

**The Corporation of the Town of Minto
By-Law 2025-075**

**By-law to establish fees and charges
for various services provided by the municipality**

WHEREAS Section 391 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (hereinafter called "the Act") permits a municipality and a local board to pass By-laws imposing fees or charges on persons;

AND WHEREAS Section 398 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

AND WHEREAS Subsection 398 (2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the treasurer of a municipality may add fees or charges imposed by a municipality to the tax roll and collect them in the same manner as municipal taxes;

AND WHEREAS pursuant to Section 69 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, 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;

AND WHEREAS pursuant to Section 7 of the *Building Code Act, S.O. 1992, c.23*, as amended, 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;

AND WHEREAS Section 33 of the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended, requires that an owner of a cemetery shall maintain a price list of the licensed supplies and services that are provided by the cemetery operator;

AND WHEREAS it is deemed necessary to establish a general fees by-law for the Corporation of the Town of Minto;

NOW THEREFORE, the Council of the Corporation of the Town of Minto enacts as follows:


1. **THAT** Schedule A through Schedule J hereto, which forms part of this By-law, sets out the fees and charges of The Corporation of the Town of Minto (the "Town") for the activities and services enumerated therein.
2. **THAT** Except where otherwise indicated in Schedule A through Schedule J to this By-law, the fees or charges imposed pursuant to this By-law do not include applicable taxes, which taxes will be added to the fee or charge if applicable.
3. **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 Town of Minto owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.
4. **THAT** this By-law shall be known as the "Fees and Charges By-law".

5. THAT the terms and provisions of this by-law shall be severable, and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.
6. THAT where this By-law establishes a fee and rate for a service described in the Schedule hereto, and another fee or charge is established in a by-law that pre-dates the effective date of this By-law, the fees and charges in this By-law and the Schedule hereto shall apply, and without limiting the generality of the forgoing By-law 2021-96 is hereby repealed in its entirety.
7. THAT this By-law shall come into effect on the 1st day of January 2026.

Read a first, second, and third time and passed in open Council this 16th day of December 2025.



Dave Turton, Mayor



Annilene McRobb, Clerk

Schedule of Fees and Charges By-law 2025-075

Schedule A - Administration

Photocopies and Facsimiles

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Photocopies (per page)	\$0.22	01-Jan-26	T
Photocopies - large packages or special interest groups (per page)	\$0.09	01-Jan-26	T
Facsimile to send or receive (per page)	\$0.88	01-Jan-26	T
Facsimile to send or receive - for special interest groups (per page)	\$0.22	01-Jan-26	T

By-law Compliance

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
By-Law Enforcement Administration Fee (per hour)	\$150.00	01-Jan-26	E
Property Standards Appeal Fee	\$300.00	01-Jan-26	E

Town Clerk's Office

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Marriage Licenses	\$140.00	01-Jan-26	E
Civil Marriage Ceremony in Council Chambers during business hours	\$250.00	01-Jan-26	T
Civil Marriage Ceremony outside Council Chambers (plus applicable expenses)	\$375.00	01-Jan-26	T
Rehearsal Fee (plus applicable expenses)	\$100.00	01-Jan-26	T
Civil Marriage Ceremony Witness Fees	\$20.00	01-Jan-26	T
Commissioner's Signature for Corporations	\$22.12	01-Jan-26	T
Commissioner's Signature for Individuals	\$17.70	01-Jan-26	T
Commissioner's Signature (Multiple signatures, 3 or more)	\$44.25	01-Jan-26	T
Burial Permit (death originated out of Town)	\$20.00	01-Jan-26	E
Burial Permit (death originated in the Town of Minto)	\$10.00	01-Jan-26	E
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)			
Application Fee	\$5.00	01-Jan-26	E
Other Costs associated with a request under MFIPPA	In accordance with fees set by MFIPPA	01-Jan-26	E

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Schedule B - Finance

Finance, Taxation and Revenue

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Tax Certificates personal request (written or verbal)	\$10.00	01-Jan-26	E
Tax Certificates professional request (written only)	\$50.00	01-Jan-26	E
Duplicate Receipt or Bill	\$20.00	01-Jan-26	E
Handling charges for transferring any uncollectable Accounts Receivable arrears to Tax Account	\$20.00	01-Jan-26	E
Tax Collection Fee (by registered letter)	\$30.00	01-Jan-26	E
Tax Sale of Land, Tender Packages	\$25.00	01-Jan-26	E
Finance Charge for unpaid accounts receivable (per month)	2%	01-Jan-26	E
Minimum charge of	\$2.00	01-Jan-26	E
Water and Sewer or Tax Arrears Notice (per notice)	\$5.00	01-Jan-26	E
Returned Item Charge (all services)	\$40.00	01-Jan-26	E

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Schedule C - Building and Development

Group A & B – Assembly and Institutional Occupancies

Description	2026 Admin Fee	2026 BP Fee (per sq. ft.)	2026 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.80		01-Jan-26	E
Renovation / Alteration	\$300.00	\$0.70		01-Jan-26	E

Group C – Residential Occupancies

Description	2026 Admin Fee	2026 BP Fee (per sq. ft.)	2026 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction - SFD	\$300.00	\$1.50		01-Jan-26	E
New Construction - Multi-Residential (No Fee For Basement)	\$300.00	\$1.50		01-Jan-26	E
Finished / Unfinished Basement		\$0.00		01-Jan-26	E
Renovation / Alteration	\$300.00	\$0.80		01-Jan-26	E
Attached Garage	\$300.00	\$0.60		01-Jan-26	E
Deck / Porch	\$300.00	\$0.60		01-Jan-26	E
Accessory Apartments	\$300.00	\$0.80		01-Jan-26	E

Group D & E – Occupancies

Description	2026 Admin Fee	2026 BP Fee (per sq. ft.)	2026 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.80		01-Jan-26	E
Renovation / Alteration	\$300.00	\$0.70		01-Jan-26	E

Groups F – Occupancies

Description	2026 Admin Fee	2026 BP Fee (per sq. ft.)	2026 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.70		01-Jan-26	E
Renovation / Alteration	\$300.00	\$0.60		01-Jan-26	E

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Agriculture

Description	2026 Admin Fee	2026 BP Fee (per sq. ft.)	2026 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Construction	\$300.00	\$0.35		01-Jan-26	E
Liquid Manure Tanks **(per linear foot)**			\$6.00	01-Jan-26	E
Grain Bin / Tower Silo			\$450.00	01-Jan-26	E
Bunk Silos			\$600.00	01-Jan-26	E

Other

Description	2026 Admin Fee	2026 BP Fee (per sq. ft.)	2026 BP Fee (flat fee)	Effective Date	HST Status (T = Taxable) (E = Exempt)
Accessory Structures	\$300.00	\$0.60		01-Jan-26	E
Demolition Permits					
a) Class 'A'			\$150.00	01-Jan-26	E
b) Class 'B'			\$150.00	01-Jan-26	E
Class 4 On-Site Septic Systems					
a) New / Replacement System			\$600.00	01-Jan-26	E
b) Replacement Tank			\$150.00	01-Jan-26	E
c) Bed Replacement			\$450.00	01-Jan-26	E
Plumbing Permit			\$150.00	01-Jan-26	E
Conditional Permit (plus completion permit amount)			\$350.00	01-Jan-26	E
Solid Fuel Fired Appliance			\$300.00	01-Jan-26	E
Tent Permit			\$150.00	01-Jan-26	E
Temporary Structure (Temp Dwelling, School Portable, etc)			\$300.00	01-Jan-26	E
Change of Use (No Construction)			\$150.00	01-Jan-26	E
Solar			\$300.00	01-Jan-26	E
Pool Fence Enclosure			\$150.00	01-Jan-26	E

Notes to tables:

- a) Where work has commenced prior to the issuance of the required building permit, the administration fee and building permit fee shall be doubled.
- b) Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$11.00 per \$1,000.00 of construction value shall be charged for a building permit
- c) Inspection only - no permit required: a fee of \$150.00 per hour shall be applied

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- d) Inspection requested and not ready or repeated failed inspections: a fee of \$150.00 shall apply per inspection
- e) The building permit fee shall be indexed annually based on the October Construction Index.

Refund of Fee

Stage of Permit Application	2026 Refund (% of Entire Fees Payable)	Effective Date
Application Received No administrative functions done	90%	01-Jan-26
Application Processed Plans reviewed and permit issued or refused	60%	01-Jan-26
Permit issued and inspection(s) completed	0%	01-Jan-26

Notes to table:

- a) When an application for a Building Permit has been revoked by the Chief Building Official, the amount refundable, as per above table, will be refunded to the applicant. In cases where the Building Permit fee has not been paid at the time of the application, the amount due at the time of revocation will be the Building Permit fee minus the refundable amount.
- b) No refund will be given when the application for refund has not been made within 12 months of the issuance of the permit.
- c) Grading/ Damage Deposits not eligible to be refunded to the applicant within 3 years from that date of the issuance of the Building Permit shall be retained by the Town.

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Schedule D - Community Services

Arena and Hall (per day)

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Auditorium, Arena or Curling Floor (Wedding)	\$619.47	01-Jan-26	T
Auditorium, Arena or Curling Floor (Buck & Doe)	\$398.23	01-Jan-26	T
Auditorium (Small Gathering)	\$154.87	01-Jan-26	T
Auditorium (Small Gathering, Licensed)	\$287.61	01-Jan-26	T
Auditorium, Arena or Curling Floor (Large Gathering)	\$287.61	01-Jan-26	T
Kitchen	\$70.80	01-Jan-26	T

Harriston Train Station

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Full Day - Non-Licensed (per day)	\$88.50	01-Jan-26	T
Small Meeting / Community Use (per hour)	\$22.13	01-Jan-26	T

Palmerston Railway Heritage Museum

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Base Film Permit Fee	\$300.00	01-Jan-26	T
Daily Rate – Peak Season for Small Crew	\$600.00	01-Jan-26	T
Daily Rate- Off Season for Small Crew	\$300.00	01-Jan-26	T
Hourly Rate- Peak Season for Small Crew	\$150.00	01-Jan-26	T
Hourly Rate- Off Season for Small Crew	\$75.00	01-Jan-26	T
Daily Rate- Peak Season for Standard Crew	\$1,500.00	01-Jan-26	T
Daily Rate- Off Season for Standard Crew	\$750.00	01-Jan-26	T
Hourly Rate- Peak Season for Standard Crew	\$250.00	01-Jan-26	T
Hourly Rate- Off Season for Standard Crew	\$125.00	01-Jan-26	T
Daily Rate- Peak Season for Full Museum Closure/ Major Production	\$3,000.00	01-Jan-26	T
Daily Rate- Off Season for Full Museum Closure/ Major Production	\$1,500.00	01-Jan-26	T
Museum Staff Supervision (required)- Hourly	\$40.00	01-Jan-26	T
Collections Protection Oversight (if required)	\$150.00	01-Jan-26	T
Removal or Moving of Collection Items (per hour, per staff)	\$40.00	01-Jan-26	T
Table Equipment Fees (per table)	\$10.00	01-Jan-26	T
Chair Equipment Fees (per chair)	\$5.00	01-Jan-26	T
Refundable Damage Deposit	\$1,000.00	01-Jan-26	T
Post Secondary Student/ Non-Profit Permit Fee	\$50.00	01-Jan-26	T
Post Secondary Student/ Non-Profit Location Fees (per day)	\$100.00	01-Jan-26	T
Post Secondary Student/ Non-Profit Location Fees (per hour)	\$25.00	01-Jan-26	T

Notes to Table

Note 1: Permit fee covers administrative processing, insurance verification, contract preparation and a location pre-production walk-through.

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Note 2: Location Fees apply to film production crews and commercial videography activities involving equipment, lighting, staging or controlled scene work

Note 3: Small Crew is defined as 5 people or less

Note 4: Standard Crew is defined as 6 to 20 people.

Note 5: Opening and closing outside of regular hours will result in a 25% to 50% surcharge

Note 6: Damage Deposit is required at the time of booking. It will be returned following final post-production site inspection

Note 7: To support education and heritage interpretation initiatives there is no permit fee for Norwell D.S.S.

Note 8: Minimum \$2,000,000 commercial general liability coverage is required and must list the Town of Minto as additional insured.

Norgan Theatre

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Private Rental (per hour)	\$53.10	01-Jan-26	T
Theatre Area (per day)	\$265.49	01-Jan-26	T
School (per child)	\$1.77	01-Jan-26	T

Arena (per hour)

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Adult	\$154.87	01-Jul-25	T
Local Youth Organized Sport	\$128.32	01-Jul-25	T
Out of Town User (Minor Only)	\$154.87	01-Jul-25	T
Non-Prime Ice (Weekdays 9am-5pm)	\$75.22	01-Jul-25	T
Sponsor Public Skating (per session)	\$106.19	01-Jul-25	T
Sponsor Shiny (per session)	\$70.80	01-Jul-25	T
Arena Floor Sports	\$70.80	01-Jan-26	T
Local Youth Arena Floor Sports	\$44.25	01-Jan-26	T

Ball Diamonds

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Minor (per player)	\$44.25	01-Jan-26	T
Adult and Single Game - up to 15 games (per game)	\$61.95	01-Jan-26	T
Fall Tryouts (per team)	\$88.50	01-Jan-26	T
Tournament - Adult - Friday Night (per diamond)	\$123.89	01-Jan-26	T
Tournament - Adult - 1 day (per diamond)	\$331.86	01-Jan-26	T
Tournament - Adult - 2 day (per diamond)	\$376.11	01-Jan-26	T
Tournament - Minor - Friday Night (per diamond)	\$123.89	01-Jan-26	T
Tournament - Minor - 1 day (per diamond)	\$243.36	01-Jan-26	T
Tournament - Minor - 2 day (per diamond)	\$287.61	01-Jan-26	T
Lights Left On / Washrooms Unlocked (per occurrence)	\$61.95	01-Jan-26	T

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Soccer Fields

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Minor (per player)	\$44.25	01-Jan-26	T
Adult and Single Game (per game)	\$61.95	01-Jan-26	T
Tournament - Small Pitch (per day)	\$88.50	01-Jan-26	T
Tournament - Large Pitch (per day)	\$176.99	01-Jan-26	T

Parks

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Pavilion - Non-Licensed (per day)	\$88.50	01-Jan-26	T
Lions Park Pavilion and Canteen - Non-Licensed (per day)	\$132.74	01-Jan-26	T

After School Programs

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Per Day	\$16.25	01-Sep-25	E
Per Week	\$65.00	01-Sep-25	E

Summer Adventure Camps

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Per Day	\$45.00	01-Jan-26	E
Per Week - 1 Child	\$200.00	01-Jan-26	E

Other Programs

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Safe at Home Course	\$50.00	01-Jan-26	E
Babysitter Course	\$75.00	01-Jan-26	E
Shuffleboard (per season)	\$35.40	01-Jan-26	T
Pickleball (per person)	\$2.65	01-Jan-26	T
Grassroots Sports (Non-Ice)	\$60.00	01-Jan-26	E
Grassroots Sports (Ice)	\$175.00	01-Jan-26	E
Ball Hockey League (per child)	\$25.00	01-Jan-26	E
Fitness Classes (per hour)	25.00	01-Jan-26	E

Swimming Lessons

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Parent and Tot	\$50.00	01-Jan-26	E
Tots and Preschool	\$100.00	01-Jan-26	E
Swimmer (Level 1 - 4)	\$100.00	01-Jan-26	E
Swimmer (Level 5 - 10)	\$100.00	01-Jan-26	E

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Advanced Programs

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Bronze Star	\$150.00	01-Jan-26	E
Bronze Medallion	\$200.00	01-Jan-26	E
Bronze Cross	\$200.00	01-Jan-26	E

Private Swimming Lessons

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
5 Private Swimming Lessons (1/2 hour)	\$125.00	01-Jan-26	E

Pool Programs

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Swim Team Individual	\$75.00	01-Jan-26	E
Swim Team Family	\$175.00	01-Jan-26	E

Pool Admissions

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Individual Seasons Pass	\$110.62	01-Jan-26	T
Family Seasons Pass	\$221.24	01-Jan-26	T
Book of 10 Passes	\$39.82	01-Jan-26	T
Single Admission (5 years of age +)	\$4.42	01-Jan-26	T
Single Family Admission (max 6 family members)	\$17.70	01-Jan-26	T
Aquafit (per visit)	\$8.85	01-Jan-26	T

Pool Rentals

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
School (per child)	\$2.00	01-Jan-26	T
Pool Rental	\$154.87	01-Jan-26	T

Other

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Bar Ticket	\$5.31	01-Jul-26	
Arena Board or Ice Ad	\$350.00	01-Jan-26	T
Ice Resurfacer Ad	\$1,200.00	01-Jan-26	T
Camping (1 Night)	\$26.55	01-Jan-26	T
Camping (2 Night)	\$44.25	01-Jan-26	T
Camping (3 Night)	\$53.10	01-Jan-26	T
Commemorative Tree	\$600.00	01-Jan-26	T
Commemorative Bench	\$2,000.00	01-Jan-26	T

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Schedule E - Public Services

Sewer Rodding

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
During regular hours per call	\$125.00	01-Jan-26	E
Off hours or weekends per call	\$200.00	01-Jan-26	E
Statutory Holidays per call	\$250.00	01-Jan-26	E
Camera Fee + Operator & Truck time	\$200.00	01-Jan-26	E

Municipal Servicing Connections (Water, Wastewater, Storm)

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
New Service- Servicing Permit Fee (see note 1)	\$1,500.00	01-Jan-26	E
Existing Service/Subdivision- Servicing Permit Fee (See note 2)	\$495.00	01-Jan-26	E
Security Deposit for Inspection and Remediation of a Set of Developer Installed Water, Wastewater and Storm Connections (see note 3)	\$20,000.00	01-Jan-26	E
Existing Service Connection Fee's - Per Connection (see note 4)			
Connect to Existing Water Service	\$1,210.00	01-Jan-26	E
Connect to Existing Sanitary Service	\$1,650.00	01-Jan-26	E
Connect to Existing Storm Service	\$500.00	01-Jan-26	E
Water Service Connection - Elora Street N Clifford	\$2,500.00	01-Jan-26	E
Sanitary Service Connection - Elora Street N Clifford	\$2,500.00	01-Jan-26	E
Storm Service Connection - Elora Street N Clifford	\$2,500.00	01-Jan-26	E
Existing Service Lateral Cost Recovery (see note 5)	Actual Cost	01-Jan-26	E
Lot Frontage Fees Per Meter (see note 6)			
\$80 per meter - Water \$80 per meter - Sanitary \$61 per meter - Storm	\$221.00	01-Jan-26	E
Water sampling (if service is 100mm or larger)	Time and Lab Fees	01-Jan-26	E
Municipal Service Installation (via municipal staff) *Cost dependent on depth of main, existing utilities, road service, sidewalk, curb and gutter	Time and Material	01-Jan-26	E

Notes to table:

Note 1: This Permit Fee applies to all Servicing Permit Applications to recover staff time for review and administration.

Note 2: This version of the Servicing Permit Fee is applicable to any property connecting to an existing municipal service where the service has been previously installed to property line.

Note 3: All town incurred costs after a Servicing Permit is issued can be deducted from deposit if required, with the balance to be returned to the developer after completion of works.

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Note 4: Connection Fees are intended to recover the Township's costs of previously installed services from the mains to the property line when the actual cost of installing the service is unknown.

Note 5: When the municipality paid to install a service in the past, if the price of the service is known, the actual cost incurred by the municipality is to be charged to the applicant.

Note 6: The Frontage fees are to recover the cost of the mains running across the side of a lot on which the services are located, or newly created lots located along existing or newly constructed water/sewer/storm sewer mains, where such costs have not been previously collected and are not already being recovered by another means.

Entrance and Damage Deposits

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Inspection Fee	\$100.00	01-Jan-26	E
Permit Fee	\$50.00	01-Jan-26	E
911 Emergency Replacement Sign	\$30.00	01-Jan-26	T
911 Emergency Replacement Sign Post	\$15.00	01-Jan-26	T
Urban / Rural Damage Deposit	\$2,000.00	01-Jan-26	E
Hidden Driveway signs installed	\$240.00	01-Jan-26	E

Drainage

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Tile Drainage Inspection	\$200.00	01-Jan-26	E

Parking Permits

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Municipal Parking Permits (annually)	\$225.00	01-Jan-26	E

Operator and Machine Time

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Operator Time (per hour)	\$60.00	01-Jan-26	E
Operator Time (per hour) on weekends or after hours	\$120.00	01-Jan-26	E
Machine Time - Truck (per hour)	\$45.00	01-Jan-26	E
Machine Time - Service Truck (per hour)	\$65.00	01-Jan-26	E
Machine Time - Backhoe / Dump Truck (per hour)	\$85.00	01-Jan-26	E

Sidewalk Patio Encroachment

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Annual Encroachment Agreement Fee	\$150.00	01-Jan-26	E
Damage Deposit	\$1,000.00	01-Jan-26	E

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Schedule F - Fire and Emergency Services

Occupant Load Licenses

The following fees shall apply to services related to an application for issuance of licenses defining the maximum occupant load of places of assembly, having more than 60 persons. This includes but is not limited to public halls, arenas, auditoriums and occupancies wherein alcoholic beverages are served.

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Where alcoholic beverages are served	\$100.00	01-Jan-26	T
All other	\$80.00	01-Jan-26	T

Inspections Under the Ontario Fire Code

Application for special building inspections under the Ontario Fire Code shall be charged the following rates based on category.

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Inspections			
Single Residence	\$100.00	01-Jan-26	T
Assembly	\$100.00	01-Jan-26	T
Institutional / Industrial / Commercial	\$125.00	01-Jan-26	T
Commercial / Retail	\$100.00	01-Jan-26	T
Apartments / Condominiums (plus \$10.00 per unit)	\$100.00	01-Jan-26	T
Reports			
File Search / Fire Reports / Property Searches	\$200.00	01-Jan-26	T
Letter to Insurance and Real Estate Companies	\$200.00	01-Jan-26	T
File Search for Environmental Issues	\$200.00	01-Jan-26	T
Reviewing Risk and Safety Management Plans (per hour per staff member)	\$80.00	01-Jan-26	T

Incidents on Public Roadways

All incidents on all provincial highways, county roads and all other locations to which the Town of Minto Fire Service vehicles are dispatched shall be charged and shall pay to the Town of Minto the cost of such services as per the Ministry of Transportation of Ontario's (MTO) rates Charges under the Spills Act or the Transportation of Dangerous Goods Act shall be charged in addition, if applicable.

Administration and Enforcement of Spills Act and Transportation of Dangerous Goods Act

The clean-up of hazardous material spills shall be charged at MTO rates plus the cost of any cleanup materials used and shall be payable by the person or persons creating or causing such spill as determined at the sole discretion of the Chief of the Town of Minto Fire Service. The cost of a third-party spill cleaner will be the responsibility of the person or persons creating or causing such spill.

Illegal Burning Related Charges

The Minto Fire Department, at the discretion of any Fire Official, can charge the property owner the same rates as Incidents on Public Roadways if the property owner or occupant is contravening the Town of Minto Burn By-Law and/or the Fire Protection and Prevention Act. The minimum charge will be for one hour and then every half hour thereafter. Current MTO

Schedule of Fees and Charges By-law 2025-075

rate is \$570.50 per response unit per hour, and \$285.25 per response unit for each half hour thereafter.

Extraordinary Expenses

If Minto Fire responds to a fire or other emergency at a property and determines, or the Fire Chief or Deputy Chief 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 Minto Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Minto 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.

Securing of Premises

Securing of premises after a fire (i.e., by the sealing or boarding of doors and windows, etc.), shall be charged at an hourly rate plus materials used. If firefighters are employed for barricading the rate shall be \$50.00 per firefighter per hour and such charges shall be payable by the owner or owners of the premises.

False Alarms

The following procedures and fees shall apply only when it has been determined at the sole discretion of the Chief of the Town of Minto Fire Service that the false alarms were preventable. The total shall be calculated within each calendar year with each year being considered separately.

First False Alarm

Fire prevention to follow up and determine why. Registered letter to be sent indicating possible financial implications of re-occurrences.

Second False Alarm

Final notice sent by registered mail.

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Payable by the owner or owner's of the premises			
Third false alarm	\$600.00	01-Jan-26	E
Fourth false alarm	\$1,200.00	01-Jan-26	E
Each false alarm after the fourth	\$1,200.00	01-Jan-26	E

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Miscellaneous Rates and Fees

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Fire Extinguisher training sessions (per hour / one hour minimum)	\$100.00	01-Jan-26	T
Posting a Fire watch under the Ontario Fire Code (per hour / per truck)	\$450.00	01-Jan-26	T
Each additional half hour or part thereof (per half hour / per truck)	\$225.00	01-Jan-26	T
Consultation / Advice to Professional Groups (per hour)	\$100.00	01-Jan-26	T
Classroom Rental Fire Halls with Kitchen (per day)	\$150.00	01-Jan-26	T
Classroom Rental Fire Halls without Kitchen (per day)	\$100.00	01-Jan-26	T
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents) - per 5 gallon container	\$200.00	01-Jan-26	T

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Schedule G - Licensing

Backyard Hen Licensing

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Backyard Hen Licensing Application Fee	\$50.00	01-Jan-26	E
Backyard Hen Licensing Renewal Fee	\$10.00	01-Jan-26	E

Dog Licensing

Description	2026 Fee (New or Renewal Tag)	2026 Fee (30 Days After Tag Expires)	Effective Date	HST Status (T = Taxable) (E = Exempt)
For a license issued with respect to a dog, the license fee shall be as follows:				
C. 1. a) Per dog for the first, second and third dog	\$25.00	\$40.00	01-Jan-26	E
C. 8. Fee for replacement of lost dog tag	\$5.00	\$5.00	01-Jan-26	E
Inspection fee by Provincial Offences Officer	\$75.00	\$75.00	01-Jan-26	E
E. 4. Per dog for dogs picked up without a current tag	\$50.00	\$50.00	01-Jan-26	E
E. 5. Fee for dog impounded (payable to the Town) - fee + \$45.00 per day	\$150.00	\$150.00	01-Jan-26	E
P. 2. e) Application for Exemption for kennel license	\$100.00	\$100.00	01-Jan-26	E

Note: The lower fee shall apply if such fees are paid within fifteen (15) days of the dog becoming twelve (12) weeks old or upon moving into the municipalities.

Kennel Fees

Description	2026 Fee (before April 1)	2026 Fee (after March 31)	Effective Date	HST Status (T = Taxable) (E = Exempt)
4 to 15 dogs	\$150.00	\$200.00	01-Jan-26	E
16 to 25 dogs	\$250.00	\$300.00	01-Jan-26	E
26 to 50 dogs	\$500.00	\$600.00	01-Jan-26	E
Over 51 dogs	\$1,000.00	\$1,150.00	01-Jan-26	E

Transient Trader Licensing

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Annual Transient Trader	\$400.00	01-Jan-26	E
Monthly Transient Trader	\$50.00	01-Jan-26	E
Retail Exhibition / Trade Show	\$350.00	01-Jan-26	E

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Lottery Licensing

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Lottery Licenses	3% of the total prize value listed on the license	01-Jan-26	E

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Schedule H - Cemetery

Sale of Interment Rights

Description	2026 Fee (Interment Rights)	2026 Fee (Maintenance and Care)	2026 Fee (Total)	Effective Date	HST Status (T = Taxable) (E = Exempt)
Plots (Allows 1 Non-Cremation Burial or 4 Cremations)					
Cost	\$660.00	\$440.00	\$1,100.00	01-Jan-26	T
Cremation Garden (Allows 2 Burials)					
Cost	\$360.00	\$240.00	\$600.00	01-Jan-26	T
Columbarium (Allows 2 Urns)					
Row 6	\$1,105.00	\$195.00	\$1,300.00	01-Jan-26	T
Row 5	\$1,105.00	\$195.00	\$1,300.00	01-Jan-26	T
Row 4	\$1,105.00	\$195.00	\$1,300.00	01-Jan-26	T
Row 3	\$1,105.00	\$195.00	\$1,300.00	01-Jan-26	T
Row 2	\$935.00	\$165.00	\$1,100.00	01-Jan-26	T
Row 1	\$935.00	\$165.00	\$1,100.00	01-Jan-26	T

Interment Charges (Open and Close)

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
April 16 to November 30 (weekdays 9 am to 4 pm)			
Adult	\$650.00	16-Apr-25	T
Child (to 8 years)	\$300.00	16-Apr-25	T
Infant (to 1 year)	\$250.00	16-Apr-25	T
Cremation	\$300.00	16-Apr-25	T
Cremation (with vault)	\$400.00	16-Apr-25	T
Columbarium	\$150.00	16-Apr-25	T
December 1 to April 15 (weekdays 9 am to 4 pm)			
Adult	\$750.00	01-Dec-25	T
Child (to 8 years)	\$400.00	01-Dec-25	T
Infant (to 1 year)	\$350.00	01-Dec-25	T
Cremation	\$450.00	01-Dec-25	T
Cremation (with vault)	\$450.00	01-Dec-25	T
Columbarium	\$250.00	01-Dec-25	T
Additional Charges for Saturdays, Sundays and Holidays			
Adult	\$500.00	01-Jan-26	T
Child (to 8 years)	\$200.00	01-Jan-26	T
Infant (to 1 year)	\$150.00	01-Jan-26	T
Cremation	\$150.00	01-Jan-26	T
Cremation (with vault)	\$150.00	01-Jan-26	T
Columbarium	\$100.00	01-Jan-26	T

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Monument Charges

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Location and Inspection			
Monument Foundations and Markers	\$50.00	01-Jan-26	T
Four corner markers (purchase of 3 or more lots)	\$100.00	01-Jan-26	T
Maintenance and Care Funds Surcharge			
Upright monument with dimensions of 48" or less	\$200.00	01-Jan-26	T
Upright monument with any dimension greater than 48"	\$400.00	01-Jan-26	T
Flat Marker measuring at least 173 square inches	\$100.00	01-Jan-26	T
Other Charges			
Disinterment - April 16 to November 30 (reburial extra)	\$800.00	01-Jan-26	T
Winter Storage	\$100.00	01-Jan-26	T
Grass and Device Set-Up	\$200.00	01-Jan-26	T
Transfer of Interment Rights Certificate	\$50.00	01-Jan-26	T
Winter Burial Extra for Snow Removal (per hour)	\$150.00	01-Jan-26	T

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Schedule I - Water and Sewer

Commencing the first complete billing of each calendar year.

1. Non-Metered Rates

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Water	\$66.93	01-Jan-26	E
Sewer	\$82.63	01-Jan-26	E

2. Monthly Billing Amount Formula:

The monthly amount payable rate shall be calculated for all customers using the following monthly billing formula:

Monthly Billing Amount = Administrative Charge (as per Part a) below) + Volume Charge (as per Part b) below) + Per Unit Charges (as per Part c) below – if applicable)

a) Administration Charge

Based on the meter size in the left column, the applicable charge for water and the applicable charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Meter Size	Water (\$)	Sewer (\$)	Effective Date	HST Status (T = Taxable) (E = Exempt)
	2026			
3/4"	\$27.68	\$33.14	01-Jan-26	E
1"	\$38.76	\$46.39	01-Jan-26	E
1 & 1/2"	\$49.84	\$59.65	01-Jan-26	E
2"	\$80.29	\$96.09	01-Jan-26	E
3"	\$304.55	\$364.50	01-Jan-26	E
4" +	\$387.62	\$463.91	01-Jan-26	E

b) Volume Charge

Based on the consumption rate in the left column, the applicable volume charge for water and the applicable volume charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Water/m3	Water (\$)	Sewer (\$)	Effective Date	HST Status (T = Taxable) (E = Exempt)
	2026			
0 - 250	\$2.53	\$3.19	01-Jan-26	E
251 - 500	\$2.53	\$3.19	01-Jan-26	E
501 - 3,000	\$2.53	\$3.19	01-Jan-26	E
3,001 +	\$2.53	\$3.19	01-Jan-26	E

Schedule of Fees and Charges By-law 2025-075

c) Monthly Per Unit Charges for Multiple Units

For multiple unit properties, the amount payable under the Monthly Billing Amount Formula shall be increased by an additional charge as follows:

Description	Water (\$)	Sewer (\$)	Effective Date	HST Status (T = Taxable) (E = Exempt)
	2026			
Per Unit for Each Unit	\$9.44	\$11.30	01-Jan-26	E

Service Charges

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Same day disconnecting and reconnecting	\$125.00	01-Jan-26	E
Same day disconnecting and reconnecting (off hours or weekends)	\$250.00	01-Jan-26	E
Disconnecting or reconnecting	\$125.00	01-Jan-26	E
Disconnecting or reconnecting (off hours or weekends)	\$250.00	01-Jan-26	E
Disconnecting or reconnecting (Statutory holiday)	\$250.00	01-Jan-26	E

Water Meter

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Water meter	Cost	01-Jan-26	E

Broken Water Meter

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Broken water meter	Time and Material	01-Jan-26	E

Bulk Water Charges

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Hook-up and disconnect each day of bulk water transfer	\$100.00	01-Jan-26	E
Volume charge per cubic meter (2 x Section 2.b) (0-250 rate) of this By-law)	\$5.06	01-Jan-26	E

Temporary Removal and Reinstallation Charge

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Temporary removal and reinstallation charge	\$150.00	01-Jan-26	E

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Meter Testing Charge

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Meter testing charge (payable prior to testing)	Cost of Testing	01-Jan-26	E

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Schedule J - Planning

Zoning Amendments

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Zoning Amendments	\$8,000.00	01-Jan-26	E

Holding Zone Removal By-law

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Holding Zone Removal By-Law	\$500.00	01-Jan-26	E

Plan of Subdivision or Condominium

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Deposit	\$10,000.00	01-Jan-26	E
Administration	\$5,000.00	01-Jan-26	E

Site Plan Control Approval and Agreement (Minor / Complex)

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Pre Construction Deposit - Major (External Review)	\$10,000.00	01-Jan-26	E
Pre Construction Deposit - Minor (External Review)	\$10,000.00	01-Jan-26	E
Administration	\$5,000.00	01-Jan-26	E
Site Plan Security Deposit (At Time of Agreement)	110% of Off- Site Work Costs	01-Jan-26	E

Lot Grading Security Deposit

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Lot Grading Security Deposit	\$2,000.00	01-Jan-26	E

Minor Variance

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Minor Variance	\$2,500.00	01-Jan-26	E

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Proposed Surplus of Lands

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Administration (plus expenses to the selling of the proposed surplus of lands)	\$500.00	01-Jan-26	E

Deposits less the disbursement fees and third-party fees will be refunded. Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying. Third Party Fees include but are not limited to planners, engineers, solicitors, advertising of notices and similar costs.

Other Planning Charges

Description	2026 Fee	Effective Date	HST Status (T = Taxable) (E = Exempt)
Any other application under the provision of the Planning Act	\$2,000.00	01-Jan-26	E
Part Lot Control (+ \$100 per created parcel)	\$1,000.00	01-Jan-26	E
Certified List of Landowners for any application	\$150.00	01-Jan-26	E
Severance Clearance of Conditions	\$150.00	01-Jan-26	E
Cash in Lieu of Parkland Lots by Severance (per lot)	\$500.00	01-Jan-26	E
Fee for services provided by municipal employee (per hour / per employee)	\$125.00	01-Jan-26	E
Zoning Compliance Professional Request (written only)	\$100.00	01-Jan-26	E
Town of Minto Comprehensive Zoning By-law (per copy)	\$25.00	01-Jan-26	E
Lot Deeming By-law	\$500.00	01-Jan-26	E
Encroachment Agreement	\$1,000.00	01-Jan-26	E
Pre-Consultation Deposit	\$10,000.00	01-Jan-26	E
Engineering Design Deposit	10% of Preliminary Cost Estimate	01-Jan-26	E