

CORPORATION OF THE TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

BY-LAW NO. 2026-016

Being a By-Law to Establish a Tariff of Fees for the Processing of Applications Made in Respect of Planning Matters

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990 provides that the council of a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

WHEREAS Section 398(1) of the Municipal Act, 2001, as amended, provides that a municipality may pass by-laws imposing fees or charges on any class of 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 municipality or local board; and for the use of its property including property under its control.

WHEREAS Section 398(2) of the Municipal Act, 2001, as amended, provides for the amount owing to be added to the tax roll;

NOW THEREFORE the Council of the Corporation of the Township of Havelock-Belmont-Methuen enacts as follows:

1. Deposits, as set out in Column 2, shall be paid to the Township of Havelock-Belmont-Methuen by the applicant, prior to processing, with the appropriate application form as set out in Column 1. The fees listed in Column 3 are required for the purposes of the administrative processing of applications listed in Column 1 by Township staff and are non-refundable. The total fees associated with an application may exceed the set fee and are the responsibility of the applicant.

| Column 1 Application Form | Column 2 Deposits | Column 3 Administrative Fees |
|---------------------------------------|-----------------------------|---------------------------------|
| Official Plan Amendment | \$5,000.00 (Non-Refundable) | \$750.00 |
| Zoning By-law Amendment | \$2,250.00 (Non-Refundable) | |
| Amended Application and Recirculation | \$1,250.00 (Non-Refundable) | |
| Request to Defer by Applicant | \$200.00 (Non-Refundable) | |
| Request to Defer by Council | \$0.00 | |
| Minor Variance | \$1,500.00 (Non-Refundable) | |
| Amended Application and Recirculation | \$750.00 (Non-Refundable) | |
| Removal of Hold | \$750.00 (Non-Refundable) | |
| Encroachment Agreement | \$500.00 | \$200.00 |
| Parkland Fee | \$1,000.00 (Non-Refundable) | \$1,000.00 |

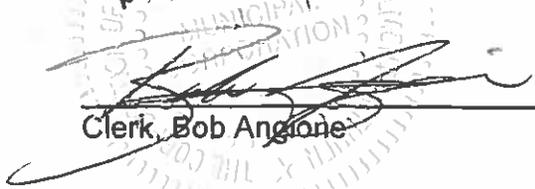
| | | |
|---|------------------------------|------------|
| Pre-Development Agreement | \$5,000.00 | \$1,000.00 |
| Plan of Subdivision/Condominium | \$10,000.00 (Non-Refundable) | \$2,000.00 |
| Site Plan Approval-Minor | \$2,500.00 (Non-Refundable) | \$500.00 |
| Site Plan Approval-Major | \$5,000.00 (Non-Refundable) | \$750.00 |
| Temporary Use Agreement – Registration and Removal | \$1,800.00 | \$200.00 |

2. The fees listed in Columns 2 and 3 are not intended to be sufficient to cover the costs of consultation with a Solicitor, Professional Engineer, Ontario Land Surveyor, or Municipal Planner, which may be deemed necessary by the Township of Havelock-Belmont-Methuen or the Committee of Adjustment. Any and all additional fees or charges shall be paid to the Township of Havelock-Belmont-Methuen by the applicant prior to the completion of the process.
3. The fees listed in Columns 2 and 3 are not intended to be sufficient to cover the costs of the Ontario Land Tribunal or the actual costs incurred by the Township of Havelock-Belmont-Methuen, for the processing of an appeal to the Ontario Land Tribunal of any planning matter as set forth in Column 1. Any additional fees or charges, which arise due to an appeal to the Ontario Land Tribunal, shall be paid to the Township of Havelock-Belmont-Methuen by the applicant.
4. If a property owner who is charged a fee listed in this By-law, fails to pay the fee within ninety (90) days of the invoice date, the Municipality may add the fee, including interest, to the tax roll for any real property of the Municipality registered in the name of the property owner and the Municipality may collect the fee, including interest, in the same manner as Municipal taxes.
5. Any provision of this By-law which may be determined by a competent court to be beyond the jurisdiction of Council to enact, shall be considered to be severable and shall not affect the validity of the remainder of the By-law.
6. That By-law 2023-004 is hereby repealed in its entirety.
7. That this By-law shall come into full force and effect on the day of passage.

Read a first, second and third time and finally passed in Open Council this 3rd day of March, 2026.



 Mayor, Jim Martin



 Clerk, Bob Angione