

THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

BY-LAW NUMBER 2022-18

This By-Law Repeals By-Law: 2011-03

BEING A BY-LAW TO IMPOSE AND CONSOLIDATE THE FEES OR CHARGES FOR MUNICIPAL SERVICES AND REQUIRING PAYMENT FOR INFORMATION, ACTIVITIES AND USE OF TOWNSHIP PROPERTY

WHEREAS Sections 391 (1) of the Municipal Act S.O. 2001, C.25, as amended, authorizes the Council of a local municipality to pass By-Laws or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board and for the use of its property under its control.

AND WHEREAS Section 69 of the Planning Act, R.S.O. 1990, Chapter P.13, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the Building Code Act, S.O. 1992, Chapter 23, as amended, authorize a municipal Council of a municipality to pass a By-Law requiring the payment of fees on applications for and issuance of permits and prescribing the amount thereof;

AND WHEREAS the Council of the Corporation of the Township of Papineau-Cameron desires to establish user fees and charges to recover some of the costs for services provided by the Corporation, approved by Resolution 2022-180 passed by Council on August 9, 2022;

NOW THEREFORE, the Council of The Corporation of The Township of Papineau-Cameron hereby enacts the following:

1. THAT the user fees and charges as specified in Schedule "A" (together with its schedules), as attached to this By-Law, be charges by The Corporation of The Township of Papineau-Cameron for those services and activities provided by the Corporation, for costs payable by it for services or activities prided or done by or on behalf of any other municipality or local board and for the use of property owned or under the control of the Corporation.
2. THAT the following Schedule attached hereto shall form part of this By-Law:
Schedule "A" – Fees and charges for Municipal services
Schedule "B" – Explanation of Tax Registration costs
3. THAT all fees and charges set out in this By-Law 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.
4. THAT in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
5. THAT Council does hereby delegate to each Department Manager of The Corporation of The Township of Papineau-Cameron, 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.
6. THAT previous Consolidated Fees or Charges for Municipal Services By-Laws are hereby repealed;
7. THAT this by-law shall come into full force and effect immediately upon its passing.
8. THAT the following Schedule attached hereto shall form part of this By-Law:
Schedule "A" – Fees and charges for Municipal services
Schedule "B" – Explanation of Tax Registration costs


SEVERABILITY

If any provision or part of a provision of this By-Law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the By-Law, or its application in other circumstance shall not be affected and shall continue to be in full force and effect.

CONFLICT WITH ANY OTHER BY-LAW

In the event of any conflict between any provisions of this By-Law and any other By-Law heretofore passed, the provisions of this By-Law shall prevail.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND PASSED BEFORE AN OPEN COUNCIL,
THIS 9th DAY OF AUGUST, 2022


MAYOR


CAO / CLERK-TREASURER

SCHEDULE “A” for By-Law 2022-18 – Fees and Charges for Municipal Services

ADMINISTRATION	FEES
NSF/Returned Cheque	\$50.00
Tax Certificate	\$50.00
Lawyer Inquiries of any department	\$80.00
Photo Copying, Faxes, Scanning Emailing black & white (add \$0.25 / page for colour)	\$0.25/page
Municipal Freedom of Information Requests (Search & Prep. time for the Record – for each 15 minutes plus additional costs for photo copying minimum charge of 15 minutes of \$5.00. Photo copying charges apply at the above rate.	\$50.00/hour
Penalty charge for non-payment of tax arrears 15% per annum on due unpaid tax to be added to the rate of 1.25 % per month or fraction of month until paid.	15%/annum
Commissioning of Oaths (Papineau-Cameron Residents No Charge)	\$30.00
Chambers Room Rental	\$30/hour
Film Industry Application for Permit Fee	\$50.00
Film Industry – Rental of parking lot	\$100.00/day
TAX REGISTRATION: Costs for each separate Roll Number & shall be added to the cancellation price	
Delivery to Solicitor	\$125.00
Extension Agreement	\$175.00
Processing of First Notice	\$150.00
Processing of Final Notice	\$150.00
Processing of Tax Arrears Cancellation Certificate	\$150.00
Processing Tax Sales up to opening of Tenders	\$200.00
Tender Opening	\$200.00
Procession of property transfer to successful purchaser	\$125.00
Distribution of proceeds of Tax Sale	\$175.00
PLANNING / ZONING / OFFICIAL PLAN	
Consent Application – per lot created – See East Nipissing Planning Board	See ENPB
Subdivision or Condominium Application – See East Nipissing Planning Board	See ENPB
Zoning By-Law Amendment Application	\$1,500.00
Official Plan Amendment Application	\$2,500.00
Minor Variance/Permission Application	\$500.00
Site Plan Control Application	\$850.00
Site Plan Preparation of Agreement	\$2,000.00
Pre-Consultation fee with the Municipal Planner for a meeting and/or site visit for a Zoning By-Law Amendment, Official Plan Amendment, Site Plan Control Application or Development Proposal	\$400.00
Holding a Special Board Meeting at the request of the Applicant / Individual	\$800.00
Zoning By-Law or Official Plan Confirmation - Each	\$80.00
Copy of Zoning By-Law or Official Plan - Each	\$0.25 / page
Copy of Part of the CGIS Mapping	\$0.25/page
Part Lot Control By-Law	\$350.00
Validation of the Title By-Law	\$500.00
Deeming By-Law	\$800.00
Purchasing Shore Road Allowance – See current Shore Road Allowance Closure By-Law	\$5.00 / foot
Purchasing Road Allowance – See current Road Allowance Closure By-Law	\$1.00 / foot
PUBLIC WORKS	
Entrance Permit - Up to three property entrances: ratepayer pays for the cost of the culvert plus \$500.00 and the Township installs and maintains it. - Over and beyond three property entrances: ratepayer pays for the cost of the culvert plus \$500.00 and the Township installs, and the rate payer pays the Township for future maintenance and replacement. - Assigned civic address numbers are limited to one (1) entrance per property lot (special circumstances may be considered under a case by case basis).	\$500.00 Plus Cost of Culvert
Civic Address Signs - Reflective Sign and Post Supplied and Installed by the Township	\$60.00
Asphalt Coal Mix per 5 gallon pail	\$40.00 / pail
Surplus Roadside Ditching Material	No charge
Special Request Road Signs – ratepayer pays for the cost of the sign and post and the twp installs and maintains it	\$100.00 + materials
Winter Sand per 5 gallon pail, self-loaded – (Papineau-Cameron Residential Residents no charge)	\$40.00 / pail
FIRE SERVICES	
Fire Inspection Letter	\$80.00
Highway Calls recovered at most current Ministry of Transportation (MTO) fees /rates	At MTO fees
Wild Land Fire costs recovered at most current Ministry of Natural Resources (MNR) fees /rates	At MNR fees
False Alarms charged to property owner – 1 st call verbal, 2 nd call written, 3 rd call \$300.00 charge.	\$300.00
Call out and response to Brush/Grass fires/unattended fires or smoke complaints – as per current MNR rates	At MNR fees
Fire Inspection of property as required by owner for Insurance purposes/safety issues	\$200.00
BUILDING DEPARTMENT – See the most current By-Law for Building Permit Fees.	See By-Law
ANIMAL CONTROL – See the most current Animal Control By-Law Fees.	See By-Law

*All of the above “Planning/Zoning/Official Plan Charges” are subject to disbursements costs as well as the fee for service.

*All costs associated with any Ontario Municipal Board Hearing shall be borne by the proponent of any application of a planning nature.

*The Township of Papineau-Cameron may charge at any time accordingly for unforeseen expenses not specifically mentioned in the fee schedule.

SCHEDULE “B” for By-Law 2022-18 – Explanation of Tax Registration Costs

1. For services rendered by the Treasurer and/or municipal staff after the Treasurer becomes entitled to register a Tax Arrears Certificate including preliminary efforts to collect tax arrears and delivery of instructions to Solicitor.
2. For services rendered by the Treasurer and/or municipal staff, including all telephone calls, preparation of By-Law forwarded to solicitor and property owner for approval, office attendance by property owner to sign Extension Agreement.
3. For services rendered by the Treasurer and/or municipal staff communicating with the solicitor including telephone discussions and/or correspondence for the processing of the First Notice.
4. For services rendered by the Treasurer and/or municipal staff communication with the solicitor including telephone discussions and/or correspondence for the processing of the Final Notice.
5. For services rendered by the Treasurer and/or municipal staff communicating with the property owner and/or solicitor including telephone discussions and correspondence for the processing of a Tax Arrears Cancellation Certificate.
6. For services rendered by the Treasurer and/or municipal staff communication with the solicitor including telephone discussions and/or correspondence respecting establishing the cancellation price, answering telephone and other inquiries regarding the sale of properties, including photocopies, mailing and/or emailing of tender packages to prospective purchasers, and to the receipt of Tenders.
7. For services rendered by the Treasurer and/or municipal staff to hold a Public Meeting to open the Tenders received, for examination of the Tender documents, for receipt of instructions from solicitor, and preparation, including mailing of correspondence to all Tenderers.
8. For services rendered by the Treasurer and/or municipal staff communication with the solicitor and the successful Tenderer including telephone discussions and/or correspondence for the processing and registration of the Transfer of the property.
9. For services rendered by the Treasurer and/or municipal staff communicating with the solicitor including telephone discussions and/or correspondence for processing the necessary documents respecting payment into and out of Court.