454.88

PLOT FEES (cremation sized plots):		
Resident		
Plot (2.0ft x 2.5ft - .61m x .75m)	309.00	349.17
Perpetual Care	206.00	232.78
Total	515.00	581.95
Non-Resident		
Plot (2.0ft x 2.5ft - .61m x .75m)	401.70	453.92
Perpetual Care	267.80	302.61
Total	669.50	756.54

REFUNDS ON PLOTS WILL BE CHARGED A \$46.10 ADMINISTRATION FEE

INTERMENT FEES:		
Resident		
Adult	439.03	496.11
Child	197.75	223.46
Infant	165.42	186.92
Cremation	126.86	143.35
Winter – Full Burial	955.18	1,079.35
Winter - Cremation	286.85	324.14
Non-Resident		
Adult	636.79	719.57
Child	394.26	445.51
Infant	330.83	373.84
Cremation	254.96	288.11
Winter – Full Burial	1,146.71	1,295.79
Winter - Cremation	423.43	478.47

WINTER FEES: Shall commence December 1st and remain in effect until May 31st or until such time as sufficient frost has left the ground as determined by the Manager or his designate.

ACTUAL RENTAL COSTS OF MACHINERY not included in winter burials.

DISINTERMENT FEES:		
Disinterment and reburial within the cemetery (Full Burial)	1,221.50	1,380.30
Disinterment and reburial in same grave (Full Burial)	964.16	1,089.51
Disinterment and reburial in another cemetery (Full Burial)	770.84	871.05
Disinterment of cremated remains	154.42	174.50
Disinterment and reburial of cremated remains	244.83	276.66
OTHER FEES:		
Late funerals arriving after 2:30 pm on weekdays	128.03	144.68
Full burial interments on Holidays, Saturdays, Sundays & Monday morning	514.73	581.64
Cremation interments on Saturdays (hole is prepared the day before)	128.03	144.68

THE ABOVE CHARGES ARE IN ADDITION TO THE REGULAR CHARGES

MONUMENT CARE FEES:		
Temporary Markers	No Fee	
Flat markers under 172 square inches	No Fee	
Flat markers over 172 square inches	100.00	113.00
Upright monuments up to 4 feet in height & width	200.00	226.00
Upright monument measuring more than 4 ft in height & width	400.00	452.00
MISCELLANEOUS FEES:		
Installation of Flat Marker by PWD	125.54	141.86
1 shrub removal (less than 1.2 meters) - cutting & disposal (no root removal)	70.96	80.18
shrub removal (larger than 1.2 meters) - cost determined by estimate		Estimate
Transfer of Interment Rights	46.07	52.06

TARIFF OF FEES BYLAW - SCHEDULE "F"

Public Works Labour & Equipment Fees

Non-Resident Fees of 10% will be applied to all labour and equipment fees

	2026	
Labour Rates	w/o HST	W. HST
Management	95.85	\$108.31
Non-Management	58.05	\$65.60
Overtime hours x 1.5		

	2026	
Equipment Description	Equipment Rate	
	w/o HST	W. HST
Wheeled Loader	\$68.34	\$77.22
With Snow Blower #29	\$88.94	\$100.50
Trackless	\$52.07	\$58.84
Motor Grader	\$60.20	\$68.03
Salter/Sander Truck	\$66.95	\$75.65
Plow/Sanding Truck (tandem)	\$92.70	\$104.75
Motor Grader	\$77.35	\$87.41
Heavy 1/2 Ton, 4x4	\$29.51	\$33.35
Compressor w/truck	\$52.12	\$58.89
Heavy 1/2 Ton, 4x4 (ML Truck)	\$29.51	\$33.35
F-550 4x4 w/dump box & crane	\$39.79	\$44.96
F-550 - Plowing & Sanding	\$61.75	\$69.78
Triaxle Dump Truck	\$92.70	\$104.75
Trackless	\$52.07	\$58.84
Articulated Motor Grader	\$89.46	\$101.08
Genie TZ-50 Trailer-Mounted Boom w/truck	\$52.89	\$59.77
Asphalt Mini-Recycler w/truck	\$66.95	\$75.65
DBH Thawer w/truck	\$77.25	\$87.29
1/2 Ton, 4x4	\$29.51	\$33.35
1/2 Ton, 4x4	\$29.51	\$33.35
Steam Jenny w/truck (per day)	\$159.65	\$180.40
Steam Jenny w/truck (per day)	\$159.65	\$180.40
Steam Jenny w/truck (per day)	\$159.65	\$180.40
Line Paint Sprayer w/truck	\$36.05	\$40.74
Triaxle Dump Truck	\$69.73	\$78.80
1/2 Ton, 4x4 (Often DCO Truck)	\$29.51	\$33.35
1/2 Ton, 4x4	\$29.51	\$33.35
Street Sweeper	\$102.12	\$115.40
Snowblower	\$159.65	\$180.40

John Deere Grader	\$89.46	\$101.08
Vactor Sewer Truck	\$139.05	\$157.13
1/2 Ton, 4x4	\$29.51	\$33.35
Backhoe/Loader	\$65.41	\$73.91
Triaxle Dump Truck	\$69.73	\$78.80
Wheeled Loader	\$68.34	\$77.22
With Snow Blower	\$88.94	\$100.50
Bobcat	\$50.06	\$56.57
Live Tap Tools	\$51.50	\$58.20
Sewer Camera Inspection	\$412.00	\$465.56