

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 2025-54**

***BEING A BY-LAW TO ESTABLISH FEES AND CHARGES TO BE COLLECTED IN THE TOWNSHIP OF SOUTH GLENGARRY.***

**WHEREAS**, the *Municipal Act, 2001*, c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law.

**AND WHEREAS** the *Municipal Act, 2001*, c.25 s. 391 (1) permits a municipality to impose fees and charges for services and activities provided;

**AND WHEREAS** the *Planning Act R.S.O. 1990* Section 7 permits the Council of a municipality to establish a tariff of fees for the processing of applications made in respect of planning matters;

**AND WHEREAS** Part VIII, section 35 of the *Fire Protection and Prevention Act 1997 S.O. 1997*, as amended, provides that the Fire Chief or an assistant of the Fire Marshall may impose the fees and charges for services or activities stemming from a fire department;

**AND WHEREAS** the *Municipal Act, 2001*, c. 25 s. 398 authorizes a municipality to add unpaid fees and charges imposed by the municipality to the tax roll for which the owners are responsible for paying the fees and charges;

**AND WHEREAS** it is deemed desirable to establish a schedule of fees and charges for certain municipal services;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:**

1. **THAT** Council hereby establishes fees and charges as set out in Schedules attached hereto and forming part of this by-law.
2. **THAT** no request by any person for any information, service, activity or use of Township property described in the schedules attached hereto will be processed unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fee in the prescribed amount.
3. **THAT** all Planning Fees shall be due and payable at the time of submission of a complete application made in respect of a *Planning Act* matter, as set out in Schedule "D" to this by-law.
4. **THAT** with respect to fees related to Planning matters as set out in Schedule "D", if an applicant withdraws an application prior to its completion, a refund of the balance of the remaining fees may be issued, without interest. The cost of the works completed shall be determined by

the General Manager of Planning, Building & Enforcement, or their designate, and shall be reviewed and approved by the Treasurer.

5. **THAT** a deposit of \$2,500.00 shall be paid to the Township of South Glengarry to cover the cost of undertaking a peer review of any technical study submitted in support of an application for an Official Plan Amendment, a Zoning By-law Amendment, a Plan of Subdivision/Condominium, Site Plan Control, or Consent.
6. **THAT** where a deposit is required with respect to Planning Fees as per Schedule "D", that any remaining funds shall be refunded following the completion of the planning approvals process.
7. **THAT** the Township of South Glengarry reserves the right to select a qualified consultant to complete the peer review, provided the consultant shall be independent from those retained by the applicant/developers.
8. **THAT** for the purposes of this by-law, "technical studies" shall include, but not be limited, to the following:
  - a) Hydrogeological Reports
  - b) Terrain Analysis
  - c) Hydrology Reports
  - d) Storm Water Management Reports
  - e) Environmental Impact Assessments/Studies
  - f) Wetland Evaluations
  - g) Servicing Options Reports
  - h) Land Use Compatibility Reports
  - i) Water Supply System or Sewage Disposal Systems Capacity Reports
  - j) Traffic Studies
  - k) Geotechnical Studies
  - l) Noise Assessment Reports
  - m) Dust Studies
  - n) Blasting and Vibration Reports
  - o) Contaminated Site Evaluations
  - p) Market Impact Analysis
  - q) Flood Plain Analysis
  - r) Other technical studies as may be required under the United Counties of Stormont, Dundas and Glengarry Official Plan
9. **THAT** if the cost of a peer review exceeds the deposited amount, the applicant/developer will be invoiced for the outstanding balance.
10. **THAT** the fees as listed in the Schedules attached hereto shall be subject to Harmonized Sales Tax (HST) where applicable.
11. **THAT** Council has the authority to waive, reduce or otherwise vary a fee or charge by resolution of Council;
12. **THAT** the fees included in this by-law supersede any fees included in any other by-law passed by the Corporation of the Township of South Glengarry;



13. **THAT** should any part of this by-law, including any part of any Schedule attached hereto, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law be severable and that the remainder of the Schedules shall continue and operate and be in force and effect;
14. **THAT** this by-law shall come into force and take effect on January 1<sup>st</sup>, 2026.

**READ A FIRST AND SECOND TIME THIS 14<sup>TH</sup> DAY OF OCTOBER 2025.**

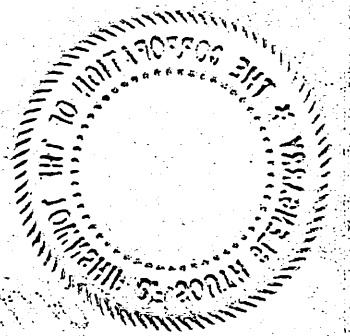
**READ A THIRD AND FINAL TIME, PASSED, SIGNED, AND SEALED IN OPEN COUNCIL THIS 27<sup>TH</sup> DAY OF OCTOBER 2025.**

**MAYOR:**



**CLERK:**





THE SECRETARY OF HEALTH AND HUMAN SERVICES  
WASHINGTON, D.C. 20201

TO: [illegible]

FROM: [illegible]

[illegible text]

**SCHEDULE 'A' TO BY-LAW 2025-54**

**CORPORATE SERVICES**

ITEM	FEE
Marriage Licence Fee	\$125.00
Marriage Solemnization Services	\$350.00 (\$200.00 payable to the officiant)
Marriage Solemnization Service (at Township office during business hours)	\$150.00
Freedom of Information Fees	\$5.00 + cost of search and reproduction of documents pursuant to R.R.O. 1990, Regulation 823)
Lottery Licence Fee	3% of prize value (per lottery event)
Commissioner of Oath Services	No Fee
Certified Copies	No Fee

SCHEDULE 'B' TO BY-LAW 2025-54

FINANCE

ITEM	FEE
Tax Certificate	\$50.00
Tax Certificate with Water Account	\$80.00
Addition to Tax Roll (Water Arrears)	\$20.00
Tax Sale Administration Fee	Actual costs/legal fees
Tax Sale Administration Fee - At Registration	Actual costs/legal fees
Tax Sale Administration Fee - At Time Sale is Advertised	Actual costs/legal fees + \$200.00 for administrative costs
Tax Registrations	Actual costs/legal fees
Tax Sale Tender Package	\$25.00
Returned Payments (NSF Fee)	\$25.00
Interest Rate for Misc. AR (Per Month)	1.25%

# SCHEDULE 'C' TO BY-LAW 2025-54

## FIRE SERVICES

ITEM	FEE
Fire Code Compliance Letter	\$75.00 (HST applicable)
Records Search	\$75.00 (HST applicable)
Fire Code Compliance Inspection (all occupancy types)	\$75.00/hour (HST applicable)
Licensing Inspection (including liquor, private day care, etc.)	\$75.00/hour (HST applicable)
Non-Compliance Re-inspection	\$75.00/hour (HST applicable)
Motor Vehicle Collision or Fire Response within the Township of South Glengarry (Vehicles registered to non-residents)	Current MTO rate per hour per truck (HST applicable) One (1) Hour minimum
False Alarm Response - 1st False Alarm response in any 6 Month Period	No charge
False Alarm Response – Subsequent False Alarm responses in any 6 Month Period	Current MTO rate per hour per truck (HST applicable) One (1) Hour minimum
Vehicle Standby (emergency standby)	Current MTO rate per hour per truck (HST applicable) One (1) Hour minimum
Ice/water Rescue Response	Current MTO rate per hour per truck (HST applicable) One (1) Hour minimum
Specialized Rescue Response	Current MTO rate per hour per truck (HST applicable) One (1) Hour minimum
Unauthorized or Non-compliant Fire Response	Current MTO rate per hour per truck (HST applicable) One (1) Hour minimum
Provide and Install Combination Smoke/Carbon Monoxide Alarm	\$100.00 per device (HST applicable)
Duties as authorized under the Fire Protection and Prevention Act (1997), including but not limited to fire investigation services, hoarding remediation and property security	Current MTO rate per hour per truck plus the cost of any consumables used (e.g. foam) (HST exempt)
For services provided on Roadways/Waterways/Right-of ways and/or Lands	Current MTO rate per hour per truck plus staff costs plus the cost of any consumables used (e.g. Absorbent, etc.) plus administration costs. (HST exempt)
Cost Recovery in the Application of the Fire Protection and Prevention Act	Current MTO rate per hour per truck plus the cost of any consumables used (e.g. Absorbent, etc.) (HST exempt)

Administration Costs	All associated costs (HST exempt)
Fire Safety Plan Review	\$75.00/hour
Propane Risk and Safety Management Plan Review	\$75.00/hour
Fire Safety Training	\$75.00/hour
Fire Extinguisher Training	\$100.00/hour
Inspection of Dry Hydrant	Current MTO rate per hour per truck (HST applicable) One (1) Hour minimum
Testing of Dry Hydrant	Current MTO rate per hour per truck (HST applicable) One (1) Hour minimum



**SCHEDULE 'D' TO BY-LAW 2025-54**

**PLANNING & BY-LAW ENFORCEMENT**

ITEM	FEE
<b>OFFICIAL PLAN AMENDMENTS (OPA)</b>	
Processing Fee	\$1,500.00
<b>ZONING BY-LAW AMENDMENTS</b>	
Standard Application	\$1,500.00
Condition of Consent	\$1,200.00
Holding Removal	\$750.00
Temporary Use	\$1,500.00
<b>PLAN OF SUBDIVISION &amp; AGREEMENT</b>	
Application Fee	\$2,500.00
Agreement	\$1,500.00
Legal Fees	At Cost
Agreement Amendment	\$1,000.00
Extension Review Fee & Letter	\$100.00
<b>SITE PLAN CONTROL</b>	
Application Fee	\$2,500.00
Amendment	\$1,500.00
<b>CONSENT</b>	
Review Fee	\$500.00
<b>PARKLAND</b>	
Cash-in-Lieu (consent only)	\$2,500.00
<b>COMMITTEE OF ADJUSTMENT</b>	
Minor Variance	\$600.00
<b>PART LOT CONTROL EXEMPTION</b>	
Application Fee	\$500.00
<b>RELEASE OF SECURITIES</b>	
Base Fee	\$100.00
<b>CONDOMINIUM</b>	
Application Fee	\$2,500.00
Exemption Application	\$500.00
<b>RENEWABLE ENERGY PROJECTS</b>	
Projects less than 10 kw	\$100.00
Projects greater than 10 kw and less than 1 mw	\$500.00
Projects greater than 1 mw	\$1,000.00
<b>MISCELLANEOUS</b>	
Compliance Report	\$75.00
Radiocommunication Towers	\$1,000.00
<b>ENCROACHMENT AGREEMENT</b>	
Base Fee	\$250.00
Legal Fee	At Cost
Registration Fee	At Cost
<b>BY-LAW ENFORCEMENT FEES</b>	
Kennel License	\$150.00
Mobile Food Premise License	\$300.00 Annually

SCHEDULE 'E' TO BY-LAW 2025-54

TRANSPORTATION

ITEM	FEE
Entrance Permit	\$100.00
Work in Right of Way	\$50.00
Municipal Consent	\$150.00 (Without a formal access agreement)
Ditch In-fill Permit	\$200.00
Road Cut Permit (By-law 2014-28)	Permit - \$150.00 Deposit - \$2,000.00
Special Event Road Closure Permit	\$50.00
Damage to Township Property	Full Cost Recovery

## SCHEDULE 'F' TO BY-LAW 2025-54

### WASTE MANAGEMENT

*Please refer to By-law 2025-28 for a complete list of accepted vs. unaccepted waste.*

ITEM	FEE	
CURBSIDE COLLECTION		
Garbage Bag Tag	\$3.50	
Recycle Bin – Large	\$10.00	
Composter	\$60.00	
Mailing Fee	\$2.00	
LANDFILL – GENERAL		
Landfill Vehicle Registration	\$20.00	
LANDFILL – RECYCLABLE TIPPING FEES		
Tires	\$5.00 / load	
Electronic Waste	No Charge	
Woodchips / Christmas Trees	No Charge	
Leaf and Yard Waste (material under 7.5 cm in diameter)	No Charge	
Branches and Stumps (material 7.5 cm+ in diameter)	\$40.00	
Large Appliances	No Charge	
Large Appliances Containing Freon	\$150.00	
LANDFILL – WASTE TIPPING FEES (acceptable waste only per By-law 2025-28)		
	Sorted Waste	Residential Construction Waste
Personal Use Vehicle – Car	\$20.00	\$30.00
Personal Use Vehicle – Van	\$20.00	\$50.00
Personal Use Vehicle – ½ Ton Truck	\$25.00	\$50.00
Personal Use Vehicle – Utility Trailer Single Axle	\$30.00	\$50.00
Personal Use Vehicle – Double Axle	\$40.00	\$70.00
Personal Use Vehicle – 1 Ton Truck	\$60.00	\$100.00
Personal Use Vehicle – Hydraulic Dump Trailer (<= 5m³)	\$100.00	\$250.00

## SCHEDULE 'G' TO BY-LAW 2025-54

### PARKS, RECREATION AND CULTURE

Applicable taxes are included.

Current Facility Rental Form must be completed, as required.

ITEM	FEE
<b>Char-Lan Recreation Centre – Arena</b>	
Prime Time – Weekdays after 4:30 pm and Saturday & Sunday	\$205.00 per hour
Non-Prime Time – Daytime Monday to Friday 8:00 am to 4:30 pm	\$155.00 per hour
Youth Non-Profit	\$145.00 per hour
Training Ice (booked within 24 hours of the rental)	\$85.00 per hour
School	\$95.00 per hour
Optimist Club Rate	\$65.00 per hour
Sponsored Public Skate	\$80.00 per hour
Summer rate (floor rental) – Including Bar	\$355.00 full day
Summer rate (floor rental) – No Bar	\$255.00 full day
Summer rate (floor rental) – Sports	\$85.00 per hour
Lobby Television Ads	\$100.00 per year
<b>Char-Lan Recreation Centre – Tartan Hall</b>	
Community Hall – Including Bar	\$355.00 per day / \$65.00 per hour (3 hr event minimum)
Community Hall – No Bar	\$155.00 per day / \$30.00 per hour (3 hr event minimum)
Meetings/Programs	\$30.00 per hour
Non-licenced rental that is accompanied by ice rental as approved by Township official	No charge – 3 hour maximum
Township approved Service Clubs and Community Not-for-Profit Clubs – licenced	\$255.00 per day / \$55.00 per hour (3 hr event minimum)
Township approved Service Clubs and Community Not-for-Profit Clubs – non-licenced	\$105.00 per day / \$30.00 per hour (3 hr event minimum)
Char-Lan High School and Williamstown Public School events	No Charge
<b>Martintown Community Centre Hall</b>	
Community Hall – Licenced	\$255.00 per day / \$55.00 per hour (3 hr event minimum)
Community Hall – Non-Licenced	\$125.00 per day / \$30.00 per hour (3 hr event minimum)
Meetings/Programs	\$30.00 per hour
Martintown Goodtimers	Per Agreement
Township approved Service Clubs and Community Not-for-Profit Clubs – licenced and non-licenced	\$80.00 per day / \$25.00 per hour (3 hr event minimum)
Patio and Park Rental – with limited indoor access	\$20.00 per hour / \$100.00 full day
Seniors' Room	\$20.00 per hour/\$50.00 per day
<b>North Lancaster Optimist Hall and Green Valley Community Hall</b>	
Community Hall – Licenced	\$175.00 per day
Community Hall – Non-Licenced	\$100.00 per day
Meetings and Programs	\$25.00 per hour



Township approved Service Clubs and Community Not-for-Profit Clubs – licenced and non-licenced	\$60.00 per day
<b>Smithfield, Paul Rozon and Jack Danaher Park Buildings</b>	
Park Building	\$75.00 per day
Meeting and Programs	\$15.00 per hour
Township approved Service Clubs and Community Not-for-Profit Clubs	\$50.00 per day
<b>Park and Sport Field Rentals</b>	
Park/Pavillion Rental	\$50.00 full day
Baseball Diamond Seasonal	\$180.00 – 1 game per week for the season \$220.00 – 2 game per week for the season
Baseball Diamond Per Game	\$30.00 per game
Baseball Diamond Tournament	\$150.00 full day tournament
Soccer Field Seasonal	\$180.00 – 1 game per week for the season \$220.00 – 2 game per week for the season
Soccer Game	\$30.00 per game
Soccer Tournament	\$150.00 full day tournament
Court Rentals Seasonal	\$110.00 – 1 game per week for the season \$140.00 – 2 game per week for the season
Court Rentals Per Game	\$20.00 per game
Court Rentals Tournament	\$80.00 full day tournament
<b>Program Fees</b>	
Minor Soccer	\$65.00
Minor Baseball/T-ball	\$65.00
Minor Ball Hockey	\$65.00
Programming at Char-Lan High School	No Charge
Administration Fees – Refund	\$15.00 per refund
<b>Additional Fees</b>	
Set Up Fees (per rental)	\$30.00 per rental
Damage Charges	Cost Recovery Basis
Rentals Requiring the presence of a Township Employee	\$30.00 per hour per employee
Events requiring a security guard	Actual Costs
Firefighter Association Community Hall Rentals (licenced and non-licenced)	No Charge

#### Ice Rentals

- Ice rental rates will take effect for the 2026/2027 ice season.
- Prime time ice shall be from 4:30 p.m. to closing Monday to Friday, all day Saturday and Sunday. Non-prime time ice shall be Monday to Friday before 4:30 p.m.
- The Facility is closed on Christmas Day, Boxing Day, New Year's Day and Good Friday.

**Hall Rentals**

- Not-for-profit organizations located within the Township of South Glengarry will be permitted to book the community centers free of charge for a maximum of 12 meetings per year provided that sales are not performed and profits are not generated. These free rentals do not include a set up or tear down of furniture.

**All Rentals**

- All rentals must be paid in full prior to utilizing the facilities. Without payment being received, the lessees will not be permitted to utilize the facility.
- All cancellations for previously reserved bookings must be received by the Recreation Department 10 days in advance. Without 10 days notice, the lessee will be charged for the rental as per the rental agreement.
- Rental fees will be waived if cancelled due to inclement weather.

**Char-Lan Recreation Centre – arena floor (summer), and Tartan Hall**

- These facilities will be available to the Upper Canada District School Board free of charge for graduation ceremonies, examination periods, and school events, for Char-Lan District High School and Williamstown Public School.
- The Char-Lan Recreation Centre floor surface will be available at no charge to the local Air Cadets organization as well as the Optimist Club for the Optimist Bike Rodeo
- The Char-Lan Recreation Centre will be available free of charge for the Glengarry Sports Hall of Fame and Glengarry Agricultural Hall of Fame Functions