

---

**THE ARCHIPELAGO AREA PLANNING BOARD**  
**9 James Street**  
**Parry Sound, Ontario**  
**P2A 1T4**  
**Telephone: (705) 746-4243**

---

**TARIFF OF FEES FOR PLANNING BOARD**

**RESOLUTION PB24-10-06**

Moved by: Earl Manners

Seconded by: Dan MacLeod

**WHEREAS** Section 69(1) of the Planning Act, R.S.O. 1990, as amended, authorizes a planning board to establish a tariff of fees to meet the anticipated costs to the planning board in respect of the processing of each type of application provided for in the tariff;

**NOW THEREFORE BE IT RESOLVED** that The Archipelago Area Planning Board (hereinafter called the "Planning Board") hereby adopts the following policies:

1. Applications made pursuant to the Planning Act shall be subject to the Tariff of Fees set out in Schedule 'A' attached hereto. The required application fee(s) and deposit(s) shall be submitted to the Planning Board in advance of the Planning Board's review or consideration of an application.
2. Costs incurred by the Planning Board for the engagement of professional services including planning consultants, environmental consultants, lawyers, surveyors, draftspersons or engineers in respect of any application are not covered by the fees submitted by the applicant. Deposits will be taken to cover these costs, with any unused portions being refunded. Applicants will be invoiced for the full amount over and above the deposit of any accounts rendered by such professionals for the provision of their services unless, at the discretion of the Secretary-Treasurer, such an account or any portion thereof is deemed to be an expense of the Planning Board.
3. Except as noted in Sections 4, 5, 6 and 7, all application fees are non-refundable.
4. Planning staff, following an initial review, may advise an applicant that, due to the nature of the application, it is unlikely that the Planning Board would support it. Following a request in writing from the applicant that the application be withdrawn, the applicant may be entitled to a full refund of the application fees. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund.

5. The Planning Board may refund a portion of **consent application fees**, without interest, as outlined below. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund. Any costs incurred for professional services, as outlined in Section 2 above, must be paid by the applicant prior to a refund being issued.

Refund prior to the circulation of Notice of Hearing (The Archipelago)	\$ 750.00 <i>(plus any fees which were paid for additional consent applications)</i>
---	---

Refund prior to the circulation of Notice of Hearing (Unincorporated Areas)	\$ 1,000.00 <i>(plus any fees for additional consent applications)</i>
--	---

Refund following circulation of Notice of Hearing	Any fees which were paid for additional consent applications only, where applicable
---	--

6. The Planning Board may refund a portion of the application fee required for an **exemption to the Minimum Standards By-law**, without interest, as outlined below. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund. Any costs incurred for professional services, as outlined in Section 2 above, must be paid by the applicant prior to a refund being issued.

Refund prior to the circulation of Notice of Public Meeting <i>(application <u>not</u> submitted concurrently with a consent application)</i>	\$ 1,000.00
--	-------------

Refund following the circulation of Notice of Public Meeting <i>(application <u>not</u> submitted concurrently with a consent application)</i>	\$ 500.00
---	-----------

Refund prior to the circulation of Notice of Public Meeting <i>(application submitted concurrently with a consent application)</i>	\$ 750.00
---	-----------

Refund following the circulation of Notice of Public Meeting <i>(application submitted concurrent with a consent application)</i>	\$ 500.00
--	-----------

7. The Planning Board may refund a portion of **subdivision application fees**, without interest, as outlined below. Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred when considering a refund. Any costs incurred for professional services, as outlined in Section 2 above, must be paid by the applicant prior to a refund being issued.

Refund prior to the circulation of Notice of Public Meeting	\$ 4,500.00
Refund following the circulation of Notice of Public Meeting	\$ 4,000.00

8. The fees prescribed herein do not include extra public meetings, the processing of objections or any functions relating to the Ontario Land Tribunal.'
9. The Tariff of Fees shall be reviewed by the Planning Board every four years to ensure the required fees and deposits remain appropriate.
10. Resolution No. PB15-10-04 is hereby rescinded as of January 1<sup>st</sup>, 2025, when the fees approved by this by-law will take effect.

CARRIED   X  

Date: October 17<sup>th</sup>, 2024

DEFEATED \_\_\_\_\_

  
\_\_\_\_\_  
Chair

**THE ARCHIPELAGO AREA PLANNING BOARD – TARIFF OF FEES**  
**SCHEDULE ‘A’ – RESOLUTION NO. PB-**

**Application Fees to be Collected:**

**Consent**

Application Fee - Township of The Archipelago	\$1,750.00
- Unincorporated Townships	\$2,000.00
Deposit (any unused portion refunded to applicant)	\$2,000.00
Additional Lot/Easement/Lot addition/other Transfer	\$750.00
Resubmission of Application	\$1,250.00
51(26) Development Agreement (per agreement/per property)	\$750.00
Certificate of Cancellation	\$1,000.00

**Plans of Subdivision / Condominium (The Archipelago only)**

Application Fee (maximum of 10 units/lots)	\$6,000.00
Deposit (any unused portion refunded to applicant)	\$5,000.00
Additional units/lots (per unit/lot greater than 10)	\$100.00
Recirculation	\$1,250.00
Amendment to Conditions	\$500.00
Agreement	\$5,000.00
Amendment to the Agreement	\$500.00

**Zoning By-law Amendment (Unincorporated Areas only)**

Exemption to the Minimum Standards By-law	\$1,500.00
Submitted concurrently with a consent application	\$750.00

**Validation of Title (The Archipelago only)**

Application Fee	\$1,000.00
-----------------	------------

**Miscellaneous**

Request for Correspondence	\$100.00
Non-sufficient Funds (NSF) Cheque	\$50.00

*(Please be advised that the Township will determine if land dedication is required, or the alternative cash contribution of \$5,000.00 for each new lot created will be instituted as a condition of consent).*