



CORPORATION OF THE TOWNSHIP OF ALBERTON

BY-LAW NO. 30/26

Being a By-Law to establish fees imposed by the Township for certain services, activities and/or use of municipal property.

WHEREAS Section 391 of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that a municipality and a local board shall establish and maintain a list for public inspection indicating which of its services and activities and the use of which properties will be subject to fees or charges under this Part and the amount of each fee or charge;

AND WHEREAS as a result of the review of the said fees and charges, Council deems it expedient to update and consolidate certain fees and charges relating to administration, recreation, building, Council and Committee of Adjustment matters to more closely align same with the costs of providing the services or activities, or to serve as a deterrent to non-compliance with legislation;

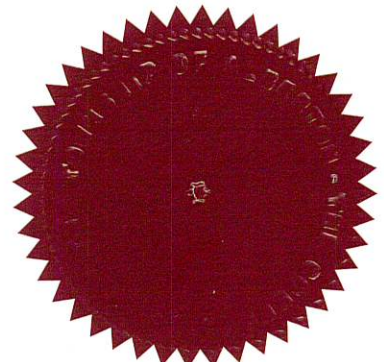
NOW THEREFORE the Council of the Corporation of the Township of Alberton enacts as follows:

1. The *Schedule of Fees charged by the Township of Alberton for Certain Services, Activities and Use of Property* attached hereto as "Schedule A" and the *Schedule of Building Related Fees* attached hereto as "Schedule B" to this By-Law are hereby adopted.
2. This By-Law shall come into force and take effect on March 19, 2026.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 19TH DAY OF MARCH 2026.

Mike Ford, Mayor

Lisa Sheppard, Clerk





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

effective March 19, 2026

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DEPARTMENT	SERVICE, ACTIVITY OR PROPERTY USE	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
	(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 Fees 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 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
	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 Tax Certificate	\$38.00 per hour with a minimum fee of \$38.00
	Dishonoured Payments (NSF)	\$50.00
	Tax Arrears Notice (plus Registered Mail Fee if applicable)	\$5.00
	Minimum Tax Bill	\$150.00
	Commissioner of Oath Services (per document)	\$5.00
	Penalty/Interest on Overdue Accounts	15% per annum
BUILDING	Fees set out separately in APPENDIX B	
PLANNING	Application for Consent to Sever Land	\$750.00 per new lot created
	Application for Minor Variance	\$500.00
	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 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	\$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	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 <i>Planning Act</i>	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
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
	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 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
(ii) no written report required	\$ 75.00	
<i>Provincial Offences Act</i> Fines and Charges	As prescribed by <i>Provincial Offences Act</i>	

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ALBERTON
BUILDING PERMIT FEES



1. (a) Building and/or Development Permits:	Current FEE
Minimum Permit Fee	\$100.00
Base fee for first \$1,000 of value	\$100.00
Each additional \$1,000 of value or part thereof	\$10.00
Demolition fee per structure	\$100.00
(b) Calculation of cost of construction to be based on:	
- first or main floor value (including foundation and roof)	\$200.00 per square foot
- second floor value	\$100.00 per square foot
- basements, finished or unfinished	\$75.00 per square foot
- crawl space	\$60.00 per square foot
- garages (attached or detached) and accessory buildings	\$60.00 per square foot
- barns or livestock structures (only on properties classified for assessment purposes as farm land)	\$30.00 per square foot
- decks, platforms, etc.	\$20.00 per square foot
- covered decks	\$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 \$150.00 per Square foot per level or the Contract Value as provided by the Project Manager
2. Administration Fees in addition to Building or Development Permits:	
(a) construction or demolition commenced prior to issuance of permit	\$200.00 or 10% of building or demolition permit fee, whichever is greater Provincial Offences Court costs And fines also may apply
(b) transfer of permit to another person or entity	\$100.00
(c) Fee for a construction progress report prepared by the Chief, Building Official, Deputy CBO or appointed Inspector:	\$250.00
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%