

**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**

**BY-LAW NUMBER 2021-122**

Being a By-law to amend By-law 2018-087, a By-law of The Corporation of the Township of Muskoka Lakes with respect to the establishment and requirements of the payment of various fees and charges for information, services, activities and use of the Township property.

**WHEREAS** the Council of the Corporation of the Township of Muskoka Lakes passed By-law 2018-087 on the 13<sup>th</sup> day of July 2018, pursuant to Sections 8, 9, 11, 391, 398, and 446 of the *Municipal Act, S.O. 2001, c. 25*, as amended; Section 69 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended; Section 45 of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56* as amended; Section 17 of the *Line Fences Act, R.S.O. 1990, c. L. 17*, as amended; Section 15 of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended; Section 17 of *Order in Council 1413/08*, as amended; and Section 33 of the *Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33*, as amended;

**AND WHEREAS** By-law 2018-087 establishes the requirements of the payment of various fees and charges for information, services, activities and use of the Township Property;

**AND WHEREAS** the Council of the Corporation of the Township of Muskoka Lakes approved By-law 2021-022 dated March 10, 2021 to amend Schedule D of By-law 2018-087;

**AND WHEREAS** the Council of the Corporation of the Township of Muskoka Lakes deems it advisable to amend By-law 2018-087;

**NOW THEREFORE** the Council of the Corporation of the Township of Muskoka Lakes hereby enacts as follows:

1. That Paragraph 1.03 of the recital of By-law 2018-087 be removed in its entirety and replaced with the following paragraph:


"THAT the fees and charges as listed in columns entitled "Applicable Fee" of Schedules A, B, C, D, E, F, G, H, I and J to this By-law, shall come into force and take effect on January 1, 2022 and remain in effect until such time as this by-law is amended or updated."

2. That Paragraph 1.09 of the recital of By-law 2018-087 be removed in its entirety and replaced with the following paragraph:

"THAT the fees and charges as listed in the attached Schedules A, B, C, D, E, F, G, H, I and J to this By-law will be amended in accordance with the User Fees and Charges Policy (Policy C-FS-16)."

Read a first, second, and third time and finally passed this 11th day of August, 2021.

  
\_\_\_\_\_  
Mayor Phil Harding

  
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Cheryl Mortimer, Clerk

**Schedule "A"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**LEGISLATIVE SERVICES**  
**EFFECTIVE JANUARY 1, 2022**

	<b>APPLICABLE FEE in \$</b> <b>(+ HST, WHERE APPLICABLE)</b>
Photocopies	
Per copy for the first 10 copies	1.00
Per hour for staff time for copying	43.00
Per hour for staff time for research and retrieval	43.00
Plot Copies - per square foot	2.00
Photocopies	
Special groups within the Township Per copy (i.e. Museum, Adult Skating, Adult Hockey Teams, Minor Hockey, Figure Skating and Ringette Clubs) (Note: if the special group provides the paper required, the fee may be waived)	0.50
Photocopies	
Committees directly related to the Township (i.e. Community Centres, Heritage, Communities in Bloom, Recreation Trails, Economic Development)	no charge
Data Stick - Per Township Issued Data Stick	25.00
Document Certification - Per related set of documents/ per visit (non municipal)	21.00
Document Commissioning - Per related set of documents/ per visit (non municipal) i.e. motor vehicle transfer/travel/letters/pension documents	21.00
Municipal Freedom of Information & Protection of Privacy Requests	
Request for access	5.00
Per page of photocopies and computer printouts	0.20
Per each USB Thumb Drive or CD	10.00
Per 15 minutes spent by any person for manually searching a record and for preparing a record	7.50
Per 15 minutes spent by any person preparing a record for disclosure including severing	7.50
Per 15 minutes spent by any person developing a computer program or other method to produce a record from machine readable record	15.00
Original Road Allowance Purchase	
Per application (plus cost of land at the rate per square foot – minimum cost applied). Applicant is also responsible for all legal and survey costs.	Application 950.00 Refund if denied 475.00 Rate per sq ft \$0.75 Min. land cost \$1,500.00
Original Shore Road Allowance Purchase	
Per application (plus cost of land at the rate per square foot – minimum cost applied). Applicant is also responsible for all legal and survey costs.	Application 950.00 Refund if denied 475.00 \$1.50 sq ft - Class 1 \$1.15 sq ft - Class 2 \$0.75 sq ft - Class 3 Min. land cost \$1,500.00
Sale of Flooded Land	
Per application (plus cost of land at the rate per square foot - minimum cost applied). Applicant is also responsible for all legal and survey costs.	Application 550.00 Refund if denied 275.00 \$1.50 sq ft - Class 1 \$1.15 sq ft - Class 2 \$0.75 sq ft - Class 3 Min. land cost \$1,500.00
Sale and Other Disposition of Land	
Per application	950.00
Application refund if denied	475.00
Land acquisition cost -appraisal of the fair market value. Applicant is also responsible for all legal and survey costs	

**Schedule "A"**  
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**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**LEGISLATIVE SERVICES**  
**EFFECTIVE JANUARY 1, 2022**

	<b>APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)</b>
<b>License Agreements</b> Per initial agreement application (annual fee of \$640.00 for first five years, with annual fee increases at \$160.00 per every 5 year increment). Applicant is also responsible for all legal & survey costs. Per application to renew an existing agreement. Applicant is also responsible for all legal & survey costs.	Application 750.00 Refund if denied 375.00  Application 450.00 Refund if denied 225.00
Bingo Lotteries (prizes not to exceed \$5,500 in any event)	3% of the total prizes to be awarded in one event multiplied by the number of events to be licensed
Raffle Lotteries (prizes not to exceed \$ 50,000 in any event)	3% of the market value of all the prizes, whether it be cash or merchandise (minimum charge 3.00)
Break Open Ticket Lotteries (Nevada)	3% of the prizes to be awarded per unit multiplied by the number of units to be sold
Bazaar Lotteries – a one day event conducting a combination of a raffle not exceeding \$ 500.00 in prizes, a bingo not exceeding \$ 500.00 in prizes, a maximum three wheels of fortune with a maximum bet of \$ 2.00.	3% of the prizes to be awarded in raffle & bingo, 10.00 per wheel of fortune per day
<b>Lottery License</b> Amendment or extension to existing license	53.00
<b>Lottery License</b> Letter of support for Provincial license	53.00
<b>Liquor License AGCO</b> Municipal Information Form - Per request	53.00
<b>Liquor License AGCO</b> Temporary Liquor License extension - Letter of No Objection - Per request	53.00
<b>Liquor License AGCO</b> Significant Event Status Resolution	53.00
<b>Fence Viewers</b> Administration fee <sup>1</sup>	Application Fee 320.00 plus fence viewer fees – 105 per half day / 210 per full day plus travel X 3 viewers
<b>Property Standards</b> Fee <sup>2</sup> to appeal an Order to Comply in accordance with the Ontario Building Code Act, 1992 S.O. 1992, Chapter 23, Section 15.3, to the Property Standards Appeal Committee.  (Fee required to file application – fee will be refunded if order not confirmed by the committee) A confirmed order includes an order modified by the committee.	Appeal Fee 320.00 plus committee fees 105 per half day / 210 per full day plus travel X 3 members
<b>Civil Marriage Solemnization Services</b>	320.00 plus travel and accommodation expense

<sup>1</sup> fence viewer fees currently charged through By-law 2018-151

<sup>2</sup> property standards committee fees currently charged through By-law 2018-150

**Schedule "B" -continued**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**FINANCIAL SERVICES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Tax Certificate - per request Issuance of certificate by the Treasurer itemizing all monies owing	65.00
For the purposes of Schedule "B" of this by-law, the following sections shall apply. 1. Upon the payment of the Tax Certificate Fee as set out herein Schedule 'B' forming part of this by-law, the Treasurer shall, upon the written request of any person, give to that person an itemized statement of all amounts owing for taxes in respect of any separately assessed rateable property as of the day the statement is issued.	
Additions to the Roll Fee charged to add an amount to the collectors' roll in accordance with legislation; the fee is added directly to the applicable property tax account	40.00
Duplicate Tax Bill <sup>1</sup> Greater than 3 roll numbers per owner, per billing year	25.00 15.00
Letter/Statement Confirming Assessment Records Preparation of letter and search of assessment records or tax levy has been conducted to verify the assessed persons or assessment values and/or taxes levied, for a specified period of time.	50.00
Returned Payments - NSF Fee charges when payment is returned as not negotiable - includes cheque or EFT	45.00
Re-print of Payment Receipt Copy of receipt for payment on a property tax account	10.00
Statement of Account Statement detailing payments and taxes levied along with any outstanding balance; note- this is not a statement issued by the Treasurer under section 352 of the Municipal Act	10.00
Arrears Notice Fee Fee charged to the tax roll when sending out arrears notice. Arrears notices are not sent to property owners who are in arrears less than \$20.00. This fee is in addition to interest and penalty that may be levied in accordance with legislation.	10.00
Warning Letter Issuance of a warning letter advising a property owner that the property will be eligible for tax registration proceedings on January 1st of the following year	100.00
Hand Deliver Charge Fee for a representative of the Town to hand deliver under special circumstances any notice associated with tax arrears and tax registration proceedings	100.00
Tax Registration - preparation Review account status, prepare all tax, assessment, roll and mapping information, review correspondence, compile any other information required to create file and send to tax registration specialist	200.00
Tax Registration - actual Register tax arrears certificate on title and all subsequent requirements related to tax registration; Third Party Expense	Cost
Tax Sale - preparation Prepare assessment information, calculate cancellation price, circulate file for review by other departments, coordinate preparation of tender package and advertising	200.00
Tax Sale - actual Preparation and administration required to meet all legislative requirements to conduct sale by public tender; Third Party Expense	Cost
Tax Sale Tender Package To provide a copy of a tax sale tender package	40.00

<sup>1</sup> Mailed billings returned to the Township Office as undelivered will not be subject to duplicate bill fee

**Schedule "C"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**EMERGENCY SERVICES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Requested Fire Inspection - fee per hour <small>(not including inspections resulting from building permit applications, requested for fire safety compliance, or scheduled inspections in accordance with the Fire Prevention Policy)</small>	\$100 Per hour and Per Person
Inspections required by A.G.C.O. and/or Facility Usage Permit fee per inspection (to include occupant load) <small>e.g. Inspection of public hall facilities that are requested by owner, etc.</small>	\$100 Per hour and Per Person \$100 Minimum charge
Tent applications and safety plans, not requiring a Building Permit	\$100 Per hour and Per Person \$100 Minimum charge
Fire Safety Plan Review and Approval	\$100 Per hour and Per Person \$100 Minimum charge
Fireworks/Pyrotechnics/Special Effects Inspections and Approvals - fee per application	\$100 Per hour and Per Person \$100 Minimum charge
Private Hydrant Inspections/Testing	\$100 Per hour and Per Person \$100 Minimum charge
Reports request (File Search, Fire Inspection, Fire Investigations, etc.) - fee per report	100.00
Apparatus Stand-by <small>e.g. Use of Fire Department apparatus and staff for stand-by fire protection during shows, exhibitions, demonstrations, etc.</small>	\$488.40 per apparatus for the 1st hour \$244.20 per apparatus for each additional ½ hour  Or as per current MTO rates as set by Province. (annual CPI increase) Plus any additional costs to the Fire Department or the Township
Contravention of Burning By-Law <small>At the discretion of the Fire Chief or designate</small>  Fire Department Vehicle  Firefighter Remuneration	\$488.40 per vehicle  Plus current hourly rate for each firefighter in attendance  Or as per current MTO rates as set by Province. (annual CPI increase) Plus any additional costs to the Fire Department or the Township
Extraordinary Fire Suppression Costs	Cost Recovery
Extraordinary Fire Investigation Costs	Cost Recovery
Securing of fire damaged, or vacant buildings per the Ontario Fire Code.	Cost Recovery
Fire Watch - post incident watch of fires for security and rekindle prior to relinquishing/transferring control of the scene	\$488.40 per vehicle Plus current hourly rate for each firefighter in attendance  Or as per current MTO rates as set by Province. (annual CPI increase) Plus any additional costs to the Fire Department or the Township
Emergency Services on Municipal Roads/Waterways/Railways/Trails/Properties  <small>e.g. Bill for services provided for emergencies involving vehicles/boats/ATV's/snowmobiles/rail equipment on roadways/waterways/railways/trails/properties within the municipality at the same rate set by the Ministry of Transportation, at the discretion of the Fire Chief or designate. Fee will be charged to each vehicle involved in the incident and attended to at the incident.</small>	\$488.40 per vehicle for the 1 <sup>st</sup> hour  \$244.20 per vehicle for each additional ½ hour  Or as per current MTO rates as set by Province. (annual CPI increase) Plus any additional costs to the Fire Department or the Township

**Schedule "C"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**EMERGENCY SERVICES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Burn Permit	65.00
Assessment to authorize exceptions under Burn By-Law	\$100 per hour Minimum \$100
False Alarm Calls – Automatic Alarm Systems / Detectors  Due to failure to properly maintain alarms/detectors or contractor/service repair person working on or near the fire alarm system without notifying alarm company will be charged to the property owner.  Due to failure to notify alarm company of testing/maintenance/drills of a fire alarm system - will be charged to the property owner.	
2 <sup>nd</sup> response within 12-month period	\$488.40 per vehicle per hour
3 <sup>rd</sup> and subsequent responses within 12-month period	\$488.40 per apparatus for the 1 <sup>st</sup> hour  \$244.20 per apparatus for each additional ½ hour  Or as per current MTO rates as set by Province. (annual CPI increase) Plus any additional costs to the Fire Department or the Township.
Damage to Fire Department Vehicles for accessing properties while responding to emergencies on roadways not properly maintained.	Cost recovery
Installation of Smoke Alarms and/or Carbon Monoxide Alarms At the discretion of the Fire Chief or designate.	Cost Recovery
Fire Department Clothing	Market value
Fire Department Equipment Replacement	Cost recovery
Fire Department Consumable Supplies and Material	Cost recovery
Training Session for public or businesses	\$100 / hour
Fire Response Fees - Indemnification Technology Recovery of costs related to fire/emergency response (including damage or loss of equipment, consumables) from insurance carriers. Limits of policy reflects partial cost recovery. Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.	As set by this Fees & Charges Schedule, Or as per current MTO rates as set by Province. (annual CPI increase) Plus any additional costs to the Fire Department or the Township.
Per Person/Firefighter hourly rates will be pro-rated to the nearest 15 minutes of the fees noted above	

**Schedule "D"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**BY-LAW**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Refreshment & Confection Vehicles Per application, per vehicle	250.00
Hawkers and Peddlers Per Application – non - resident Per Application - resident	500.00 50.00
Transient Traders Per Application Per Application – Ontario Farmer	300.00 5.00
Taxi-Cab Per Vehicle Per additional Vehicle	50.00 15.00
Trailer Camps Annual License Fee Plus - Per camp site Establishment Permit Establishment Permit Enlargement	130.00 11.00 640.00 320.00 plus 21.00 per lot
Docking Fees for pleasure craft – April 1 to September 30  Per day or part thereof after four (4) hours (per foot of boat length) Per month (per foot of boat length) Per season (per foot of boat length or 800.00, whichever sum is greater)	  1.00 15.00 40.00
Zoo and Wildlife Sanctuary License Fee	500.00
Annual Dog Tag	15.00
Lifetime Dog Tag	50.00
Dangerous Dog Tag	100.00
Replacement Dog Tag	5.00
Kennel License	75.00
Issuance of Property Standards or Stop Work Order or any other Order	250.00
Multiple Complaints* (ref. Policy C-LS-15)	100.00
Repeat Violations**	500.00

\* Where more than two complaints are received from the same complainant or address in regards to any other property or individual and no contraventions are found, the fee shall be charged on a cumulative basis for each subsequent complaint that the investigation concludes that there was no contravention or violation

\*\*Where a property or individual is found to be in contravention of municipal requirements on two occasions, the respective fee shall be charged for every subsequent violation in a three year period

Schedule "E" - continued  
Attached to and forming part of By-law 2021-122  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PARKS, RECREATION AND FACILITIES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
<b>COMMUNITY CENTRES - HALL RENTALS</b>	
<b>Bala</b>	
Upper Hall	
Special Occasion Permit function	297.00
Special rate (3 day)	462.00
Full day	231.00
Part day (up to 4 hours)	158.40
Hourly	46.20
Wedding (Friday 6pm to Sunday 3pm)	825.00
Kitchen Only (per day)	66.00
Kitchen Only Commercial (per day)	132.00
Theatre Lights (per day)	22.00
Sound System (per day)	11.00
Tech Operator (per hour)	55.00
<b>Foot's Bay</b>	
Special Occasion Permit function	132.00
Special rate (3 day)	211.20
Full day	105.60
Part day (up to 4 hours)	52.80
Hourly	26.40
Wedding (Friday 6pm to Sunday 3pm)	550.00
Kitchen Only (per day)	26.40
Kitchen Only Commercial (per day)	52.80
<b>Glen Orchard</b>	
Full Hall	
Special Occasion Permit function	105.60
Special rate (3 day)	158.40
Full day	79.20
Part day (up to 4 hours)	39.60
Hourly	19.80
Upper Hall	
Special Occasion Permit function	66.00
Special rate (3 day)	105.60
Full day	52.80
Part day (up to 4 hours)	26.40
Hourly	13.20
Lower Hall	
Special Occasion Permit function	52.80
Special rate (3 day)	79.20
Full day	39.60
Part day (up to 4 hours)	19.80
Hourly	10.56
Wedding (Friday 6pm to Sunday 3pm)	550.00
Kitchen Only (per day)	19.80
Kitchen Only Commercial (per day)	39.60
<b>Hekkla</b>	
Special Occasion Permit function	52.80
Special rate (3 day)	79.20
Full day	39.60
Part day (up to 4 hours)	19.80
Hourly	10.56
Wedding (Friday 6pm to Sunday 3pm)	550.00



Schedule "E" - continued  
Attached to and forming part of By-law 2021-122  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PARKS, RECREATION AND FACILITIES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
<b>Milford Bay</b>	
Full Hall	
Special Occasion Permit function	528.00
Special rate (3 day)	891.00
Full day	429.00
Part day (up to 4 hours)	264.00
Hourly	79.20
Upper Hall	
Special Occasion Permit function	363.00
Special rate (3 day)	594.00
Full day	297.00
Part day (up to 4 hours)	198.00
Hourly	66.00
Lower Hall	
Special Occasion Permit function	198.00
Special rate (3 day)	343.20
Full day	171.60
Part day (up to 4 hours)	132.00
Hourly	39.60
Meeting Room	
Special Occasion Permit function	52.80
Special rate (3 day)	79.20
Full day	39.60
Part day (up to 4 hours)	19.80
Hourly	10.56
Wedding (Friday 6pm to Sunday 3pm)	825.00
Kitchen Only (per day)	99.00
Kitchen Only Commercial (per day)	198.00
Theatre Lights (per day)	22.00
Sound System (per day)	11.00
Tech Operator (per hour)	55.00
<b>Peninsula</b>	
Full Hall	
Special Occasion Permit function	297.00
Special rate (3 day)	462.00
Full day	231.00
Part day (up to 4 hours)	158.40
Hourly	46.20
Upper Hall	
Special Occasion Permit function	198.00
Special rate (3 day)	343.20
Full day	171.60
Part day (up to 4 hours)	132.00
Hourly	39.60
Lower Hall	
Special Occasion Permit function	52.80
Special rate (3 day)	79.20
Full day	39.60
Part day (up to 4 hours)	19.80
Hourly	10.56
Wedding (Friday 6pm to Sunday 3pm)	550.00
Kitchen Only (per day)	66.00
Kitchen Only Commercial (per day)	132.00
Theatre Lights (per day)	22.00

Schedule "E" - continued  
Attached to and forming part of By-law 2021-122  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PARKS, RECREATION AND FACILITIES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
<b>Peninsula (Continued)</b>	
Sound System (per day)	11.00
Tech Operator (per hour)	55.00
<b>Port Carling</b>	
Full Hall	
Special Occasion Permit function	528.00
Special rate (3 day)	891.00
Full day	429.00
Part day (up to 4 hours)	264.00
Hourly	79.20
Upper Hall	
Special Occasion Permit function	396.00
Special rate (3 day)	660.00
Full day	330.00
Part day (up to 4hours)	198.00
Hourly	66.00
Lower Hall	
Special Occasion Permit function	145.20
Special rate (3 day)	264.00
Full day	132.00
Part day (up to 4 hours)	112.20
Hourly	29.04
Meeting Room	
Special Occasion Permit function	52.80
Special rate (3 day)	79.20
Full day	39.60
Part day (up to 4 hours)	19.80
Hourly	10.56
Wedding (Friday 6pm to Sunday 3pm)	1,100.00
Kitchen Only (per day)	99.00
Kitchen Only Commercial (per day)	198.00
Theatre Lights (per day)	22.00
Sound System (per day)	11.00
Tech Operator (per hour)	55.00
<b>Raymond</b>	
Full Hall	
Special Occasion Permit function	158.40
Special rate (3 day)	237.60
Full day	118.80
Part day (up to 4 hours)	79.20
Hourly	26.40
Upper Hall	
Special Occasion Permit function	105.60
Special rate (3 day)	158.40
Full day	79.20
Part day (up to 4 hours)	39.60
Hourly	19.80
Lower Hall	
Special Occasion Permit function	66.00
Special rate (3 day)	105.60
Full day	52.80
Part day (up to 4 hours)	26.40
Hourly	13.20
Wedding (Friday 6pm to Sunday 3pm)	550.00

Schedule "E" - continued  
Attached to and forming part of By-law 2021-122  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PARKS, RECREATION AND FACILITIES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
<b>Raymond (Continued)</b>	
Kitchen Only (per day)	33.00
Kitchen Only Commercial (per day)	66.00
<b>Torrance</b>	
<b>Full Hall</b>	
Special Occasion Permit function	297.00
Special rate (3 day)	462.00
Full day	231.00
Part day (up to 4 hours)	132.00
Hourly	46.20
<b>Upper Hall</b>	
Special Occasion Permit function	132.00
Special rate (3 day)	211.20
Full day	105.60
Part day (up to 4 hours)	52.80
Hourly	26.40
<b>Lower Hall</b>	
Special Occasion Permit function	132.00
Special rate (3 day)	211.20
Full day	105.60
Part day (up to 4 hours)	52.80
Hourly	26.40
<b>Meeting Room (1/2 lower hall)</b>	
Special Occasion Permit function	66.00
Special rate (3 day)	105.60
Full day	52.80
Part day (up to 4 hours)	26.40
Hourly	13.20
Wedding (Friday 6pm to Sunday 3pm)	550.00
Kitchen Only (per day)	66.00
Kitchen Only Commercial (per day)	132.00
Sound System (per day)	11.00
Tech Operator (per hour)	55.00
<b>Ullswater</b>	
<b>Full Hall</b>	
Special Occasion Permit function	132.00
Special rate (3 day)	198.00
Full day	99.00
Part day (up to 4 hours)	46.20
Hourly	22.44
<b>Upper Hall</b>	
Special Occasion Permit function	92.40
Special rate (3 day)	132.00
Full day	66.00
Part day (up to 4 hours)	33.00
Hourly	17.16
<b>Lower Hall</b>	
Special Occasion Permit function	52.80
Special rate (3 day)	79.20
Full day	39.60
Part day (up to 4 hours)	19.80
Hourly	10.56
Wedding (Friday 6pm to Sunday 3pm)	550.00

Schedule "E" - continued  
Attached to and forming part of By-law 2021-122  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PARKS, RECREATION AND FACILITIES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
<b>Walker's Point</b>	
Full Hall	
Special Occasion Permit function	297.00
Special rate (3 day)	462.00
Full day	231.00
Part day (up to 4 hours)	158.40
Hourly	46.20
Main Hall	
Special Occasion Permit function	198.00
Special rate (3 day)	343.20
Full day	171.60
Part day (up to 4 hours)	132.00
Hourly	39.60
Meeting Room	
Special Occasion Permit function	52.80
Special rate (3 day)	79.20
Full day	39.60
Part day (up to 4 hours)	19.80
Hourly	10.56
Wedding (Friday 6pm to Sunday 3pm)	825.00
Kitchen Only (per day)	66.00
Kitchen Only Commercial (per day)	132.00
<b>Windermere</b>	
Full Hall	
Special Occasion Permit function	66.00
Special rate (3 day)	105.60
Full day	52.80
Part day (up to 4 hours)	26.40
Hourly	13.20
Wedding (Friday 6pm to Sunday 3pm)	550.00
Kitchen Only (per day)	19.80
Kitchen Only Commercial (per day)	39.60
<b>COMMUNITY CENTRES - DROP-IN RATES &amp; PROGRAMS</b>	
Commercial (per person/per class)	2.64
Non-commercial (per person/per class)	1.32
Youth (per person/per class)	1/2 commercial or non-commercial rate
<b>COMMUNITY CENTRES - COMMERCIAL RENTALS</b>	
	2x regular rental rate
<b>COMMUNITY CENTRES - MISCELLANEOUS</b>	
Setup/Take-down by custodian (per hour)	22.00
Setup/Take-down by other staff (per hour)	33.76
Booking Deposit (due upon booking, not refundable if booking cancelled 7 days or less prior to the event)	1/2 rental rate
Security deposit (refundable if no damages or additional cleaning required)	220.00 or 1/2 rental rate whichever is greater
SOCAN fee	As per applicable tariff
Associations Meeting Rentals	27.50

Schedule "E" - continued  
Attached to and forming part of By-law 2021-122  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PARKS, RECREATION AND FACILITIES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
<b>PARKS</b>	
<b>SPORTS PARKS</b>	
Commercial or Non-Local Users	100% of the Operating Cost per Hour
Local Adult Groups	60% of the Operating Cost per Hour
Local Minor Groups	25% of the Operating Cost per Hour
<b>PARKS - NON-COMMERCIAL USERS</b>	
Full Day (No alcohol)	No Charge
Full Day (With alcohol)	275.00
Deposit (With alcohol)	330.00
Insurance (Required for all Parks use)	\$2 Million Liability
<b>PARKS - RECREATIONAL &amp; PROGRAMS RATES</b>	
Commercial (per person/per class)	2.64
Non-commercial (per person/per class)	1.32
Youth (per person/per class)	1/2 commercial or non- commercial rate
No charge (per person/per class)	No charge
Insurance (Required for all Parks use)	\$2 Million Liability
<b>PARKS - COMMERCIAL RETAIL, SERVICES &amp; CONCESSIONS</b>	
Full Day (No alcohol)	275.00
Full Day (With alcohol)	550.00
Deposit (No alcohol)	275.00
Deposit (With alcohol)	1,650.00
Insurance (Required for all Parks use)	\$2 Million Liability
<b>PARKS - WEDDING RECEPTIONS</b>	
Jaspen Park - Full Day (With or without alcohol)	550.00
All other Township Parks - Full Day (With or without alcohol)	275.00
Deposit (With or without alcohol)	330.00
Insurance (Required for all Parks use)	\$2 Million Liability
*Plus ceremony fees when applicable	

**Schedule "E" - continued**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PARKS, RECREATION AND FACILITIES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
<b>ARENAS (2018/2019 ice season)</b>	
Roller Skating	
Admission Fee per person per session (includes HST)	2.65
Skate Rentals -Quad Skates per pair of skates (includes HST)	2.65
Pickleball per person per session (includes HST)	3.05
Building Rental (non- ice season)	
Private/Commercial Dry Floor Building Rate—per day (includes HST)	1,125.20
Building Rental for Community/Service Group i.e. Cranberry Festival – per day (includes HST)	750.10
Snack Bar Rental Summer for Shows – per day (includes HST)	74.90
Floor Dry Floor Rentals – Sports – per hour (includes HST)	69.70
Fee for Staff Setting Up or Tearing Down (includes HST)	36.40 per hour per employee
Public Skating	
General admission per person per session (includes HST)	2.85
Shinny Hockey	
Scrimmage Rate per hour	57.10
Ice Rental – Arena User Fees	
Commercial per hour -Base Ice Rater (includes HST)	306.90
Adult Ice Rate per hour (includes HST)	155.05
Non-Prime Rate per hour Monday-Friday from AM-6:00 PM (includes HST)	77.00
Non - Resident Youth Rate per hour E.g. AAA & South Muskoka Minor Hockey (includes HST)	91.05
Youth Rate per hour Local Minor Hockey/Figure Skating Clubs (includes HST)	55.65
Advertising	
4'X8' Advertising Signs Boards (includes HST)	296.50/year
Olympia Advertising (includes HST)	988.40/year
Wall Murals (Bala Arena) (includes HST)	355.00/year
<b>ARENAS (2018/2019 ice season) (Continued)</b>	
Ice Logos (includes HST)	1,232.85/year centre ice, 619.05/year all other areas

**Schedule "E" - continued**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PARKS, RECREATION AND FACILITIES**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
<b>SWIMMING LESSONS</b>	
Per child/per session (Red Cross Swim Preschool, Swim Kids, Lifesaving Rookie Patrol, Lifesaving Ranger Patrol, Lifesaving Star Patrol)	55.00
Bronze Star Course	75.00
Bronze Medallion & Emergency First Aid Course	165.00
Bronze Cross Course	155.00
First Aid Manual	18.00
Bronze Medallion Workbook Lifesaving Manual	6.00
Lifesaving Manual	45.00

**Schedule "F"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PLANNING**  
**EFFECTIVE APRIL 13, 2022**

<b>FEE DESCRIPTION</b>	<b>APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)</b>
Municipal Record Search (Compliance Letter) Residential	200.00
Residential Survey Included	50.00
Municipal Record Search (Compliance Letter) Commercial	300.00
Commercial Survey Included	100.00
Site Plan/Consent/Subdivision Agreement Compliance Letter	400.00
If required within 48 hours	Additional 100.00
Zoning By-law Amendment	
Exemption	1,800.00
Rezoning	2,100.00 plus cost recovery
When in conjunction with severance application	
Exemption	50% of fee
Rezoning	50% of fee
Removal of holding zone	500.00
Minor Variance	1,400.00
When in conjunction with Severance Application	50% of fee
Site Plan Agreements	
Residential (Dwelling)	1,200.00
Residential (Accessory)	800.00
Residential Amendment (Minor)	800.00
Commercial / Multi-Residential / Industrial	
Less than 7,500 square feet gross floor area	1,900.00
Over 7,500 square feet gross floor area	3,000.00 plus cost recovery
Commercial Amendment (Minor)	1,000.00
Condition of Minor Variance/Zoning By-law Amendment/Consent	50% of fee
Release of Consent/Site Plan Agreement	350.00
Site Plan Agreement Minor Adjustment - Sketch Only (No Amendment)	300.00
<b>PLEASE NOTE: THE SITE PLAN AGREEMENT MUST BE REGISTERED AT THE MUSKOKA LAND REGISTRY OFFICE. THE TOWNSHIP WILL BE RESPONSIBLE FOR REGISTERING THE AGREEMENT. THE FEE NOTED ABOVE INCLUDES THE REGISTRATION FEE.</b>	
Deeming By-law	400.00
Condition of Minor Variance/Consent/Zoning By-law Amendment	50% of fee
Copies of Comprehensive Zoning By-law 2014-14	75.00
Copies of Official Plan	75.00
Copies of Official Plan With Maps	100.00
Cash-In-Lieu Of Parking	
Application Fee – waived if in conjunction with another planning application	800.00
Per Parking Space	3,000.00
Official Plan Amendment	
Site specific – single lot (minor)	2,400.00
More than single lot (major)	3,700.00 plus cost recovery
Ontario Land Tribunal hearing deposit	5,000.00
Part Lot Control By-law	600.00
Telecommunications Facility Review	
Tower 30 metres in height or less	1,200.00
Tower greater than 30 metres in height	1,800.00
Request for Municipal Support Resolution in respect to the OPA FIT or similar programs	
15 Kilowatts or less	750.00
Greater than 15 Kilowatts	1,500.00
Site Alteration Permit Application Fee	500.00
Tree Removal Permit Application Fee	500.00



**Schedule "F"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PLANNING**  
**EFFECTIVE APRIL 13, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Subdivision or Condominium Agreement	1,900.00
Subdivision or Condominium Review/Comment Request	2,000.00
For Each Additional Amendment	500.00
Comments on Draft Plan Extension	500.00
Consent (Severance) Application	
Per severed lot, right-of-way, or easement	1,600.00
For any subsequent right-of-way, or easement, or lot addition	750.00
Change to condition of provisional Consent (where TML directed, no fees required)	300.00
Consent Agreement	350.00
Septic inspection, each new lot (includes all severed & retained)	200.00
Septic inspection for a right-of-way, easement or lot addition	100.00
Consent Certificate for a Retained Lot	200.00
Certificate of Cancellation for Consent	300.00
Amended application	450.00
Validation Certificate	1,000.00
Heritage Designation Application Fee	100.00
Heritage Tax Relief Application	100.00
Public Notice re-circulation of any of the above applications	350.00
Site Plan Pre-Building Permit/Pre-Application Review	150.00
Further consideration of any application upon deferral of a decision	300.00
Zoning Compliance Letters - Propane Exchange Facility, Motor Vehicle Service Station Licensing, etc.	100.00
MNRF Work Permit/Land Use Permit Comments	250.00
OLT Hearing Circulation List Preparation	100.00

Additional administrative processing fee: Where an approval under the *Planning Act* is sought for development which exists or is under construction, and is in contravention of the requirements of the Township, an additional administrative/processing fee in the amount of 75% of the respective application fee, as defined herein, shall be required at the time of submission of the application.

The municipality and the applicant shall enter into a Planning Services Agreement wherein the applicant is responsible for all costs incurred in processing the application.

If required, a deposit of \$5,000.00 shall be required in the case of a Ontario Land Tribunal hearing. The applicant shall be responsible for costs which exceed this amount.

Council or Committee of Adjustment may waive all or part of an application fee in accordance with the provisions of Section 69(2) of the Planning Act, R.S.O.,1990.

Notwithstanding the above, the Director of Planning may reduce the amount of, or waive the requirement for the payment of a fee, where the Director is satisfied it would be unreasonable in the circumstances to require payment in accordance with this Schedule. However, staff are not always required to exercise this authority and may as necessary refer matters together with a staff report to Committee or Council for consideration.

**Schedule "G"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**PUBLIC WORKS**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Sign Permit	82.50
Sign By-law Minor Variances – additional fee	220.00
Impounded Signs	22.00/sign/day
Entrance Permit Fee Application fee	550.00
(Refund on satisfactory completion)	220.00
911 Signs	22.00
911 Posts	33.00
911 Road Map	16.50
Garbage bag tags	2.75

**Schedule "H"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**BUILDING**  
**EFFECTIVE JANUARY 1, 2022**

<b>FEE DESCRIPTION</b>	<b>APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)</b>
Building Permit Reports – Annual Fee	250.00

Please note that Building Permit Fees subject to the Building Code Act and Development Charges Fees subject to the Development Charges Act are listed in separate by-laws.

**Schedule "I"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**CEMETERY**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Sale of interment rights on Burial Lots, including Care and Maintenance	
Full Lot – Resident	680.00
Full Lot – Non-resident	990.00
Cremation Lot – Resident	425.00
Cremation Lot – Non-resident	625.00
Marker/Monument Care and Maintenance	
Flat marker measuring less than 1,116.3 sq.cm. (173 sq.in.)	N/C
Flat marker measuring over 1116.3 sq.cm. (173 sq.in.)	100.00
Upright monument measuring more than 1.22 m. (4ft.) or less in height or length, including the base	200.00
Upright monument measuring more than 1.22 m. (4ft.) either in height or length, including the base	400.00
Interments	
Adult – full burial	550.00
Child – full burial	350.00
Cremated remains	200.00
Interments for Adults, Children or Cremated Remains, on Saturdays or after 3:45 p.m. on weekdays shall be an additional charge	250.00
Disinterment and Reinstatement	
within the same cemetery	1,250.00
in another Township cemetery	1,400.00
disinterment only (re-interment by others)	650.00
Transfer fee per lot for all services and documents in connection with transfer of ownership of lot and issuance of new Certificate of Internment Rights	125.00
Corner Markers – Supply and install of 6"X6"X4" markers	150.00
Interment Rights in Niche including Care and Maintenance (Niches are not yet available)	
Level A	1,165.00
Level B	1,165.00
Level C	950.00
Level D	750.00

**Schedule "J"**  
**Attached to and forming part of By-law 2021-122**  
**THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
**ECONOMIC DEVELOPMENT**  
**EFFECTIVE JANUARY 1, 2022**

FEE DESCRIPTION	APPLICABLE FEE in \$ (+ HST, WHERE APPLICABLE)
Film Permit application fee	500.00
Street Banner application fee	Cost recovery