

Public Meeting Agenda Monday, March 2, 2026 at 6:00 PM
1092 Highway 595 (Council Chambers and virtual)

Meeting ID: 858 6969 4042
Passcode: 778655

Join the meeting by clicking the following link, or copy and paste in your browser
<https://us06web.zoom.us/j/85869694042?pwd=Q7qK7g2Zlh2J2AEVWAirZdoBBvDXX.1>

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1. Call to order

The Township of Gillies respectfully acknowledges that the lands on which we live, and work are the traditional lands of the Anishinabek Nation and the traditional territory of Fort William First Nation, signatory to the Robinson-Superior Treaty of 1850.

As partners with First Nations communities, the Métis Nation of Ontario, and Inuit people, the Municipality is committed to the common vision of a healthy, safe and sustainable community.

2. Confirmation of the agenda

3. Declaration of pecuniary interest

4. Adoption of the minutes

5. Visitors and deputations

Instructions will be given at the meeting. The public will have an opportunity to ask questions and to provide comment on the draft by-law after item 7.1 is presented.

6. Finances and accounts

7 Administrative reports

7.1 Fees and Charges Rationale with draft by law 2026-07 being a by-law to establish fees and charges for the municipality.

8. Correspondence

9. Unfinished business

10. New business

11. By-laws

12. Closed session

13. Adjournment



The Corporation of the Township of Gillies Administrative Report

Date: March 2, 2026
Report No: 2026-01(CT)
To: Reeve and Council
Subject: Fees and Charges Rationale (Public Meeting)
Submitted by: Laura Bruni, Dipl.M.A.
Clerk/Treasurer

Recommendation

That Council receive this report, which provides a comprehensive explanation and summary of the proposed changes to municipal service fees.

Summary

This report summarizes fee changes for municipal services in Gillies Township as it relates to planning, including fees from LRCA and LRPB, and introduces a cost recovery mechanism by the township specifically related to planning applications.

Background

In response to fee adjustments from the LRCA, Council requested that the current rates be provided within the fees and charges by-law to ensure transparency to the public. Additionally, other planning-related costs were reviewed and incorporated into the by-law.

Discussion

The primary change being proposed in the 2026-07 by-law is the introduction of a detailed "Planning fees" schedule. Under the previous By-law, planning fees were only briefly referenced within the "Administrative fees" section.

Additionally, the 2022 by-law specifically named "Thunder Bay Animal Services" as the billing entity for impoundment fees related to dogs. The by-law changes this to a generic reference being "the animal services provider". This wording allows the municipality to change the service provider once a new service provider has been established.

The fees and charges review was primarily conducted to reevaluate planning-related fees. No revisions have been made to other fee categories at this time. Departmental cost assessments will be scheduled at a future date. If additional fee modifications are required, a proper public meeting will be scheduled at that time.

Financial

The Planning Fees section introduces a cost recovery provision that applies when Council requires additional professional input to evaluate planning applications. When expert advice is necessary, such as from planning, legal, or engineering professionals, the associated costs are charged directly to the applicant. This approach ensures that only those seeking planning approval, not the general tax base, cover the costs of informed decision-making under the Planning Act.

The Corporation of the Township of Gillies

By-law no. 2026-07

Being a By-law to establish fees and charges for municipal services

Whereas the *Municipal Act, 2001, S.O. 2001*, provides that a municipality may pass By-laws imposing fees or charges on any class of person; and

Whereas pursuant to the *Building Code Act, 1992, S.O. 1992 c 23* as amended, Council may require the payment of fees on applications for the issuance of building permits and prescribing the amounts thereof; and

Whereas the Corporation of the Township of Gillies deems it expedient to consolidate and update the fees and charges to be collected by the various departments of the Township of Gillies;

Now therefore the Council for the Corporation of the Township of Gillies enacts as follows:

1. Council hereby establishes the fees and charges as set out in schedule a of this By-law for the Township of Gillies (Gillies). The fees and charges will be subject to harmonized sales tax (HST) where applicable.
2. That the fees and charges shall be adjusted annually.
3. Despite paragraph 2, fees and charges may be adjusted as approved by Council, to recover at a minimum, respective service, administration, and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
4. Payment is received at the time of the transaction for which the fee or charge is imposed, or upon the due date specified in the terms of a contract signed by the township or an invoice issued by the township.
5. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after (30) thirty days and each month thereafter until such fee or charge is paid in full.
6. Persons having not prepaid for services shall be required to sign an Equipment/Operator Agreement (schedule "B"). That person will be required to demonstrate proof of residency or ownership in Gillies. The Treasurer shall issue an invoice, which will be mailed to the person who signed the Equipment/Operator Agreement, at the earliest opportunity. Invoices shall be provided, and payment received thirty (30) days from the date of the invoice. Late payments will be subject to interest as stated in item 5 of this By-law.

A person signing an Equipment/Operator Agreement is deemed to sign on behalf of every owner of the property. The Equipment/Operator Agreement contains a statement whereby the person signing the document expressly acknowledges that he or she has the authority of the other property owners to sign the document and bind all of them to the

payment. Disputes with respect to this authority are disputes between the property owners and/or occupants themselves and cannot involve the township.

The Equipment/Operator Agreement contains a statement indemnifying the Corporation of the Township of Gillies, its Council, and employees, and releasing the above from any/all liability related to the request.

7. Where applicable, the Township of Gillies may add uncollected fees payable under this By-law, or any other By-law of the Township of Gillies that sets out fees for permits, purchases, licences, or other matters, to the tax roll for property owned by the person who owes the fees and collect them in like manner as municipal taxes are collected. As at the time they are added to the tax roll, the interest rate specified in item 5 shall cease to apply, and interest and penalties applicable to unpaid taxes shall apply instead.
8. That where this By-law establishes a fee and charge for a fee that also exists in another By-law that predates the effective date of this By-law, the fee and charge in this By-law shall be the applicable fee and charge and the other By-law is hereby effectively amended.
9. Should any part of this By-law, including any part of any schedule, be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of this By-law shall be severable and that the remainder of this By-law including the remainder of the impugned schedule, as applicable, shall continue to operate and to be in force and effect.

10. General provisions

- a) All fees are payable to the township of Gillies, either at the time the service is requested, after the completion of the service or as invoiced by the township, as indicated in schedule "A".
- b) Schedule "A" "the fee schedule" attached hereto forms part of this By-law and may be amended from time to time as deemed required, through resolution by Council
- c) Schedule "A" "the fee schedule" shall be posted for public inspection
- d) Requests for services and/or documents may be provided in person, verbally and/or in writing.

11. Use of roads department equipment

- a) Fees are payable 30 days after the date of invoice, after which 1.25% interest will be charged on the first of each month thereafter
- b) The fee includes the use of the equipment and the operator
- c) Roads equipment will only be used by municipal staff within the boundaries of the township.
- d) An Equipment/Operator Agreement as outlined in item 6 must be Signed prior to work commencing.

12. All previous Fees and Charges By-laws are hereby repealed.

hereby enacted and passed this 2nd day of March 2026.

The Corporation of the Township of Gillies

Reeve _____

Clerk _____

Township of Gillies
 Schedule "A" of By-law 2026-07
 Fees and charges

Fees information
 Municipal Freedom of Information
 and Protection of Privacy Act (MFIPPA)

If you request information under the *Municipal Freedom of Information and Protection of Privacy Act* you will be required to pay certain fees. The rules regarding payment and amount of fees are set out in the act and its regulations. Typical fee charges are summarized below

If you are requesting information about yourself, your request is considered a personal information request. All other requests for information, whether about a person other than yourself or about a government program or activity are considered general information requests. Fees charged for general information requests are different than those for personal information

Where anticipated fees are \$25.00 or more, you will be given a free estimate. If the estimate of fees to be paid is \$100.00 or more, you must pay a 50% deposit before your request is processed. For further information please contact the clerk.

MFIPPA general information requests

Service	Fee	Information
Application fee	\$5.00	Payment required upon application
Search time	\$7.50	Per ¼ hour required to search and retrieve records
Record preparation	\$7.50	Per ¼ hour required to prepare records for release
Photocopying	\$0.20	Per page
Computer programming	\$15.00	Per hour if needed to develop a program to retrieve information
CD Rom	\$10.00	For each disk
NSF cheques	\$40.00	

MFIPPA GENERAL INFORMATION REQUESTS 1

MFIPPA personal information requests

Service	Fee	Information
Application fee	\$5.00	Payment required upon application
Photocopying	\$0.20	Per ¼ hour required to search and retrieve records
Computer programming	\$15.00	Per hour if needed to develop a program to retrieve information
CD ROM	\$10.00	Each disk
NSF cheques	\$40.00	

MFIPPA PERSONAL INFORMATION REQUESTS 1

Administrative fees

Administrative fees	Fees	Information
Photocopying (black and white)	\$0.50	Per page Due upon receipt
Photocopying (colour)	\$1.00	Per page Due upon receipt
Fax	\$5.00	Per fax Due upon receipt
Research request (not MFIPPA)	\$10.00	Per ¼ hour due upon receipt
Zoning letter or Building letter	\$50.00	Per letter Due upon receipt
Cheque returns due to NSF	\$50.00	Each charge Added to tax account Due upon request
Tax certificates (for lawyers)	\$50.00	Each Due upon receipt
Tax registration fees (real tax)	varies	Based on Real Tax fee schedule Upon receipt Added to tax account
Tax registration fees (admin)	\$1000.00	Due upon receipt Added to tax account
Registered letter	\$20.00	Each letter Added to tax account Due upon receipt
Duplicate tax bill request	\$10.00	Each request Due upon receipt
Tax statement for income tax purposes – property owner.	\$10.00	Each request Due upon receipt
Tax statement for income tax purposes – property owner.	\$10.00	Each request Due upon receipt

ADMINISTRATIVE FEES 1

Planning Fees

Planning fees	Fee	Information
Official Plan Amendment Application (Gillies Township)	\$1,500 plus any fees paid by the Board for professionals (i.e. planner, engineer, legal)	Each request due upon receipt. Additional fees are invoiced directly to the applicant.
Zoning by-law Amendment Application (Gillies Township)	\$1,500 plus any fees paid by the Board for professionals (i.e. planner, engineer, legal)	Each request due upon receipt. Additional fees are invoiced directly to the applicant.

Planning fees	Fee	Information
Consent Applications – Lakehead Rural Planning Board (LRPB)	As required by the Lakehead Rural Planning Board plus any added fees paid by Gillies Township for other professionals (i.e. legal, engineer)	As provided by the LRPB. Gillies Township will invoice the applicant for additional fees.
Minor Variance Applications - Lakehead Rural Planning Board (LRPB)	As required by the Lakehead Rural Planning Board plus any added fees paid by Gillies Township for other professionals (i.e. legal, engineer)	As provided by the LRPB. Gillies Township will invoice the applicant for additional fees.
Plans of Subdivision - Lakehead Rural Planning Board (LRPB) (all stages)	As required by the Lakehead Rural Planning Board plus any added fees paid by Gillies Township for other professionals (i.e. legal, engineer)	As provided by the LRPB. Gillies Township will invoice the applicant for additional fees.
Official Plan Amendment (LRCA)	\$495.00	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.
Zoning By-law Amendment (LRCA)	\$345.00	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.
Official Plan and Zoning By-law Amendment Combined Application	\$600.00	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.
Consent	\$275.00	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.
Minor Variance	\$275.00	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.

Planning fees	Fee	Information
Site Plan Control Agreement	\$150.00	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.
Plans of Subdivision – Draft Plan Approval	\$2,000	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.
Plans of Subdivision – Final Approval Each Stage	\$150.00	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.
Plans of Subdivision – Each Subsequent Stage	\$150.00	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.
Plans of Subdivision – Clearance Condition at Registration	\$150.00.	The Lakehead Region Conservation Authority (LRCA) Fee is paid to the municipality at the time the application is submitted.

Fee information

Lottery license fees

There is a \$3.00 minimum fee for a license for any event

Lottery fees	Fee	Information
Bazaar gaming event	\$10.00	Per wheel of fortune per day
Bingo	3%	Of prizes upon receipt
Break open ticket	3%	Of prizes upon receipt
Raffle	3%	Of prizes upon receipt
50/50 draw	\$3.00	Of prizes upon receipt

LOTTERY FEES 1

Road Department Fees

A minimum of 1-hour rental time is required for each piece of equipment.

Roads department	Fees	Payment due
Entrance installation after permit has been approved.	\$50.00 plus the cost of material and equipment	Due 30 days after date of invoice
Fire number replacement	\$75.00	Due 30 days after date of invoice
Civic number installation	\$75.00	Due 30 days after installation
Loader with operator	\$155.00	Per hour rate Due 30 days after date of invoice
Grader with operator	\$185.00	Per hour rate Due 30 days after date of invoice

Dump truck with operator	\$155.00/hour	Per hour, plus market value of material Due 30 days after date of invoice
Backhoe with operator	\$155.00/hour	Per hour rate Due 30 days after date of invoice
Snow plowing with operator	Estimate provided by Roads Maintenance Coordinator upon request	Due 30 days after date of invoice

ROAD DEPARTMENT FEES 1

Landfill department fees

Landfill	Fees	Information
Garbage bag tags	\$2.00	Individual tag Due upon receipt
Replacement validation tags	\$5.00	Each tag Due upon receipt
Temporary validation tags	\$5.00	Each tag Due upon receipt

LANDFILL FEES 1

Dog licencing information

Dog	Fees	Information
Dog impoundment fee (when brought to thunder bay animal services)	The actual cost based on billing by the approved animal services provider.	Due upon receipt
Dog license	\$10.00	Each license Due upon receipt

DOG LICENSING FEES 1

Newsletter fees for advertising

Advertising	Fees	Information
Full page ad	\$30.00	Payment required in advance
Half page ad	\$20.00	Payment required in advance
Quarter page ad	\$15.00	Payment required in advance
Business card ad	\$10.00	Payment required in advance

NEWSLETTER FEES FOR ADVERTISING 1

Cemetery fees

Interments for cremated remains are not available in the winter season

Cemetery	Fees	Information
Single plot (4'x10')	\$665.00	Due upon receipt
Double plot (8'x10')	\$1290.00	Due upon receipt
Quad plot (8'x16')	\$2540.00	Due upon receipt
Single grave for cremated remains during summer	\$400.00	Due upon receipt
Single grave for full body interment during summer	\$550.00	Due upon receipt
Single grave for full body interment during winter season	\$650.00	Due upon receipt
Single grave for cremated remains after hours and holidays during summer	\$450.00	Due upon receipt
Single grave for full-body interment after hours and holidays during the summer	\$600.00	Due upon receipt
Single grave for full-body interment after hours and holidays during the winter	\$740.00	Due upon receipt

CEMETERY FEES 1

Building Permit/Services Fees

Service	Fee	Information
Zoning review of application	\$250.00	Mandatory fee for each application Non refundable Due upon application submission
Construction or demolition commenced without a required permit	Applicable building fees multiplied by 1.5	Due upon application or receipt
Residential dwellings main floor class 1	\$1.00	Per square foot Due upon application submission
Residential dwellings second floor class 1	\$0.50	Per square foot Due upon application submission
Residential dwellings attached garage class 1	\$0.50	Per square foot Due upon application submission
Alterations, renovations, additions or repairs classes 1, 2, 3, 6 & 7	\$0.50	Per square foot Due upon application submission

Accessory buildings class 2	\$0.35	Per square foot Due upon application submission
Commercial, industrial, institutional class 3	\$1.50	Per square foot Due upon application submission
Patio or deck permit	\$150.00	Due upon application submission
Permit for fireplace or solid fuel burning appliance manufactured of masonry	\$150.00	Due upon application submission
Permit for temporary building erected for a maximum of one year of any size These buildings are intended to be used during the course of construction. An example is a sea can or storage shed	\$150.00	Due upon application submission
Plumbing permit only where a stand-alone permit is required class 10	\$200.00	Due upon application submission
HVAC permit only where stand-alone permit is required class 10	\$150.00	Due upon application submission
Commercial or industrial towers, wind towers and communication towers exceeding 16.6m above ground level, exterior storage and its supporting structure, which is not regulated by the gasoline handling act or the energy act.	\$1,000.00	Includes 3 inspections Upon application submission
Residential or agricultural towers, wind towers or communication towers exceeding 16.6m above ground level, exterior storage and its supporting structure, which is not regulated by the gasoline handling act or the energy act	\$400.00	Includes 3 inspections Due upon application submission
Retaining walls	\$250.00	Due upon application submission
Demolition permit administration fee class 11	\$150.00	Due upon application submission
Change use of occupancy administration fee class 12	\$50.00 per hour	Due upon application submission
Emergency identification sign	\$120.00	Due upon application submission
Entrance permit	\$200.00	Due upon application submission

Additional residential inspections	\$150.00	Due upon application submission
Additional commercial inspections	\$200.00	Due upon application submission
Occupancy permit (applicable only in circumstances where issuance of occupancy permit requires re-attendance of chief building official to check deficiency corrections)	\$200.00	Due upon application submission
Swimming pool permit	\$150.00	Due upon application submission
Letters of compliance	\$150.00	Due upon application submission
Renewal fee, yearly after 2 nd year	\$150.00 x the number of permits requiring renewal	Due upon application submission

Building permit refunds

No fees are refunded where a permit is suspended or revoked by the chief building official or where the original permit fee was less than \$50.00.

Renewal fees are not refundable.

BUILDING PERMIT FEES 1

Status of permit application	Refunded amount
Application is withdrawn prior to plan review	95%
	Does not include zoning review fee
Application is withdrawn after plan review but prior to permit issuance	75%
Application is withdrawn after permit issuance but prior to start of construction	60%
Application is withdrawn after start of construction	0%

BUILDING PERMIT REFUNDS 1

Township of Gillies
 Schedule "B" of By-law 2026-07
 Equipment/Operator Agreement

Resident information:

Name:		Phone:
Address:		
City:	Province:	Postal code:

- Tandem dump truck with operator for ____ hours
- Grader with operator for ____ hours
- Backhoe with operator ____ hours
- Loader with operator ____ hours

I am the owner of property in the Township of Gillies. I agree that I have requested service from the above-noted roads department equipment and operator and will be invoiced in accordance with By-law 2026-07 _____ (initial)

Owners are advised that by signing this form, it includes your representation to the Township of Gillies that you have the authority to commit yourself to paying the prescribed fees together with all other registered owners of your property, if any. _____ (initial)

I understand and agree that the Corporation of the Township of Gillies shall not be liable for any loss or damages incurred by the Township of Gillies that occurs as a result of the requested services. I agree to release the Corporation of the Township of Gillies, its Council, and employees from any and all liability in connection with my request. I further agree to indemnify and hold harmless the Corporation of the Township of Gillies, its Council, and employees from any claim that may be made. _____ (initial)

X

 Resident

 Date

X

 Department Head

Identification checked _____ (initial)

Type of identification provided as proof of ownership
