



**THE CORPORATION OF THE TOWN OF ESPAÑOLA**

**BYLAW NO. 3220/24**

A Bylaw to Provide for Fees and Charges  
and to consolidate certain Bylaws related to Fees and Charges

WHEREAS Section 391 of The Municipal Act, S.O. 2001, c. 25 permits a municipality to pass bylaws imposing fees and charges for services and activities provided or done by or on behalf of it and for the use of its property;

AND WHEREAS Section 398 (1) of the Municipal Act, S.O. 2001, c. 25 as amended provides for the addition of fees and charges imposed by the municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes: any property for which all of the owners are responsible for paying the fees and charges;

AND WHEREAS Section 23.1 (1) of the Municipal Act, S.O. 2001, c. 25 as amended authorizes a municipality to delegate its powers and duties to a person subject to the restrictions set out in that Part;

AND WHEREAS Section 69 (1) of the Planning Act, R.S.O. 1990, c.13 provides that the Council of a municipality may by bylaw establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the Council of the municipality;

AND WHEREAS Section 7 of the Building Code Act, S.O. 1992, c.23 as amended provides that the Council of a municipality may pass bylaws requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof, providing for refunds of fees under such circumstances as are prescribed;

AND WHEREAS the Council of the Corporation of the Town of Espanola is desirous of establishing user fees and charges to recover some of the costs for services and rents provided by the Corporation;

NOW THEREFORE the Council of the Corporation of the Town of Espanola enacts as follows:

1. That the fees and charges as set out in Schedule "A" to "D", forming part of this Bylaw and attached hereto.
2. That all fees and charges set out in this Bylaw shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by a municipal official.
3. That Council does hereby delegate to each Department Manager of the Corporation of the Town of Espanola the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
4. That an annual increase of the CPI each year will be applied to the fees contained in this Bylaw. Fees will be reviewed from time to time by Department Managers; adjustments aside from the CPI may be warranted.
5. That Schedule "E" Cemetery Fees was approved by the Ministry of Consumer Services as set out in the Cemeteries Act R.S.O. 1990, with Bylaw 2365/11.
6. That this Bylaw shall come into force and take effect on January 1, 2025.
7. Bylaw 2560/13 is hereby repealed.

Read a first, second and third time and passed in open Council, this 10th day of December 2024.

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**Douglas Gervais**  
**Mayor**

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**Joseph Burke**  
**CAO/Clerk**

**FEES AND CHARGES BYLAW - SCHEDULE "A"**  
**Recreation Department Fees**

Non-Resident Fees of 10% will be applied to all memberships, swim lessons, pool, ice, field rentals, room rentals, aqua & fitness programs

	<b>2025</b>	
	<b>w/o HST</b>	<b>W. HST</b>
<b>ICE RENTALS</b>		
Non-Prime Youth / per hour	81.73	92.35
Prime Youth / per hour	121.33	137.10
Non-Prime Adult / per hour	121.33	137.10
Prime Adult / per hour	180.62	204.10
<b>SWIMMING POOL</b>		
Education (30) / per hour	101.05	114.18
Education (30+) / per hour	126.67	143.14
1-40 people / per hour	157.54	178.02
40+ people, Additional / per hour	30.87	34.88
Slide / per hour	30.87	34.88
Swimming pool cancellation	58.45	66.05
<b>FACILITY ROOMS</b>		
Meeting Room / per hour	29.15	32.94
Program Bar / per hour	41.69	47.11
Program Full/Auditorium / per hour	69.41	78.43
Program Pool Side Auditorium / per hour	55.44	62.65
Meeting Room / per day	75.24	85.02
Kitchen / per rental	114.62	129.52
Barside/Auditorium / per hour	228.80	258.54
Poolside/Auditorium / per hour	382.69	432.44
Full Auditorium / per hour	612.70	692.35
Use of dishes / per rental	98.34	111.12
Removal of fitness mats / per rental	262.02	296.08
Refundable Deposit – full auditorium rental w/kitchen and dishes. Refundable within 7 days if condition is acceptable after use	251.59	284.30
<b>ARENA FLOOR (NO ICE)</b>		
Program / per hour	62.15	70.23
Arena Surface / per day	1,137.51	1,285.39
<b>SQUASH</b>		
Child (under 13)	5.45	6.16
Youth (13 – 18 yrs) / Senior (55+)	5.76	6.51
Adult	5.97	6.74

<b>SKATING - DROP-INS &amp; PASSES</b>		
Public Skate	2.98	3.37
Senior (55+)	Free	Free
Shinny: Child (under 13) / Youth (13-18 Yrs) / Senior (55+)	4.12	4.65
Adult	7.92	8.95
Family skating – minimum of 3	7.61	8.60

<b>SWIMMING POOL - DROP-INS &amp; PASSES</b>		
Child (under 13)	5.45	6.16
Youth (13-18 yrs) / Senior (55+)	5.76	6.51
Adult	5.97	6.74
Aqua Fit Drop-in	9.57	10.81
Pool & Fitness drop in	13.07	14.77
Family	11.42	12.91
Aqua Fit Senior (10 passes)	58.14	65.70
Aqua Fit Adult (10 passes)	62.25	70.35
Pool Pass Child / Youth / Senior (10 passes)	37.66	42.56
Pool Pass Adult (10 passes)	44.56	50.35
Diaper Fit Drop-in	9.57	10.81
Diaper Fit – Adult (10 passes)	62.25	70.35
Diaper Fit – Senior (10 passes)	58.14	65.70
Swimming Lessons - lower level 30 Min. (children under 14)	76.67	NO HST
Swimming Lessons - lower level 30 Min. (children over 14)	76.67	86.64
Swimming Lessons - higher level 45 Min. (children under 14)	79.09	NO HST
Swimming Lessons - higher level 45 Min. (children over 14)	79.09	89.37

<b>FITNESS CENTRE - DROP-INS</b>		
Youth (9-18) – 9-16 needs parent accompaniment / Senior (55+)	9.57	10.81
Adult	9.78	11.05
Family	37.66	42.56

<b>FIELDS</b>		
Minor Ball & Soccer / per child	16.28	18.40
Field Rental (Ball/Soccer) / per day	95.92	108.39
Pavilion / per day	116.93	132.13
Mixed league / per team	474.98	536.73
Adult league / per team	1,015.30	1,147.29

<b>ADMINISTRATION FEES &amp; MISC ITEMS</b>		
Administration fee - applies to all refunds	13.38	15.12
Copy of receipt	6.79	7.67
Membership card replacement	6.79	7.67
Membership card look-up	3.29	3.72
Membership card plastic cover	1.96	2.21
Membership purchase of up to two (2) additional family members/person/year	31.08	35.12
Squash ball	1.96	2.21
Squash racquet, goggles	2.98	3.37
Swimmers	3.29	3.72
	Prices as market	



**FEES AND CHARGES BYLAW - SCHEDULE "B"**  
**Administration Fees**

	<b>2025</b>
Tax Certificates	73.06
Administration Fee (i.e. Charges/Additions to the Tax Roll)	10% of Addition/Charge
Request for <b>Zoning</b>	65.55
Request for <b>occupancy permit</b> : under the Building Code Act (beyond 1 year expiry of building permit, Fire Code, Zoning Bylaw)	65.55
Request for <b>work order</b> : (outstanding work orders and permits under Building Code and Fire Code)	65.55
Request for <b>inspections</b> : (i.e. business owner requesting inspection, day care inspection)	65.55
Request for <b>letter of compliance</b> : (i.e. wood stove, liquor license)	65.55
Official Plan - Hardcopy	31.59
Zoning Bylaw - Hardcopy	31.59
Load Restriction permit	65.55
Driveway Permit	50.00
Certification of documents	13.07
Commissioning of documents	13.07
Marriage License	174.62
Marriage License - First Nations status	113.50
Bingo, Raffle, Nevada and other gaming licenses	1.5% of prize value, min. of \$12.35/license to a maximum of \$300/year
Hawkers and Peddlers Permit	591.57
Council Agenda Package	6.59
NSF cheques	38.18

<b>SERVICE CHARGES</b>	
Accounts Receivable	1.25% monthly, 15% annum
Property Tax Accounts	1.25% monthly, 15% annum
Transfer Utility Bill Arrears to Property Taxes	44.73
Online payments - paid by credit card	2.5%
Online payments - paid by debit card	1.5%

**PLANNING APPLICATIONS**

The following Tariff of Fees are non-refundable fees charged by the Corporation of the Town of Espanola to cover the Municipality's review of the prepared amendments and/or agreements submitted by the applicant and to retain such additional planning and engineering consultants as are necessary to properly evaluate the amendment and/or agreement.

Site Plan Agreement	1,930.10
Official Plan Amendment	1,930.10
Zoning Bylaw Amendment	1,159.37
Plan of Subdivision Application	1,930.10
Minor Variance	515.22
Consent Application	515.22
Validation Certificate	515.22
Part Lot Control	515.22
Deeming Bylaw (Applicant registers Bylaw)	230.39

<b>FIRE SERVICES INSPECTIONS</b>	<b>w/o HST</b>	<b>W. HST</b>
Retro-fit Inspections - 1st/hr. flat rate for 3 to 6 units	186.50	210.74
Retro-fit Inspections - 1st/hr. flat rate for 7 to 16 units	285.84	323.00
Retro-fit Inspections - 1st/hr. flat rate for 17 or more units	340.03	384.23
Additional hours required - rate is charged per hour	45.40	51.30
Follow-up Re-inspection Non-compliance Fee Each subsequent inspection – fees will double	200.00	226.00
Fire Response Fees – Indemnification Technology®	Current MTO rates, plus personnel costs, plus any addition costs to the Town of Espanola	

<b>ESPANOLA CARE VAN</b>	
Local Van (Espanola residents only)	2.50 / one way
Punch card (10 trips)	25.00
Punch card (20 trips)	50.00
Lacloche Care Van (Regional transportation)	
Espanola to Sudbury (HSN or Medical Arts Centre only)	12.00 / one way
Punch card (10 trips)	120.00

## FEES AND CHARGES BYLAW - SCHEDULE "C"

### Building Permit Fees

The fees payable by the applicant for a building/demolition permit are outlined below.

	<b>2025</b>
Processing fees will be automatically added to all permit fees.	44.76
1. New buildings, alterations, additions, re-erection and repairs, etc.:	
a) value of construction costs per \$1,000 or part thereof	19.65
b) demolition permit fee per 1,000 sq ft or portion thereof whichever is greater	50.22
c) prefab storage shed permits	66.58
2. Installation and/or removal of underground tanks and pumps (gasoline, diesel, fuel, oil, water, etc.)	208.58
3. Moving Permit	
a) for buildings/structures having gross floor area less than 300 sq. ft	66.58
b) for buildings/structures having gross floor area of 300 sq. ft	128.83
4. Deposit Fee - Upon the direction of the Chief Building Official, a deposit fee as hereinafter provided may be requested to cover the following:	
a) site clean-up	
b) road clean-up or repair	
c) drainage ditch clean-up	
d) municipal storm sewer clean-up	
e) reinstatement of municipal services	
<p><b>After verification by the Municipal Officer as to contractor's discharge of duties in relation to reason for deposit request, such deposit shall be returned. In the event municipal employees are required to restore or clean up or re-instate municipal properties or services, such costs or portion of costs shall be deducted from the deposit fee and the balance refunded.</b></p>	
5. Exemptions:	
<p>Buildings and/or structures or any part thereof that are exempt from assessment by virtue of paragraphs 3, 9, 10 and 19, of Section 3 of The Assessment Act, R.S.O. 1970, i.e. Churches, municipal properties, Boy Scouts/Girl Guides, Forestry purposes and amendments thereof are exempt from permit fees but all other aspects of municipal, provincial and all other codes, regulation and bylaws must be adhered to in their entirety.</p>	
6. Conditional Permit	
a) value of construction costs per \$1,000.00 or part thereof, with a minimum of \$1,000.00, plus a refundable deposit to be determined by the Chief Building Official	19.65
7. Change of Use Permit	
a) non-refundable application fee	104.86

8. Plumbing Permit	
a) 1 to 6 fixtures	50.22
b) each additional fixture	10.91
c) additions or changes to existing fixtures	10.91
d) sewer connection	10.91
e) connection to municipal water system i.e.: sprinkler system	50.22
9. Amendments to Permits (within the same calendar month)	
a) minimum fee or	104.86
b) value of amended construction costs per \$1,000 but the fee shall not be less than \$50	13.07
10. Re-Inspections for Inspections	
a) on interior or final inspections where the work is not complete for the requested inspection	104.86
11. Boat Dock Permit	50.22
12. Request for Inspection	66.58
13. Detached Buildings under 108 Square feet (Zoning Compliance)	44.76
14. Occupancy Permit	72.03
15. Main Heating System Building	72.03
16. Installation of Siding per dwelling	50.22
17. Windows and doors	
a) Optional Windows and Doors Permit for Residential for <b>Non-Structural</b> purposes per unit (Non-Structural meaning like for like size)	50.22
b) Windows and Doors Permit for <b>Structural</b> purposes per unit	50.22
c) Windows and Doors Permit for Commercial per unit	50.22
18. Pool Enclosures	91.68
19. Installation of Storage Tanks	208.58
20. New Solid Fuel Burning Appliance Inspection per Appliance	50.22
21. Steel Roof (residential)	66.58
22. Commercial Roofs per \$1,000 per cost of construction	19.65
23. Calculation of Estimated values	
a) dwelling units per sq. ft of floor area	196.54
b) two storey or more & addition, per sq. ft of floor area	163.71
c) detached storage buildings and detached residential garages, per sq. ft	38.18
d) carports per sq. ft	38.18
e) attached garage per sq. ft	50.22

f) commercial and industrial buildings (shell only) per sq. ft of gross area	116.79
g) commercial buildings/mercantile/office/restaurant/etc. per sq. ft of gross area	233.58
h) decks, porches, gazebos per sq. ft of gross area	19.65
i) solariums, sunrooms per sq. ft	123.38
j) tents (air supported / public assembly)	72.03
k) repairs, renovations and material alterations not readily identified by the above criteria will require written estimates from a contractor	Value to be determined by the CBO

**SPECIAL OCCASION** - the Chief Building Official may, for any of the above or where there is a dispute, calculate the estimated value at his discretion, based on written estimates provided by a contractor

**PERMIT FEES DOUBLE IF ANY WORK REQUIRING A PERMIT IS COMMENCED PRIOR TO RECEIVING A PERMIT FROM THE BUILDING DEPARTMENT.**

**REFUNDS**

If a Building Permit has been issued and applicable fees paid, project has not commenced; fees may be refunded as follows:

- a) 80 percent (80%) if administrative functions only have been performed.
- b) 70 percent (70%) if administrative and zoning functions only have been performed.
- c) 45 percent (45%) if administrative, zoning and plans examination functions have been performed.
- d) 35 percent (35%) if the permit has been issued and no field inspections have been performed subsequent to permit issuance.

**FEES AND CHARGES BYLAW - SCHEDULE "D"**  
**Sign Permit Fees**

	<b>2025</b>
Processing fee will be added to all permit fees	44.76
Permanent Sign	127.70
Re-facing to an existing sign	65.55
Yearly Permit Renewal - permit applications must be made to the Municipality by the 15th day of January	127.70
Mobile signs and sandwich boards - for a maximum of 30 days	44.76
Directional signs per year	63.28
Signs under Section 3.6	No fee except for a \$100.00 refundable deposit for posters

**Permit fees double if any work requiring a sign permit commences prior to receiving a permit from the Building Department, or failure to renew a mobile sign permit by the due date.**

## FEES AND CHARGES BYLAW - SCHEDULE "E"

### Cemetery Fees

	2025	
	w/o HST	W. HST
<b>PLOT FEES (full sized plots):</b>		
<b>Resident</b>		
Plot (3.5ft x 10ft - 1.05m x 3.05m)	480.00	542.40
Perpetual Care	320.00	361.60
<b>Total</b>	<b>800.00</b>	<b>904.00</b>
<b>Non-Resident</b>		
Plot (3.5ft x 10ft - 1.05m x 3.05m)	750.00	847.50
Perpetual Care	500.00	565.00
<b>Total</b>	<b>1,250.00</b>	<b>1,412.50</b>

<b>PLOT FEES (cremation sized plots):</b>		
<b>Resident</b>		
Plot (2.0ft x 2.5ft - .61m x .75m)	300.00	339.00
Perpetual Care	200.00	226.00
<b>Total</b>	<b>500.00</b>	<b>565.00</b>
<b>Non-Resident</b>		
Plot (2.0ft x 2.5ft - .61m x .75m)	390.00	440.70
Perpetual Care	260.00	293.80
<b>Total</b>	<b>650.00</b>	<b>734.50</b>

**REFUNDS ON PLOTS WILL BE CHARGED A \$44.73 ADMINISTRATION FEE**

<b>INTERMENT FEES:</b>		
<b>Resident</b>		
Adult	426.25	481.66
Child	191.99	216.95
Infant	160.60	181.48
Cremation	123.17	139.18
Winter – Full Burial	927.36	1047.92
Winter - Cremation	278.49	314.70
<b>Non-Resident</b>		
Adult	618.24	698.61
Child	382.78	432.54
Infant	321.20	362.95
Cremation	247.54	279.72
Winter – Full Burial	1,113.32	1,258.05
Winter - Cremation	411.10	464.54

**WINTER FEES:** Shall commence December 1st and remain in effect until May 31st or until such time as sufficient frost has left the ground as determined by the Manager or his designate.

**ACTUAL RENTAL COSTS OF MACHINERY** not included in winter burials.

<b>DISINTERMENT FEES:</b>		
Disinterment and reburial within the cemetery (Full Burial)	1,185.92	1,340.09
Disinterment and reburial in same grave (Full Burial)	936.08	1057.77
Disinterment and reburial in another cemetery (Full Burial)	748.39	845.68
Disinterment of cremated remains	149.93	169.42
Disinterment and reburial of cremated remains	237.70	268.60

<b>OTHER FEES:</b>		
Late funerals arriving after 2:30 pm on weekdays	124.30	140.46
Full burial interments on Holidays, Saturdays, Sundays & Monday morning	499.73	564.70
Cremation interments on Saturdays (hole is prepared the day before)	124.30	140.46

**THE ABOVE CHARGES ARE IN ADDITION TO THE REGULAR CHARGES**

<b>MONUMENT CARE FEES:</b>		
Temporary Markers	No Fee	
Flat markers under 172 square inches	No Fee	
Flat markers over 172 square inches	100.00	113.00
Upright monuments up to 4 feet in height & width	200.00	226.00

<b>MISCELLANEOUS FEES:</b>		
Installation of Flat Marker by PWD	121.89	137.73
1 shrub removal (less than 1.2 meters) - cutting & disposal (no root removal)	68.89	77.85
shrub removal (larger than 1.2 meters) - cost determined by estimate		
Transfer of Interment Rights	44.73	50.54