

The Corporation of the Township of Whitewater Region

By-law Number 26-01-1804

Being a by-law to authorize the 2026 user fees and charges for all municipal departments

Whereas, Section 390 and 391 of the *Municipal Act, 2001* authorize the Council to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of the municipality and for the use of its property;

The Council of The Corporation of the Township of Whitewater Region enacts as follows:

1. That all Council resolutions or similar expressions, whether formal or informal, inconsistent with this by-law shall be deemed to be rescinded.
2. The fees and charges set out on the attached Schedules are hereby imposed and ratified set out as follows:
 - Schedule A – Community Development
 - Schedule B – Parks & Recreation
 - Schedule C – Finance & Administration
 - Schedule D – Legislative & Protective Services
 - Schedule E – Public Works
3. All fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
4. In the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in like manner as municipal taxes.
5. Council does hereby delegate to the Chief Administrative Officer, Clerk, and/or the Treasurer the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
6. That By-law 24-12-1720 is hereby repealed.

Read a first, second and third time and finally passed this 14th day of January, 2026.

Neil Nicholson, Mayor

Carmen Miller, Clerk

SCHEDULE A - COMMUNITY DEVELOPMENT

Description	Unit of Measure	2026
Planning Department		
Official Plan Amendment Application	Per Lot	1,000.00
Zoning By-law Amendment	Per Lot	900.00
Holding Zone Removal	Each	250.00
Minor Variance	Each	600.00
Consent Application (severance, lot addition, easement, etc)	Each	900.00
Cancellation of Consent Certificate	Each	200.00
Site Plan Control Approval	Each	1,000.00
Plan of Subdivision/Condominium	Each	1,500.00
Professional Services-Deposit (Additional deposit required once depleted) + Cost Recovery	Each	5,000.00
Pre-servicing Agreement <i>(Plus Recovery Cost)</i>	Per Lot	500.00
Part-Lot Control	Per Lot	300.00
Lifting of One-Foot Reserves	Per Lot	250.00
Zoning Compliance Report	Per Roll	100.00
Development/Road/Other Agreements	Each	250.00
Karst Inspection	Per Lot	175.00
County Official Plan (Copy of document)	Each	60.00
Zoning By-law <i>(Copy of document)</i>	Each	60.00
10% discount for Multiple Applications of the same type submitted at the same time.		
Building Department		
Building Permits Base Rate	Each	200.00
Residential <i>(New/Additions or Extensive Renovations -plumbing permit included)</i>	SQ. FT	0.76
Residential (Accessory Buildings & Attached Garages)	SQ. FT	0.71
Commercial/Industrial/ Institutional <i>(New/Additions /Extensive Renovations)</i>	SQ. FT	0.97
Commercial/ Industrial/Institutional (Accessory Buildings/Deck)	SQ. FT	0.76
Agriculture <i>(New Construction, Additions or Extensive Renovations)</i>	SQ. FT	0.41
Agriculture <i>(Accessory Buildings & Storage Containers (Silos)</i>	SQ. FT	0.31
Agriculture <i>(Bunker Silos)</i>	Each	200.00
Residential patio decks < 400 SQFT without a roof	Each	200.00
Pool Permit	Each	200.00
Installation of Solid Fuel Burning Appliance <i>(Outdoor)</i>	Each	200.00
Inspections Included in Permit Fee		
All required inspections included		
Exceptions:		
Additional Inspection, as required	Each	100.00
Fee for each inspection following a non-issued Occupancy Permit	Each	100.00
Liquor License (SOP)	Each	80.00

SCHEDULE A - COMMUNITY DEVELOPMENT

Description	Unit of Measure	2026
Occupancy Permit		
If building permit is open, no additional fee for Occupancy Permit		N/A
If building permit is closed (2 years), Occupancy Permit (<i>Fee for each additional inspection following a non-issued Occupancy Permit (see Inspections)</i>)		200.00
Change of Use Permit	Each	600.00
Transfer of Permit	Each	200.00
Deferral of Revocation of Permit	Each	80.00
Transmission		
INCLUDES: Transmitter, Telecommunications towers, Pumping stations, Hydro stations and sub-stations, Related appurtenances/plant	\ \$1,000 of Construction Value	6.00
Demolition Permits		
600 sq. ft. or less (+ see below)		200.00
For each additional 100 sq. ft. or portion	per 100 sq ft	2.00
Conditional Building Permit (incl. Agreement)		500.00
File Search Fee (Building/Septic Permit)	Per Roll	60.00
Performance Deposit:		
Permit cost - less than \$1,000	Per Permit	300.00
Permit cost - greater than \$1,000	Per Permit	1,500.00
Performance Deposit Retention:		
The full amount of the deposit be refunded if the project is completed within 2 years of the date the permit was issued. After that period, and without any further notice, the entire original deposit is retained for administrative purposes.		
Sewage Systems		
For approval of a plan of subdivision under the Planning Act R.S.O. 1990 CH. 13	Per lot or Block on Plan	100.00
For approval of a condominium (Each on-site sewage system)	up to 10,000L	550.00
For Approval for Consents Under the Planning Act	Each	200.00
Septic Permit for a class 2 sewage system	Each	200.00
Septic Permit for a class 3 sewage system	Each	200.00
Septic Permit for a class 4 sewage system – Leaching Bed	Each	550.00
Septic Permit for a class 4 sewage system – Filter Bed	Each	550.00
Septic Permit for a class 5 sewage system	Each	200.00
File search fees	Per Roll	60.00
Investigations		80.00
Septic Permit for a tank change only	Each	200.00
Construction/building commencing with no building/septic permit	= Fee x 2	

SCHEDULE B - Parks & Recreation

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Description	Unit of Measure	2026
Summer Recreation		
Organized Fishing Tournament <i>(between May and October long weekends)</i>	Per Event	285.72
Organized Fishing Tournament <i>(before May or after October long weekends)</i>	Per Event	285.72
Programming <i>(not listed above)</i>	Market Rate	
Regular Lesson	Market Rate	N/A
Private Lesson	Market Rate	N/A
Arenas (*ICE Rates Effective August 1, 2026 - July 31, 2027)		
ICE - DISCOUNT Applicable - Last Minute Booking within 48hrs of use	Per Hour	Less 25%
ICE - SURCHARGE Applicable - fee for Non-Resident Bookings	Per Hour	Add 20%
ICE - Minor – Prime/Tournament	Per Hour	125.48
ICE - Minor – Non-Prime	Per Hour	100.00
ICE - School – Weekday	Per Hour	90.34
ICE - Adult – Prime	Per Hour	185.72
ICE - Adult – Weekday/Tournament	Per Hour	146.21
ICE - Holiday Rate	Per Hour	198.76
ICE - Spring Hockey	Per Hour	157.50
COBDEN BIRTHDAY PARTY Rate One (1) Hour Prime Ice & Two (2) Hours Hall Rental	Per Event	225.00
SLAB - Basic Rental	Per Event	666.70
SLAB - Auctions	Per Event	314.30
SLAB - Hourly	Per Event	47.62
SLAB - Hourly (half slab)	Per Event	23.81
COBDEN BALL DIAMOND - Minor Use	Per Game	31.34
COBDEN BALL DIAMOND - Minor Use with Lights	Per Game	37.22
COBDEN BALL DIAMOND - Adult Use	Per Game	44.07
COBDEN BALL DIAMOND - Adult Use with Lights	Per Game	53.86
COBDEN HALL RENTAL - with kitchen - Prime	Per Hour	69.96
COBDEN HALL RENTAL - with kitchen - Weekday	Per Hour	28.57
COBDEN HALL RENTAL - Basic Day <i>(hall with kitchen)</i>	Per Day	285.73
COBDEN HALL RENTAL - Basic Day <i>(with bar and/or kitchen)</i>	Per Hour	309.54
COBDEN KITCHEN RENTAL ONLY	Per Day	157.50
COBDEN KITCHEN RENTAL ONLY - Hourly	Per Hour	25.00
Programming <i>(not listed above)</i>	Market Rate	
Covid-19 Cleaning Fee - <i>when Required</i>	Per Event	-
Rental Use Damage/Cleaning Fee	Per Invoice	Cost Recovery
Cobden Arena Advertising - 4' x 8' - Wall advertising - per sign	Annual Fee	200.00
Cobden Arena Advertising - 3' x 8' - Ice Surface Boards Advertising - per sign	Annual Fee	400.00

SCHEDULE B - Parks & Recreation

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*NOTE - All costs above are plus HST

Definitions:

“Day” means a rental consisting of four or more hours, but less than 10 and approved by the Manager of Community Services or his/her designate.

“Event” means one (1) event pre-arranged and approved by the Manager of Community Services or their designate.

“Game” means, for the purposes of ball diamond rental, the time to play one (1) game, typically taking between 1 – 2 hours in length.

“Holiday Rate” means, any day defined by the Township or by the province as the recognized holiday including but not limited to: New Year Day, Family Day, Good Friday, Easter Monday, Victoria Day Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. The Township reserves the right to select which arenas remain open during holidays.

“Hour” means, for the purposes of ice rental, 50 minutes of on-ice time. For all other services “Hour” shall mean 60 minutes.

“Market Rate” means the rate determined by the market (i.e. rate charged for a service at a particular time) rather than a calculated rate such as cost recovery.

“Prime” means 5:00 p.m. to 1:00 a.m. Monday to Friday, Saturday and Sundays.

“Season” means September to April, for the purposes of Public Skating, or when the ice surface is being maintained.

“Weekday” means 8:00 a.m. to 5:00 p.m. Monday to Friday, except holidays.

SCHEDULE C - FINANCE & ADMINISTRATION

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Description	Unit of Measure	2026
Administrative Charges		
Commissioning Documents & Certified True Copies	Per Doc	10.00
Administrative Research	Per 15 Min	7.50
Photocopies	Per Page	0.20
Faxes - Local	Per Doc	1.00
Faxes - Long Distance	Per Doc	1.00
Tax/Water Certificates	Per Roll	65.00
Tax/Water Certificates - 1 Day Rush	Per Roll	75.00
Tax Account Statement/Receipt Reprint	Per Roll	5.00
Municipal Office Community Hall- <i>(No Charge for Community Use if approved)</i>	Per Hour	26.55
Covid-19 Cleaning Charge <i>(When Required)</i>	Per Event	17.70
NSF Cheques	Per CHQ	50.00
Transfer of utility arrears to tax roll	Per Roll	50.00
Township Apparel	At cost	Cost Recovery
Township Map	Each	7.08
County Map	Each	7.08
Tax Sale Admin Charge	Per Roll	150.00
+Tax Sale Recovery of all Fees and Charges by Realtax	Per roll	Cost Recovery

SCHEDULE D - LEGISLATIVE & PROTECTIVE SERVICES

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Description	Unit of Measure	2026
Licenses		
Burial Permit	Per Permit	15.00
All eligible lottery events	Per Event	3% of Prize Value
Wheels (Wheel of Fortune)	Per Day	10.00
Recreational Vehicle Licence	Per Year	300.00
Recreational Vehicle Variance	One-time	200.00
Removal of a non-licensed Recreational Vehicle pursuant to Licensing By-law, Section 5.6	Per Vehicle	Cost Recovery
Hawker & Peddlers	Per Permit	\$150.00
Legislative Services		
Municipal Freedom of Information (FOI) Request Application Fee	Per Application	5.00
Municipal Freedom of Information (FOI) Request Application Fee > 100.00	50% Deposit	
FOI Search and Preparation Time	Per 15 Min	7.50
FOI Disc	Per Disc	10.00
FOI - Associated costs	Per invoice	Cost Recovery
FOI costs to develop a computer program to provide a readable record	Per 15 Min	15.00
Civil Marriages		
In Office (during office hours by Clerk or Deputy Clerk)	Per Ceremony	200.00
Offsite (By Clerk or Deputy Clerk) + Mileage	Per Visit	300.00
Witnesses	Per person	25.00
Cancellation Fee/Deposit	Per Fee	100.00
Township appointed non-staff marriage solemnization Fee	Per Ceremony	66.37
Marriage License fee - Resident	Per License	125.00
Marriage License fee Non Resident	Per License	150.00
Animal Control		
DOG LICENSE Sterilized Dogs (Before < March 31 st)	Per License	15.00
DOG LICENSE Sterilized Dogs (After > March 31 st)	Per License	30.00
DOG LICENSE Unsterilized Dogs (Before < March 31 st)	Per License	30.00
DOG LICENSE Unsterilized Dogs (After > March 31 st)	Per License	45.00
Replacement Dog Tags	Per Tag	5.00
First day of impoundment, or all costs incurred (<i>Whichever is greater</i>)	Per Dog	100.00
Each additional day of impoundment or all costs incurred (<i>Whichever is greater</i>)	Per Dog	25.00
Kennel License	Per Year	150.00
Backyard Chicken License	Per Year	150.00
Fire Department		
Recreational Burn Permit	Annual	No Charge
Open Air Burn Permit	Annual	10.00
Special Permit/Large Agricultural Burn (Inspection Required)	Per Event	100.00
Commercial Campsite	Per Season	150.00
Request for Property Information	Per Roll	70.00
Letter to Insurance &/or Lawyer	Per Roll	70.00
Inspections, upon request (<i>incl special occasion permit</i>)	Per Inspection	100.00
Fire Vehicle - to attend incident - PER MTO force & effect (<i>including equipment</i>)	Per Incident	MTO Rate
Fire Vehicle Refurbishment - post incident - PER MTO force & effect (<i>including equipment</i>)	Per Incident	MTO Rate
Additional vehicles &/or equipment (outside fleet)	Per Incident	Cost Recovery
Firefighters	Per Incident	Cost Recovery

SCHEDULE E - PUBLIC WORKS

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Description	Unit of Measure	2026
Waste Management - Curbside		
Garbage Collection Fee (2 Bags/week)	Per Unit	168.00
Recycling Collection Fee - ICI	Per Unit	
WWR yellow garbage bags	Each	5.00
WWR yellow garbage bag distributor	Each	4.50
Blue Boxes Purchase	Each	12.00
Waste Management - Landfill		
Special Opening of Waste Site*	Per Incident	125.00
Minimum Charge (<200 kg)		22.00
Tipping Fee	Per Tonne	110.00
Sorted Construction & Demolition - Separated Tipping Fees Apply	Per Tonne	110.00
Unsorted Loads (Loads which contain blue box recycling, construction/demolition material, scrap metal, electronic waste, and/or tires mixed with garbage waste or loads of construction/demolition materials that are mixed or improperly sorted) = x 2.5 Tipping Fees	Per Tonne	275.00
Recyclables (<i>accepted in Blue Box</i>)		No Charge
Cardboard		No Charge
Scrap Metal		No Charge
Leaf & Yard Waste		No Charge
Brush (under 3")		No Charge
Trees/large branches/ stumps/ roots/ timber/logs	Per Tonne	110.00
Tires (all sizes – with or without rims)		No Charge
Batteries		No Charge
REFRIGERATED APPLIANCES (<i>with or without Freon</i>), includes refrigerator, freezer, air-conditioner, dehumidifier, and water coolers	Each	25.00
Mattresses, Couches & Armchairs	Each	30.00
Agricultural Plastic / Bale Wrap		110.00
Contaminated Soil	Per Tonne	NOT ACCEPTED
Asbestos and Hazardous Material		NOT ACCEPTED
Boats	Per Tonne	110.00
Vehicles (whole)		NOT ACCEPTED
Equipment/Operator (Township Use Only) Cost Recovery Based on MTO Rates + Operator		Cost Recovery

***Special Opening of Waste Site** - Subject to attendant availability; openings available Monday, Tuesday, Thursday, Friday - 8:30 - 3:00 pm. Openings are not available on Sundays and Holidays.

All Waste/Landfill Operator and cost recovery rates are subject to the following:

“**Regular Hours of Work**” shall mean Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays as stated in Township Policy.

“**Outside Regular Hours of Work**” shall mean any hours worked beyond those hours defined as Regular Hours of Work. Outside Regular Hours of Work is one and a half (1 ½) times Regular Hours of Work rate.

“**Emergency Rate**” means a serious, unexpected, or unforeseen combination of circumstances and often dangerous situation requiring immediate action, need for assistance or relief. Emergency rate is three (3) times the Regular Hours of Work rate.

SCHEDULE E - PUBLIC WORKS

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Description	Unit of Measure	2026
Roads		
Entrance Permit	Each	125.00
Civic address sign (installed)	Each	175.00
Civic address sign replacement (installed)	Each	100.00
Tile Drain Road Crossing Approval	Each	250.00
Utility Road Crossing Permit	Each	No Charge
Sale of Used Culverts	Each	250.00
Private Road & Driveway Grading - NOT PROVIDED		N/A
Winter Sand - Residential Use NO CHARGE Limit Annual=3yd ³		No Charge
Winter Sand - Commercial Use - NOT PROVIDED		N/A
Winter Salt for Residential or Commercial use - NOT PROVIDED		N/A

All Roads Equipment/Operator and cost recovery rates are subject to the following:

1. "Regular Hours of Work" shall mean Monday to Friday 7:00 am to 3:30 pm excluding Statutory Holidays as stated in Township Policy.
2. "Outside Regular Hours of Work" shall mean any hours worked beyond those hours defined as Regular Hours of Work. Outside Regular Hours of Work is one and a half (1 ½) times Regular Hours of Work rate.
3. "Emergency Rate" means a serious, unexpected, or unforeseen combination of circumstances and often dangerous situation requiring immediate action, need for assistance or relief. Emergency rate is three (3) times the Regular Hours of Work rate.

Water - Billed Bi-Monthly		
Residential	Per Unit	211.49
Multi-Residential (1 st unit)	Per Unit	211.49
Multi-Residential (2 nd & subsequent units)		174.27
Small Commercial	Per Unit	211.49
Medium Commercial	Per Unit	317.46
High/Large Commercial (Tier 1)	Per Unit	423.20
High/Large Commercial (Tier 2)	Per Unit	2,114.93
Metered (Or a minimum residential/small commercial rate whichever is higher)	Per M ³	2.207
Vacancy = 20% of Water Rate	Per Unit	
Water Service Turn-on or off (during regular hours)	Each	50.00
Water Service Turn-on or off (outside regular hours)	Each	220.00
Unauthorized turn-on or off	Each	750.00
Bulk Water – A WWR employee/contractor must be in attendance and a backflow preventer must be in place = x 2 Metered Rate		4.41
Water Service Installation - Cost Recovery		Cost Recovery
Wastewater - Sewer Rates Billed Bi-Monthly		
Residential	Per Unit	339.52
Multi-Residential (1 st unit)	Per Unit	339.52
Multi-Residential (2 nd & subsequent units)	Per Unit	279.77
Small Commercial	Per Unit	339.26
Medium Commercial	Per Unit	509.16
High/Large Commercial (Tier 1)	Per Unit	679.03
High/Large Commercial (Tier 2)	Per Unit	3,395.22
Metered (Or a minimum small residential/commercial rate whichever is higher)	Per M ³	5.263
Vacancy = 20% of Wastewater Rate	Per Unit	20%
Sanitary or Storm Service Installations		Cost Recovery
RV Waste Discharge		NOT ACCEPTED
Contaminated Ground Water		NOT ACCEPTED
Sewage Holding Tank Transfer		NOT ACCEPTED