

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BYLAW No. 2023-34

***Being a Bylaw to replace Bylaw No. 2022-66 to prescribe a Tariff of Fees for the processing of applications made in respect of planning matters in the Township of North Dundas***

**WHEREAS** Section 69 of the *Planning Act, Chapter P.13, R.S.O. 1990*, as amended, permits the Council of a municipality to prescribe by bylaw, a tariff of fees for the processing of applications made in respect of planning matters;

**AND WHEREAS** The Corporation of the Township of North Dundas has passed Bylaw No. 2022-66 which prescribes a tariff of fees for the processing of certain applications made in respect of planning matters;

**AND WHEREAS** Council deems it desirable and necessary to modify, index for inflation, and update its tariff of fees;

**NOW THEREFORE** the Council of The Corporation of the Township of North Dundas enacts as follows:

- 1.0** This Bylaw shall be known as the “Township of North Dundas Tariff of Planning Fees Bylaw.”
- 2.0** That the fees for the processing of individual applications respecting planning related matters shall be those set out in Schedule “A” hereto attached and forming part of this Bylaw.
- 3.0** All fees herein prescribed are due and payable to The Corporation of the Township of North Dundas at the time of submission of an application made in respect to a planning matter set out in Schedule “A” or as set out by agreement pursuant to Section 7.
- 4.0** The fee for the submission of any planning matter to the Ontario Land Tribunal (the Tribunal) for a hearing shall be \$2,500.00 for the first day of proceedings and \$1,500.00 for each additional day according to the Clerk’s estimate of the length of hearing time required. The Township will only require such fee when the Township is a proponent of and/or supports the application. Should costs exceed the amounts above, Council will request the additional funds from the applicant.
- 5.0** Notwithstanding the required fees stated in Section 2 and Section 4, Council may, by resolution, refund to the applicant any portion of the fees not used for the processing of an application or for an Ontario Land Tribunal hearing.
- 6.0** Any person who is required to pay a fee for the processing of an application as stated in Section 2 or as set out herein, may pay the amount of the fee under protest and thereafter appeal to the Ontario Land Tribunal within thirty (30) days of payment of the fee in the manner described in Section 69(3) of the *Planning Act, R.S.O. 1990*, as amended.
- 7.0** Notwithstanding the planning application fees as set out in Section 2 or 4 of this Bylaw, Council may at its discretion, require an applicant to enter into an agreement wherein the estimated costs are anticipated to substantially exceed those prescribed, such agreement being attached as Schedule “B”, hereto attached and forming part of this Bylaw.
- 8.0** If Council turns down an application at any point prior to completion, a refund of the balance of the remaining fee may be made, without interest. The costs of the

works completed shall be calculated by the Director of Planning, Building and By-law Services or their representative.

- 9.0** If an applicant withdraws their application at any point prior to completion, a refund of the balance of the remaining fee may be made, without interest. The costs of the works completed shall be calculated by the Director of Planning, Building and By-law Services or their representative.
- 10.0** Despite Section 3, the consent application fee shall be payable to The Corporation of the Township of North Dundas prior to a review and recommendations by the Township of North Dundas, and is not refundable.
- 11.0** Despite Section 3, the fee as herein set out in Section 3 shall be due and payable within thirty (30) days from notice date contained in the Ontario Land Tribunal "Appointment for Hearing" notice.
- 12.0** Where an applicant re-activates any dormant planning application (inactive for more than 12 months) which has not received final approval, the applicant shall submit to the Township of North Dundas half (50%) of the appropriate fee for the processing of individual applications respecting planning related matters set out in Schedule "A". The re-activation fee shall be payable prior to the commencement of work by the Township of North Dundas. Council may, at its discretion, require an applicant to enter into an agreement wherein the estimated costs are anticipated to substantially exceed those prescribed, such agreement being attached as Schedule "C" hereto attached and forming part of this Bylaw.
- 13.0** Where an applicant re-activates any dormant planning approval (example: an inactive subdivision for more than 24 months), the applicant shall submit to the Township of North Dundas \$1,000.00 for administration costs related to the re-activation.
- 14.0** Payment of all fees is due at the time the expense is incurred, unless otherwise stated and may be made by debit, cash or cheque or certified cheque.
- 15.0** No request by any person for any service or activity regarding applications made in respect of those planning matters described in Schedule "A" will be processed or provided by the Township of North Dundas, unless and until the person requesting the service or activity has paid the applicable fee in the prescribed amount as set out in Schedule "A" to this Bylaw.
- 16.0** If a person has applied to the United Counties of SD&G for multiple severance(s) and/or lot addition(s) from, or to, the same parcel the fee shall be reduced to the highest fee applicable for one of the applications.
- 17.0** Where the municipality requires legal, engineering, planning or other external expertise concerning a planning related application, the applicant shall be responsible for reimbursing the municipality for all municipal costs associated with the aforementioned external expertise.
- 18.0** Should any part of this Bylaw, including any part of Schedule "A", be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the Bylaw shall be severable and that the remainder of this Bylaw including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect.
- 19.0** All applications in respect of planning matters submitted on or before June 1, 2023, shall continue to be governed by Bylaw No. 2022-66, with respect to the payment of applicable fees.
- 20.0** All applications in respect of planning matters submitted after June 1, 2023, shall be subject to and governed by this Bylaw with respect to the payment of applicable fees.

**21.0** A deposit of \$6,000.00 shall be paid to the Township of North Dundas to cover the cost of undertaking a peer review of any technical study submitted in support of an application for an official plan amendment, a plan of subdivision, severance application, site plan control application or a rezoning.

21.1 The above noted deposit shall be paid in respect of each separate technical study deemed to require a peer review.

21.2 Prior to initiating a peer review, the Township shall obtain a written quote from its selected consultant. If such quote exceeds the amount of the deposit, the applicant shall deposit a further amount to cover such a difference.

**22.0** Peer Review:

For the purposes of this Bylaw, technical studies shall include:

- (a) hydrogeological reports;
- (b) hydrology reports;
- (c) storm water management reports;
- (d) environmental impact reports
- (e) wetland evaluations;
- (f) servicing options reports;
- (g) water supply system or sewage disposal systems;
- (h) traffic studies;
- (i) soils reports
- (j) noise assessment reports;
- (k) dust studies;
- (l) blasting and vibration reports;
- (m) contaminated site evaluations;
- (n) market impact analyses
- (o) flood plain studies; and
- (p) other technical studies required under the United Counties Official Plan

22.1 A hydrogeological peer review is required for any development proposed on private servicing with 5 or more dwelling units or a development that will generate more than 10,000 litres of sewage flow.

22.2 Where a deposit is required within this Bylaw, a refund of any remaining funds will be made after completion of the matter.

22.3 If costs exceed the deposited amount, then the outstanding amount shall be paid before the signing of the documents by municipal staff.

**23.0** The Clerk of the Township of North Dundas is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to the bylaw and schedule(s) as may be deemed necessary after the passage of this bylaw, where such modifications or corrections do not alter the intent of the bylaw.

**24.0** Where the Township of North Dundas has failed to meet the processing timelines for planning applications as set out in the Planning Act and associated Ontario Regulations, refunds shall be processed by the Director of Planning, Building and By-law Services in accordance with the Planning Act.

- 25.0** This Bylaw shall come into force and take effect on the 1<sup>st</sup> day of June, 2023.
- 26.0** Bylaw No. 2022-66 of The Corporation of The Township of North Dundas is hereby repealed on June 1, 2023.

**READ and passed in Open Council, signed and sealed this 16<sup>th</sup> day of May, 2023.**

Original Signed  
MAYOR

Original Signed  
CLERK

# SCHEDULE “A” TO BYLAW No. 2023-34

Original Signed  
MAYOR

Original Signed  
CLERK

TYPE OF APPLICATION		FEES
Official Plan		
1.1	Amendment	\$2,400.00 (Township fee)
1.2	Joint Official Plan Amendment and Zoning Bylaw Amendment	\$3,500.00
Zoning Amendment		
2.1	Removal of Holding/Change to Holding	\$650.00
2.2	Surplus Dwelling	\$500.00
2.3	Minor Zoning Amendment	\$1,250.00
2.4	Zoning Amendment	\$2,300.00
2.5	Zoning Amendment for Aggregate (Pit or quarry)	\$4,600.00
2.6	If Built or Used Without a Permit	\$3,200.00
Temporary Amendment		
3.1	Temporary Use	\$1,150.00
3.2	Garden Suite (with agreement)	\$1,500.00
Minor Variance / Authorization		
4.1	Residential	\$700.00
4.2	Commercial / Industrial	\$900.00
4.3	Religious Institution / Not-For-Profit	\$450.00
4.4	Other	\$700.00
4.5	If Built Without a Permit	\$1,500.00
Land Severance / Consent		
5.1	Lot Addition(s)	\$700.00
5.2	New Lot Created	\$900.00
5.3	Other Consent(s)	\$900.00
5.4	Clearance of Conditions	Included above
Site Plan Control		
		\$105.00 per dwelling unit Min \$600.00,
6.1	Residential	\$2,900.00
6.2	Other – Major	\$2,300.00
6.3	Other – Minor	\$1,050.00
6.4	Amendment to Existing Site Plan	\$700.00
6.5	Engineering Deposit	\$6,000.00
6.6	Financial Security Deposit	25% of Cost of Site Works
Plan of Condominium		
7.1	All Types	\$150.00 per unit
7.2	Engineering Deposit	\$11,000.00
Subdivisions		
8.1	Draft Plan Application	\$2,300.00 (1 to 29 lots) \$4,600.00 (30 to 99 lots) 11,500.00 (100 lots or more)
8.2	Engineering Deposit	\$11,000.00
8.3	Work Surveillance	5% of Cost of Site Works
8.4	Agreement Administrative	\$6,500.00
8.5	Clearance of Conditions Letter, including Hydro Layout	\$550.00
8.6	Partial or Full Release of Securities (all requests must be in writing)	\$350.00
8.7	Part Lot Control	\$450.00

Agreements		
9.1	Encroachment, Development Charge, Late Payment, Lifting of 0.3 m Reserve, Agreements Related to Planning Matters	\$350.00 plus any legal, engineering and/or surveying fees
9.2	Related to Right-of-Ways	\$350.00 plus any legal, engineering, and/or surveying fees
Cash-in-lieu		
10.1	Parking Agreement	\$450.00 plus registration costs plus cash-in-lieu (if applicable)
10.2	Parkland (Consent Applications for Residential Severances)	\$7,500.00/Lot or 5% value (whichever is less)
Municipal Consultation		
11.1	Industry Canada Antenna	\$600.00
11.2	Renewable Energy Projects	\$100.00 (less than 10kW) \$400.00 (10kW to 1mW) \$3,000.00 (greater than 1mW)
11.3	Ontario Land Tribunal Deposit	\$2,500.00, plus actual costs
Compliance Letters		
12.1	Zoning Authorization	\$70.00
12.2	Compliance Report	\$90.00
12.3	Compliance Report (2 business days)	\$120.00
12.4	Environmental Compliance Letters	\$175.00
12.5	AGCO Compliance Letter	\$60.00
Additional Fees		
13.1	Peer Review Deposit	\$2,900.00
13.2	Engineering Review Deposit	\$6,000.00
13.3	Release of Securities	\$350.00
13.4	Basic Agreement	\$350.00
13.5	Printed Map (11"x17" or smaller)	\$5.00
13.6	Printed Map (larger than 11"x17")	\$15.00
13.7	Dedication of Public Highways/ Road Widening Bylaw/Road Opening Bylaw	\$350.00
13.8	Peer Review of Hydrogeology of development of 5 dwelling units or more or commercial development on private system generating 10,000 litres or more of sewage flow	\$9,000.00 Deposit plus applicant responsible for actual costs

**Notes:**  
A minor Zoning Bylaw Amendment shall mean an amendment to change a setback requirement, a lot area change, or similar minor adjustment to the Zoning Bylaw (shed or garage as the primary use on a vacant parcel).  
  
A major Zoning Bylaw Amendment shall mean all other amendments, including a change in use or to create an exception zone.  
  
Surplus Dwelling Amendment (SDA): shall mean an amendment to the Zoning Bylaw to prohibit residential use on agricultural land resulting from a condition of severance (farm surplus dwelling).  
  
For Engineering Deposits, additional fees may be required or the balance reimbursed at the completion of the terms of the agreement.  
  
The tariff of fees prescribed shall not include the processing of objections to Amendments or appeals of the Committee of Adjustment decisions; the attendance of the municipality before any Administrative Tribunals or any public meetings other than those formally required by the Planning Act; the legal cost of the preparation Subdivision Agreements; the review of a proposal by a consultant retained by the municipality; or any other matters directly associated with processing a planning application which are not noted. The municipality may require additional deposits before proceeding with any matters detailed above.

**SCHEDULE “B” TO  
BYLAW No. 2023-34**

**REVIEW AND PROCESSING AGREEMENT  
FOR PLANNING APPLICATIONS**

**THIS AGREEMENT** made in triplicate this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**BETWEEN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hereinafter called the "Owner"

**OF THE FIRST PART,**

**AND:**

The Corporation of the Township of North Dundas,

Hereinafter called the "Township"

**OF THE SECOND PART,**

**WHEREAS** the Owner, or the authorized agent, has submitted a planning application to Township of North Dundas;

**AND WHEREAS** in order to undertake the review and processing of such an application or applications, the Township may be required to engage and retain surveyors, legal counsel, planning consultants or other professional services;

**AND WHEREAS** the Owner agrees to reimburse the Township for such expenditures incurred, including administration staff time and other associated expenses required to carry out the review and the processing of the applications in question;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and conditions hereinafter expressed, the parties hereby agree as follows:

1. The Owner shall, notwithstanding whether the said application receives approval, reimburse the Township an amount equal to all incurred expenditures for the review and processing of the said application or applications.
2. The Owner shall deposit with the Treasurer of the Township the required fee as specified in Bylaw No. 2023-34 known as the Tariff of Fees Bylaw, upon execution of the Agreement. The monies deposited shall be applied against the expenditures incurred by the Township for the review and processing of planning applications.
3. The Council of the Township may, by written notification to the Owner within thirty (30) days of the execution of this Agreement, require that the Owner submit additional financial security in order to meet the anticipated costs to the Township. The amount requested, including the form of the financial security to be provided, shall be determined by the Township upon the recommendation of their counsel and/or planning consultants.

- 4. Where the required deposit, pursuant to paragraph 1 of this Agreement, does not cover incurred costs, and where no additional form of security has been requested within the prescribed period pursuant to paragraph 3 of this Agreement, the Township shall provide an itemized statement of account with supporting documentation to date, less the amount of the prescribed fee, and the Owner shall pay to the Township the amount due within thirty (30) days from the date of invoice. All past due accounts will be charged interest at the preferential rate of the Township's bank plus two (2) percent per month or a fraction thereof.
- 5. It is further agreed that should the said application be referred to the Ontario Land Tribunal, the owner will deposit the required fees as set out in Bylaw No. 2023-34. Where additional costs are anticipated or incurred by the Township, the provisions of paragraph 3 or 4 shall apply.
- 6. The Owner may stop the processing of the said application at any time by notifying the Clerk of the Township in writing, by registered mail or in person.
- 7. Within thirty (30) days of the date of final approval or cessation of the review process, the Township shall provide an itemized statement of account with supporting documentation to date, including any financial security utilized, and shall remit the balance, including any form of financial security on hand.
- 8. The Owner hereby agrees to indemnify and save harmless, The Corporation of the Township of North Dundas, including its officers, of all liability which may result from the review and the processing of the said application.
- 9. This Agreement and everything herein contained shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

**IN WITNESS WHEREOF** the Owner has hereunto set his hand and seal, and the Township has hereunto affixed its corporate seal by the hands of its proper signing officers authorized in that behalf this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

<b>SIGNED, SEALED AND DELIVERED</b>	)	
<b>in the presence of</b>	)	
	)	
_____	)	_____
	)	
	)	
_____	)	_____

THE CORPORATION OF THE  
TOWNSHIP OF NORTH DUNDAS

Per: \_\_\_\_\_  
MAYOR

Per: \_\_\_\_\_  
CLERK



**SCHEDULE “C” TO  
BYLAW No. 2023-34**

**AGREEMENT  
FOR RE-ACTIVATING PLANNING APPLICATIONS**

**THIS AGREEMENT** made in triplicate this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**BETWEEN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hereinafter called the “Owner”

**OF THE FIRST PART,**

**AND:**

The Corporation of the Township of North Dundas,

Hereinafter called the “Township”

**OF THE SECOND PART,**

**WHEREAS** the Owner, or the authorized agent, has reactivated a planning application with the Township of North Dundas;

**AND WHEREAS** in order to undertake the review and processing of such an application or applications, the Township may be required to engage and retain surveyors, legal counsel, planning consultants or other professional services;

**AND WHEREAS** the Owner agrees to reimburse the Township for such expenditures incurred, including administration staff time and other associated expenses required to carry out the review and the processing of the applications in question;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and conditions hereinafter expressed, the parties hereby agree as follows:

1. The Owner shall, notwithstanding whether the said application receives approval, reimburse the Township an amount equal to all incurred expenditures for the review and processing of the said application or applications.
2. The Owner shall deposit with the Treasurer of the Township the required fee as specified in Bylaw No. 2023-34, known as the Tariff of Fees Bylaw, upon execution of the Agreement. The monies deposited shall be applied against the expenditures incurred by the Township for the review and processing of planning applications.
3. The Council of the Township may, by written notification to the Owner within thirty (30) days of the execution of this Agreement, require that the Owner submit additional financial security in order to meet the anticipated costs to the Township. The amount requested, including the form of the financial security to be provided, shall be determined by the Township upon the recommendation of their counsel and/or planning consultants.

- 4. Where the required deposit, pursuant to paragraph 1 of this Agreement, does not cover incurred costs, and where no additional form of security has been requested within the prescribed period pursuant to paragraph 3 of this Agreement, the Township shall provide an itemized statement of account with supporting documentation to date, less the amount of the prescribed fee, and the Owner shall pay to the Township the amount due within thirty (30) days from the date of invoice. All past due accounts will be charged interest at the preferential rate of the Township's bank plus two (2) percent per month or a fraction thereof.
- 5. It is further agreed that should the said application be referred to the Ontario Land Tribunal, the owner will deposit the required fees as set out in Bylaw 2023-34. Where additional costs are anticipated or incurred by the Township, the provisions of paragraph 3 or 4 shall apply.
- 6. The Owner may stop the processing of the said application at any time, by notifying the Clerk of the Township by registered mail.
- 7. Within thirty (30) days of the date of final approval or cessation of the review process, the Township shall provide an itemized statement of account with supporting documentation to date, including any financial security utilized, and shall remit the balance, including any form of financial security on hand.
- 8. The Owner hereby agrees to indemnify and save harmless, The Corporation of the Township of North Dundas, including its officers, of all liability which may result from the review and the processing of the said application.
- 9. This Agreement and everything herein contained shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

**IN WITNESS WHEREOF** the Owner has hereunto set his hand and seal, and the Township has hereunto affixed its corporate seal by the hands of its proper signing officers authorized in that behalf this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

**SIGNED, SEALED AND DELIVERED )**  
**in the presence of )**  
**)**  
\_\_\_\_\_) \_\_\_\_\_  
**)**  
\_\_\_\_\_) \_\_\_\_\_  
**)**

THE CORPORATION OF THE  
TOWNSHIP OF NORTH DUNDAS

Per: \_\_\_\_\_  
MAYOR

Per: \_\_\_\_\_  
CLERK