THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NUMBER 085-2025 (including amendment in By-law 088-2025)

BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS SERVICES FOR 2026 PROVIDED BY THE MUNICIPALITY AND TO REPEAL BY-LAW 083-2024

WHEREAS *Municipal Act*, 2001 (hereinafter called "the Act") permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

WHEREAS *The Planning Act*, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

WHEREAS the *Building Code Act*, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH 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" - Building Department
   Schedule "C" - Cemeteries - deferred
   Schedule "D" - Fire/Rescue
   Schedule "E" - Licensing & Lotteries
   Schedule "F" - Planning Department
   Schedule "G" - Engineering and Transportation

2. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).

3. **THAT** unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.

4. **THAT** all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with the *Municipal Act*, 2001.

5. **THAT** this by-law shall be known as the “Fees and Charges By-law”.

6. **THAT** this by-law shall come into force effective January 1, 2026.

7. **THAT** By-law Number 085-2025 be repealed on January 1, 2026.

READ AND PASSED THIS 15TH DAY OF DECEMBER, 2025

ANDREW LENNOX, MAYOR

CATHERINE CONRAD, DEPUTY CLERK

SCHEDULE "A"
ADMINISTRATION

DESCRIPTION	2026 FEE
Marriage Licence	$135.00
Marriage Ceremony (1 hr max)	$375.00
Marriage Rehearsal (1 hr max)	$100.00
Travel time for ceremonies outside 25km one way	$25.00/hr & mileage
Certification of Documents	$20.00 per document
Commissioning Documents	$35.00 per document
Completion of Pension Forms (Township resident only*)	No Charge* $35.00 per document – Non Residents
Flags Wellington North	 $100.00
Freedom of Information Requests (legislated fees)	$5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at $12.55 per quarter hour
NSF Cheque Charge	$30.00
Tax Certificate (required for purchase and sale of properties)	$50.00
Tax Account Statement or Bill Reprint (required for personal income tax purposes)	$20.00
Tax Sale Proceedings	$250.00
Burial Permit	$20.00
Fee for services provided by municipal employees per hr per employee	$55.00
Tax Arrears Penalties & Interest	Refer to the current Tax Rates By-law
Civic Addressing Initial 911 Sign & Post installed Replacement Sign 911 no installation	 $120.00 $25.00
Electric Vehicle Charging Station	Level 2: $0.04/minute Level 3: $0.25/minute
Reclamation election signs	$25.00/sign
AGCO Agency Letter of Approval *not for profit, charities and service clubs	$50.00 *
AGCO Municipal Information for liquor sales *not for profit, charities and service clubs	$50.00 *
AGCO Municipally Significant Event *not for profit, charities and service clubs	$50.00
Exemption from noise by-law letter Charities and local events exempt from fee	$50.00
Tile Drainage Application Fee	$250.00
Tile Drainage Inspection Fee	$100.00
Municipal Drain Agreements plus associated legal fees	$250
Request to purchase municipal property	$500

SCHEDULE "B"
BUILDING DEPARTMENT

SECTION NO.	DESCRIPTION	2026 FEE	
		Per Sq. Ft.	**Admin. Fee**
1.1	Assembly and Institutional Occupancies (Group A & B)		
	a) New construction	0.97	$371
	b) Renovation/alteration less than 500 Sq. Ft.	0.00	$371
	c) Renovation/alteration greater than 500 Sq. Ft.	0.48	$371
1.2	Residential Occupancies (Group C) New Construction		**FLAT RATE** (includes $371.00 admin fee)
	a) Single family detached		$3,399
	b) Semi-detached/Row-house per unit		$2,369
	c) Apartment per unit		$1,339
1.3	Residential Occupancies (Group C) Addition/Renovation		
	a) New construction	0.97	$371
	b) Basement with ceiling height ≥ 6'–11" (2,100 mm)	0.34	$371
	c) Renovation/alteration less than 500 Sq. Ft.	0.00	$371
	d) Renovation/alteration greater than 500 Sq. Ft.	0.34	$371
	e) Attached garage or carport	0.41	$371
	f) Detached garage or carport	0.42	$371
	g) Accessory building	0.20	$237
	h) Deck/porch/veranda	0.20	$237
1.4	Business and Mercantile Occupancies (Group D & E)		
	a) New construction	0.97	$371
	b) Renovation/alteration less than 500 Sq. Ft.	0.00	$371
	c) Renovation/alteration greater than 500 Sq. Ft.	0.41	$371
1.5	Industrial Occupancies (Group F)		
	a) New construction	0.55	$371
	b) Renovation/alteration less than 500 Sq. Ft.	0.00	$371
	c) Renovation/alteration greater than 500 Sq. Ft.	0.41	$371

SCHEDULE "B" (CONTINUED)

1.6	Agricultural and Farm Building a) New livestock/Ag processing buildings and additions b) Livestock renovations c) Sheds/shops d) Quonset/economy structure e) Silos/grain bins f) Manure storage or Pit silos i. Uncovered ii. Covered iii. Roof over existing	 0.33 0.02 0.18 0.13 0.05 0.05 0.13 0.07	 $371 $371 $371 $237 $237 $237 $237 $237
1.7	Temporary Structure a) Portables, meteorological towers, etc. b) Special occasion tent		 $371 $237
1.8	Septic Systems a) All classes, new or replacement b) Tank replacement c) Leaching bed replacement		 $639 $237 $505
1.9	Commercial Wind Turbines	$371 admin. plus $63 per $1,000 of const. value	
2	Buildings or Structures that do not fit elsewhere in this Schedule	$371 admin. plus $14 per $1,000 of const. value	
3	Demolition Permit a) Class “A” b) Class “B”		 $237 $639
4	Conditional Permit Full permit fee as calculated under Section 1. Additional permit security may be required. Designated Structure the same as Section 1.		$371
5	Transfer permit		$371
6	Change of Use (no construction)		$237
7	Reapplication		$237
8	Inspection of wood burning appliance installation		$237
9	Pool Enclosure Fence		$237
10	L.L.B.O. inspections and letters for occupant loads		$237
11	Certificate of Compliance – Building and Zoning		$100
12	Works Damage/Lot Grading/C.C.T.V./Tree/Apron	**Deposit** $1,900.00	**Fee** $100.00

NOTE TO SCHEDULE

An investigation fee equal to the applicable building permit fee shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee to be charged when permit is issued, at the discretion of the CBO.

SCHEDULE "C" CEMETERIES

DESCRIPTION	2026 FEE
SALES	
Single Grave 3 ½ feet x 10 feet plot $1910.00 Care and Maintenance Fund (40% of selling price $1,272.40)	$3,181.00
Cremation Plots (3 ft x 4 fx with 2 ft sidewalk) $1,440 Care and Maintenance Fund (40% of selling price $960.00)	$2,400.00
Single niche to accommodate two urns (Niche $1,910.00) Care and Maintenance Fund (15% of selling price $337.05)	$2,247.00
Scattering Garden ($111.00) Care and Maintenance Fund (40% $74.00)	$185.00
INTERMENT/INURNMENT	
Adult	$1,910.00
Child (12 years and under)	$1,000.00
Cremated remains in standard plot	$600.00
Double depth charge – extra	$500.00
Inurnment in niche	$600.00
Scattering garden	$600.00
Surcharges:	
Saturday funerals until 12 noon - standard burial & 12 yrs and under	$400.00
Saturday funerals until 12 noon - cremated remains & scattering garden	$260.00
Saturday funerals until 12 noon– niche	$150.00
Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	$140.00
Statutory holidays, Easter Monday, Remembrance ay, winter burial if ordered by Public Health Standard rate plus all charges	
DISINTERMENT	
Standard burial	$2,000.00
Cremated remains	$1,100.00
VAULT STORAGE	$300.00
MONUMENT INSTALLATIONS	
Staking fee	$75.00
Monument care & maintenance fund:	
Flat marker (under 1,116.13 sq centimeters-173 sq inches)	NIL
Flat Marker (over 1,116.13 sq centimeters-173 sq inches)	$100.00
Upright Marker (under 4 ft.)	$200.00
Upright Marker (over 4 ft.)	$400.00
ADMINISTRATION	
Transfer of Interment Rights or resale to municipality per plot	$100.00
Admin fee and Research per hour	$55.00
Assisting as Pallbearer (min 1 hour)	$55.00/hr
OTHER	Rate
Rental of any equipment	charged

SCHEDULE "D"
FIRE/RESCUE

DESCRIPTION	2026 FEE
Inspections: By Request Only	
Single Residence	$100.00
Institution / Industrial / Commercial	$125.00
Apartments / Condominiums	$100.00 plus $10.00 per unit
Fire Search Fees / Approvals Fire Reports Fire investigation reports	$200.00 $200.00
Motor Vehicle Incidents: Non-residents/non-taxpayers of Wellington North are involved in a motor vehicle accident within the municipal boundary of the Township of Wellington North that require the Fire / Rescue to respond to the scene, will be invoiced firstly to the owner's insurance provider. In the case where there is no insurance payable, the owner shall be billed directly	Current rates established and published by the MTO for fire responses to MTO roads
Administration & Enforcement: Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills	Current rates established and published by the MTO for fire responses to MTO roads Clean up costs to cover materials used **Plus** Administration Fee of $50.00 per hour
Open Air Burning: Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act	Current rates established and published by the MTO for fire responses to MTO roads **Plus** Administration Fee of $50.00 per hour per Fire-fighter
Securing of Premises after a fire	$50.00 per hour per Fire-Fighter

SCHEDULE "D" (CONTINUED)
FIRE/RESCUE

DESCRIPTION	2026 FEE
False Alarms: The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Township of Wellington North Fire Department that the false alarms were preventable. The totals shall be calculated within each calendar year with each year being considered separately.	
First False Alarm - Warning	n/c
Second False Alarm	n/c
Third False Alarm	$600.00
Four or More False Alarms	$1,200.00
Fire Alarm Monitoring/Fire Watch	$450.00 per vehicle per hour $255.00 per half hour thereafter
Liquor Occupancy Permit Authority Have Jurisdiction Letter to Alcohol and Gaming Commission	$150.00
Fire Safety Plan Review	$150.00
Fire Extinguisher Training	$100.00 per hour
Mobile/Seasonal Vendors Inspection	$25.00
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)	$200.00 per container

Extraordinary Expenses

If Wellington North Fire responds to a fire or other emergency at a property and determines, or the Officer in Charge determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Wellington North Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Wellington North Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

SCHEDULE "E"
LICENCING AND LOTTERIES

DESCRIPTION	2026 FEE
Animal Control	
New Kennel Licence	$500.00*
Renewal of Kennel License	$250.00* *plus inspection fee charged by animal control officer
Kennel Inspection fee annual	inspection fee charged by animal control officer
Impound fee	$150.00
Boarding fees for impounded dog/dog	fee charged by pound
Additional Charges may apply pursuant to the Canine Control Bylaw	
Business Licensing Fees	
Food Vehicle Stand	$125.00
Donation Box	$160.00
Temporary Vendor	$200.00
Replacement license	$25.00
Administrative Penalty	$300.00
Donation Box removal	Actual cost of labour
DESCRIPTION	**FEE**
Lottery Licences • Raffle • Blanket • Bingo • Other	$20.00 $20.00 $20.00 $20.00
Break Open Tickets	$10.00 per box

SCHEDULE "F"
PLANNING

DESCRIPTION	2026 FEE	
Committee of Adjustment – Minor Variance	$2,652.00	
Zoning Amendment	$10,609.00	
Holding Zone Removal By-law	$1,061.00	
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement	$1,061.00	
Certificate of Compliance Plan of Subdivision/Condominium, Site Plan and Development Agreements	$250.00	
Part Lot Control	$1,061.00	
Clearances for Severance Conditions	$250.00	
Cash in Lieu of Parkland	$7,500.00 per unit	
Fee for services provided by Municipal employees	$125.00 (per hour, per employee)	
Copy of Zoning By-law	$50.00	
	ADMINISTRATION (non-refundable)	**DEPOSIT (refundable)**
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	$10,609.00	under 100 units $15,000.00 100-300 units $30,000.00 over 300 units $40,000.00
Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment	$6,365.00	$5,000.00
Site Plan Control Approval and Agreement Minor	$2,122.00	$3,500.00

SCHEDULE "F" (CONTINUED)
PLANNING

Site Plan Control Approval and Agreement Complex	$3,183.00	$7,500.00
Site Plan Control Amendments	$318.00	$1,000.00
Development Agreement	$2,122.00	$5,000.00
Condominium Agreement	$2,122.00	$5,000.00
Pre-consult	$530.00	Deposit required as listed above for corresponding application
Pre-servicing Application	$2,122.00	$7,500.00
Site Alteration Application	$2,122.00	$7,500.00
Site Alteration Application - Major	$4,244.00	$20,000.00

Deposits

- Deposits less the disbursement fees and third party fees will be refunded. upon final disposition of the planning application, including all appeals related thereto.
- Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
- Third Party fees including, but are not limited to, planners, engineers, solicitors and township staff technical review, site inspections, attend meetings, review of security reduction request, advertising of notices and similar costs.
- Every applicant for a planning matter referred to in Schedule “F” hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.
- The Clerk/Deputy Clerk/Development Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

SCHEDULE "G"
ENGINEERING AND TRANSPORTATION

DESCRIPTION	INSPECTION FEE	*DAMAGE DEPOSIT
Road Crossing Permit	$450.00	$3,000.00
Entrance Permit - Urban	$200.00	$2,000.00
Rural/Semi-Urban Entrance Installations The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates. *Damage Deposit Fees shall be collected when a Building Permit is issued.		
Entrance Permit – Rural:		
a) Requires up to 12m culvert (up to and including 600mm) including inspection fee	$2,600.00 **	
b) Entrance up to 12m that does not require a culvert including inspection fee	$2,000.00 **	
**** Note:** Items a & b above within Schedule "G" can be increased in width by 3m increments to a maximum of 20m. Each additional 3m increment carries an associated additional cost of $600.00.		
	FEE	
Cost of hidden driveway sign installed	$200.00 each	
Civic Addressing - 911 Sign and Post *Replacement sign and post charged at same rate	$120.00 each	
Grader rate – at the discretion of the township.(available only to Township of Wellington North ratepayers)	$175.00/hr	
Labourer/Driver Rate	$60.00/hr	
Resident Request for Tree Inspection and Assessment	$100.00 per tree	
Infrastructure Development Fees:		
Fee for services provided by municipal employees	$125.00 (per hour, per employee)	
Sewage Allocation Application	$285.00 per Development	
Watermain Form 1 Authorization	$1,500.00	
Service Connection Permit Pre-Consultation		
Service Connection Demolition Permit Application and Inspection fee		
Service Connection Demolition Deposit		
Low Pressure Sanitary Service Connection	$1,030.23 per connection	
Storm Service Connection Fee	$1,751.83 per connection	
Sanitary Service Connection Fee**	$2,898.81 per connection	
Water Service Connection Fee**	$2,342.15 per connection	
Service Connection Permit-New Service Application and Inspection (1 service)	$1,500.00	
Service Connection Permit-New Service Application and Inspection (2 services connections for same building unit)	$2,000.00 per 2 connections for same building unit	

Service Connection Permit-New Service Application and Inspection (3 services for same building unit)	$2,500.00 per 3 connections for same building unit
Service Connection New Service Permit Deposit	100% of cost of construction up to a maximum of $20,000.00
Copies of Traffic Count	$30.00 per location
Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA):	
a) Storm Sewer (adding, changing, replacing or extending)	$3,000.00
b) Quality Device, i.e. Oil/Grit Separator	$2,500.00 (each appurtenance)
c) Stormwater Management Facility	$5,000.00 (each system)
d) Low Impact Development	$3,700.00
e) Sanitary (sewage) Sewer (adding, changing, replacing or extending)	$3,000.00
f) Sanitary Sewage Pumping Station or Forcemain	$5,000.00 (each facility or forcemain)
g) Sanitary appurtenance (examples: odour and corrosion control, etc.)	$3,000.00 (each appurtenance)
h) Review of CLI ECA Amendment Application for MECP submission	$1,000.00 (each system)
Site Alteration Fees	
Site alteration and fill application fee (Inspection and review not included)	$2,000.00 Plus deposit $10,000.00
Site alteration and fill application fee **Major** (Inspection and review not included)	$5,000.00 Plus deposit $20,000.00
Heavy truck fill movement fee (municipal)	$2.00 per m3
Renewal fee	$500.00
Revision fee (deducted from application deposit fee) Administrative fee	Engineer fees $150.00
Consultant Engineer fee administration and inspections (deducted from application deposit fee) Administrative fee	Consultant fees 15%
Minimum 4 hour municipal call out time for grading gravel road surface	$1,000.00 Additional fees over 4 hours

Minimum 4 hour municipal call out time to vehicle accident scenes as requested by OPP	$3,000.00 Additional fees over 4 hours
Technical Review Fee	
a) Subdivision over 300 units	$10,000.00
b) Subdivision over 100 units	$7,000.00
c) Subdivision under 100 units	$5,000.00
d) Condominium Review	$2,600.00
e) Site Plan Review	$2,600.00
f) Site Plan Review Major (Over 20 residential units)	$3,500.00
Additional Submission (4th Submission or more)	$50.00 (per lot/block/unit)
Note: 1. Technical review fee shall be applied at the first submission of a planning application. This cost shall be applied to the application deposit account. 2. **Peer Review** – the applicant is responsible for the full costs of undertaking peer reviews for any studies or drawings submitted in support of the applications. These costs shall be applied to the application deposit account.	
Administration and Inspection Construction Work Fees:	
Subdivision	0.7% of Value of Construction of Municipal Services – Payable upon execution of subdivision Agreement.
Re-Inspection	
a) Subdivision over 300 units	$5,000.00
b) Subdivision over 100 units	$3,500.00
c) Subdivision under 100 units	$2.500.00
d) Site Plan Large Scale (11 units and over)	$1,750.00
e) Site Plan Small Scale (10 units and under)	$750.00

Note to Schedule G

1. An investigation fee equal to the applicable infrastructure permit fee shall be applied where work has commenced prior to the issuance of the required infrastructure permit in addition to the infrastructure permit fee to be charged when permit is issued, at the discretion of the Infrastructure Services Department.
2. Fees and charges of various services on Schedule "G" are HST Except unless noted.