THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 50-2025

Being a By-law to Establish Fees and Charges to be Collected by Various Municipal Departments

WHEREAS section 391 of the *Municipal Act, 2001,* S.O. 2001, c.25, as amended, provides that without limiting sections 9, 10, and 11 of the Act, those sections authorize a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provides or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control;

AND WHEREAS section 69 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, states that the council of the municipality, by by-law, 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;

AND WHEREAS section 7 of the *Building Code Act*, *1992*, S.O. 1992, c.23, as amended authorizes Council to pass By-laws concerning the issuance of permits and prescribing the amounts thereof;

AND WHEREAS the *Municipal Act, 2001*, as amended, and the *Fire Protection and Prevention Act, 1997*, as amended, authorize a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency services program;

AND WHEREAS the Corporation of the Village of Merrickville-Wolford has established a Fire Department being the Merrickville Fire Department to deliver firefighting and related emergency services;

AND WHEREAS there is authorization to add unpaid fees and charges imposed by the Municipality to the tax roll for which the owners are responsible for paying the fees and charges;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it necessary and expedient to update the existing by-law establishing and requiring the payment of fees and charges for services, activities and use of its property for every department of the Corporation of the Village of Merrickville-Wolford;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. THAT the fees and charges for the departments of the Corporation of the Village of Merrickville-Wolford as set out in Schedules A to H attached hereto and forming part of this By-law are hereby adopted.

2. THAT the short title, including any amendment from time to time, for this By-law shall be the Fees and Charges By-law.

3. THAT no request by any person or their agent for any services, activities or use of its property described in Schedules A to H will be processed or provided by the Corporation of the Village of Merrickville-Wolford until the person or their agent requesting the service, activity or use of property has paid the applicable fee or charge in the prescribed amount as set out in the applicable Schedule.

4. THAT the fees and charges as established in Schedules A to H are subject to the Harmonized Sales Tax (HST) where applicable.

5. THAT the fees established in this By-law may be adjusted annually using the average of the Consumer Price Index for the 12-month period ending in October up to a maximum of 6%. Any fee adjustment shall be rounded up to the nearest one dollar ($1.00). If the CPI indicated negative growth, or is insufficient to result in a fee change, the fee shall remain the same. Where there are instances where the fee is not adjusted annually by the Consumer Price Index, composite index in one year, the cumulative adjustment for the past years may be made in future years, as approved by Council through the annual budget process.

6. THAT fees and charges are subject to any adjustment authorized by statute, regulation or By-law.

7. THAT at the discretion of the CAO in consultation with the Department Head, fees may be waived, partially or in full, or adjusted to recover at a minimum, respective service, administration, and capital costs, as well as costs for any other purpose in the amount permitted under applicable law.

8. THAT any portion of a fee that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% (15% per annum) after thirty (30) days and each month thereafter until such fee is paid in full.

9. THAT it is an offence for a person to contravene any provision of this By-law, and every person who contravenes this By-law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the Provincial Offences Act and to any other applicable penalty.

10. THAT any fee of charges that are owing to the Municipality and that are unpaid, are debt to the Municipality and together with all interest and penalties accrued thereupon, may be collected in the same manner as municipal taxes and added to the tax roll, which the owners are responsible for paying.

11. THAT where this By-law established a fee or charge 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 charges and the other By-law is effectively amended.

12. THAT the Clerk or designate are hereby authorized to amend, from time to time, the schedule of fees to add new fees and charges approved by Council resolution or delete fees no longer applicable and make the CPI increase adjustments.

13. THAT this By-law shall be reviewed by Council at least once every term of Council.

14. THAT in the event that any particular provision or provisions or part of a provision in this By-law if found to be void, voidable or unenforceable for any reason whatsoever, then the particular provision or provisions or part of a provision shall be deemed to be severed from the remainder of this By-law and all other provisions shall remain in full force.

15. That By-law 44-2022 and any other By-laws inconsistent with this By-law are hereby repealed in their entirety.

16. That this By-law shall come into force and take effect on the day of its passing.

Read a first, second and third time and passed on the 27th day of October, 2025.

Michael Cameron, Mayor

Julia McCaugherty-Jansman, Clerk

Fees and Charges of the
Corporation of the Village of Merrickville-Wolford

Schedule A to By-Law 50-2025

Compliance Certificates

Tax Certificate and related documents (Wolford Ward)	$50.00 for first two questions asked on the request for the Certificate $15.00 for each additional question
Tax Certificate and related documents (Merrickville Ward)	$75.00 for first two questions asked on the request for the Certificate $15.00 for each additional question
Fire Compliance Certificate and related documents	$50.00 for first two questions asked on the request for the Certificate $15.00 for each additional question
Zoning Compliance Certificate and related documents	$80.00 for first two questions asked on the request for the Certificate $15.00 for each additional question
Water Arrears Certificate and related documents	$50.00 for first two questions asked on the request for the Certificate $15.00 for each additional question
Building Compliance Certificate and related documents	$50.00 for first two questions asked on the request for the Certificate $15.00 for each additional question
Property Standards Compliance Certificate and related documents	$50.00 for first two questions asked on the request of the Certificate $15.00 for each additional question

Schedule B to By-Law 50-2025

Finance Department

Accounts going into two years and over:

Description	Fee
Initial notice of intent to register	$100.00 plus disbursements
Tax Registration: No Tax Sale	$250.00 plus disbursements
Tax Registration: Tax Sale	$500.00 plus disbursements
Issuance of Cancellation Certificate	$50.00 plus disbursements
Extension Agreement	$100.00 plus disbursements

Tax Statements or history of account over one year:

Description	Fee
Tax Statements	$5.00
Records Search	$25.00 per hour – minimum one hour

Description	Fee
Duplicate Tax or Water Bill	$5.00

Schedule C to By-Law 50-2025

Administration

Description	Fee
Photocopies	
Municipal documents under 5 pages	No charge
Municipal documents over 5 pages	$0.25 per page
Private documents under 2 pages	No charge
Private documents over 2 pages	$0.25 per page
Search of records	$25.00 per hour – Minimum one hour
Request for information under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)	$5.00 Additional charges as per provincial legislation
Returned Cheque	$40.00
Commissioner of Oaths	$10.00
Certified True Copies	$10.00
Marriage License	$125.00
Civil Marriage Ceremony (during working hours)	$300 +HST payable to the Municipality
Civil Marriage Ceremony (after hours & weekends)	$350 + HST ($150 payable to the Municipality and $200 payable to the Officiant for time spent)
Lottery License	3% of total prize value $25 minimum
Nevada Tickets	6% of total prizes
Chip Wagon Licence (In accordance with Chip Truck By-law 66-2024)	$450.00/year
Temporary Chip Wagon Licence (In accordance with Chip Truck By-law 66-2024)	$45.00
Itinerant Canteen Licence (In accordance with Chip Truck By-law 66-2024)	$45.00
Licence Transfer for Chip Wagon (In accordance with Chip Truck By-law 66-2024)	$50.00

Dog Licensing

Payments are due prior to April 30th of the year. After the April 30th deadline date, the fee shall be $30.00.

Licenses for Dogs	Fee
Dog License (each dog)	$15.00
Replacement Tag	$5.00
Service Dogs or Law Enforcement Work Dogs	No Charge
Kennel (commercial) – per year for 20 runs	$150.00
For each additional run over 20	$10.00

Pound release fees shall be payable to the Village of Merrickville-Wolford plus disbursements. And are payable as to the owner(s) not upon any specific dog.

Release fee (First Time)	$25.00
Release fee (Second Time)	$50.00
Release fee (Third Time)	$100.00
Subsequent release fee	$200.00

Schedule D to By-Law 50-2025

Facility Rentals

Ball Diamond Rates, Both Wards

Diamond/Event	Rate
Adult (lights 7:00 p.m. – 11:00 p.m.) – Hourly	Hourly Surcharge for lights (from 7:00 p.m. – 11:00 p.m.) - $5.00/hour
Youth (lights 7:00 p.m. – 11:00 p.m.) – Hourly	Hourly Surcharge for lights (from 7:00 p.m. – 11:00 p.m.) - $5.00/hour
Adult (no lights) – Hourly	$18.00 + HST
Youth (no lights) - Hourly	$15.00 + HST
Adult Tournament Rate	$200.00 + $26.00 = $226.00
Youth Tournament Rate	$125.00 + $16.25 = $141.25

Soccer Fields (Per Season)

Field	Resident	Non-Resident
Larger field	$500.00	$500.00
Secondary fields	$250.00	$250.00
Wolford soccer field	$250.00	$250.00

Merrickville Community Centre

Event	Resident	Non-Resident
Hall Rental - No Bar	$200 + HST = $226.00 **$200 Security Deposit is required (no tax)**	$300 + HST = $339.00 **$200 Security Deposit is required (no tax)**
Hall Rental - With Bar *estimated fee for cleaning included $200.00	$400 + HST = $452.00 **$300 security deposit is required (no tax)**	$500 + HST = $565 **$300 security deposit is required (no tax)**
Service Organizations (Churches, Lions Club, Legion, Chamber, Food Bank etc.)	$200 + HST = $226.00	$200 + HST = $226.00
Three Hour Rental Fee	$100 + HST = $113.00	$150 + HST = $169.50 **$50 Security Deposit is required (no tax)**
Three Hour Rental – Community Groups **see definition below	$50 + HST = $56.50	N/A
Auction	$400 + HST = $452.00	$500 + HST = $565.00

	($200 Security Deposit Required)	($200 Security Deposit Required)
Blood Donor Clinic	No Fee	No Fee
Funeral Service	No Fee	No Fee
Upstairs Room	$75 + HST = $84.75	$100 + HST = $113.00

Merrickville Community Center Grounds

	Resident	Non-Resident
Grounds Only Weekend Event	$750 + HST = $847.50 **$200 Security Deposit is required (no tax)**	$900 + HST = $1017.00 **$200 Security Deposit is required (no tax)**
Community Centre & Grounds Weekend Event	$1750 + HST = $1977.50	$1900 + HST = $2147.00

	Resident
Theatre Night in Merrickville	25% of Gross recipients

Centennial Hall, Easton's Corners

*Estimated fee for cleaning included $50.00

	Resident	Non-Resident
Centennial Hall, Easton's Corners	$75 + HST = $84.75	$100 + HST = $113
Three Hour Rental Fee	$40 + HST = $45.20	$60 + HST = 67.80
Funeral Service	No Fee	No Fee

Fees Per Person, Per Event

Event	Resident	Non-Resident
Seniors Exercise Group	$1.00	$1.00
Mothers and Children Play Group	$1.00	$1.00
Scouts	$1.00	$1.00

Event License

As per By-law 55-2024 to Regulate Public Events:

Event	Resident	Non-Resident
Event License Fee	$50.00	$50.00

Community Group Definition

For the purpose of identifying what is considered a community group relating to the reduced rate hall rental:

Community group means a **locally recognized** nonprofit, tax-exempt organization which is open to the general public and established for the **promotion and development** of one or more of the following disciplines or activities:

- the arts,
- history,
- culture,
- ethnicity,
- historic preservation,
- tourism,
- economic development,
- festivals

A Community group shall not include a college, university, political party, labor union, provincial or federal government agency,

“Community group” also shall not include any organization whose primary purpose is to support any excluded type of organization.

Examples of Merrickville-Wolford Community Groups:

- Agricultural Society
- Christmas in Merrickville
- Historical Society
- Merrickville Artists Guild
- Merrickville Organization for Culture & the Arts
- Run Merrickville
- Schools
- Eco Champions
- Merrickville District Trails Society
- Fair Board
- Friends of the Rideau

Schedule E to By-law 50-2025

Planning Department

Description	Fee
Copies of Official Plan	$25.00
Copies of Zoning By-Law	$20.00
Severance Applications	$500.00 plus disbursements
OP Amendment	$2500.00 plus disbursements
Zoning By-Law Amendment	$1500.00 plus disbursements
Notice of Appeals on Official Plans, Zoning or Variance	$900.00 plus disbursements
Right of Way and Easement Agreements on municipal property	$100.00 plus disbursements
Site Plan Agreements	$750.00- $2000.00 plus disbursements (this range reflects the difference between minor developments and major developments)
Site Plan Amendments	$350.00 plus disbursements
Subdivision Agreements	$2500.00 plus disbursements + $100 per lot
Minor Variance Applications	$750.00 plus disbursements
Part lot Control Applications	$500.00

There is a standard security deposit of $5000 for all plans of subdivision/condominium applications and $3000 for all other planning applications requiring engineering or peer review services.

Cash in Lieu of Parkland Fees

Cash in lieu of Parkland, which is a condition of the approval of any and all severances in the following amounts:

Description	Fee
Village Road	$1250.00 per lot
County Road	$1500.00 per lot
Waterfront lot (regardless of road frontage classification)	$1850.00 per lot

Cash in Lieu of Parking Fees

Cash in lieu of parking is a payment made by a property developer or owner to the municipality in exchange for an exemption from providing on-site parking spaces required by a Zoning By-law.

The fee is the following amounts:

Description	Fee
Cash in Lieu of Parking	$1200.00

Schedule F to By-Law 50-2025

Public Works Department

Streets and Roads

Description	Fee
Application and Inspection Fee for Entrance Permit (without culvert)	$100.00
Application and Inspection Fee for Entrance Permit (with culvert)	$200.00
Property Number Signs	$125.00
Road Cut Permits	$200.00 plus a $1500.00 refundable deposit
Road Closing Application	$100.00 plus disbursements
Non-Maintenance for Roads Agreements	$100.00 plus disbursements

Landfill Fees

Bag Tags	Fee
Both Wards	$2.50 per tag ($25/sheet of 10 tags)

Non-bagged waste will be charged by weight:

Description	Fee
Load of 100kg or less	$10.00 flat rate
Residential garbage over 100kg	$100.00/tonne
Commercial demolition over 100kg	$125.00/tonne
Compost material, non-brush	No Charge
Brush and woody waste load of 100kg or less	$5.00
Brush and woody waste load over 100kg	$65.00/tonne
All appliances (Refrigerators, freezers, and air conditioners must have Freon removed and certified)	$20.00 flat rate

Schedule G to By-Law 50-2025

Fire Department/ By-law Enforcement

Description	Fee
Reports	$50.00
Failure to Install a Smoke Detector	$125.00

Extraordinary Expenses

If Fire and Emergency Services respond to a motor vehicle incident, or other emergency at any property in the Village of Merrickville-Wolford and determine or the Fire Chief or designate determine that it is necessary to retain a private contractor, rent special equipment not normally carried on a fire apparatus, use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property or prevent a fire from spreading or otherwise control and eliminate an emergency, the owner shall be charged for those expenses incurred plus applicable taxes.

False Alarms

False alarms occurring as a result of a malfunction or failure to maintain a fire alarm system or emergency system:

First false alarm in any twelve (12) month period	NIL
Second false alarm in any twelve (12) month period	$200.00
Each subsequent false alarm in any consecutive twelve (12) month period	$600.00
Failure to perform work on fire alarm system or emergency system when ordered by the Fire Chief	$600.00
False alarm resulting from malicious or mischievous acts	$600.00

Environmental Spills

Environmental spills or other emergency requiring response:

- $350.00 for first hour or part thereof per vehicle and $175.00 for every additional half an hour or part thereof per vehicle after the 1st hour.

Hazardous materials and spills and cleanup:

- $350.00 for first hour or part thereof per vehicle and $175.00 for every additional half an hour or part thereof per vehicle after the 1st hour.
- Total replacement costs of any contaminated or damaged equipment or materials used in the cleanup of hazardous materials and the approved disposal of equipment or materials in accordance with Federal and Provincial Acts.

Inspections

An inspection is an assessment of a building's fire protection systems, emergency preparedness, and overall compliance with fire safety standards. After the inspection is complete a report is issued noting any violations or recommendations, and a deadline for corrective actions. Follow up inspections may occur to verify compliance.

Description	Fee
Inspection	$150/inspection

Schedule H to By-Law 50-2025

Building Department

PART ONE – PERMIT FEES

The fees set out in this Schedule of the Fees and Charges By-law 44-2022 shall be adjusted annually on and effective the 1st of February based upon the 3rd quarter Statistics Canada Non-Residential Cost Index: Ottawa; where such index indicates negative growth, the fees shall remain at the level established for the prior year. The Chief Building Official shall update this Schedule "H" of the Fees and Charges By-law as of February 1st each year, rounding the fees up to the next dollar, however no amendment to the Building By-law shall be required to give effect to the fee changes.

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

Class of Permit	Permit Fee
Non-refundable Deposit (Application/ Plan Review)	$102.50
Building Permit (All Structures) Groups A, B, C, D, E or F	$15.50/$1000 Construction Value Note: There is a minimum fee of $102.50 for all structures
Administrative Renewal Fee (One-year expiry on all permits)	$154.00 for the 1st renewal $256.50 for the 2nd renewal $512.50 for every subsequent renewal
Change of Use	$102.50
Wood stoves/ fuel burning appliances	$102.50
Pool	$102.50 $15.50/ $1000 Construction Value Note: There is a minimum fee of $102.50 for all structures
Retaining Wall	$102.50

All signs (per sign basis)	$102.50
Changes of Ownership/ Transfer of Permit	$102.50
Maximum permit fee for Churches	$26.00
Additional Inspection Fee	$102.50/ inspection

PART TWO – OCCUPANCY CLASSES

Occupancy Classes

- Group A Occupancy – Assembly Occupancy
- Group B Occupancy – Care or Detention Occupancy
- Group C Occupancy – Residential Occupancy
- Group D Occupancy – Business and Personal Services Occupancy
- Group E Occupancy – Mercantile Occupancy
- Group F Occupancy – Industrial Occupancy

Group “C” Residential Demolitions – All or Part of a Building	$102.50
Group “A, B, D, E, F” Non-Residential Demolitions – All or Part of a Building	$102.50

PART THREE – SEWAGE & SEPTIC SYSTEM FEES

APPLICATION	FEE	HST	TOTAL FEE
SEWAGE SYSTEM PERMIT – For private sewage systems with flows up to 10,000 litres/day (See Note #2)	$818.00	N/A	$818.00
Permit Renewal/Revision with no inspection	$64.00	N/A	$64.00
Permit Renewal/Revision with site inspection	$211.50	N/A	$211.50
Third Party Certificates	$64.00	N/A	$64.00
SITE INSPECTIONS – Including: Septic Tank Replacement Only, Alterations, Class 2 & 3 Sewage Systems	$369.00	N/A	$369.00
MAINTENANCE INSPECTIONS – Minor Variances/Zoning By-Laws/Building Renovations/Septic Re-inspections	$211.50	N/A	$211.50

SEVERANCE APPLICATIONS – If an inspection is required	$454.50	N/A	$454.50
Multiple Severances When more than one application is submitted pertaining to a particular land holding, the fee is $180.00 for each **additional** application if submitted at the same time	+$184.50	N/A	+$184.50
SUBDIVISION PLAN REVIEW	$205.00 per lot up to a max. fee of $5,000.00	+13% HST	
FILE SEARCHES	$106.00	N/A	$106.00

These fees include the cost of legal services, reviews of studies, consultant services, administration, education, and promotion activities.

- **Note #1:** The Ministry of Environment will be responsible for sewage works where the design capacity is in excess of 10,000 litres/day under the Ontario Water Resources Act.
- **Note #2:** Tertiary Treatment Systems (**Level 4 Treatment**) are Ecflo, Eljen, Waterloo Biofilter, ATL, EnviroSeptic, Norweco, and Biomicrobics and require Maintenance Agreements upon installation completion.

PART FOUR – GENERAL

4.1 Building Without a Permit Penalty

The Chief Building Official is authorized to act on behalf of the Village of Merrickville-Wolford to charge a Building Without a Permit Fee. This fee will be payable by a person starting a construction project, which requires a Building Permit, without first obtaining a Building Permit.

100% Building Permit Fee, with a maximum charge of $5000.00, with a minimum of $300.00.

4.2 General Provisions

- Private attached garages and/or carports built at the time of original construction are included in the foregoing fees.

- Buildings moved in whole, in part, or dismantled and reassembled on a new location shall be charged for the permit fees in accordance with new construction. Nothing in this section shall or be construed to override the provisions of the *Building Code Act* in allowing the construction or reconstruction of old buildings.

PART FIVE – REFUND OF PERMIT FEES

5.1 General Provisions:

Refunds of fees collected under the authority of By-law 44-2022, shall be provided in accordance with other provisions of this Part, where the;

- Building permits have been issued, but no constructions has commenced;
- Building permits have not been revoked;
- Building permit applications have not expired.

5.2 Refund Provisions for Permit Fees

a) Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of permit fees, if any, that may be refunded.

b) The amount of fees refundable shall be calculated based on the total of all building permit fees collected under the authority of this Schedule of By-law 44-2022, as follows:

- 75% refundable if applicant cancels application prior to release o permit for issuance;
- 50% refundable if the Chief Building Official has released the permit for issuance.

PART SIX – HERITAGE DESIGNATED PROPERTIES

- The fees contained in this Schedule and the forms contained in the other Schedules of this By-Law shall apply to all heritage designated buildings.
- The provisions of the *Ontario Heritage Act* and Regulations shall apply to the issuance of any permit issued to or for a heritage designated building.
- Heritage buildings are those designated by By-Law under the provisions of the *Ontario Heritage Act*, Chapter 337, R.S.O. 1980 as amended.