

The Corporation of the  
Municipality of Trent Lakes

By-law No. B2024-039

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**A By-law for Planning Services and a Tariff of Fees  
related to the processing of Planning Applications and  
other Related Planning Matters**

**Whereas** the Council of The Corporation of the Municipality of Trent Lakes supported the recommendations of the Planning Applications and Service - Tariff of Fees Report at the May 7, 2024 Council Meeting and deemed it necessary and expedient to increase fees or create new fees for planning applications and services and the implementation of indexing for inflation to better reflect the annual costs to the Municipality;

**And Whereas** Section 69(1) of the *Planning Act, R.S.O. 1990*, Chapter P. 13, as amended, provides that the Council of a municipality may pass by-laws establishing a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or committee in respect of the processing of each type of application provided for in the tariff;

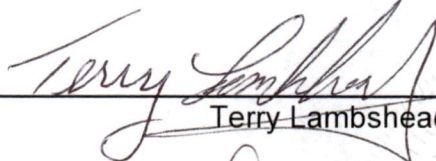
**And Whereas** Section 391 of the *Municipal Act, 2001*, c. 25, as amended, provides that a municipality may pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of another a municipality or any local board; and for the use of its property including property under its control;

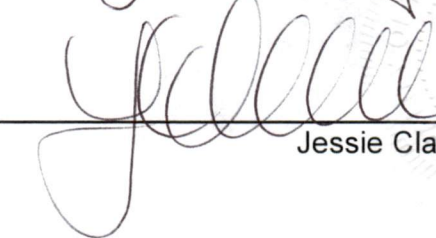
**Now Therefore** the Council of the Corporation of the Municipality of Trent Lakes enacts as follows:


1. That every person who makes application in respect of planning matters or services shall pay to the Municipality, upon submission of the application or service, the fee as described in Schedule A.
2. That those fees and charges included under Planning Fees in Schedule A may be increased by the Consumer Price Index (CPI), up to a maximum of 2% and rounded to the nearest dollar, every January 1 beginning January 1, 2026 in order that the Municipality's fees and charges are current and applicable. Such amendments shall be coordinated with, and form, part of Schedule A.
3. Where a decision on a planning application is appealed to the Ontario Land Tribunal and the Municipality and the applicant jointly support the application, the applicant will be responsible for all costs to the Municipality associated therewith. Such costs shall include legal, expert testimony, and administrative costs. The applicant shall provide the Municipality with the appropriate deposit as described in the Municipality's current Fees and Charges By-law.
4. Any deposits collected are intended for specialized peer review, consultant and/or legal services deemed required by the Municipality and for any other extraordinary expenses incurred by the Municipality as a result of the process. Such deposit is to be maintained by the applicant at the rate required. In some instances, due to the complexity of an application, an additional deposit may be determined to be required by the Director of Building and Planning. Any costs to the Municipality in excess of the deposit shall be paid to the Municipality by the applicant upon submission of an invoice. Any deposit monies not incurred by the applicant shall be refunded to the applicant.

5. That payment of fees provided under the Planning Fees in Schedule A is subject to the right of protest and appeal by the applicant under subsection 69 (3) of the said Planning Act, R.S.O. 1990 c. P. 13, as amended.
6. An application, save for one that has received draft plan approval, that has not been acted on in twelve (12) months may, at the sole determination of the Director of Building and Planning, be deemed to be abandoned and lapsed/closed and will require payment of the full application fee to activate a new application.
7. Should any provision, or any part of a provision, of this By-law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.
8. That By-law B2023-007 be amended by deleting Schedule E and replacing it with Schedule A attached hereto.
9. This By-law shall come into force on the date it is passed.

**Read a first, second and third time and passed this 21<sup>st</sup> day of May, 2024.**

  
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Terry Lambshead, Mayor

  
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Jessie Clark, Clerk



## Planning Department Services

### Schedule A

#### Planning Fees

	2024	2025	
Application for Official Plan Amendment	\$2,688.00	\$4,000.00	01-4335-1857
Official Plan Amendment Deposit	\$4,000.00	\$4,000.00	01-2090-0793
Application for Zoning By-law Amendment (Minor)	\$1,750.00	\$2,500.00	01-4335-1857
Application for Zoning By-law Amendment (Major)	\$2,650.00	\$4,300.00	01-4335-1857
Zoning By-law Amendment (Major) Deposit	\$1,750.00	\$3,000.00	01-2090-0790
Combined Official Plan and Zoning By-law Amendments	\$2,500.00	\$5,000.00	01-4335-1857
Combined Official Plan and Zoning By-law Amendments Deposit	\$2,000.00	\$4,000.00	01-2090-0794
Application for Zoning By-law Amendment (Temporary Use)	\$1,500.00	\$3,000.00	01-4335-1857
Application for Zoning By-law Amendment (Extension of Temporary Use)	\$1,250.00	\$2,500.00	01-4335-1857
Zoning By-law Amendment Deferral Request	\$1,050.00	\$2,000.00	01-4335-1857
Application to Remove Holding Symbol	\$850.00	\$1,200.00	01-4335-1857
Application for Minor Variance	\$1,250.00	\$1,500.00	01-4335-1857
Amended Application for Minor Variance and Recirculation	\$350.00	\$600.00	01-4335-1857
Application for Site Plan Approval (no Zoning By-law Amendment)	\$2,300.00	\$3,500.00	01-4335-1857
Site Plan Approval Deposit	\$3,000.00	\$2,000.00	01-2090-0795
Minor Amendment to a Registered Site Plan Agreement	\$250.00	\$500.00	01-4335-1857
Plan of Subdivision or Condominium	\$2,050.00	\$3,000.00	01-4335-1857
Subdivision or Condominium Deposit	\$4,000.00	\$4,000.00	01-2090-0796
Draft Plan Subdivision or Condominium Revision	\$250.00	\$500.00	01-4335-1857
Final Plan Subdivision or Condominium Approval	\$250.00	\$500.00	01-4335-1857
Subdivision or Condominium Agreement	\$500.00	\$1,000.00	01-4335-1857
Compliance/Assumption of Subdivision or Condominium	\$1,500.00	\$3,000.00	01-4335-1857
Cash-in-Lieu of Parkland Dedication (per new lot)	\$1,125.00	\$1,250.00	01-4335-1968
Deeming By-law Application	\$900.00	\$1,200.00	01-4335-1857
Site Plan, Pre-development or Re-development requiring an agreement	\$650.00	\$1,000.00	01-4335-1857
Amendment to Registered Agreement	\$250.00	\$500.00	01-4335-1857
Lifting of a One-Foot Reserve	\$500.00	\$1,000.00	01-4335-1857
Municipal Appraisal Form – Lot Line Adjustment	\$125.00	\$250.00	01-4335-1857
Municipal Appraisal Form – Creation of a New Lot	\$250.00	\$500.00	01-4335-1857
Pre-Consultation	\$150.00	\$300.00	01-4335-1857
OLT Appeal Deposit	\$2,000.00	\$5,000.00	01-2090-0797

\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.

Exemption from Part Lot Control (per block/lot)	\$600.00	\$1,200.00	01-4335-1857
Zoning Compliance Letter	\$50.00	\$100.00	01-4325-1821
Letter of Compliance – Building and Planning	\$95.00	\$150.00	01-4325-1821

### Solar

Micro Ground-Mount Solar Clearance Application Fee	\$500.00 (non-refundable)	01-4325-1983
Small Scale Ground-Mount Solar Application Fee	\$1,500.00	01-4325-1983
Resubmission of solar application with changes requiring report to Council	\$750.00	01-4325-1983
Rooftop Solar Applications	Building Permit Fees as applicable	01-4335-1961

### Signs

Mobile Signs	\$50.00 per six months	01-4350-1985
Billboard Sign	\$400.00 per year	01-4350-1985
All Other Signs	\$200.00 per year	01-4350-1985
<b>Sign By-law B2016-069</b>		

### Property Standards

Property Standards Appeal	\$200.00	01-4335-1858
<b>Property Standards By-law B2014-095</b>		

### Land Related Matters

Purchase of Municipal Land/Road Allowance	To be determined by appraisal	01-4310-1360
Purchase of Shoreline Road Allowance	\$7.50 per m <sup>2</sup>	01-4335-1988
Shoreline Legal Fees for Series or Individual purchase	To be determined at time of application	
Administrative Fee for Purchase of Shoreline Road Allowance – Individual	\$1,500.00	01-4335-1987
Administrative Fee for Purchase of Shoreline Road Allowance - Series	\$500.00	01-4335-1987
Application fee to Use or Purchase any other Road Allowance	\$150.00	01-4325-1981
Encroachment Agreement Application Fee	\$150.00	01-4335-1989
Lifetime Encroachment – Annual Fee added to Tax Bill	Current Property Taxes multiplied by the size of the Encroachment Area divided by Total Area of Owned Property (minimum \$25.00)	
Licence of Occupation Application Fee	\$600.00	01-4335-1965
Licence of Occupation Annual Fee	\$300.00 per year	01-4335-1963

### Radiocommunication Facilities

Radiocommunication Facilities Application Fee	\$2,500.00	01-4335-1970
<b>Radiocommunication Facility Protocol and Guidelines</b>		

\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.