

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES  
BY-LAW NUMBER 2913-17**

**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, 2018, unless specifically identified on one of the foregoing schedules.
  
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this by-law shall come into force upon the date of its final passing and By-law Number 2913-17, as amended is hereby repealed in its entirety.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11<sup>TH</sup> DAY OF DECEMBER, 2017.

  
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Susan Foxtton, Mayor

  
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Ashley Sage, Township Clerk



















**2018 User Fees and Charges  
Appendix to By-law 2913-17**

NOTES	Category / Business Item	Unit	Effective for January 1/18			
			Fees	Capital Reserve	HST	2018 Total Fee
<b>SCHEDULE 'B' -BUILDING SERVICES</b>						
<b>DEMOLITION</b>						
9	All Categories - Demolition	Base Fee	\$ 210.00		N/A	\$ 210.00
		Per SQ FT	\$ 0.05		N/A	\$ 0.05
<b>CIVIC ADDRESSING</b>						
	New Municipal address sign, post and installation		\$ 53.50		\$ 6.96	60.46
	Replacement Sign		\$ 32.00		\$ 4.16	36.16
	Replacement Post		\$ 32.00		\$ 4.16	36.16
	Installation of replacement sign and/or post		\$ 53.50		\$ 6.96	60.46
<b>SITE ALTERATION</b>						
10	Site Alteration - Application Fee	Flat Fee	\$ 500.00		N/A	\$ 500.00
	Site Alteration - Approval Fee	Per Cubic Metre of Fill	\$ 3.15		N/A	\$3.15
		<b>NOTES</b>	Where the intended calculation includes the use of Fill in a quantity exceeding 1,000 cu.metres a certified cheque or irrevocable Letter of Credit must be submitted in the amount being the greater of:  1) fifty percent (50%) of the total estimated cost of the proposed alteration as determined by the Township or 2) \$5,000			

**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 an Administration Fee of \$160. The Administration fee is HST Applicable.
- 8 \$50 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.
- 10 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.

**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.

2018 User Fees and Charges  
Appendix to By-law 2913-17

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**SCHEDULE 'C' - PUBLIC WORKS**

**TEMPORARY ROAD CLOSURE**

Temporary Road Closures - Community / Neighbourhood Events with Road Closure Permit					
a) Permit Fee			\$ 91.80	N/A	\$ 91.80
b) Barricades & Supply of Re-Routing Signs	For each item delivered to site		\$ 5.10	\$ 0.66	\$ 5.76
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		\$ 81.60	N/A	\$ 81.60
b) No Municipal Access Agreement	Per Occurance		\$ 204.00	N/A	\$ 204.00
c) Road Occupancy Permit Renewal	Per Renewal		\$ 51.00	N/A	\$ 51.00
i) d) Contractor - temporary storage of equipment / material	Per Day		\$ 45.90	N/A	\$ 45.90

**MUNICIPAL CONSENT**

Municipal Consent Application Fee (does not include Region)			\$ 204.00	N/A	200.00
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**ADMINISTRATION**

Research or Search for a File	Per Hour		\$ 81.60	\$ 10.61	\$ 92.21
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**DAMAGE & CALL OUT SERVICE**

Damage to Township Infrastructure & Assets Arising from Issuance of Road Occupancy Permit					
	First Hour of Service		\$ 459.45	\$ 59.73	519.18
	Each Subseq. 1/2 HR		\$ 229.73	\$ 29.86	259.59
	PLUS 100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets			N/A	PLUS 100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets

**2018 User Fees and Charges  
Appendix to By-law 2913-17**

NOTES	Category / Business Item	Unit	Effective for January 1/18			
			Fees	Capital Reserve	HST	2018 Total Fee

**SCHEDULE 'C' - PUBLIC WORKS**

<b>Damage to Township Infrastructure &amp; Assets Arising from Motor Vehicle Accident</b>	First Hour of Service	\$ 459.45		\$ 59.73	519.18
	Each Subseq. 1/2 HR	\$ 229.73		\$ 29.86	259.59
	<i>PLUS 100% of Repair/Replacement expenses incurred by the Township Infrastructure &amp; Assets</i>			N/A	<i>PLUS 100% of Repair/Replacement expenses incurred by the Township Infrastructure &amp; Assets</i>

<b>Collection of Roadside Waste Materials &amp; Debris (illegal dumping)</b>	First Hour of Service	\$ 459.45		\$ 59.73	519.18
	Each Subseq. 1/2 HR	\$ 229.73		\$ 29.86	259.59

ii)	<b>Charge Back Rate for Maintenance of Subdivision Roads Not Yet Assumed</b>	Basic Maintenance Charge Per Township Equipment being called to the Site - per event	\$ 100.00		\$ 13.00	113.00
ii)		In addition to the Per Site Visit - a Maintenance charge for Each Visit to the Site for Maintenance - snow plowing/ sanding - per event	\$ 135.00		\$ 17.55	152.55

**REFUNDABLE DEPOSITS**

iii)	<b>Entrance / Culvert Permit- Refundable Deposit - (No Municipal Access Agreement)</b>	\$ 2,500.00		N/A	\$ 2,500.00
iii)	<b>Road Cut Permit - Refundable Deposit - (No Municipal Access Agreement)</b>	\$ 5,000.00		N/A	\$ 5,000.00
iii)	<b>Curb Cut Permit - Refundable Deposit (No Municipal Access Agreement)</b>	\$ 1,500.00		N/A	\$ 1,500.00
iii)	<b>Boulevard &amp; Sidewalk - Refundable Deposit - (No Municipal Access Agreement)</b>	\$ 900.00		N/A	\$ 900.00
iii)	<b>Boulevard -Refundable Deposit - (No Municipal Access Agreement)</b>	\$ 500.00		N/A	\$ 500.00
iii)	<b>Driveway Ramp Refundable Deposit - (No Municipal Access Agreement)</b>	\$ 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
- ii) 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.
- iii) 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

**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.

**2018 User Fees and Charges  
Appendix to By-law 2913-17**

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			Fees	Capital Reserve	2018 Total Fee
<b>SCHEDULE 'D' - FIRE DEPARTMENT</b>					
<b>FALSE ALARMS</b>					
	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	\$ 459.45	\$ 59.73	519.18
	Response to a false alarm as a result of work being performed on an alarm system	Note this matches MTO RATE	\$ 459.45	\$ 59.73	519.18
<b>INSPECTIONS AND REPORTS</b>					
	Inspection for any other purpose than one initiated by the Fire Department as per legislation / regulation		\$ 168.10	\$ 20.55	178.65
	A Report for any purpose other than one initiated by the Fire Department		\$ 168.10	\$ 20.55	178.65
	A File Search for any purpose other than one initiated by the Fire Department		\$ 76.50	\$ 9.95	86.45
<b>OPEN FIRE - BURNING</b>					
	Burn Permit		N/A	N/A	N/A
	For responding to an unapproved fire where no burn permit was attained				
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 459.45	\$ 59.73	519.18
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 229.73	\$ 29.86	259.59
	For responding to a 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	\$ 459.45	\$ 59.73	519.18
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 229.73	\$ 29.86	259.59
<b>NON-RESIDENT VEHICLE ACCIDENTS</b>					
	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	\$ 459.45	\$ 59.73	519.18
h)	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 229.73	\$ 29.86	259.59
<b>RESPONSE TO PROVINCIAL HIGHWAYS</b>					
	Fire Dept response to any motor vehicle accident, fire or incident				
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 459.45	\$ 59.73	519.18
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 229.73	\$ 29.86	259.59
<b>FIRE ROUTE REVIEW &amp; APPROVAL</b>					
	Review and approval through Site Plan Control process		\$ 81.60	\$ 10.61	92.21

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<b><u>SCHEDULE 'E' - ADMINISTRATION</u></b>						
<b>SIGNAGE</b>						
	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
<b>DOG TAGS</b>						
	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
	Kennel License	Per Licence	\$ 175.00		N/A	\$ 175.00
	Service Dogs with appropriate Documentation	Per Tag	\$ -		N/A	\$ -
<b>TAXES</b>						
	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 20% Admin Fee	legal cost + 11% Administration		On 11% Admin Only.	Cost Plus 11% Admin Fee
<b>COLLECTION FEES</b>						
	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

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Appendix to By-law 2913-17

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			Fees	Capital Reserve	HST	2018 Total Fee
<b>SCHEDULE 'E' - ADMINISTRATION</b>						
	Baliff		legal cost + 11% Administration		On 11% Admin Only.	Cost Plus 11% Admin Fee
<b>LOTTERY</b>	License	Value of Prizes	3%			3%
	minimum charge		\$ 5.00		N/A	\$ 5.00
<b>PHOTOCOPIES</b>	Photocopies 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
<b>FREEDOM OF INFORMATION REQUEST</b>	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
<b>LIQUOR LICENSE LETTER</b>	Letter		\$ 15.00		\$ 1.95	\$ 16.95
<b>SECOND SUITE - LICENCING</b>	Initial Application - Registration of Second Suite		\$ 75.00		N/A	\$ 75.00
	Renewal		\$ 25.00		N/A	\$ 25.00
<b>COMMISSIONER OF OATHS</b>	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
<b>FENCE VIEWERS</b>	Appeal to the fence viewers		\$ 155.00		N/A	\$ 155.00
<b>PROPERTY STANDARDS</b>	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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			Fees	Capital Reserve	HST	2018 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

**CIVIC ADDRESSING**

Change to Established Civic Address (Report to Council)		\$ 375.00		N/A	\$ 375.00
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**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

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<b>SCHEDULE 'F' - PLANNING &amp; DEVELOPMENT ENGINEERING</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 Unserviced	Per Acre	\$ 3,000.00		N/A	\$ 3,000.00
	Cash-in-lieu of Parkland - Commercial/Industrial Serviced	Per Acre	\$ 3,500.00		N/A	\$ 3,500.00
<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>						
b) & 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

2018 User Fees and Charges  
Appendix to By-law 2913-17

NOTES	Category / Business Item	Unit	Effective for January 1/18			
			Fees	Capital Reserve	HST	2018 Total Fee
<b>SCHEDULE 'F' - PLANNING &amp; DEVELOPMENT ENGINEERING</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	\$ 13,125.00		N/A	\$ 13,125.00
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	\$ 27.50		N/A	\$ 27.50
	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
	Preparation of a Pre-Servicing Agreement	Flat Fee	\$ 2,525.00		N/A	\$ 2,525.00
c)	Preparation of a Subdivision Agreement	Flat Fee	\$ 6,100.00		N/A	\$ 6,100.00
c) & e)	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	\$ 13,125.00		N/A	\$ 13,125.00
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	\$ 27.50		N/A	\$ 27.50
	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
	Preparation of a Pre-Servicing Agreement	Flat Fee	\$ 2,525.00		N/A	\$ 2,525.00
c)	Preparation of a Condominium Agreement	Flat Fee	\$ 6,100.00		N/A	\$ 6,100.00
c) & e)	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	5,585.00		N/A	\$ 5,585.00
	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	5,585.00		N/A	\$ 5,585.00
	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	92.00		N/A	\$ 92.00
	Pre-Consultation Fee (all other planning applications)	Flat Fee	270.00		N/A	\$ 270.00
	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
	OMB Fee (payable to Minister of Finance)	Per Appeal	as per OMB		N/A	as per OMB
	OMB 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

**2018 User Fees and Charges  
Appendix to By-law 2913-17**

NOTES	Category / Business Item	Unit	Effective for January 1/18		
			Fee	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% of Public Works
b)	Site Plan Application Deposits		\$ 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

**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) 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.

**2018 User Fees and Charges  
Appendix to By-law 2913-17**

NOTES	Category / Business Item	Unit	Effective for January 1/18			
			Fees	Capital Reserve	HST	2018 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.

**Roundoff of Fees:** Per Canada Revenue Agency : Roundoff 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. Roundoff 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.