

**THE CORPORATION OF THE TOWNSHIP OF HARLEY**

**BY-LAW NO. 2025-16**

**BEING A BY-LAW TO AMEND “SCHEDULE A” OF BY-LAW 2023-18 BEING A  
BY-LAW TO ESTABLISH USER FEES FOR  
THE CORPORATION OF THE TOWNSHIP OF HARLEY**

**WHEREAS** Section 391 (1) of the Municipal Act, RSO 2001, Chapter 25, as amended authorizes Council to pass by-laws imposing fees or charges for services of activities provided by or done by or on behalf of the municipality and for the use of its property;

**AND WHEREAS** Section 69 of the Planning Act, RSO 1990, Chapter P. 13, provides that Council may prescribe a tariff of fees for the processing applications made in respect of planning matters;

**AND WHEREAS** Section 7 of the Building Code Act, SO 1992 Chapter 23, as amended, authorizes Council to pass by-laws requiring the payment of fees on application for and issuance of permits and prescribing the amounts thereof;

**AND WHEREAS** Section 398 (1) of the Municipal Act, SO 2001, Chapter 25, provides that 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;

**AND WHEREAS** Section 398 (2) of the Municipal Act, SO. 2001, Chapter 25, provides that 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 and 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 fees and charges.

**AND WHEREAS** the Council of the Township of Harley deem it expedient to pass a by-law to adopt fees and charges for services or activities provided or done by or on behalf of the municipality and also deems it expedient to establish and maintain a public list with respect to the fees and charges of its services and activities;

**AND WHEREAS** the Council of the Township of Harley deems it necessary to pass a by-law to authorize the Treasurer to add fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes;

**AND WHEREAS** Section 23.1 (1) of the Municipal Act RSO 2001, Chapter 25, as amended permits Council by by-law to delegate to an employee of the municipality any powers, duties of functions that are administrative in nature;

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE  
CORPORATION OF THE TOWNSHIP OF HARLEY ENACTS AS  
FOLLOWS:**

1. **THAT** the fees and charges set out in “Schedule A” attached hereto and forming part of this by-law are hereby imposed;

2. **AND THAT** all fees and charges set out in this by-law shall be payable prior to the provision of the services unless an agreement in writing is made to the contrary by a municipal official;
3. **AND THAT** in the event 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 fees or charges and shall be collected in like manner as municipal taxes;
4. **AND THAT** Council does hereby delegate to Department Heads of the Corporation of the Township of Harley, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of fees and charges;

5. **AND THAT** "Schedule A" attached hereto and forming part of this by-law may be amended from time to time by Council resolution;

6. **AND THAT** this by-law shall come into full force and effect upon the final passing thereof;

7. **AND THAT** By-Law 2023-18 be hereby repealed;

8. **AND THAT** this By-Law comes into force and effect on January 13<sup>th</sup>, 2026

9. **AND THAT** all other by-laws or resolutions, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.

READ a FIRST TIME, this 9<sup>th</sup>, day of December 2025.



*Pauline Auliehambult*  
REVEE  
CLERK

READ a SECOND, and THIRD TIME and FINALLY PASSED  
this 13<sup>th</sup> day of January 2026.



*Pauline Auliehambult*  
REVEE  
CLERK

**“Schedule A”**  
**To By-law No. 2025-16**  
**Fees and Charges**

**Certificates & Administration**

Tax Certificates	\$25.00
Duplicate Final Tax Bill	\$5.00
Civic 911 Signs - 6 Numbered Blade & Post*	\$94.20
Civic 911 Signs - 6 Numbered Blade Only*	\$72.85
Municipal Freedom of Information (MFIPPA) Application	\$5.00
MFIPPA Photocopies	\$0.25
MFIPPA Manual Search	\$7.50/15 min
MFIPPA – Prepare record for disclosure	\$7.50/15 min
Insufficient Funds	\$25.00
Photocopies – Black/White	\$0.25
Photocopies – Color	\$0.50

\*Includes installation

**Planning Fees\***

Application for Severance	\$2,250.00
Amendment to Official Plan	\$2,950.00
Amendment to Zoning By-law	\$2,450.00
Minor Variances	\$1,450.00
Pre-consultation with applicant prior to submission of complete application	\$500.00
Additional Planning Fees	Invoiced as per Current Fee Schedule of Township retained planner

\*non-refundable

**Facility Rentals\***

Community Hall – Per day (Mon-Thurs)	\$50.00
Community Hall – Resident - Per day (Fri, Sat, Sun, Stats)	\$125.00
Community Hall – Non-Resident - Per day (Fri, Sat, Sun, Stats)	\$150.00
Community Hall and Baseball Field – Resident – Per day	\$175.00
Community Hall and Baseball Field – Non-Residents – Per day	\$200.00

\*Resident means renter must be listed on Official Township Tax Roll Record at time of booking

\*Hall Rental Fee is waived for funerals/celebration of life bookings for Residents

**Fire Department Services**

Fire Department - Cost Recovery	Invoiced as per By-Law 2016-24 Sec. 10.4
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## BUILDING PERMIT FEES

The fees payable by the applicant for a construction, demolition, change of use of conditional permit or inspection fees shall be as follows:

Permit fees shall be \$9.25 per thousand based on a value of contract price. If there is no contract price in a written agreement, the permit fee will be calculated by Building Department as follows:

Deposit: \$90 per application

<b>Fee Code</b>	<b>Residential</b>	<b>2026 Municipal Fee</b>	
RA	Residential (single family dwelling including prefabricated homes)	\$ 1.30	per sq ft
RB	Seasonal Building no interior finish (insulation, sheeting, etc.)	\$ 0.80	per sq ft
RC	Garage / Cold Storage	\$ 0.65	per sq ft
RD	Deck / Balcony	\$ 0.50	per sq ft
RE	Interior Renovations (plumbing, other structural change)	\$ 160.00	fixed
RF	New foundations	\$ 260.00	fixed
RG	Foundation repairs	\$ 105.00	fixed
RH	New roof Entire Roof (structural changes)	\$ 235.00	fixed
RI	Minor Structural Repair/Change	\$ 105.00	fixed
RJ	New door / window (structural changes)	\$ 90.00	fixed
RK	Fire alarm system	\$ 105.00	fixed
RL	Wood Fired Appliance	\$ 90.00	fixed
RM	Rooftop Solar	\$ 210.00	fixed
RN	Demolition	\$ 90.00	fixed

<b>Fee Code</b>	<b>Commercial/Industrial/Assembly/Institutional</b>	<b>2026 Municipal Fee</b>	
CA	Commercial/Industrial/Assembly/Institutional	\$ 2.35	per sq ft
CB	Commercial/Industrial/Assembly/Institutional-Cold Storage	\$ 0.80	per sq ft
CC	New Doors or Windows (structural changes)	\$ 160.00	fixed
CD	Interior Alteration (plumbing, other structural change)	\$ 260.00	fixed
CE	New Roof (Structural Change)	\$ 390.00	fixed
CF	Minor Structural Repair/Change	\$ 160.00	fixed
CG	Fire Alarm System	\$ 210.00	fixed
CH	Rooftop Solar	\$ 365.00	fixed
CI	Bunkhouse/work camp/trailer (minimum of \$1000)	\$ 1.60	per sq ft
CJ	Demolition (Building over 600 m <sup>2</sup> or over 3 storeys (Div. 1.2.2.3(1)))	\$ 160.00	fixed
CK	Demolition other than above	\$ 90.00	fixed

<b>Fee Code</b>	<b>Farm</b>	<b>2026 Municipal Fee</b>	
FA	Farm Building / addition	\$ 0.80	per sq ft
FB	Prefabricated Storage Silos	\$ 190.00	fixed
FC	Bunkhouse/work camp/trailer (minimum of \$1000)	\$ 1.60	per sq ft
FD	Demolition	\$ 90.00	fixed

<b>Fee Code</b>	<b>Other Building Fees</b>	<b>2026 Municipal Fee</b>	
OA	Change of use permit	\$ 90.00	fixed
OB	Change of use if construction is required	\$ 90.00	+ fee
OC	Moving permit (Relocation of structure over 108 ft <sup>2</sup> to or from a property)	\$ 160.00	fixed
OD	Signs	\$ 90.00	each

<b>Fee Code</b>	<b>General Fees (HST Applies)</b>	<b>2026 Municipal Fee</b>	
GA	Permit - File maintenance fee (Dormant 12mths +)	\$ 90.00	fixed
GB	Inspection request by owner	\$ 90.00	each
GC	Revisions to permit already issued	\$ 90.00	fixed
GD	Other Services	\$ 90.00	per hour
GE	Orders	\$ 210.00	fixed

#### **FEE NOTES:**

- There shall be an administration charge equal to one and a half times the above calculated fees, applied to all construction that begins prior to the issuance of a permit.
- Fees will be rounded to the nearest dollar.
- Conditional and partial permits will be calculated at the regular rate for the complete project.
- No permit shall be less than \$90.00 minimum.

#### **Refunds**

1. No refund shall be given for an application fee, or fees for a conditional, change of use or partial permit.
2. No refund shall be given for permits or inspections valued at \$100 or less.
3. Where a permit fee has been paid pursuant to this By-law, fees may be refunded based on the following formula:

Construction or Demolition Permit

- i) 80% where the application is withdrawn or only administrative functions have been performed;
- ii) 50% if administrative, applicable law compliance and plans examination functions have been performed;
- iii) 25% if the permit has been issued and the application is withdrawn or construction does not commence, or no field inspections have been carried out
- iv) No refunds if field inspections have been carried out.

#### **Dormant Building Permit**

1. The dormant fee is designed to encourage timely completion of construction projects and offset the administrative costs of managing prolonged open permits.
2. No additional fees will be applied during the first two years following the issuance of a building permit.
3. Annual fees will apply to permits open beyond two years, starting in year three:
  - a. Year 3: \$100 fee
  - b. Year 4: \$200 fee
  - c. Year 5: \$300 fee
  - d. Year 6 and beyond: \$500 fee per year.
4. Fee collection begins at the end of 2025, providing homeowners and contractors additional time to complete ongoing projects.