



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA  
BY-LAW NUMBER 2023-24  
Fees and Charges By-law**

**BEING** a by-law to regulate fees and charges.

**WHEREAS** under the *Municipal Act* 2001 S.O. c.25, 391 (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

**AND WHEREAS** Section 398 of the Act states that (1) Fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively. 2001, c. 25, s. 398 (1); 2006, c. 32, Sched. A, s. 170 (1).

**AND** Amount owing added to tax roll

(2) The Treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges. 2001, c. 25, s. 398 (2); 2006, c. 32, Sched. A, s. 170 (2).

**AND WHEREAS** the Corporation of the United Townships of Head, Clara & Maria deems it necessary to establish a schedule of fees and charges for activities provided or done by or on behalf of the municipality;

**NOW THEREFORE** the Council of the Corporation of the United Townships of Head, Clara & Maria does hereby enact as follows:

1. **THAT** Schedule "A" attached to this by-law shall contain the fees for services or charges of the municipality.
2. **THAT** where fees or charges are covered by another Municipal by-law, the appropriate by-law shall be referenced in schedule "A" to this By-Law and shall have the same conditions listed herein applied to those fees and charges.

3. **THAT** all fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by the Clerk and/or Council.
4. **THAT** in the event that any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in the same manner as municipal taxes.
5. **THAT** Council does hereby delegate to the Clerk, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
6. **THAT** By-Law Number 2011-20 is hereby rescinded.
7. **THAT** this By-Law shall come into force and take effect immediately on the date of passing.

**READ** a first and second time this 19<sup>th</sup> day of October, 2023.

**READ** a third time and passed this 19<sup>th</sup> day of October, 2023.

D. Grills  
MAYOR

C. Nicher  
CLERK

**CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA****Schedule "A" to By-law 2023-24****Fees and Charges**

<b>FIRE</b>	
Daily Fire Permit	\$5.00
Campground Inspections	\$25.00
<b>DISPOSAL SITE - TIPPING FEES</b>	
	See Schedule "F" to By-law 2022-12
<b>BUILDING PERMITS</b>	
	See Schedule "A" to By-law 2023-16
<b>PLANNING AND ZONING</b>	
	See Schedule "A" to By-law 2023-16
Zoning Certificate	\$40
Zoning By-law Amendment	\$200 plus fees payable to the County of Renfrew
Official Plan Amendment	\$200 plus fees payable to the County of Renfrew
<b>ADMINISTRATION</b>	
Photocopy/Scan	\$0.50 per sheet
	\$0.60 per double sided sheet
Fax	\$1.00 for first page
	plus \$0.50 per additional page
Commissioner of Oaths	\$5.00
Freedom of Information Requests	\$5.00
Tax Certificates	\$40.00
N.S.F. Cheques	Charged at Bank Rate
Late Payment Fees-All Municipal Invoices	2% / Month after 60 Days
Late Payment Fees-Property Taxes	1.25% / Month after 30 Days
Annual Trailer Licence	\$200.00
Lottery Licence	3% of prize distribution
<b>CIVIC ADDRESSING</b>	
Sign Replacement	\$35.00
Provision & Installation of New Sign	\$65.00