

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES
BY-LAW NUMBER 3118-19**

BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS SERVICES PROVIDED BY THE TOWNSHIP OF NORTH DUMFRIES.

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Sections 391 and 398
Planning Act, R.S.O. 1990, as amended, Section 69
Building Code Act, S.O. 1992, Chapter 25, as amended, Section 7

WHEREAS Section 391. (1) of *the Municipal Act*, 2001 S.O. Chapter 25 as amended permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

WHEREAS pursuant to Section 69 of *The Planning Act*, R.S.O. 1990, as amended, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters.

WHEREAS pursuant to Section 7, *Building Code Act*, S.O. 1992, c25, as amended, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES ENACTS AS FOLLOWS:

1. THAT the fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law:

Schedule "A"	-	Recreation
Schedule "B"	-	Building Services
Schedule "C"	-	Public Works
Schedule "D"	-	Fire Department
Schedule "E"	-	Administration
Schedule "F"	-	Planning & Development Engineering

2. THAT the effective date of the fees and charges set out in Schedules "A" to "F" inclusive is January 1, 2020, unless otherwise noted.

3. THAT all charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of North Dumfries owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act*, 2001 S.O. Chapter 25 as amended.

4. THAT this by-law shall be known as the "Fees and Charges By-law".

5. THAT this by-law shall come into force upon the date of its final passing and By-law Number 3118-19, as amended is hereby repealed in its entirety.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9th DAY OF DECEMBER, 2019.



Susan Foxtton, Mayor



Ashley Sage, Township Clerk

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20				Deposit Required
			Fees	Capital Reserve	HST	2020 Total Fee	
<u>SCHEDULE 'A' - RECREATION</u>							
HALL RENTALS							
A	Roseville Community Centre Hall Rental	Flat Rate Per Day	\$ 133.30	\$ 4.67	\$ 17.94	\$ 155.91	
	Fire Hall Community Room	Flat Rate Per Day	\$ 136.74	\$ 4.79	\$ 18.40	\$ 159.93	
	Fire Hall Community Room for service clubs	Flat Rate	\$ 27.35	\$ 0.96	\$ 3.68	\$ 31.99	
	MacNeil Hall (full hall) - Weddings / Banquets - No Alcohol	Block (incl. set up time day before - after 12 Noon - until close of facility)	\$ 875.50	\$ 30.64	\$ 117.80	\$ 1,023.94	YES
	MacNeil Hall (full hall) - Weddings / Banquets - With Alcohol	Block (incl. set up time day before - after 12 Noon - until close of facility)	\$ 1,082.56	\$ 37.89	\$ 145.66	\$ 1,266.11	YES
	MacNeil Hall (full hall) - Friday or Saturday - No Alcohol	Greater than 3 hrs Reserved	\$ 659.55	\$ 23.08	\$ 88.74	\$ 771.37	YES
	MacNeil Hall (full hall) - Friday or Saturday - With Alcohol	Greater than 3 hrs Reserved	\$ 866.61	\$ 30.33	\$ 116.60	\$ 1,013.54	YES
	MacNeil Hall (full hall) - Sunday to Thursday - No Alcohol	Greater than 3 hrs Reserved	\$ 494.66	\$ 17.31	\$ 66.56	\$ 578.52	YES
	MacNeil Hall (full hall) - Sunday to Thursday - With Alcohol	Greater than 3 hrs Reserved	\$ 701.72	\$ 24.56	\$ 94.42	\$ 820.69	YES
	MacNeil Hall (half hall) - Weddings / Banquets - No Alcohol	Block (incl. set up time day before - after 12 Noon - until close of facility)	\$ 494.66	\$ 17.31	\$ 66.56	\$ 578.52	YES
	MacNeil Hall (half hall) - Weddings / Banquets - With Alcohol	Block (incl. set up time day before - after 12 Noon - until close of facility)	\$ 701.72	\$ 24.56	\$ 94.42	\$ 820.69	YES
	MacNeil Hall (half hall) - Friday or Saturday	Greater than 3 hrs Reserved	\$ 384.74	\$ 13.47	\$ 51.77	\$ 449.97	YES
	MacNeil Hall (half hall) - Sunday to Thursday	Greater than 3 hrs Reserved	\$ 274.81	\$ 9.62	\$ 36.98	\$ 321.41	YES
	MacNeil Hall (half hall) (max 3 hours)	Hourly	\$ 43.97	\$ 1.54	\$ 5.92	\$ 51.43	
	MacNeil Hall (full hall) (max 3 hours)	Hourly	\$ 72.55	\$ 2.54	\$ 9.76	\$ 84.85	
	NDCC Event Room (max 3 hours)	Hourly	\$ 30.78	\$ 1.08	\$ 4.14	\$ 36.00	
	NDCC Dumfries Room (max 3 hours)	Hourly	\$ 43.97	\$ 1.54	\$ 5.92	\$ 51.43	
	NDCC Fitness Room (max 3 hours)	Hourly	\$ 30.78	\$ 1.08	\$ 4.14	\$ 36.00	
	NDCC Seniors Room (max 3 hours)	Hourly	\$ 43.97	\$ 1.54	\$ 5.92	\$ 51.43	
	Ayr Community Centre Hall (greater than 3 hours reserved) - No Alcohol	Block	\$ 439.70	\$ 15.39	\$ 59.16	\$ 514.25	YES
	Ayr Community Centre Hall (greater than 3 hours reserved) -With Alcohol	Block	\$ 646.76	\$ 22.64	\$ 87.02	\$ 756.41	YES
	Ayr Community Centre Hall (max 3 hours)	Hourly	\$ 32.98	\$ 1.15	\$ 4.44	\$ 38.57	
	NDCC or Ayr Community Centre Arena Floor	Hourly	\$ 49.58	\$ 1.74	\$ 6.67	\$ 57.99	
	NDCC Parking Lot (includes use of MacNeil Kitchen)	3 Hour Block	\$ 49.58	\$ 1.74	\$ 6.67	\$ 57.99	
	Canteen Lease - Monthly	Per Contract		\$ -	\$ -	\$ -	
	Security Services - Retained by the Township for a Rental Event	Cost Plus 11% Admin Fee			On 11% Admin Only.	Cost Plus 11% Admin Fee	
	Bar Tending Services with Licenced Smart Servers - Retained by the Township for a Rental Event	Cost Plus 11% Admin Fee			On 11% Admin Only.	Cost Plus 11% Admin Fee	

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SCHEDULE 'A' - RECREATION

NOTES

A Fire Hall Community Room - 30% reduction in applicable rate structure. (Applicable only to Active Fire Services Personnel & Retired Fire Services Personnel who have served a minimum of 20 years)

Reduced & Affiliate Rates - for Facility Rental Only

Repeat Rental rates for renters booking and paying in advance for over 15 hours of rentals per 4 month period, receive reductions of 20% - applied to the base rental only.

Affiliate Reductions 30% per Township Affiliate Policy.

Affiliates need to apply each year per policy adopted in 2015 and will receive meeting space (not MacNeil hall) once per month at no cost. Plus other rentals at 30%.

Affiliate and ongoing Rental rate Reductions only apply to the base rate - not capital fee

Any bookings with deposits in 2019 will get the 2019 Rates applied. The Rate that is to be paid will be put in the rental contract.

Deposits

DEP - Deposit required when booking. Deposit is \$200 - The deposit is kept until after event is complete if there are no damages or issues the LCBO Licence.

Cancellation less than 30 days before the event, will result in the Township retaining the \$200 deposit.

Guests must vacate the hall by 1:00 am. Clean-up crew for the even must vacate the hall by 2:00 am. If the facilities not vacated by 2 a.m.

the Renter will be invoiced for the additional time at the rate of \$80 per hour plus HST.

Full payment for rental is due 30 days prior to the event and the deposit is NOT applied to that payment.

**2020 User Fees and Charges
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SCHEDULE 'A' - RECREATION

ICE RENTALS (all ice rentals for 2020 effective June 1st)

Prime Time = Monday - Friday 5 pm - 10 pm & Saturday & Sunday, 8 am-10 pm
Early Bird Weekday = 7:00 am -9:00 am
Early Bird Weekend = 6 am to 8 am
Daytime = Monday - Friday 9:00 am - 5:00 pm
Late Night = 10:00 pm - 12:00 pm
Ayr Skating Club - Ticket Ice is booked in advance of the season, on weekdays which do not fall on Statutory or Civic Holidays or conflict with other major Tournaments booked at the NDCC as follows:
a. Monday, Tuesday, Thursday and Fridays between 7-9 am
b. Wednesdays from 6-8 am,
c. Mondays 1-3 pm.
d. Tuesday, Thursday and Fridays 2-4 pm,

A

Adult Prime Time	Hourly	\$ 218.13	\$ 8.00	\$ 29.40	\$ 255.53
Minor Sports Prime Time (75% of Adult Prime)	Hourly	\$ 163.60	\$ 6.00	\$ 22.05	\$ 191.65
Early Bird Weekday & Non Statutory or Civic Holidays	Hourly	\$ 62.95	\$ 4.00	\$ 8.70	\$ 75.66
Early Bird Weekend & Statutory or Civic Holidays	Hourly	\$ 62.95	\$ 4.00	\$ 8.70	\$ 75.66
Daytime	Hourly	\$ 118.08	\$ 8.00	\$ 16.39	\$ 142.47
Ayr Skating Club - Ticket Ice	Per Session (up to 2 hours)	\$ 20.00		\$ 2.60	\$ 22.60
Late Night	Hourly	\$ 193.70	\$ 8.00	\$ 26.22	\$ 227.92
Public Skating	Per Person	\$ 2.65		\$ 0.34	\$ 3.00
Public Skating	Per Family (4 or more)	\$ 8.85		\$ 1.15	\$ 10.00
Birthday Party - ICE & Room Rental - 1 Hour Ice; Up to 3 Hours for the room. The Room will be the Event Room at the NDCC and the Community Hall at the ACC		\$ 242.05	\$ 10.00	\$ 32.77	\$ 284.81

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SCHEDULE 'A' - RECREATION

PARK RENTALS

	School Board Grass Cutting Charge Back	Per MEU	\$ 243.36		\$ 31.64	\$ 275.00
	Gazebo Rentals - Wedding Photos	Per Use	\$ 112.65		\$ 14.65	\$ 127.30
	Township - Picnic Shelter - max 4 hours (includes 4 picnic tables)	Per Use	\$ 80.47		\$ 10.46	\$ 90.93
	Township - Picnic Shelter - max 4 hours (includes 8 picnic tables)	Per Use	\$ 134.11		\$ 17.43	\$ 151.55
	All other Park Rentals / Festivals / Events - per day (excludes staffing)	Per Use if staff required - @ cost + 10%	\$ 1,823.93		\$ 237.11	\$ 2,061.04

Note: Registered Charitable Fundraisers delivering Programs in North Dumfries may apply to receive a 30% reduction in their Park Rental Fees.

BALL DIAMONDS

	Township - Adult (per game or practice) - 2 hour time block	Per Time Block	\$ 35.95	\$ 5.00	\$ 5.32	\$ 46.27
	Ball Diamonds Per Day	Per Day	\$ 143.27	\$ 10.00	\$ 19.93	\$ 173.20
	Tournament - Adults (per diamond per day)	Per Day	\$ 143.27	\$ 10.00	\$ 19.93	\$ 173.20
A	Township Minor Sports Organizations - Softball - for Season	Season	\$ 4,503.30		\$ 585.43	\$ 5,088.73
	Tournament - Minor Sports (per diamond per day)	Per Day	\$ 119.39	\$ -	\$ 15.52	\$ 134.91
	ND Sport Camp - Ball Diamonds Per Day	Per Day Max	\$ 119.39	\$ 5.00	\$ 16.17	\$ 140.56
	Ball Diamond Light Fee (if used)	Flat Rate Per Night	\$ 35.95	\$ 5.00	\$ 5.32	\$ 46.27
	Concession Stand with tournament (per day) (operated by tournament organizer)	Per Day	\$ 111.06		\$ 14.44	\$ 125.50
	Concession Stand with tournament - liquor license (per day) (operated by tournament organizer)	Per Day	\$ 188.68		\$ 24.53	\$ 213.21

SOCCER PITCHES

A	Township Minor Sports Organizations - Soccer - for Season	For Season	\$ 7,149.78		\$ 929.5	\$ 8,079.3
	Township - Adult (per practice or game) - hourly	Hourly	\$ 23.90	\$ 5.00	\$ 3.76	\$ 32.66

COWAN SOCCER PITCHES (Irrigated Fields Only)

	Township - Adult (per practice or game) -2 hour time block	Per Time Block	\$ 66.65	\$ 7.50	\$ 9.64	\$ 83.79
	Tournament - Minor Sport (pitch per day)	Per Day	\$ 79.97	\$ 12.50	\$ 12.02	\$ 104.49
	Soccer Field Light Fee (if used)	Flat Rate Per Night	\$ 35.95	\$ 5.00	\$ 5.32	\$ 46.27
	Concession Stand with Tournament (per day) (operated by tournament organizer)	Per Day	\$ 110.52		\$ 14.37	\$ 124.89
	Concession Stand with Tournament - liquor license (per day) (operated by tournament organizer)	Per Day	\$ 187.76		\$ 24.41	\$ 212.17

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<u>SCHEDULE 'A' - RECREATION</u>							
ADVERTISING PROGRAM							
A	NDCC Minor Sport Licensing Fee - Hockey Board Panel (each)	Per Season	\$ 214.58		\$ 27.90	\$ 242.48	
B	NDCC Hockey Boards - Direct Lease - Hockey Board Panel (each) (1 season rate)	Per Season	\$ 321.87		\$ 41.84	\$ 363.71	
B	NDCC Hockey Boards - Direct Lease - Hockey Board Panel (each) (2 season rate)	Per Season	\$ 295.05		\$ 38.36	\$ 333.40	
B	NDCC Hockey Boards - Direct Lease - Hockey Board Panel (each) (3 season rate)	Per Season	\$ 268.23		\$ 34.87	\$ 303.09	
C	NDCC Glass Advertising Decals - Penalty Boxes / Score Timer Box	Per Season	\$ 321.87		\$ 41.84	\$ 363.71	
B	NDCC Scoreclock- Panels (each panel / season)	Per Season	\$ 321.87		\$ 41.84	\$ 363.71	
B	NDCC Scoreclock - Underside Panel (each panel / season)	Per Season	\$ 804.68		\$ 104.61	\$ 909.28	
B	NDCC Centre Logo (per Winter season)	Per Season Fee	\$ 1,224.00		\$ 159.12	\$ 1,383.12	
B	NDCC -Side - Logo (per Winter Season)	Per Season Fee	\$ 612.00		\$ 79.56	\$ 691.56	
B	ACC Centre - Logo (per Winter season)	Per Season Fee	\$ 673.20		\$ 87.52	\$ 760.72	
B	ACC -Side - Logo (per Winter Season)	Per Season Fee	\$ 336.60		\$ 43.76	\$ 380.36	
B	rate)	Per Season	\$ 268.23		\$ 34.87	\$ 303.09	
B	ACC Hockey Boards - Direct Lease - Hockey Board Panel (each) (2 season rate)	Per Season	\$ 241.40		\$ 31.38	\$ 272.79	
B	ACC Hockey Boards - Direct Lease - Hockey Board Panel (each) (3 season rate)	Per Season	\$ 214.58		\$ 27.90	\$ 242.48	
C	Zamboni - Magnetic Panels or Vehicle Wrap (1 season rate)	Per Side	\$ 1,000.00		\$ 130.00	\$ 1,130.00	
B	Cowan Park Soccer - Perimeter Fence - Display Panel (each) (1 season rate)	Per Season	\$ 268.23		\$ 34.87	\$ 303.09	
B	Schmidt & Victoria Park Baseball - Outfield Fence - Display Panel (each) (1 season rate)	Per Season	\$ 268.23		\$ 34.87	\$ 303.09	
	Sponsorship - Free Public Skating	Per Session	\$ 218.13	\$ 8.00	\$ 29.40	\$ 255.53	

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SCHEDULE 'A' - RECREATION

PROGRAM FEES

D	PickleBall Drop-in - January - June 2020						
	Seniors (Age 60+) - Purchase before April 1, 2019	Per Session	\$ 56.00		\$ 7.28	\$ 63.28	
	Seniors (Age 60+) - Purchase April 1, 2019 and after	Per Session	\$ 30.80		\$ 4.00	\$ 34.80	
	Adult - Purchase before April 1, 2020	Per Session	\$ 70.00		\$ 9.10	\$ 79.10	
	Adult - Purchase April 1, 2020 and after	Per Session	\$ 38.50		\$ 5.01	\$ 43.51	
D	PickleBall Drop-in - July/August 2020						
	Seniors (Age 60+)	Per Session	\$ 28.00		\$ 3.64	\$ 31.64	
	Adult		\$ 35.00		\$ 4.55	\$ 39.55	
D	PickleBall Drop-in - September - December 2020						
	Seniors (Age 60+) - Purchase before Nov 1, 2020	Per Session	\$ 42.00		\$ 5.46	\$ 47.46	
	Seniors (Age 60+) Purchase Nov 1, 2020 and after	Per Session	\$ 23.00		\$ 2.99	\$ 25.99	
	Adult - Purchase before Nov 1, 2020	Per Session	\$ 52.50		\$ 6.83	\$ 59.33	
	Adult Purchase Nov 1, 2020 and after	Per Session	\$ 28.88		\$ 3.75	\$ 32.63	

DONATION PROGRAM FEES

Memorial Trees	Per Tree - Species Dependent	Cost Plus \$100			Cost Plus \$100
Memorial Benches	Per Bench	Cost plus \$350			Cost plus \$350
Other Memorial Park Furniture	Per Piece of Park Furniture	Cost Plus \$100			Cost Plus \$100
NDCC Seats - Donation to the NDCC	Per Seat	\$350/seat			\$350/seat

NOTES

- A** Invoiced to Minor Sports Orgs
- B** Design & Production - Owner
- C** Design, Production & Install Owner
- D** Purchasers of PickleBall Seasons Pass will be issued a Bracelet which must be worn at all times when on the court. PickleBall has a "One for Free" program.

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.**

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NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee
<u>SCHEDULE 'B' -BUILDING SERVICES</u>						
GROUP A & B ASSEMBLY, INSTITUTIONAL						
	Building Shell Only	Per SQ FT	\$ 2.20		N/A	\$ 2.20
	Building Finished	Per SQ FT	\$ 2.40		N/A	\$ 2.40
	Alterations/Renovations	Per SQ FT	\$ 0.48		N/A	\$ 0.48
	Portable Classroom	Flat Fee	\$ 330.00		N/A	\$ 330.00
GROUP C - RESIDENTIAL						
1	Single, Semi-Detached, Duplex, Townhouse Dwellings including additions	Per SQ FT	\$ 1.42		N/A	\$ 1.42
2	Apartment Building - classified as Part 3 in OBC	Per SQ FT	\$ 1.38		N/A	\$ 1.38
	Alterations / Renovations including basement space	Per SQ FT	\$ 0.47		N/A	\$ 0.47
	Mobile Homes/ Manufactured Homes	Flat Fee	\$ 945.00		N/A	\$ 945.00
3	Detached Garages, Storage Sheds & Other Accessory Structures	Per SQ FT	\$ 0.44		N/A	\$ 0.44
	Decks, Covered Porches	Flat Fee	\$ 177.00		N/A	\$ 177.00
	Pools (above or below grade)	Flat Fee	\$ 177.00		N/A	\$ 177.00
4	Lot Grading Fee		\$ 170.00		N/A	\$ 170.00
5	Lot Grading Fee - Peer Review		\$ 615.00		N/A	\$ 615.00
6	Refundable Final Occupancy Permit		\$ 1,500.00		N/A	\$ 1,500.00
GROUP D & E -BUSINESS, PERSONAL SERVICES & MERCANTILE						
2	Building Shell Only	Per SQ FT	\$ 1.50		N/A	\$ 1.50
	Building Finished	Per SQ FT	\$ 1.65		N/A	\$ 1.65
	Alterations/Renovations	Per SQ FT	\$ 0.72		N/A	\$ 0.72
GROUP F - INDUSTRIAL						
	Building Shell Only	Per SQ FT	\$ 0.85		N/A	\$ 0.85
	Building Finished	Per SQ FT	\$ 0.90		N/A	\$ 0.90
	Alterations/Renovations	Per SQ FT	\$ 0.60		N/A	\$ 0.60
FARM BUILDINGS						
	New Construction / Additions	Per SQ FT	\$ 0.42		N/A	\$ 0.42
	Farm Building Alteration / Renovations	Per SQ FT	\$ 0.30		N/A	\$ 0.30
	Silos / Grain Bins	Flat Fee	\$ 270.00		N/A	\$ 270.00
	Manure Tanks	Flat Fee	\$ 425.00		N/A	\$ 425.00

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<u>SCHEDULE 'B' -BUILDING SERVICES</u>						
PLUMBING						
	Urban or Settlement Area - Each Service Connection (water / sanitary)	Flat Fee Each	\$ 135.00		N/A	\$ 135.00
	Drain Service Connection Less Than (<) 100 mm diameter	Flat Fee	\$ 135.00		N/A	\$ 135.00
	Drain Service Connection Greater Than (>) 100 mm diameter	Flat Fee	\$ 145.00		N/A	\$ 145.00
	Fixture, Vented Trap or Floor Drain	Each	\$ 14.70		N/A	\$ 14.70
	Manhole, Roof Drain, Catch Basin or Area Drain	Each	\$ 40.50		N/A	\$ 40.50
	Backflow Preventer	Flat Fee	\$ 77.00		N/A	\$ 77.00
	Each Site Service (Water/Sanitary/Storm)	Per Linear FT Each	\$ 0.78		N/A	\$ 0.78
SEPTIC SYSTEMS						
	New Septic System	Flat Fee	\$ 780.00		N/A	\$ 780.00
	Tank Replacement / Alteration to Existing System	Flat Fee	\$ 467.00		N/A	\$ 467.00
	Mandatory Re-Inspection Fee	Flat Fee	\$ 178.00		N/A	\$ 178.00
SECOND SUITE LICENCING						
	Initial Application - Registration of Second Suite		\$ 75.00		N/A	\$ 75.00
	Renewal		\$ 25.00		N/A	\$ 25.00
OTHER / MISCELLANEOUS						
7	Construction Initiated Prior to Issuance of Building Permit	See Note Below for Action Required			Y - To Admin. Fee	See Note Below
	Administration Fee for Research, Investigation & Review	Per Hour	\$ 78.75		\$ 10.24	\$ 88.99
	Renewal or Transfer of Building Permit	Flat Fee	\$ 135.00		N/A	\$ 135.00
	Second Suite Review & Inspection	Flat Fee	\$ 392.00		N/A	\$ 392.00
	Temporary Tents, Air Supported Structures	Flat Fee	\$ 265.00		N/A	\$ 265.00
	Commercial Cooking Exhaust Systems, Spray Booths, Dust Collectors	Flat Fee	\$ 210.00		N/A	\$ 210.00
	Conditional / Foundation Permit	Per SQ FT	\$ 0.22		N/A	\$ 0.22
	Revisions / Review of Additional Plans	Flat Fee	\$ 178.00		N/A	\$ 178.00
	WETT Inspection/ Wood Burning Appliance or Wood Burning Stove	Flat Fee	\$ 131.00		N/A	\$ 131.00
	Exterior Facade Replacement	Per SQ FT	\$ 0.07		N/A	\$ 0.07
	Fire Alarm / Mag-Lock Systems & Hold Open Devices	Each Item	\$ 21.50		N/A	\$ 21.50
	New Fire Alarm System	Flat Fee	\$ 210.00		N/A	\$ 210.00
	Alterations to Existing Fire Alarm System	Flat Fee	\$ 210.00		N/A	\$ 210.00
	New Sprinkler System or New Standpipe System	Flat Fee	\$ 210.00		N/A	\$ 210.00
	Alterations to Existing Sprinkler System or Existing Standpipe System	Flat Fee	\$ 210.00		N/A	\$ 210.00
	Change of Use Permit (with no renovations/ alterations)	Flat Fee	\$ 210.00		N/A	\$ 210.00
	Retaining Wall	Per Linear FT	\$ 3.60		N/A	\$ 3.60
	All Designated Structure (not listed elsewhere in the Schedule)	Flat Fee	\$ 420.00		N/A	\$ 420.00
	Exterior Barrier Free Ramp	Flat Fee	\$ 94.50		N/A	\$ 94.50
	In-Rack Storage System	Per SQ FT	\$ 0.43		N/A	\$ 0.43
	Structural Sign	Flat Fee	\$ 115.00		N/A	\$ 115.00
	Solar Collector - Part 9 Residential	Flat Fee	\$ 120.00		N/A	\$ 120.00
	Sollar Collector - all other application types	Flat Fee	\$ 378.00		N/A	\$ 378.00
8	Fees For Items Not Specifically Listed in the Schedule	Base Fee	\$ 52.50		N/A	\$ 52.50
8	Fees For Items Not Specifically Listed in the Schedule	Per 1,000 Construction Value	\$ 15.00		N/A	\$ 15.00
	Alternative Solutions - Within Scope of Part 9	Flat Fee	\$ 525.00		N/A	\$ 525.00
	Alternative Solutions - Within Scope of Part 3	Flat Fee	\$ 1,050.00		N/A	\$ 1,050.00
	Minimum Flat Fee - Any Permit Application	Flat Fee	\$ 178.00		N/A	\$ 178.00

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<u>SCHEDULE 'B' -BUILDING SERVICES</u>						
DEMOLITION						
9	All Categories - Demolition	Base Fee	\$ 215.00		N/A	\$ 215.00
		Per SQ FT	\$ 0.06		N/A	\$ 0.06
CIVIC ADDRESSING						
	New Municipal address sign, post and installation		\$ 56.20		\$ 7.31	63.51
	Replacement Sign		\$ 32.65		\$ 4.24	36.89
	Replacement Post		\$ 32.65		\$ 4.24	36.89
	Installation of replacement sign and/or post		\$ 56.20		\$ 7.31	63.51
	Change to Established Civic Address (Report to Council)		\$ 375.00		N/A	\$ 375.00

NOTES

- 1 Includes attached garage
- 2 Includes underground parking areas
- 3 If the per sq.ft. fee does not exceed the flat fee amount then the flat fee shall be utilized as the base price to be levied
- 4 This Grading Fee amount is applicable when the building level drawing is in compliance with the Subdivision/ Master Grading Plan as per a stamped drawing or in an infill situation or rural area where a P.Eng.certifies the building level drawing at the building permit stage.
- 5 This Grading Fee amount is applicable when the building level drawing is not in compliance with the Subdivision / Site Plan Master Grading Plan or when a peer review engineering assessment is required.
- 6 The Refundable Occupancy Deposit will be returned to the Owner or Applicant upon the issuance of final completion and sign-off on the lot grading / drainage by a qualified individual, and all other relevant matters are addressed in substantive conformance with the Ontario Building Code.
- 7 Two (2) times the Applicable Fee Category(s) plus and Administration Fee of \$175. The Administration fee is HST Applicable.
- 8 \$60 base fee plus \$14.75 per \$1,000 construction value.
- 9 If the per square feet fee does not exceed the flat fee amount then the flat fee shall be the base price to be levied.

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.**

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee
<u>SCHEDULE 'C' - PUBLIC WORKS</u>						
TEMPORARY ROAD CLOSURE						
Temporary Road Closures - Community / Neighbourhood Events with Road Closure or Road Occupancy Permit						
	a) Permit Fee		\$ 93.64		N/A	\$ 93.64
	b) Barricades & Supply of Re-Routing Signs	For each item delivered to site	\$ 5.20		\$ 0.68	\$ 5.88
	c) Closure Advertising	Cost Plus 11% Admin Fee			On 11% Admin Only.	Cost Plus 11% Admin Fee
ROAD OCCUPANCY PERMIT						
Road Right-of-Way Occupancy Permit (does not include Region)						
	a) With Municipal Access Agreement or Municipal Franchise Agreement (Utility Companies)	Per Occurance	\$ 83.23		N/A	\$ 83.23
	b) No Municipal Access Agreement	Per Occurance	\$ 208.08		N/A	\$ 208.08
	c) Road Occupancy Permit Renewal	Per Renewal	\$ 52.02		N/A	\$ 52.02
i)	d) Contractor - temporary storage of equipment / material	Per Day	\$ 46.82		N/A	\$ 46.82
UTILITY WORK PERMIT						
	Utility Work Permit - Municipal Consent Application Fee (does not include Region)		\$ 208.08		N/A	208.08
ADMINISTRATION						
	Research or Search for a File	Per Hour	\$ 83.23		\$ 10.82	\$ 94.05
DAMAGE & CALL OUT SERVICE						
	Damage to Township Infrastructure & Assets Arising from Issuance of Road Occupancy Permit	First Hour of Service	\$ 485.00		\$ 63.05	548.05
		Each Subseq. 1/2 HR	\$ 242.50		\$ 31.53	274.03
		<i>PLUS 100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets</i>			N/A	<i>PLUS 100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets</i>

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee

SCHEDULE 'C' - PUBLIC WORKS

	Damage to Township Infrastructure & Assets Arising from Motor Vehicle Accident	First Hour of Service	\$ 485.00		\$ 63.05	548.05
		Each Subseq. 1/2 HR	\$ 242.50		\$ 31.53	274.03
		<i>PLUS 100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets</i>			N/A	<i>PLUS 100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets</i>
	Collection of Roadside Waste Materials & Debris (illegal dumping)	First Hour of Service	\$ 485.00		\$ 63.05	548.05
		Each Subseq. 1/2 HR	\$ 242.50		\$ 31.53	274.03

ii)	Charge Back Rate for Maintenance of Subdivision Roads Not Yet Assumed	Basic Maintenance Charge Per Township Equipment being called to the Site - per event	\$ 102.00		\$ 13.26	115.26
ii)		In addition to the Per Site Visit - a Maintenance charge for Each Visit to the Site for Maintenance - snow plowing/ sanding - per event	\$ 137.70		\$ 17.90	155.60
REFUNDABLE DEPOSITS						
iii)	Entrance / Culvert Permit- Refundable Deposit - (No Municipal Access Agreement)		\$ 2,500.00		N/A	\$ 2,500.00
iii)	Road Cut Permit - Refundable Deposit - (No Municipal Access Agreement)		\$ 5,000.00		N/A	\$ 5,000.00
iii)	Curb Cut Permit - Refundable Deposit (No Municipal Access Agreement)		\$ 1,500.00		N/A	\$ 1,500.00
iii)	Boulevard & Sidewalk - Refundable Deposit - (No Municipal Access Agreement)		\$ 900.00		N/A	\$ 900.00
iii)	Boulevard -Refundable Deposit - (No Municipal Access Agreement)		\$ 500.00		N/A	\$ 500.00
iii)	Driveway Ramp Refundable Deposit - (No Municipal Access Agreement)		\$ 1,200.00		N/A	\$ 1,200.00

NOTES

- i) If the Township is called out to the site where equipment / materials are stored within the Municipal right-of-way for inspection and/or to place additional safety / warning devices then a service call out fee for the 1st hour of service; a charge for each subsequent half hour period will be invoiced by the Township against the Contractor
- ii)
- iii) Each visit to Subdivision Roads for Maintenance will be recorded by the Director of Public Work and given to the Treasurer who will record against the Refundable Deposit for the Subdivision. The Applicant will provide a Refundable Deposit prior to the issuance of the respective Permit. This Deposit will be held on account by the Township to ensure that the Municipal property is properly restored with no damages to the satisfaction of the Township. In the event that there are any deficiencies to the Municipal infrastructure and/or asset, the Township will draw upon the Deposit to complete any necessary restorative work to the Municipality's infrastructure and/or assets. The residual of the Deposit will be returned to the Applicant.

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.**

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20			2020 Total Fee
			Fees	Capital Reserve	HST	

SCHEDULE 'D' - FIRE DEPARTMENT

FALSE ALARMS

Responding to nuisance fire alarms						
	First 2 false alarms in the previous 12 month period		nil		N/A	nil
	Each alarm in excess of 2 in the previous 12 month period	Note this matches MTO RATE	\$ 485.00		\$ 63.05	548.05
	Response to a false alarm as a result of work being performed on an alarm system	Note this matches MTO RATE	\$ 485.00		\$ 63.05	548.05

INSPECTIONS AND REPORTS

	Inspection for any other purpose than one initiated by the Fire Department as per legislation / regulation		\$ 158.10		\$ 20.55	178.65
	A Report for any purpose other than one initiated by the Fire Department		\$ 158.10		\$ 20.55	178.65
	A File Search for any purpose other than one initiated by the Fire Department		\$ 76.50		\$ 9.95	86.45

OPEN FIRE - BURNING

Burn Permit						
	For responding to an unapproved fire where no burn permit was attained		N/A		N/A	N/A
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 485.00		\$ 63.05	548.05
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 242.50		\$ 31.53	274.03
For responding to an fire where a burn permit is issued by there is a failure to adhere to permit requirements						
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 485.00		\$ 63.05	548.05
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 242.50		\$ 31.53	274.03

NON-RESIDENT VEHICLE ACCIDENTS

Fire Dept response to a fire, motor vehicle accident or spill charged to the owner of vehicle: non-resident						
h)	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 485.00		\$ 63.05	548.05
h)	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 242.50		\$ 31.53	274.03

RESPONSE TO PROVINCIAL HIGHWAYS

Fire Dept response to any motor vehicle accident, fire or incident						
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 485.00		\$ 63.05	548.05
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 242.50		\$ 31.53	274.03

FIRE ROUTE REVIEW & APPROVAL

	Review and approval through Site Plan Control process		\$ 81.60		\$ 10.61	92.21
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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.**

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee
<u>SCHEDULE 'E' - ADMINISTRATION</u>						
SIGNAGE						
	Portable Sign Permit		\$ 75.00		N/A	\$ 75.00
	Portable Sign (paid per month) in addition to Portable Sign Permit Fee of \$75.00	Monthly	\$ 50.00		N/A	\$75 plus monthly fee of \$50
	Portable Sign Shared by two Operators (paid per month) + Portable Sign Permit Fee of \$75.00	Monthly	\$ 75.00		N/A	\$75 plus monthly fee of \$75
	Billboard Signage (paid per year)	Annual	\$ 400.00		N/A	\$ 400.00
	Variance from Sign By-law Provisions		\$ 150.00		N/A	\$ 150.00
DOG TAGS						
	Before February 15th	Per Tag	\$ 22.00		N/A	\$ 22.00
	Before February 15th - senior - 1st Dog Only	Per Tag	\$ 11.00		N/A	\$ 11.00
	Before February 15th - each additional dog	Per Tag	\$ 22.00		N/A	\$ 22.00
	After February 15th	Per Tag	\$ 32.00		N/A	\$ 32.00
	Replacement Tag	Per Tag	\$ 5.00		N/A	\$ 5.00
	Service Dogs with appropriate Documentation	Per Tag	\$ -		N/A	\$ -
ANIMAL CONTROL						
	Kennel License	Per Licence	\$ 250.00		\$ 32.50	\$ 282.50
	Small Wildlife in Distress on Private Property (only applies to areas outside of building, and, within a residential envelope not exceeding 45 metres (150 ft) in distance from principal residence	Per Call Plus 11% Administration Fee	100% of invoiced cost to be collected from the resident up to a maximum of \$200 plus 11% Admin Fee if the Township is requested to provide this service.		On 11% Admin Only.	
	Backyard Hens - Application Fee	Per Property Per Application	\$ 250.00		N/A	\$ 250.00
	Backyard Hens - Annual Inspection Fee	Annual Fee per Property	\$ 250.00		N/A	\$ 250.00
TAXES						
	Tax certificate		\$ 50.00		N/A	\$ 50.00
	Tax arrears history report or confirmation letter (includes 1/2 hour of staff time)		\$ 50.00		N/A	\$ 50.00
	Staff research time after first 1/2 hour	Per one half (1/2) hour	\$ 25.00		\$ 3.25	\$ 28.25
	Tax Statement of Account		\$ 5.00		N/A	\$ 5.00
	Tax Bill Reprints - 1st one is Courtesy, then \$5.00 charge		\$ 5.00		N/A	\$ 5.00
	Ownership Change Fee		\$ 25.00		N/A	\$ 25.00
	Mortgage Account Listing	Per Account	\$ 1.00		N/A	\$ 1.00
	Water Arrears or Unpaid Invoices Added to Taxes	Per Account	\$ 50.00		N/A	\$ 50.00
	Tax Sale Registration and Processes - Administration fee	Per Property	\$ 800.00		N/A	\$ 800.00
	Tax Sale Registration Process - to close or sell	Cost Plus 11% Admin Fee	legal cost + 11% Administration		On 11% Admin Only.	Cost Plus 11% Admin Fee

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee
<u>SCHEDULE 'E' - ADMINISTRATION</u>						
COLLECTION FEES						
	Bank returned item charge (NSF)		\$ 50.00		N/A	\$ 50.00
	Stop Payment and Cheque Reissued		\$ 50.00		N/A	\$ 50.00
	Customer/Bank Refund Request		\$ 10.00		N/A	\$ 10.00
	Finance Department item search		\$ 50.00		\$ 6.50	\$ 56.50
	Staff research time after first 1/2 hour	Per one half (1/2) hour	\$ 25.00		\$ 3.25	\$ 28.25
	Small claims court		legal cost + 11% Administration		On 11% Admin Only.	Cost Plus 11% Admin Fee
	Baliff		legal cost + 11% Administration		On 11% Admin Only.	Cost Plus 11% Admin Fee
LOTTERY						
	License	Value of Prizes	3%			3%
	minimum charge		\$ 5.00		N/A	\$ 5.00
PHOTOCOPIES OR DOCUMENTATION						
	Photocopies per page Black & White (letter & legal size)		\$ 0.40		\$ 0.05	\$ 0.45
	Photocopies per page - colour (letter & legal size)		\$ 0.60		\$ 0.08	\$ 0.68
	Photocopies per page Black & White (ledger size)		\$ 0.75		\$ 0.10	\$ 0.85
	Photocopies per page - colour (ledger size)		\$ 1.00		\$ 0.13	\$ 1.13
	Scanned Copier per page (letter & legal size)		\$ 0.40		\$ 0.05	\$ 0.45
	CD or USB to Provide Records on		\$ 20.00		\$ 2.60	\$ 22.60
FREEDOM OF INFORMATION REQUEST						
	Application Fee (includes 1/2 hour of staff time)		\$ 5.00		N/A	\$ 5.00
	Fee for staff search time and preparation of records for disclosure	Per 15 minutes	\$ 7.50		N/A	\$ 7.50
	FOI - Photocopies or per page printout	Per Page	\$ 0.20		N/A	\$ 0.20
	CD or USB to Provide Records on		\$ 10.00		N/A	\$ 10.00
LIQUOR LICENSE LETTER						
	Letter		\$ 25.00		N/A	\$ 25.00
COMMISSIONER OF OATHS AND CERTIFIED TRUE COPIES						
	FEE for Commissioner of Oath, Certification of True Copies	Fee is per visit to a maximum of 5 Documents per visit.	\$ 20.00		N/A	\$ 20.00
	FEE for Commissioner of Oath, Certification of True Copies	Fee for more than 5 documents. This fee for next 5 documents.	\$ 10.00		N/A	\$ 10.00
FENCE VIEWERS						
	Appeal to the fence viewers		\$ 155.00		N/A	\$ 155.00
PROPERTY STANDARDS						
	Appeal for an Order for property standards		\$ 155.00		N/A	\$ 155.00
	Certificate of Compliance Property Standards		\$ 75.00		N/A	\$ 75.00
ARIS / MTO ADDRESS SEARCH FEE						
	ARIS/MTO Address search fee for Parking Tickets		\$ 8.25		N/A	\$ 8.25

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee

SCHEDULE 'E' - ADMINISTRATION

FILMING APPLICATIONS

Application Fee	Per Day	\$ 600.00		\$ 78.00	\$ 678.00
Roads Fee, if Municipal Roads are used in filming - Prime Time (Monday to Saturday, 7 am to 7 pm)	Per Hour	\$ 200.00		\$ 26.00	\$ 226.00
Roads Fee, if Municipal Roads are used in filming - Non Prime Time (Monday to Saturday, 7 pm to 7 am)	Flat Rate Per Day	\$ 500.00		\$ 65.00	\$ 565.00
Application involving minor special effects on Roads (ie: snow, water, etc)	Flat Rate Per Day	\$ 5,000.00		\$ 650.00	\$ 5,650.00
Application involving major special effects on Roads (ie: explosions, fire, simulated spills, etc)	Flat Rate Per Day	\$ 30,000.00		\$ 3,900.00	\$ 33,900.00
Use of identified Parking Stalls - Road (each space / 2 hour block)	Per Space/ 2 Hour Block	\$ 50.00		\$ 6.50	\$ 56.50
Use of Municipal Parking Lot (per day)	Per Day	\$ 1,800.00		\$ 234.00	\$ 2,034.00
Use of Municipal Park or Municipal Open Space Area (per day)	Per Day	\$ 1,500.00		\$ 195.00	\$ 1,695.00

RESOURCES / BOOKS

Our Today's and Yesterday's		\$ 10.50		\$ 1.37	\$ 11.87
Research - Administrative Staff	Per one half (1/2) hour	\$ 25.00		\$ 3.25	\$ 28.25

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.**

2020 User Fees and Charges
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NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee
<i>SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING</i>						
CONSENT						
a)	Creation of New Lot in a Settlement Area	Flat Fee	\$ 3,000.00		N/A	\$ 3,000.00
	Creation of New Lot (All Other Types of New Lots)	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	\$ 200.00		N/A	\$ 200.00
	2nd or Additional Public Meeting	Flat Fee	\$ 880.00		N/A	\$ 880.00
	Recirculation of File	Flat Fee	\$ 735.00		N/A	\$ 735.00
	Change to a Condition of Provisional Approval	Flat Fee	\$ 735.00		N/A	\$ 735.00
h)	Preparation of Development Agreement as Condition	Flat Fee	\$ 1,870.00		N/A	\$ 1,870.00
	Cash-in-lieu of Parkland - Residential	Per Lot	\$ 6,000.00		N/A	\$ 6,000.00
	Cash-in-lieu of Parkland - Commercial/Industrial Unserviced	Per Acre	\$ 3,600.00		N/A	\$ 3,600.00
	Cash-in-lieu of Parkland - Commercial/Industrial Serviced	Per Acre	\$ 4,600.00		N/A	\$ 4,600.00
MINOR VARIANCE						
	Application	Flat Fee	\$ 1,310.00		N/A	\$ 1,310.00
	2nd or Additional Public Meeting	Flat Fee	\$ 880.00		N/A	\$ 880.00
	Recirculation of File to Agencies	Flat Fee	\$ 735.00		N/A	\$ 735.00
ZONING BY-LAW						
a)	Amend to Residential (Lot Type - Single, Semi or Duplex)	Flat Fee	\$ 3,215.00		N/A	\$ 3,215.00
a)	Amend to Multiple Residential or Multiple Residential Zone Classes	Flat Fee	\$ 5,675.00		N/A	\$ 5,675.00
a)	Amend to Mixed Use	Flat Fee	\$ 5,675.00		N/A	\$ 5,675.00
a)	Amend to Commercial	Flat Fee	\$ 5,675.00		N/A	\$ 5,675.00
a)	Amend to Industrial	Flat Fee	\$ 4,235.00		N/A	\$ 4,235.00
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	\$ 880.00		N/A	\$ 880.00
	Recirculation of File	Flat Fee	\$ 735.00		N/A	\$ 735.00
OFFICIAL PLAN						
a)	Amendment - All Classifications	Flat Fee	\$ 10,100.00		N/A	\$ 10,100.00
a)	Where a Zone Change is processed in tandem with OPA	Flat Fee	\$ 7,575.00		N/A	\$ 7,575.00
a)	Exemption from Regional Approval	Flat Fee	\$ 10,400.00		N/A	\$ 10,400.00
	2nd or Additional Public Meeting	Flat Fee	\$ 880.00		N/A	\$ 880.00
	Recirculation of File to Agencies	Flat Fee	\$ 735.00		N/A	\$ 735.00
SITE PLAN						
i) & f)	Institutional & Industrial	Flat Fee	\$ 4,620.00		N/A	\$ 4,620.00
b) & f)	Commercial or Mixed Use	Flat Fee	\$ 7,490.00		N/A	\$ 7,490.00
b) & f)	Multiple Residential	Flat Fee	\$ 7,490.00		N/A	\$ 7,490.00
	Existing Neighbourhood Development - Minor (ie: Addition/ Renovation)	Flat Fee	\$ 1,500.00		N/A	\$ 1,500.00
	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 (3rd and additional)	Flat Fee	\$ 735.00		N/A	\$ 735.00
	Administration of Executed Site Plan Control Agreement	Per Hour	\$ 120.00		\$ 15.60	\$ 135.60

2020 User Fees and Charges
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NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee
<i>SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING</i>						
PART LOT CONTROL						
	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
SUBDIVISION						
a)	Plan of Subdivision - Residential & Mixed Use	Flat Fee	\$ 13,725.00		N/A	\$ 13,725.00
a)	Plan of Subdivision - Industrial & Other	Flat Fee	\$ 10,100.00		N/A	\$ 10,100.00
	Plan of Subdivision - Clearance Letter for Issuance of Final Approval	Per Lot / Block / Unit	\$ 29.50		N/A	\$ 29.50
	2nd or Additional Public Meeting	Flat Fee	\$ 880.00		N/A	\$ 880.00
	Change to a Condition of Draft Plan Approval	Flat Fee	\$ 1,180.00		N/A	\$ 1,180.00
	Red-Line Revision to Draft Plan Approval	Flat Fee	\$ 1,180.00		N/A	\$ 1,180.00
	Request to Extend Draft Plan Approval	Flat Fee	\$ 965.00		N/A	\$ 965.00
	Preparation of a Model Home Agreement	Flat Fee	\$ 2,575.00		N/A	\$ 2,575.00
c)	Preparation of a Pre-Servicing Agreement	Flat Fee	\$ 6,225.00		N/A	\$ 6,225.00
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
CONDOMINIUM						
a)	Plan of Condominium - Residential & Mixed Use	Flat Fee	\$ 13,725.00		N/A	\$ 13,725.00
a)	Plan of Condominium - Industrial & Other	Flat Fee	\$ 10,100.00		N/A	\$ 10,100.00
	Plan of Condominium - Clearance Letter for Issuance of Final Approval	Per Lot / Block / Unit	\$ 29.50		N/A	\$ 29.50
	Plan of Condominium - Where previously approved Site Plan Control Agreement	Flat Fee	\$ 965.00		N/A	\$ 965.00
	2nd or Additional Public Meeting	Flat Fee	\$ 880.00		N/A	\$ 880.00
	Change of Condition of Draft Plan Approval / Condo Description	Flat Fee	\$ 1,180.00		N/A	\$ 1,180.00
	Red-Line Revision to Draft Plan Approval	Flat Fee	\$ 1,180.00		N/A	\$ 1,180.00
	Request to Extend Draft Plan Approval	Flat Fee	\$ 965.00		N/A	\$ 965.00
	Request to Exempt from Draft Plan of Condominium	Flat Fee	\$ 965.00		N/A	\$ 965.00
	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	\$ 2,575.00		N/A	\$ 2,575.00
c) & e)	Preparation of a Condominium Agreement	Flat Fee	\$ 6,225.00		N/A	\$ 6,225.00
	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
MISCELLANEOUS						
	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	880.00		N/A	\$ 880.00
	Telecommunications Tower	Flat Fee	5,565.00		N/A	\$ 5,565.00
	2nd or Additional Public Meeting - Telecommunication Tower	Flat Fee	880.00		N/A	\$ 880.00
	Pre-Consultation Fee (Minor Variance - if required as per CAO)	Flat Fee	110.00		N/A	\$ 110.00
	Pre-Consultation Fee (all other planning applications)	Flat Fee	425.00		N/A	\$ 425.00
	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	275.00		N/A	\$ 275.00
	Encroachment Agreement	Flat Fee	2,195.00		N/A	\$ 2,195.00
	Letter of Compliance - Zoning	Flat Fee	110.00		N/A	\$ 110.00
d)	Cultural Heritage Impact Assessment (CHIA)	Flat Fee	845.00		N/A	\$ 845.00

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee

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
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

SITE ALTERATION

A. Site Alteration Fee - Alteration up to 1,000 m3:						
	Application Fee - Note (1)		\$ 525.00		N/A	\$ 525.00
	Approval Fee - Note (2)	Per m3	\$ 0.30		N/A	\$ 0.30
B. Site Alteration Fee - Alteration up to 1,001 m3: to 20,000 m3:						
	Application Fee - Note (1)		\$ 3,100.00		N/A	\$ 3,100.00
	Approval Fee - Note (2)	Per m3	\$ 0.30		N/A	\$ 0.30
C. Site Alteration Fee - Alteration 20,001 m3 and greater:						
	Application Fee - Note (1)		\$ 3,100.00		N/A	\$ 3,100.00
	Approval Fee - Note (2)	Per m3	\$ 0.30		N/A	\$ 0.30

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 service) 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.

**2020 User Fees and Charges
Appendix to By-law 3118-19**

NOTES	Category / Business Item	Unit	Effective for January 1/20			
			Fees	Capital Reserve	HST	2020 Total Fee

SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING

- 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.

- 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.

NOTE 1: Refundable Deposit is due with the submission of a Site Alteration application(s). Township Staff based upon the type complexity of the matter will determine whether the deposit will be a "standard" (\$5,000 valuation) or "complex" (\$20,000) 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 Site Alteration 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 and Landscape Architecture disciplines (and other similar service) shall be withdrawn from the Refundable Deposit Account. The Township shall levy an Administration Processing Fee (value of 11% of invoice amount) 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.

NOTE 2: Permit Approval: On-going Monitoring & Assessment(Sections 3.3 (c) and 3.4 of By-law 2612-14:

Letter of Credit or Equivalent	\$ 5,000 Minimum
Refundable Cash Deposit	\$ 2,500 mud-tracking
Refundable Deposit:	Peer Review – Monitoring (Value to be determined with review of operational plan included as an Appendix to the Permit.)

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.**