

THE CORPORATION OF THE TOWN OF BANCROFT

BY-LAW NO. 83-2025

Being a By-Law to Establish a Schedule of Fees for the Corporation of the Town of Bancroft

WHEREAS the *Municipal Act, S.O. 2001, c. 25, s. 5 (3)*, provides that the powers of every Council shall be exercised by by-law;

AND WHEREAS the *Municipal Act, S.O. 2001, c. 25, s. 8* provides that the Municipality, respecting a matter, may regulate or prohibit, require persons to do things and provide for a system of licenses;

AND WHEREAS the *Municipal Act, S.O. 2001, c. 25, s. 391 (1)* authorizes a Municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it;

AND WHEREAS the Planning Act, R.S.O. 1990, as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Building Code Act, 1992, S.O. 1992, as amended, provides that Council may require the payment of fees on applications for an issuance of building permits and prescribing the amounts thereof;

AND WHEREAS the Council of the Corporation of the Town of Bancroft deems it expedient to consolidate the fees and charges to be collected by the various Departments;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF BANCROFT HEREBY ENACTS AS FOLLOWS:

1. **THAT** the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-Law;

Schedule "A" – Administration
Schedule "B" – Animal Control
Schedule "C" – Building Department
Schedule "D" – Facilities
Schedule "E" – Fence Viewing
Schedule "F" – Finance Department
Schedule "G" – Licencing
Schedule "H" – Public Works Department
Schedule "I" – Planning
Schedule "J" – Signage Fees
Schedule "K" – Waste Management

2. **THAT** the fees established in this By-Law that are not subject to public consultation, or which have not otherwise been amended prior to December 31st, shall be adjusted annually based on October Annual CPI calculations, as per Statistics Canada, rounded up to the nearest dollar.
3. **THAT** the Municipal Treasurer shall add the fees and charges imposed pursuant to this by-law to the tax roll for any real property in the Municipality for which all of the property owners are responsible for paying fees and charges under this by-law and collect them in the same manner as municipal taxes in accordance with the Municipal Act, 2001 S.O., c. 25 s. 398.

4. **THAT** the fees and charges listed shall be subject to any applicable provincial and federal taxes unless stated otherwise.
5. **THAT** where this By-Law establishes 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 charge and the other By-Law is effectively amended.
6. **THAT** this By-Law shall be referred to as the “Fees and Services By-Law”.
7. **THAT** By-Law 07-2025 is hereby repealed.
8. **THAT** the Mayor and Acting Clerk be and are hereby authorized to sign this By-Law and affix the corporate seal thereto.
9. **THAT** this By-Law is enacted upon the third and final reading hereof.

Read a first, second and third time, and be finally passed, signed, sealed and numbered By-Law 83-2025, on this 9th day of December, 2025.

Original Signed Copy on File

PAUL JENKINS, MAYOR

Original Signed Copy on File

MICHELLE MANTIFEL, ACTING CLERK

SCHEDULE OF FEES

Effective January 1, 2026

SCHEDULE A - ADMINISTRATION			HST
AFFIDAVITS			
Commissioning of Oaths	Resident	\$15.00	N
	Non-Resident	\$25.00	N
GENERAL			
Information Retrieval/Research	Per Hour (1/2 hour min.)	\$50.00	Y
Fax	Per Page	\$1.00	Y
Photocopies	Black & White – per page/side	\$0.25	Y
	Colour – per page/side	\$1.00	Y
Credit Card Convenience Fee		1.75%	N
Marriage Licence		\$150.00	N
Civil Marriage Solemnization		\$300.00	N
Burial Permit		\$20.00	N
MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT (MFIPPA)			
Municipal FOI Requests (fees legislated by Province)	Application Fee	\$5.00	N
	Record Preparation and Search Time (per ¼ hour)	\$7.50	Y
	Photocopies and Computer printouts (per page)	\$0.20	Y
	Computer Programming Time (per 1/2hour)	\$60.00	Y
	CD-ROM (per CD)	\$10.00	Y

“The following fees are subject to HST, unless stated otherwise”.

SCHEDULE OF FEES

Effective January 1, 2026

SCHEDULE B- ANIMAL CONTROL			
DOG LICENCE FEES			HST
Dog Licence – Annual Fee	Purchased January-March	\$25.00	N
	Purchased April – December	\$40.00	N
Kennel Licence	Annual Fee	\$200.00	N

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SCHEDULE OF FEES

Effective January 1, 2026

SCHEDULE C – BUILDING DEPARTMENT			HST
Demolition Permit		\$200.00	N
Consultation for Change of Use	First hour	No charge	N
	per hour or part thereof	\$100.00	N
Change of Use	Where no construction is carried out	\$200.00	N
Building Permit Renewal		\$150.00	N
Occupancy Permit		\$150.00	N
Additional Inspection	Includes: Re-inspections, Failure to Appear, Work Not Completed for Inspection	\$200.00	N
Construction or Demolition without a Permit (At the Discretion of the CBO)	Construction Value ≤ \$50,000	\$500.00	N
	Construction Value ≥ \$50,000	\$1000.00	N
			N
Orders registered or removed from title		Owners responsible to pay all registration costs plus a 10% administration fee	N
BUILDING PERMIT FEES			
Administrative Fee	Applies to all Permits	\$150.00	Y
Residential & New Additional Dwelling Units Includes: Residential Buildings, Seasonal Dwellings, Guest Dwellings, Additions	Above Grade – per square foot	\$1.15	N
	Below Grade – per square foot	\$1.00	N
	Area includes all floors above grade measured between the outside surfaces of exterior walls and the centre line of party walls, whether finished or unfinished		N
Farm, Commercial & Industrial Includes: New Building Construction, Additions, Renovations & Interior Fit Ups, Repairs, Alterations and Accessory Structures	per square foot	\$0.60	N
Renovations, Enlargements & Extensions		2% of Construction Value	N

SCHEDULE OF FEES

Effective January 1, 2026

Garages, Decks, Porches, Accessory & Detached Buildings	per square foot	\$0.70	N
Plumbing		\$150.00 per unit, plus \$10.00 per new, additional or relocated fixture	N
Swimming Pool		\$150.00	N
Roof Mounted Solar Panel		\$150.00 plus 2% of construction value	N
Communication Towers, Wind Turbines, etc.		\$150.00 plus 2% of construction value	N
Solid Wood Burning Appliance and Chimneys	Installation and Replacement	\$150.00	N
SEWAGE SYSTEMS			
Class 2 Sewage System		\$600.00	N
Class 3 Sewage System		\$600.00	N
Class 4,5 Sewage System	Daily Flow Less than 4,500L	\$700.00	N
Class 4,5 Sewage System	Daily Flow 4,500L – 10,000L	\$700.00	N
Repair to Sewage System	Tank or Bed	\$325.00	N
Septic Permit Search		\$100.00	N
REFUNDS			
Refunds	Status of Permit Application	Percent of Fee Eligible for Refund	
	Application filed, but no processing or review of plans submitted has occurred	90%	
	Application filed, but plans have been reviewed and permit issued	60%	
	For all flat rate or basic fee permits	0%	
ADDITIONAL DEDUCTIONS			
	Additional deduction for each field inspection that has been performed	5%	

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Effective January 1, 2026

SCHEDULE D – FACILITIES			HST
MEMBERSHIPS			
Leaf Centre	Adult – Monthly Membership	\$30.00	Y
	Adult – Annual Membership	\$300.00	Y
	Student – Monthly Members	\$20.00	Y
	Student – Annual Membership	\$200.00	Y
	3-Day Pass	\$10.00	Y
	Replacement Card Fee	\$20.00	Y
	Monthly Non-Resident Fee	\$5.00	Y
FACILITY RENTAL			
Leaf Centre Mezzanine	16 pre-paid hours	\$175.00	Y
	Full Day – 9 hours	\$150.00	Y
	Half Day – 4 hours	\$100.00	Y
	Hourly (2-hour min.)	\$35.00	Y
	Table & Chair Set-up	\$40.00	Y
Ball Diamonds & Soccer Fields	Refundable Deposit	\$50.00	N
	Ball Diamond – Season/Night	\$500.00	Y
	Ball Diamond – Weekend Tournament	\$200.00	Y
	Soccer Field – Season/Night	\$100.00	Y
Millenium Park & Bandshell	Refundable Deposit	\$50.00	Y
	Bandshell Full Day	\$100.00	Y
	Bandshell Half Day	\$50.00	Y
	Park Full Day	\$100.00	Y
	Park Half Day	\$50.00	Y
Dungannon Recreation Centre	Refundable Deposit	\$100.00	N
	Full Day Rental	\$600.00	Y
	Half Day Rental	\$350.00	Y
	SOCAN Music Fee	\$56.50	Y
	SOCAN Music and Dancing Fee	\$84.75	Y
	Liability Insurance *(No Alcohol)	\$100.00	Y
	*Insurance is optional if providing your own		
ICE RATES		Hourly	
Regular Rate		\$170.00	Included
Minor Sport Rate	Bancroft & District Minor Hockey, Bancroft Skating Club, Bancroft Jets Girls Hockey and Schools Located in North Hastings	\$155.00	Included

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Effective January 1, 2026

SCHEDULE E – FENCE VIEWING			HST
FENCE VIEWING (Form 1)			
Administrative Fee		\$ 200.00	Y
Fence-viewers Remuneration		\$ 100.00 per hour	N
Deposit – To be paid by the Applicant		\$ 400.00	N
ADDITIONAL CHARGES			
Administrative Fee - Additional Fence-viewings visits		\$ 200.00	Y
Fence-viewers Remuneration		\$ 100.00 per hour	N
Ontario Land Surveyor Deposit		As per estimate	N
Ontario Land Surveyor Fee		As per invoice	N
Legal Fees		As per invoice	N
Appeal to Referee		As per Line Fences Act	N

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SCHEDULE F – FINANCE DEPARTMENT			HST
Returned Items	NSF, Stop Payment, Account Closure, etc.	\$40.00	N
Tax Certificate		\$85.00	N
Administration Fee	Tax Account History, Bill reprints, Account Transfers, US cheque processing, Refunds	\$25.00	N
Tax Registration/Tax Sale Admin Fee	Town Administration Fee	\$ 500.00	N
Tax Registration/Tax Sale Fees	External Costs incurred by Town	Full Cost Recovery	N
Tax Sale Tender Package	In-person purchase	\$ 25.00	Y
Tax Extension Agreement		\$ 250.00	N

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SCHEDULE G - LICENCING			HST
LOTTERY LICENCES			
Bingo and/or Raffle and/or Blanket Raffle/Nevada	1.5 % of the total prize value Minimum Fee - \$ 5.00	1.5%	N
BUSINESS LICENCE FEES			
Mobile Food Sales Licence	Admin Fee	\$25.00	N
	Licence Fee	\$300.00	N
Hawkers and Peddlers Licence	Annual Licence Fee	\$325.00	N
TAXI/LIMOUSINE			
Taxicab Owner's Licence	New -per vehicle	\$200.00	N
	Renewal -per vehicle	\$150.00	N
Limousine Owner's Licence	New -per vehicle	\$200.00	N
	Renewal -per vehicle	\$150.00	N
Taxicab Driver's Licence	New – per driver	\$75.00	N
	Renewal – per driver	\$50.00	N
Replacement of Licence Card		\$20.00	N
Replacement of Lost or Damaged Plate		\$50.00	N
Replacement of Tariff Card		\$20.00	N
Fee to Appeal Decision under this By-Law		\$50.00	N

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SCHEDULE H - PUBLIC WORKS DEPARTMENT			HST
Entrance Permit		\$500.00	N

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SCHEDULE OF FEES

Effective January 1, 2026

SCHEDULE I - PLANNING			HST
Development Agreements		Full cost recovery of legal and professional service fees	N
Subdivision Agreements		Full cost recovery of legal and professional service fees	N
Condominium Agreements		Full cost recovery of legal and professional service fees	N
Deeming By-Law Applications		Full cost recovery of legal and professional service fees	N

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Effective January 1, 2026

SCHEDULE J – SIGNAGE FEES			HST
9-1-1 Civic Address Sign		\$100.00	Y
SIGN PERMITS			
Field Sign	Annual	\$ 250.00	N
Electoral Sign		No Charge	N
New, Altered or Renewals		\$ 100.00 plus \$ 10.00 per square meter	N

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SCHEDULE OF FEES

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SCHEDULE K - WASTE MANAGEMENT		
	The following fees are not subject to HST	
GARBAGE TAG FEES (2026 Rates)		
Residential	per tag	\$1.50
IC&I	per tag	\$2.50
LANDFILL TIPPING FEES		
Scrap Metal	Steel, iron, aluminum, copper, etc.	No Charge
White Goods	Washers, dryers, dishwashers, other non-refrigerant appliances	No Charge
Tires		
Passenger Vehicle		No Charge
Medium Truck (Commercial/Heavy)		No Charge
Large (Off-Road)		No Charge
Refrigerant Appliances	Refrigerators, freezers, air conditioners, heat pumps, other refrigerant-containing devices, etc.	
Residential	Undrained/Untagged	\$ 79.00
Commercial	Undrained/Untagged	\$ 209.00
Residential or Commercial	Tagged and Drained	\$ 12.00
Bulky Waste	Waste furniture, mattresses, carpet, stumps, other bulky items, etc..	
Single Unit – Large Item	Mattress, Box Spring, Stuffed Chair, Couch, Loveseat, Large Dresser or Table, (any mixed fibre furniture item)	\$32.00
Single Unit – Small Item	Kitchen Chair, small table, end table, stool, etc (Wood items)	\$6.00
Pickup Truck	No trailer	\$104.00
Utility Trailer (Up to 8ft with maximum 36 inch walls)	All waste confined to the trailer	\$104.00
Pick up & trailer up to 8ft	Pick Up Truck with Trailer up to 8ft with maximum 36 inch walls	\$183.00
Pick up & trailer 8-12ft	Pick up Truck with Trailer 8-12ft with maximum 36 inch walls	\$288.00
Volumetric Load (11-15m ³)	Dump Truck Regular size commercial bins	\$460.00
Volumetric Load (16-25m ³)	Tri-Axle Truck or Large Commercial Bins	\$614.00
Volumetric Load (26-35m ³)		\$767.00
Volumetric Load (>35m ³)		\$920.00
Industrial, Commercial, & Institutional (IC&I)	Any waste generated by IC&I users	
Pickup Truck	No trailer	\$104.00
Utility Trailer (Up to 8ft with maximum 36 inch walls)	All waste confined to the trailer	\$104.00
Pick up & trailer up to 8ft	Pick Up Truck with Trailer up to 8ft with maximum 36 inch walls	\$183.00
Pick up & trailer 8-12ft	Pick up Truck with Trailer 8-12ft with maximum 36 inch walls	\$288.00
Volumetric Load (11-15m ³)	Dump Truck Regular size commercial bins	\$460.00
Volumetric Load (16-25m ³)	Tri-Axle Truck or Large commercial bins	\$614.00
Volumetric Load (26-35m ³)		\$767.00
Volumetric Load (>35m ³)		\$920.00

SCHEDULE OF FEES

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Construction and Demolition (C&D) Waste	Building materials, brick & concrete, asphalt shingles, painted & clean wood waste, drywall, fire debris, etc	
Small amount of Carried in Items	Less than 50 lbs	\$43.00
Pickup Truck	No trailer	\$104.00
Utility Trailer (Up to 8ft with maximum 36 inch walls)	All waste confined to the trailer	\$104.00
Pick up & trailer to 8ft	Pick Up Truck with Trailer up to 8ft with maximum 36 inch walls	\$183.00
Pick up and trailer 8-12 ft	Pick up Truck with Trailer 8-12ft with maximum 36 inch walls	\$288.00
Volumetric Load (11-15m ³)	Dump Truck Regular size commercial bins	\$460.00
Volumetric Load (16-25m ³)	Tri-Axle Truck or Large Commercial bins	\$614.00
Volumetric Load (26-35m ³)		\$767.00
Volumetric Load (>35m ³)		\$920.00
Contaminated Soil (solid, non-hazardous)	Analytical proof of non-hazardous characterization required	
Pickup Truck	No trailer	\$104.00
Utility Trailer (Up to 8ft with maximum 36 inch walls)	All soil confined to the trailer	\$183.00
Volumetric Load (1-10m ³)	Pick Up Truck with Trailer up to 8ft with maximum 36 inch walls	\$288.00
Volumetric Load (11-15m ³)	Pick up Truck with Trailer 8-12ft with maximum 36 inch walls Dump Truck	\$573.00
Volumetric Load (16-25m ³)	Tri-Axle Truck	\$858.00
Volumetric Load (26-35m ³)		\$1,143.00
Volumetric Load (>35m ³)		\$1,430.00
Asbestos (1 to 10m³)	Any bulk asbestos or asbestos-containing materials	\$716.00
Special Access to Site (Non-regular Hours)		\$60.00
Unsorted Waste Surcharges	Surcharges are in addition to tipping fees listed above	
Personal Vehicle		\$153.00
Personal Trailer		\$153.00
Commercial Vehicle	Per commercial vehicle, trailer or bin	\$522.00
IC&I Non-Eligible Source Recycling		
Annual Registration	Registration per business	\$600.00
Small (standard) Bluebox (12-18 gal)	Recycling contained to small blue box	\$15.00
Large Recycle Tote (up to 65 gal)	Recycling contained to tote	\$50.00
Pick up truck (6ft bed ~300 gal)	No trailer	\$190.00
Pickup truck (8ft bed ~475 gal)	No trailer	\$250.00
Utility Trailer (Up to 8ft with maximum 36 inch walls)	All recycling confined to the trailer (not loaded above the walls)	\$250.00
Pick up truck & trailer up to 8 ft	Pick up truck with trailer up to 8ft with maximum 36 inch walls (not loaded above the walls)	\$400.00
Pick up truck & trailer 9-12 ft	Pick up truck with trailer 9-12ft with maximum 36 inch walls (not loaded above the walls)	\$450.00
Volumetric Load (11-15m ³)	Regular commercial bins	\$600.00
Volumetric Load (16-25m ³)	Large Commercial bin	\$750.00