

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

NOTES	Category / Business Item	Unit	Effective for January 1/19			2019 Total Fee
			Fees	Capital Reserve	HST	
<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	\$ 3.00		N/A	\$ 3.00
	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		100% of invoiced cost to be collected from the resident up to a maximum of \$200 if the Township is requested to provide this service.	N/A	
	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	\$ 25.00
	Tax Letter - 1 year only		\$ 5.00		N/A	\$ 5.00
	Tax Bill Reprints		\$ 5.00		N/A	\$ 5.00
	Ownership Change Fee (Effective March 1st)		\$ 25.00		N/A	\$ 25.00
	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

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COLLECTION FEES						
	Bank returned item charge (NSF)		\$ 45.00		N/A	\$ 45.00
	Customer/Bank Refund Request		\$ 10.00		N/A	\$ 10.00
	Finance Department item search		\$ 50.00		\$ 6.50	\$ 56.50
	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						
	Photocopies per page (letter & legal size)		\$ 0.50		\$ 0.07	\$ 0.57
	Scanned Copier per page (letter & legal size)		\$ 0.50		\$ 0.07	\$ 0.57
	Photocopies per page - colour (letter & legal size)		\$ 0.60		\$ 0.08	\$ 0.68
	Photocopies per page (ledger size)		\$ 0.75		\$ 0.10	\$ 0.85
	Photocopies per page - colour (ledger size)		\$ 0.85		\$ 0.11	\$ 0.96
FREEDOM OF INFORMATION REQUEST						
	Application Fee (includes 1/2 hour of staff time)		\$ 5.00		\$ 0.65	\$ 5.65
	Fee for staff search time and preparation of records for disclosure	Per 15 minutes	\$ 7.50		\$ 0.98	\$ 8.48
LIQUOR LICENSE LETTER						
	Letter		\$ 15.00		\$ 1.95	\$ 16.95
SECOND SUITE - LICENCING						
	Initial Application - Registration of Second Suite		\$ 75.00		N/A	\$ 75.00
	Renewal		\$ 25.00		N/A	\$ 25.00
COMMISSIONER OF OATHS						
	RESIDENT FEE - swearing an affidavit, certification of photocopies	Per Affidavit or Certification	\$ 10.00		N/A	\$ 10.00
	NON - RESIDENT FEE -swearing an affidavit, certification of photocopies	Per Affidavit or Certification	\$ 20.00		N/A	\$ 20.00
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

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<u>SCHEDULE 'E' - ADMINISTRATION</u>						
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
CIVIC ADDRESSING						
	Change to Established Civic Address (Report to Council)		\$ 375.00		N/A	\$ 375.00
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.**