



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, December 16, 2024

11:00 a.m.

Council Chambers

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. A link to the livestreaming is available at www.cavanmonaghan.net. Council Members may be participating remotely.

Pages

1. Call to Order

2. Land Acknowledgement

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Closed Session

5.1 Resolution to move into Closed Session

5.2 Minutes of the Closed Session held December 2, 2024

5.3 Aird & Berlis, LLP and Cambium Inc. Re: Millbrook Arena Update

advice that is subject to solicitor-client privilege, including communications necessary for that purpose

6. Reconvene Open Session 1:00 p.m.

7. Report from Closed Session

8. Delegation

8.1	Ilmar Simanovskis, City of Peterborough Commissioner, Municipal Operations - Re: Peterborough Regional Airport Community Update	4 - 14
9.	Minutes	
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10.3	Report - Public Works 2024-25 Kennedy Drive Subdivision Assumption (DH/WH/KE)	90 - 93
10.4	Report - Public Works 2024-26 Recommended Updates to the Municipal Addressing By-law No. 99-86 (DW/WH)	94 - 108
10.5	Report - Fire 2024-03 Training Officer (BB)	109 - 134
10.6	Report - CAO Report and Capital Status (YH)	135 - 136
10.7	Council/Committee Verbal Reports	
11.	General Business	
12.	Correspondence for Information	
12.1	Media Release - The Merger of HKPR District Health Unit and Peterborough Public Health Moves Forward	137 - 138
13.	Correspondence for Action	
14.	By-laws	
14.1	By-law No. 2024-67 being a by-law to encourage development proponents to consult with the Township of Cavan Monaghan prior to submission of a complete application titled "Pre-consultation By-law"	139 - 140
14.2	By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges	141 - 159

14.3	By-law No. 2024-69 being a by-law to assume and dedicate Kennedy Drive as a Public Highway	160 - 161
14.4	By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan	162 - 169
15.	Unfinished Business	
16.	Notice of Motion	
17.	Confirming By-law	
17.1	By-law No. 2024-71 being a by-law to confirm the proceedings of the meeting held December 16, 2024	170 - 170
18.	Adjournment	
19.	Upcoming Events/Meetings	
19.1	Special Council Budget Meeting Thursday, January 9, 2025 at 1:00 p.m.	
19.2	Special Council Budget Meeting Thursday, January 9, 2025 at 5:00 p.m. - Public	
19.3	Municipal Revitalization and Heritage Advisory Committee Meeting Thursday, January 16, 2025 at 9:00 a.m.	
19.4	Regular Council Meeting Monday, January 27, 2025 at 1:00 p.m.	
19.5	Millbrook Valley Trails Advisory Committee Meeting Monday, January 27, 2025 at 4:00 p.m.	
19.6	Regular Council Meeting Monday, February 3, 2025 at 1:00 p.m.	

From: noreply@esolutionsgroup.ca
To: [Cindy Page](#); [Karlie Hartman](#)
Subject: New Response Completed for Council Delegation Form
Date: December 9, 2024 9:27:39 AM

Hello,

Please note the following response to Council Delegation Form has been submitted at Monday December 9th 2024 9:25 AM with reference number 2024-12-09-001.

- **Date:**
12/9/2024
- **Meeting Date:**
12/16/2024
- **Subject:**
Peterborough Airport
- **Name of Delegate:**
Ilmar Simanovskis, Commissioner of Municipal Operations, City of Peterborough
- **Name of the Community Group/Organization:**
City of Peterborough
- **Address:**
500 George St N
- **City:**
Peterborough
- **Province:**
Ontario
- **Postal Code:**
K9H 3R9
- **Phone Daytime:**
705-742-7777 ext. 1549

Email:

isimanovskis@peterborough.ca

• **Do you require any Accessibility Accommodation?**

No

• **Detailed statement of what you are seeking from Council.**

Wanting to inform them about the status of the Peterborough Airport and engage Council.

There is a PowerPoint presentation, however it was too big to attach. Will email it separately to Cindy Page prior to Noon today.

Thank You

• **Do you have any documentation (i.e. Powerpoint presentation, letter, memo, photo etc.) that you would like to provide/make to Council**

No

[This is an automated email notification -- please do not respond]

Peterborough Regional Airport Community Update

Delegation to Cavan Monaghan Council, December 16, 2024

Purpose

- Update on Airport Strategic Initiatives Committee Activities
- Governance Review and Related Activities
- Agreement Between Cavan Monaghan and Peterborough
- Regional Municipal Engagement Session
- Airport Activities and Flight Movement Forecast
- Risk Mitigation Priorities
- Community Engagement

Update on Airport Strategic Initiatives Committee Activities

- Meetings will be scheduled early 2025
- Current initiatives include
 - ✦ Governance Review
 - ✦ Strategic Business Plan
 - ✦ Growth
 - ✦ Branding



Governance Review and Related Activities

Purpose: To determine the most effective structure, rationale, and incentives for partnership

Progress: Initial consultations successfully completed

Next Steps:

- † Stakeholder working group sessions planned for new year
- † Draft report and recommendations to be available in Q1 2025



Agreement Between Cavan Monaghan and Peterborough

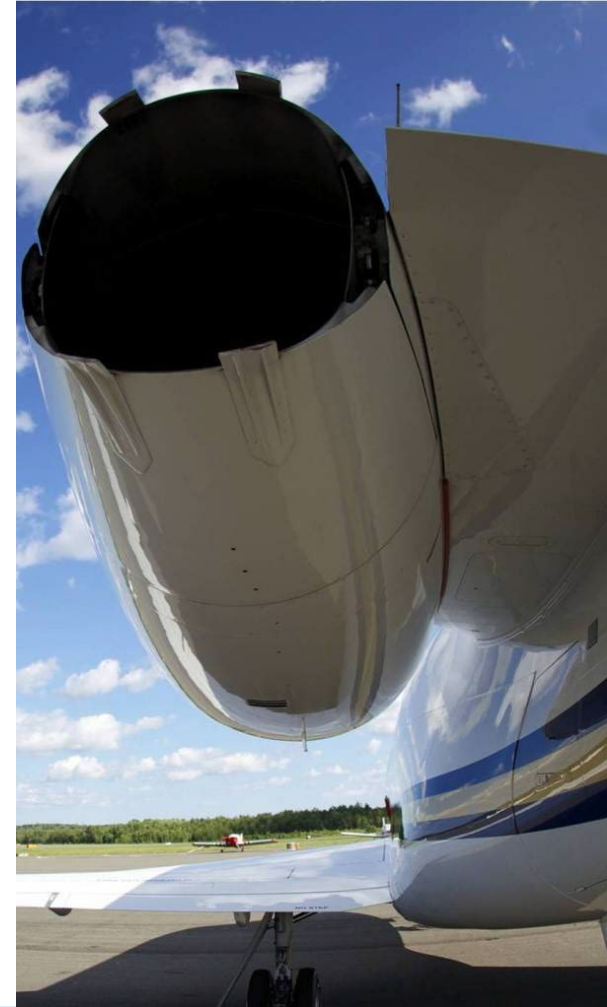
- Initial Agreement dated December 1, 2012
- Main terms are
 - For City to have due consideration for plans review process and report development activity to Township.
 - City take full responsibility for fire protection and prevention
- Request from Township to update agreement with additional terms
- Under review with City and proceeding to complete in Q1 2025
- New agreement and terms subject to approval by the both respective Councils

Regional Municipal Engagement Session

- City is planning to facilitate a workshop with Cavan Monaghan, Otonabee South Monaghan, and the County as part of City Commissioners engagement initiative
- Discussion Topics:
 - Planning forecasts, sites and subdivisions, status, and future activity
 - Water and Wastewater Servicing status and future considerations
 - Airport plan and activity
- Explore potential for future workshops based on feedback

Airport Activities and Flight Movement Forecast

- Current tenants are established and successful
- Negotiations are proceeding to introduce a second flight school, targeting operations in 2026.
- Movements are expected to increase from 50,000 (2024) to 90,000 (2030)
- Stakeholder engagement ongoing to ensure successful addition



Risk Mitigation Priorities

- Proposed flight activity were evaluated for risk potential
- Key mitigation:
 - ✦ Addition of air traffic services pending NAV CANADA Aeronautical Study
 - ✦ Extension of taxiway Bravo to facilitate efficient flow of aircraft to and from the runway



Community Engagement

- Alignment of Land Use
- Re-implementation of Airport Community Liaison Group
- Noise Abatement Procedures Implemented in 2018





**Minutes
The Township of Cavan Monaghan
Regular Council Meeting**

**Monday, December 2, 2024
12:00 p.m.
Council Chambers**

Those members in attendance were:

Council	Matthew Graham	Mayor
	Ryan Huntley	Deputy Mayor
	Nelson Edgerton	Councillor
	Gerry Byrne	Councillor
	Lance Nachoff	Councillor
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Karen Ellis	Director of Planning
	Matthew Wilkinson	Planner
	Kimberley Pope	Director of Finance/Treasurer
	Brigid Ayotte	Economic Development and Communications Officer

1. Call to Order

Mayor Graham called the meeting to order at 12:00 p.m.

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2024-326

Moved by: Byrne

Seconded by: Huntley

That the agenda for the Regular Council Meeting be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

5.1 Resolution to move into Closed Session

R-2024-327

Moved by: Bryne

Seconded by: Nachoff

That the Council for the Township of Cavan Monaghan move into Closed Session under Section 239(2) of the Municipal Act (2001), as amended, to consider:

advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and personal matters about an identifiable individual, including municipal or local board employees.

Carried

5.2 Minutes of the Closed Session held October 21, 2024

5.3 Aird & Berlis LLP Re: Kawartha Pine Ridge District School Board - Deferral of Decision on Accommodation Planning Concepts

5.4 Report - Corporate Services 2024-07 Millbrook Valley Trails Advisory Committee Appointment (CP)

Mayor Graham recessed at 12:12 p.m.

6. Reconvene Open Session 1:00 p.m.

Mayor Graham reconvened the meeting at 1:00 p.m.

7. Report from Closed Session

R-2024-328

Moved by: Byrne

Seconded by: Huntley

That Council direct Staff to make public the letter prepared by Aird & Berlis LLP to the Kawartha Pine Ridge District School Board - Deferral of Decision on Accommodation Planning Concepts by adding it as additional documentation to the agenda; and

That Council appoint Saskia Mattern to the Millbrook Valley Trails Advisory Committee for the 2022-2026 term of Council.

Carried

8. Public Meeting

8.1 Resolution to open the Public Meeting

R-2024-329

Moved by: Byrne

Seconded by: Nachoff

That the Public Meeting be opened in accordance with Section 34 of the Planning Act, R.S.O., 1990.

Carried

8.2 Report - PEB 2024-55 Zoning By-law Amendment (ZBA-08-24)

Matthew Wilkinson, Planner, spoke to the Zoning By-law Amendment noting that Township Council passed motion R-2024-262 on October 7, 2024, directing Staff to proceed with rezoning the identified portion in the northwest corner of the subject property to permit the development of a single residential dwellings. The subject property is located on Part Lot 12, Concession 6 (Cavan), known municipally as 988 County Road 10.

The Zoning By-law Amendment will rezone the identified portion of the subject lands from the Institutional Exception One (I-1) Zone to the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone to permit residential uses consistent with the neighbouring residential parcels.

The holding provision attached to the UR1-A-6-H13 Zone will be removed upon approval of an Official Plan Amendment to permit the residential use.

With the approval of the Zoning By-law Amendment residential uses will be permitted in accordance with the regulations in By-law No. 2018-58, as amended.

8.3 Questions/Comments from members of Council

Councillor Byrne asked if anyone was included in the required Notice circulation.

8.4 Questions/Comments from members of the public

There were no questions from members of the public.

8.5 Consideration of the Report

R-2024-330

Moved by: Nachoff

Seconded by: Huntley

That Council receive and consider any public comments received on December 2, 2024; and

That By-law No. 2024-63 be approved to rezone a portion of the subject lands from the Institutional Exception One (I-1) Zone to the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone.

Carried

8.6 Resolution to close the Public Meeting

R-2024-331

Moved by: Byrne

Seconded by: Nachoff

That the Public Meeting be closed.

Carried

9. Presentation

9.1 Cheque Presentation

Mayor Graham and Council took a photo presenting the cheques to Tamara Easto, Chair of the Millbrook and District Foodshare and Al Lang, President of the Millbrook Agricultural Society for the annual \$2500 donation.

10. Minutes

10.1 Minutes of the Regular Meeting held November 18, 2024

10.2 Minutes of the Special Meeting held November 21, 2024

R-2024-332

Moved by: Byrne

Seconded by: Edgerton

That the minutes of the Regular Council Meeting held November 18, 2024 and the Special Council Meeting held November 21, 2024 be approved as presented.

Carried

11. Minutes from Committees and Boards

11.1 Cavan Monaghan Public Library Board Meeting Minutes of October 15, 2024

R-2024-333

Moved by: Huntley

Seconded by: Nachoff

That the minutes of the Cavan Monaghan Public Library Board Meeting held October 15, 2024 be received for information.

Carried

11.2 Millbrook Valley Trails Advisory Committee Meeting Minutes of October 28, 2024

R-2024-334

Moved by: Byrne

Seconded by: Nachoff

That the minutes of the Millbrook Valley Trails Advisory Committee held October 28, 2024 be approved as presented.

Carried

12. Reports

12.1 Council/Committee Verbal Reports

Deputy Mayor Huntley spoke to the Annual General Meeting of the BIA where their proposed budget and levy was presented and ideas for 2025 were discussed.

Councillor Nachoff spoke to the attendance at the Board of Directors meeting of the GRCA and noted their 2025 budget has been passed. Councillor Nachoff also attended the Millbrook Valley Trails Advisory Committee noting they discussed projects for 2025 and last minutes tasks before the snow arrives.

Mayor Graham spoke to attending the Cavan Monaghan Public Library Board meeting noting they discussed the Strategic Plan, navigating IT with the County of Peterborough and discussed the proposed 2025 Budget updates.

Mayor Graham wished Squirrel Creek Farms well as they are working through their equipment failure to get back up and operating.

R-2024-335

Moved by: Byrne

Seconded by: Nachoff

That Council receive the Council/Committee verbal reports for information.

Carried

13. General Business

There was no General Business.

14. Correspondence for Information

14.1 Letter from the Ministry of Municipal Affairs and Housing Re: Minister's Zoning Order Regulation 5/23 in the Township of Cavan Monaghan (1840 Brown Line Road)

R-2024-336

Moved by: Byrne

Seconded by: Huntley

That Council receive the letter from the Ministry of Municipal Affairs and Housing regarding the Minister's Zoning Order Regulation 5/23 in the Township of Cavan Monaghan (1840 Brown Line Road) for information.

Carried

15. Correspondence for Action

There was no Correspondence for Action.

16. By-laws

16.1 By-law No. 2024-63 being a by-law to amend By-law No. 2018-58, as amended, otherwise known as "The Township of Cavan Monaghan Zoning By-law" (ZBA 08-24)

16.2 By-law No. 2024-64 being a by-law authorizing the temporary borrowing of funds to offset the current expenditures of the Township of Cavan Monaghan

16.3 By-law No. 2024-65 to provide for the levy and collection of 2024 interim realty taxes and penalties for non-payment thereof

R-2024-337

Moved by: Byrne

Seconded by: Huntley

That By-law No. 2024-63 being a by-law to amend By-law No. 2018-58, as amended, otherwise known as "The Township of Cavan Monaghan Zoning By-law" and that By-law No. 2024-64 being a by-law authorizing the temporary borrowing of funds to offset the current expenditures of the Township of Cavan Monaghan and that By-law No. 2024-65 to provide for the levy and collection of 2024 interim realty taxes and penalties for non-payment thereof be read a first, second and third time and passed this 2nd day of December signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

17. Unfinished Business

There was no Unfinished Business.

18. Notice of Motion

There were no Notices of Motion.

19. Confirming By-law

19.1 By-law No. 2024-66 being a by-law to confirm the proceedings of the meeting held December 2, 2024

R-2024-338

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2024-66 being a by-law to confirm the proceedings of the meeting held December 2, 2024 be read a first, second and third time and passed this 2nd day of December signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

20. Adjournment

R-2024-339

Moved by: Huntley

Seconded by: Nachoff

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:09 p.m.

Matthew Graham
Mayor

Cindy Page
Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	December 16, 2024
From:	Kimberley Pope, Finance Department
Report Number:	Finance 2024-14
Subject:	2025 User Fees and Charges By-law Update

Recommendation:

That Council approves By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges, effective January 1, 2025.

Overview:

The purpose of this report is to provide Council with an update to the proposed User Fees and Charges By-law and to seek Council’s approval of By-law No. 2024-68. Amendments to the user fees align with the Strategic Plan as per the mission statement, that “the Township of Cavan Monaghan is committed to delivering responsive and cost-effective services that provide for the economic, social and environmental well-being of our ratepayers now and into the future”.

Municipalities in Ontario are tasked with delivering local services in compliance with Provincial legislation. To help reduce property tax increases, the Township of Cavan Monaghan has taken proactive measures to incorporate cost recovery through user fees and charges for the programs and services provided. The rationale behind charging user fees is that individuals who directly benefit from a service should pay the cost of covering those costs.

Management have reviewed the User Fees and Charges By-law considering ongoing changes to provincial legislative changes through Provincial Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022. This review is to ensure that revenues generated from user fee services are current and recoverable. Staff have identified amended, increased, removed, or added new fees as summarized by the department below.

Administrative Services

- Increase Fees;
 - Zoning Request - \$55.00 per roll (previously \$40)
 - Zoning Request & Work Orders (combined) - \$85.00 per roll (previously \$70)
 - Agreement Compliance Letters - \$100.00 per roll (previously \$55)
 - Marriage Licence - \$135.00 each (previously \$125)

- Remove;
 - Remove separate Tax Certificate and Utility Certificate categories.

Building Department Services

- Amend;
 - “Residential – Part A” Residential, Industrial, Commercial, Institutional and Agricultural have been combined into more simplified “General” category with amended language
- Increase;
 - Temporary Tent or Construction Trailer - \$100.00 (previously \$75)
- Remove;
 - Temporary Trailer (six month period)

Fire Department Services

No changes

Licensing

No changes

Planning Department Services

- Amend;
 - “Pre-consultation – *Minor Applications” and “Major Applications” with language clarification,
 - “Residential/Commercial/Industrial/Institutional “ to “Application for Zoning By-Law Amendment”
- Increase;
 - Application for Official Plan Amendment Minor - \$3,500.00 (previously \$3,000)
 - Application for Official Plan Amendment Major - \$5,500.00 (previously \$5,000)
 - Application for Zoning By-Law Amendment - \$2,200.00 (previously \$1,700)
 - Application for Deeming By-law - \$700.00 (previously \$500)
 - Application to Remove Holding Symbol - \$700.00 (previously \$500)
 - Application for Minor Variance - \$1,500.00 (previously \$1,200)
 - Application for Site Plan Amendment - \$1,500.00 (previously \$1,000)
 - Application for Extension of Temporary Use - \$500.00 (previously \$250)
 - Temporary Use Agreement - \$500.00 (previously \$250)
 - Garden Suite Agreement - \$500.00 (previously \$250)
 - Severance Application Review/Application for Consent - \$500.00 (previously \$400)
 - Plan of Subdivision (up to 50 lots/units) - \$15,000.00 deposit (previously \$10,000)
 - Part Lot Control Exemption - \$750.00 (previously \$500) +\$100.00 for each additional parcel
 - Cash-in-Lieu of Parkland dedication - \$1,400.00 (previously \$1,200)
 - Merger Agreement - \$400.00 (previously \$250)
 - Mitigation Measures Agreement - \$400.00 (previously \$250)
 - Easement or Encroachment Agreement - \$400.00 (previously \$250)
- Remove;
 - “Pre-application” and “Formal Application” sections

- Application for Allocation Request (unit count 1-5 ERU)
- Application for Allocation Request (unit count greater than 5 ERU)
- Deeming By-law Application
- Timeline for Refunds on Planning Department Service fees

Several fees have been increased to reflect the higher costs of processing applications, particularly due to their complexity. We compared planning service fees from other municipalities in Peterborough County, and the proposed fees align with those in the region.

The requirement for pre-application fees has been eliminated due to recent changes in Provincial legislation. The By-law is being updated to align with these changes. Additionally, the section on "Timeline for Refunds on Planning Department Services" will be removed, as it is no longer necessary.

The duplicates of the plan of subdivision application fees are eliminated. Additionally, the deposit requirements for site plan approvals and plan of subdivision applications are also removed. This change will eliminate the need for the Township to invoice for application processing costs. If the processing costs exceed the application fees, any additional Township costs can be included in the agreements related to the applications.

The descriptions of minor and major applications are being added for clarity. The terminology used for minor and major applications reflects that in By-law No. 2023-37, which mandates pre-consultation for specific Planning Act applications.

The section regarding "Application for Allocation Requests" is removed because the fee is not related to PEB responsibilities.

Recreational Services

- Amend;
 - Kitchen - \$102.00 per day (previously \$102 per event)
- Increase;
 - 2% increase adjustment has been applied to Prime Time Ice, Maple Leaf Park Ball Diamonds, Sport's Field and Light rates to correlate with increased operational and maintenance costs.
 - PA Day Camp/General Camp 1 Day - \$ 35.00 (previously \$30)
 - General Camp 4 Day - \$140.00 (previously \$120)
 - General Camp 5 Day - \$175.00 (previously \$150)
- New;
 - Municipal Owned Property Use - \$500.00/day or \$100.00/hour

Public Works

- Increase;
 - Entrance Permit Fee for new culverts, culvert extensions and curb cuts - \$250.00 (previously \$200)
 - Performance Deposit Fee for work to standard - \$500.00 (previously \$300) deposit refundable
 - For work not to standard - Full cost recovery with \$500.00 (previously \$300) deposit applied to costs

- Entrance Permit Fee for new culverts, culvert extensions and curb cuts - \$500.00 (previously \$250)
- Performance Deposit Fee for work to standard - \$1,000.00 (previously \$750) deposit refundable
- For work not to standard - Full cost recovery with \$1,000.00 (previously \$750) deposit applied to costs
- Purchase of a 911 Blade/Sign - \$100.00 (previously \$55)
- Replacement of a 911 Blade/Sign - \$75.00 (previously \$25)
- Remove;
 - Sale of Blue Box

Staff have reviewed the User Fees and Charges By-law in conjunction with the on-going 2025 draft budget process to ensure revenues are generated for user fee services and that they are current and recoverable.

Financial Impact:

The proposed amendments to the user fees aim to address the financial effects of inflation on the goods and services provided by the Township. These changes will help maintain the current level of cost recovery for programs and services. There is no financial impact at this time.

Attachments:

1. Schedule A – 2025 User Fees and Charges By-law No. 2024-68 (with markups)
2. Schedule A – 2025 User Fees and Charges By-law No. 2024-68 (final, no markups)
3. By-law No. 2024-68, to Impose and Consolidate User Fees & Charges
4. Schedule A - User Fees and Charges By-law No. 2023-76 (current)

Respectfully Submitted by,

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer



988 County Road 10
Millbrook, Ontario
L0A 1G0

Tel: (705) 932-2929
Fax: (705) 932-3458

www.cavanmonaghan.net

Township of Cavan Monaghan User Fees and Charges By-law No. 2024-68 effective January 1, 2025

Administrative Services	Pg. 2 - 4
Building Department Services	Pg. 5 - 6
Fire Department Services	Pg. 7 – 8
Licensing	Pg. 9
Planning Department Services	Pg. 10 – 12
Recreational Services	Pg.13 – 17
Public Works	Pg.18 – 19

A registered charity organization may request the waiving of a user fee or charge, as outlined in the current User Fees and Charges By-law, providing the funds from the public activity/event/function will be transferred to the municipality for the benefit of all rate payers. A written request must be submitted to the CAO for approval in advance of the activity/event/function date with a valid registration number, the details of the anticipated funds and purpose of the funds being transferred to the municipality

Administrative Services

Written Requests

Tax Certificate (with 48-hour notice)	\$40.00 per roll no.	TC	TAXCT
Utility Certificate (with 48-hour notice)	\$30.00 per account no.	UC	UTLCT
Tax & Utility Certificate (Combined, with 48 hour notice)	\$70.00 per roll no.	TCU	TAXCT UTLCT
Tax & Utility Certificate with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	TCRUSH	RUSHF

**Verbal Confirmation of Tax & Utility Certificates are provided up to 30 Calendar Days After Issuance
-No Charge-**

Zoning Request	\$40.00 \$55.00 per roll no.	4910A6	P0001	Formatted: Font color: Red, Strikethrough Formatted: Highlight
Work Orders	\$40.00 per roll no.	4910A7	P0002	
Zoning Request & Work Orders (Combined)	\$70.00 \$85.00 per roll no.	4910AC	P0003	
Zoning Request, Work Orders and/or combined with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	ZWRUSH	RUSHP	
Agreement Compliance Letters	\$55.00 \$100.00 per roll no.	4910A8	P0004	Formatted: Font color: Red, Strikethrough Formatted: Highlight
Cancellation Request and Refund Fee	\$10.00 per roll/account no.	CANCEL	CANCL	

F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To enact a F.O.I. request	\$5.00 per request	4220B	FOI01
Photocopies, computer printouts, faxing	\$0.20 per page	4220C	FOI02
USB Drive/Data Stick	\$10.00 per USB	4220BB	FOI03
Long Distance Fax Service	\$1.20 per page	4220B7	FOI04
Local Fax Service	\$0.20 per page	4250A8	FOI05
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4	FOI06
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4	FOI06
Developing a computer program or other method of producing a record from a machine-readable record	\$15.00 each fifteen minutes	4250B5	FOI07
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	n/a	n/a

*Taxes not included in the fees and charges. Please add applicable taxes where necessary.
The User Fees quoted within the User Fees and Charges By-law has been cash discounted.
This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56

Other Charges

Postage	Current postage rate	POSTAG	POSTG
Photo Copy - Letter Size	\$0.50 per page	4250A2	A0001
Photo Copy - Legal Size	\$1.00 per page	4250A3	A0002
Long Distance Fax Service	\$1.50 per page	4250A7	A0003
Local Fax Service	\$0.50 per page	4250A8	A0004
USB Drive/Data Stick	\$10.00 per USB	4250AB	A0005

Miscellaneous Charges

Non-Cash Charge	3% of payment	CREDIT	A0000
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1	FN003
Commissioner of Oath Services (Township Resident)	\$15.00	4220A2	C0001
Commissioner of Oath Services (Non-Township Resident)	\$20.00	4220A4	C0002
Marriage Licence	\$125.00 \$135.00	4223A1	C0003
Civil Ceremony (Regular Hours)	\$300.00	4223A2	C0004
Civil Ceremony (Non-Regular Hours)	\$400.00	4223A3	C0005
Ceremony Rehearsal (Regular Hours)	\$50.00	4223A4	C0006
Ceremony Rehearsal (Non-Regular Hours)	\$65.00	4223A6	C0007
Ceremony Mileage	Rate established by County of Peterborough	4223A5	C0008
Burial Permits	\$25.00	4220BU	C0009
Duplicate Accounts Receivable Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	FN006
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D	C0010
Closed Meeting Investigator/per submission	\$125.00	4220D1	C0011
Registered Mail Fee	Cost recovery + 10% Admin Fee (\$30.00 minimum)	R-MAIL	RMAIL
Tender Package on behalf of approved consultant	Cost recovery + 10% Admin Fee (\$10.00 minimum)	TENDER	TNDER
Paymentus™ Convenience Fee (%) Property Taxes / Utilities / Rentals / Fire / Marriage Certificates / Finance & Admin	On-Line percentage fee of 1.75% (per contract)	n/a	n/a
Paymentus™ Convenience Fee (Flat) Dog Tags / Burn Permits	On-Line flat fee of \$1.75 (per contract)	n/a	n/a

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Tax and Finance Charges

Property Tax verbal information request – Property owner verbal request of current information free of charge. Printed receipt/statement fees are applicable.	\$0.00	n/a	n/a
Property Tax search of historical records for previous years (manually searching & compiling information/records).	\$15.00 each 15 mins (\$30.00 minimum)	4250A5	FN001
Early PAP Cancellation fee (< 21 Calendar Days before Due Date)	\$20.00	4250B2	FN002
Penalty/Interest (Property Taxes) Late payment charges for non-payment of taxes or any instalment by the due date, as per the Property Tax Collection Policy.	1.25% rate established by the Municipal Act, 2001 Section 345, as amended.	PENTAX	PEN
Penalty/Interest (Accounts Receivable) Late payment charges for non-payment of Accounts Receivable (General and/or Utility) by the due date, as per the Accounts Receivable Collection Policy and/or the Water and Sewer Collection Policy.	Matching % rate per month as established for penalty/interest on property taxes.	PENXXX (by Dept)	PEN
Final Notice Letter (Bailliff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3	FN004
Final Collection Notice – AR Collection Fee	15% collection fee (\$30.00 minimum)	4250CB	FN005
Returned Payment Fee and/or Non-Sufficient Funds	\$48.00	NSF	NSF
Duplicate Water Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	UT001
Duplicate Tax Bill or Tax Statements (Email or Paper Record)	\$5.00 per page	4250E6	FN006
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6	FN007
Re-Issue/Refund Cheque	\$5.00 per request	4250B6	FN008
Ownership Change Fee	\$30.00 per roll	4250A1	FN009
New Account Set-up Fee	\$60.00 per roll	4250A0	FN010
Tax Sale Administration Fee	Charges as incurred	TAXSAL	TXSAL
Municipal Tax Sale Tender Package	\$10.00/package	TAXPKG	TXPKG
Mortgage Account Adjustment	\$30.00 per roll	4250B9	FN011
Mortgage Additions	\$10.00 per roll	4250B7	FN012
Mortgage Payment Fee	\$5.00 per account	4250B8	FN013
Retrieval of Post-Dated Cheques	\$20.00	4250A9	FN014
Administrative Invoice Fee for additions to Property Tax Roll	10% Admin fee (\$30.00 minimum)	4250A4	FN015

Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25

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Building Department Services

Residential -Part A

New Residential — based on livings (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft Min. \$200.00	4910A1	B0001
Alterations, Renovations and Relocations	\$15.00 per \$1,000.00 value of work Min. \$200.00	4910A3	B0003
Accessory buildings and attached garages	\$.55 per square foot, min \$200.00	4910A4	B0004

Commercial, Industrial or Institutional – Part B

Commercial, Industrial or Institutional	New and additions - \$1.25 per square foot Renovation - \$15.00/\$1000.00 value of work, min \$200.00	4910D1	B0009
Accessory buildings (includes agricultural buildings)	\$.55 per square foot, min \$200.00	4910D1	B0009

General

New Residential, Commercial, Industrial – includes additions (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft. min. \$200.00		
Alterations, renovations and relocations (Res. Ag, IC)	\$15.00/\$1,000.00 value of work, min. \$200.00		
Accessory & Agriculture buildings and attached garages	\$.55 per square ft, min. \$200.00		

Designated Structures and Miscellaneous Charges – Part C

Decks or Balconies	\$0.75 per square foot, Min. \$150	4910E1	B0013
Solid Fuel Appliances and Chimneys	\$150.00	4910F1	B0014
Pool Permit	\$150.00	4910B1	B0015
Temporary Tent or Construction Trailer	\$75 \$100.00	n/a	B0027
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$15.00/\$1,000.00 project value. Min. \$200.00	4910B2	B0016
All other Designated structures as defined by the OBC	\$15.00/\$1,000.00 project value. Min. \$250.00	4910B3	B0017
Demolition Permit	\$250.00	4910G1	B0018
Permit Renewal	\$100.00	4910H1	B0019

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Temporary Trailer (six-month period)	\$200.00	4910I1	B0020
Failure to obtain required permits	Double 2x's the regular permit fee	n/a	B0010
Chief Building Official determined minor	\$75.00	n/a	B0022
Multiple Inspections (at discretion of attending inspector)	\$50.00 first offence, \$150 subsequent		B0028
Sign Permit - when several sign permit applications are made concurrently on a property that is being redeveloped, only one sign permit fee will be collected	\$75.00	4910K1	B0023
Sign Variance Application Fee	\$250.00	4910K2	B0024
Fine - Erection of a sign without a permit (section 3.3)	\$500.00	4910K3	B0025
Fine - Sign not in compliance with by-law (section 3.2)	\$500.00	4910K4	B0026

Sewage System Building Permits

Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$1000	n/a	B0027
Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than or equal to 10,000 litres per day	\$1450.00	n/a	B0028
Permit for Class 4 Sewage System Tank Replacement Only	\$400.00	n/a	B0029
Permit for Class 5 Sewage System (Holding Tank)	\$1000.00	n/a	B0030
Permit for Class 3 Sewage System (Cesspool) or Permit for Class 2 Sewage System (Greywater System)	\$500.00	n/a	B0031
Sewage System Permit for Trench Bed repair or extension of 16 metres or less; Filter Bed repair, replacement or extension of 6 square metres or less	\$500.00	n/a	B0032
Change of Use - Existing System Review	\$400.00	n/a	B0033
Mandatory Maintenance Inspections - Inspections of sewage systems (Source Water Protection Areas)	\$325.00	n/a	B0034
Discretionary Maintenance Inspections - Basic	\$200.00	n/a	B0035
Discretionary Maintenance Inspections – Advanced	\$325.00	n/a	B0036

Non-refundable Administration Fee of \$100.00 applies to all permits.

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Fire Department Services

Fire Prevention Inspection of Building and Property - Part A

All Commercial, Industrial or Federal	\$125.00 per inspection	4414A1	F0001
Residential Occupancies, including Government Funded Daycare facilities, group homes, child care provider homes, Bed and Breakfast, Schools	\$125.00 per inspection	4414A2	F0002

Clearance Letter – Part B

Special Occasion Permit/Letters	\$125.00	4411D	F0003
Fireworks Approval Requiring Authority Having Jurisdiction Approvals	\$100.00	4411D2	F0004

Fire Burning Permits - Part C

All fires within the Township require a Fire Permit

Applicable fee per 12-month period per household from the date of initial issue of the first permit

Campfire Permit	\$10.00 per 12-month period	4414C1	F0005
Brush Permit	\$25.00 per 12-month period	4414C2	F0006
Special Permit	\$50.00 per 12-month period	4414D1	F0007

Risk and Safety Management Plan Approval (RSMP) – Part D

Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review)	Less than or equal to 5,000 USWG, \$500.00 process fee	4414A4	F0008
	Greater than 5,000 USWG, \$1,000.00 initial deposit fee	4414A44	F0009
Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00 annual review fee	4414A45	F0010
Propane Exchange Letter	\$150.00	4414A46	F0011

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Review of Fire Safety Plan/Drills – Part E

Review of Fire Safety Plan	\$100.00	4414A6	F0012
Vulnerable Occupancy Drill	\$100.00	4414E3	F0013
Vulnerable Occupancy Drill Review	\$100.00	4414E3B	F0014

File Review – Part F

Review and Status Update of Existing Inspection, Approval, Clearance, Review File	\$150.00	4414A5	F0015
Fire Reports/Motor Vehicle Accidents (money to be received upfront)	\$175.00	4414A3	F0016

Emergency Response – Part G

First Hour	\$543.03 per Fire Apparatus or MTO rates as amended	4414E	F0017
Every half hour thereafter	\$271.52 per Fire Apparatus or MTO rates as amended	4414E	F0017
ARIS/MTO Plate Abstract Retrieval Fee / Police Report	\$50.00	4414E2	F0018
Fire Response Fees	Current MTO rates, plus personnel costs, plus any additional costs to the Township of Cavan Monaghan	n/a	n/a

False Alarms – Part H

1st Alarm	Exempt	n/a	n/a
2nd Alarm	Subject to \$500.00	4414G	F0020
3rd Alarm	Part "G" Rates	4441G	F0020
4 th Alarm	Part "G" Rates x 2	4441G	F0020

Goods/Materials – Part I

Smoke Alarm/CO Detector	\$120.00 Each	4414A7	F0021
Lock Boxes (uninstalled)	\$292.00 per lock box	4414A8	F0022

Extraordinary Expenses – Part J

Administration charge:	15% on any extraordinary expense equal to or under \$5,000.00	4414F	F0023
	10% on any extraordinary expense over \$5,000.00.		F0024

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Licensing

Lottery (Provincial) Licensing

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1	L0001
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4	L0002
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5	L0003
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3	L0004
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2	L0005

Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)

Animal Control Licensing - Dog Licensing,

For each spayed female or neutered male	\$15.00 per dog	4230D1	AC001
For each female or male, untreated	\$20.00 per dog	4230D2	AC002

Newly Acquired Dogs/ Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D5	AC005
For each female or male, untreated	\$20.00 per dog	4230D6	AC006

Replacement Tag

Replacement Tag	\$5.00 per tag	4230E1	AC007
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Impound Fees

For each Dog without Dog Tag - during business hours	\$150.00 per dog	4230F1	AC008
For each Dog without Dog Tag - outside of business hours	\$200.00 per dog	4230FA	AC009
For each Dog with a Dog Tag (animal control licence)	\$75.00 per dog	4230F2	AC010

Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 st offence in any 12-month period	\$30.00 per dog	4230B1	AC011
2 nd offence in any 12-month period	\$60.00 per dog	4230B2	AC012
3 rd and subsequent offence in any 12-month period	\$120.00 per dog	4230B3	AC013

Kennel Licence Fee

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9	AC014
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB	AC015
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC	AC016
Order to Restrain Appeal Hearing Fee	\$100.00 per appeal	n/a	AC020

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Planning Department Services

Planning Fees

Pre-consultation – *Minor Applications <u>include consents, minor variances, zoning by-law amendments as part of an approved plan of subdivision, plan of condominium, consent or official plan amendment</u>	\$0	n/a	n/a	Formatted Table
Pre-consultation – *Major Applications <u>include any application not defined as a minor application</u>	\$500.00	n/a	P0038	
Pre-application – Official Plan Amendment – Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change				Formatted: Font color: Red, Strikethrough
Pre-application – Official Plan Amendment – Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$2,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0039	
Pre-application – Official Plan Amendment – Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change				Formatted: Font color: Red, Strikethrough
Pre-application – Official Plan Amendment – Major Amendment for more than four (4) residential units and/or and ICI (industrial, commercial, institutional)	\$4,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0040	Formatted: Font color: Red, Strikethrough
Pre-application – Zoning By-law Amendment	\$1,200.00 (applied to total fee if proceeds to Formal Application)	n/a	P0041	Formatted: Font color: Red, Strikethrough
Pre-application – Plans of Subdivision	\$4,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0042	Formatted: Font color: Red, Strikethrough
Pre-application Site Plan Approval – Minor	Full cost recovery with a \$3,000.00 deposit	n/a	P0043	Formatted: Font color: Red, Strikethrough
Pre-application Site Plan Approval – Major	Full cost recovery with a \$5,000.00 deposit	n/a	P0044	Formatted: Font color: Red, Strikethrough
Application for Official Plan Amendment Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$500.00 (in addition to \$2,500.00 fee noted above) Total Fee of \$3,000.00 <u>\$3,500.00</u>	4950A1	P0005	Formatted: Font color: Red, Strikethrough
Application for Official Plan Amendment Major Amendment for more than four (4) residential units and/or any ICI (industrial, commercial, institutional)	\$500.00 (in addition to \$4,500.00 fee noted above) Total fee of \$5,000.00 <u>\$5,500.00</u>	4950A2	P0006	Formatted: Not Strikethrough, Highlight
Formal Application – Plans of Subdivision	\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00	n/a	P0045	Formatted: Not Strikethrough, Highlight
Formal Application – Plans of Subdivision	\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00	n/a	P0045	Formatted: Not Strikethrough, Highlight
Formal Application – Plans of Subdivision	\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00	n/a	P0045	Formatted: Font color: Red, Strikethrough
Formal Application – Plans of Subdivision	\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00	n/a	P0045	Formatted: Font color: Red, Strikethrough
Application for Zoning By-Law Amendment Residential/Commercial/Industrial/Institutional	\$500.00 (in addition to \$1,200.00 fee noted above) Total fee	4940Z1	P0007	Formatted: Font color: Red, Strikethrough

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	\$1,700.00 \$2,200.00			Formatted ... [1]
				Formatted ... [2]
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Application for Deeming By-law	\$500.00 \$700.00	4920A6	P0008	Formatted ... [4]
Application to Remove Holding Symbol	\$500.00 \$700.00	4920B3	P0009	Formatted ... [5]
Application for Minor Variance	\$1,200.00 \$1,500.00	4930A3	P0010	Formatted ... [6]
Application for Site Plan Amendment	Full Cost Recovery with a \$1,000.00 deposit \$1,500.00	4980X1	P0011	Formatted ... [7]
Application for Site Plan Approval -Minor				Formatted ... [9]
Minor Applications include minor variances, zoning by-law amendments as part of an approved plan of subdivision or consent application	Full Cost Recovery with a \$3,000.00 deposit	4980Z1	P0012	Formatted ... [10]
				Formatted ... [11]
				Formatted ... [12]
Formal Application for Site Plan Approval – Major	Full Cost Recovery with a \$5,000.00 deposit at	n/a	P0046	Formatted ... [13]
Major Applications include any item not defined as a Minor Application	Pre-application (noted above)			Formatted ... [14]
				Formatted ... [15]
Application for Allocation Request (unit count 1-5 ERU)	\$200.00	n/a	P0047	Formatted ... [16]
				Formatted ... [17]
Application for Allocation Request (unit count greater than 5 ERU)	\$500.00	n/a	P0048	Formatted ... [18]
				Formatted ... [19]
Other agency fees and charges may also be applicable to the above planning fees (example; Conservation Authority Fees and/or other agency fees).		4920R	P0013	Formatted ... [20]
				Formatted ... [21]
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				Formatted ... [23]
Application for Extension of Temporary Use	\$250.00 \$500.00	4940Z2	P0014	Formatted ... [24]
Temporary Use Agreement	\$250.00 \$500.00	4940Z2	P0015	Formatted ... [25]
Garden Suite Agreement	\$250.00 \$500.00	4940Z2	P0016	Formatted ... [26]
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2	P0017	Formatted ... [27]
Application for Telecommunication Tower Consultation and Review	\$2,500.00	n/a	P0049	Formatted ... [28]
Severance Application Review/Application for Consent	\$400.00 \$500.00	4920B1	P0018	Formatted ... [29]
Plan of Subdivision (up to 50 lots/units)	Full Cost Recovery with a \$10,000.00 deposit	4970Z1	P0019	Formatted ... [30]
				Formatted ... [31]
Plan of Subdivision (51 or more lots/units) Application	Full Cost Recovery with a \$15,000.00 deposit	4970Z2	P0020	Formatted ... [32]
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Part Lot Control Exemption	\$500.00 750.00 + \$100.00 for each additional parcel	4970B1	P0021	Formatted ... [34]
				Formatted ... [35]
Deeming By-law Application	\$500.00	4920A6	P0008	Formatted ... [36]
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				Formatted ... [38]
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7	P0022	Formatted ... [39]
Sale of Official Plan (USB)	\$25.00 per USB	4990A6	P0023	Formatted ... [40]
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8	P0024	Formatted ... [41]
Sale of Zoning By-Law (USB)	\$25.00 per USB	4990A6	P0025	Formatted ... [42]
Sale of Township Map (24 X 36)	\$15.00 each	4990A9	P0026	Formatted ... [43]
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Cash-in-Lieu of Parkland dedication	\$1,200.00 \$1,400.00 each	9530Z1	P0027	Formatted: Font color: Red, Strikethrough
Merger Agreement (usually required as a condition of consent)	\$250.00 \$400.00	4920B6	P0028	Formatted: Not Strikethrough, Highlight
Mitigation Measures Agreement (usually required as a condition of consent)	\$250.00 \$400.00	4920B7	P0029	Formatted: Not Strikethrough, Highlight
Easement or Encroachment Agreement	\$250.00 \$400.00	4920C1	P0030	Formatted: Font color: Red, Strikethrough

Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13

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Site Alteration & Fill Control

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1	P0031
Fill greater than 500 cubic metres	\$750.00 plus \$1.90 per cubic metre	4960A1	P0032
Extension of permit for fill less than 500 cu metres	\$250.00	4960A1	P0033
Extension of permit for fill greater than 500 cu metres	\$375.00	4960A1	P0034
Security for default of agreement to carry out work or other breach of Fill Control By-law, permit conditions and obligations.	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2	P0036
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2	P0037

Timeline for Refunds on Planning Department Service fees, as applicable per provincial legislation

Refund	Zoning & OPA Combined	Zoning	Site Plan	Formatted: Font color: Red, Strikethrough
No-Refund	Decision is made within 120 days	Decision is made within 90 days	Plans are approved within 60 days	Formatted: Font color: Red, Strikethrough
50%	Decision made within 121 days and 179 days	Decision made within 91 days to 149 days	Plans are approved between 61 days and 89 days	Formatted: Font color: Red, Strikethrough
75%	Decision made within 180 and 239 days	Decision made 150 days and 209 days	Plans are approved 90 days and 119 days	Formatted: Font color: Red, Strikethrough

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100%	Decision made 240 days and later	Decision made 210 days and later	Plans are approved 120 days and beyond	Formatted: Font color: Red, Strikethrough
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Recreational Services

Event Liability and Not-for-Profit Community Group Insurance Program

Insurance Facility User Rates <i>Event liability and not for profit community group insurance are administered by Marsh Canada Ltd.</i>	Rates established as per the user rates and/or premiums quoted by the Insurance provider and are subject to change, as amended.
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Millbrook Arena Arena Non-Ice Recreational Surface

Non-Ice Surface Rental-Sports, Activities etc. per hour			
Weekday Rentals 4:00 p.m. to 12:00 a.m.	\$ 106.12 \$104.04 /hr	4731A9	R0007
Weekend Rentals 7:00 a.m. to 12:00 a.m.			

Cavan Monaghan Community Center

Prime Time Ice as Defined in the user groups "Ice Allocation Policy"

Prime Time Ice M-F 5:00 p.m. to 12:00 a.m. all day Saturday and Sunday	\$193.14 \$189.35 /hr	CC4731A2	R0009
Tournament Prime Time Package Includes: Ice, Community Hall and Kitchen for the duration of the tournament.	\$231.35 \$226.84 /hr	CC4731A4	R0010
Minor Sports Ice – (excluding tournament ice time)	\$148.57 \$145.66 /hr	CC4731A1	R0011
Non-Prime Time Ice	\$111.42 \$109.24 /hr	CC4731A3	R0012

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M-F 8:00 a.m. to 5:00 p.m.			
Arena Floor (Non-Ice Surface)	\$106.12 \$104.04 /hr	CC4731A9	R0013
Public and Recreation Skating. All skates are 1 hour in duration			
• Child (12 & under)	\$2.00/hr	CC4731A0	
• Adult & Youth	\$3.00/hr	CC4731A01	R0014
• Family Skate (maximum five people, with one adult)	\$10.00/hr	CC4731A02	R0015
• Parent and Tot Skate Fee is for adults only, toddlers 1-6 yrs are free.	\$3.00/hr	CC4731A07	R0016
• Adult Exercise	\$3.00/hr	CC4731A03	R0017
• Adult Skate	\$3.00/hr	CC4731A04	R0018
• Puck & Stick	\$3.00/hr	CC4731A05	R0019
• Pick Up Hockey	\$6.00/hr	CC4731A06	R0020
All rates quoted are per person			
All Public and Recreation (1 hour) Skating fees are quoted with HST included			
Sport and Community Hall Drop-In Fee			
All sports drop-in fees are per hour and include the following; CMCC Arena Floor, CMCC Community Hall and Millbrook Arena Turf.			
• Child/youth (12 & under)	\$2.00/hr	CC4731S0	R0069
• Adult	\$3.00/hr	CC4731S1	R0070
• Family Sport Drop-In	\$10.00/hr	CC4731S2	R0071
• Parent and Tot Sport Drop-In Fee is for adults only, toddlers 1-6 yrs are free.	\$3.00/hr	CC4731S3	R0072
All Sport Drop-In Fees are quoted with HST included			
Walking Track Fee			
Ages 18+ unless accompanied by an adult			
• Access Card Deposit Refundable deposit, upon return of key scan access card in good condition	\$20.00 deposit/card	CC4731W3	R0076
Instructional Class Fee			
All instructional class fees are per hour and include the following; General or Fitness programming.			
• Child/youth (12 & under)	\$10.00	CC4731I1	R0073
• Adult	\$15.00	CC4731I2	R0074
Walking Track Rental (exclusive for user group)	\$102.00/hr	CC4731FA1	R0022
Community Hall (2,526 ft ²) (3,064 ft ² with warming kitchen & storage)	71.40/hr	CC4731C1	R0023
	\$257.04/max 4hr rentals	CC4731C2	R0024
	\$456.96 day rate before 5:00 p.m.	CC4731C3	R0025
Note: Evening Rate: Additional hourly rate will be applied for rentals exceeding the maximum of 8 hours	\$485.52 evening rate after 5:00 p.m.	CC4731C4	R0026

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Kitchen (538 ft ²)	\$102.00 per event day	CC4731C5	R0027
Refundable Damage Deposit	\$204.00 with SOP *SOP – Special Occasions Permit	CC4731RD	R0028
Special Set-Up Charges	\$61.20/per hr/per staff	CC4731K1	R0029
Fitness Studio (1,290 ft ²)	\$35.70/hr	CC4731D1	R0030
	\$128.52/half day up to 4 hrs.	CC4731D2	R0031
	\$228.48/day rental before 5 p.m.	CC4731D3	R0032
	\$242.76, 8-hour rate day/evening rate after 5 p.m)	CC4731D4	R0033
Meeting Room (430 ft ²)	\$30.60/hr	CC4731E1	R0034
	\$110.16/half day up to 4 hrs.	CC4731E2	R0035
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731E3	R0036
	\$208.08, 8-hour day/evening rate after 5pm	CC3731E4	R0037
Overlook Room	\$30.60/hr	CC4731L1	R0038
	\$110.16/half day up to 4 hrs.	CC4731L2	R0039
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731L3	R0040
	\$208.08, 8-hour day/evening rate after 5 pm	CC3731L4	R0041
Advertising Arena rink boards (per year) Community Centre Display Monitors 6 Month Rate \$216.00 Note: customer will be required to provide their advertisement in Publisher Format.	\$600.00/yr. plus production costs	CC4731J1	R0042
	Monthly Rate \$40.00	CC4731J3	R0043
	6 Month Rate \$216.00	CC4731J4	R0044
	Annual Rate \$408.00	CC4731J5	R0045
Camp and Special Events			
Special Events	\$6.00/hr	CC4731EV1	R0062
PA Day Camp/ General Camp 1 Day	\$ 35.00 -\$30.00	CC4731CP1	R0063
General Camp 4 Day	\$140.00 -\$120.00	CC4731CP2	R0064
General Camp 5 Day	\$175.00 -\$150.00	CC4731CP3	R0065
Birthday Party Packages			
All party packages include the following;			

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1 birthday child, 14 friends age 12 and under plus 2 adults. For Public Skating Party Packages, Adults over the maximum of 2 will be required to pay the Adult Skate User Fee as outlined in the User Fees and Charges By-law.			
Public Skate Party, Community Hall Package September to March Sundays 1:00-3:00 p.m. *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Community Hall from 1:00-3:00 p.m.	\$102.20	CC4731BR1	R0066
Public Skate Party, Overlook Package *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Overlook Room from 1:00-3:00 p.m. September to March Sunday 1:00-3:00 p.m.	\$60.00	CC4731BR2	R0067
Craft Party, Community Hall Package September to March, Sundays 10:00-12:00 pm April to end of June, Tuesday and Friday 5:30-7:30 p.m. *Party package includes the first hour for instructional craft time with a staff member plus one additional hour in the Community Hall.	\$219.40	CC4731BR3	R0068

**Maple Leaf Park
Maple Leaf Park Permitted Use**

Gathering 25+ people Flat Rate	\$102.00	4711F1	R0046
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Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms
- Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1st of the current year.
- Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1st of the current year.

Ball Diamonds (Hourly Rate) per diamond			
Adult Rate	\$32.90 \$32.25 /hr	4711D5	R0047
Youth Rate	\$22.29 \$21.85 /hr	4711D5Y	R0048
Outdoor Field Tournaments (Ball Diamonds) per day (per pitch/field)			
Adult Rate	\$122.04 \$149.65 /day	4711D1	R0049
Youth Rate	\$68.98 \$67.63 /day	4711D1Y	R0050
Ball Diamonds - Minor Sports League Rate per diamond Seasonal Rate includes one end of year tournament – 10 hrs. maximum per week.	\$1000.19 \$980.58 /season per league	4711E1	R0051
Ball Diamonds Adult Sports Team Rate per diamond Seasonal Rate includes one end of year tournament – 1 night per week, 4 hrs max/team.	\$929.09 \$940.87 /season per team	4711D7	R0052
Ball Diamonds Adult Sports League Rate per diamond Seasonal Rate includes one end of year tournament – 5 hrs max per week.	\$1858.17 \$1821.74 /season per league	4711E2	R0053

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Use of Lights at any Sports Field	\$22.29 \$21.85 /hr	4711E9	R0054
Soccer Fields Minor Sports League Rate per pitch Seasonal rate includes one end of year – 12 hrs. max per week.	\$1000.19 \$980.58 /season per league	4711E4	R0055
Soccer Fields Adult Sports Team Rate per pitch Seasonal rate includes one end of year tournament – 3 hrs. max per week.	\$929.09 \$910.87 /season per team	4711D9	R0056
Soccer Fields Adult Sports League Rate per pitch Seasonal rate includes one end of year tournament – 5 hrs. max per week,	\$1,858.17 \$1821.74 /season per league	4711E3	R0057
Soccer Fields (Hourly Rate) per Pitch Adult Rate Youth Rate	\$32.90 \$32.25 /hr \$22.29 \$21.85 /hr	4711D0 4711D0Y	R0058 R0059
Outdoor Field Tournaments (Soccer Fields) per day (per pitch/field) Adult Rate Youth Rate	\$122.04 \$119.65 /day \$68.98 \$ 67.63 /day	4711D1 4711D1Y	R0060 R0061

Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1st of the current year.

Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1st of the current year.

Municipal Owned Property Use Fee

For the use of township owned property, including parks, parking lots and green spaces not identified in the User Fees and Charges By-Law. Additional space requirements listed in the User Fees and Charges By-Law Additional

Municipal Owned Property Use	\$500.00/day \$100.00/hour	4711D10	
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Public Works

Transfer Station / Waste Management

Kitchen Waste Container (Kitchen Catcher) Fee for lost, stolen or second bin requests.	\$10.00 each	4870A1	PW001
Green Bin Recycling Container Fee for lost, stolen or second bin requests.	\$25.00 each	4870A2	PW002
Sale of Blue-Box	\$6.00 each	4870A3	PW003
Garbage Bag User Fee	\$3.00 each	4870C1	PW004

Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4	PW005
Disposal of Excess Waste (minimum charge)	\$10.00 min	4870A6	PW006
Excess Waste (maximum 1/2-ton truck load)	\$100.00 per truck load	4870A5	PW007
Drywall	\$100.00 per truck load	4870A8	PW008
And/or to be determined by the Transfer Station Supervisor and/or designate			

Tire Disposal

Car tire without rims	Tires Regulation (O.Reg. 225/18) and other Acts(s) and Regulation(s)
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

Other Disposal

Small Furniture	\$10.00	4870A9	PW009
Large Furniture	\$20.00	4870B1	PW010
Special Items (i.e., Boats)	\$100.00	4870B2	PW011

Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	\$200.00 \$250.00	4610B1	PW012
Performance Deposit Fee for work to standard	\$300.00 \$500.00 deposit refundable	4610Z1	PW013
For work not to standard	Full cost recovery with \$300.00 \$500.00 deposit applied to costs	4610B3	PW014

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Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

Entrance Permits/Installation of Culverts – Commercial/Industrial

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	\$250.00 \$500.00	4610B	PW015
Performance Deposit Fee for work to standard	\$750.00 \$1,000.00 deposit refundable	4610Z2	PW016
For work not to standard	Full cost recovery with \$750.00 \$1,000.00 deposit applied to costs	n/a	n/a

Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

911 Civic Address Blades

Purchase of a 911 Blade/Sign	\$55.00 \$100.00	4610C1	PW017
Replacement of a 911 Blade/Sign	\$25.00 \$75.00	4610C2	PW018

Works in a Municipal Right-of-way

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3	PW019
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General Public Works

Road Occupancy Request	\$200.00 per request	4600A1	PW020
Road Occupancy Security Deposit (fee may be increased at the discretion of the Director of Public Works)	\$1,000.00 min.	4600AD	PW021

New Development

Associated fees to be collected as per the development agreement or peer review agreement for each development site	
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Township of Cavan Monaghan User Fees and Charges By-law No. 2024-68 effective January 1, 2025

Administrative Services	Pg. 2 - 4
Building Department Services	Pg. 5 - 6
Fire Department Services	Pg. 7 – 8
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Planning Department Services	Pg. 10 – 11
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Public Works	Pg.17 – 18

A registered charity organization may request the waiving of a user fee or charge, as outlined in the current User Fees and Charges By-law, providing the funds from the public activity/event/function will be transferred to the municipality for the benefit of all rate payers. A written request must be submitted to the CAO for approval in advance of the activity/event/function date with a valid registration number, the details of the anticipated funds and purpose of the funds being transferred to the municipality

Administrative Services

Tax & Utility Certificate (with 48 hour notice)	\$70.00 per roll no.	TCU	TAXCT UTLCT
Tax & Utility Certificate with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	TCRUSH	RUSHF

**Verbal Confirmation of Tax & Utility Certificates are provided up to 30 Calendar Days After Issuance
-No Charge-**

Zoning Request	\$55.00 per roll no.	4910A6	P0001
Work Orders	\$40.00 per roll no.	4910A7	P0002
Zoning Request & Work Orders (Combined)	\$85.00 per roll no.	4910AC	P0003
Zoning Request, Work Orders and/or combined with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	ZWRUSH	RUSHP
Agreement Compliance Letters	\$100.00 per roll no.	4910A8	P0004
Cancellation Request and Refund Fee	\$10.00 per roll/account no.	CANCEL	CANCL

F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To enact a F.O.I. request	\$5.00 per request	4220B	FOI01
Photocopies, computer printouts, faxing	\$0.20 per page	4220C	FOI02
USB Drive/Data Stick	\$10.00 per USB	4220BB	FOI03
Long Distance Fax Service	\$1.20 per page	4220B7	FOI04
Local Fax Service	\$0.20 per page	4250A8	FOI05
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4	FOI06
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4	FOI06
Developing a computer program or other method of producing a record from a machine-readable record	\$15.00 each fifteen minutes	4250B5	FOI07
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	n/a	n/a

Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56

Other Charges

Postage	Current postage rate	POSTAG	POSTG
Photo Copy - Letter Size	\$0.50 per page	4250A2	A0001
Photo Copy - Legal Size	\$1.00 per page	4250A3	A0002

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Long Distance Fax Service	\$1.50 per page	4250A7	A0003
Local Fax Service	\$0.50 per page	4250A8	A0004
USB Drive/Data Stick	\$10.00 per USB	4250AB	A0005

Miscellaneous Charges

Non-Cash Charge	3% of payment	CREDIT	A0000
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1	FN003
Commissioner of Oath Services (Township Resident)	\$15.00	4220A2	C0001
Commissioner of Oath Services (Non-Township Resident)	\$20.00	4220A4	C0002
Marriage Licence	\$135.00	4223A1	C0003
Civil Ceremony (Regular Hours)	\$300.00	4223A2	C0004
Civil Ceremony (Non-Regular Hours)	\$400.00	4223A3	C0005
Ceremony Rehearsal (Regular Hours)	\$50.00	4223A4	C0006
Ceremony Rehearsal (Non-Regular Hours)	\$65.00	4223A6	C0007
Ceremony Mileage	Rate established by County of Peterborough	4223A5	C0008
Burial Permits	\$25.00	4220BU	C0009
Duplicate Accounts Receivable Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	FN006
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D	C0010
Closed Meeting Investigator/per submission	\$125.00	4220D1	C0011
Registered Mail Fee	Cost recovery + 10% Admin Fee (\$30.00 minimum)	R-MAIL	RMAIL
Tender Package on behalf of approved consultant	Cost recovery + 10% Admin Fee (\$10.00 minimum)	TENDER	TNDER
Paymentus™ Convenience Fee (%) Property Taxes / Utilities / Rentals / Fire / Marriage Certificates / Finance & Admin, etc.	3 rd Party On-Line percentage fee (per contract)	n/a	n/a
Paymentus™ Convenience Fee (Flat) Other	3 rd Party On-Line flat fee (per contract)	n/a	n/a

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Tax and Finance Charges

Property Tax verbal information request – Property owner verbal request of current information free of charge. Printed receipt/statement fees are applicable.	\$0.00	n/a	n/a
Property Tax search of historical records for previous years (manually searching & compiling information/records).	\$15.00 each 15 mins (\$30.00 minimum)	4250A5	FN001
Early PAP Cancellation fee (< 21 Calendar Days before Due Date)	\$20.00	4250B2	FN002
Penalty/Interest (Property Taxes) Late payment charges for non-payment of taxes or any instalment by the due date, as per the Property Tax Collection Policy.	1.25% rate established by the Municipal Act, 2001 Section 345, as amended.	PENTAX	PEN
Penalty/Interest (Accounts Receivable) Late payment charges for non-payment of Accounts Receivable (General and/or Utility) by the due date, as per the Accounts Receivable Collection Policy and/or the Water and Sewer Collection Policy.	Matching % rate per month as established for penalty/interest on property taxes.	PENXXX (by Dept)	PEN
Final Notice Letter (Bailiff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3	FN004
Final Collection Notice – AR Collection Fee	15% collection fee (\$30.00 minimum)	4250CB	FN005
Returned Payment Fee and/or Non-Sufficient Funds	\$48.00	NSF	NSF
Duplicate Water Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	UT001
Duplicate Tax Bill or Tax Statements (Email or Paper Record)	\$5.00 per page	4250E6	FN006
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6	FN007
Re-Issue/Refund Cheque	\$5.00 per request	4250B6	FN008
Ownership Change Fee	\$30.00 per roll	4250A1	FN009
New Account Set-up Fee	\$60.00 per roll	4250A0	FN010
Tax Sale Administration Fee	Charges as incurred	TAXSAL	TXSAL
Municipal Tax Sale Tender Package	\$10.00/package	TAXPKG	TXPKG
Mortgage Account Adjustment	\$30.00 per roll	4250B9	FN011
Mortgage Additions	\$10.00 per roll	4250B7	FN012
Mortgage Payment Fee	\$5.00 per account	4250B8	FN013
Retrieval of Post-Dated Cheques	\$20.00	4250A9	FN014
Administrative Invoice Fee for additions to Property Tax Roll	10% Admin fee (\$30.00 minimum)	4250A4	FN015

Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25

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Building Department Services

General

New Residential, Commercial, Industrial – includes additions (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft. min. \$200.00		
Alterations, renovations and relocations (Res. Ag, IC)	\$15.00/\$1,000.00 value of work, min. \$200.00		
Accessory & Agriculture buildings and attached garages	\$0.55 per square ft, min. \$200.00		

Designated Structures and Miscellaneous Charges – Part C

Decks or Balconies	\$0.75 per square foot, Min.\$150	4910E1	B0013
Solid Fuel Appliances and Chimneys	\$150.00	4910F1	B0014
Pool Permit	\$150.00	4910B1	B0015
Temporary Tent or Construction Trailer	\$100.00	n/a	B0027
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$15.00/\$1,000.00 project value. Min. \$200.00	4910B2	B0016
Designated structures as defined by the OBC	\$15.00/\$1,000.00 project value. Min. \$250.00	4910B3	B0017
Demolition Permit	\$250.00	4910G1	B0018
Permit Renewal	\$100.00	4910H1	B0019
Failure to obtain required permits	2x's the regular permit fee	n/a	B0010
Chief Building Official determined minor	\$75.00	n/a	B0022
Multiple Inspections (at discretion of attending inspector)	\$50.00 first offence, \$150 subsequent		B0028
Sign Permit - when several sign permit applications are made concurrently on a property that is being redeveloped, only one sign permit fee will be collected	\$75.00	4910K1	B0023
Sign Variance Application Fee	\$250.00	4910K2	B0024
Fine - Erection of a sign without a permit (section 3.3)	\$500.00	4910K3	B0025
Fine - Sign not in compliance with by-law (section 3.2)	\$500.00	4910K4	B0026

Sewage System Building Permits

Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$1,000	n/a	B0027
Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than or equal to 10,000 litres per day	\$1,450.00	n/a	B0028
Permit for Class 4 Sewage System Tank Replacement Only	\$400.00	n/a	B0029
Permit for Class 5 Sewage System (Holding Tank)	\$1,000.00	n/a	B0030

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Permit for Class 3 Sewage System (Cesspool) or Permit for Class 2 Sewage System (Greywater System)	\$500.00	n/a	B0031
Sewage System Permit for Trench Bed repair or extension of 16 metres or less; Filter Bed repair, replacement or extension of 6 square metres or less	\$500.00	n/a	B0032
Change of Use - Existing System Review	\$400.00	n/a	B0033
Mandatory Maintenance Inspections - Inspections of sewage systems (Source Water Protection Areas)	\$325.00	n/a	B0034
Discretionary Maintenance Inspections - Basic	\$200.00	n/a	B0035
Discretionary Maintenance Inspections – Advanced	\$325.00	n/a	B0036

Non-refundable Administration Fee of \$100.00 applies to all permits.

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Fire Department Services

Fire Prevention Inspection of Building and Property - Part A

All Commercial, Industrial or Federal	\$125.00 per inspection	4414A1	F0001
Residential Occupancies, including Government Funded Daycare facilities, group homes, child care provider homes, Bed and Breakfast, Schools	\$125.00 per inspection	4414A2	F0002

Clearance Letter – Part B

Special Occasion Permit/Letters	\$125.00	4411D	F0003
Fireworks Approval Requiring Authority Having Jurisdiction Approvals	\$100.00	4411D2	F0004

Fire Burning Permits - Part C

All fires within the Township require a Fire Permit

Applicable fee per 12-month period per household from the date of initial issue of the first permit

Campfire Permit	\$10.00 per 12-month period	4414C1	F0005
Brush Permit	\$25.00 per 12-month period	4414C2	F0006
Special Permit	\$50.00 per 12-month period	4414D1	F0007

Risk and Safety Management Plan Approval (RSMP) – Part D

Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review)	Less than or equal to 5,000 USWG, \$500.00 process fee	4414A4	F0008
	Greater than 5,000 USWG, \$1,000.00 initial deposit fee	4414A44	F0009
Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00 annual review fee	4414A45	F0010
Propane Exchange Letter	\$150.00	4414A46	F0011

Review of Fire Safety Plan/Drills – Part E

Review of Fire Safety Plan	\$100.00	4414A6	F0012
Vulnerable Occupancy Drill	\$100.00	4414E3	F0013
Vulnerable Occupancy Drill Review	\$100.00	4414E3B	F0014

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File Review – Part F

Review and Status Update of Existing Inspection, Approval, Clearance, Review File	\$150.00	4414A5	F0015
Fire Reports/Motor Vehicle Accidents (money to be received upfront)	\$175.00	4414A3	F0016

Emergency Response – Part G

First Hour	\$543.03 per Fire Apparatus or MTO rates as amended	4414E	F0017
Every half hour thereafter	\$271.52 per Fire Apparatus or MTO rates as amended	4414E	F0017
ARIS/MTO Plate Abstract Retrieval Fee / Police Report	\$50.00	4414E2	F0018
Fire Response Fees	Current MTO rates, plus personnel costs, plus any additional costs to the Township of Cavan Monaghan	n/a	n/a

False Alarms – Part H

1st Alarm	Exempt	n/a	n/a
2nd Alarm	Subject to \$500.00	4414G	F0020
3rd Alarm	Part "G" Rates	4441G	F0020
4 th Alarm	Part "G" Rates x 2	4441G	F0020

Goods/Materials – Part I

Smoke Alarm/CO Detector	\$120.00 Each	4414A7	F0021
Lock Boxes (uninstalled)	\$292.00 per lock box	4414A8	F0022

Extraordinary Expenses – Part J

Administration charge:	15% on any extraordinary expense equal to or under \$5,000.00	4414F	F0023
	10% on any extraordinary expense over \$5,000.00.		F0024

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Licensing

Lottery (Provincial) Licensing

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1	L0001
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4	L0002
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5	L0003
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3	L0004
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2	L0005

Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)

Animal Control Licensing - Dog Licensing,

For each spayed female or neutered male	\$15.00 per dog	4230D1	AC001
For each female or male, untreated	\$20.00 per dog	4230D2	AC002

Newly Acquired Dogs/ Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D5	AC005
For each female or male, untreated	\$20.00 per dog	4230D6	AC006

Replacement Tag

Replacement Tag	\$5.00 per tag	4230E1	AC007
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Impound Fees

For each Dog without Dog Tag - during business hours	\$150.00 per dog	4230F1	AC008
For each Dog without Dog Tag - outside of business hours	\$200.00 per dog	4230FA	AC009
For each Dog with a Dog Tag (animal control Licence)	\$75.00 per dog	4230F2	AC010

Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 st offence in any 12-month period	\$30.00 per dog	4230B1	AC011
2 nd offence in any 12-month period	\$60.00 per dog	4230B2	AC012
3 rd and subsequent offence in any 12-month period	\$120.00 per dog	4230B3	AC013

Kennel Licence Fee

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9	AC014
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB	AC015
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC	AC016
Order to Restrain Appeal Hearing Fee	\$100.00 per appeal	n/a	AC020

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Planning Department Services

Planning Fees

Pre-consultation – *Minor Applications include consents, minor variances, zoning by-law amendments as part of an approved plan of subdivision, plan of condominium, consent or official plan amendment	\$0	n/a	n/a
Pre-consultation – *Major Applications include any application not defined as a minor application	\$500.00	n/a	P0038
Application for Official Plan Amendment Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$3,500.00	4950A1	P0005
Application for Official Plan Amendment Major Amendment for more than four (4) residential units and/or any ICI (industrial, commercial, institutional)	\$5,500.00	4950A2	P0006
Application for Zoning By-Law Amendment	\$2,200.00	4940Z1	P0007
Application for Deeming By-law	\$700.00	4920A6	P0008
Application to Remove Holding Symbol	\$700.00	4920B3	P0009
Application for Minor Variance	\$1,500.00	4930A3	P0010
Application for Site Plan Amendment	\$1,500.00	4980X1	P0011
Application for Site Plan Approval -Minor	\$3,000.00	4980Z1	P0012
Formal Application for Site Plan Approval – Major	\$5,000.00	n/a	P0046
Other agency fees and charges may also be applicable to the above planning fees (example; Conservation Authority Fees and/or other agency fees).		4920R	P0013

Application for Extension of Temporary Use	\$500.00	4940Z2	P0014
Temporary Use Agreement	\$500.00	4940Z2	P0015
Garden Suite Agreement	\$500.00	4940Z2	P0016
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2	P0017
Application for Telecommunication Tower Consultation and Review	\$2,500.00	n/a	P0049
Severance Application Review/Application for Consent	\$500.00	4920B1	P0018
Plan of Subdivision Application	Full Cost Recovery with a \$15,000.00 deposit	4970Z2	P0020
Part Lot Control Exemption	\$750.00 + \$100.00 for each additional parcel	4970B1	P0021
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7	P0022
Sale of Official Plan (USB)	\$25.00 per USB	4990A6	P0023
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8	P0024
Sale of Zoning By-Law (USB)	\$25.00 per USB	4990A6	P0025
Sale of Township Map (24 X 36)	\$15.00 each	4990A9	P0026

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Cash-in-Lieu of Parkland dedication	\$1,400.00 each	9530Z1	P0027
Merger Agreement (usually required as a condition of consent)	\$400.00	4920B6	P0028
Mitigation Measures Agreement (usually required as a condition of consent)	\$400.00	4920B7	P0029
Easement or Encroachment Agreement	\$400.00	4920C1	P0030

Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13

Site Alteration & Fill Control

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1	P0031
Fill greater than 500 cubic metres	\$750.00 plus \$1.90 per cubic metre	4960A1	P0032
Extension of permit for fill less than 500 cu metres	\$250.00	4960A1	P0033
Extension of permit for fill greater than 500 cu metres	\$375.00	4960A1	P0034
Security for default of agreement to carry out work or other breach of Fill Control By-law, permit conditions and obligations.	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2	P0036
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2	P0037

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Recreational Services

Event Liability and Not-for-Profit Community Group Insurance Program

Insurance Facility User Rates <i>Event liability and not for profit community group insurance are administered by Marsh Canada Ltd.</i>	Rates established as per the user rates and/or premiums quoted by the Insurance provider and are subject to change, as amended.
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Millbrook Arena Arena Non-Ice Recreational Surface

Non-Ice Surface Rental-Sports, Activities etc. per hour Weekday Rentals 4:00 p.m. to 12:00 a.m. Weekend Rentals 7:00 a.m. to 12:00 a.m.	\$ 106.12-/hr	4731A9	R0007
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Cavan Monaghan Community Center

Prime Time Ice as Defined in the user groups "Ice Allocation Policy"

Prime Time Ice M-F 5:00 p.m. to 12:00 a.m. all day Saturday and Sunday	\$193.14/hr	CC4731A2	R0009
Tournament Prime Time Package Includes: Ice, Community Hall and Kitchen for the duration of the tournament.	\$231.35/hr	CC4731A4	R0010
Minor Sports Ice – (excluding tournament ice time)	\$148.57/hr	CC4731A1	R0011
Non-Prime Time Ice M-F 8:00 a.m. to 5:00 p.m.	\$111.42/hr	CC4731A3	R0012
Arena Floor (Non-Ice Surface)	\$106.12/hr	CC4731A9	R0013
Public and Recreation Skating. All skates are 1 hour in duration <ul style="list-style-type: none"> • Child (12 & under) \$2.00/hr • Adult & Youth \$3.00/hr • Family Skate (maximum five people, with one adult) \$10.00/hr • Parent and Tot Skate Fee is for adults only, toddlers 1-6 yrs are free. \$3.00/hr • Adult Exercise \$3.00/hr 		CC4731A0 CC4731A01 CC4731A02 CC4731A07 CC4731A03 CC4731A04	R0014 R0015 R0016 R0017 R0018 R0019

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<ul style="list-style-type: none"> • Adult Skate • Puck & Stick • Pick Up Hockey <p>All rates quoted are per person</p>	<p>\$3.00/hr</p> <p>\$6.00/hr</p>	<p>CC4731A05</p> <p>CC4731A06</p>	<p>R0020</p> <p>R0021</p>
All Public and Recreation (1 hour) Skating fees are quoted with HST included			
Sport and Community Hall Drop-In Fee			
All sports drop-in fees are per hour and include the following; CMCC Arena Floor, CMCC Community Hall and Millbrook Arena Turf.			
<ul style="list-style-type: none"> • Child/youth (12 & under) • Adult • Family • Parent and Tot <p>Fee is for adults only, toddlers 1-6 yrs are free.</p>	<p>\$2.00/hr</p> <p>\$3.00/hr</p> <p>\$10.00/hr</p> <p>\$3.00/hr</p>	<p>CC4731S0</p> <p>CC4731S1</p> <p>CC4731S2</p> <p>CC4731S3</p>	<p>R0069</p> <p>R0070</p> <p>R0071</p> <p>R0072</p>
All Sport Drop-In Fees are quoted with HST included			
Walking Track Fee			
Ages 18+ unless accompanied by an adult			
<ul style="list-style-type: none"> • Access Card Deposit <p>Refundable deposit, upon return of key scan access card in good condition</p>	<p>\$20.00 deposit/card</p>	<p>CC4731W3</p>	<p>R0076</p>
Instructional Class Fee			
All instructional class fees are per hour and include the following; General or Fitness programming.			
<ul style="list-style-type: none"> • Child/youth (12 & under) • Adult 	<p>\$10.00</p> <p>\$15.00</p>	<p>CC4731I1</p> <p>CC4731I2</p>	<p>R0073</p> <p>R0074</p>
Walking Track Rental (exclusive for user group)	\$102.00/hr	CC4731FA1	R0022
Community Hall (2,526 ft ²) (3,064 ft ² with warming kitchen & storage) Note: Evening Rate: An additional hourly rate will be applied for rentals exceeding the maximum of 8 hours	71.40/hr	CC4731C1	R0023
	\$257.04/max 4hr rentals	CC4731C2	R0024
	\$456.96 day rate before 5:00 p.m.	CC4731C3	R0025
	\$485.52 evening rate after 5:00 p.m.	CC4731C4	R0026
Kitchen (538 ft²)	\$102.00 per day	CC4731C5	R0027
Refundable Damage Deposit	\$204.00 with SOP *SOP – Special Occasions Permit	CC4731RD	R0028
Special Set-Up Charges	\$61.20/per hr/per staff	CC4731K1	R0029
Fitness Studio (1,290 ft ²)	\$35.70/hr	CC4731D1	R0030
	\$128.52/half day up to 4 hrs.	CC4731D2	R0031
	\$228.48/day rental before 5 p.m.	CC4731D3	R0032

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	\$242.76, 8-hour rate day/evening rate after 5 p.m)	CC4731D4	R0033
Meeting Room (430 ft ²)	\$30.60/hr	CC4731E1	R0034
	\$110.16/half day up to 4 hrs.	CC4731E2	R0035
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731E3	R0036
	\$208.08, 8-hour day/evening rate after 5pm	CC3731E4	R0037
Overlook Room	\$30.60/hr	CC4731L1	R0038
	\$110.16/half day up to 4 hrs.	CC4731L2	R0039
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731L3	R0040
	\$208.08, 8-hour day/evening rate after 5 pm	CC3731L4	R0041
Advertising Arena rink boards (per year) Community Centre Display Monitors 6 Month Rate \$216.00 Note: customer will be required to provide their advertisement in Publisher Format.	\$600.00/yr. plus production costs	CC4731J1	R0042
	Monthly Rate \$40.00	CC4731J3	R0043
	6 Month Rate \$216.00	CC4731J4	R0044
	Annual Rate \$408.00	CC4731J5	R0045
Camp and Special Events			
Special Events	\$6.00/hr	CC4731EV1	R0062
PA Day Camp/General Camp 1 Day	\$ 35.00	CC4731CP1	R0063
General Camp 4 Day	\$140.00	CC4731CP2	R0064
General Camp 5 Day	\$175.00	CC4731CP3	R0065
Birthday Party Packages			
<p>All party packages include the following; 1 birthday child, 14 friends age 12 and under plus 2 adults. For Public Skating Party Packages, Adults over the maximum of 2 will be required to pay the Adult Skate User Fee as outlined in the User Fees and Charges By-law.</p>			
Public Skate Party, Community Hall Package September to March Sundays 1:00-3:00 p.m. *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Community Hall from 1:00-3:00 p.m.	\$102.20	CC4731BR1	R0066
Public Skate Party, Overlook Package *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Overlook Room from 1:00-3:00 p.m. September to March Sunday 1:00-3:00 p.m.	\$60.00	CC4731BR2	R0067

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Craft Party, Community Hall Package September to March, Sundays 10:00-12:00 pm April to end of June, Tuesday and Friday 5:30-7:30 p.m.	\$219.40	CC4731BR3	R0068
*Party package includes the first hour for instructional craft time with a staff member plus one additional hour in the Community Hall.			

**Maple Leaf Park
Maple Leaf Park Permitted Use**

Gathering 25+ people Flat Rate	\$102.00	4711F1	R0046
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Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms
- Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1st of the current year.
- Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1st of the current year.

Ball Diamonds (Hourly Rate) per diamond Adult Rate Youth Rate	\$32.90/hr \$22.29/hr	4711D5 4711D5Y	R0047 R0048
Outdoor Field Tournaments (Ball Diamonds) per day (per pitch/field) Adult Rate Youth Rate	\$122.04/day \$68.98/day	4711D1 4711D1Y	R0049 R0050
Ball Diamonds - Minor Sports League Rate per diamond Seasonal Rate includes one end of year tournament – 10 hrs. maximum per week.	\$1000.19/season per league	4711E1	R0051
Ball Diamonds Adult Sports Team Rate per diamond Seasonal Rate includes one end of year tournament – 1 night per week, 4 hrs max/team.	\$929.09/season per team	4711D7	R0052
Ball Diamonds Adult Sports League Rate per diamond Seasonal Rate includes one end of year tournament – 5 hrs max per week.	\$1858.17/season per league	4711E2	R0053
Use of Lights at any Sports Field	\$22.29/hr	4711E9	R0054
Soccer Fields Minor Sports League Rate per pitch Seasonal rate includes one end of year – 12 hrs. max per week.	\$1000.19/season per league	4711E4	R0055
Soccer Fields Adult Sports Team Rate per pitch Seasonal rate includes one end of year tournament – 3 hrs. max per week.	\$929.09/season per team	4711D9	R0056
Soccer Fields Adult Sports League Rate per pitch Seasonal rate includes one end of year tournament – 5 hrs. max per week,	\$1,858.17/season per league	4711E3	R0057
Soccer Fields (Hourly Rate) per Pitch			

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Adult Rate	\$32.90/hr	4711D0	R0058
Youth Rate	\$22.29/hr	4711D0Y	R0059
Outdoor Field Tournaments (Soccer Fields)			
per day (per pitch/field)			
Adult Rate	\$122.04/day	4711D1	R0060
Youth Rate	\$68.98/day	4711D1Y	R0061

Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1st of the current year.

Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1st of the current year.

Municipal Owned Property Use Fee

For the use of township owned property, including parks, parking lots and green spaces not identified in the User Fees and Charges By-Law.

Municipal Owned Property Use	\$500.00/day \$100.00/hour	4711D10	
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Public Works

Transfer Station / Waste Management

Kitchen Waste Container (Kitchen Catcher) Fee for lost, stolen or second bin requests.	\$10.00 each	4870A1	PW001
Green Bin Recycling Container Fee for lost, stolen or second bin requests.	\$25.00 each	4870A2	PW002
Garbage Bag User Fee	\$3.00 each	4870C1	PW004

Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4	PW005
Disposal of Excess Waste (minimum charge)	\$10.00 min	4870A6	PW006
Excess Waste (maximum 1/2-ton truck load)	\$100.00 per truck load	4870A5	PW007
Drywall	\$100.00 per truck load	4870A8	PW008
And/or to be determined by the Transfer Station Supervisor and/or designate			

Tire Disposal

Car tire without rims	Tires Regulation (O.Reg. 225/18) and other Acts(s) and Regulation(s)
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

Other Disposal

Small Furniture	\$10.00	4870A9	PW009
Large Furniture	\$20.00	4870B1	PW010
Special Items (i.e., Boats)	\$100.00	4870B2	PW011

Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	\$250.00	4610B1	PW012
Performance Deposit Fee for work to standard	\$500.00 deposit refundable	4610Z1	PW013
For work not to standard	Full cost recovery with \$500.00 deposit applied to costs	4610B3	PW014

Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

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Entrance Permits/Installation of Culverts – Commercial/Industrial

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	\$500.00	4610B	PW015
Performance Deposit Fee for work to standard	\$1,000.00-deposit refundable	4610Z2	PW016
For work not to standard	Full cost recovery with \$1,000.00 deposit applied to costs	n/a	n/a

Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

911 Civic Address Blades

Purchase of a 911 Blade/Sign	\$100.00	4610C1	PW017
Replacement of a 911 Blade/Sign	\$75.00	4610C2	PW018

Works in a Municipal Right-of-way

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3	PW019
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General Public Works

Road Occupancy Request	\$200.00 per request	4600A1	PW020
Road Occupancy Security Deposit (fee may be increased at the discretion of the Director of Public Works)	\$1,000.00 min.	4600AD	PW021

New Development

Associated fees to be collected as per the development agreement or peer review agreement for each development site	
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The Township of Cavan Monaghan

By-law No. 2024-68

Being a by-law to Impose and Consolidate User Fees and Charges

Whereas Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, authorizes municipalities and local boards to impose 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 any other municipality or any local board; and for the use of its property under its control;

And Whereas that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

And Whereas that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of the property;

And Whereas Section 69 of the Planning Act, R.S.O., 1990 c. P.13 as amended provides that the Council of a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

And Whereas by-laws imposing fees and charges are authorized by various other statutes;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That Schedule "A" attached hereto shall comprise the list of fees and charges for the Township of Cavan Monaghan.
2. That all the fees and charges included in Schedule "A" attached hereto are hereby adopted by Council if not otherwise done by by-law.
3. That By-law No. 2023-76 is hereby repealed in its entirety.
4. That this By-law shall become effective the 1st day of January, 2025.

Read a first, second and third time and passed this 16th day of December, 2024.

Matthew Graham
Mayor

Cindy Page
Clerk



988 County Road 10
Millbrook, Ontario
L0A 1G0

Tel: (705) 932-2929
Fax: (705) 932-3458

www.cavanmonaghan.net

Township of Cavan Monaghan User Fees and Charges By-law No. 2023-76 effective January 1, 2024

Administrative Services	Pg. 2 - 4
Building Department Services	Pg. 5 - 6
Fire Department Services	Pg. 7 – 8
Licensing	Pg. 9
Planning Department Services	Pg. 10 – 12
Recreational Services	Pg.13 – 17
Public Works	Pg.18 – 19

A registered charity organization may request the waiving of a user fee or charge, as outlined in the current User Fees and Charges By-law, providing the funds from the public activity/event/function will be transferred to the municipality for the benefit of all rate payers. A written request must be submitted to the CAO for approval in advance of the activity/event/function date with a valid registration number, the details of the anticipated funds and purpose of the funds being transferred to the municipality

Administrative Services

Written Requests

Tax Certificate (with 48 hour notice)	\$40.00 per roll no.	TC	TAXCT
Utility Certificate (with 48 hour notice)	\$30.00 per account no.	UC	UTLCT
Tax & Utility Certificate (Combined, with 48 hour notice)	\$70.00 per roll no.	TCU	TAXCT UTLCT
Tax, Utility and/or combined Certificate with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	TCRUSH	RUSHF

Verbal Confirmation, of Tax Certificate and/or Utility Certificate provided up to 30 Calendar Days After Issuance, - No Charge-

Zoning Request	\$40.00 per roll no.	4910A6	P0001
Work Orders	\$40.00 per roll no.	4910A7	P0002
Zoning Request & Work Orders (Combined)	\$70.00 per roll no.	4910AC	P0003
Zoning Request, Work Orders and/or combined with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	ZWRUSH	RUSHP
Agreement Compliance Letters	\$55.00 per roll no.	4910A8	P0004
Cancellation Request and Refund Fee	\$10.00 per roll/account no.	CANCEL	CANCL

F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To enact a F.O.I. request	\$5.00 per request	4220B	FOI01
Photocopies, computer printouts, faxing	\$0.20 per page	4220C	FOI02
USB Drive/Data Stick	\$10.00 per USB	4220BB	FOI03
Long Distance Fax Service	\$1.20 per page	4220B7	FOI04
Local Fax Service	\$0.20 per page	4250A8	FOI05
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4	FOI06
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4	FOI06
Developing a computer program or other method of producing a record from a machine-readable record	\$15.00 each fifteen minutes	4250B5	FOI07
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	n/a	n/a

Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56

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Other Charges

Postage	Current postage rate	POSTAG	POSTG
Photo Copy - Letter Size	\$0.50 per page	4250A2	A0001
Photo Copy - Legal Size	\$1.00 per page	4250A3	A0002
Long Distance Fax Service	\$1.50 per page	4250A7	A0003
Local Fax Service	\$0.50 per page	4250A8	A0004
USB Drive/Data Stick	\$10.00 per USB	4250AB	A0005

Miscellaneous Charges

Non-Cash Charge	3% of payment	CREDIT	A0000
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1	FN003
Commissioner of Oath Services (Township Resident)	\$15.00	4220A2	C0001
Commissioner of Oath Services (Non-Township Resident)	\$20.00	4220A4	C0002
Marriage Licence	\$125.00	4223A1	C0003
Civil Ceremony (Regular Hours)	\$300.00	4223A2	C0004
Civil Ceremony (Non-Regular Hours)	\$400.00	4223A3	C0005
Ceremony Rehearsal (Regular Hours)	\$50.00	4223A4	C0006
Ceremony Rehearsal (Non-Regular Hours)	\$65.00	4223A6	C0007
Ceremony Mileage	Rate established by County of Peterborough	4223A5	C0008
Burial Permits	\$25.00	4220BU	C0009
Duplicate Accounts Receivable Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	FN006
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D	C0010
Closed Meeting Investigator/per submission	\$125.00	4220D1	C0011
Registered Mail Fee	Cost recovery + 10% Admin Fee (\$30.00 minimum)	R-MAIL	RMAIL
Tender Package on behalf of approved consultant	Cost recovery + 10% Admin Fee (\$10.00 minimum)	TENDER	TNDER
Paymentus™ Convenience Fee (%) Property Taxes / Utilities / Rentals / Fire / Marriage Certificates / Finance & Admin	On-Line percentage fee of 1.75% (per contract)	n/a	n/a
Paymentus™ Convenience Fee (Flat) Dog Tags / Burn Permits	On-Line flat fee of \$1.75 (per contract)	n/a	n/a

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Tax and Finance Charges

Property Tax verbal information request – Property owner verbal request of current information free of charge. Printed receipt/statement fees are applicable.	\$0.00	n/a	n/a
Property Tax search of historical records for previous years (manually searching & compiling information/records).	\$15.00 each 15 mins (\$30.00 minimum)	4250A5	FN001
Early PAP Cancellation fee (< 21 Calendar Days before Due Date)	\$20.00	4250B2	FN002
Penalty/Interest (Property Taxes) Late payment charges for non-payment of taxes or any instalment by the due date, as per the Property Tax Collection Policy.	1.25% rate established by the Municipal Act, 2001 Section 345, as amended.	PENTAX	PEN
Penalty/Interest (Accounts Receivable) Late payment charges for non-payment of Accounts Receivable (General and/or Utility) by the due date, as per the Accounts Receivable Collection Policy and/or the Water and Sewer Collection Policy.	Matching % rate per month as established for penalty/interest on property taxes.	PENXXX (by Dept)	PEN
Final Notice Letter (Bailiff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3	FN004
Final Collection Notice – AR Collection Fee	15% collection fee (\$30.00 minimum)	4250CB	FN005
Returned Payment Fee and/or Non-Sufficient Funds	\$48.00	NSF	NSF
Duplicate Water Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	UT001
Duplicate Tax Bill or Tax Statements (Email or Paper Record)	\$5.00 per page	4250E6	FN006
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6	FN007
Re-Issue/Refund Cheque	\$5.00 per request	4250B6	FN008
Ownership Change Fee	\$30.00 per roll	4250A1	FN009
New Account Set-up Fee	\$60.00 per roll	4250A0	FN010
Tax Sale Administration Fee	Charges as incurred	TAXSAL	TXSAL
Municipal Tax Sale Tender Package	\$10.00/package	TAXPKG	TXPKG
Mortgage Account Adjustment	\$30.00 per roll	4250B9	FN011
Mortgage Additions	\$10.00 per roll	4250B7	FN012
Mortgage Payment Fee	\$5.00 per account	4250B8	FN013
Retrieval of Post-Dated Cheques	\$20.00	4250A9	FN014
Administrative Invoice Fee for additions to Property Tax Roll	10% Admin fee (\$30.00 minimum)	4250A4	FN015

Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25

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Building Department Services

Residential -Part A

New Residential – based on livings (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft Min. \$200.00	4910A1	B0001
Alterations, Renovations and Relocations	\$15.00 per \$1,000.00 value of work Min. \$200.00	4910A3	B0003
Accessory buildings and attached garages	\$.55 per square foot, min \$200.00	4910A4	B0004

Commercial, Industrial or Institutional – Part B

Commercial, Industrial or Institutional	New and additions - \$1.25 per square foot Renovation - \$15.00/\$1000.00 value of work, min \$200.00	4910D1	B0009
Accessory buildings (includes agricultural buildings)	\$.55 per square foot, min \$200.00	4910D1	B0009

Designated Structures and Miscellaneous Charges – Part C

Decks or Balconies	\$0.75 per square foot, Min.\$150	4910E1	B0013
Solid Fuel Appliances and Chimneys	\$150.00	4910F1	B0014
Pool Permit	\$150.00	4910B1	B0015
Temporary Tent	\$75	n/a	B0027
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$15.00/\$1,000.00 project value. Min. \$200.00	4910B2	B0016
All other designated structures as defined by the OBC	\$15.00/\$1,000.00 project value. Min. \$250.00	4910B3	B0017
Demolition Permit	\$250.00	4910G1	B0018
Permit Renewal	\$100.00	4910H1	B0019
Temporary Trailer (six-month period)	\$200.00	4910I1	B0020
Failure to obtain required permits	Double the regular permit fee	n/a	B0010
Chief Building Official determined minor	\$75.00	n/a	B0022
Multiple Inspections (at discretion of attending inspector)	\$50.00 first offence, \$150 subsequent		B0028
Sign Permit - when several sign permit applications are made concurrently on a property that is being redeveloped, only one sign permit fee will be collected	\$75.00	4910K1	B0023

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Sign Variance Application Fee	\$250.00	4910K2	B0024
Fine - Erection of a sign without a permit (section 3.3)	\$500.00	4910K3	B0025
Fine - Sign not in compliance with by-law (section 3.2)	\$500.00	4910K4	B0026

Sewage System Building Permits

Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$1000	n/a	B0027
Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than or equal to 10,000 litres per day	\$1450.00	n/a	B0028
Permit for Class 4 Sewage System Tank Replacement Only	\$400.00	n/a	B0029
Permit for Class 5 Sewage System (Holding Tank)	\$1000.00	n/a	B0030
Permit for Class 3 Sewage System (Cesspool) or Permit for Class 2 Sewage System (Greywater System)	\$500.00	n/a	B0031
Sewage System Permit for Trench Bed repair or extension of 16 metres or less; Filter Bed repair, replacement or extension of 6 square metres or less	\$500.00	n/a	B0032
Change of Use - Existing System Review	\$400.00	n/a	B0033
Mandatory Maintenance Inspections - Inspections of sewage systems (Source Water Protection Areas)	\$325.00	n/a	B0034
Discretionary Maintenance Inspections - Basic	\$200.00	n/a	B0035
Discretionary Maintenance Inspections – Advanced	\$325.00	n/a	B0036

Non-refundable Administration Fee of \$100.00 applies to all permits.

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Fire Department Services

Fire Prevention Inspection of Building and Property - Part A

All Commercial, Industrial or Federal	\$125.00 per inspection	4414A1	F0001
Residential Occupancies, including Government Funded Daycare facilities, group homes, child care provider homes, Bed and Breakfast, Schools	\$125.00 per inspection	4414A2	F0002

Clearance Letter – Part B

Special Occasion Permit/Letters	\$125.00	4411D	F0003
Fireworks Approval Requiring Authority Having Jurisdiction Approvals	\$100.00	4411D2	F0004

Fire Burning Permits - Part C

All fires within the Township require a Fire Permit

Applicable fee per 12-month period per household from the date of initial issue of the first permit

Campfire Permit	\$10.00 per 12-month period	4414C1	F0005
Brush Permit	\$25.00 per 12-month period	4414C2	F0006
Special Permit	\$50.00 per 12-month period	4414D1	F0007

Risk and Safety Management Plan Approval (RSMP) – Part D

Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review)	Less than or equal to 5,000 USWG, \$500.00 process fee	4414A4	F0008
	Greater than 5,000 USWG, \$1,000.00 initial deposit fee	4414A44	F0009
Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00 annual review fee	4414A45	F0010
Propane Exchange Letter	\$150.00	4414A46	F0011

Review of Fire Safety Plan/Drills – Part E

Review of Fire Safety Plan	\$100.00	4414A6	F0012
Vulnerable Occupancy Drill	\$100.00	4414E3	F0013
Vulnerable Occupancy Drill Review	\$100.00	4414E3B	F0014

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File Review – Part F

Review and Status Update of Existing Inspection, Approval, Clearance, Review File	\$150.00	4414A5	F0015
Fire Reports/Motor Vehicle Accidents (money to be received upfront)	\$175.00	4414A3	F0016

Emergency Response – Part G

First Hour	\$543.03 per Fire Apparatus or MTO rates as amended	4414E	F0017
Every half hour thereafter	\$271.52 per Fire Apparatus or MTO rates as amended	4414E	F0017
ARIS/MTO Plate Abstract Retrieval Fee / Police Report	\$50.00	4414E2	F0018
Fire Response Fees	Current MTO rates, plus personnel costs, plus any additional costs to the Township of Cavan Monaghan	n/a	n/a

False Alarms – Part H

1st Alarm	Exempt	n/a	n/a
2nd Alarm	Subject to \$500.00	4414G	F0020
3rd Alarm	Part “G” Rates	4441G	F0020
4 th Alarm	Part “G” Rates x 2	4441G	F0020

Goods/Materials – Part I

Smoke Alarm/CO Detector	\$120.00 Each	4414A7	F0021
Lock Boxes (uninstalled)	\$292.00 per lock box	4414A8	F0022

Extraordinary Expenses – Part J

Administration charge:	15% on any extraordinary expense equal to or under \$5,000.00	4414F	F0023
	10% on any extraordinary expense over \$5,000.00.		F0024

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Licensing

Lottery (Provincial) Licensing

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1	L0001
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4	L0002
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5	L0003
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3	L0004
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2	L0005

Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)

Animal Control Licensing - Dog Licensing,

For each spayed female or neutered male	\$15.00 per dog	4230D1	AC001
For each female or male, untreated	\$20.00 per dog	4230D2	AC002

Newly Acquired Dogs/ Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D5	AC005
For each female or male, untreated	\$20.00 per dog	4230D6	AC006

Replacement Tag

Replacement Tag	\$5.00 per tag	4230E1	AC007
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Impound Fees

For each Dog without Dog Tag - during business hours	\$150.00 per dog	4230F1	AC008
For each Dog without Dog Tag - outside of business hours	\$200.00 per dog	4230FA	AC009
For each Dog with a Dog Tag (animal control licence)	\$75.00 per dog	4230F2	AC010

Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 st offence in any 12-month period	\$30.00 per dog	4230B1	AC011
2 nd offence in any 12-month period	\$60.00 per dog	4230B2	AC012
3 rd and subsequent offence in any 12-month period	\$120.00 per dog	4230B3	AC013

Kennel Licence Fee

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9	AC014
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB	AC015
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC	AC016
Order to Restrain Appeal Hearing Fee	\$100.00 per appeal	n/a	AC020

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Planning Department Services

Planning Fees

Pre-consultation – Minor Applications*	\$0	n/a	n/a
Pre-consultation – Major Applications*	\$500.00	n/a	P0038
Pre-application – Official Plan Amendment – Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$2,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0039
Pre-application – Official Plan Amendment-Major Amendment for more than four (4) residential units and/or and ICI (industrial, commercial, institutional)	\$4,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0040
Pre-application – Zoning By-law Amendment	\$1,200.00 (applied to total fee if proceeds to Formal Application)	n/a	P0041
Pre-application – Plans of Subdivision	\$4,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0042
Pre-application Site Plan Approval – Minor	Full cost recovery with a \$3,000.00 deposit	n/a	P0043
Pre-application Site Plan Approval – Major	Full cost recovery with a \$5,000.00 deposit	n/a	P0044
Application for Official Plan Amendment Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$500.00 (in addition to \$2,500.00 fee noted above) Total Fee of \$3,000.00	4950A1	P0005
Application for Official Plan Amendment Major Amendment for more than four (4) residential units and/or any ICI (industrial, commercial, institutional)	\$500.00 (in addition to \$4,500.00 fee noted above) Total fee of \$5,000.00	4950A2	P0006
Formal Application – Plans of Subdivision	\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00	n/a	P0045
Application for Zoning By-Law Amendment Residential/Commercial/Industrial/Institutional	\$500.00 (in addition to \$1,200.00 fee noted above) Total fee \$1,700.00	4940Z1	P0007
Application for Deeming By-law	\$500.00	4920A6	P0008
Application to Remove Holding Symbol	\$500.00	4920B3	P0009
Application for Minor Variance	\$1,200.00	4930A3	P0010
Application for Site Plan Amendment	Full Cost Recovery with a \$1,000.00 deposit	4980X1	P0011
Application for Site Plan Approval -Minor	Full Cost Recovery with a \$3,000.00 deposit	4980Z1	P0012

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Formal Application for Site Plan Approval – Major	Full Cost Recovery with a \$5,000.00 deposit at Pre-application (noted above)	n/a	P0046
Application for Allocation Request (unit count 1-5 ERU)	\$200.00	n/a	P0047
Application for Allocation Request (unit count greater than 5 ERU)	\$500.00	n/a	P0048
Other agency fees and charges may also be applicable to the above planning fees (example; Conservation Authority Fees and/or other agency fees).		4920R	P0013

Application for Extension of Temporary Use	\$250.00	4940Z2	P0014
Temporary Use Agreement	\$250.00	4940Z2	P0015
Garden Suite Agreement	\$250.00	4940Z2	P0016
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2	P0017
Application for Telecommunication Tower Consultation and Review	\$2,500.00	n/a	P0049
Severance Application Review/Application for Consent	\$400.00	4920B1	P0018
Plan of Subdivision (up to 50 lots/units)	Full Cost Recovery with a \$10,000.00 deposit	4970Z1	P0019
Plan of Subdivision (51 or more lots/units)	Full Cost Recovery with a \$15,000.00 deposit	4970Z2	P0020
Part Lot Control Exemption	\$500.00 + \$100.00 for each additional parcel	4970B1	P0021
Deeming By-law Application	\$500.00	4920A6	P0008
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7	P0022
Sale of Official Plan (USB)	\$25.00 per USB	4990A6	P0023
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8	P0024
Sale of Zoning By-Law (USB)	\$25.00 per USB	4990A6	P0025
Sale of Township Map (24 X 36)	\$15.00 each	4990A9	P0026
Cash-in-Lieu of Parkland dedication	\$1,200.00 each	9530Z1	P0027
Merger Agreement (usually required as a condition of consent)	\$250.00	4920B6	P0028
Mitigation Measures Agreement (usually required as a condition of consent)	\$250.00	4920B7	P0029
Easement or Encroachment Agreement	\$250.00	4920C1	P0030

Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13

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Site Alteration & Fill Control

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1	P0031
Fill greater than 500 cubic metres	\$750.00 plus \$1.90 per cubic metre	4960A1	P0032
Extension of permit for fill less than 500 cu metres	\$250.00	4960A1	P0033
Extension of permit for fill greater than 500 cu metres	\$375.00	4960A1	P0034
Security for default of agreement to carry out work or other breach of Fill Control By-law, permit conditions and obligations.	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2	P0036
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2	P0037

Timeline for Refunds on Planning Department Service fees, as applicable per provincial legislation

Refund	Zoning & OPA Combined	Zoning	Site Plan
No Refund	Decision is made within 120 days	Decision is made within 90 days	Plans are approved within 60 days
50%	Decision made within 121 days and 179 days	Decision made within 91 days to 149 days	Plans are approved between 61 days and 89 days
75%	Decision made within 180 and 239 days	Decision made 150 days and 209 days	Plans are approved 90 days and 119 days
100%	Decision made 240 days and later	Decision made 210 days and later	Plans are approved 120 days and beyond

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Recreational Services

Event Liability and Not-for-Profit Community Group Insurance Program

Insurance Facility User Rates <i>Event liability and not for profit community group insurance are administered by Marsh Canada Ltd.</i>	Rates established as per the user rates and/or premiums quoted by the Insurance provider and are subject to change, as amended.
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Millbrook Arena Arena Non-Ice Recreational Surface

Non-Ice Surface Rental-Sports, Activities etc. per hour Weekday Rentals 4:00 p.m. to 12:00 a.m. Weekend Rentals 7:00 a.m. to 12:00 a.m.	\$104.04/hr	4731A9	R0007
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Cavan Monaghan Community Center

Prime Time Ice as Defined in the user groups "Ice Allocation Policy"

Prime Time Ice M-F 5:00 p.m. to 12:00 a.m. all day Saturday and Sunday	\$189.35/hr	CC4731A2	R0009
Tournament Prime Time Package Includes: Ice, Community Hall and Kitchen for the duration of the tournament.	\$226.81/hr	CC4731A4	R0010
Minor Sports Ice – (excluding tournament ice time)	\$145.66/hr	CC4731A1	R0011
Non-Prime Time Ice M-F 8:00 a.m. to 5:00 p.m.	\$109.24/hr	CC4731A3	R0012
Arena Floor (Non-Ice Surface)	\$104.04/hr	CC4731A9	R0013
Public and Recreation Skating. All skates are 1 hour in duration <ul style="list-style-type: none"> • Child (12 & under) \$2.00/hr • Adult & Youth \$3.00/hr • Family Skate (maximum five people, with one adult) \$10.00/hr • Parent and Tot Skate Fee is for adults only, toddlers 1-6 yrs are free. \$3.00/hr • Adult Exercise \$3.00/hr • Adult Skate \$3.00/hr • Puck & Stick \$3.00/hr 		CC4731A0 CC4731A01 CC4731A02 CC4731A07 CC4731A03 CC4731A04 CC4731A05	R0014 R0015 R0016 R0017 R0018 R0019 R0020

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<ul style="list-style-type: none"> Pick Up Hockey <p>All rates quoted are per person</p>	\$6.00/hr	CC4731A06	R0021
All Public and Recreation (1 hour) Skating fees are quoted with HST included			
Sport Drop-In Fee			
All sports drop-ins' fees are per hour and include the following; CMCC Arena Floor and Millbrook Arena Turf.			
<ul style="list-style-type: none"> Child/youth (12 & under) Adult Family Sport Drop In Parent and Tot Sport Drop-In <p>Fee is for adults only, toddlers 1-6 yrs are free.</p>	<p>\$2.00/hr</p> <p>\$3.00/hr</p> <p>\$10.00/hr</p> <p>\$3.00/hr</p>	<p>CC4731S0</p> <p>CC4731S1</p> <p>CC4731S2</p> <p>CC4731S3</p>	<p>R0069</p> <p>R0070</p> <p>R0071</p> <p>R0072</p>
All Sport Drop-In Fees are quoted with HST included			
Walking Track Fee			
Ages 18+ unless accompanied by an adult			
<ul style="list-style-type: none"> Access Card Deposit <p>Refundable deposit, upon return of key scan access card in good condition</p>	\$20.00 deposit/card	CC4731W3	R0076
Instructional Class Fee			
All instructional class fees are per hour and include the following; General or Fitness programming.			
<ul style="list-style-type: none"> Child/youth (12 & under) Adult 	<p>\$10.00</p> <p>\$15.00</p>	<p>CC4731I1</p> <p>CC4731I2</p>	<p>R0073</p> <p>R0074</p>
Walking Track Rental (exclusive for user group)	\$102.00/hr	CC4731FA1	R0022
Community Hall (2,526 ft ²) (3,064 ft ² with warming kitchen & storage)	<p>71.40/hr</p> <p>\$257.04/max 4hr rentals</p> <p>\$456.96 day rate before 5:00 p.m.</p> <p>\$485.52 evening rate after 5:00 p.m.</p>	<p>CC4731C1</p> <p>CC4731C2</p> <p>CC4731C3</p> <p>CC4731C4</p>	<p>R0023</p> <p>R0024</p> <p>R0025</p> <p>R0026</p>
Note: Evening Rate: Additional hourly rate will be applied for rentals exceeding the maximum of 8 hours			
Kitchen (538 ft ²)	\$102.00 per event	CC4731C5	R0027
Refundable Damage Deposit	<p>\$204.00 with SOP</p> <p>*SOP – Special Occasions Permit</p>	CC4731RD	R0028
Special Set-Up Charges	\$61.20/per hr/per staff	CC4731K1	R0029
Fitness Studio (1,290 ft ²)	<p>\$35.70/hr</p> <p>\$128.52/half day up to 4 hrs.</p> <p>\$228.48/day rental before 5 p.m.</p> <p>\$242.76, 8-hour rate day/evening rate after 5 p.m)</p>	<p>CC4731D1</p> <p>CC4731D2</p> <p>CC4731D3</p> <p>CC4731D4</p>	<p>R0030</p> <p>R0031</p> <p>R0032</p> <p>R0033</p>

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Meeting Room (430 ft ²)	\$30.60/hr	CC4731E1	R0034
	\$110.16/half day up to 4 hrs.	CC4731E2	R0035
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731E3	R0036
	\$208.08, 8-hour day/evening rate after 5pm	CC3731E4	R0037
Overlook Room	\$30.60/hr	CC4731L1	R0038
	\$110.16/half day up to 4 hrs.	CC4731L2	R0039
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731L3	R0040
	\$208.08, 8-hour day/evening rate after 5 pm	CC3731L4	R0041
Advertising Arena rink boards (per year) Community Centre Display Monitors 6 Month Rate \$216.00 Note: customer will be required to provide their advertisement in Publisher Format.	\$600.00/yr. plus production costs	CC4731J1	R0042
	Monthly Rate \$40.00	CC4731J3	R0043
	6 Month Rate \$216.00	CC4731J4	R0044
	Annual Rate \$408.00	CC4731J5	R0045
Camp and Special Events			
Special Events	\$6.00/hr	CC4731EV1	R0062
PA Day Camp	\$30.00	CC4731CP1	R0063
General Camp 4 Day	\$120.00	CC4731CP2	R0064
General Camp 5 Day	\$150.00	CC4731CP3	R0065
Birthday Party Packages			
All party packages include the following; 1 birthday child, 14 friends age 12 and under plus 2 adults. For Public Skating Party Packages, Adults over the maximum of 2 will be required to pay the Adult Skate User Fee as outlined in the User Fees and Charges By-law.			
Public Skate Party, Community Hall Package September to March Sundays 1:00-3:00 p.m. *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Community Hall from 1:00-3:00 p.m.	\$102.20	CC4731BR1	R0066
Public Skate Party, Overlook Package *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Overlook Room from 1:00-3:00 p.m. September to March Sunday 1:00-3:00 p.m.	\$60.00	CC4731BR2	R0067
Craft Party, Community Hall Package September to March, Sundays 10:00-12:00 pm April to end of June, Tuesday and Friday 5:30-7:30 p.m.	\$219.40	CC4731BR3	R0068

*Taxes not included in the fees and charges. Please add applicable taxes where necessary.
The User Fees quoted within the User Fees and Charges By-law has been cash discounted.
This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

*Party package includes the first hour for instructional craft time with a staff member plus one additional hour in the Community Hall.

Maple Leaf Park Maple Leaf Park Permitted Use

Gathering 25+ people Flat Rate	\$102.00	4711F1	R0046
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Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms
- Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1st of the current year.
- Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1st of the current year.

Ball Diamonds (Hourly Rate) per diamond			
Adult Rate	\$32.25 /hr	4711D5	R0047
Youth Rate	\$21.85 /hr	4711D5Y	R0048
Outdoor Field Tournaments (Ball Diamonds) per day (per pitch/field)			
Adult Rate	\$119.65 /day	4711D1	R0049
Youth Rate	\$ 67.63 /day	4711D1Y	R0050
Ball Diamonds - Minor Sports League Rate per diamond Seasonal Rate includes one end of year tournament – 10 hrs. maximum per week.	\$980.58 /season per league	4711E1	R0051
Ball Diamonds Adult Sports Team Rate per diamond Seasonal Rate includes one end of year tournament – 1 night per week, 4 hrs max/team.	\$910.87 /season per team	4711D7	R0052
Ball Diamonds Adult Sports League Rate per diamond Seasonal Rate includes one end of year tournament – 5 hrs max per week.	\$1821.74 /season per league	4711E2	R0053
Use of Lights at any Sports Field	\$21.85 /hr	4711E9	R0054
Soccer Fields Minor Sports League Rate per pitch Seasonal rate includes one end of year – 12 hrs. max per week.	\$980.58 /season per league	4711E4	R0055
Soccer Fields Adult Sports Team Rate per pitch Seasonal rate includes one end of year tournament – 3 hrs. max per week.	\$910.87 /season per team	4711D9	R0056
Soccer Fields Adult Sports League Rate per pitch Seasonal rate includes one end of year tournament – 5 hrs. max per week,	\$1821.74 /season per league	4711E3	R0057
Soccer Fields (Hourly Rate) per Pitch			
Adult Rate	\$32.25 /hr	4711D0	R0058
Youth Rate	\$21.85 /hr	4711D0Y	R0059

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Outdoor Field Tournaments (Soccer Fields) per day (per pitch/field)			
Adult Rate	\$119.65/day	4711D1	R0060
Youth Rate	\$ 67.63 /day	4711D1Y	R0061

Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1st of the current year.

Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1st of the current year.

*Taxes not included in the fees and charges. Please add applicable taxes where necessary.
The User Fees quoted within the User Fees and Charges By-law has been cash discounted.
This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Public Works

Transfer Station / Waste Management

Kitchen Waste Container (Kitchen Catcher) Fee for lost, stolen or second bin requests.	\$10.00 each	4870A1	PW001
Green Bin Recycling Container Fee for lost, stolen or second bin requests.	\$25.00 each	4870A2	PW002
Sale of Blue Box	\$6.00 each	4870A3	PW003
Garbage Bag User Fee	\$3.00 each	4870C1	PW004

Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4	PW005
Disposal of Excess Waste (minimum charge)	\$10.00 min	4870A6	PW006
Excess Waste (maximum 1/2-ton truck load)	\$100.00 per truck load	4870A5	PW007
Drywall	\$100.00 per truck load	4870A8	PW008
And/or to be determined by the Transfer Station Supervisor and/or designate			

Tire Disposal

Car tire without rims	Tires Regulation (O.Reg. 225/18) and other Acts(s) and Regulation(s)
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

Other Disposal

Small Furniture	\$10.00	4870A9	PW009
Large Furniture	\$20.00	4870B1	PW010
Special Items (i.e., Boats)	\$100.00	4870B2	PW011

Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	\$200.00	4610B1	PW012
Performance Deposit Fee for work to standard	\$300.00 deposit refundable	4610Z1	PW013
For work not to standard	Full cost recovery with \$300.00 deposit applied to costs	4610B3	PW014

Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

*Taxes not included in the fees and charges. Please add applicable taxes where necessary.
 The User Fees quoted within the User Fees and Charges By-law has been cash discounted.
 This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Entrance Permits/Installation of Culverts – Commercial/Industrial

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	\$250.00	4610B	PW015
Performance Deposit Fee for work to standard	\$750.00 deposit refundable	4610Z2	PW016
For work not to standard	Full cost recovery with \$750.00 deposit applied to costs	n/a	n/a

Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

911 Civic Address Blades

Purchase of a 911 Blade/Sign	\$55.00	4610C1	PW017
Replacement of a 911 Blade/Sign	\$25.00	4610C2	PW018

Works in a Municipal Right-of-way

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3	PW019
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General Public Works

Road Occupancy Request	\$200.00 per request	4600A1	PW020
Road Occupancy Security Deposit (fee may be increased at the discretion of the Director of Public Works)	\$1,000.00 min.	4600AD	PW021

New Development

Associated fees to be collected as per the development agreement or peer review agreement for each development site	
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*Taxes not included in the fees and charges. Please add applicable taxes where necessary.
The User Fees quoted within the User Fees and Charges By-law has been cash discounted.
This cash discount of 3% will not apply to payments made by credit at the Municipal Office.



Regular Council Meeting

To:	Mayor and Council
Date:	December 16, 2024
From:	Karen Ellis, Director of Planning
Report Number:	PEB 2024-57
Subject:	Cavan Monaghan Township Pre-consultation By-law

Recommendations:

1. That Report PEB 2024-57 be received for information; and
2. That By-law No. 2023-37 (Pre-consultation By-law) be repealed in its entirety; and
3. That By-law No. 2024-67 (Pre-consultation By-law) be approved.

Overview:

With royal assent of Bill 185 on June 6, 2024, the Province made some significant changes to the Planning Act. Two of the changes include:

- the repeal of the requirement to refund planning application fees where a decision has not been reached within the legislated timelines; and
- municipalities can no longer require pre-consultation prior to the submission of a planning application

On June 5, 2023, the Township adopted Official Plan Amendment No. 14 (OPA No. 14) to the Township of Cavan Monaghan Official Plan. The Amendment was approved Peterborough County on August 18, 2023.

One purpose of the Amendment was to bring the Township’s Official Plan into compliance with Provincial legislation (Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Home Built Faster Act, 2022). With OPA No. 14, Section 8.4 of the Official Plan was amended to add the following section:

“h) If an application is submitted and no decision is made with respect to a complete application within: 60 days for Site Plan Control applications; 90 days for Zoning By-law Amendment applications and 120 days for Official Plan amendments and Official Plan amendment and Zoning By-law amendment, applicants may be entitled to a pro-rated refund as outlined in the User Fees and Charges By-law.”

Section 8.5 of the Official Plan was revised to read as follows:

“8.5 PRE-CONSULTATION

Prior to the submission of any development application for which the Township is the approval authority, proponents shall consult with the Township in accordance with the provisions of this Plan and the Township’s Pre-consultation By-law. The County of Peterborough is encouraged to participate in the Township’s pre-consultation process as appropriate. The pre-consultation process is intended to address the requirements for a complete application and may require the applicant to go through the pre-application process and/or more than one pre-consultation meeting involving other agencies and Township Departments.

Where development proposals are located within 1.0 km of the City of Peterborough the proponents shall also consult with the City.

These Official Plan policies need to be amended to reflect the current provincial direction. Planning Department Staff will include the above-noted policies in a general housekeeping amendment to be initiated early in 2025.

With the approval of By-law No. 2023-37 (Pre-consultation By-law) in June of 2023, pre-consultation on planning applications is mandatory in Cavan Monaghan Township. The By-law outlines the pre-application process and the formal application submission process. Fees associated with the pre-consultation process and pre-applications are included in the Township’s User Fees and Charges By-law.

The repeal of the requirement to refund planning application fees and the prohibition of mandatory pre-consultation for planning applications requires the Township to change the Township’s approach to the processing of Planning Act applications.

By-law No. 2024-67 has been prepared to remove the details regarding the pre-application process and to encourage pre-consultation for Planning Act matters and telecommunication tower projects. The By-law will also repeal the By-law No. 2023-37 in its entirety. A complete copy of By-law No. 2024-67 is provided as Attachment No. 1 to this Report.

The Township’s pre-consultation process will remain the same. The process generally includes meeting with the Applicant and their agent or consulting representatives, Township Staff and Ministry/Agency Staff as appropriate, to review a proposal. Application and supporting documentation requirements are identified and meeting minutes provided. A fee may apply to this process.

For those proponents not interested in pre-consultation, Township Staff are available to meet to provide information and direction about development proposals. These meetings involve Township Staff only and no meeting minutes are prepared. There is no cost for these meetings.

Financial Impact:

The User Fees and Charges By-law is proposed to be amended by deleting the fees for pre-applications submissions.

Pre-consultation fees are provided in the Cavan Monaghan Township User Fees and Charges By-law. Minor applications require no fee payment. A fee of \$500.00 applies to major applications. Minor applications are deemed to be consents, minor variances, and zoning by-law amendments as part of an approved plan of subdivision, a plan of condominium, consent or official plan amendment. Major applications are those applications not deemed minor. The proposed fee for major applications pre-consultation is proposed to remain the same as the 2024 fee.

Attachments:

Attachment No. 1: By-law No. 2024-67

Respectfully Submitted by,

Reviewed by,

Karen Ellis, B.A.A.
Director of Planning

Yvette Hurley
Chief Administrative Officer

The Township of Cavan Monaghan

By-law No. 2024-67

Being a by-law to encourage development proponents to consult with the Township of Cavan Monaghan prior to submission of a complete application titled “Pre-consultation Bylaw”.

Whereas Bill 185, the Cutting Red Tape to Build More Homes Act 2024, removed Council’s ability to pass any by-law that imposes mandatory pre-consultation meetings prior to the submission of a planning application.

Whereas authority is granted under Sections 22(3.1), 34(10.0.1), 41(3.1), and 51(16.1) of the Planning Act R.S.O 1990 c. P.13, as amended, to allow municipalities to pass by-laws to permit development proponents to consult with the Municipality prior to the submission of an application made under the Planning Act for an amendment to the Official Plan or Zoning By-law, plans of subdivision, plans of condominium, site plan control or consent.

And Whereas Section 8.4 of the Official Plan contains requirements for complete official plan amendment, zoning by-law amendment, minor variance and site plan approval applications.

And Whereas the Council of the Township of Cavan Monaghan encourages consultation with the Township prior to the submission of applications made to the Township under the Planning Act and for telecommunication facility projects.

And Whereas the Township of Cavan Monaghan has an established process for pre-consultation to inform development proponents of the requirements for a complete application.

And Whereas pre-consultation is an important part of the application review and approval process.

And Whereas Cavan Monaghan Township believes the pre-consultation process will expedite the review of complete applications.

Now Therefore the Council of the Township of Cavan Monaghan hereby enact as follows:

1. That development proponents are encouraged to consult with Township Staff prior to the submission of one or more of the following planning applications:
 - Official Plan Amendment
 - Zoning By-law Amendment
 - Minor Variance

- Draft Plan of Subdivision
 - Draft Plan of Condominium
 - Consent
 - Site Plan
 - Site Plan Amendment
 - Telecommunication Facility
 - Industrial Wind Turbine
2. Minor Applications include consents, minor variances, zoning by-law amendments as part of an approved plan of subdivision, plan of condominium, consent or official plan amendment.
 3. Major applications include any application not defined as a minor application.
 4. The purpose of such pre-consultation meeting is to review the draft development proposal, confirm the type(s) of planning applications required and identify the scope of supporting information or material required by the Township, the County of Peterborough, the local Conservation Authority and/or other affected agencies.
 5. A pre-consultation meeting may include the payment of a fee as per the applicable Cavan Monaghan Township User Fees and Charges By-law.
 6. By-law No. 2023-37 is hereby repealed.
 7. That this By-law shall come into effect on the day of passing by the Township of Cavan Monaghan.

Read a first, second and third time and passed this 16th day of December 2024.

Matthew Graham
Mayor

Cindy Page
Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	December 16, 2024
From:	Drew Hutchison, Engineering Technician Wayne Hancock, Director of Public Works Karen Ellis, Director of Planning
Report Number:	Public Works 2024-25
Subject:	Kennedy Drive Subdivision Assumption

Recommendation:

That Council approve By-law No. 2024-69, being a by-law to assume and dedicate Kennedy Drive, as shown on Plans 45M-249, as a public highway.

Overview:

The Kennedy Drive Subdivision consists of 13 Lots, 2 Blocks, and a municipal road – Kennedy Drive. The assumption of the road and associated services is required to ensure that all new lots have frontage on and access to a public road and ensure the provision of municipal services (i.e. snowplowing and garbage pickup) are provided to the residents of the subdivision.

The purpose of this Report is to advise Council on the status of the Kennedy Drive Subdivision and recommend a course of action. By-law No. 2024-69 is to assume and dedicate the extension of Kennedy Drive as a public highway. A key map showing the location of the street is provided in Attachment No. 1.

The Subdivision Agreement for the Kennedy Drive Subdivision contains the requirements for the assumption of public services. These requirements have been completed by the developer and reviewed by Township Staff. With the completion of the Subdivision Agreement requirements, the Township is in a position to assume the subdivision. In this regard, By-law No. 2024-69 has been drafted to assume the extension of Kennedy Drive, as shown on Plans 45M-249 (Attachment No. 1) as a public highway. The Township is in the position to assume all municipal services including the road, street lighting infrastructure, and stormwater management ditches. With Council’s approval of the extension of Kennedy Drive Subdivision assumption, all maintenance services within the subdivision will be taken care of by the Township.

Financial Impact:

The ongoing maintenance costs associated with the assumption of Kennedy Drive, street lighting infrastructure, and stormwater management ditches are included in the 2025 operating budget of the Public Works Department.

Attachments:

Attachment No. 1: Location Map – Plan 45M-249

Attachment No. 2: By-law No. 2024-69 Being a by-law to assume and dedicate Kennedy Drive as a Public Highway

Respectfully Submitted by,

Reviewed by,

Wayne Hancock
Director of Public Works

Yvette Hurley
Chief Administrative Officer

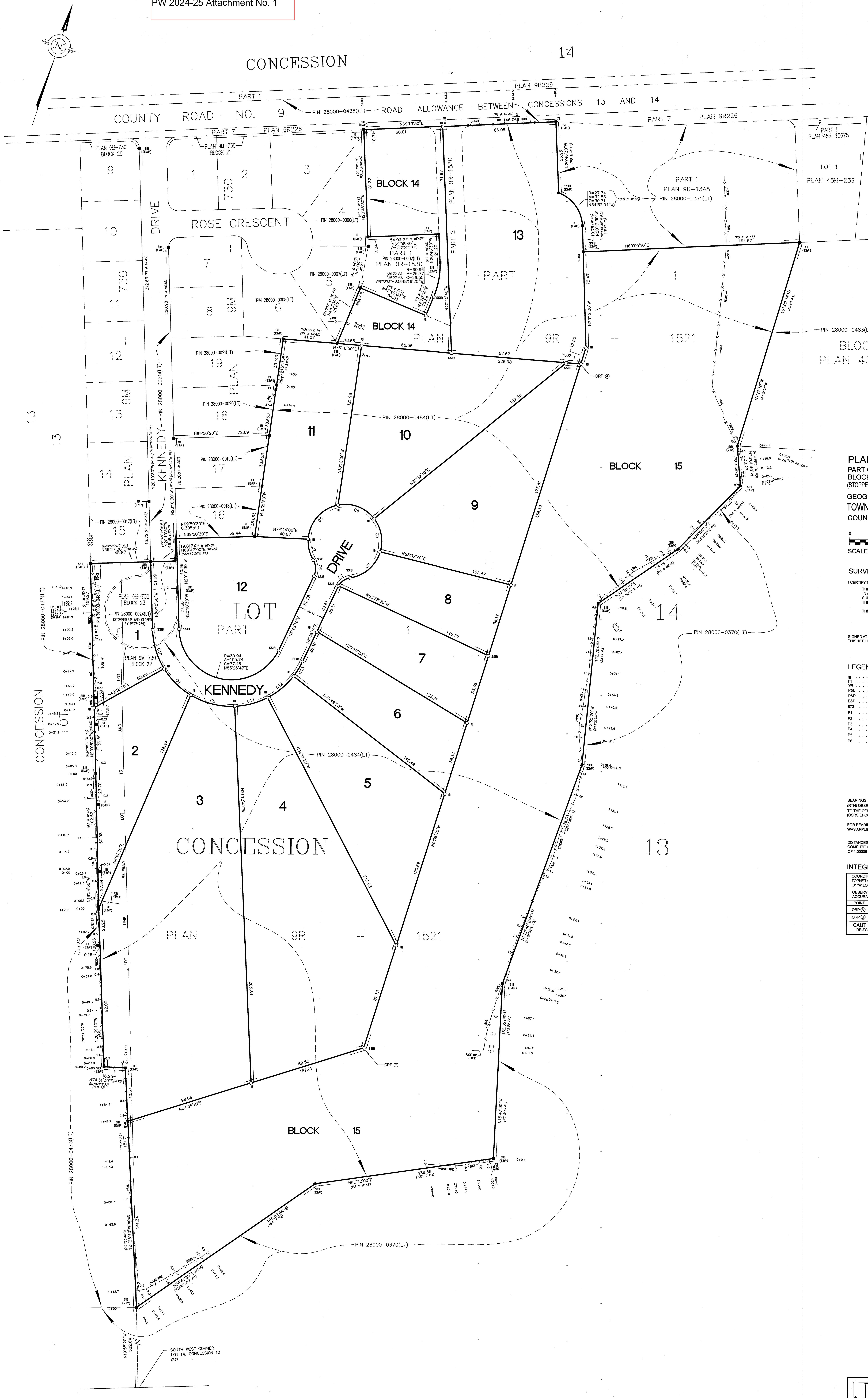
Karen Ellis
Director of Planning

Drew Hutchison
Public Works Engineering Technician

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF PETERBOROUGH ON THE 31ST DAY OF OCTOBER 2017 AND ENTERED IN THE REGISTER FOR PINS 28000-0484(LT) & 28000-0024(LT) AND REQUIRED DOCUMENTS ARE REGISTERED AS PLAN DOCUMENT NO. PE 277980.

L. ELLIOTT SMITH
REPRESENTATIVE FOR THE LAND REGISTRAR

NOTE: THIS PLAN COMPRISES ALL OF PIN 28000-0484(LT) AND 28000-0024(LT)



APPROVED UNDER SECTION 51 OF THE PLANNING ACT
THIS 21ST DAY OF SEPTEMBER 2017

Brian Weir
BRIAN WEIR
DIRECTOR OF PLANNING
COUNTY OF PETERBOROUGH

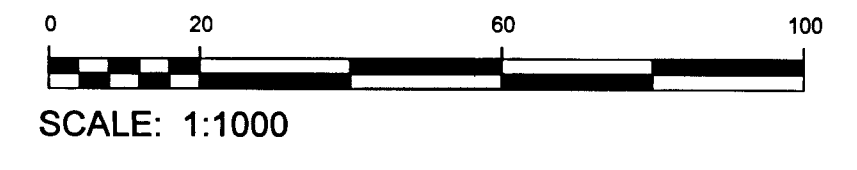
OWNER'S CERTIFICATE
THIS IS TO CERTIFY THAT:
1) LOTS 1 THROUGH 13, AND BLOCKS 14 AND 15, ALL INCLUSIVE, HAVE BEEN LAID OUT IN ACCORDANCE WITH THE INSTRUCTIONS.
2) THE STREET KENNEDY DRIVE HEREBY DEDICATED TO THE TOWNSHIP OF CAVAN MONAGHAN AS A PUBLIC HIGHWAY.

DATED THIS 5TH DAY OF SEPTEMBER 2017

Chris Muscolow
CHRIS MUSCOW
PRESIDENT
WOODVIEW PROPERTIES INC.
I HAVE THE AUTHORITY TO BIND THE CORPORATION

PLAN OF SUBDIVISION OF PART OF LOTS 13 AND 14, CONCESSION 13 BLOCKS 22 AND 23, PLAN 9M-730 (STOPPED UP AND CLOSED BY PE274269)

GEOGRAPHIC TOWNSHIP OF CAVAN TOWNSHIP OF CAVAN-MONAGHAN COUNTY OF PETERBOROUGH



SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
THIS SURVEY AND PLAN ARE CORRECT AND ARE IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
THE SURVEY WAS COMPLETED ON 14TH OF AUGUST 2017

SIGNED AT LAKEFIELD, ONTARIO
THIS 18TH DAY OF AUGUST 2017

Chris Muscolow
CHRIS MUSCOW
ONTARIO LAND SURVEYOR

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT PLANNED
- WT. DENOTES WITNESS
- P&L DENOTES PIERCE & LYONS, O.L.S.
- P&P DENOTES PIERCE & PIERCE, O.L.S.
- ESP DENOTES ELLIOTT & PARR, O.L.S.
- 873 DENOTES W.A. BEISINGER, O.L.S.
- P1 DENOTES PLAN 9M-730
- P2 DENOTES PLAN 9M-1530
- P3 DENOTES PLAN 9M-1521
- P4 DENOTES PLAN 45M-239
- P5 DENOTES PLAN 9M-1348
- P6 DENOTES PLAN UNDEPOSITED BY ELLIOTT & PARR, O.L.S. DATED 16 JUNE 1993

BEARINGS SHOWN HEREON ARE UTM GRID, DERIVED FROM REAL TIME NETWORK (RTN) OBSERVATIONS ON POINTS A AND B LISTED HEREON AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD 83 (CSRS EPOCH 1997.0).

FOR BEARING COMPARISONS, A ROTATION OF 1°45'00" COUNTER CLOCKWISE WAS APPLIED TO BEARINGS SHOWN ON PLANS P1, P2, P3, P5 & P6

DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 1.000516171

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS RTK OBSERVATIONS USING THE TOPNET CORRECTION DATA AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS EPOCH 1997.0).

OBSERVED REFERENCE POINT (ORP) COORDINATE VALUES ARE TO RURAL ACCURACY SPECIFICATION IN ACCORDANCE WITH SEC. 1402 OF O. REG. 216/10

POINT	UTM NORTHING	UTM EASTING
ORP (A)	490432.888	700853.490
ORP (B)	490348.775	700862.767

CAUTION: COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

CURVE TABLE

NUM	ARC	RADIUS	BEARING	DISTANCE
C1	11.24	12.50	N37°26'00"E	10.87
C2	31.59	28.00	N30°30'00"E	29.94
C3	28.65	28.00	N82°57'00"W	25.65
C4	30.87	28.00	N87°47'50"W	29.33
C5	37.10	28.00	N27°39'50"E	34.45
C6	12.25	12.50	N21°18'20"W	11.77
C7	16.64	28.00	N32°19'10"W	16.40
C8	34.97	60.06	N85°43'20"E	34.48
C9	28.77	60.06	N85°52'20"W	28.50
C10	31.04	60.06	N35°50'50"W	30.70
C11	26.00	60.06	N56°38'40"E	25.80
C12	25.73	60.06	N33°51'00"E	25.54
C13	12.95	60.06	N13°31'00"E	12.93

The Township of Cavan Monaghan

By-law No. 2024-69

Being a by-law to assume and dedicate Kennedy Drive as a Public Highway

Whereas pursuant to Section 31 (2), Municipal Act, 2001, S.O. 2001, c.25, s. 31 (2); 2006, a municipality may by by-law establish a highway;

And Whereas the Township of Cavan Monaghan is the owner of the lands described in Section 1 of this By-law;

And Whereas a municipality may by by-law assume for public use a road allowance, highway, street or land shown on a registered plan of survey.

Now Therefore, be it enacted as a By-law of the Township of Cavan Monaghan as follows:

1. That the Township of Cavan Monaghan hereby incorporates Kennedy Drive on Plans 45M-249 into the public highway system of the Township as part of Kennedy Drive.

Read a First, Second and Third Time and passed this 16th day of December 2024.

Matthew Graham
Mayor

Cindy Page
Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	December 16, 2024
From:	Drew Hutchison, Engineering Technician Wayne Hancock, Director of Public Works
Report Number:	Public Works 2024-26
Subject:	Recommended Updates to the Municipal Addressing By-law No. 99-86

Recommendation:

That Council adopt By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any public roadways in the Township of Cavan Monaghan.

Overview:

The purpose of this report is to provide information to Council regarding the updates to the Township’s existing Municipal Addressing By-law No. 99-86 being a by-law for numbering improved properties in the Township of Cavan-Millbrook-North Monaghan in connection with implementation of the 9-1-1 Emergency System.

The updated Municipal Addressing By-law is a more in-depth document providing a standardized addressing system to be used for future improved properties and developments within the Township of Cavan Monaghan. It establishes guidelines that will be applied by the staff responsible for developing the addressing system for improved properties. The standardized process developed in the by-law has been created to involve the requirements set out by the emergency services.

During the development of the by-law, staff took into consideration future uses of properties within the Township. A standard addressing system has been developed to include but is not limited to: multiple attached dwelling residential properties (apartment buildings, accessory apartments); multiple detached dwelling residential properties (garden suites, detached accessory apartments); mixed use buildings, including commercial/ industrial buildings (shopping plaza, industrial plaza); and detached commercial and industrial buildings (industrial park, commercial blocks).

The by-law's key updates include the following:

- 1) Standardized addressing number system
- 2) Standardized signage location
- 3) Standardized addressing system for multiple unit properties including residential, commercial and industrial properties

Financial Impact:

There is no financial consideration at this time.

Attachments:

Attachment No. 1 - Present Municipal Addressing By-law No. 99-86 being a by-law for numbering improved properties in the Township of Cavan-Millbrook-North Monaghan in connection with implementation of the 9-1-1 Emergency System

Attachment No. 2 - Updated Municipal Addressing By-law No. 24-70 being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan

Respectfully Submitted by,

Reviewed by,

Wayne Hancock
Director of Public Works

Yvette Hurley
Chief Administrative Officer

Drew Hutchison
Public Works Engineering Technician

**CORPORATION OF THE TOWNSHIP OF CAVAN-MILLBROOK-
NORTH MONAGHAN**

BY-NUMBER 99-86

BEING A BY-LAW FOR NUMBERING IMPROVED PROPERTIES IN THE TOWNSHIP OF CAVAN-MILLBROOK-NORTH MONAGHAN IN CONNECTION WITH IMPLEMENTATION OF THE 9-1-1 EMERGENCY SYSTEM.

WHEREAS under the provisions of Section 210 (111) of the Municipal Act, R.S.O. 1990, Chapter M45, as amended, by-laws may be passed by the councils of local municipalities to provide for surveying, settling and marking the boundary lines of highways and giving names to them or changing their names, and for affixing the names at the corners thereof, on public or private property:

AND WHEREAS under the provisions of Section 210 (112) of the said Municipal Act, by-laws may be passed by the councils of local municipalities for numbering the buildings and lots along any highway, beach, park, reserve or any other property in the municipality that it is considered necessary to number by the council, and for affixing numbers to the buildings:

AND WHEREAS under the provisions of Section 210 (113) of the said Municipal Act, by-laws may be passed by the councils of local municipalities for keeping, and every such council shall keep, a record of the highways, beaches, parks, reserves and of the numbers of the buildings, lots and other property, if any, and for entering therein, and every such council is hereby required to enter therein, a division of the streets with boundaries and distances for public inspection:

AND WHEREAS it is deemed desirable to establish a system of numbering all residences and business throughout the Township of Cavan-Millbrook-North Monaghan in connection with the county-wide implementation of the 9-1-1 emergency system.

AND WHEREAS the Council of the Corporation of the Township of Cavan-Millbrook-North Monaghan hereby enacts as follows:

1. Definitions - In the by-law:

"Corporation" shall mean the Corporation of the Township of Cavan-Millbrook-North Monaghan.

"Municipality" shall mean the area within the corporate and geographic boundaries of the Township of Cavan-Millbrook-North Monaghan.

"Building" or "structure" shall mean any building or structure for which a permit is required under the Ontario Building Code Act.

"Driveway" shall mean any lane, path, parking lot or other thoroughfare established by an owner or occupant of an improved property for the purpose of securing access to an owner's property from a street or private road.

"Improved property" shall mean any parcel of land which has situated upon it a building or structure used for human habitation or business.

"Lot" or "Property" shall mean a parcel of land which is capable of being legally conveyed in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

"Owner" shall mean the registered or assessed owner of property as identified on the last revised Assessment Roll for the Township of Cavan-Millbrook-North Monaghan.

"Private road" shall mean a privately maintained lane which provides a common means of access to lots or improved properties.

"Property identification number" shall mean the number assigned by the Township to any lot or property in accordance with established policy.

"Property identification number plate" shall mean the plate on which the property identification number is displayed.

"Settlement area" means a more densely populated area such as those identified in the Official Plan of the County of Peterborough.

"Street" means a common and public highway under the jurisdiction of the Province of Ontario, the County of Peterborough or the Township of Cavan-Millbrook-North Monaghan, and may include an unassumed highway.

2. Street Naming and Numbering

- (a) In accordance with the policy adopted, all streets in the Township of Cavan-Millbrook-North Monaghan have been named, and numbers have been assigned to all buildings used for human habitation or business. Such numbers indicate the point at which the main driveway provides access to the street.**
- (b) The owner of a building containing more than one unit including, but not limited to a school, an apartment building or a seniors complex, shall letter/number the units within such building. At the owner's expense, a sign shall be displayed at the main entrance to such building showing the location of all units. Lettering/numbers on such sign shall be sufficiently large for emergency personnel to locate a unit at all times.**
- (c) Nothing in this by-law affects the legal status of a private road. The Corporation is in no way obligated to provide any maintenance or services, other than emergency response services, for properties or sites situated on a private road.**

3. Notice and Signage

- (a) There was an ad placed in the Peterborough This Week which ran for four (4) consecutive weeks advertising the road names changes. The by-law was passed July 20th, 1998.**
- (b) It shall be the responsibility of the owner(s) of improved property who lease or rent the said property to another party to inform the occupant or tenant of the assigned property identification number.**
- (c) The total initial cost of purchasing property identification number plates and posts as described in Schedule "A" shall be borne by the Corporation.**
- (d) The Corporation shall install, affix or erect the property identification number plates for any or all improved properties in rural areas of the municipality which are located on the mainland.**
- (e) The Corporation shall provide and deliver property identification number plates to any and all properties located in a settlement area. The owner of such a property shall attach the number plate to a building or post in a location visible and legible from the abutting street, private road or waterway.**
- (f) Every owner of vacant land who intends to construct a building on the said land shall obtain from the corporation, and install, affix or erect the assigned property identification number, within thirty (30) days of the issuance of any building permit, in the manner and location as set in Schedule "A", attached to and forming part of this by-law.**
- (g) Every owner of property within the boundaries of the Township of Cavan-Millbrook-North Monaghan will be responsible for total replacement costs of post and blade signs described in Schedule "B".**

**9-1-1 CIVIC ADDRESS
BY-LAW NUMBER 99-86**

-3-

4. Enforcement and Penalties


- (a) This by-law shall be enforced by the By-Law Enforcement Officer or by any other officer appointed by the Corporation for the purposes of enforcing this by-law.
- (b) Every person who violates any of the provisions of this by-law is guilty of an offence and upon conviction shall be liable to a fine pursuant to the Provincial Offenses Act, R.S.O. 1990, Chapter P.33, as may be amended from time to time.

5. General

- (a) Should any section or provision of this by-law be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the by-law as a whole or any part thereof, other than the section or provision so declared invalid.
- (b) The short title of this by-law shall be the "Civic Addressing By-Law" of the Corporation of the Township of Cavan-Millbrook-North Monaghan.
- (c) This by-law comes effective immediately.

Read a first, second and third time and finally passed this 4th day of January 2000.


REEVE


CLERK

SCHEDULE "A" TO BY-LAW NUMBER 99-86

- 1. Property Identification Number Plates - Rural Areas and Settlement Areas**
 - (a) **Size: Minimum 5 ins x 9 ins (3 numbers) (13 mm x 23 mm)
Size: Minimum 5 ins x 11.5 ins (4 numbers) (13 mm x 29 mm)**
 - (b) **Thickness/material: 1.5 mm aluminum**
 - (c) **Background: 3M 'Scotchlite' brand sheeting or equivalent, engineering grade**
 - (d) **Colour: green-double-sided**
- 2. Lettering**
 - (a) **Minimum height 4 ins (10 mms)**
 - (b) **3M sheeting engineering Grade or equivalent**
 - (c) **Front 'Gothic D' (Provincial Standard)**
 - (d) **Colour: White/Silver - double sided : Rural Areas and Settlement Areas**
 - (e) **Character spacing - 1/2 in. centered**
- 3. Location and Height**
 - (a) **In rural areas, property identification number plates shall be installed or erected immediately adjacent to the driveway on the left hand side as seen from the street or private road, at right angles to the abutting street or private road.**
 - (b) **In settlement areas, property identification number plates may be affixed to a building installed on a firmly secured post in accordance with paragraph 3 (d)**
 - (c) **All property identification number plates shall be in an unobstructed location, clearly visible and legible from the abutting street or private road.**
 - (d) **Property identification number plates shall be mounted on a firmly secured post, at an elevation of not less than 5 feet (1.4 metres) and not more than 6 ft 6 ins (2 metres) above grade. Such posts shall be installed not less than 3 ft 3 ins (one (1) mete) and not more than 13 feet (four (4) metres) from the edge of the travelled portion of the abutting street or private road.**

**9-1-1 CIVIC ADDRESS
BY-LAW NUMBER 99-86**

-5-

SCHEDULE "B" TO BY-LAW NUMBER 99-86

a) Replacement cost for lost, damaged or stolen signs will be the responsibility of the home owner at a cost of \$10.00 per blade and \$10.00 per post, with the Township Roads Department installing the new signs.

Township of Cavan Monaghan

By-law No. 2024-70

Being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan.

Whereas, the Municipality has the authority to pass by-laws to regulate the foregoing, pursuant to the Municipal Act, 2001; and

Whereas, the Council of the Township of Cavan Monaghan has the authority to pass a by-law for numbering the buildings and lots along any highway in the municipality for the enforcement of the by-law; and

Whereas, the Township of Cavan Monaghan deems it expedient to establish an addressing system and to provide the authority to administration for its implementation;

And Whereas, The Council of the Township of Cavan Monaghan has undertaken a review of its existing By-law No. 99-86 for numbering improved properties in the Township of Cavan-Millbrook-North Monaghan in connection with the implementation of the 9-1-1 Emergency System.

Now Therefore, the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. Short Title

The short title of the By-law shall be the “Civic Addressing By-Law” of the Township of Cavan Monaghan.

2. Definitions

For the purpose of this By-law:

“**Building**” or “**Structure**” shall mean any building or structure for which a permit is required under the Ontario Building Code Act.

“**By-law Enforcement Officer**” shall mean the person appointed by the Corporation to perform the duties of the By-law Enforcement Officer.

“**Civic Address(es)**” shall mean the civic number, including Unit number where applicable, assigned by the Township to any lot or property in accordance with this by-law.

“**Civic Address Plate**” shall mean the plate on which the civic address is displayed.

“**Clerk**” shall mean the person appointed by the Corporation to perform the duties of the Clerk.

“**Corporation**” shall mean the Corporation of the Township of Cavan

Monaghan.

“Council” shall mean the Council of the Corporation of the Township of Cavan Monaghan.

“Designate” shall mean the person designated, to have the authority to act under this by-law in the absence of the Director of Public Works, By-law Enforcement Officer or Clerk.

“Director of Public Works” shall mean the person appointed by the Corporation to perform the duties of the Director of Public Works.

“Driveway” shall mean any lane, path, parking lot or other thoroughfare established by an owner or occupant of an improved property for the purpose of securing access to an owner’s property from a highway or private highway.

“Highway” shall mean any common and public highway, road, street, avenue, parkway, unassumed road, private road, service lane under the jurisdiction of the Province of Ontario, County of Peterborough or Township of Cavan Monaghan.

“Lot” or **“Property”** shall mean a parcel of land, which is capable of being legally conveyed in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

“Owner” shall mean the registered or assessed owner of the property as identified on the last revised Assessment Roll for the Township of Cavan Monaghan.

“Private Highway” shall mean a privately maintained lane, which provides a common means of access to lots or properties, and may include a service lane, which provides access to sites within a campground.

“Township” shall mean the area within the corporate and geographic boundaries of the Township of Cavan Monaghan.

“Settlement Area” shall mean a more densely populated area such as those identified in the Official Plan of the Township of Cavan Monaghan.

3. Municipal Addressing Policy

3.1. Civic Address(es)

3.1.1. One number shall generally be allocated for every 15 metres (50 feet) of property highway frontage. The road measurement shall be taken at the centre of the property driveway entrance and a number assigned accordingly.

3.1.2. Every lot or property with a building fronting upon a highway within the Township of Cavan Monaghan shall have a civic address assigned to it.

3.1.3. Upon application of a Building Permit submission to the Chief Building Official,

and verification of an entrance fronting on a highway the applicant can apply to the Public Works Department for a civic address to be assigned to the property. The Director of Public Works or designate shall assign a civic address and arrange for delivery and/or installation as necessary.

- 3.1.4. Civic addresses may be assigned to vacant lots of property with driveway access on a highway, upon the owner's request.

3.2. Numbering System

- 3.2.1. The property on any given highway will be assigned an even civic address; and the property on the opposite side of the highway will be assigned an odd civic address.
- 3.2.2. Those anomalies such as crescents, circles, cul-de-sacs and corner lots shall be assigned civic addresses in a numerical sequence, which address special circumstances.

4. Private Highway Numbering

- 4.1. The Township shall assign a civic address for each property with frontage on a private highway.
- 4.2. The owner of a campground, trailer park and or gated community shall name the highways, and number the sites located within a campground, trailer park and/or gated community. The highway naming and numbering method shall be approved by the Director of Public Works or designate.
- 4.3. The owner of a campground, trailer park and or gated community shall erect and maintain a clearly legible (from the driver's seat of an emergency vehicle) map located at the entrance to a campground, trailer park and/or gated community identifying the highway names and civic addresses contained within.
- 4.4. For the purpose of the emergency response services, the owner or occupants of the campground, trailer park and/or gated community shall use the civic address assigned to the main property in conjunction with the name of the service lane and site number, as assigned within the campground, trailer park and/or gated community.
- 4.5. Nothing in the By-law affects the legal status of a private highway or service lane. The Township is no way obligated to provide any maintenance or services for properties or sites located on a private highway or service lane within its jurisdiction. It shall be the responsibility of the owner(s) of the property where a private highway or service lane is located to maintain the private highway or service lane in a state of repair and maintenance, which provides suitable access for emergency vehicles.

5. Municipal Addressing System

- 5.1. The Township of Cavan Monaghan shall maintain an Addressing System.

- 5.2. The Director of Public Works or designate shall ensure that any lots created by consent or plan of subdivision with the Township of Cavan Monaghan are assigned a civic address upon request to the Public Works Department.
- 5.3. The Director of Public Works or designate shall assign a civic address to any previously vacant lot upon application to the Public Works Department.
- 5.4. The Director of Public Works or designate shall ensure that the Addressing System is updated on a regular basis to include any recently assumed highway or extensions of existing highway. This update may also include unassumed highway allowance within a registered plan of subdivision, if required for emergency response purposes.
- 5.5. The Director of Public Works or designate shall ensure that all emergency response agencies with the 9-1-1 Emergency Response System receive, via the Peterborough County 9-1-1 Coordinator, on a timely basis, updated information for the Municipal Addressing System in the Township of Cavan Monaghan.

6. Notice and Signage

- 6.1. The Director of Public Works or designate will forward, as required, Notice to an Owner of a property within the Township advising them of any changes to their civic address. The Notice shall be sent by regular mail to the owner and address provided on the latest revised Assessment Roll.
- 6.2. The Township shall install, affix or erect the property identification number plates for any or all improved properties in rural areas of the municipality.
- 6.3. The Township shall provide and deliver property identification number plates to any and all properties located in a settlement area. The owner of a property shall attach the number plate to the building or post in a location visible and legible from the abutting highway or waterway.

Note: Legible decorative numbers are a permitted alternative in designated settlement areas only at the sole cost of the property owner.

- 6.4. Every owner of vacant land who intends to construct a building on said land shall obtain a property identification number within thirty (30) days of the issuance of any building permit, in the manner and location as set out in Schedule "A" of this by-law.
- 6.5. Every owner of property who leases or rents said property to another party, shall ensure that the assigned civic address is obtained within thirty (30) days.
- 6.6. The Owners of all properties shall maintain in good condition and in a location visible and legible from the abutting highway the assigned civic addresses, as required under the provisions of this By-law.
- 6.7. Every owner of property within the boundaries of the Township of Cavan Monaghan will be responsible for total costs of the post and blade signs described in Schedule "B".

6. Financial

- 6.1. The cost for a new sign or post will be the responsibility of the property owner. The cost for a new sign or post will be reflected in the Township's User Fees and Charges By-law. The Township Public Works Department will install all new signs.
- 6.2. Replacement cost for lost, damaged or stolen signs will be the responsibility of the property owner. The cost for a replacement sign or post will be reflected in the Townships User Fees and Charges By-law. The Township Public Works Department will install all new signs.

7. Enforcement and Penalties

- 7.1. This By-law shall be enforced by the Director of Public Works, By-law Enforcement Officer or designate appointed by the Township for the purpose of enforcing this By-law.
- 7.2. Every person who violates any of the provisions of the By-law is guilty of an offense and upon conviction shall be liable to a fine pursuant to the Provincial Offenses Act, R.S.O. 1990, Chapter P.33, as may be amended from time to time.

8. General

- 8.1. Should a section of any provision of this By-law be declared by a court of competent jurisdiction to be invalid. The same shall not affect the validity of the By-law as a whole or any part thereof, other than the section of provision so declared invalid.

Read a first, second and third time and passed this 16 day of December, 2024

Matthew Graham
Mayor

Cindy Page
Clerk

Schedule “A” to By-law No. 2024-70

1. Property Identification Number Plates – Rural Areas

- Size: Minimum 13 cm x 30 cm (5 in x 12 in)
- Thickness/ material: 1.0 mm aluminum
- Background: 3M sheeting engineering grade or equivalent
- Color: Green sign – double-sided

2. Lettering

- Minimum height: 10 cm (4 in)
- 3M sheeting engineering grade or equivalent
- Font: “Gothic D” (Provincial Standard)
- Colour: White/ silver – double sided
- Character spacing – ½ in. centered

3. Location and Height

- In rural areas, property identification number plates shall be installed or erected immediately adjacent to the driveway on the left hand side as seen from the highway or private highway, at right angles to the abutting highway or private highway.
- In settlement areas, property identification number plates may be affixed to a building or installed on a firmly secured post in accordance with section (c) and (d) below.
- All property identification number plates shall be in an unobstructed location, clearly visible and legible from the abutting highway or private highway.
- Property identification number plates shall be mounted on a firmly secured post, at an elevation of not less than 1.4m (5ft) and not more than 2m (6ft 6ins) above grade. Such post shall be installed not less than 1m (3ft 3ins) and not more than 4m (13ft) from the edge of the travelled portion of the abutting highway.

4. Multiple Dwelling Units

- **Multiple Attached Dwellings**

- An apartment building or a multiple attached dwelling (e.g. building composed of townhouse units, basement or accessory apartments) on one assessed property of land with common access is given one property identification number and each of the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.

- **Multiple Detached Dwellings**

- A property with multiple detached dwelling (residential) buildings, such as a property with a garden suite or detached accessory unit, on one assessed property of land with common access is given one property identification number and each of the units are assigned alphabetical unit identifications.

- **Multiple Commercial/ Industrial Buildings (Mixed Use)**

- A multiple commercial/industrial (mixed use) building, such as a shopping plaza, on one assessed property of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.
- A detached multiple commercial/industrial (mixed use) building, such as an industrial park, with multiple detached units on one assessed property of land with a common access is given one property identification number and each of the units are assigned alphabetical unit identifications.

Note: The owner of a property or building containing more than one unit including, but not limited to a school, and apartment building, senior complex, commercial plaza, or industrial park shall letter/number the units within such building. At the owner's expense, a sign shall be displayed at the common access point to the property showing the location of all units. Lettering/numbers on such sign shall be sufficiently large for emergency personnel to locate a unit at all times.

Schedule “B” to By-law No. 2024-70

1. The cost for a new sign or post will be the responsibility of the property owner. The cost for a new sign or post will be reflected in the Township’s User Fees and Charges By-law. The Township Public Works Department will install all new signs.
2. Replacement cost for lost, damaged or stolen signs will be the responsibility of the property owner. The cost for a replacement sign or post will be reflected in the Townships User Fees and Charges By-law. The Township Public Works Department will install all new signs.



Regular Council Meeting

To:	Mayor and Council
Date:	December 16, 2024
From:	Bill Balfour, Fire Chief
Report Number:	Fire Department 2024-03
Subject:	Training Officer

Recommendations:

1. That Council approve the hiring of a full-time Training Officer to ensure compliance with Ontario Regulation 343/22; and
2. That adjustments to the Fire Department’s 2025 operating budget be made to accommodate the position for the second budget presentation.

Overview:

In 2020, Council approved the Fire Department’s Master Fire Plan (Report 2020-03), which highlighted the need to separate the dual role of Fire Prevention Officer and Training Officer into two distinct positions (Recommendations 4 and 7). Subsequently, the Ontario government enacted Ontario Regulation 343/22, mandating that all fire department personnel be certified for the specific functions they perform within the fire service. The Fire Chief previously raised concerns to Council about the impact of such regulations in Fire Department Reports 2018-02 and 2022-01. In response, Council issued a letter on February 25, 2022, outlining the Township's concerns regarding the Firefighter Certification Regulation (Attachment No. 1).

Since that time, call volumes for the Fire Department have been steadily increasing at an average rate of 3% annually, driven by ongoing development within the Township. Additionally, volunteer staff turnover has risen, necessitating the training of new personnel to meet regulatory requirements. While the Norwood Training Center’s recruit course covers Firefighter Levels I and II, significant weekly preparation is required for each recruit throughout the program. Beyond the recruit course, new firefighters must complete additional training over and above Firefighter I and II in their first three years to perform specific tasks on the fire ground, as mandated by Ontario Regulation 343/22 and the Occupational Health and Safety Act. On average, 5-6 recruits join annually, and there are currently out of 80 fire department members 15 recruits with less than three years of service whose training demands require daily and weekly oversight.

In 2023, the dual role of Fire Prevention Officer and Training Officer became vacant. The role was initially posted as a combined position. Subsequently, the position was re-

posted as a single-role Fire Prevention Officer, and a qualified candidate with the required certifications was successfully hired mid-2024.

During this period, the responsibilities of the Training Officer role have been distributed among the current fire department staff. This redistribution significantly impacts their ability to fulfill their own legislative responsibilities while managing 80 personnel training needs at various stages of development. Additionally, the mandated training courses required under the new training regulations—covering the first three years for recruits and ongoing training for other department members (Attachment No. 2) have increased the workload for the current full-time staff. These requirements also place greater demands on volunteers, adding pressure to their time commitments as they work to achieve the certifications mandated by the regulations. These increased training demands coupled with the increasing call volumes will in the future reach beyond a sustainable level for volunteers to be able to meet the time requirements of a volunteer firefighter.

The CAO and Fire Chief consulted with the eight municipalities to explore the possibility of establishing a joint position(s) to address the challenges each department is facing due to the impacts of the new training regulations. However, there was minimal interest in pursuing this initiative. As a result, staff have prepared this report for Council recommending the hiring of a dedicated Training Officer for the department.

Council determines the level of Fire Service provided to residents and formalizes it through the Establishing and Regulating By-law No. 2017-87 (Attachment No. 3). This By-law outlines the divisions within the Fire Department responsible for fulfilling its various roles and functions. Currently, the department operates across eight divisions: Administration, Fire Prevention/Public Education, Training, Fire Suppression, Apparatus and Equipment, Fire Stations, Auxiliary, and Emergency Management. However, due to current staffing levels, several functions within these divisions are not being adequately fulfilled.

The Fire Chief recommends hiring a dedicated full-time Training Officer to address critical needs within the training division, including compliance with new training regulations, alignment with the Township's Master Fire Plan and Establishing and Regulating By-law No. 2017-87, and managing the increasing workload created by Firefighter recruit turnover, ongoing development, and rising service demands across all eight divisions. This position is essential to meeting these requirements and restoring other fire department divisions to the service levels mandated by various legislative standards.

The Training officer has not been evaluated in the most recent Compensation Review and would be required to be evaluated should Council approve the hiring of a dedicated full-time Training Officer and Staff make the adjustments to the fire departments operating budget for Council consideration in the second draft of the budget deliberations.

Financial Impact

The funds for this initiative have not been budgeted in the 2025 first draft budget process and would be added to the Fire Departments operating budget for the second draft presentation.

Attachments:

Attachment No. 1 Letter from council dated February 25, 2022

Attachment No. 2 Training Officer hours

Attachment No. 3 Establishing and Regulating By-law No. 2017-87

Respectfully Submitted by,

Reviewed by,

Bill Balfour
Fire Chief

Yvette Hurley
Chief Administrative Officer

TOWNSHIP OF
CAVAN MONAGHAN

Have it all. Right here.

February 25, 2022

Honourable Sylvia Jones
Minister of Community Safety and Correctional Services
18th Floor, George Drew Building
25 Grosvenor Street
Toronto, ON M7A 1Y6

Dear Honourable Sylvia Jones,

At the Regular Council meeting held February 22, 2022, Council for the Township of Cavan Monaghan unanimously supported the below comments with respect to the proposed changes to the Fire Protection and Prevention Act as proposed by the Provincial Government.

While we can appreciate the initiative to modernize fire service delivery, as the Mayor of a Rural Volunteer Department there are a number of concerns raised with this proposed Legislation.

1. A funding model has not been communicated with the proposed Legislation as to whether or not the Province will be providing funding with this mandated Legislation.

Unlike allied agencies such as Land Ambulance and Provincial Police which receive funding for their services from the Provincial Government, Fire Departments receive zero reoccurring funding from the Provincial Government.

In early 2021, the Office of the Fire Marshal and Emergency Management announced the closure of its Ontario Fire College (OFC) located in Gravenhurst Ontario. The Ontario Government provided Fire Departments with a onetime training grant based on population size. Cavan Monaghan's share was \$6,700.00 representing 4.6 percent of the total training budget for our Fire Department in 2021. A continuation of this funding is requested for consideration.

2. The Eastern Ontario Emergency Training Academy (EOETA) located in Norwood has been a successful training center for the Region for the past 40 years and is a recognized Regional Training Center (RTC) for the Province of Ontario. The EOETA is an independent entity and governed collaboratively with the eight municipalities within Peterborough County, The City of Peterborough, Curve Lake First Nation, and Hiawatha First Nation.

988 County Rd 10
Millbrook, Ontario L0A 1G0

www.cavanmonaghan.net

Phone: 705-932-2929
Fax: 705-932-3458

There needs to be a commitment from the Provincial Government to provide adequate and timely resources to this mandate. To date there have been shortcomings in providing efficient resources to the current levels of service(s) provided by the OFM. If the required resources and funding are not provided by the Province to Municipalities it will be putting Municipalities in a position in which they are unable to achieve certification creating an undue hardship in respect to legal liability for failing to certify members. The failure to certify will be due to insufficient resources from the lack of resources being provided to the Provincial Mandate.

A clear plan outlining the process(s) and resources being provided by the Ontario Government for implementation of this regulation has not been provided to Municipalities or RTC's from the Office of the Fire Marshal. The information session(s) provided by the Fire Marshal in regards to both the estimated time and cost requirements to Municipalities and their Volunteer Firefighters along with RTCs was inconsistent with the reality for our Municipality. The legislation's impacts were reviewed and analyzed by our staff which translated into a doubling of the current time commitments, workload and costs to not only our Volunteer Firefighters but to our Trainers whom are also part of the Volunteer service. This is not sustainable for Volunteer departments or RTC'S. It is requested that the 24 month requirement to be fully certified be changed to 48 months and as noted above, that funding be established for both Municipalities and RTC's.

3. The requirement for auto extrication certification beyond that in Firefighter I and Firefighter II currently exists the way the legislation is written for full service departments. We are requesting this section be removed entirely. Should the Fire Marshal wish to consult Rural Fire Chiefs to strengthen the current certification contained in Firefighter I and Firefighter II then a task force should be established with achievable time lines to address this issue.
4. We are requesting the Section regarding the certification requirement for Pumper Operations be removed entirely. This request is being made on the assumption that during the consultation of stake holders of this Legislation, they most likely provided sound reasoning for the decision of not including Aerial operations within the required certifications, and as such we would request this reasoning be applied to Pumper Operations certification and it be removed.
5. The regulation temporarily speaks to persons filling certain roles but does not define the term "Temporary". This needs to be clearly defined and reviewed as this item has labor relations implications resulting in financial implications to Municipalities. As a member of AMO we have not received their position on this and I am requesting that before this legislation is put into force that this item receive consultation through AMO and, their position is put forward to their members to ensure that the full financial impacts of this Legislation are realized.
6. In regards to the section regarding Transition we would request examples of what would be acceptable to the OFM with regards to this section and the sample letters that would be issued to Fire Department members so that we may review with our advisors.

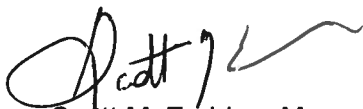
It is important to understand Volunteer Fire Departments are managed very differently than Full Time Fire Departments. Municipalities set the level of fire service to be provided to their residents, based on Legal advice and careful review of Establishing and Regulating By-laws, Community Risk Assessment's and Master Fire Plans which in turn Fire Departments develop

their training programs to ensure that the Fire Department is operating in compliance with the Occupational Health and Safety Act for Ontario.

We are requesting that the above items be reviewed and implemented should this legislation be moved forward.

Thank you for your consideration.

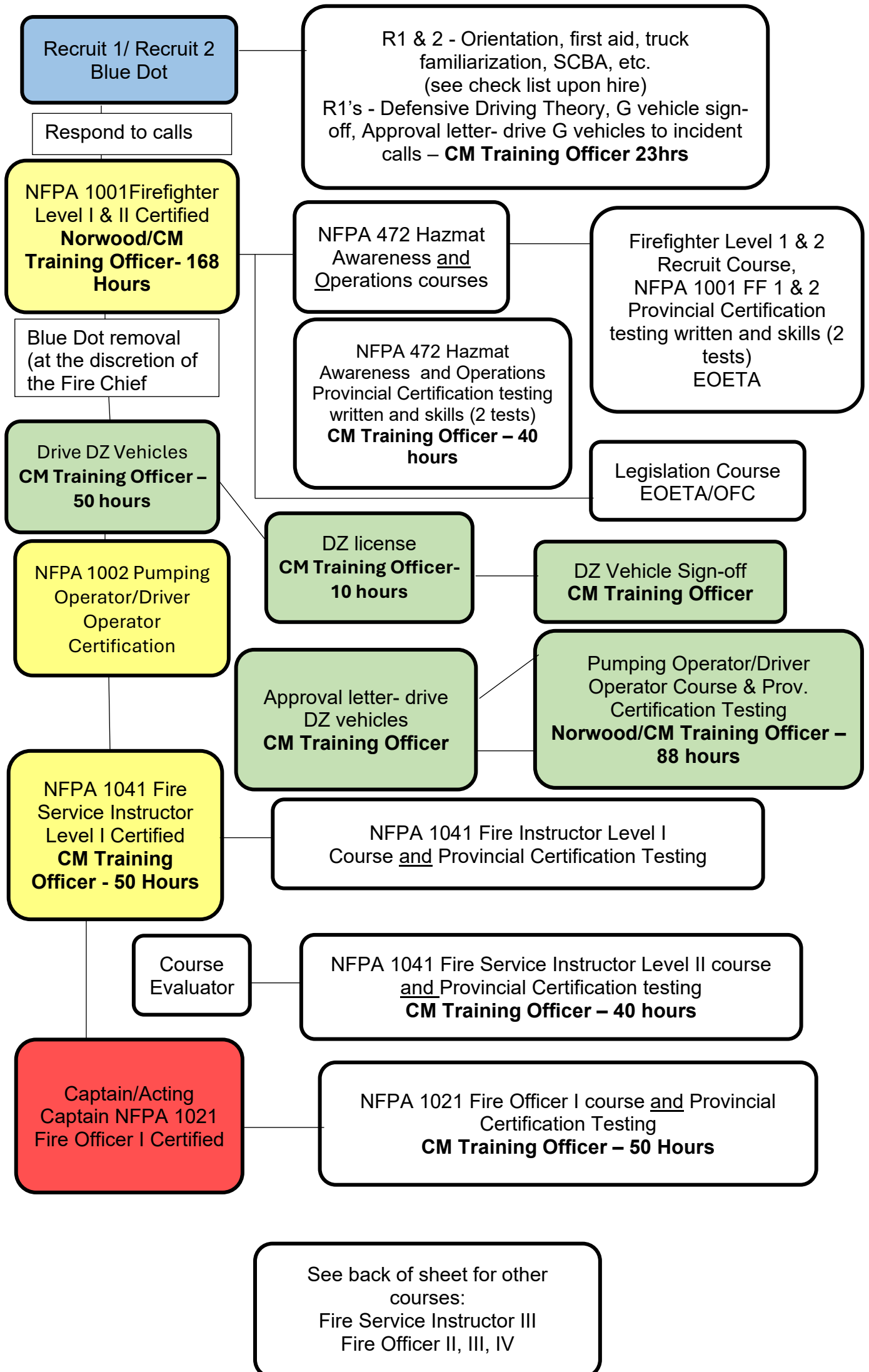
Sincerely,

A handwritten signature in black ink, appearing to read "Scott", with a long horizontal flourish extending to the right.

Scott McFadden, Mayor
Township of Cavan Monaghan

Cc: MPP Laurie Scott, PC Chair, Standing Committee on the Legislative Assembly
MPP Gilles Bisson, NDP Critic, Community Safety and Correctional Services
Association of Municipalities Ontario (AMO)
Ontario Association of Fire Chiefs (OAFC)
Jon Pegg, Fire Marshal of Ontario

Cavan Monaghan Fire Department Training Flow Chart – With Training Officer Work Hours



All hours identified include pre course work

A list of all possible NFPA courses:

NFPA 1001 Firefighter	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
NFPA 472 Hazardous Materials	<input type="checkbox"/> Awareness	<input type="checkbox"/> Operations	<input type="checkbox"/> Mission Specific	<input type="checkbox"/> Technician
NFPA 1021 Fire Officer	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	<input type="checkbox"/> Level III	<input type="checkbox"/> Level IV
NFPA 1041 Fire Service Instructor	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	<input type="checkbox"/> Level III	
NFPA 1031 Fire Inspector	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	<input type="checkbox"/> Level III	
NFPA 1521 Incident Safety Officer	<input type="checkbox"/> ISO			
NFPA 1033 Fire Investigator	<input type="checkbox"/> Fire Investigator			
NFPA 1035 Fire & Public Life Safety Educator	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	<input type="checkbox"/> Level III	
NFPA 1035 Public Information Officer	<input type="checkbox"/> PIO			
NFPA 1006 Technical Rescuer Rope Rescue	Technical Rescuer <input type="checkbox"/> (Chapter 5)	Rope I <input type="checkbox"/> (Chapter 6.1)	Rope II <input type="checkbox"/> (Chapter 6.2)	
NFPA 1006 Technical Rescuer, Confined Space	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
NFPA 1006 Technical Rescuer, Trench Rescue	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
NFPA 1006 Technical Rescuer, Swiftwater Rescue	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
NFPA 1006 Technical Rescuer, Surface Water	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
NFPA 1006 Technical Rescuer, Ice Rescue	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
NFPA 1002 Fire Driver/Operator	<input type="checkbox"/> Core	<input type="checkbox"/> Pumper	<input type="checkbox"/> Aerial	
NFPA 1407 RIC - Survival	<input type="checkbox"/>			

The Township of Cavan

Monaghan By-law No. 2017-87

**Being an establishing and regulating by-law for the Cavan
Monaghan Fire Department**

Whereas the Municipal Act, S.O. 2001, c. 25, as amended, and the Fire Protection and Prevention Act, 1997, S.O. 1997 c. 4, as amended, permits the Council to enact a by-law to establish and regulate a fire department;

Now Therefore the Council of the Township of Cavan Monaghan enacts as follows:

Definitions:

In addition to the specific definitions set out below, the definitions contained in the *Fire Protection and Prevention Act, 1997* (FPPA) shall apply.

- 1) In this by-law, unless the context otherwise requires,
 - a. **Approved** means approved by the Council.
 - b. **Chief Administrative Officer (CAO)** means the person appointed by Council to act as Chief Administrative Officer for the Township.
 - c. **Township** means the Township of Cavan Monaghan.
 - d. **Council** means the Council of the Township of Cavan Monaghan.
 - e. **Fire Department** means the Township of Cavan Monaghan Fire Department.
 - f. **Fire Protection Services** includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
 - g. **Limited Services** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote and/or island properties, private roadways, lanes and drives and/or as a result of the Department's lack of specialized equipment and/or training.
 - h. **Member means** any persons employed in, or appointed to, a Fire

Department and assigned to undertake fire protection services, and includes firefighters, fire prevention officers, training officers and recruits.

- i. **Volunteer Firefighter** means a firefighter who provides fire protection services, either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
- j. **Auxiliary Member** means a person who is appointed by the Fire Chief to provide functions in support of the delivery of Fire Protection Services but specifically excluding participation in active fire suppression or rescue and emergency services, voluntarily or for a nominal consideration honorarium, training or activity allowance.
- k. **Deputy Fire Chief** means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.
- l. **Firefighter** means the Fire Chief and any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services, and shall include a Volunteer Firefighter.

Fire Department Establishment

- 2) A fire department for the Township of Cavan Monaghan to be known as the Township of Cavan Monaghan Fire Department is hereby established and the head of the Fire Department shall be known as the Fire Chief.
 - a. The Fire Department's "Mission Statement and Goals" are as stated in Appendix D, forming part of this by-law.

Structure

- 3) The Fire Department shall be structured in conformance with the approved Organizational Chart, Appendix B forming part of this by-law.
- 4) Members of the Township of Cavan Monaghan Fire Department, for the purposes of the Workplace Safety & Insurance Board (WSIB), shall be defined as volunteer firefighters.
- 5) In addition to the Fire Chief, the Council shall appoint a Deputy Chief as defined herein. The Deputy Fire Chief shall report to the Fire Chief and as the second highest ranking Office of the Fire Department, in the absence of the Fire Chief, the Deputy Fire Chief shall have the powers and perform the duties of the Fire Chief.

- 6) The Fire Chief may recommend to the Council the appointment of any qualified person as a Member, Fire Prevention Officer, Inspectors, Fire Safety Educators, Officers, Volunteer Firefighters, or Auxiliary Members of the Fire Department, subject to the Township of Cavan Monaghan Fire Department Personnel Management Policies approved by Council from time to time and the Recruit Program set out in Appendix A.
- 7) All members of the Fire Department shall abide by the Operating Guidelines (OG's), Personnel Management Policies, and other policies and guidelines as approved by Council, and any memos and directives as issued by the Fire Chief.
- 8) The remuneration of Fire Department members shall be as determined by the Council.
- 9) If a probationary member appointed to provide fire protection services fails any such special training and examination, the Fire Chief may recommend dismissal and/or appropriate action to Council.
- 10) The Fire Chief may reprimand, suspend, or recommend dismissal of any member for infraction of any provision of this by-law, polices, general orders, and departmental rules that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the Fire Department.

Duties and Responsibility

- 11) The Fire Chief is ultimately responsible to Council, for proper administration and operation of the Fire Department, including the delivery of fire protection services.
- 12) Each division of the Fire Department is the responsibility of the Fire Chief, and is under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.

Policies and Procedures

- 13) The Fire Chief shall implement all approved policies, and shall develop such operating guidelines, general orders, and departmental rules as necessary to implement the approved polices and to ensure the appropriate care and protection of all Fire Department members and equipment.
- 14) The Fire Chief shall review periodically all policies, orders, rules and operating procedures of the Fire Department, and may establish an advisory committee consisting of such members of the Fire

Department as the Fire Chief may determine from time to time to assist in these duties.

Budgets and Reports

- 15) The Fire Chief shall submit to the CAO and Council for approval, the annual budget estimates for the Fire Department, and any other specific information requested by the CAO and/or Council.

Powers

- 16) The Fire Chief shall take all proper measures for the prevention, control, and extinguishment of fires, for the protection of life and property, and shall exercise all powers mandated by the FPPA, and the Fire Chief shall be empowered to authorize:
 - a. pulling down or demolishing any building or structure to prevent the spread of fire.
 - b. all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk, or accident, when unable to contact the property owner.
 - c. recovery of expenses incurred by such necessary actions for the Township in the manner provided through the Municipal Act, the Fire Protection and Prevention Act and applicable Township by-law(s).

Levels of Service

- 17) The Township of Cavan Monaghan Fire Department shall provide such approved services as specified and listed in Appendix C.
 - a. Due to the Fire Department's reliance upon volunteer members, the topographic and geographic configuration of the Township, the level and amount of equipment at the Department's disposal and other budgetary constraints, the services listed in Appendix C, although approved, may be provided as "Limited Services" as defined in Section 1 of this by-law.
 - b. The Township of Cavan Monaghan accepts no liability for the delay or inability to supply the services as set out in Appendix C of this by-law due to the provision of its' approved services as limited services, or due to the existence of unsafe conditions encountered enroute, impede access to property, and/or environmental factors/constraints.

The following appendices are attached to and form part of this by-law:

Appendix A - Recruit Program

Appendix B - Organizational Chart

Appendix C - Core Services

Provided Appendix D - Mission

**Appendix E – Fire Rescue & Emergency Services Volunteer Firefighter
Terms and Conditions of Employment**

Statement

18) This by-law comes into effect the day it is passed by Council, in the manner appropriate to the Township.

19) That By-Law Number 99-57, 2006-63, or any by-laws or parts thereof, and all resolutions of Council which are inconsistent are hereby repealed.

Read a first, second and third time and passed this 18 day of December, 2017.



Scott McFadden
Mayor



Elana Arthurs
Clerk

Appendix A to
By-law No. 2017 – 87
Recruit Program

Definitions

Recruit Level One: A Recruit Level One shall mean a person appointed as a member of the Department who is on probation for a period of 12 months from the date of appointment and which, during the 12-month probationary period, the member is required to complete such training, evaluations and examinations as may be required by the Fire Chief.

Recruit Level Two: The Recruit Level Two program is strictly a volunteer (unpaid) position, and is designed for students who are completing or have completed an accredited post-secondary educational program (up to a maximum of three years post-graduate), and who reside in the community or within close proximity to one of the fire halls and are at least 18 years of age.

General Information

The Cavan Monaghan Fire Department has established a position of "Recruit" for all new members of the Fire Department. All Recruit applicants must reside in the Township of Cavan Monaghan, or a neighbouring municipality if they are in local proximity to a Cavan Monaghan fire hall. Recruits are required to be 18 (eighteen) years of age on or before the commencement of the first day of hiring. Once selected, the Recruit must provide the Fire Department with a satisfactory OPP Police check and a driver's license abstract. They will complete one full year of probation before becoming a full status Firefighter. At any point in the probation period, the Fire Chief or his/her designate may dismiss the Recruit from the program. The Recruit will be given the right to request a hearing by the CAO or his/her designate. The hearing will provide the details and supporting documentation of the Recruit's failure to succeed in the program. In the event the CAO agrees with the action taken by the Fire Chief or his/her designate, the Recruit's termination from the program will be upheld with no further appeal.

The Fire Chief or his/her designate will review the performance of the Recruit. If the Fire Chief or his/her designate determine that the Recruit is meeting the expectations of the position, they will be offered the opportunity to continue with the training program, and on recommendation of the Fire Chief or his/her designate, attend the EOFA Norwood Training Centre Recruit Program.

Upon successful completion of the probationary period and the Eastern Ontario Fire Academy Recruit Program, the Recruit will receive an evaluation by their superior Officers and the Deputy Fire Chief, and a recommendation

as to whether or not the Recruit should receive the designation of full status Firefighter will be issued.

Recruit Level Two

This program is designed to nurture and further the academic skills that have been acquired by the student and apply them while gaining experience. During their tenure in the program, they will receive in-house training and education to further enhance their abilities. Recruit Level Two members will be required to produce, from a qualified medical practitioner, a physical clearance form, and will be interviewed for the position. Selected candidates will be subject to the same requirements and abide by the same policies, guidelines, etc. as a Recruit Level One. Upon successful completion of these requirements, they will be assigned to a fire station. Recruit Level Two members are responsible for fire suppression, rescue, prevention activities and other duties as assigned. They work under the direct supervision of the appropriate Department member according to the organizational chart. Assessments will be carried out on Recruit Level Two by their commanding Officers, which will be forwarded with a recommendation to the Fire Chief for promotion should a position become available.

Attending Alarms

- 1) The Recruit will be required to attend alarms to provide assistance as required by their superior Officer(s) (excluding direct interior attacks).
- 2) The Recruit will be required to attend in-house training meetings, just as required of all Firefighters.
- 3) The Recruit will not take the place of a qualified Firefighter on an alarm.

Training

- 1) Recruits will be required to attend in-house training sessions at a frequency that is adequate to enable them to provide a support role during alarms. They will be sent to the EOFA in Norwood subsequent to the approval of the Fire Chief.
- 2) A Recruit will obtain complete first aid, CPR, AED and medical training from the Department's approved first aid and CPR instructor prior to attending any alarms.
- 3) The Recruit will be expected to attend training meetings, and their attendance at such meetings will have a considerable impact on their year-end review. Failure to attend an adequate number of training sessions may result in the Recruit being removed from the program.
- 4) A person is eligible to be appointed as a Recruit and/or to remain

appointed as a Firefighter, provided the person:

- a) Is not less than 18 years of age.
 - b) Has successfully obtained an Ontario Secondary School Diploma (Grade 12) or equivalency or has demonstrated equivalent industry experience.
 - c) Lives and works within the Township or within close proximity to the fire station.
 - d) Is medically fit to undertake all fire protection services (documentation from a physician may be required).
 - e) Passes such aptitude tests as may be required by the Fire Chief.
 - f) Prior to completion of the 12-month probationary period, the Fire Chief shall review the performance of a Recruit. If a Recruit fails any examinations or evaluations imposed by the Fire Chief, the Fire Chief shall recommend to Council that the Recruit's probationary period be extended (with such conditions as the Fire Chief deems necessary) or that the Recruit's appointment be rescinded and the Recruit be released from any further participation with the Fire Department.
- 5) The Recruit may not receive driver training until their first-year probation period ends, or the Fire Chief or his/her designate approves the Recruit for such training. All costs associated with obtaining a DZ license (ie: medical, learner's permit, license fees) will be the responsibility of the Recruit; except for the cost of the DZ course, which is provided by the Fire Department. Personnel are not compensated for their participation in the DZ training course.
- 6) A Recruit that holds a current DZ driver's license may, with the permission of the Fire Chief, take a driving test and defensive driver training with the approved Department driver trainer. After successful completion, the Recruit may be approved to drive Fire Department apparatus.

Dress Code

- 1) To distinguish a Recruit from Firefighters, the Recruit will have a blue dot on both sides of their helmet.
- 2) They will be issued turnout gear, including protective boots, gloves, and helmet, as well as one pair of fire/rescue coveralls.

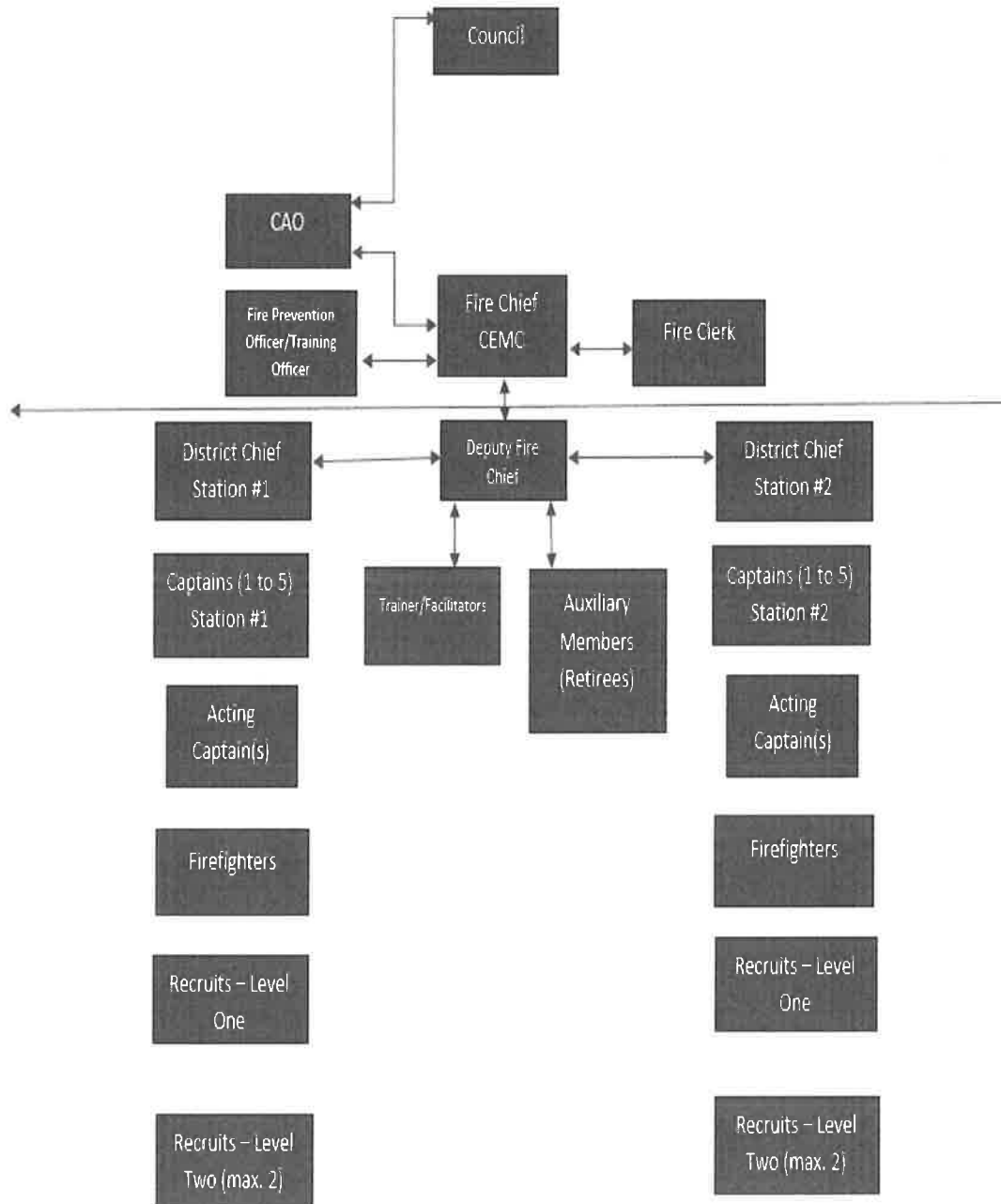
Financial Impact

- 1) Recruit level one personnel will be paid at 75% of the full Firefighter pay rate for the first year. Subsequent pay rate increases occur at 1, 2, and 3 years of service, and are at the rates set out in the approved Wage Schedule for the particular years.
- 2) Recruit Level Two personnel will not be compensated until reaching Recruit Level One status.
- 3) A Recruit will not be permitted to attend specialty training courses until the one year probation period is completed, and they have successfully completed the approved Recruit Program at EOFA or such training facility as approved by the Fire Chief.

I, _____ have read and understand
(print name)
the above and hereby agree to the guidelines set forth for a Recruit Level _____
position with the Cavan Monaghan Fire Department.

Signature **Date**

Appendix B to
 By-law No. 2017 - 87
 Organizational Chart



**Appendix C to
By-law No. 2017 – 87**

Core Services Provided (Response and Support):

A) Emergency Response

1. Structural firefighting, including limited internal rescue and fire attack in accordance with the Fire Department's level of training operating guidelines, the Occupational Health and Safety Guidelines, and the number and type of personnel and equipment available to the Department and on each specific emergency response.
2. Emergency response to those properties accessed via private roads, private lanes, or private driveways subject to the following limitations:
 - a. Emergency response to properties with bridges and/or culverts will be limited to safe travel and environmental conditions. Response times during acceptable and safe conditions may be delayed. If, in the opinion of the Fire Chief or his/her designate, unsafe environmental conditions exist, no services shall be provided. Fire Department vehicles shall not enter on to frozen bodies of water (i.e.: lakes, rivers, streams) at any time;
 - b. Emergency response to properties accessed via private roads, private lanes, private driveways, or fire routes may be limited by the condition of such roads, lanes, driveways, routes, bridges, and/or culverts, including:
 - (i) The ability of such road, lane, driveway, bridge and/or culvert to support and accommodate Fire Department equipment, vehicles and apparatus; and
 - (ii) The failure of the owner of the lands upon which the road, lane, driveway, bridge, and/or culvert to maintain such road, lane, driveway, bridge, and/or culvert in a condition that is passable by Fire Department equipment, vehicles, and apparatus as set out in the Ontario Fire Code and the Ontario Building Code.
3. Vehicle firefighting.
4. Grass and brush firefighting.

5. Marina firefighting - defensive only.
6. Basic medical assist with defibrillation.
7. Hazardous materials - awareness only.
8. Vehicle accidents.
9. Vehicle extrication.
10. Transportation incidents involving vehicles, trains, aircraft, and watercraft.
11. Water and ice rescue - shore based.
12. Public assistance.
13. Other agency assistance.
14. High angle rescue - awareness only.
15. Confined space rescue - awareness only.
16. Trench rescue - awareness only.
17. Participation in the Peterborough County Specialized Rescue Team.
18. Mutual aid.
19. Automatic aid.
20. Participation in community emergency plan.
21. Fire protection agreements.
22. Joint service agreements.

Please note: The services above may be provided as Limited Services. The Fire Department has entered into Mutual Aid, Automatic Aid and Specialized Rescue Unit Agreements to assist in supplying the above identified services in accordance with the Township's needs and circumstances.

B) Fire Prevention and Public Education

Fire prevention and public education activities shall be provided in accordance with the approved Fire Department Fire Prevention/Public Education and Smoke Alarm policies.

Appendix D to

By-law No. 2017 – 87

Mission Statement

The mission of the Cavan Monaghan Fire Department is to take action to protect and/or rescue citizens and/or property from threats of health, the effects of natural or man-made disaster, and in particular the risk that a fire, if started, would seriously endanger the health and safety of any person or quality of the natural environment for any use that can be made of it.

Primary Goals of the Fire Department

The primary goal of the Fire Department is to provide fire protection and rescue services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fire, sudden medical emergencies, exposure to dangerous conditions created by man or nature, and to provide fire prevention and public education services; second, to those Municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those Municipalities which are provided fire protection by the Fire Department via authorized agreement.

Primary Objectives of the Fire Department

In order to achieve the goals of the Fire Department, necessary funding must be in place and the following objectives met:

- 1) Identify and review the Fire Department requirements of the Municipality.
- 2) Provide and administrative process consistent with the needs of the Department
- 3) Ensure that firefighting equipment and operating personnel are available within the Municipality to provide adequate response to a citizen's call within a reasonable length of time.
- 4) Provide departmental training, to an accepted standard, which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting, and control of emergency situations, and to co-operate with other municipal departments with

respect to management training and other programs.

- 5) Provide a maintenance program to ensure all fire protection apparatus, involving all equipment, is ready to respond to emergency calls.
- 6) Provide an effective Fire Prevention Program to:
 - a. Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings.
 - b. Reduce and/or eliminate fire hazards.
 - c. Ensure compliance with applicable Municipal, Provincial, and Federal fire prevention legislation, statutes, codes, and regulation in respect to fire safety.
- 7) Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial, and institutional staff training.
- 8) Ensure in the event of a major catastrophe in the Municipality, assistance to cope with the situation is available from outside Departments and other agencies.
- 9) Develop and maintain a good working relationship with all Federal, Provincial, and Municipal departments, utilities, and agencies related to the protection of life and property.
- 10) Interact with other Municipal departments respecting the aspects of fire or any given programs.
- 11) Ensure these objectives are not in conflict with any other Municipal department.

Appendix E

By-law No. 2013 – 77

FIRE RESCUE & EMERGENCY SERVICES VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT

The employment of Volunteer Firefighters shall be governed by the following:

C.1 VOLUNTEER FIREFIGHTER EMPLOYMENT

C.1.1 The employment of Volunteer Firefighters shall be governed by the *Employment Standards Act, 2000*, S.O. 2000, c.41, as amended, and the Ontario *Human Rights Code*, RSO 1990, c H.19, as amended.

C.1.2 To be eligible for appointment to the position of Volunteer Firefighter, every candidate shall:

- (a) Be at least 18 years of age.
- (b) Be medically fit to perform the duties of Firefighter and produce a medical evaluation report to the satisfaction of the Fire Chief from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter.
- (c) Be physically fit to perform the duties of Firefighter and successfully complete a Candidate Physical Ability Test (CPAT) to the satisfaction of the Fire Chief.
- (d) Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
- (e) Reside in the Township and/or within proximity acceptable to the Fire Chief to a Township fire station in order to be able to respond to emergencies.
- (f) Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the Fire

Chief.

- (g) Have the ability to attend an acceptable number of emergency calls on a call-out basis, a determined by the Fire Chief.
- (h) Have the ability to meet the training attendance requirements of the Fire Department policies, as determined by the Fire Chief.

- C.1.3 Every newly appointed Volunteer Firefighter shall complete a term of probation of 12 months, during which time he or she shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire Chief.
- C.1.4 At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional term of probation of up to 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary Firefighter shall successfully complete all training and examinations, and shall meet all attendance and performance expectations during the additional probationary period.
- C.1.5 Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified Member of the Fire Department in accordance with Approved hiring policies.
- C.1.6 If a probationary Firefighter fails to successfully complete any required training or examinations, or fails to meet any requirement of the Fire Department or whose attendance or performance is otherwise unsatisfactory, the Fire Chief may dismiss the person.
- C.1.7 The Fire Chief may promote, from time to time, any qualified Member in order to maintain a sufficient complement of Officers in accordance with the Approved Fire Department Organizational Chart.

Report and Capital Project Status

Report Status

Priority	Directed By	Date Requested	Resolution or Direction	Staff Responsible	Est. Report Date	Status
Normal	Council		ICIP Update Millbrook Arena	K. Pope	2025	Scope Under Review
Normal	Council		Tree Canopy	K.Ellis	2025	
Normal	Council		Consideration for plaque of Fire Hall letter	B. Balfour	2024	
Normal	Council		Review of User Fees and Charges	K. Pope	2024	December 2024
Normal	C.A.O.		Township Design Options for 3 and 5 Centre Street	K. Phillips	2025	March 2025
Normal	Council	2024-11-18	Cenotaph Crosswalk Enhancement	W. Hancock	2025	

Report and Capital Project Status

Capital Project Status

Project List	Department	Status	Est. Report Date	% Complete
Corporate Strategic Plan Update	C.A.O.	In Progress	2025	January 2025
Station Park Signage	ECD	In Progress	2025	Ongoing
2023 CIP Incentives - Expanded	ECD	Complete	2024	Completed
2024 CIP Incentives	ECD	In Progress	2025	Ongoing
Baxter Creek Floodplain SSA (Special Study Area)	Planning	In Progress	2025	Ongoing
Official Plan	Planning		2025	County OP being revised to align with the PPS changes only - County Report December 18 Township OP will follow
Parks and Recreation Plan Phase Three - Renaming Downtown Park/CMCC Lands	Parks and Facilities	In Progress	2025	Awarded - Ongoing
Fire Station No. 1	Protective Services	In Progress	2025	Ongoing
Fire Hoses	Protective Services	In Progress	2024	Ordered
Public Works Ops Centre Generator, Fuel System	Public Works	In Progress	2025	Generator - Completed Fuel System - Ongoing
Cross Road Culvert (Larmer Line)	Public Works	Complete	Fall 2024	Completed
Brookside Street Reconstruction	Public Works	Complete	Fall 2024	Completed

Operating duties are not included

Committee of Councils - MVT, MRHAC, BIA, SUSTAINABILITY

FOR IMMEDIATE RELEASE

The Merger of HKPR District Health Unit and Peterborough Public Health Moves Forward

The legal merger of both health units into a single entity will take effect January 1, 2025.

PETERBOROUGH AND PORT HOPE, ON (December 4, 2024) – The Boards of Health for [Haliburton, Kawartha, Pine Ridge District Health Unit](#) (HKPR District Health Unit) and [Peterborough Public Health](#) (PPH) are pleased to announce that they will be moving forward with a voluntary merger, effective January 1, 2025. The goal of the merger is to sustain and improve the delivery of public health programs and services across the City of Kawartha Lakes, the County of Haliburton, Northumberland County, Hiawatha First Nation, Curve Lake First Nation, Alderville First Nation, Peterborough County and the City of Peterborough.

The merger will be supported through an investment of \$10.1 million from the Province of Ontario ([announced](#) on Monday, December 2) to support both the merger directly, catch-up activities, and service improvements to strengthen public health for this region.

“This is an important milestone bringing both public health units together to form one new organization,” said David Marshall, Board Chair for the HKPR District Health Unit. “Our dedicated and now combined employees of more than 300 public health professionals will continue to work with our communities, partners and stakeholders to protect and promote health and prevent disease within our combined areas to keep our residents healthy.”

In August 2023, the Ministry of Health announced plans to strengthen the public health sector by offering one-time funding, resources and supports to local public health agencies that voluntarily merged by January 1, 2025. In response to the announcement, the HKPR District Health Unit and PPH Boards of Health engaged the consulting firm Sense and Nous to conduct a feasibility study on a potential merger. Both Boards then voted to move forward with the merger process in February 2024 and a voluntary merger proposal and budget was submitted to the Ministry of Health on April 2, 2024. The new Board of Health will meet for the first time in the new year. The Ministry of Health has assured the public health unit that the government commits to 100 per cent provincial funding support for this merger with no fiscal impacts to municipalities and First Nations as a result of this merger, and in principle also commit to funding eligible merger expenses in subsequent years.

Membership of the new Board of Health will include 9 municipal representatives (two from the County of Northumberland, two from the City of Kawartha Lakes, one from the County of Haliburton, two from the County of Peterborough, and two from the City of Peterborough). In addition, the new Board of Health intends to have section 50 representation as currently exists (one member from Curve Lake First Nation and one from Hiawatha First Nation). The new Board of Health will also include provincial appointees, as outlined in the *Health Protection and Promotion Act*, and these members are yet to be confirmed.

“Peterborough residents became more familiar with public health's role and leadership during the COVID-19 pandemic, however, the health unit in our community has served us for over 135 years with a wide-reaching scope beyond infectious diseases,” said Councillor Joy Lachica, Board Chair for Peterborough Public Health. “With our friends at HKPR and the generous funding investment by the province, we will sustain and grow public health services for our residents.”

A new organizational structure and leadership team for the merged public health unit will be announced at a later time. Both current public health units will remain operational, with no immediate impact on programs and services provided to the public. A new identity and brand will be launched in early 2025.

During this time, both the HKPR District Health Unit and Peterborough Public Health remain committed to engaging with the communities they serve, partners and teams to determine future opportunities to continue the important work of public health across the City of Kawartha Lakes, Haliburton County, Northumberland County, Hiawatha First Nation, Curve Lake First Nation, Alderville First Nation, Peterborough County and the City of Peterborough.

Further communication will be released once the new health unit launches its official business name and new logo.

Additional Quotes

- “The province has made a commitment to the people of Ontario to strengthen the public health sector. The merger of Haliburton, Kawartha, Pine Ridge District Health Unit and Peterborough Public Health will combine over 300 dedicated staff to increase public health capacity and improve program delivery to our communities. The significant investment from the province will provide assistance for our local health units to merge smoothly and continue their quality service for all residents in Haliburton, Kawartha, Northumberland and Peterborough.” **David Piccini, Member of Provincial Parliament, Minister of Labour, Immigration, Training and Skills Development**
- “The merging of HKPR District Health Unit and Peterborough Public Health will streamline operations and enhance their ability to deliver comprehensive and efficient services. This integration will allow for the expansion of programs and ensure health initiatives will reach more people, fostering healthier communities across our region.” **Laurie Scott, Member of Provincial Parliament, Haliburton – Kawartha Lakes – Brock**
- “This merger is fantastic news for the entire region. It will create a health unit that is large enough to allow for succession planning for every staff position, create opportunities for mentorship, professional growth and provide exceptional healthcare results for the area. I want to thank everyone involved in this voluntary merger and look forward to working closely with both Dr. Piggott and Dr. Bocking.” **Dave Smith, Member of Provincial Parliament, Peterborough – Kawartha**
- “This is excellent news that the provincial government has approved the investment and the PPH Board of Health has resolved to merge. The efficiencies and improvements to public health delivery will be important for residents of the County of Peterborough and full Geography.” **PPH Board of Health Vice Chair and Deputy Mayor Ron Black (County of Peterborough, Selwyn Township)**
- “Public health affects us all and is important to the health of our communities. I am looking forward to seeing the new organization grow to more capably and equitably serve Indigenous peoples and all residents in the new region.” **Councilor Kathryn Wilson (Hiawatha First Nation)**
- “The merger of these two health units makes sense. Because of their proximity and the similar rural environment, they face common issues and experiences. No doubt, these experiences are resolved differently than how they might be in larger urban health units with the high population density yet relatively small geographical size. The merger will allow currently suggested but not mandated services to remain active and regular services to remain less interrupted, even when an emergency such as COVID hits unexpectedly.” **Mayor John Logel (Alnwick Haldimand Township)**

Media Contacts:

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Peterborough Public Health - Media Relations, media@peterboroughpublichealth.ca, 1-705-743-1000, x 352

About the Haliburton, Kawartha Pine Ridge District Health Unit

The Haliburton, Kawartha, Pine Ridge District Health Unit provides important public health programs and services to residents in Northumberland County, Haliburton County, and the City of Kawartha Lakes. Our dedicated team of public health professionals, led by our Medical Officer of Health, promote healthy living, protect against disease, and prevent illness and injury. We work with health care providers and community partners to address emerging health issues, service gaps and social inequities to support residents in being well and reaching their full potential. Our values of trust, engagement, accountability, and leadership guide what we do every day. Learn more at www.hkpr.on.ca.

About Peterborough Public Health

Peterborough Public Health serves residents throughout the City and County of Peterborough, as well as Curve Lake and Hiawatha First Nations, and offer a wide range of programs and services ranging from healthy eating workshops, poverty reduction initiatives to controlling infectious disease outbreaks, water safety and oral health and sexual health clinic services. Public Health is shaped by our social, economic and physical environments, as well as by our personal choices. Through community programs and by developing better health policies, Peterborough Public Health works to improve the living conditions of those in need for the benefit of all. Learn more at www.peterboroughpublichealth.ca

The Township of Cavan Monaghan

By-law No. 2024-67

Being a by-law to encourage development proponents to consult with the Township of Cavan Monaghan prior to submission of a complete application titled “Pre-consultation By-law”.

Whereas Bill 185, the Cutting Red Tape to Build More Homes Act 2024, removed Council’s ability to pass any by-law that imposes mandatory pre-consultation meetings prior to the submission of a planning application.

Whereas authority is granted under Sections 22(3.1), 34(10.0.1), 41(3.1), and 51(16.1) of the Planning Act R.S.O 1990 c. P.13, as amended, to allow municipalities to pass by-laws to permit development proponents to consult with the Municipality prior to the submission of an application made under the Planning Act for an amendment to the Official Plan or Zoning By-law, plans of subdivision, plans of condominium, site plan control or consent.

And Whereas Section 8.4 of the Official Plan contains requirements for complete official plan amendment, zoning by-law amendment, minor variance and site plan approval applications.

And Whereas the Council of the Township of Cavan Monaghan encourages consultation with the Township prior to the submission of applications made to the Township under the Planning Act and for telecommunication facility projects.

And Whereas the Township of Cavan Monaghan has an established process for pre-consultation to inform development proponents of the requirements for a complete application.

And Whereas pre-consultation is an important part of the application review and approval process.

And Whereas Cavan Monaghan Township believes the pre-consultation process will expedite the review of complete applications.

Now Therefore the Council of the Township of Cavan Monaghan hereby enact as follows:

1. That development proponents are encouraged to consult with Township Staff prior to the submission of one or more of the following planning applications:
 - Official Plan Amendment
 - Zoning By-law Amendment
 - Minor Variance

- Draft Plan of Subdivision
 - Draft Plan of Condominium
 - Consent
 - Site Plan
 - Site Plan Amendment
 - Telecommunication Facility
 - Industrial Wind Turbine
2. Minor Applications include consents, minor variances, zoning by-law amendments as part of an approved plan of subdivision, plan of condominium, consent or official plan amendment.
 3. Major applications include any application not defined as a minor application.
 4. The purpose of such pre-consultation meeting is to review the draft development proposal, confirm the type(s) of planning applications required and identify the scope of supporting information or material required by the Township, the County of Peterborough, the local Conservation Authority and/or other affected agencies.
 5. A pre-consultation meeting may include the payment of a fee as per the applicable Cavan Monaghan Township User Fees and Charges By-law.
 6. By-law No. 2023-37 is hereby repealed.
 7. That this By-law shall come into effect on the day of passing by the Township of Cavan Monaghan.

Read a first, second and third time and passed this 16th day of December 2024.

Matthew Graham
Mayor

Cindy Page
Clerk

The Township of Cavan Monaghan

By-law No. 2024-68

Being a by-law to Impose and Consolidate User Fees and Charges

Whereas Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, authorizes municipalities and local boards to impose 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 any other municipality or any local board; and for the use of its property under its control;

And Whereas that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

And Whereas that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of the property;

And Whereas Section 69 of the Planning Act, R.S.O., 1990 c. P.13 as amended provides that the Council of a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

And Whereas by-laws imposing fees and charges are authorized by various other statutes;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That Schedule "A" attached hereto shall comprise the list of fees and charges for the Township of Cavan Monaghan.
2. That all the fees and charges included in Schedule "A" attached hereto are hereby adopted by Council if not otherwise done by by-law.
3. That By-law No. 2023-76 is hereby repealed in its entirety.
4. That this By-law shall become effective the 1st day of January, 2025.

Read a first, second and third time and passed this 16th day of December, 2024.

Matthew Graham
Mayor

Cindy Page
Clerk



988 County Road 10
 Millbrook, Ontario
 L0A 1G0

Tel: (705) 932-2929
 Fax: (705) 932-3458

www.cavanmonaghan.net

Township of Cavan Monaghan User Fees and Charges By-law No. 2024-68 effective January 1, 2025

Administrative Services	Pg. 2 - 4
Building Department Services	Pg. 5 - 6
Fire Department Services	Pg. 7 – 8
Licensing	Pg. 9
Planning Department Services	Pg. 10 – 11
Recreational Services	Pg.12 – 16
Public Works	Pg.17 – 18

A registered charity organization may request the waiving of a user fee or charge, as outlined in the current User Fees and Charges By-law, providing the funds from the public activity/event/function will be transferred to the municipality for the benefit of all rate payers. A written request must be submitted to the CAO for approval in advance of the activity/event/function date with a valid registration number, the details of the anticipated funds and purpose of the funds being transferred to the municipality

Administrative Services

Tax & Utility Certificate (with 48 hour notice)	\$70.00 per roll no.	TCU	TAXCT UTLCT
Tax & Utility Certificate with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	TCRUSH	RUSHF

**Verbal Confirmation of Tax & Utility Certificates are provided up to 30 Calendar Days After Issuance
 -No Charge-**

Zoning Request	\$55.00 per roll no.	4910A6	P0001
Work Orders	\$40.00 per roll no.	4910A7	P0002
Zoning Request & Work Orders (Combined)	\$85.00 per roll no.	4910AC	P0003
Zoning Request, Work Orders and/or combined with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	ZWRUSH	RUSHP
Agreement Compliance Letters	\$100.00 per roll no.	4910A8	P0004
Cancellation Request and Refund Fee	\$10.00 per roll/account no.	CANCEL	CANCL

F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To enact a F.O.I. request	\$5.00 per request	4220B	FOI01
Photocopies, computer printouts, faxing	\$0.20 per page	4220C	FOI02
USB Drive/Data Stick	\$10.00 per USB	4220BB	FOI03
Long Distance Fax Service	\$1.20 per page	4220B7	FOI04
Local Fax Service	\$0.20 per page	4250A8	FOI05
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4	FOI06
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4	FOI06
Developing a computer program or other method of producing a record from a machine-readable record	\$15.00 each fifteen minutes	4250B5	FOI07
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	n/a	n/a

Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56

Other Charges

Postage	Current postage rate	POSTAG	POSTG
Photo Copy - Letter Size	\$0.50 per page	4250A2	A0001
Photo Copy - Legal Size	\$1.00 per page	4250A3	A0002

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Long Distance Fax Service	\$1.50 per page	4250A7	A0003
Local Fax Service	\$0.50 per page	4250A8	A0004
USB Drive/Data Stick	\$10.00 per USB	4250AB	A0005

Miscellaneous Charges

Non-Cash Charge	3% of payment	CREDIT	A0000
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1	FN003
Commissioner of Oath Services (Township Resident)	\$15.00	4220A2	C0001
Commissioner of Oath Services (Non-Township Resident)	\$20.00	4220A4	C0002
Marriage Licence	\$135.00	4223A1	C0003
Civil Ceremony (Regular Hours)	\$300.00	4223A2	C0004
Civil Ceremony (Non-Regular Hours)	\$400.00	4223A3	C0005
Ceremony Rehearsal (Regular Hours)	\$50.00	4223A4	C0006
Ceremony Rehearsal (Non-Regular Hours)	\$65.00	4223A6	C0007
Ceremony Mileage	Rate established by County of Peterborough	4223A5	C0008
Burial Permits	\$25.00	4220BU	C0009
Duplicate Accounts Receivable Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	FN006
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D	C0010
Closed Meeting Investigator/per submission	\$125.00	4220D1	C0011
Registered Mail Fee	Cost recovery + 10% Admin Fee (\$30.00 minimum)	R-MAIL	RMAIL
Tender Package on behalf of approved consultant	Cost recovery + 10% Admin Fee (\$10.00 minimum)	TENDER	TNDER
Paymentus™ Convenience Fee (%) Property Taxes / Utilities / Rentals / Fire / Marriage Certificates / Finance & Admin, etc.	3 rd Party On-Line percentage fee (per contract)	n/a	n/a
Paymentus™ Convenience Fee (Flat) Other	3 rd Party On-Line flat fee (per contract)	n/a	n/a

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Tax and Finance Charges

Property Tax verbal information request – Property owner verbal request of current information free of charge. Printed receipt/statement fees are applicable.	\$0.00	n/a	n/a
Property Tax search of historical records for previous years (manually searching & compiling information/records).	\$15.00 each 15 mins (\$30.00 minimum)	4250A5	FN001
Early PAP Cancellation fee (< 21 Calendar Days before Due Date)	\$20.00	4250B2	FN002
Penalty/Interest (Property Taxes) Late payment charges for non-payment of taxes or any instalment by the due date, as per the Property Tax Collection Policy.	1.25% rate established by the Municipal Act, 2001 Section 345, as amended.	PENTAX	PEN
Penalty/Interest (Accounts Receivable) Late payment charges for non-payment of Accounts Receivable (General and/or Utility) by the due date, as per the Accounts Receivable Collection Policy and/or the Water and Sewer Collection Policy.	Matching % rate per month as established for penalty/interest on property taxes.	PENXXX (by Dept)	PEN
Final Notice Letter (Bailiff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3	FN004
Final Collection Notice – AR Collection Fee	15% collection fee (\$30.00 minimum)	4250CB	FN005
Returned Payment Fee and/or Non-Sufficient Funds	\$48.00	NSF	NSF
Duplicate Water Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	UT001
Duplicate Tax Bill or Tax Statements (Email or Paper Record)	\$5.00 per page	4250E6	FN006
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6	FN007
Re-Issue/Refund Cheque	\$5.00 per request	4250B6	FN008
Ownership Change Fee	\$30.00 per roll	4250A1	FN009
New Account Set-up Fee	\$60.00 per roll	4250A0	FN010
Tax Sale Administration Fee	Charges as incurred	TAXSAL	TXSAL
Municipal Tax Sale Tender Package	\$10.00/package	TAXPKG	TXPKG
Mortgage Account Adjustment	\$30.00 per roll	4250B9	FN011
Mortgage Additions	\$10.00 per roll	4250B7	FN012
Mortgage Payment Fee	\$5.00 per account	4250B8	FN013
Retrieval of Post-Dated Cheques	\$20.00	4250A9	FN014
Administrative Invoice Fee for additions to Property Tax Roll	10% Admin fee (\$30.00 minimum)	4250A4	FN015

Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Building Department Services

General

New Residential, Commercial, Industrial – includes additions (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft. min. \$200.00		
Alterations, renovations and relocations (Res. Ag, IC)	\$15.00/\$1,000.00 value of work, min. \$200.00		
Accessory & Agriculture buildings and attached garages	\$0.55 per square ft, min. \$200.00		

Designated Structures and Miscellaneous Charges – Part C

Decks or Balconies	\$0.75 per square foot, Min.\$150	4910E1	B0013
Solid Fuel Appliances and Chimneys	\$150.00	4910F1	B0014
Pool Permit	\$150.00	4910B1	B0015
Temporary Tent or Construction Trailer	\$100.00	n/a	B0027
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$15.00/\$1,000.00 project value. Min. \$200.00	4910B2	B0016
Designated structures as defined by the OBC	\$15.00/\$1,000.00 project value. Min. \$250.00	4910B3	B0017
Demolition Permit	\$250.00	4910G1	B0018
Permit Renewal	\$100.00	4910H1	B0019
Failure to obtain required permits	2x's the regular permit fee	n/a	B0010
Chief Building Official determined minor	\$75.00	n/a	B0022
Multiple Inspections (at discretion of attending inspector)	\$50.00 first offence, \$150 subsequent		B0028
Sign Permit - when several sign permit applications are made concurrently on a property that is being redeveloped, only one sign permit fee will be collected	\$75.00	4910K1	B0023
Sign Variance Application Fee	\$250.00	4910K2	B0024
Fine - Erection of a sign without a permit (section 3.3)	\$500.00	4910K3	B0025
Fine - Sign not in compliance with by-law (section 3.2)	\$500.00	4910K4	B0026

Sewage System Building Permits

Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$1,000	n/a	B0027
Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than or equal to 10,000 litres per day	\$1,450.00	n/a	B0028
Permit for Class 4 Sewage System Tank Replacement Only	\$400.00	n/a	B0029
Permit for Class 5 Sewage System (Holding Tank)	\$1,000.00	n/a	B0030

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Permit for Class 3 Sewage System (Cesspool) or Permit for Class 2 Sewage System (Greywater System)	\$500.00	n/a	B0031
Sewage System Permit for Trench Bed repair or extension of 16 metres or less; Filter Bed repair, replacement or extension of 6 square metres or less	\$500.00	n/a	B0032
Change of Use - Existing System Review	\$400.00	n/a	B0033
Mandatory Maintenance Inspections - Inspections of sewage systems (Source Water Protection Areas)	\$325.00	n/a	B0034
Discretionary Maintenance Inspections - Basic	\$200.00	n/a	B0035
Discretionary Maintenance Inspections – Advanced	\$325.00	n/a	B0036

Non-refundable Administration Fee of \$100.00 applies to all permits.

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Fire Department Services

Fire Prevention Inspection of Building and Property - Part A

All Commercial, Industrial or Federal	\$125.00 per inspection	4414A1	F0001
Residential Occupancies, including Government Funded Daycare facilities, group homes, child care provider homes, Bed and Breakfast, Schools	\$125.00 per inspection	4414A2	F0002

Clearance Letter – Part B

Special Occasion Permit/Letters	\$125.00	4411D	F0003
Fireworks Approval Requiring Authority Having Jurisdiction Approvals	\$100.00	4411D2	F0004

Fire Burning Permits - Part C

All fires within the Township require a Fire Permit

Applicable fee per 12-month period per household from the date of initial issue of the first permit

Campfire Permit	\$10.00 per 12-month period	4414C1	F0005
Brush Permit	\$25.00 per 12-month period	4414C2	F0006
Special Permit	\$50.00 per 12-month period	4414D1	F0007

Risk and Safety Management Plan Approval (RSMP) – Part D

Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review)	Less than or equal to 5,000 USWG, \$500.00 process fee	4414A4	F0008
	Greater than 5,000 USWG, \$1,000.00 initial deposit fee	4414A44	F0009
Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00 annual review fee	4414A45	F0010
Propane Exchange Letter	\$150.00	4414A46	F0011

Review of Fire Safety Plan/Drills – Part E

Review of Fire Safety Plan	\$100.00	4414A6	F0012
Vulnerable Occupancy Drill	\$100.00	4414E3	F0013
Vulnerable Occupancy Drill Review	\$100.00	4414E3B	F0014

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

File Review – Part F

Review and Status Update of Existing Inspection, Approval, Clearance, Review File	\$150.00	4414A5	F0015
Fire Reports/Motor Vehicle Accidents (money to be received upfront)	\$175.00	4414A3	F0016

Emergency Response – Part G

First Hour	\$543.03 per Fire Apparatus or MTO rates as amended	4414E	F0017
Every half hour thereafter	\$271.52 per Fire Apparatus or MTO rates as amended	4414E	F0017
ARIS/MTO Plate Abstract Retrieval Fee / Police Report	\$50.00	4414E2	F0018
Fire Response Fees	Current MTO rates, plus personnel costs, plus any additional costs to the Township of Cavan Monaghan	n/a	n/a

False Alarms – Part H

1st Alarm	Exempt	n/a	n/a
2nd Alarm	Subject to \$500.00	4414G	F0020
3rd Alarm	Part "G" Rates	4441G	F0020
4 th Alarm	Part "G" Rates x 2	4441G	F0020

Goods/Materials – Part I

Smoke Alarm/CO Detector	\$120.00 Each	4414A7	F0021
Lock Boxes (uninstalled)	\$292.00 per lock box	4414A8	F0022

Extraordinary Expenses – Part J

Administration charge:	15% on any extraordinary expense equal to or under \$5,000.00	4414F	F0023
	10% on any extraordinary expense over \$5,000.00.		F0024

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Licensing

Lottery (Provincial) Licensing

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1	L0001
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4	L0002
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5	L0003
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3	L0004
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2	L0005

Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)

Animal Control Licensing - Dog Licensing,

For each spayed female or neutered male	\$15.00 per dog	4230D1	AC001
For each female or male, untreated	\$20.00 per dog	4230D2	AC002

Newly Acquired Dogs/ Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D5	AC005
For each female or male, untreated	\$20.00 per dog	4230D6	AC006

Replacement Tag

Replacement Tag	\$5.00 per tag	4230E1	AC007
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Impound Fees

For each Dog without Dog Tag - during business hours	\$150.00 per dog	4230F1	AC008
For each Dog without Dog Tag - outside of business hours	\$200.00 per dog	4230FA	AC009
For each Dog with a Dog Tag (animal control Licence)	\$75.00 per dog	4230F2	AC010

Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 st offence in any 12-month period	\$30.00 per dog	4230B1	AC011
2 nd offence in any 12-month period	\$60.00 per dog	4230B2	AC012
3 rd and subsequent offence in any 12-month period	\$120.00 per dog	4230B3	AC013

Kennel Licence Fee

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9	AC014
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB	AC015
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC	AC016
Order to Restrain Appeal Hearing Fee	\$100.00 per appeal	n/a	AC020

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Planning Department Services

Planning Fees

Pre-consultation – *Minor Applications include consents, minor variances, zoning by-law amendments as part of an approved plan of subdivision, plan of condominium, consent or official plan amendment	\$0	n/a	n/a
Pre-consultation – *Major Applications include any application not defined as a minor application	\$500.00	n/a	P0038
Application for Official Plan Amendment Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$3,500.00	4950A1	P0005
Application for Official Plan Amendment Major Amendment for more than four (4) residential units and/or any ICI (industrial, commercial, institutional)	\$5,500.00	4950A2	P0006
Application for Zoning By-Law Amendment	\$2,200.00	4940Z1	P0007
Application for Deeming By-law	\$700.00	4920A6	P0008
Application to Remove Holding Symbol	\$700.00	4920B3	P0009
Application for Minor Variance	\$1,500.00	4930A3	P0010
Application for Site Plan Amendment	\$1,500.00	4980X1	P0011
Application for Site Plan Approval -Minor	\$3,000.00	4980Z1	P0012
Formal Application for Site Plan Approval – Major	\$5,000.00	n/a	P0046
Other agency fees and charges may also be applicable to the above planning fees (example; Conservation Authority Fees and/or other agency fees).		4920R	P0013

Application for Extension of Temporary Use	\$500.00	4940Z2	P0014
Temporary Use Agreement	\$500.00	4940Z2	P0015
Garden Suite Agreement	\$500.00	4940Z2	P0016
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2	P0017
Application for Telecommunication Tower Consultation and Review	\$2,500.00	n/a	P0049
Severance Application Review/Application for Consent	\$500.00	4920B1	P0018
Plan of Subdivision Application	Full Cost Recovery with a \$15,000.00 deposit	4970Z2	P0020
Part Lot Control Exemption	\$750.00 + \$100.00 for each additional parcel	4970B1	P0021
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7	P0022
Sale of Official Plan (USB)	\$25.00 per USB	4990A6	P0023
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8	P0024
Sale of Zoning By-Law (USB)	\$25.00 per USB	4990A6	P0025
Sale of Township Map (24 X 36)	\$15.00 each	4990A9	P0026

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Cash-in-Lieu of Parkland dedication	\$1,400.00 each	9530Z1	P0027
Merger Agreement (usually required as a condition of consent)	\$400.00	4920B6	P0028
Mitigation Measures Agreement (usually required as a condition of consent)	\$400.00	4920B7	P0029
Easement or Encroachment Agreement	\$400.00	4920C1	P0030

Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13

Site Alteration & Fill Control

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1	P0031
Fill greater than 500 cubic metres	\$750.00 plus \$1.90 per cubic metre	4960A1	P0032
Extension of permit for fill less than 500 cu metres	\$250.00	4960A1	P0033
Extension of permit for fill greater than 500 cu metres	\$375.00	4960A1	P0034
Security for default of agreement to carry out work or other breach of Fill Control By-law, permit conditions and obligations.	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2	P0036
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2	P0037

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Recreational Services

Event Liability and Not-for-Profit Community Group Insurance Program

Insurance Facility User Rates <i>Event liability and not for profit community group insurance are administered by Marsh Canada Ltd.</i>	Rates established as per the user rates and/or premiums quoted by the Insurance provider and are subject to change, as amended.
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Millbrook Arena Arena Non-Ice Recreational Surface

Non-Ice Surface Rental-Sports, Activities etc. per hour Weekday Rentals 4:00 p.m. to 12:00 a.m. Weekend Rentals 7:00 a.m. to 12:00 a.m.	\$ 106.12-/hr	4731A9	R0007
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Cavan Monaghan Community Center

Prime Time Ice as Defined in the user groups "Ice Allocation Policy"

Prime Time Ice M-F 5:00 p.m. to 12:00 a.m. all day Saturday and Sunday	\$193.14/hr	CC4731A2	R0009
Tournament Prime Time Package Includes: Ice, Community Hall and Kitchen for the duration of the tournament.	\$231.35/hr	CC4731A4	R0010
Minor Sports Ice – (excluding tournament ice time)	\$148.57/hr	CC4731A1	R0011
Non-Prime Time Ice M-F 8:00 a.m. to 5:00 p.m.	\$111.42/hr	CC4731A3	R0012
Arena Floor (Non-Ice Surface)	\$106.12/hr	CC4731A9	R0013
Public and Recreation Skating. All skates are 1 hour in duration <ul style="list-style-type: none"> • Child (12 & under) \$2.00/hr • Adult & Youth \$3.00/hr • Family Skate (maximum five people, with one adult) \$10.00/hr • Parent and Tot Skate Fee is for adults only, toddlers 1-6 yrs are free. \$3.00/hr • Adult Exercise \$3.00/hr 		CC4731A0 CC4731A01 CC4731A02 CC4731A07 CC4731A03 CC4731A04	R0014 R0015 R0016 R0017 R0018 R0019

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

<ul style="list-style-type: none"> • Adult Skate • Puck & Stick • Pick Up Hockey <p>All rates quoted are per person</p>	\$3.00/hr \$6.00/hr	CC4731A05 CC4731A06	R0020 R0021
All Public and Recreation (1 hour) Skating fees are quoted with HST included			
Sport and Community Hall Drop-In Fee			
All sports drop-in fees are per hour and include the following; CMCC Arena Floor, CMCC Community Hall and Millbrook Arena Turf.			
<ul style="list-style-type: none"> • Child/youth (12 & under) • Adult • Family • Parent and Tot <p>Fee is for adults only, toddlers 1-6 yrs are free.</p>	\$2.00/hr \$3.00/hr \$10.00/hr \$3.00/hr	CC4731S0 CC4731S1 CC4731S2 CC4731S3	R0069 R0070 R0071 R0072
All Sport Drop-In Fees are quoted with HST included			
Walking Track Fee			
Ages 18+ unless accompanied by an adult			
<ul style="list-style-type: none"> • Access Card Deposit <p>Refundable deposit, upon return of key scan access card in good condition</p>	\$20.00 deposit/card	CC4731W3	R0076
Instructional Class Fee			
All instructional class fees are per hour and include the following; General or Fitness programming.			
<ul style="list-style-type: none"> • Child/youth (12 & under) • Adult 	\$10.00 \$15.00	CC4731I1 CC4731I2	R0073 R0074
Walking Track Rental (exclusive for user group)	\$102.00/hr	CC4731FA1	R0022
Community Hall (2,526 ft ²) (3,064 ft ² with warming kitchen & storage) Note: Evening Rate: An additional hourly rate will be applied for rentals exceeding the maximum of 8 hours	71.40/hr	CC4731C1	R0023
	\$257.04/max 4hr rentals	CC4731C2	R0024
	\$456.96 day rate before 5:00 p.m.	CC4731C3	R0025
	\$485.52 evening rate after 5:00 p.m.	CC4731C4	R0026
Kitchen (538 ft²)	\$102.00 per day	CC4731C5	R0027
Refundable Damage Deposit	\$204.00 with SOP *SOP – Special Occasions Permit	CC4731RD	R0028
Special Set-Up Charges	\$61.20/per hr/per staff	CC4731K1	R0029
Fitness Studio (1,290 ft ²)	\$35.70/hr	CC4731D1	R0030
	\$128.52/half day up to 4 hrs.	CC4731D2	R0031
	\$228.48/day rental before 5 p.m.	CC4731D3	R0032

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

	\$242.76, 8-hour rate day/evening rate after 5 p.m)	CC4731D4	R0033
Meeting Room (430 ft ²)	\$30.60/hr	CC4731E1	R0034
	\$110.16/half day up to 4 hrs.	CC4731E2	R0035
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731E3	R0036
	\$208.08, 8-hour day/evening rate after 5pm	CC3731E4	R0037
Overlook Room	\$30.60/hr	CC4731L1	R0038
	\$110.16/half day up to 4 hrs.	CC4731L2	R0039
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731L3	R0040
	\$208.08, 8-hour day/evening rate after 5 pm	CC3731L4	R0041
Advertising Arena rink boards (per year) Community Centre Display Monitors 6 Month Rate \$216.00 Note: customer will be required to provide their advertisement in Publisher Format.	\$600.00/yr. plus production costs	CC4731J1	R0042
	Monthly Rate \$40.00	CC4731J3	R0043
	6 Month Rate \$216.00	CC4731J4	R0044
	Annual Rate \$408.00	CC4731J5	R0045
Camp and Special Events			
Special Events	\$6.00/hr	CC4731EV1	R0062
PA Day Camp/General Camp 1 Day	\$ 35.00	CC4731CP1	R0063
General Camp 4 Day	\$140.00	CC4731CP2	R0064
General Camp 5 Day	\$175.00	CC4731CP3	R0065
Birthday Party Packages			
<p>All party packages include the following; 1 birthday child, 14 friends age 12 and under plus 2 adults. For Public Skating Party Packages, Adults over the maximum of 2 will be required to pay the Adult Skate User Fee as outlined in the User Fees and Charges By-law.</p>			
Public Skate Party, Community Hall Package September to March Sundays 1:00-3:00 p.m. *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Community Hall from 1:00-3:00 p.m.	\$102.20	CC4731BR1	R0066
Public Skate Party, Overlook Package *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Overlook Room from 1:00-3:00 p.m. September to March Sunday 1:00-3:00 p.m.	\$60.00	CC4731BR2	R0067

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Craft Party, Community Hall Package September to March, Sundays 10:00-12:00 pm April to end of June, Tuesday and Friday 5:30-7:30 p.m.	\$219.40	CC4731BR3	R0068
*Party package includes the first hour for instructional craft time with a staff member plus one additional hour in the Community Hall.			

**Maple Leaf Park
Maple Leaf Park Permitted Use**

Gathering 25+ people Flat Rate	\$102.00	4711F1	R0046
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Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms
- Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1st of the current year.
- Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1st of the current year.

Ball Diamonds (Hourly Rate) per diamond Adult Rate Youth Rate	\$32.90/hr \$22.29/hr	4711D5 4711D5Y	R0047 R0048
Outdoor Field Tournaments (Ball Diamonds) per day (per pitch/field) Adult Rate Youth Rate	\$122.04/day \$68.98/day	4711D1 4711D1Y	R0049 R0050
Ball Diamonds - Minor Sports League Rate per diamond Seasonal Rate includes one end of year tournament – 10 hrs. maximum per week.	\$1000.19/season per league	4711E1	R0051
Ball Diamonds Adult Sports Team Rate per diamond Seasonal Rate includes one end of year tournament – 1 night per week, 4 hrs max/team.	\$929.09/season per team	4711D7	R0052
Ball Diamonds Adult Sports League Rate per diamond Seasonal Rate includes one end of year tournament – 5 hrs max per week.	\$1858.17/season per league	4711E2	R0053
Use of Lights at any Sports Field	\$22.29/hr	4711E9	R0054
Soccer Fields Minor Sports League Rate per pitch Seasonal rate includes one end of year – 12 hrs. max per week.	\$1000.19/season per league	4711E4	R0055
Soccer Fields Adult Sports Team Rate per pitch Seasonal rate includes one end of year tournament – 3 hrs. max per week.	\$929.09/season per team	4711D9	R0056
Soccer Fields Adult Sports League Rate per pitch Seasonal rate includes one end of year tournament – 5 hrs. max per week,	\$1,858.17/season per league	4711E3	R0057
Soccer Fields (Hourly Rate) per Pitch			

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Adult Rate	\$32.90/hr	4711D0	R0058
Youth Rate	\$22.29/hr	4711D0Y	R0059
Outdoor Field Tournaments (Soccer Fields)			
per day (per pitch/field)			
Adult Rate	\$122.04/day	4711D1	R0060
Youth Rate	\$68.98/day	4711D1Y	R0061

Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1st of the current year.

Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1st of the current year.

Municipal Owned Property Use Fee

For the use of township owned property, including parks, parking lots and green spaces not identified in the User Fees and Charges By-Law.

Municipal Owned Property Use	\$500.00/day	4711D10	
	\$100.00/hour		

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Public Works

Transfer Station / Waste Management

Kitchen Waste Container (Kitchen Catcher) Fee for lost, stolen or second bin requests.	\$10.00 each	4870A1	PW001
Green Bin Recycling Container Fee for lost, stolen or second bin requests.	\$25.00 each	4870A2	PW002
Garbage Bag User Fee	\$3.00 each	4870C1	PW004

Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4	PW005
Disposal of Excess Waste (minimum charge)	\$10.00 min	4870A6	PW006
Excess Waste (maximum 1/2-ton truck load)	\$100.00 per truck load	4870A5	PW007
Drywall	\$100.00 per truck load	4870A8	PW008
And/or to be determined by the Transfer Station Supervisor and/or designate			

Tire Disposal

Car tire without rims	Tires Regulation (O.Reg. 225/18) and other Acts(s) and Regulation(s)
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

Other Disposal

Small Furniture	\$10.00	4870A9	PW009
Large Furniture	\$20.00	4870B1	PW010
Special Items (i.e., Boats)	\$100.00	4870B2	PW011

Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	\$250.00	4610B1	PW012
Performance Deposit Fee for work to standard	\$500.00 deposit refundable	4610Z1	PW013
For work not to standard	Full cost recovery with \$500.00 deposit applied to costs	4610B3	PW014

Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

Entrance Permits/Installation of Culverts – Commercial/Industrial

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	\$500.00	4610B	PW015
Performance Deposit Fee for work to standard	\$1,000.00-deposit refundable	4610Z2	PW016
For work not to standard	Full cost recovery with \$1,000.00 deposit applied to costs	n/a	n/a

Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

911 Civic Address Blades

Purchase of a 911 Blade/Sign	\$100.00	4610C1	PW017
Replacement of a 911 Blade/Sign	\$75.00	4610C2	PW018

Works in a Municipal Right-of-way

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3	PW019
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General Public Works

Road Occupancy Request	\$200.00 per request	4600A1	PW020
Road Occupancy Security Deposit (fee may be increased at the discretion of the Director of Public Works)	\$1,000.00 min.	4600AD	PW021

New Development

Associated fees to be collected as per the development agreement or peer review agreement for each development site	
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*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees quoted within the User Fees and Charges By-law has been cash discounted. This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

The Township of Cavan Monaghan

By-law No. 2024-69

Being a by-law to assume and dedicate Kennedy Drive as a Public Highway

Whereas pursuant to Section 31 (2), Municipal Act, 2001, S.O. 2001, c.25, s. 31 (2); 2006, a municipality may by by-law establish a highway;

And Whereas the Township of Cavan Monaghan is the owner of the lands described in Section 1 of this By-law;

And Whereas a municipality may by by-law assume for public use a road allowance, highway, street or land shown on a registered plan of survey.

Now Therefore, be it enacted as a By-law of the Township of Cavan Monaghan as follows:

1. That the Township of Cavan Monaghan hereby incorporates Kennedy Drive on Plans 45M-249 into the public highway system of the Township as part of Kennedy Drive.

Read a first, second and third time and passed this 16th day of December 2024.

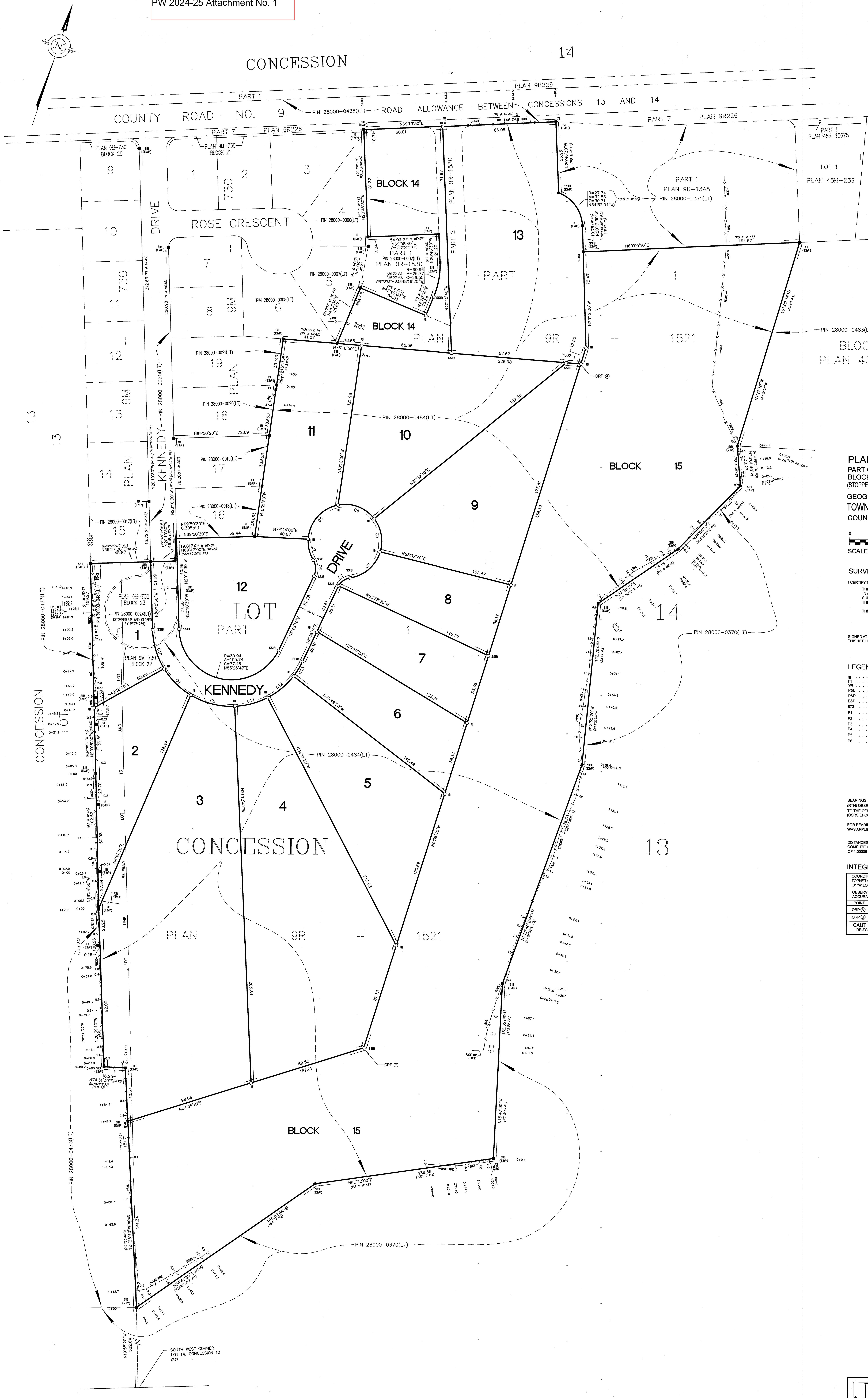
Matthew Graham
Mayor

Cindy Page
Clerk

I CERTIFY THAT THIS PLAN IS REGISTERED
IN THE LAND REGISTRY OFFICE FOR THE
LAND TITLES DIVISION OF PETERBOROUGH
ON THE 30th DAY OF SEPTEMBER, 2017 AND ENTERED IN THE
REGISTER FOR PINS 28000-0484(LT) & 28000-0370(LT)
AND REQUIRED DOCUMENTS ARE REGISTERED
AS PLAN DOCUMENT NO. PE 277980 (LT).

L. ELLIOTT SMITH
REPRESENTATIVE FOR THE LAND REGISTRAR

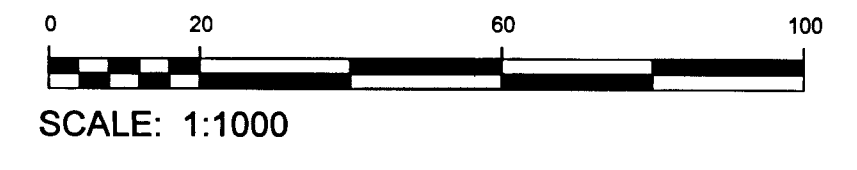
NOTE: THIS PLAN COMPRISES ALL OF PIN 28000-0484(LT) AND 28000-0370(LT)



APPROVED UNDER SECTION 51 OF THE PLANNING ACT
THIS 24th DAY OF SEPTEMBER, 2017
Brian Weir
BRIAN WEIR
DIRECTOR OF PLANNING
COUNTY OF PETERBOROUGH

OWNER'S CERTIFICATE
THIS IS TO CERTIFY THAT:
1) LOTS 1 THROUGH 13, AND BLOCKS 14 AND 15, ALL INCLUSIVE,
HAVE BEEN LAID OUT IN ACCORDANCE WITH THE INSTRUCTIONS
2) THE STREET KENNEDY DRIVE HEREBY DEDICATED TO THE
TOWNSHIP OF CAVAN MONAGHAN SPECIFIC HIGHWAY.
DATED THIS 5th DAY OF SEPTEMBER 2017
Chris Muscolow
CHRIS MUSCOW
PRESIDENT
WOODVIEW PROPERTIES INC.
I HAVE THE AUTHORITY TO BIND
THE CORPORATION

PLAN OF SUBDIVISION OF
PART OF LOTS 13 AND 14, CONCESSION 13
BLOCKS 22 AND 23, PLAN 9M-730
(STOPPED UP AND CLOSED BY PE274269)
GEOGRAPHIC TOWNSHIP OF CAVAN
TOWNSHIP OF CAVAN-MONAGHAN
COUNTY OF PETERBOROUGH



SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
THIS SURVEY AND PLAN ARE CORRECT AND ARE
IN ACCORDANCE WITH THE SURVEY ACT, THE
SURVEYORS ACT AND THE LAND TITLES ACT AND
THE REGULATIONS MADE UNDER THEM.
THE SURVEY WAS COMPLETED ON 14TH OF AUGUST 2017

SIGNED AT LAKEFIELD, ONTARIO
THIS 18TH DAY OF AUGUST, 2017
Chris Muscolow
CHRIS MUSCOW
ONTARIO LAND SURVEYOR

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT PLANNED
- WT. DENOTES WITNESS
- P&L DENOTES PIERCE & LYONS, O.L.S.
- P&P DENOTES PIERCE & PIERCE, O.L.S.
- ESP DENOTES ELLIOTT & PARR, O.L.S.
- 873 DENOTES W.A. BEISINGER, O.L.S.
- P1 DENOTES PLAN 9M-730
- P2 DENOTES PLAN 9M-1530
- P3 DENOTES PLAN 9M-1521
- P4 DENOTES PLAN 45M-239
- P5 DENOTES PLAN 9M-1348
- P6 DENOTES UNDEPOSITED PLAN BY ELLIOTT & PARR, O.L.S. DATED 16 JUNE, 1993

BEARINGS SHOWN HEREON ARE UTM GRID, DERIVED FROM REAL TIME NETWORK
(RTN) OBSERVATIONS ON POINTS A AND B LISTED HEREON AND ARE REFERRED
TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE) NAD 83
(CSRS EPOCH 1997.0).

FOR BEARING COMPARISONS, A ROTATION OF 1°45'00" COUNTER CLOCKWISE
WAS APPLIED TO BEARINGS SHOWN ON PLANS P1, P2, P3, P5 & P6

DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE USED TO
COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR
OF 1.00051671

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS RTK OBSERVATIONS USING THE
TOPNET CORRECTION DATA AND ARE REFERRED TO UTM ZONE 17
(81° WEST LONGITUDE) NAD83 (CSRS EPOCH 1997.0).

OBSERVED REFERENCE POINT (ORP) COORDINATE VALUES ARE TO RURAL
ACCURACY SPECIFICATION IN ACCORDANCE WITH SEC. 1402 OF O. REG. 2/10

POINT	UTM NORTHING	UTM EASTING
ORP (A)	490432.888	700853.490
ORP (B)	490348.775	700862.767

CAUTION: COORDINATES CANNOT, IN THEMSELVES, BE USED TO
RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

CURVE TABLE

NUM	ARC	RADIUS	BEARING	DISTANCE
C1	11.24	12.50	N37°26'00"E	10.87
C2	31.59	28.00	N30°38'00"E	29.94
C3	28.65	28.00	N82°57'00"W	25.65
C4	30.87	28.00	N87°47'50"W	29.33
C5	37.10	28.00	N27°39'50"E	34.45
C6	12.25	12.50	N21°18'20"W	11.77
C7	16.64	28.00	N32°19'10"W	16.40
C8	34.97	60.06	N85°43'20"E	34.48
C9	28.77	60.06	N85°52'20"W	28.50
C10	31.04	60.06	N35°50'50"W	30.70
C11	26.00	60.06	N56°38'40"E	25.80
C12	25.73	60.06	N33°51'00"E	25.54
C13	12.95	60.06	N13°31'00"E	12.93

Township of Cavan Monaghan

By-law No. 2024-70

Being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan.

Whereas, the Municipality has the authority to pass by-laws to regulate the foregoing, pursuant to the Municipal Act, 2001; and

Whereas, the Council of the Township of Cavan Monaghan has the authority to pass a by-law for numbering the buildings and lots along any highway in the municipality for the enforcement of the by-law; and

Whereas, the Township of Cavan Monaghan deems it expedient to establish an addressing system and to provide the authority to administration for its implementation;

And Whereas, The Council of the Township of Cavan Monaghan has undertaken a review of its existing By-law No. 99-86 for numbering improved properties in the Township of Cavan-Millbrook-North Monaghan in connection with the implementation of the 9-1-1 Emergency System.

Now Therefore, the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. Short Title

The short title of the By-law shall be the “Civic Addressing By-Law” of the Township of Cavan Monaghan.

2. Definitions

For the purpose of this By-law:

“**Building**” or “**Structure**” shall mean any building or structure for which a permit is required under the Ontario Building Code Act.

“**By-law Enforcement Officer**” shall mean the person appointed by the Corporation to perform the duties of the By-law Enforcement Officer.

“**Civic Address(es)**” shall mean the civic number, including Unit number where applicable, assigned by the Township to any lot or property in accordance with this by-law.

“**Civic Address Plate**” shall mean the plate on which the civic address is displayed.

“**Clerk**” shall mean the person appointed by the Corporation to perform the duties of the Clerk.

“**Corporation**” shall mean the Corporation of the Township of Cavan

Monaghan.

“Council” shall mean the Council of the Corporation of the Township of Cavan Monaghan.

“Designate” shall mean the person designated, to have the authority to act under this by-law in the absence of the Director of Public Works, By-law Enforcement Officer or Clerk.

“Director of Public Works” shall mean the person appointed by the Corporation to perform the duties of the Director of Public Works.

“Driveway” shall mean any lane, path, parking lot or other thoroughfare established by an owner or occupant of an improved property for the purpose of securing access to an owner’s property from a highway or private highway.

“Highway” shall mean any common and public highway, road, street, avenue, parkway, unassumed road, private road, service lane under the jurisdiction of the Province of Ontario, County of Peterborough or Township of Cavan Monaghan.

“Lot” or **“Property”** shall mean a parcel of land, which is capable of being legally conveyed in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

“Owner” shall mean the registered or assessed owner of the property as identified on the last revised Assessment Roll for the Township of Cavan Monaghan.

“Private Highway” shall mean a privately maintained lane, which provides a common means of access to lots or properties, and may include a service lane, which provides access to sites within a campground.

“Township” shall mean the area within the corporate and geographic boundaries of the Township of Cavan Monaghan.

“Settlement Area” shall mean a more densely populated area such as those identified in the Official Plan of the Township of Cavan Monaghan.

3. Municipal Addressing Policy

3.1. Civic Address(es)

3.1.1. One number shall generally be allocated for every 15 metres (50 feet) of property highway frontage. The road measurement shall be taken at the centre of the property driveway entrance and a number assigned accordingly.

3.1.2. Every lot or property with a building fronting upon a highway within the Township of Cavan Monaghan shall have a civic address assigned to it.

3.1.3. Upon application of a Building Permit submission to the Chief Building Official,

and verification of an entrance fronting on a highway the applicant can apply to the Public Works Department for a civic address to be assigned to the property. The Director of Public Works or designate shall assign a civic address and arrange for delivery and/or installation as necessary.

- 3.1.4. Civic addresses may be assigned to vacant lots of property with driveway access on a highway, upon the owner's request.

3.2. Numbering System

- 3.2.1. The property on any given highway will be assigned an even civic address; and the property on the opposite side of the highway will be assigned an odd civic address.
- 3.2.2. Those anomalies such as crescents, circles, cul-de-sacs and corner lots shall be assigned civic addresses in a numerical sequence, which address special circumstances.

4. Private Highway Numbering

- 4.1. The Township shall assign a civic address for each property with frontage on a private highway.
- 4.2. The owner of a campground, trailer park and or gated community shall name the highways, and number the sites located within a campground, trailer park and/or gated community. The highway naming and numbering method shall be approved by the Director of Public Works or designate.
- 4.3. The owner of a campground, trailer park and or gated community shall erect and maintain a clearly legible (from the driver's seat of an emergency vehicle) map located at the entrance to a campground, trailer park and/or gated community identifying the highway names and civic addresses contained within.
- 4.4. For the purpose of the emergency response services, the owner or occupants of the campground, trailer park and/or gated community shall use the civic address assigned to the main property in conjunction with the name of the service lane and site number, as assigned within the campground, trailer park and/or gated community.
- 4.5. Nothing in the By-law affects the legal status of a private highway or service lane. The Township is no way obligated to provide any maintenance or services for properties or sites located on a private highway or service lane within its jurisdiction. It shall be the responsibility of the owner(s) of the property where a private highway or service lane is located to maintain the private highway or service lane in a state of repair and maintenance, which provides suitable access for emergency vehicles.

5. Municipal Addressing System

- 5.1. The Township of Cavan Monaghan shall maintain an Addressing System.

- 5.2. The Director of Public Works or designate shall ensure that any lots created by consent or plan of subdivision with the Township of Cavan Monaghan are assigned a civic address upon request to the Public Works Department.
- 5.3. The Director of Public Works or designate shall assign a civic address to any previously vacant lot upon application to the Public Works Department.
- 5.4. The Director of Public Works or designate shall ensure that the Addressing System is updated on a regular basis to include any recently assumed highway or extensions of existing highway. This update may also include unassumed highway allowance within a registered plan of subdivision, if required for emergency response purposes.
- 5.5. The Director of Public Works or designate shall ensure that all emergency response agencies with the 9-1-1 Emergency Response System receive, via the Peterborough County 9-1-1 Coordinator, on a timely basis, updated information for the Municipal Addressing System in the Township of Cavan Monaghan.

6. Notice and Signage

- 6.1. The Director of Public Works or designate will forward, as required, Notice to an Owner of a property within the Township advising them of any changes to their civic address. The Notice shall be sent by regular mail to the owner and address provided on the latest revised Assessment Roll.
- 6.2. The Township shall install, affix or erect the property identification number plates for any or all improved properties in rural areas of the municipality.
- 6.3. The Township shall provide and deliver property identification number plates to any and all properties located in a settlement area. The owner of a property shall attach the number plate to the building or post in a location visible and legible from the abutting highway or waterway.

Note: Legible decorative numbers are a permitted alternative in designated settlement areas only at the sole cost of the property owner.

- 6.4. Every owner of vacant land who intends to construct a building on said land shall obtain a property identification number within thirty (30) days of the issuance of any building permit, in the manner and location as set out in Schedule "A" of this by-law.
- 6.5. Every owner of property who leases or rents said property to another party, shall ensure that the assigned civic address is obtained within thirty (30) days.
- 6.6. The Owners of all properties shall maintain in good condition and in a location visible and legible from the abutting highway the assigned civic addresses, as required under the provisions of this By-law.
- 6.7. Every owner of property within the boundaries of the Township of Cavan Monaghan will be responsible for total costs of the post and blade signs described in Schedule "B".

6. Financial

- 6.1. The cost for a new sign or post will be the responsibility of the property owner. The cost for a new sign or post will be reflected in the Township's User Fees and Charges By-law. The Township Public Works Department will install all new signs.
- 6.2. Replacement cost for lost, damaged or stolen signs will be the responsibility of the property owner. The cost for a replacement sign or post will be reflected in the Townships User Fees and Charges By-law. The Township Public Works Department will install all new signs.

7. Enforcement and Penalties

- 7.1. This By-law shall be enforced by the Director of Public Works, By-law Enforcement Officer or designate appointed by the Township for the purpose of enforcing this By-law.
- 7.2. Every person who violates any of the provisions of the By-law is guilty of an offense and upon conviction shall be liable to a fine pursuant to the Provincial Offenses Act, R.S.O. 1990, Chapter P.33, as may be amended from time to time.

8. General

- 8.1. Should a section of any provision of this By-law be declared by a court of competent jurisdiction to be invalid. The same shall not affect the validity of the By-law as a whole or any part thereof, other than the section of provision so declared invalid.

Read a first, second and third time and passed this 16 day of December, 2024

Matthew Graham
Mayor

Cindy Page
Clerk

Schedule “A” to By-law No. 2024-70

1. Property Identification Number Plates – Rural Areas

- Size: Minimum 13 cm x 30 cm (5 in x 12 in)
- Thickness/ material: 1.0 mm aluminum
- Background: 3M sheeting engineering grade or equivalent
- Color: Green sign – double-sided

2. Lettering

- Minimum height: 10 cm (4 in)
- 3M sheeting engineering grade or equivalent
- Font: “Gothic D” (Provincial Standard)
- Colour: White/ silver – double sided
- Character spacing – ½ in. centered

3. Location and Height

- In rural areas, property identification number plates shall be installed or erected immediately adjacent to the driveway on the left hand side as seen from the highway or private highway, at right angles to the abutting highway or private highway.
- In settlement areas, property identification number plates may be affixed to a building or installed on a firmly secured post in accordance with section (c) and (d) below.
- All property identification number plates shall be in an unobstructed location, clearly visible and legible from the abutting highway or private highway.
- Property identification number plates shall be mounted on a firmly secured post, at an elevation of not less than 1.4m (5ft) and not more than 2m (6ft 6ins) above grade. Such post shall be installed not less than 1m (3ft 3ins) and not more than 4m (13ft) from the edge of the travelled portion of the abutting highway.

4. Multiple Dwelling Units

- **Multiple Attached Dwellings**

- An apartment building or a multiple attached dwelling (e.g. building composed of townhouse units, basement or accessory apartments) on one assessed property of land with common access is given one property identification number and each of the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.

- **Multiple Detached Dwellings**

- A property with multiple detached dwelling (residential) buildings, such as a property with a garden suite or detached accessory unit, on one assessed property of land with common access is given one property identification number and each of the units are assigned alphabetical unit identifications.

- **Multiple Commercial/ Industrial Buildings (Mixed Use)**

- A multiple commercial/industrial (mixed use) building, such as a shopping plaza, on one assessed property of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.
- A detached multiple commercial/industrial (mixed use) building, such as an industrial park, with multiple detached units on one assessed property of land with a common access is given one property identification number and each of the units are assigned alphabetical unit identifications.

Note: The owner of a property or building containing more than one unit including, but not limited to a school, and apartment building, senior complex, commercial plaza, or industrial park shall letter/number the units within such building. At the owner's expense, a sign shall be displayed at the common access point to the property showing the location of all units. Lettering/numbers on such sign shall be sufficiently large for emergency personnel to locate a unit at all times.

Schedule “B” to By-law No. 2024-70

1. The cost for a new sign or post will be the responsibility of the property owner. The cost for a new sign or post will be reflected in the Township’s User Fees and Charges By-law. The Township Public Works Department will install all new signs.
2. Replacement cost for lost, damaged or stolen signs will be the responsibility of the property owner. The cost for a replacement sign or post will be reflected in the Townships User Fees and Charges By-law. The Township Public Works Department will install all new signs.

The Township of Cavan Monaghan

By-law No. 2024-71

Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 16th day of December 2024

Whereas the Municipal Act, 2001, S.O., 2001, c.25, S.5, S. 8 and S. 11 authorizes Council to pass by-laws;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That the actions of the Council at its regular meeting held on the 16th day of December 2024 in respect to each recommendation and action by the Council at its said meetings except where prior approval of the Ontario Land Tribunal or other statutory authority is required are hereby adopted, ratified and confirmed.
2. That the Mayor and Clerk of the Township of Cavan Monaghan are hereby authorized and directed to do all things necessary to give effect to the said actions or obtain approvals where required, and to execute all documents as may be necessary and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents. Read a first, second and third time and passed this 16th day of December 2024.

Matthew Graham
Mayor

Cindy Page
Clerk