

**The Corporation of the**  
**TOWNSHIP OF THE ARCHIPELAGO**

BY-LAW NO. 2025 -

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A By-law to Prescribe a Tariff of Fees for Various Types  
of Planning Applications

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**WHEREAS** Section 69(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, authorizes the Council of a municipality to establish a tariff of fees to meet the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff; and

**WHEREAS** the Council for the Corporation of the Township of The Archipelago (hereinafter called the "Township") deems it necessary to amend its tariff of fees; and

**NOW THEREFORE BE IN ENACTED** as a By-law of the Council of the Corporation of the Township of The Archipelago as follows:

**1. Application Fees**

- 1.1 Applications made pursuant to the Planning Act shall be subject to the Tariff of Fees set out in Schedule 'A' to this By-law, attached hereto.
- 1.2 The required application fee shall be submitted to the Township in advance of the Township's review or consideration of an application.
- 1.3 The fees prescribed herein do not include the processing of objections or any functions relating to the Ontario Land Tribunal.

**2. Professional Services/Deposits**

- 2.1 Costs incurred by the Township for the engagement of professional services including, but not limited to; planning consultants, environmental consultants, lawyers, surveyors, draftspersons or engineers in respect of any application are not covered by the fees submitted by the applicant. Deposits will be taken to cover these costs, with any unused portions being refunded. Applicants will be invoiced for the full amount over and above the deposit of any accounts rendered by such professionals for the provision of their services unless, at the discretion of the Director, Development Services & Environmental Initiatives, such an account or any portion thereof is deemed to be an expense of the Township.

**3. Refunds**

- 1.1 Fees Non-Refundable: Except as noted in Schedule 'B' to this By-law, all application fees are non-refundable.
- 1.2 Withdrawal of Application: Planning staff, following an initial review of an application, may advise the applicant that, due to the nature of the application, it is unlikely that Council would support it. Following a request in writing from the applicant that the application be withdrawn, the applicant may be entitled to a full refund of the application fee. Any refund will be at the discretion of the Director, Development Services & Environmental Initiatives, who will review

the time and cost that has been incurred when considering a refund.

- 1.3 Partial Refund of Application Fees: The Township may refund a portion of application fees, without interest, as outlined in Schedule 'B' to this By-law. Any refund will be at the discretion of the Director, Development Services & Environmental Initiatives, who will review the time and cost that has been incurred. Any costs incurred for professional services, as outlined in Section 2 above, must be paid by the applicant prior to any refund being issued.
- 4. That By-law No. 17-11 is hereby repealed as of February 1<sup>st</sup>, 2025, when the fees approved by this By-law will take effect.

**READ and FINALLY PASSED in OPEN COUNCIL this 17th day of January, 2025.**

**THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO**

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Bert Liverance, Reeve

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Maryann Martin, Clerk

**SCHEDULE 'A' TO BY-LAW NO. 2025 –  
TARIFF OF FEES**

**Fees to be Collected for Various Planning Applications**

<b><u>Type of Application</u></b>	<b><u>Fee</u></b>
i) Official Plan Amendment Application	\$3,000.00
Deposit (unused portion returned)	\$2,000.00
Cost for Alternative Submission/Request	
a) Official Plan Amendment Application <i>(Notice recirculation requiring an additional Public meeting)</i>	\$1000.00
b) Official Plan Amendment Application <i>(Additional cost for amended application or A request for deferral of the application)</i>	\$750.00
ii) Zoning By-law Amendment Application	\$1,750.00
Deposit (unused portion returned)	\$2,000.00
Cost for Alternative Submission/Request	
a) Zoning By-law Amendment Application     \$1,000.00 <i>(submitted concurrently with an Official Plan Amendment Application or a Consent Application)</i>	
b) Zoning By-law Amendment Application <i>(Notice recirculation requiring an additional Public meeting)</i>	\$750.00
c) Zoning By-law Amendment Application <i>(Additional cost for amended application or A request for deferral of the application)</i>	\$300.00
d) Zoning By-law Amendment Application <i>(to remove a Holding (H) Provision from a property)</i>	\$700.00
iii) Committee of Adjustment Application <i>(Minor Variance or Permission to Extend A Legal Non-Conforming Use)</i>	\$1,400.00
Cost for Alternative Submission/Request	
a) Committee of Adjustment Application <i>(Additional cost for amended application or A request for deferral of the application)</i>	\$400.00
iv) Site Plan Development Application <i>(for Site Plan Approval)</i>	
a) Commercial properties with a registered agreement	\$1,600.00
b) Residential property with a registered agreement	\$1,200.00
c) Amendment to existing registered agreement	\$500.00
Deposit (unused portion returned)	\$1,000.00

**SCHEDULE 'A' TO BY-LAW NO. 2025 –  
TARIFF OF FEES**

v) Deeming By-law Application <i>(To deem lots not to be on a Plan of Subdivision)</i>	\$600.00
Deposit (unused portion returned)	\$1,000.00

**Miscellaneous Fees**

i) Application for Project Review <i>(i.e.; Municipal involvement for MNR application)</i>	
a) Public Notification required	\$1,000.00
b) Public Notification not required	\$750.00
ii) Request for Correspondence <i>(municipal records search (non-freedom of Information request))</i>	\$150.00
iii) Official Plan Document-hard copy	\$100.00
iv) Comprehensive Zoning By-law Document-hard copy	\$100.00
v) Non-sufficient Funds (NSF) cheque	\$100.00

**SCHEDULE 'B' TO BY-LAW NO. 2025 –  
TARIFF OF FEES**

**Refunds**

- i) **Zoning By-law Amendment Application**
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|---|------------|
| a) Refund <b><u>PRIOR</u></b> to circulation of Notice of Public Meeting  | \$1,000.00 |
| b) Refund <b><u>FOLLOWING</u></b> circulation of Notice of Public Meeting   | \$700.00   |
| c) Refund <b><u>PRIOR</u></b> to circulation of Notice of Public Meeting<br><i>(application submitted concurrently with an Official Plan Amendment application or a Consent application)</i>  | \$500.00   |
| d) Refund <b><u>FOLLOWING</u></b> circulation of Notice of Public Meeting<br><i>(application submitted concurrently with an Official Plan Amendment application or a Consent application)</i> | \$250.00   |
| e) Refund <b><u>PRIOR</u></b> to circulation of Notice to Remove<br>A Holding (H) Provision   | \$500.00   |
| f) Refund <b><u>FOLLOWING</u></b> circulation of Notice to Remove<br>A Holding (H) Provision  | \$250.00   |
- ii) **Official Plan Amendment Application**
- |   |            |
|---|------------|
| a) Refund <b><u>PRIOR</u></b> to circulation of Notice of Public Meeting  | \$1,800.00 |
| b) Refund <b><u>FOLLOWING</u></b> circulation of Notice of Public Meeting | \$1,000.00 |