THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 26-xxx

BEING a by-law to establish fees and charges for services provided by the Municipality of Mississippi Mills.

WHEREAS Section 391 of the *Municipal Act,* 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

WHEREAS the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

WHEREAS the Corporation of the Municipality of Mississippi Mills deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Municipality of Municipality of Mississippi Mills;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That Schedules "A" through "I" attached to this by-law set out the fees and charges for The Corporation of the Municipality of Mississippi Mills and form part of this by-law.

2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and at the end of each calendar month thereafter (prorated as appropriate) until such fee or charge is paid in full.

3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.

4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.

5. Any non-profit housing developments, as defined in By-laws 25-042 Development Charges, are exempt from applicable Planning Fees and Associated Fees and Building Fees listed in Schedule A to this by-law.

6. Any development, construction, and building projects undertaken by the Corporation of the Municipality of Mississippi Mills shall be exempt from planning application and associated fees listed in Schedule A of this by-law.

7. That By-law No. 225-084 as amended shall be and is hereby repealed on December 31, 2026.

8. That this by-law and all fees and charges for services set out in Schedules “A” through “J” shall come into force and take effect on January 1, 2027.

BY-LAW READ, passed, signed and sealed in open Council this 1st day of December, 2026.

_____	_____
Christa Lowry, Mayor	Jeanne Harfield, Clerk

Schedules “A” through “J” to By-Law 26-xxx

2027 FEES AND CHARGES

Schedule A - Administration 3
Schedule B - Public Works (all fees plus applicable HST) 5
Schedule C - Fire (all rates subject to HST) 6
Schedule D - Police 7
Schedule E - Planning and Development Fees 8
Schedule F - Childcare 18
Schedule G - Almonte Old Town Hall (all rates subject to HST) 19
Schedule H - Recreation 21
Schedule I - Community and Economic Development 24
Schedule J - Building Fees and Charges 25

Schedule A - Administration	
Affidavits	
Commissioning of Oaths	$18.00
General	
Copies – paper or digital (up to a maximum 11” x 17” size, larger sizes charged as may be required by outsourcing) (per page)	$0.30
Community Maps (each)	$6.50
Municipal Pins (each)	$2.50
NSF Charges (applicable for all Municipal Fees and Charges)	$40.00
Tax Certificate	$60.00
Water Certificate	$60.00
Account Statement or Bill Reprint	$15.00
Municipal Office Room Rental – business hours	$30.00
Municipal Office Room Rental – outside business hours	$30.00 + staff hours each at $30.00
Retail Holiday Business Act Exemption Application Fee	$120.00
Election Signs Removal Fee	$30.00
Processing fee for eligible payments made by credit card	2.4%
Paper Billing Fee (tax and water bills)	$2.00
Access to Information (FOI) (fees regulated by Province)	
Application Fee	$5.00
Record preparation and search time (per ¼ hour)	$7.50
Photocopies	$0.20

Computer programming time (per 1/4 hour)	$15.00
Portable digital storage	$10.00
Other fees charge (e.g., courier costs)	As invoiced
Deposit for fees estimated over $100	50%
Vital Statistics	
Burial Permits	$15.00
Marriage License – Resident	$140.00
Marriage License – Non-Resident	$155.00
Civil Marriage Ceremony – after hours at Municipal office or offsite	$416.00
Cancellation of ceremony booking Non-refundable service fee	$104.00
Licensing	
Liquor License Board of Ontario – Municipal Clearance	$42.00
Mobile Canteen – License	$900.00
Mobile Canteen – Transfer	$60.00
Mobile Canteen – Special Occasion (maximum 3 days)	$120.00
Seasonal Stand – License	$900.00
Seasonal Stand – Transfer	$60.00
Refreshment Cart – License	$450.00
Refreshment Cart – Transfer	$60.00
Refreshment Cart – Special Event (maximum 3 days)	$60.00
Seasonal Produce / Farm Produce Stand – License	$360.00
Seasonal Produce / Farm Produce Stand – Each Additional License	$60.00
Seasonal Produce / Farm Produce Stand – Transfer	$60.00
Taxi – Operator License	$120.00
Taxi – Vehicle License	$120.00
Taxi – Driver License	$60.00
Taxi – License Transfer	$12.00
Taxi – License Plate Replacement	$18.00
Lottery (Fees regulated by AGCO) – Bingo (per event)	3% of prize value
Lottery (Fees regulated by AGCO) – Raffle (per event)	3% of prize value
Lottery (Fees regulated by AGCO) – Nevada (per box)	3% of prize value
Canine Control	
Dog Tags – Spayed / Neutered	$24.00
Dog Tags – Not Spayed / Neutered	$36.00
Dog Tags – Microchip (proof required)	$18.00
Replacement Dog Tag	$6.00
Kennel License (Tags for each dog will be provided at no additional cost)	$120.00
Service Dogs	$0.00
Impound Fee	$120.00

Schedule B - Public Works (all fees plus applicable HST)	
New Entrance Permit Fee (Including Addressing) (all Wards)	$150.00
Addressing Only (All Wards)	$50.00
Entrance Permit Fee – Changes to Entrance (All Wards)	$100.00
If required - additional fees for cost recovery will be stipulated in the permit conditions.	
Property Identification Sign / Post	$185.00
Property Identification Post Replacement	$90.00
Property Identification Sign Replacement	$75.00
Tile Drainage Inspection Fee	$200.00
Road Use Permit Application (Includes sidewalks) *Requires Book 7 traffic Control Plan)	$100.00
Road Cut Permit (To be created) Place Holder	TBD
Water & Sewer	
Water Works Permit Fee	$400.00
Water Works Permit Extension Fee	$100.00
Sewer Works Permit Fee	$400.00
Combined Water Works and Sewer Works Permit Fee	$500.00
Water Service Inspection for Reuse	$75.00
Turn water on or off (seasonal or outside business hours)	$75.00
Bulk Water Registration Fee	$100.00
Bulk Water Sales	$16.20 Per 1,000 gallons
Bulk Water Sales Connection Fee	$50.00
Water Meters – Supply and Installation	
Water Meter – 5/8” x ¾” meter	$570.00
Water meter – ¾”	$580.00
Water meter – 1”	$713.78
Water meter – 1.5” meter positive displacement	$1,760.00
Water meter – 2” meter positive displacement	$2,000.00
Note – for quantities greater than 2 meters, quotes will be provided upon request	
Water Meter Testing where test proves meter is functioning properly	$100.00 + Actual Cost of Test
Water Meter Replacement Exemption Fee	$100.00
Water Meter Reading Fee (non remote read meter)	$65.00
Garbage and Recycling	
Garbage Tags (each)	$2.00
Composter – submit receipt for purchase; refunded up to $40.00, one composter per residence	$40.00

Schedule C - Fire (all rates subject to HST)

Compliance Letters	$75.00
Fire Reports (non-property owners / tenants)	$75.00
Fire Safety Plan Review	$75.00

Inspections

Special Occasion Permit	$75.00
Liquor License	$75.00
Home Daycare	$75.00
Request Inspections	$75.00
Mobile Canteen / Seasonal Stand	$100.00
Re-inspections (non-compliance)	$250.00

Fire Watch	Current MTO rates
Fire Scene Security	At cost and supported by invoices

Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners / tenants)	Current MTO rates
Vehicle fire, extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation	At cost and supported by invoices
Hazardous Materials Spill / Clean Up – total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial regulations	Current MTO rates and costs as supported by invoices
Open Air Burning – fires resulting from contravention of the Open-Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open-Air Burning By-Law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labour costs	Current MTO rates and costs as supported by invoices
Additional Expenses - If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Deputy Fire Chief determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus ("Additional Services") in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the property requiring or causing the need for the Additional Services shall be charged the costs to provide the Additional Services including all applicable taxes. Property shall mean personal and real property.	At cost and supported by invoices

Schedule D - Police	
The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP)	
First false alarm in any calendar year	No charge
Second false alarm in any calendar year	No charge
Third false alarm and any thereafter in a 12-month period	$200.00

Schedule E - Planning and Development Fees	
Official Plan Amendment***	$7,313.00
Joint Official Plan and Zoning Amendment***	$12,206.00
Development permitted under Minister's Zoning Order, Community Infrastructure and Housing Accelerator Order or similar Provincial Order – Invoice to be paid immediately after Council resolution	$13,562.00
Zoning	
Major Zoning By-law Amendment (change of zone)	$6,249.00
Minor Zoning By-law Amendment (amendment to zoning performance standards)	$4,547.00
Minor Zoning By-law Amendment – Condition of approval related to another Planning Act application (not including consent fees noted below)	$2,373.00
Zoning By-law Amendment - Condition of consent for: • surplus farm dwelling, • amending zoning provisions, or • zoning amendments for lot additions or boundary adjustments.	Same as minor variance fee
Zoning By-law Amendment - Removal of all non-residential uses and retaining existing permitted residential use(s)	Same as minor variance fee
Temporary Use Extension	50% of Major Zoning By-law Amendment Fee
Lift of Holding Provision	Same as minor variance fee
Minor Variance (Additional fee(s) for Development Agreement or other Agreement(s) as a condition – see Agreement Section)	$1,041.00
**Site Plan Control * / ** **	
Major	$4,613.00
Minor	$3,470.00
Lite	$456.00
Red Line Amendment to Major	30% of Major Site Plan Control application fee
Red Line Amendment to Minor	30% of Minor Site Plan Control application fee
Red Line Amendment to Lite	30% of Lite Site Plan Control application fee

Land Division * / ** / ***	
Consent to Sever – lot creation	$1,768.00
Consent to Sever – application(s) submitted with the first application	40% of first consent application fee
Plan of Subdivision	$12,638.00
Redline Change to Plan of Subdivision or revision to conditions of Draft Approval which require review of plans and studies or approval of Committee of the Whole/Council	30% of Plan of Subdivision application fee
Modifications to lot lines or the removal/addition of 10 lots or less that only require amendment to the draft M-Plan.	10% of Plan of Subdivision application fee
Plan of Condominium	$3,557.00
Redline Change to Plan of Condominium	30% of Plan of Condo fee
Cluster Lot Condominium	$3,434.00
Lifting Part Lot Control	$1,502.00
Lifting of 0.3 m. Reserves	$1,186.00
Extension of Draft Approval Subdivision Agreement	$948.00
Zoning Compliance Report with 10 or more business days notice, typically combined with Building Open File Report	$268.00
Zoning Compliance Report with less than 10 business days notice, typically combined with Building Open File Report	$536.00
Zoning Confirmation Letter - for Ministry of Transportation license, Military Relocation, Propane Operations and other similar requests	$100.00
Planning Confirmation Letter - expedited response to planning inquiry within 10 business days	$155.40
Zoning Review for Permit • For multi-unit residential buildings (semi, duplex, triplex, townhouse) not subject to Site Plan Control • Apartment buildings not subject to Site Plan Control • All other permits not listed above Note: subject to the discretion of the Planning Department, Zoning Review fee may be exempted if the development has received previous Site Plan Control or Development Agreement, Minor Variance approval and building permit plans are identical	$107.00 Per residential unit or other permit
Heritage Permits	
Request to amend existing Designation By-law by property Owner	$877.00
Request to repeal heritage designation by-law by property owner	$6,041.00
All other Heritage Permits	No charge

Cash-in-Lieu of Parking	
Application	$912.00
Cash -in-Lieu of Parking Space Rate	$6,000.00 per space
Request to Purchase Municipal Property	
Application	$536.00
Deposit Note: If the applicant is not the successful bidder, the deposit will be returned in full. If the applicant is the successful bidder, the deposit will be applied toward the cost of the real estate appraisal for the subject property. Additional real estate appraisal fees may apply. Additional survey, closing costs and legal fees will be invoiced to successful bidder prior to the closing of the sale.	$1,607.00
Capacity Allocation Application	
1 to 10 units	$107.00
11 units to 50 units	$214.00
51 units and above	$429.00
Agreements * / **	
Encroachment Agreement if not associated with another planning application (see below for other encroachment agreement fee)	$948.00
Private Road Agreement (if not associated with a Site Plan Control Agreement)	$1,754.00
Miscellaneous Agreement (License of occupation etc.)	$948.00
Development agreement, encroachment or miscellaneous agreement as a condition of approval for an associated Planning Act application	$588.00
Pre-servicing Agreement (per phase) Note: Engineering portion of fee based on the number of lots per phase	40% of total Plan of Subdivision fee (Planning and Engineering fee)
Front Ending Agreement Note: Engineering portion of fee based on the total number of lots within the plan of subdivision	50% of total Plan of Subdivision fee (Planning and Engineering fee)
Servicing Connection Agreement for development requiring the installation of new, or replacement of, water and sewer, not subject to Site Plan Control	$445.00
File Reactivation Fee (inactive for more than 12 months)	50% of the original application fee
Request for Council resolution for Battery Energy Storage Systems, solar or wind energy systems, any IESO applications or other similar proposals/requests.	$5,000.00

Radio Telecommunications Concurrence Letter	$2,741.00

The above planning fees apply even if the Municipality engages planning consultants to undertake the review of applications. Applicants will not be charged fees related to the Municipality using planning consultants other than the above Planning Fees and the other fees listed below.

Other agencies and organizations

Other fees may be required for the review of the application, reports, and consultation with public agencies including but not limited to the Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries.

Peer Review

Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality, including but not limited to hydro-geological study, environmental impact assessment, cultural heritage impact assessment, archeological study. Any professional fees shall be invoiced at the close of the file or the fiscal year end, whichever comes first at cost plus administrative fee per this by-law.

Legal Fees

Applications requiring the registration of agreements, modifications of existing agreements or preparation of new agreements will be invoiced at the close of the file or the fiscal year, which comes first at cost. Any professional fees shall be invoiced at the close of the file or the fiscal year end, whichever comes first at cost plus administrative fee per this by-law.

Refund of Fees

In the event an application is requested to be closed, refund fees listed below shall be applicable. Any third-party review fees incurred related to an application and administrative fees are not applicable for refund. No refund shall be made for any application that exceeds one (1) year after the application has been deemed complete from Municipality.

Refund Percentages

- 75% of the planning application fee - Notices and agenda circulated
- 50% of the planning application fee - Circulation complete and planning review completed
- No Refund - Planning review complete and agenda published for Committee of the Whole, Council and/or Committee of Adjustment meeting and decision completed

Development Charges may apply at building permit stage

*Cash-in-Lieu of Parkland - increased annually based on Parkland By-law

Private Services	$2,513.00
Municipal Services	$3,351.00

** Drainage Assessments (to be invoiced to the Applicant at the close of the file or the fiscal year, which comes first at cost)	
Lot Addition	$250.00
Creation of one lot	$517.00
Creation of more than one lot (including Plan of Subdivision)	$1,034.00
Site Plan Control	$517.00
***Lanark County Approval Authority **additional fees will apply (see Lanark County Development and Land Use Planning)**	

Engineering Fees	
CLI ECA - fees are applicable per phase of development and invoiced upon submission of application	
CLI ECA Form SW1 Standard System Components (e.g., Sewers, Ditches, Swales, Culverts, Inlets, Manholes, Outlets) --- Simple Application (ex. non-subdivision)	$1,552.00
CLI ECA Form SW1 Standard System Components (e.g., Sewers, Ditches, Swales, Culverts, Inlets, Manholes, Outlets) --- Complex Application (ex. subdivision)	$2,276.00
CLI ECA Form SW2 Stormwater Management Facility --- Simple Application (ex. non-subdivision)	$1,552.00
CLI ECA Form SW2 Stormwater Management Facility --- Complex Application (ex. subdivision)	$2,276.00
CLI ECA Form SW2 Stormwater Management Facility --- Manufactured Treatment Device Only (ex. Oil-Grit Separator Unit, Filter Unit)	$1,552.00
CLI ECA Form SW3 Third Pipe Collection System (ex. System to collect water only from foundation drains)	$1,552.00
CLI ECA Form SS1 Separate Sewers/Nominally Separate Sewers/Forcemains --- Simple Application (ex. non-subdivision)	$1,552.00
CLI ECA Form SS1 Separate Sewers/Nominally Separate Sewers/Forcemains --- Complex Application (ex. subdivision)	$2,276.00
CLI ECA Form SS2 Components of the Municipal Sewage Collection System	$2,276.00
CLI ECA Form A1 Equipment Discharging a Contaminant of Concern to the Atmosphere from a Municipal Sewage Collection System	$2,276.00
Consent from the Municipality for MECP Direct Submission	$268.00
Municipal Water Form 1 Watermains Authorized as a Future Alteration	$509.00
Municipal Water Form 2 Minor Modifications or Replacements to the Drinking Water System	$241.00
If technical design review is not completed as part of any development approval process, and the application is submitted as a standalone project.	Application fee (per form) plus engineering staff review time, invoice to be paid upon approval*
Municipal Water and Wastewater Modelling Check	See other fees
Wastewater Flow Monitoring	See other fees
Water Pressure Hydrant Test	$1,034.00

Engineering - Subdivision and Condominium	
Subdivision or Condominium Engineering Services, including Construction Stage Services --- (<= 10 units)	$6,430.00 plus engineering review fee beyond 120 hours* of staff time. For Plan of Subdivision applications, engineering fee invoice to be paid by the Applicant upon Draft Approval or first detailed design submission, whichever occurs first.
Subdivision or Condominium Engineering Services, including Construction Stage Services --- (>10 units, <=20 units)	$14,251.00 plus engineering review fee beyond 120 hours* of staff time. For Plan of Subdivision applications, engineering fee invoice to be paid by the Applicant upon Draft Approval or first detailed design submission, whichever occurs first.
Subdivision or Condominium Engineering Services, including Construction Stage Services --- (>20 units, <=100 units)	$21,376.00 plus engineering review fee beyond 180 hours* of staff time. For Plan of Subdivision applications, engineering fee invoice to be paid by the Applicant upon Draft Approval or first detailed design submission, whichever occurs first
Subdivision or Condominium Engineering Services, including Construction Stage Services --- (>100 units, <=300 units)	$28,502.00 plus engineering review fee beyond 270 hours* of staff time. For Plan of Subdivision applications, engineering fee invoice to be paid by the Applicant upon Draft Approval or first detailed design submission, whichever occurs first.
Subdivision or Condominium Engineering Services, including Construction Stage Services --- (>300 units)	$42,754.00 plus engineering review fee beyond 400 hours* of staff time.

	For Plan of Subdivision applications, engineering fee invoice to be paid by the Applicant upon Draft Approval or first detailed design submission, whichever occurs first.
Subdivision Engineering Services, including Construction Stage Services --- Industrial, Commercial, and Institutional (ICI)	$14,251.00 plus engineering review fee beyond 120 hours* of staff time. For Plan of Subdivision applications, engineering fee invoice to be paid by the Applicant upon Draft Approval or first detailed design submission, whichever occurs first.
Assumption of subdivision (per phase)	30% of Engineering Review Fee based on the number of lots in the phase

Engineering - Site Plan Control	
Minor Site Plan Control outside Almonte	$164.00
Major Site Plan Control outside Almonte	$548.00
Minor Site Plan Control in Almonte	$948.00
Major Site Plan Control in Almonte	$1,261.00
Engineering - Agreements	
Development Agreement for Private Road (if not associated with a Site Plan Control Agreement)	$1,809.00
Encroachment Agreement	Engineering review fee hourly rate, as required
Miscellaneous Agreement within Almonte	Engineering review fee hourly rate, as required
Development Agreement (condition of approval for consent or minor variance and not specified below)	$164.00 Plus engineering review fee beyond 24 hours* of staff time.
Pre-servicing Agreement (per phase)	See Planning Fees
Front ending Agreement	See Planning Fees
Engineering - Other Planning Applications	
Official Plan Amendment	$2,850.00 Plus engineering review fee beyond 24 hours* of staff time.
Major Zoning By-law Amendment	$1,425.00 Plus engineering review fee beyond 12 hours* of staff time.
Minor Zoning By-law Amendment	$603.00
Minor Zoning Amendment – Condition (surplus farm dwelling or as a condition of approval related to consent application)	$164.00
Joint Official Plan and Major Zoning By-law Amendment	$3,563.00 Plus engineering review fee beyond 30 hours* of staff time.
Development permitted Minister's Zoning Order, Community Infrastructure and Housing Accelerator Order or similar Provincial Order	$21,376.00 Plus engineering review fee beyond 180 hours* of staff time.
Consent (Severance)	$164.00
Minor Variance	$164.00
Engineering - Zoning Certificates	
Grading Review Hourly Rate	Engineering Review hourly rate, as required
Grading Review for Building Permit	$103 per residential unit/ $103 per other building or structure
Engineering Review hourly rates for extra staff time over and above standard fee	
Senior Engineer Hourly Rate	$186.00

Engineer Hourly Rate	$124.00
Technologist Hourly Rate	$103.00

The above engineering fees apply even if the Municipality engages engineering consultants to undertake the review of applications. Applicants will not be charged fees related to the Municipality using engineering consultants other than the above Engineering Review fees and the other fees listed below.

Other Fees

The Municipality reserves the right to engage a consultant to undertake the necessary peer reviews or additional work. The Applicant will be responsible for all costs associated with the peer review(s) and/or additional work, plus a 7% administrative fee associated with a planning application, including but not limited to:

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- the list of plans and studies contained in Section 5.3.17 of the Official Plan,
- land use compatibility study,
- environmental site assessment and associated reports,
- additional work for a water and wastewater modelling check, wastewater flow monitoring or water pressure hydrant test

Schedule F - Childcare Full fee per day	
Program	Parental Portion:
Infant Program	$22.00
Toddler Program	$22.00
Preschool Program	$22.00
Kindergarten Program	
Before & After School	$12.00
Before or After School	$12.00
Full Day	$18.37
School Age Program	
Before & After School	$25.13
Before or After School	$18.37
Full Day	$39.95

Schedule G - Almonte Old Town Hall

(all rates subject to HST)

RON CARON AUDITORIUM	
Ron Caron Auditorium Performance bookings include the Green Room / Multi-Purpose Room space at no charge	
Mississippi Mills Resident Rates*	
DAYTIME (before 4:00PM)	
Monday to Friday 8:00AM-4:00PM (1 hour minimum)	$20.00/hour
Monday to Friday (5-8 hours)	$100.00
Saturday and Sunday (3 hour minimum)	$25.00/hour*
Saturday and Sunday (5-8 hours)	$125.00*
EVENINGS (after 4:00PM)	
Monday to Thursday & Sunday (3 hour minimum)	$25.00/hour
Monday to Thursday & Sunday (Block rate **option**)	$100.00*
Friday and Saturday after 4:00PM (Block rate **only**)	$130.00*
Non-Resident/ Commercial Bookings	
DAYTIME (8:00AM to 4:00PM)	
Monday to Friday 8:00AM-4:00PM (1 hour minimum)	$25.00*/hour
Saturday and Sunday (3 hour minimum)	$30.00*/hour
EVENING (after 4:00PM)	
Monday to Thursday & Sunday after 4:00PM (Block rate **only**)	$125.00*
Friday and Saturday after 4:00PM (Block rate **only**)	$200.00*
Auditorium Improvement Fee* -Ticketed events are charged a ticket surcharge of $2 per ticket sold (due after event) -All other events are charged 50% of base rental	
Weddings at Almonte Old Town Hall *Booking confirmed 1 year from date with deposit*	
Includes**:** Use of auditorium, green room, turn-key sound, projector, screen, access to venue the day before (during business hours) and auditorium improvement fee ***Does not include*****:** Liquor license, catering, linens, decor, technicians, event coordinator etc.	
Resident Rate	$800.00
Non-Resident Rate	$1000.00
Sunday tear down – additional charge 9AM to Noon (optional)	$75.00
Ron Caron Auditorium Cancellation Fee*	
Event cancelled 5 months or more before event date	No charge
Event cancelled within 5 months of event date	50% of base rental (from contract)
Event cancelled within 30 days of event date	Full base rent (from contract)

Auditorium Equipment	
All auditorium rentals include use of turnkey sound system. All other sound equipment has an additional charge. Prices below do not include a technician.	
Stage Lights (requires approved technician)	$100.00
Spotlight	$25.00
Track Lights (lowered)	$130.00
Projector and Screen	$35.00
Specialty Sound Equipment (requires approved technician)	$100.00
Multi Purpose / Green Room/ Meeting Room(limited availability)	
Monday to Friday 8:00AM to 4:00PM (1 hour minimum)	$20.00/hour
Monday to Friday after 4:00PM (3 hour minimum)	$25.00/hour
Monday to Friday (5+ hours)	$100.00
Saturday or Sunday (3 hour minimum)	$25.00/hour
Saturday or Sunday (5+ hours)	$100.00
Special Charges	
Damage Deposit (where applicable)	$250.00
Chair set-up and tear-down – flat rate (limited availability, must be confirmed)	$200.00
Cleaning Fee (if applicable, charged post event) – 0 to 125 people	$75.00
Cleaning Fee (if applicable, charged post event) – 125 + people	$100.00
Insurance	
All bookings require liability insurance. The Municipality of Mississippi Mills may be able to arrange coverage through our insurance provider for an additional charge. Availability and fees vary based on booking specifics. Call for more information.	

Schedule H - Recreation

Ice Rental Rates (all rates subject to HST)

All ice rental rates are an hourly rate	
Prime Time – Minor Resident	$165.00
Non-Prime Time – Minor/Senior Resident	$137.00
Prime Time – Adult Resident	$232.00
Non-Prime Time – Adult Resident	$192.00
Prime Time – Non-Resident	$276.00
Non-Prime Time – Non-Resident	$235.00
Broomball	$161.00

Slab Rental Rates (all rates subject to HST)

Monday – Thursday (minimum 3 hour booking required)	$42.00/hour
Friday – Sunday (minimum 3 hour booking required)	$70.00/hour
Service Club/Non-Profit - Client Bar	$717.00/booking
Resident – Client Bar	$878.00/booking
Non-Resident – Client Bar	$1,144.00/booking

Hall Rental Rates

Monday – Thursday (minimum 3 hour booking required)	$38.00/hour
Friday – Sunday Rec Bar/no alcohol (minimum 3 hour booking required)	$68.00/hour
Friday – Sunday Client Bar (minimum 3 hour booking required)	$134.00/hour
Resident – Rec Bar / no alcohol	$318.00/booking
Resident – Client Bar	$639.00/booking
Non-Resident – Rec Bar / no alcohol	$358.00/booking
Non-Resident – Client Bar	$675.00/booking

Cedar Hill School House Hall Rental Rates (all rates subject to HST)

Daily excluding heat	$102.00
Daily including heat	$126.00

Baseball Diamond Rental Rates (all rates subject to HST)

Hourly Rental (no lights required)	$22.00/hour
Hourly Rental (lights required)	$27.00/hour

Bar Beverage Rates / Beverage (all rates include HST)

Beer	$5.75
Liquor	$5.75
Coolers	$6.75
Wine (per glass)	$5.75
Wine (per bottle)	$20.00

Badminton (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	$50.00
Non-Resident Fee (per session)	$65.00
Hockey – September to March (includes HST)	
Resident	$200.00
Non-Resident	$240.00
Family Discount (3 or more children)	15%
Line Dancing – October to June (includes HST)	
Per Class Resident Fee	$12.00
Full Season (paid in advance)	$120.00
Per Class Non-Resident Fee	$15.00
Full Season (paid in advance)	$150.00
Pickleball (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	$50.00
Non-Resident Fee (per session)	$65.00
Pickleball – May to August (includes HST)	
Resident Fee (per session)	$100.00
Non-Resident Fee (per session)	$125.00
Drop-In Pickleball	
Adult – Resident	5.00
Adult – Non-Resident	7.00
Youth – Resident	3.00
Youth – Non-Resident	4.00
Shuffleboard – October to April (includes HST)	
Resident	$40.00
Non-Resident	$50.00
Youth Volleyball (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	$50.00
Non-Resident Fee (per session)	$65.00

Volleyball Mixed Tuesdays (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	$50.00
Non-Resident Fee (per session)	$65.00
Volleyball Mixed Thursdays (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	$50.00
Non-Resident Fee (per session)	$65.00
Volleyball Ladies – (includes HST)	
Fall & Winter Sessions	
Resident Fee (per session)	$50.00
Non-Resident Fee (per session)	$65.00
Pick-Up Hockey (includes HST)	
Per Session	$5.00
Public Skating (includes HST)	
Child (per session)	3.00
Adult (per session)	3.50
Senior (per session)	3.00
Family (per session)	8.00
Soccer – Pakenham (includes HST)	
Resident – per child	$75.00
Non-Resident – per child	$95.00
Family discount (3 or more children)	15%
Summer Sports Camp (includes HST)	
Resident	$210.00
Non- Resident	$260.00

Schedule I - Community and Economic Development	
Banner Installation (subject to HST)	$1500.00
Digital Sign Rental (all rates subject to HST)	
1 week (Sunday to Sunday)	$35.00
1 month (consecutive)	$125.00
3 months	$300.00
6 months	$450.00
1 year	$750.00
Municipal Film Fees (all rates subject to HST)	
Applications are not guaranteed to be approved	
Administration Fee (50% refundable for denied applications)	$250.00
Downtown Parking Space Charge (per day)	$20.00
Late Application Charge (due with application and application fee for any film requests received less than six (6) business days from first date of filming)	$250.00
Commemorative Bench / Bike / Tree (all rates subject to HST)	
Commemorative Bench	$4,500.00
Commemorative Bike Rack (single post)	$1,500.00
Commemorative Bike Rack (4 multi ring rack)	$2,500.00
Commemorative Tree (per tree)	$700.00

Schedule J - Building Fees and Charges

Development Charges and/or Zoning Certificate fee may apply. See Planning Fees & Charges. * Any fees for processing electronic payments may be in addition to these fees	
Minimum Permit Fee	$274.00
Residential Building Fees	
New Dwellings – per dwelling unit *Includes all finished areas above the basement up to the size limits identified, all finished basement areas, all plumbing fixtures, rear deck ≤ 592 ft² (55 m²) front porch and up to 3-bay attached garage (approx. 296 ft² (27.5 m²) per garage bay).* **All items must be included at the time of initial application.*	
Detached dwelling ≤ 3,200 ft² *(297 m²)*	$3,863.00
Semi-detached/Townhome/Rowhouse ≤ 2,500 ft² *(232 m²)*	$3,018.00
Apartment dwelling, additional dwelling unit within a detached/semi-detached/town/row house, or Modular Home per Subsection 4.1.6 of the Building Bylaw. ≤ 1,500 ft2 *(139 m2)*	$1,811.00
Shed/Garage ≤ 592 ft2 *(55 m2) Does* not include plumbing / HVAC / insulation / woodstove inspections. See *Miscellaneous Fees* in below.	$548.00
Uncovered decks ≤ 592 ft2 *(55 m2)*	$274.00
Covered decks or unenclosed porches ≤ 592 ft2 *(55 m2)*	$548.00
Basement Finishing ≤ 592 ft2 *(55 m2)* Does not include plumbing / woodstove inspections. See *Miscellaneous Fees* below.	$548.00
Additional charge for gross floor areas above grade over the prescribed maximums listed above.	$0.58/ ft²
Renovation or repairs to existing structure	2.0% of the Value of Construction to a maximum fee of 150% of a permit for the comparable new structure with a minimum fee of $274.00
Residential Demolition – per structure	$274.00
Farm Building Fees as defined by the OBC	
Farm Building as defined by the OBC ≤ *6,458 ft2 (600 m2)* and up to 3-storeysDoes not include plumbing / HVAC / insulation / woodstove inspections. See *Miscellaneous Fees* below.	$548.00
Engineered Farm Buildings > 6,458 *ft2 (600 m2)* (OBC Part 4/NFBC) Does not include plumbing / HVAC / insulation / woodstove inspections.	$1,096.00

See *Miscellaneous Fees* below.	
All Buildings Not Covered Above	
New Building, Additions, Interior Fit-Up, Renovation, Demolition, etc.	2% of the first $1,000,000 of the Value of Construction and 1% thereafter with a minimum fee of $548.00
Miscellaneous Building Fees & Charges – Applicable to All Buildings All fees listed below and marked "**" may be reduced at the discretion of the CBO to reflect individual circumstances and ensure that Municipal costs are recovered for services provided.	
Additional Fees Plumbing / Insulation / HVAC / Woodstove Inspection	$137.00 per inspection
Additional progress inspections, re- inspection (per inspection, where previous inspection failed or was deemed not complete or not ready), non-typical construction details, etc. **	$137.00 per inspection
Private pool or hot tub enclosure	$274.00
Woodstove	$274.00
Renewal of Permit Re-inspection fees extra.	
1st Renewal **	$274.00
2nd Renewal **	$274.00
3rd Renewal **	$411.00
4th Renewal and all subsequent renewals *	$548.00
Construction Without a Permit Surcharge applied in addition to the primary permit fee.	
No Order to Comply issued **	Maximum 50% of permit fee as applicable for the scope of the project
With Order to Comply issued **	Maximum 100% of permit fee as applicable for the scope of the project
Registration and/or removal of an Order or Agreement on the property title **	at cost and supported by invoices, plus a 25% surcharge
Alterations/revisions	
To Applications or Issued Building Permits prior to implementation **	$274.00
To Issued Building Permits where the applicant did not receive approval prior to implementation **	$548.00
Record Retrieval	
Archived Building Permit Record Per property single record search	$192.00
Each additional record	$82.00
Reproduction of record **	at cost and supported by invoices, plus a 25% surcharge
Open File Report	

with 10 or more business days' notice. (Typically combined with Zoning Compliance Report)	$137.00
with less than 10 business days' notice. (Typically combined with Zoning Compliance Report)	$274.00
Conditional Building Permit Agreement *As defined in the Ontario Building Code.* Only issued at the discretion of the CBO	$548.00
Change of Use Permit - no construction	$274.00
Limiting Distance Agreement	$274.00
Permit transfer to new owner	$274.00
Building Fees added to property tax roll	outstanding fees plus 25% surcharge
Administrative fee for all types of orders issued, except for orders issued under Construction Without a Permit (above) **	Maximum of $548.00 per order
Alternative Solution Application **	$1,096.00 maximum
Third party evaluation fee as per the Building By-law As required at the discretion of the CBO **	at cost and supported by invoices plus 25% surcharge
Occupancy Permit Fees	
Occupancy with project complete	Included with base permit
Partial occupancy or project not complete	$274.00
Occupancy permit after move-in	$548.00
Sign Permit Fees	
Fascia / Awning/ Banner/ Sidewalk	$137.00
In Ground/Billboard sign	$548.00
On Ground/Portable/Trailer sign (60 days)	$329.00
Place/Install sign prior to obtaining permit	$137.00