January 7, 2026

USER FEES UNDER REVIEW

TAKE NOTICE that the Municipal Act, 2001 and the Ontario Building Code require that the public be given notice that Council for the Township of Alberton will consider proposed changes to Building and other User By-Law Fees as follows:

DRAFT User Fee Review at the Council Meeting to be held on Thursday, January 15, 2026 at 4:30 p.m. at the Township of Alberton Municipal Office, RR#1-B2, 3 Highway 611 South, P9A 3M2.

FINAL User Fee Review at the Council Meeting to be held on Thursday, March 19, 2026 at 4:30 p.m. at the Township of Alberton Municipal Office, RR#1-B2, 3 Highway 611 South, P9A 3M2.

PURPOSE and EFFECT - the municipality is proposing to update its Schedule of Fees by amending certain administrative fees, and to update its Building Fee Schedule following a review of current fees. The Township of Alberton establishes administrative fees and user charges on a regular basis. These charges are reviewed by Council and adopted though a By-Law.
The effect will be to update and amend certain administrative fees and current permit fees and costs associated with providing services to enforce the Ontario Building Code Act.

Any person may attend the public meetings and make written or verbal representation either in support of or in opposition to the proposed fee schedule. For more information, please call the Township Office at 807-274-6053.

A copy of the User Fee By-Law with draft proposed changes is included with this notice.

Lisa Sheppard
CAO/Clerk-Treasurer

SCHEDULE "A"
TO BY-LAW # 01/25

Schedule of Fees Charged by the Township of Alberton for Certain Services, Activities and Uses of Property

(effective January 17, 2025)

DEPARTMENT	SERVICE, ACTIVITY OR PROPERTY USE	Current FEE	Proposed Fee
ADMINISTRATION	Administrative services for preparation of by-laws and other documentation pertaining to the stopping up, closing and sale of a road allowance	minimum of $500.00 plus all consultant and legal fees and costs, advertising costs, disbursements and charges incurred by the Township	
Administrative services regarding tax sales:			
	(1) File preparation, searches, to completion tax arrears certificate	$200.00	
	(2) Preparation & Registration of Tax Arrears Certificate	$200.00	
	(3) Regulatory Sub-searches	$150.00	
	(4) Processing of First Notice	$150.00	
	(5) Processing of Treasurer's Statutory Declaration re: First Notice	$150.00	
	(6) Registration of Statutory Declaration	$150.00	
	(7) Processing of Cancellation Certificate	$150.00	no changes
	(8) Registration of Cancellation Certificate	$150.00	
	(9) Processing of Extension Agreement	$300.00	
	(10) Processing Final Notice	$200.00	
	(11) Processing Treasurer's Statutory Declaration re: Final Notice	$150.00	
	(12) Sale Process	$500.00	
	(13) Legal Fess as they apply to any process	actual costs incurred	
	(14) Mailing Costs as they apply to any process	actual costs incurred	
	(15) Tax Sale Process by Agency	actual costs incurred	
	Compliance Letter	$100.00 per roll number	
	Disbursements incurred with regard to tax sales or to disposition of property, including the stopping up, closing and sale of a road allowance, or other services	actual costs incurred	
	Facsimile transmissions	$1.00 per page sent or received	
	Photocopies:		
	Letter or legal size:		
	(i) 1 to 20 copies	$0.50 per copy	
	(ii) 21 and more copies	$0.10 per copy	no changes
	11" x 17" size:		
	(i) 1 to 20 copies	$1.00 per copy	
	(ii) 21 to 50	$0.80 per copy	
	(iii) over 50 copies	$0.60 per copy	
	Tax Certificates:		
	(i) provided to requestor electronically only	$50.00 per roll number	
	(ii) original provided to requestor by regular mail	$75.00 per roll number	
	Where information is requested and a search must be conducted in order to provide same	$35.00 per hour with a minimum fee of $35.00	$38.00
	Dishonoured Payments (NSF)	$50.00	
	Tax Arrears Notice *(plus Registered Mail Fee if applicable)*	$5.00	
	Minimum Tax Bill	$100.00	$150.00
	Commissioner of Oath Services (per document)	$5.00	
	Penalty/Interest on Overdue Accounts	15% per annum	
BUILDING	**Fees set out separately in By-Law #01/25**		
		CURRENT FEE	**Proposed Fee**
PLANNING	Application for Consent to Sever Land	$750.00 per new lot created	no change
	Application for Minor Variance	$500.00	no change

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	Application to Validate Title to Property		$500.00
	Official Plan Amendment		$5,000.00 plus all consultant and legal fees and costs, advertising costs, disbursements and charges incurred by the Township
	Site Plan Control Application		$750.00 application base fee
	Site Plan Agreement		$2,500.00 plus all consultant and legal fees and costs, advertising, and all costs, disbursements and charges incurred by the Township
	Subdivision Application	no changes	$5,000.00 plus all consultant and legal fees and costs, advertising, and all costs, disbursements and charges incurred by the Township
	Subdivision Agreement		$5,000.00 plus all consultant and legal fees and costs, advertising, and all costs, disbursements and charges incurred by the Township
	Subdivision Agreement Amendment		$5,000.00 plus all consultant and legal fees and costs, advertising, and all costs, disbursements and charges incurred by the Township
DEPARTMENT	**SERVICE, ACTIVITY OR PROPERTY USE**		**Current FEE** **Proposed Fee**
PLANNING (continued)	Where a Local Planning Appeal Tribunal Hearing is held in respect of any matter regarding planning or zoning		$3,500.00 to actual costs incurred plus all consultant and legal fees and costs, advertising costs, charges and disbursements incurred by the Township
	Where legal fees and/or expenses are incurred by the Township in connection with the preparation, execution, administration and enforcement of any agreement, or with the processing of any application under the *Planning Act*		Deposit of $6,000.00 to be applied toward actual cost of legal fees incurred, with any excess payable by the applicant(s). Difference below $2,000 may be refunded by the Township at the discretion of Council
	Zoning By-Law Amendment (minor) for Single Family Residential		$1,500.00
	Zoning By-Law Amendment (major) for Commercial Commercial, Industrial, Multiple Family Residential		$5,000.00 plus all consultant and legal fees and costs, advertising costs, disbursements and charges incurred by the Township
		no changes	
RECREATION	Rental of tables (rental not to exceed four days from pick-up to return)		$5.00 per table
VOLUNTEER FIRE DEPARTMENT	Auto Extrication – Provincial Roads		billed at current MTO rate(s)
	Automatic Aid		billed per applicable Automatic Aid Agreement(s)
	Contractor utilized during operations		billed at full cost recovery
	False Alarms		No charge for first and second false alarm responses; $500.00 for third and subsequent false alarms responses
	Fire Extinguisher Training		billed at full cost recovery
	Report requested by Insurance Company		$125.00 **no change**
	Open Air Burning Permits: *(required January 1 to December 31 in each year)*		
	(i) residential fire pit,chimenea, burning barrel or incinerator permit		No permit required
	(ii) residential brush or bonfire permit		$5.00 per calendar year
	(iii) Agricultural, Commercial or Industrial, (includes plan)		$50.00 per calendar year **$50.00** *per burn event*
	Open Air Burning Violations		$450.00 per responding apparatus per hour plus all responder wages
	Property Inspections for Fire-Related Purposes:		
	(i) written report required		$125.00 **no change**
	(ii) no written report required		$ 75.00 **no change**
	Provincial Offences Act Fines and Charges		As prescribed by *Provincial Offences Act*

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SCHEDULE "B"
TO BY-LAW # 01/25

ALBERTON BUILDING PERMIT FEES

		Current FEE	Proposed 2026
1. (a)	Building and/or Development Permits:		
	Minimum Permit Fee	$70.00	$100.00
	Base fee for first $1,000 of value	$70.00	$100.00
	Each additional $1,000 of value or part thereof	$10.00	No change
	Demolition fee per structure	$70.00	$100.00
	~~3-month extension of building permit~~	~~$62.50~~	eliminate
(b)	Calculation of cost of construction to be based on:		
	- first or main floor value (including foundation and roof)	$160.00	$200.00 per square foot
	- second floor value$	$80.00	$100.00 per square foot
	- basements, finished or unfinished	$40.00	$75.00 per square foot
	- crawl space	$20.00	$60.00 per square foot
	- garages (attached or detached) and accessory buildings	$35.00	$60.00 per square foot
	- barns or livestock structures (only on properties classified for assessment purposes as farm land)	$20.00	$30.00 per square foot
	- decks, platforms, etc.	$12.50	$20.00 per square foot
	- covered decks	new	$40.00 per square foot
(c)	Construction Values for Assembly, Commercial, Industrial, Institutional Buildings or Part 3 Residential Buildings (based on square foot area of each level) (also applies to additions): Each Level (floor, basements, crawlspace, loft, balcony, etc.):	Based on the greater of $100.00 per Square foot per level or the Contract Value as provided by the Project Manager	$150.00
2.	Administration Fees in addition to Building or Development Permits:		
(a)	construction or demolition commenced prior to issuance of permit	$175 or 10% of building or demolition permit fee, whichever is greater Provincial Offences Court costs And fines also may apply	$200 or 10%
(b)	transfer of permit to another person or entity	$70.00	$100.00
(c)	Fee for a construction progress report prepared by the Chief, Building Official, Deputy CBO or appointed Inspector:	$250.00	No change
3.	Refunds will be allowed upon written application only, as follows:		
(a)	for a building permit issued where the fee was paid but construction was not commenced within one year of the issue date, or was cancelled after issuance of the building permit, and a written application for a refund is received by the municipality within 30 days of the expiry of the building permit, subject to 3(b) below the amount of the refund shall be:		50% of permit fee
(b)	reduction of refund allowed under 3(a) above for each inspection performed prior to receipt by the municipality of a properly submitted written application for refund		5%

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