



Town of Englehart

THE CORPORATION OF THE TOWN OF ENGLEHART

BY-LAW # 2025-04

Being a By-Law to establish and maintain a list indicating services and activities subject to user fees and service charges and to authorize the Treasurer to add these amounts owing to the Tax Roll of the Corporation of the Town of Englehart and to Repeal By-Law No. 2022-07, By-Law 2022-014 and By-Law 2023-25.

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 391 (1) (“the Act”) provides that without limiting sections 9, 10 and 11 those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or other local board; and
- c) for the use of its property including property under its control AND WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 398 (1) (“the Act”) provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively.

AND WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 398 (2) (“the Act”) provides that the Treasurer of a local municipality may, and upon the request of its upper tier municipality, if any, or of a local board whose area of jurisdiction includes any part of the municipality shall add fees and charges imposed by the municipality, upper tier municipality and 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:

- 1) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
- 2) In all other cases, any property for which all of the owners are responsible for paying fees and charges.

AND WHEREAS the Council of the Town of Englehart deem it expedient to pass a by-law to adopt fees and charges for services or activities provided or done by or on behalf of the municipality and also deems it expedient to establish and maintain a public list with respect to the fees and charges of its services and activities;

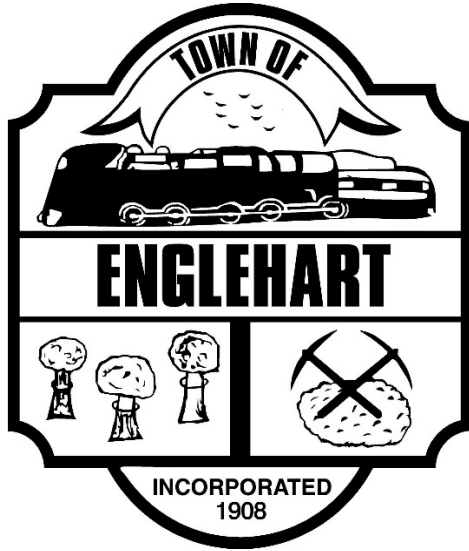
NOW THEREFORE, the Council of the Corporation of the Town of Englehart Enacts as Follows:

1. **That** the Fees and Charges attached hereto as Schedule “A” and forming part of this By-law be adopted.
2. **That** the fees listed in the schedules attached hereto will be subject to Harmonized Sales Tax (HST) and Goods and Services Tax (GST) where applicable.
3. **That** in the event any fee or charge becomes a debt of the municipality the Treasurer shall hereby add the fees and charges to the tax roll of the municipality and will be collected in the same manner as municipal taxes.
4. **That** this by-law shall come into full force and effect on March 31, 2025.
5. **That** By-law No. 2022-07, By-Law 2022-14 and By-Law 2023-25
6. **That** all other by-laws or resolutions, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.
7. **That** the Clerk of the Town of Englehart hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third and final time an passed this 26th day of February 2025.

Doug Metson, Mayor

Amy Vickery, CAO/Clerk



Town of Englehart

**Schedule "A"
to By-Law 2025-04**

Fees & Charges

Effective March 31, 2025

**Excludes building fees, water, sewer and garbage rates. For these rates,
please see respective by-laws.**

Schedule “A” to By-Law 2025-04

1. Administrative & Licensing Services

Services – Finance & Compliance	Fees Resident	Fees Non-Resident	HST
Tax Certificate per Roll Number	\$45.00	n/a	NO
Utility Certificate per Account	\$30.00	\$35.00	NO
Statement or reprint of Tax or Utility Account Information (per roll and/or account)	\$15.00	\$20.00	NO
Zoning Compliance Certificate per Roll Number	\$75.00	n/a	NO
Returned Payment Fee – Non-Sufficient Funds (NSF)	\$50.00	\$50.00	NO
Tax Registration	Actual Cost added to Tax Roll	n/a	NO
Clerk’s Services	Fees Resident	Fees Non-Resident	HST
Commissioner of Oath	\$15.00	\$20.00	NO
Marriage License	\$100.00	\$100.00	NO
Burial Permit	Nil	\$30.00	NO
Municipal Freedom of Information (MFIPPA)	Fees Resident	Fees Non-Resident	HST
FOI Request Application Fee	\$5.00/request	\$5.00/request	NO
Copies of records - Paper	\$0.25/page	\$0.25/page	NO
Copies of records - USB	\$12.00	\$12.00	NO
Search Fees/Records preparation	\$7.50/ per 15 minutes	\$7.50/ per 15 minutes	NO
External Costs if required	As invoiced	As invoiced	NO
*50% deposit require for estimates over \$100			
Lottery Licensing	Fees Resident	Fees Non-Resident	HST
Nevada Break Open	\$ 35.00	\$ 35.00	NO
Raffle Lottery	3% of prize value or flat rate of \$15.00	3% of prize value or flat rate of \$15.00	NO
Legion Lottery	\$ 27.90	\$ 27.90	NO
Bingo	1% of prize value	1% of prize value	NO
Pet Registration	Fees Resident	Fees Non-Resident	HST
Register a Service Animal	No fee	n/a	NO
Register a Dog/Cat – Spayed/Neutered – Lifetime	\$25.00	n/a	NO
Register a Dog/Cat – unaltered – Lifetime	\$35.00	n/a	NO
Replacement Tag	\$10.00	n/a	NO

HST not applicable to this Schedule

Schedule “A” to By-Law 2025-04

2. Planning & Development Services

Planning & Development - Town of Englehart	FEE	HST
Zoning By-Law Amendment (simple)	\$1,650.00	NO
Zoning By-Law Amendment (complex)	\$1,875.00	NO
Minor Variance	\$ 880.00	NO
Temporary Use By-law	\$1,650.00	NO
Removal of Holding Provision	\$ 825.00	NO
Deeming By-Law	\$ 550.00	NO
Site Plan Control Application	\$2,000.00	NO
Site Plan Control Deposit for on-site works	10%	NO
Site Plan Agreement Amendment	\$1,000.00	NO
Site Plan Control – Letter of Undertaking	\$ 500.00	NO

HST not applicable to this Schedule

Complex vs simple is based on the number of properties involved and potential impacts on the surrounding area.

Note:

Fees for Official Plan Amendments, Consents, Subdivisions are under the authority of the Central Timiskaming Planning Board (CTPB) with fees payable to CTPB.

Schedule “A” to By-Law 2025-04

3. Recreational Services & Programming

Definitions:

Adult: Age 19 and up.

Family: A group of people made up of up to two primary caregivers and their children who all live in the same household.

Ice Rental: 50 minutes ice time, 10-minute flood.

Baseball Field Rental: 90-minute blocks; includes ball field, field lights and access to washrooms.

Non-Resident: Users who are not a ratepayer or do not reside in the Town of Englehart or an area municipality that has a contribution agreement with the Town of Englehart for recreation programs and facilities.

Not-for-Profit Organization: Associations, clubs or societies that are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except for profit, including public sector organizations.

Organized Sport Association: Played by three or more persons who play and/or practice together regularly as a team in a league or association.

Youth Organized Sport Association: Shall be applied to any ice rental for any organization which is a registered not-for-profit organization or registered charity who primarily provides programming to youth, defined as individuals under the age of 18 years old. Individuals shall not be eligible to receive the Youth Non-Profit Rate.

Private Rental: Shall apply to any rental which is made by an individual or a for-profit organization.

Registered Charity: Canada Revenue Agency registered organizations or foundations that use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: relief of poverty, advancement of education or religion, or other purposes that benefit the community.

Resident: User who are ratepayers or reside in the Town of Englehart or within an area municipality that has a contribution agreement with the Town of Englehart for recreation programs and facilities.

Student: Any individual who is currently attending a secondary or post-secondary institution and is able to provide a valid, current student card upon request.

User Liability Insurance: Town supplied insurance coverage for third party bookings of a facility. Renters may either show proof of insurance, naming the Town as an additional insured or purchase insurance through the Town of Englehart.

Youth Gym Membership: Ages 14 to 18.

Adult Gym Membership: 19 and up.

Programming (HST Exempt)

Recreation Program Fees	FEE	HST
Day Camp	\$30.00 / day	NO
Youth Soccer	\$50.00 / season	NO
Youth Ball Hockey	\$50.00 / season	NO

Ball Diamonds (HST Applicable)

Ball Fields – per field	FEE	Fee + HST
Organized Sport Association (18 and under) /game or practice	20.00	22.60
Organized Sport Association 19+ / game or practice	30.00	33.90
*Private Rental – no lights (Includes User Insurance)	27.00	30.51
*Private Rental – lights (Includes User Insurance)	37.00	41.81
*Tournament/day	100.00	113.00
Additional User Insurance	See Schedule 5	
*Private Rental – User Insurance Applies		

Englehart Lee Pool (HST Applicable)

Englehart Lee Pool	Resident	Fee + HST	Non-Resident	Fee + HST
Walk-in Rate	3.54	4.00	3.54	4.00
Individual Season Pass	75.22	85.00	94.03	106.25
Family Season Pass	221.24	250.00	276.55	312.50
*Private Pool Rental (30 swimmers or less) /hr + Insurance	105.00	118.65	130.00	146.90
Additional Guard (based on 30+ swimmers) /hr	26.55	30.00	33.19	37.50
*Private Party Package (2 ½ hours pool & gazebo) + Insurance	164.86	186.29	203.58	230.05
<i>*Children under 2 are permitted to swim at no cost (must be accompanied by a paid individual; parent or guardian)</i>				
<i>**Gazebo rental only available in party package</i>				
Private Rental & Parties – User Insurance Applies	See Schedule 5			
Englehart Lee Pool Aquatic Program Fees	Resident	Fee + HST	Non-Resident	Fee + HST
Parent & Tot Preschool Swimmer 1 Swimmer 2 (10 – 30-minute classes)	57.52	65.00	71.90	81.25
Swimmer 3 Swimmer 4 Swimmer 5 Swimmer 6 (10 - 45-minute classes)	70.80	80.00	88.50	100.00
Swim Patrol Rookie/Ranger/Star (10 1-hour classes)	84.07	95.00	105.09	118.75
Private Lessons (5 X 30-minute classes) subject to availability	88.50	100.00	110.63	125.00
Aquatic Lifesaving Courses (subject to availability)	Resident	Fee + HST	Non-Resident	Fee + HST
Bronze Star	132.74	150.00	165.93	187.50
Bronze Medallion & Emergency First Aid (20 hours) *	132.74	150.00	165.93	187.50
Bronze Cross (20 hours) *	132.74	150.00	165.93	187.50
National Lifeguard (NLS)*	132.74	150.00	165.93	187.50
Swim Instructor Course (20 hours)	132.74	150.00	165.93	187.50
Lifesaving Instructor Course (20 hours)	132.74	150.00	165.93	187.50
Pool Attendant Course	66.37	75.00	82.97	93.75
*program fee does not include manual and exam fee				

Arena Complex (HST Applicable)

Arena Ice Rates	Resident	Fee + HST	Non-Resident	Fee + HST
Public Skating/person	2.65	3.00	2.65	3.00
Ice Rental - Organized Sport Association 17 & under	86.73	98.00	108.41	122.50
Ice Rental - Organized Sport Association 18+	105.75	119.50	132.19	149.37
*Private ice rental (1 room & nets) + insurance	92.92	105.00	116.15	131.25
*Private Party Package (2 ½ hour ice, 1 room, nets & boardroom) + insurance	163.72	185.00	204.65	231.25
Daily Tournament Rate - Organized Sport (includes community hall (ice 09:00 – 22:00))	840.70	950.00	840.70	950.00
Weekend Tournament Rate - Organized Sport (includes community hall) Friday 08:00 to Sunday 19:00 Ice 09:00 to 22:00	1,681.42	1,900.00	1,681.42	1,900.00
Floor Surface Rates	Resident	Fee + HST	Non-Resident	Fee + HST
Floor Surface per hour (max 4 hours)	39.82	45.00	49.78	56.25
Floor Surface (per day)	473.45	535.00	591.81	668.75
Floor Surface nonprofit (per day)	355.09	401.25	443.86	501.56
Private Rental – User Insurance Applies	See Schedule 5			

GYM (HST where Applicable)

	Resident	With HST	Non-Resident	With HST
Access Fob/Card (non-refundable)	20.00	n/a	25.00	n/a
Weekly Membership				
Visitor Rate – limited to one week monthly rates apply for more than one week	15.00	16.95	N/A	16.95
Monthly Membership				
Youth (age 14)	30.00	n/a	37.50	n/a
Student (Ages 15-18)	26.55	30.00	33.19	37.50
Adult (Ages 19 +)	39.82	45.00	49.78	56.25
3 Month Membership				
Youth (Age 14)	75.00	n/a	93.75	n/a
Student (Ages 15-18)	66.37	75.00	82.97	93.75
Adult (Ages 19 +)	101.77	115.00	127.21	143.75
12 Month Membership				
Youth (Ages 14)	235.00	n/a	270.25	n/a
Youth (Ages 15-18)	207.96	235.00	259.95	293.74
Adult (Ages 19+)	353.98	400.00	442.48	500.00
No daily rates – 1 week minimum				

Schedule "A" to By-Law 2025-04

4. Municipal Facilities (HST Applicable)

Community Hall	FEE	With HST
Private Rental Friday or Saturday – includes bar & kitchen	508.85 / day	575.00
Private Rental Sunday-Thursday - includes bar & kitchen	287.76 / day	325.00
Charity/Not for Profit Friday or Saturday – includes bar & kitchen	353.98 / day	400.00
Charity/Not of Profit Sunday-Thursday - includes bar & kitchen	221.12 / day	250.00
Set-up Access Fee (from 4:00-10:00 pm day prior)	75.22	85.00
Tear down Access Fee (from 8:00 am - 12:00 pm day after)	75.22	85.00
4-hour meeting rental (no kitchen)	88.50	100.00
Weekend Rate (Friday 4:00 pm – Sunday 4:00 pm)	752.22	850.00
Damage/cleaning Deposit for rentals over 4 hours	200.00	n/a
Booking Deposit (non refundable)	50.00	n/a
Key Deposit (refundable upon return)	50.00	n/a
Private Rental – User Insurance Applies	See Schedule 5	

Details of hall:

Community Hall
 Kitchen/Bar
 Seating Capacity Dining 250
 Chairs 300
 8' rectangular tables 62

Dennis Mortson Boardroom	FEE	With HST
Full Day Rental	\$110.06	125.00
4-hour Rental	\$57.52	65.00
Local Non-Profit/Charitable Organization (1 meeting per month)	No Cost	n/a
Private Rental – User Insurance Applies	See Schedule 5	

Details of hall:

Boardroom style hall
 Smart TV and Video Conferencing
 Open wifi network
 No kitchen
 Chairs – 15 (additional available upon request at time of booking)
 Tables – 10 individual desk size tables & 2 semi-oval type

1. You must be 19 years of age to rent a facility.
2. A non-refundable deposit of \$50.00 for each rental date, except for consecutive day bookings, must be paid at the time of booking.
3. A damage deposit of \$200.00 is required at the time of booking for bookings over 4 hours. Upon certification from the maintenance staff that the Hall and its contents have been left in the proper condition, the deposit will be returned to the renter.
4. A \$50.00 Key Deposit is required at the time the key is picked up. The key must be returned to the Town Office no later than the next business day following the event for which the Hall was rented. If the following day is a holiday, the key is to be returned on the next business day that the Town Office is open. Failure to return the key will result in forfeit of the \$50.00 deposit.
5. Payment in full is required prior to the event.
6. A notice of cancellation of a paid booking must be received within 48 hours of the scheduled booking to be eligible for a refund.
7. User Insurance is required for all facility bookings and private rentals. Town Supplied general liability insurance is applicable for an additional fee. See Schedule 5.
8. A user supplying their own insurance must provide a certificate of insurance naming the Town of Enlehart as an additional insured.

Schedule "A" to By-Law 2025-04

5. Other Fees

User Insurance Rates – Town Supplied		
Non-sporting event	No Alcohol	Alcohol
Hourly	5.00	25.00
1-2 days flat rate	50.00	150.00
3-5 days flat rate	100.00	300.00
Sporting Event or Activity	Low risk	Medium Risk
Hourly	5.00	7.00
1 day flat rate/day	120.00	150.00

Some exclusions apply
Annual premiums may be available

	2025/2026		2026/2027	
Rink Board Advertising Fees	FEE	With HST	FEE	With HST
Advertising Fee per year	\$265.49	\$300.00	\$287.61	\$325.00
Installation Fee - excludes advertising sign	\$221.24	\$250.00	\$243.36	\$275.00
All advertisements are subject to additional terms and conditions				

Schedule “A” to By-Law 2025-04

6. Public Works & Landfill

Landfill	2025	2026	2027
Collected Waste by Town Contractor (Price per 7 Yards Compacted)	6.00/cubic yrd	6.25	6.50
Clean Wood (not treated or painted)	2.00/cubic yrd	2.25	2.50
Residential/Commercial Waste	6.00/cubic yrd	6.25	6.50
Unsorted Construction and Metals Waste	12.00/cubic yard	12.50	13.00
Yard Waste (brush, leaves, plant material; suitable for composting)	n/a	n/a	n/a
*Non-Hazardous Contaminated Waste	35.00/cubic yard	36.75	38.50
*Asbestos Waste (properly bagged)	100.00 + 35.00/cubic yrd	100 + 36.75/cubic yrd	100 + 38.50/cubic yrd
*Must be arranged in advance and comply with all provisions of O.Reg 347			

Fees not applicable to Township of Marter Residents

Public Works

Access to Property	
Entrance Permit	50.00
Entrance Installation – other than primary access (subject to approval Additional cost for installations over standard of six meters	750.00
Equipment	Per hour
Freightliner Sander/Dump Tandem	114.85
Utility Trailer	20.40
John Deere Zero Turn Mower	20.40
Thompson Steamer	33.15
CASE 621 – Front End	174.35
CASE 721 – Front End	174.35
Massey Ferguson Tractor	20.40
AMI Sweeper	12.50
Bobcat Utility Vehicle	55.50
Snow Blades	12.50
4X4 Pick up	33.15
Portable Pump - 8” discharge	97.35
Operator	45.00
This schedule is not intended for private rentals	

HST not applicable to this Schedule

Schedule "A" to By-Law 2025-04

7. Fire

	2025	2026	2027
Fire Record Search or Statement/Letter of Compliance	45.00	45.00	55.00
Inspections			
Institutional	180.00	180.00	190.00
Commercial	135.00	135.00	142.50
Residential/Other	90.00	90.00	95.00

HST not applicable to this Schedule