

**2019 User Fees and Charges  
Appendix to By-law 3014-18**

| NOTES   | Category / Business Item   | Unit     | Effective for January 1/19 |                 |     |                |
|---|--|----------|----------------------------|-----------------|-----|----------------|
|   |  |          | Fees                       | Capital Reserve | HST | 2019 Total Fee |
| <b><u>SCHEDULE 'F' - PLANNING &amp; DEVELOPMENT ENGINEERING</u></b> |  |          |                            |                 |     |                |
| <b>CONSENT</b>  |  |          |                            |                 |     |                |
| a)  | Creation of New Lot  | Flat Fee | \$ 1,720.00                |                 | N/A | \$ 1,720.00    |
|   | 2nd & subsequent applications                                      | Flat Fee | \$ 770.00                  |                 | N/A | \$ 770.00      |
|   | All Other Types of Consent Applications                            | Flat Fee | \$ 1,310.00                |                 | N/A | \$ 1,310.00    |
|   | Admin Approval Fee - New Lot (Condition)                           | Flat Fee | \$ 310.00                  |                 | N/A | \$ 310.00      |
|   | Admin Approval Fee - Other (Condition)                             | Flat Fee | \$ 190.00                  |                 | N/A | \$ 190.00      |
|   | 2nd or Additional Public Meeting                                   | Flat Fee | \$ 865.00                  |                 | N/A | \$ 865.00      |
|   | Recirculation of File to Agencies                                  | Flat Fee | \$ 700.00                  |                 | N/A | \$ 700.00      |
|   | Change to a Condition of Provisional Approval                      | Flat Fee | \$ 700.00                  |                 | N/A | \$ 700.00      |
| h)  | Preparation of Development Agreement as Condition                  | Flat Fee | \$ 1,835.00                |                 | N/A | \$ 1,835.00    |
|   | Cash-in-lieu of Parkland - Residential                             | Per Lot  | \$ 6,000.00                |                 | N/A | \$ 6,000.00    |
|   | Cash-in-lieu of Parkland - Commercial/Industrial Unserved          | Per Acre | \$ 3,500.00                |                 | N/A | \$ 3,500.00    |
|   | Cash-in-lieu of Parkland - Commercial/Industrial Served            | Per Acre | \$ 4,000.00                |                 | N/A | \$ 4,000.00    |
| <b>MINOR VARIANCE</b>   |  |          |                            |                 |     |                |
|   | Application  | Flat Fee | \$ 1,310.00                |                 | N/A | \$ 1,310.00    |
|   | 2nd or Additional Public Meeting                                   | Flat Fee | \$ 865.00                  |                 | N/A | \$ 865.00      |
|   | Recirculation of File to Agencies                                  | Flat Fee | \$ 700.00                  |                 | N/A | \$ 700.00      |
| <b>ZONING BY-LAW</b>  |  |          |                            |                 |     |                |
| a)  | Amend to Residential (Lot Type - Single, Semi or Duplex)           | Flat Fee | \$ 3,150.00                |                 | N/A | \$ 3,150.00    |
| a)  | Amend to Multiple Residential or Multiple Residential Zone Classes | Flat Fee | \$ 5,565.00                |                 | N/A | \$ 5,565.00    |
| a)  | Amend to Mixed Use   | Flat Fee | \$ 5,565.00                |                 | N/A | \$ 5,565.00    |
| a)  | Amend to Commercial  | Flat Fee | \$ 5,565.00                |                 | N/A | \$ 5,565.00    |
| a)  | Amend to Industrial  | Flat Fee | \$ 4,150.00                |                 | N/A | \$ 4,150.00    |
| a)  | Amend to Aggregate   | Flat Fee | \$ 30,700.00               |                 | N/A | \$ 30,700.00   |
| a)  | Amend to Aggregate (Additional Use / Change of Use)                | Flat Fee | \$ 6,235.00                |                 | N/A | \$ 6,235.00    |
| a)  | Amend to Institutional or Open Space                               | Flat Fee | \$ 4,150.00                |                 | N/A | \$ 4,150.00    |
| a)  | Amend to Agricultural  | Flat Fee | \$ 3,000.00                |                 | N/A | \$ 3,000.00    |
| a)  | Amend to Waste Management  | Flat Fee | \$ 30,700.00               |                 | N/A | \$ 30,700.00   |
| a)  | Preparation of a Garden Suite Development Agreement                | Flat Fee | \$ 1,100.00                |                 | N/A | \$ 1,100.00    |
| a)  | Temporary Use By-law, inclusive of a Garden Suite                  | Flat Fee | \$ 3,950.00                |                 | N/A | \$ 3,950.00    |
| a)  | Extension to Temporary Use By-law, inclusive of a Garden Suite     | Flat Fee | \$ 3,950.00                |                 | N/A | \$ 3,950.00    |
|   | Release of Holding (-h) Symbol                                     | Flat Fee | \$ 920.00                  |                 | N/A | \$ 920.00      |
|   | 2nd or Additional Public Meeting                                   | Flat Fee | \$ 865.00                  |                 | N/A | \$ 865.00      |
|   | Recirculation of File to Agencies                                  | Flat Fee | \$ 700.00                  |                 | N/A | \$ 700.00      |
| <b>OFFICIAL PLAN</b>  |  |          |                            |                 |     |                |
| a)  | Amendment - All Classifications                                    | Flat Fee | \$ 9,600.00                |                 | N/A | \$ 9,600.00    |
| a)  | Where a Zone Change is processed in tandem with OPA                | Flat Fee | \$ 7,415.00                |                 | N/A | \$ 7,415.00    |
| a)  | Exemption from Regional Approval                                   | Flat Fee | \$ 10,400.00               |                 | N/A | \$ 10,400.00   |
|   | 2nd or Additional Public Meeting                                   | Flat Fee | \$ 865.00                  |                 | N/A | \$ 865.00      |
|   | Recirculation of File to Agencies                                  | Flat Fee | \$ 700.00                  |                 | N/A | \$ 700.00      |
| <b>SITE PLAN</b>  |  |          |                            |                 |     |                |
| i) & f)   | Institutional & Industrial   | Flat Fee | \$ 4,620.00                |                 | N/A | \$ 4,620.00    |
| b) & f)   | Commercial or Mixed Use  | Flat Fee | \$ 7,345.00                |                 | N/A | \$ 7,345.00    |
| b) & f)   | Multiple Residential   | Flat Fee | \$ 7,345.00                |                 | N/A | \$ 7,345.00    |
|   | Exemption from Site Plan Control                                   | Flat Fee | \$ 1,100.00                |                 | N/A | \$ 1,100.00    |
| b) & f)   | Amendment to Existing Site Plan Agreement                          | Flat Fee | \$ 2,565.00                |                 | N/A | \$ 2,565.00    |
|   | Recirculation of File to Agencies (3rd and additional)             | Flat Fee | \$ 700.00                  |                 | N/A | \$ 700.00      |
|   | Administration of Executed Site Plan Control Agreement             | Per Hour | \$ 120.00                  | \$ 15.60        |     | \$ 135.60      |

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|   |   |                                   | Fees                       | Capital Reserve | HST      | 2019 Total Fee  |
| <b><u>SCHEDULE 'F' - PLANNING &amp; DEVELOPMENT ENGINEERING</u></b> |   |                                   |                            |                 |          |                 |
| <b>PART LOT CONTROL</b>   |   |                                   |                            |                 |          |                 |
|   | For the 1st Lot / Unit Created  | Per Lot Created                   | \$ 855.00                  |                 | N/A      | \$ 855.00       |
|   | Each Additional Lot/Unit Created in Same Block                              | Per Lot Created                   | \$ 320.00                  |                 | N/A      | \$ 320.00       |
| <b>SUBDIVISION</b>  |   |                                   |                            |                 |          |                 |
| a)  | Plan of Subdivision - Residential & Mixed Use                               | Flat Fee                          | \$ 13,455.00               |                 | N/A      | \$ 13,455.00    |
| a)  | Plan of Subdivision - Industrial & Other                                    | Flat Fee                          | \$ 9,610.00                |                 | N/A      | \$ 9,610.00     |
|   | Plan of Subdivision - Clearance Letter for Issuance of Final Approval       | Per Lot / Block / Unit            | \$ 28.00                   |                 | N/A      | \$ 28.00        |
|   | 2nd or Additional Public Meeting  | Flat Fee                          | \$ 865.00                  |                 | N/A      | \$ 865.00       |
|   | Change to a Condition of Draft Plan Approval                                | Flat Fee                          | \$ 1,155.00                |                 | N/A      | \$ 1,155.00     |
|   | Red-Line Revision to Draft Plan Approval                                    | Flat Fee                          | \$ 1,155.00                |                 | N/A      | \$ 1,155.00     |
|   | Request to Extend Draft Plan Approval                                       | Flat Fee                          | \$ 945.00                  |                 | N/A      | \$ 945.00       |
|   | Preparation of a Model Home Agreement                                       | Flat Fee                          | \$ 1,835.00                |                 | N/A      | \$ 1,835.00     |
| c)  | Preparation of a Pre-Servicing Agreement                                    | Flat Fee                          | \$ 2,525.00                |                 | N/A      | \$ 2,525.00     |
| c) & e)   | Preparation of a Subdivision Agreement                                      | Flat Fee                          | \$ 6,100.00                |                 | N/A      | \$ 6,100.00     |
|   | Amendment to a Subdivision Agreement  | Flat Fee                          | \$ 3,330.00                |                 | N/A      | \$ 3,330.00     |
|   | Administration of Executed Subdivision Agreement                            | Per Hour                          | \$ 120.00                  |                 | \$ 15.60 | \$ 135.60       |
|   | Cash-in-lieu of Parkland - Residential                                      | Per Lot / Block / Unit            | Appraised Value            |                 | N/A      | Appraised Value |
|   | Cash-in-lieu of Parkland - Commercial / Industrial                          | Per Lot / Block / Unit            | Appraised Value            |                 | N/A      | Appraised Value |
| <b>CONDOMINIUM</b>  |   |                                   |                            |                 |          |                 |
| a)  | Plan of Condominium - Residential & Mixed Use                               | Flat Fee                          | \$ 13,455.00               |                 | N/A      | \$ 13,455.00    |
| a)  | Plan of Condominium - Industrial & Other                                    | Flat Fee                          | \$ 9,610.00                |                 | N/A      | \$ 9,610.00     |
|   | Plan of Condominium - Clearance Letter for Issuance of Final Approval       | Per Lot / Block / Unit            | \$ 28.00                   |                 | N/A      | \$ 28.00        |
|   | Plan of Condominium - Where previously approved Site Plan Control Agreement | Flat Fee                          | \$ 920.00                  |                 | N/A      | \$ 920.00       |
|   | 2nd or Additional Public Meeting  | Flat Fee                          | \$ 865.00                  |                 | N/A      | \$ 865.00       |
|   | Change of Condition of Draft Plan Approval / Condo Description              | Flat Fee                          | \$ 1,155.00                |                 | N/A      | \$ 1,155.00     |
|   | Red-Line Revision to Draft Plan Approval                                    | Flat Fee                          | \$ 1,100.00                |                 | N/A      | \$ 1,100.00     |
|   | Request to Extend Draft Plan Approval                                       | Flat Fee                          | \$ 1,155.00                |                 | N/A      | \$ 1,155.00     |
|   | Request to Exempt from Draft Plan of Condominium                            | Flat Fee                          | \$ 920.00                  |                 | N/A      | \$ 920.00       |
|   | Preparation of a Model Home Agreement                                       | Flat Fee                          | \$ 1,835.00                |                 | N/A      | \$ 1,835.00     |
| c)  | Preparation of a Pre-Servicing Agreement                                    | Flat Fee                          | \$ 2,525.00                |                 | N/A      | \$ 2,525.00     |
| c) & e)   | Preparation of a Condominium Agreement                                      | Flat Fee                          | \$ 6,100.00                |                 | N/A      | \$ 6,100.00     |
|   | Amendment to a Condominium Agreement  | Flat Fee                          | \$ 3,330.00                |                 | N/A      | \$ 3,330.00     |
|   | Administration of Executed Condominium Agreement                            | Per Hour                          | \$ 120.00                  |                 | \$ 15.60 | \$ 135.60       |
|   | Cash-in-lieu of Parkland - Residential                                      | Per Lot / Block / Unit            | Appraised Value            |                 | N/A      | Appraised Value |
|   | Cash-in-lieu of Parkland - Commercial / Industrial                          | Per Lot / Block / Unit            | Appraised Value            |                 | N/A      | Appraised Value |
| <b>MISCELLANEOUS</b>  |   |                                   |                            |                 |          |                 |
|   | Green Energy Greater Than (>) 10 kW   | Flat Fee                          | 5,565.00                   |                 | N/A      | \$ 5,565.00     |
|   | Green Energy Less Than or Equal To (<=) 10 kW                               | Flat Fee                          | 465.00                     |                 | N/A      | \$ 465.00       |
|   | 2nd or Additional Public Meeting - Green Energy                             | Flat Fee                          | 865.00                     |                 | N/A      | \$ 865.00       |
|   | Telecommunications Tower  | Flat Fee                          | 5,565.00                   |                 | N/A      | \$ 5,565.00     |
|   | 2nd or Additional Public Meeting - Telecommunication Tower                  | Flat Fee                          | 865.00                     |                 | N/A      | \$ 865.00       |
|   | Pre-Consultation Fee (Minor Variance - if required as per CAO)              | Flat Fee                          | 95.00                      |                 | N/A      | \$ 95.00        |
|   | Pre-Consultation Fee (all other planning applications)                      | Flat Fee                          | 300.00                     |                 | N/A      | \$ 300.00       |
|   | Administration Fee for Research, etc  | Minimum Fee                       | 107.00                     |                 | \$ 13.91 | \$ 120.91       |
|   |   | For Each hour after first 2 hours | 72.00                      |                 | \$ 9.36  | \$ 81.36        |
|   | LPAT Fee (payable to Minister of Finance)                                   | Per Appeal                        | as per LPAT                |                 | N/A      | as per LPAT     |
|   | LPAT Referral Fee (payable to Township)                                     | Per Appeal                        | 270.00                     |                 | N/A      | \$ 270.00       |
|   | Encroachment Agreement  | Flat Fee                          | 2,195.00                   |                 | N/A      | \$ 2,195.00     |
|   | Letter of Compliance  | Flat Fee                          | 110.00                     |                 | N/A      | \$ 110.00       |
| d)  | Cultural Heritage Impact Assessment (CHIA)                                  | Flat Fee                          | 845.00                     |                 | N/A      | \$ 845.00       |

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|-------|--------------------------|------|----------------------------|-----------------|-----|
|       |                          |      | Fees                       | Capital Reserve | HST |

**SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING**

**REFUNDABLE DEPOSITS**

|    |   |                           |              |  |     |                           |
|----|---|---------------------------|--------------|--|-----|---------------------------|
| a) | Standard Planning Applications                                      |                           | \$ 5,000.00  |  | N/A | \$ 5,000.00               |
| a) | Complex Planning Applications                                       |                           | \$ 20,000.00 |  | N/A | \$ 20,000.00              |
| e) | Chargeable Recoveries - Subdivisions / Condominiums                 | 10% value of Public Works |              |  | N/A | 10% value of Public Works |
| b) | Site Plan Application Deposits - Commercial, Mixed Use & Multi Res. |                           | \$ 10,000.00 |  | N/A | \$ 10,000.00              |
| d) | CHIA Deposit  |                           | \$ 5,000.00  |  | N/A | \$ 5,000.00               |
| f) | Inspection Fees - Site Plans  |                           | \$ 1,500.00  |  | N/A | \$ 1,500.00               |
| g) | Administration Processing Fee                                       | 11% of Consultant Expense |              |  | Y   | 11% of Consultant Expense |
| h) | Development Agreement Deposits                                      |                           | \$ 5,000.00  |  | N/A | \$ 5,000.00               |
| i) | Site Plan Application Deposits - Institutional & Industrial         |                           | \$ 5,000.00  |  | N/A | \$ 5,000.00               |

**DOCUMENTS**

|  |                            |  |          |  |         |          |
|--|----------------------------|--|----------|--|---------|----------|
|  | Consolidated Official Plan |  | \$ 40.00 |  | \$ 5.20 | \$ 45.20 |
|  | General Zoning By-law      |  | \$ 20.00 |  | \$ 2.60 | \$ 22.60 |
|  | Urban Design Guidelines    |  | \$ 15.00 |  | \$ 1.95 | \$ 16.95 |
|  | Development Status List    |  | \$ 15.00 |  | \$ 1.95 | \$ 16.95 |

**NOTES**

- a) Refundable Deposit is due with the submission of an Official Plan/ Zoning By-law Amendment, Consent (new lot) or Plan of Subdivision/ Condominium application(s). Township Staff based upon the type complexity of the matter will determine whether the deposit will be a "standard" or "complex" amount. If at any time the Deposit held on account by the Township is reduced to a value of less than \$1,500 on a "standard" application, or \$3,000 on a "complex" application, Staff will request the Applicant to top up the Refundable Deposit to a value necessary to complete work on the file(s). All work will cease on the planning application (s) until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township. All professional fees and disbursements associated with peer review or technical services associated with Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration, Landscape Architecture and Urban Design disciplines (and other similar services) shall be withdrawn from the Refundable Deposit Account. The Township shall levy an Administration Processing Fee against the value of all expenses invoiced for peer review or technical services and withdraw these funds from the Refundable Deposit Account. Once all payments have been completed and the file(s) closed out, the residual of the Deposit Account will be refunded to the Applicant.
- b) & i) The Applicant will provide a Refundable Deposit with the submission of a Site Plan Control Agreement. This Deposit will be held on account by the Township to cover expenses associated with peer review or technical services for Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration, Landscape Architecture and Urban Design disciplines (and other similar services), and, the Administration Processing Fee. Once all payments have been completed and the file is closed out, the residual of the Deposit Account will be refunded to the Applicant.
- c) The Applicant will provide a Refundable Deposit in the amount of \$30,000 with the request to prepare a Subdivision / Condominium Agreement, or, a Pre-Servicing Agreement. This Deposit will be held on account by the Township to cover expenses associated with peer review or technical services for Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration, Landscape Architecture and Urban Design disciplines (and other similar services) and the Administration Processing Fee. The Township will levy an Administration Processing Fee against the value of all expenses invoiced for peer review or technical services and withdraw these funds from the Refundable Deposit Account. Once all payments have been completed and the file(s) are closed out, the residual of the Deposit Account will be refunded to the Applicant. If at anytime the Deposit held on account by the Township is reduced to a value of \$5,000 (approximate), Staff will request the Applicant to top up the Refundable Deposit Account to a value necessary to complete work on the file. All work will cease on the Agreement until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township.
- d) Refundable Deposit is due with the submission of a CHIA in the amount of \$5,000. This deposit will be held on account by the Township to cover expenses associated with peer review services of the CHIA, and, the Administration Processing Fee. If at anytime the Deposit held on account by the Township is reduced to a value of \$1,500 (approximate), Staff will request the Applicant to top up the Refundable Deposit Account to a value necessary to complete work on the file. All work will cease on the Agreement until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township. Once all payments have been completed and the file(s) are closed out, the residual of the Deposit account will be refunded to the Applicant.
- e) In the Subdivision / Condominium Agreement, the Township will secure as cash the equivalent of 10% of the value of the "public works" to be held as a Refundable Deposit. The Township will payout all general administration, inspection fees & disbursements incurred by the Municipality through expenses associated with the Township's Legal, Engineering and/or Landscape Architecture consultants associated with the discharge of their duties as outlined in the Agreement. Further, the Township will recover all expenses associated with the four seasons maintenance services of the "public works", hydro-electricity charges incurred with the infrastructure & utility network, and, the time expended by Staff associated with the administration of the Agreement until such time as the Subdivision is assumed, or in the case of a Condominium, all works have been completed and commissioned consistent with the terms of the Agreement. If at anytime the Deposit held on account by the Township is reduced to a value of less than six (6) months of the projected expenses, the Applicant will be required to top up the Deposit Account to a value satisfactory to the Township. The valuation of the top up shall be representative of the projected overhead and the anticipated term left until all aspects of the Agreement have been completed. Upon all financial obligations and requirements as set out in the Agreement being completed to the satisfaction of the Township, the residual funds held in the Deposit Account shall be refunded to the Applicant.

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|       |                          |      | Fees                       | Capital Reserve | HST | 2019 Total Fee |

**SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING**

- f) In the Site Plan Agreement, the Township will secure as cash a Refundable Deposit. The Township will pay out all inspection fees & disbursements incurred by the Municipality through expenses associated with the Township's Legal, Engineering and/or Landscaped Architecture consultants associated with the discharge of their duties as outlined in the Agreement, and, Staff's time associated with the administration of the Agreement. The Township shall also levy an Administration Processing Fee against all Legal and consultant services expenditures which shall be drawn from the Refundable Deposit Account. Upon all financial obligations and requirements as set out in the Agreement being completed to the satisfaction of the Township, the residual funds held in the Deposit Account shall be refunded to the Applicant.
- g) The Administration Processing Fee in the amount of 11% shall be applied against all professional fees and disbursements incurred by the Municipality associated with the processing / approval of a planning application, subdivision / condominium pre-servicing or or subdivision / condominium agreement, or, inspection services rendered for site plan agreements. The Fee levied against expenses incurred, net of HST valuation.
- h) The Applicant will provide a Refundable Deposit with the submission of a Development Agreement. This Deposit will be held on account by the Township to cover expenses associated with peer review or technical services for Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration, Landscape Architecture and Urban Design disciplines (and other similar services), and, the Administration Processing Fee. If at anytime the Deposit held on account by the Township is reduced to a value of \$1,500 (approximate), Staff will request the Applicant to top up the Refundable Deposit Account to a value necessary to complete work on the file. All work will cease on the Agreement until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township.

**Rounding of Fees:** Per Canada Revenue Agency : Rounding should only be used on the total amount charged after the calculation of any applicable duties or taxes such as the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). For more information see Phasing out the penny: tax implications for businesses. The GST/HST is calculated on the amount charged for taxable supplies. Rounding should take place after the GST/HST is calculated on the invoice, and **only when the customer is paying the total amount of an invoice in cash or paying the balance of an invoice in cash.**