

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES
BY-LAW NUMBER 3294-21**

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, 2022, 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this by-law shall come into force upon the date of its final passing and By-law Number 3206-20, as amended is hereby repealed in its entirety.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13th DAY OF DECEMBER, 2021.



Susan Foxtton, Mayor



Ashley Sage, Township Clerk

**2022 User Fees and Charges
Appendix to By-law 3294-21**

Effective for January 1, 2022

SCHEDULE 'A' - RECREATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee	Deposit Required
HALL RENTALS							
	Roseville Community Centre Hall Rental	Flat Rate Per Day	\$ 135.00	\$ 4.73	\$ 18.16	\$ 157.89	
	MacNeil Hall (full hall) - Weddings / Banquets - No Alcohol	Block (incl. set up time day before - after 12 Noon - until close of facility)	\$ 890.00	\$ 31.15	\$ 119.75	\$ 1,040.90	YES
	MacNeil Hall (full hall) - Weddings / Banquets - With Alcohol	Block (incl. set up time day before - after 12 Noon - until close of facility)	\$ 1,100.00	\$ 38.50	\$ 148.01	\$ 1,286.51	YES
	MacNeil Hall (full hall) - Friday or Saturday - No Alcohol	Greater than 3 hrs Reserved	\$ 675.00	\$ 23.63	\$ 90.82	\$ 789.45	YES
	MacNeil Hall (full hall) - Friday or Saturday - With Alcohol	Greater than 3 hrs Reserved	\$ 880.00	\$ 30.80	\$ 118.40	\$ 1,029.20	YES
	MacNeil Hall (full hall) - Sunday to Thursday - No Alcohol	Greater than 3 hrs Reserved	\$ 495.00	\$ 17.33	\$ 66.60	\$ 578.93	YES
	MacNeil Hall (full hall) - Sunday to Thursday - With Alcohol	Greater than 3 hrs Reserved	\$ 702.00	\$ 24.57	\$ 94.45	\$ 821.02	YES
	MacNeil Hall (half hall) - Weddings / Banquets - No Alcohol	before - after 12 Noon - until close of facility)	\$ 505.00	\$ 17.68	\$ 67.95	\$ 590.62	YES
	MacNeil Hall (half hall) - Weddings / Banquets - With Alcohol	Block (incl. set up time day before - after 12 Noon - until close of facility)	\$ 715.00	\$ 25.03	\$ 96.20	\$ 836.23	YES
	MacNeil Hall (half hall) - Friday or Saturday	Greater than 3 hrs Reserved	\$ 392.00	\$ 13.72	\$ 52.74	\$ 458.46	YES
	MacNeil Hall (half hall) - Sunday to Thursday	Greater than 3 hrs Reserved	\$ 275.00	\$ 9.63	\$ 37.00	\$ 321.63	YES
	MacNeil Hall (half hall) (max 3 hours)	Hourly	\$ 45.00	\$ 1.58	\$ 6.05	\$ 52.63	
	MacNeil Hall (full hall) (max 3 hours)	Hourly	\$ 74.00	\$ 2.59	\$ 9.96	\$ 86.55	
	NDCC Event Room (max 3 hours)	Hourly	\$ 31.50	\$ 1.10	\$ 4.24	\$ 36.84	
	NDCC Dumfries Room (max 3 hours)	Hourly	\$ 45.00	\$ 1.58	\$ 6.05	\$ 52.63	
	NDCC Fitness Room (max 3 hours)	Hourly	\$ 31.50	\$ 1.10	\$ 4.24	\$ 36.84	
	NDCC Seniors Room (max 3 hours)	Hourly	\$ 45.00	\$ 1.58	\$ 6.05	\$ 52.63	
	Ayr Community Centre Hall (greater than 3 hours reserved) - No Alcohol	Block	\$ 442.00	\$ 15.47	\$ 59.47	\$ 516.94	YES
	Ayr Community Centre Hall (greater than 3 hours reserved) -With Alcohol	Block	\$ 652.00	\$ 22.82	\$ 87.73	\$ 762.55	YES
	Ayr Community Centre Hall (max 3 hours)	Hourly	\$ 33.50	\$ 1.17	\$ 4.51	\$ 39.18	
	NDCC or Ayr Community Centre Arena Floor - With Alcohol # of Patrons Up to 700	Greater than 3 hours reserve	\$ 722.00	\$ 25.26	\$ 97.14	\$ 844.40	YES
	NDCC or Ayr Community Centre Arena Floor - With Alcohol # of Patrons 701 to 901	Greater than 3 hours reserve	\$ 1,083.00	\$ 37.89	\$ 145.72	\$ 1,266.61	YES
	NDCC or Ayr Community Centre Arena Floor - No Alcohol # of Patrons Up to 700	Greater than 3 hours reserve	\$ 584.00	\$ 20.43	\$ 78.58	\$ 683.01	YES
	NDCC or Ayr Community Centre Arena Floor - No Alcohol # of Patrons 701 to 901	Greater than 3 hours reserve	\$ 875.50	\$ 30.64	\$ 117.80	\$ 1,023.94	YES
	NDCC (Only) Arena Floor - With Alcohol # of Patrons 901 to 1475	Greater than 3 hours reserve	\$ 1,443.50	\$ 50.52	\$ 194.22	\$ 1,688.24	YES
	NDCC (Only) Arena Floor - No Alcohol # of Patrons 901 to 1475	Greater than 3 hours reserve	\$ 1,167.50	\$ 40.85	\$ 157.09	\$ 1,365.44	YES
	NDCC or Ayr Community Centre Arena Floor - Recreation/Sports/Training	Hourly	\$ 50.50	\$ 1.77	\$ 6.79	\$ 59.06	
	NDCC Parking Lot (includes use of MacNeil Kitchen)	3 Hour Block	\$ 50.50	\$ 1.77	\$ 6.79	\$ 59.06	
	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	

Effective for January 1, 2022

SCHEDULE 'A' - RECREATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee	Deposit Required
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NOTES

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 2020 will get the 2020 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.

Effective for January 1, 2022

SCHEDULE 'A' - RECREATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee	Deposit Required
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ICE RENTALS **Fall ice rentals for 2022 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 school board PA (PD) days 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	\$ 222.00	\$ 8.00	\$ 29.90	\$ 259.90	
	Minor Sports Prime Time (75% of Adult Prime)	Hourly	\$ 167.00	\$ 6.00	\$ 22.49	\$ 195.49	
	Early Bird Weekday & Non Statutory or Civic Holidays	Hourly	\$ 64.00	\$ 4.00	\$ 8.84	\$ 76.84	
	Early Bird Weekend & Statutory or Civic Holidays	Hourly	\$ 64.00	\$ 4.00	\$ 8.84	\$ 76.84	
	Daytime	Hourly	\$ 120.00	\$ 8.00	\$ 16.64	\$ 144.64	
	Ayr Skating Club - Ticket Ice	Per Session (up to 2 hours)	\$ 20.50		\$ 2.67	\$ 23.17	
	Late Night	Hourly	\$ 197.00	\$ 8.00	\$ 26.65	\$ 231.65	
	Public Skating	Per Person	\$ 2.65		\$ 0.35	\$ 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 or the Community Hall at the ACC		\$ 246.00	\$ 10.00	\$ 33.28	\$ 289.28	

PARK RENTALS

School Board Grass Cutting Charge Back	Per MEU	\$ 243.36		\$ 31.64	\$ 275.00	
Gazebo Rentals - Wedding Photos	Per Use	\$ 112.65		\$ 14.64	\$ 127.29	
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	\$ 151.54	
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 my apply to receive a 30% reduction in their Park Rental Fees.

Effective for January 1, 2022

SCHEDULE 'A' - RECREATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee	Deposit Required
BALL DIAMONDS							
	Township - Adult (per game or practice) - 2 hour time block	Per Time Block	\$ 36.75	\$ 5.00	\$ 5.43	\$ 47.18	
	Ball Diamonds Per Day - Does Not included Light Fee	Per Day	\$ 145.00	\$ 10.00	\$ 20.15	\$ 175.15	
	Tournament - Adults (per diamond per day)	Per Day	\$ 145.00	\$ 10.00	\$ 20.15	\$ 175.15	
A	Township Minor Sports Organizations - Softball - for Season	Season	\$ 4,600.00		\$ 598.00	\$ 5,198.00	
	Tournament - Minor Sports (per diamond per day)	Per Day	\$ 121.00	\$ -	\$ 15.73	\$ 136.73	
	ND Sport Camp - Ball Diamonds Per Day	Per Day Max	\$ 121.00	\$ 5.00	\$ 16.38	\$ 142.38	
	Ball Diamond Light Fee (if used)	Flat Rate Per Night	\$ 36.75	\$ 5.00	\$ 5.43	\$ 47.18	
	Concession Stand with tournament (per day) (operated by tournament organizer)	Per Day	\$ 112.00		\$ 14.56	\$ 126.56	
	Concession Stand with tournament - liquor license (per day) (operated by tournament organizer)	Per Day	\$ 187.75		\$ 24.41	\$ 212.16	
SOCCER PITCHES							
A	Township Minor Sports Organizations - Soccer - for Season	For Season	\$ 7,275.00		\$ 945.8	\$ 8,220.8	
	Tournament - Adult (per practice or game) - hourly (Does not include Light Fee)	Hourly (All but Cowan fields)	\$ 24.25	\$ 5.00	\$ 3.80	\$ 33.05	
	Tournament - Minor Sport (pitch per day) (Does not include Light Fee)	Per Day - All fields	\$ 36.75	\$ 12.50	\$ 6.40	\$ 55.65	
	Adult Tournament Day Rate (Does not include Light Fee)	Per Day - All fields	\$ 203.00	\$ 12.50	\$ 28.02	\$ 243.52	
COWAN SOCCER PITCHES (Irrigated Fields Only)							
	Township - Adult (per practice or game) - hourly	Hourly	\$ 34.00	\$ 5.00	\$ 5.07	\$ 44.07	

Effective for January 1, 2022

SCHEDULE 'A' - RECREATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee	Deposit Required
	Township - Adult (per practice or game) -2 hour time block	Per Time Block	\$ 68.00	\$ 7.50	\$ 9.82	\$ 85.32	
	Soccer Field Light Fee (if used)	Flat Rate Per Night	\$ 36.75	\$ 5.00	\$ 5.43	\$ 47.18	
	Concession Stand with Tournament (per day) (operated by tournament organizer)	Per Day	\$ 112.00		\$ 14.56	\$ 126.56	
	Concession Stand with Tournament - liquor license (per day) (operated by tournament organizer)	Per Day	\$ 187.75		\$ 24.41	\$ 212.16	

ADVERTISING PROGRAM

A	NDCC Minor Sport Licensing Fee - Hockey Board Panel (each)	Per Season	\$ 218.00		\$ 28.34	\$ 246.34	
B	NDCC Hockey Boards - Direct Lease - Hockey Board Panel (each) (1 season rate)	Per Season	\$ 327.00		\$ 42.51	\$ 369.51	
B	NDCC Hockey Boards - Direct Lease - Hockey Board Panel (each) (2 season rate)	Per Season	\$ 300.00		\$ 39.00	\$ 339.00	
B	NDCC Hockey Boards - Direct Lease - Hockey Board Panel (each) (3 season rate)	Per Season	\$ 273.00		\$ 35.49	\$ 308.49	
C	NDCC Glass Advertising Decals - Penalty Boxes / Score Timer Box	Per Season	\$ 327.00		\$ 42.51	\$ 369.51	
B	NDCC Score clock- Panels (each panel / season)	Per Season	\$ 327.00		\$ 42.51	\$ 369.51	
B	NDCC Score clock - Underside Panel (each panel / season)	Per Season	\$ 812.00		\$ 105.56	\$ 917.56	
B	NDCC Centre Logo (per Winter season)	Per Season Fee	\$ 1,234.00		\$ 160.42	\$ 1,394.42	
B	NDCC -Side - Logo (per Winter Season)	Per Season Fee	\$ 616.00		\$ 80.08	\$ 696.08	
B	ACC Centre - Logo (per Winter season)	Per Season Fee	\$ 678.00		\$ 88.14	\$ 766.14	
B	ACC -Side - Logo (per Winter Season)	Per Season Fee	\$ 336.60		\$ 43.76	\$ 380.36	
B	ACC Hockey Boards - Direct Lease - Hockey Board Panel (each) (1 season rate)	Per Season	\$ 268.25		\$ 34.87	\$ 303.12	
B	ACC Hockey Boards - Direct Lease - Hockey Board Panel (each) (2 season rate)	Per Season	\$ 241.50		\$ 31.40	\$ 272.90	
B	ACC Hockey Boards - Direct Lease - Hockey Board Panel (each) (3 season rate)	Per Season	\$ 215.00		\$ 27.95	\$ 242.95	
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	\$ 268.25		\$ 34.87	\$ 303.12	
B	Schmidt & Victoria Park Baseball - Outfield Fence - Display Panel (each) (1 season rate)	Per Season	\$ 268.25		\$ 34.87	\$ 303.12	
	Sponsorship - Free Public Skating	Per Session	\$ 222.00	\$ 8.00	\$ 29.90	\$ 259.90	

Effective for January 1, 2022

SCHEDULE 'A' - RECREATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee	Deposit Required
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PROGRAM FEES

D, E, F

Pickleball Drop-in - January - June 2022

Seniors (Age 60+) - Purchase before April 1, 2022	Per Session	\$ 57.00		\$ 7.41	\$ 64.41
Seniors (Age 60+) - Purchase April 1, 2022 and after	Per Session	\$ 31.50		\$ 4.10	\$ 35.60
Adult - Purchase before April 1, 2022	Per Session	\$ 71.50		\$ 9.30	\$ 80.80
Adult - Purchase April 1, 2022 and after	Per Session	\$ 39.25		\$ 5.10	\$ 44.35

D, E, F

Pickleball Drop-in - July/August 2022

Seniors (Age 60+)	Per Session	\$ 28.50		\$ 3.71	\$ 32.21
Adult		\$ 35.75		\$ 4.65	\$ 40.40

D, E, F

Pickleball Drop-in - September - December 2022

Seniors (Age 60+) - Purchase before Nov 1, 2022	Per Session	\$ 43.00		\$ 5.59	\$ 48.59
Seniors (Age 60+) Purchase Nov 1, 2022 and after	Per Session	\$ 23.50		\$ 3.06	\$ 26.56
Adult - Purchase before Nov 1, 2022	Per Session	\$ 53.50		\$ 6.96	\$ 60.46
Adult Purchase Nov 1, 2022 and after	Per Session	\$ 29.50		\$ 3.84	\$ 33.34

Other Recreation Program

Outdoor Fitness Training Permit - park use only	Per 2 hour use	\$ 15.00		\$ 1.95	\$ 16.95
Outdoor Volleyball Courts	Hourly	\$ 15.00		\$ 1.95	\$ 16.95
Adult Recreation Programs/Workshops - subject to min/max registrations	Hourly	\$ 6.00		\$ 0.78	\$ 6.78
Youth Recreation Programs/Camps/other activities - subject to min/max registrations	Hourly	\$ 3.75		\$ 0.49	\$ 4.24
Senior Recreation Programs/Workshops - subject to min/max registrations	Hourly	\$ 5.00		\$ 0.65	\$ 5.65
Walking Track - SPECIAL EVENT (Track closed to public)	Hourly	\$ 15.00		\$ 1.95	\$ 16.95
Youth Birthday Parties - 1/2 McNeil Hall & Fitness or Event Room	3 hours	\$ 145.00	\$ 5.08	\$ 19.51	\$ 169.58
Youth Birthday Parties - Full McNeil Hall & Fitness or Event Room	3 hours	\$ 222.00	\$ 7.77	\$ 29.87	\$ 259.64

DONATION PROGRAM FEES

Memorial Trees	Per Tree - Species Dependent	Cost Plus \$250			Cost Plus \$250
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 Pickle Ball Seasons Pass will be issued a Bracelet which must be worn at all times when on the court.
- E** Pickleball has a "One for Free" program.
- F** Refunds of Pickleball Fees will be pro-rated based on unused time and are subject to a \$5.00 administration charge.

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.**

**2022 User Fees and Charges
Appendix to By-law 3294-21**

Effective for January 1, 2022

SCHEDULE 'B' -BUILDING SERVICES

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
GROUP A & B ASSEMBLY, INSTITUTIONAL						
	Building Shell Only	Per SQ FT	\$ 2.43	N/A	N/A	\$ 2.43
	Building Finished	Per SQ FT	\$ 2.55	N/A	N/A	\$ 2.55
	Alterations/Renovations	Per SQ FT	\$ 0.53	N/A	N/A	\$ 0.53
	Portable Classroom	Flat Fee	\$ 360.00	N/A	N/A	\$ 360.00
GROUP C - RESIDENTIAL						
1	Single, Semi-Detached, Duplex, Townhouse Dwellings including additions	Per SQ FT	\$ 1.49	N/A	N/A	\$ 1.49
2	Apartment Building - classified as Part 3 in OBC	Per SQ FT	\$ 1.44	N/A	N/A	\$ 1.44
	Alterations / Renovations including basement space	Per SQ FT	\$ 0.48	N/A	N/A	\$ 0.48
	Mobile Homes/ Manufactured Homes	Flat Fee	\$ 965.00	N/A	N/A	\$ 965.00
3	Detached Garages, Storage Sheds & Other Accessory Structures	Per SQ FT	\$ 0.46	N/A	N/A	\$ 0.46
	Decks, Covered Porches	Flat Fee	\$ 190.00	N/A	N/A	\$ 190.00
	Pools (above or below grade)	Flat Fee	\$ 190.00	N/A	N/A	\$ 190.00
4	Lot Grading Fee		\$ 184.00	N/A	N/A	\$ 184.00
5	Lot Grading Fee - Peer Review		\$ 640.00	N/A	N/A	\$ 640.00
6	Refundable Final Occupancy Permit		\$ 1,500.00	N/A	N/A	\$ 1,500.00
GROUP D & E -BUSINESS, PERSONAL SERVICES & MERCANTILE						
2	Building Shell Only	Per SQ FT	\$ 1.61	N/A	N/A	\$ 1.61
	Building Finished	Per SQ FT	\$ 1.78	N/A	N/A	\$ 1.78
	Alterations/Renovations	Per SQ FT	\$ 0.77	N/A	N/A	\$ 0.77
GROUP F - INDUSTRIAL						
	Building Shell Only	Per SQ FT	\$ 0.87	N/A	N/A	\$ 0.87
	Building Finished	Per SQ FT	\$ 0.94	N/A	N/A	\$ 0.94
	Alterations/Renovations	Per SQ FT	\$ 0.61	N/A	N/A	\$ 0.61
FARM BUILDINGS						
	New Construction / Additions	Per SQ FT	\$ 0.47	N/A	N/A	\$ 0.47
	Farm Building Alteration / Renovations	Per SQ FT	\$ 0.34	N/A	N/A	\$ 0.34
	Silos / Grain Bins	Flat Fee	\$ 275.00	N/A	N/A	\$ 275.00
	Manure Tanks	Flat Fee	\$ 435.00	N/A	N/A	\$ 435.00
	Greenhouses	Per SQ FT	\$ 0.08	N/A	N/A	\$ 0.08

Effective for January 1, 2022

SCHEDULE 'B' -BUILDING SERVICES

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
PLUMBING						
	Urban or Settlement Area - Each Service Connection (water / sanitary)	Flat Fee Each	\$ 138.00	N/A	N/A	\$ 138.00
	Drain Service Connection Less Than (<) 100 mm diameter	Flat Fee	\$ 138.00	N/A	N/A	\$ 138.00
	Drain Service Connection Greater Than (>) 100 mm diameter	Flat Fee	\$ 148.00	N/A	N/A	\$ 148.00
	Fixture, Vented Trap or Floor Drain	Each	\$ 16.00	N/A	N/A	\$ 16.00
	Manhole, Roof Drain, Catch Basin or Area Drain	Each	\$ 25.00	N/A	N/A	\$ 25.00
	Backflow Preventer	Flat Fee	\$ 81.00	N/A	N/A	\$ 81.00
	Each Site Service (Water/Sanitary/Storm)	Per Linear FT Each	\$ 0.83	N/A	N/A	\$ 0.83
SEPTIC SYSTEMS						
	New Septic System	Flat Fee	\$ 800.00	N/A	N/A	\$ 800.00
	Tank Replacement / Alteration to Existing System	Flat Fee	\$ 525.00	N/A	N/A	\$ 525.00
	Mandatory Re-Inspection Fee	Flat Fee	\$ 178.00	N/A	N/A	\$ 178.00
OTHER / MISCELLANEOUS						
7	Construction Initiated Prior to Issuance of Building Permit	See Note Below for Action Required			Subject To Admin. Fee	See Note Below
	Administration Fee for Research, Investigation & Review	Per Hour	\$ 81.00	N/A	\$ 10.53	\$ 91.53
	Renewal or Transfer of Building Permit	Flat Fee	\$ 148.00	N/A	N/A	\$ 148.00
	Temporary Tents, Air Supported Structures	Flat Fee	\$ 285.00	N/A	N/A	\$ 285.00
	Commercial Cooking Exhaust Systems, Spray Booths, Dust Collectors	Flat Fee	\$ 230.00	N/A	N/A	\$ 230.00
	Conditional / Foundation Permit	Per Linear FT	\$ 0.25	N/A	N/A	\$ 0.25
	Revisions / Review of Additional Plans	Flat Fee	\$ 189.00	N/A	N/A	\$ 189.00
	WETT Inspection/ Wood Burning Appliance or Wood Burning Stove	Flat Fee	\$ 138.00	N/A	N/A	\$ 138.00
	Exterior Facade Replacement	Per SQ FT	\$ 0.10	N/A	N/A	\$ 0.10
	Fire Alarm / Mag-Lock Systems & Hold Open Devices	Each Item	\$ 22.00	N/A	N/A	\$ 22.00
	New Fire Alarm System	Flat Fee	\$ 230.00	N/A	N/A	\$ 230.00
	Alterations to Existing Fire Alarm System	Flat Fee	\$ 230.00	N/A	N/A	\$ 230.00
	New Sprinkler System or New Standpipe System	Flat Fee	\$ 230.00	N/A	N/A	\$ 230.00
	Alterations to Existing Sprinkler System or Existing Standpipe System	Flat Fee	\$ 230.00	N/A	N/A	\$ 230.00
	Change of Use Permit (with no renovations/ alterations)	Flat Fee	\$ 230.00	N/A	N/A	\$ 230.00
	Retaining Wall	Per Linear FT	\$ 3.75	N/A	N/A	\$ 3.75
	All Designated Structure (not listed elsewhere in the Schedule)	Flat Fee	\$ 445.00	N/A	N/A	\$ 445.00
	Exterior Barrier Free Ramp	Flat Fee	\$ 99.00	N/A	N/A	\$ 99.00
	In-Rack Storage System	Per SQ FT	\$ 0.45	N/A	N/A	\$ 0.45
	Structural Sign	Flat Fee	\$ 122.00	N/A	N/A	\$ 122.00
	Solar Collector - Part 9 Residential	Flat Fee	\$ 127.00	N/A	N/A	\$ 127.00
	Solar Collector - all other application types	Flat Fee	\$ 434.00	N/A	N/A	\$ 434.00
8	Fees For Items Not Specifically Listed in the Schedule	Base Fee	\$ 56.00	N/A	N/A	\$ 56.00
8	Fees For Items Not Specifically Listed in the Schedule	Per 1,000 Construction Value	\$ 17.00	N/A	N/A	\$ 17.00
	Alternative Solutions - Within Scope of Part 9	Flat Fee	\$ 585.00	N/A	N/A	\$ 585.00
	Alternative Solutions - Within Scope of Part 3	Flat Fee	\$ 1,120.00	N/A	N/A	\$ 1,120.00
	Minimum Flat Fee - Any Permit Application	Flat Fee	\$ 189.00	N/A	N/A	\$ 189.00

Effective for January 1, 2022

SCHEDULE 'B' -BUILDING SERVICES

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
DEMOLITION						
9	All Categories - Demolition	Base Fee	\$ 240.00	N/A	N/A	\$ 240.00
		Per SQ FT	\$ 0.07	N/A	N/A	\$ 0.07
CIVIC ADDRESSING						
	New Municipal address sign, post and installation		\$ 58.00	N/A	\$ 7.54	65.54
	Replacement Sign		\$ 34.00	N/A	\$ 4.42	38.42
	Replacement Post		\$ 58.00	N/A	\$ 7.54	65.54
	Installation of replacement sign and/or post		\$ 45.00	N/A	\$ 5.85	50.85
	Change to Established Civic Address (Report to Council)		\$ 382.00	N/A	N/A	\$ 382.00

NOTES

- 1 Includes attached garage
- 2 Includes underground parking areas
- 3 If the per square feet 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.**

Effective for January 1, 2022

SCHEDULE 'C' - PUBLIC WORKS

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
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TEMPORARY ROAD CLOSURE

Temporary Road Closures - Community / Neighbourhood Events with Road Closure or Road Occupancy Permit						
	a) Permit Fee		\$ 95.50		N/A	\$ 95.50
	b) Barricade(s)	For each item delivered to site	\$ 5.31		\$ 0.69	\$ 6.00
	c) Signage (road closure/detours)	For each item delivered to site	\$ 5.31		\$ 0.69	\$ 6.00
	d) Staff time to install/remove equipment (core hours between 7 am - 3 pm)	Per Hour	\$ 10.00		\$ 1.30	\$ 11.30
	e) Staff time to install/remove equipment (non-core hours)	Per Hour	\$ 15.00		\$ 1.95	\$ 16.95
	f) Closure Advertising	Cost Plus 11% Admin Fee			On 11% Admin Fee Only.	Cost Plus 11% Admin Fee

ROAD OCCUPANCY PERMIT

Road Right-of-Way Occupancy Permit						
	a) With Municipal Access Agreement or Municipal Franchise Agreement (Utility Companies)	Annual Fee	\$ 2,000.00		N/A	\$ 2,000.00
	b) No Municipal Access Agreement	Per Permit	\$ 212.24		N/A	\$ 212.24
	c) Road Occupancy Permit Renewal	Per Permit	\$ 53.06		N/A	\$ 53.06
i)	d) Contractor - temporary storage of equipment / material	Per Day	\$ 47.76		N/A	\$ 47.76
	e) Contractor - work in right of way	Per Permit	\$ 212.24		N/A	\$ 212.24
	f) Region of Waterloo	Per Day	nil		N/A	nil

ENTRANCE PERMIT

iv)	a) Entrance Permit	Per Permit	\$ 212.24		N/A	212.24
	b) Entrance Permit renewal	Per renewal	\$ 53.06		N/A	53.06

UTILITY WORK PERMIT

	Utility Work Permit - Municipal Consent Application Fee (does not include Region)		\$ 212.24		N/A	212.24
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ADMINISTRATION

	Research or Search for a File	Per Hour	\$ 84.89		\$ 11.04	\$ 95.93
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Effective for January 1, 2022

SCHEDULE 'C' - PUBLIC WORKS

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
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DAMAGE & CALL OUT SERVICE

	Damage to Township Infrastructure & Assets Arising from Issuance of Road Occupancy Permit or Entrance Permit	First Hour of Service	\$ 509.89		\$ 66.29	576.18
		Each Subsequent 1/2 HR	\$ 244.20		\$ 31.75	275.95
	Infrastructure or Asset damage cost	100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets plus 11% Administration Fee			On 11% Admin Fee	100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets plus 11% Admin Fee
	Damage to Township Infrastructure & Assets Arising from Motor Vehicle Accident	First Hour of Service	\$ 509.89		\$ 66.29	576.18
		Each Subsequent 1/2 HR	\$ 254.95		\$ 33.14	288.09
	Infrastructure or Asset damage cost	100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets plus 11% Administration Fee			On 11% of Admin Fee only	100% of Repair/Replacement expenses incurred by the Township Infrastructure & Assets plus 11% Admin Fee
	Collection of Roadside Waste Materials & Debris (illegal dumping)	First Hour of Service	\$ 509.89		\$ 66.29	576.18
		Each Subsequent 1/2 HR	\$ 254.95		\$ 33.14	288.09

Unassumed Subdivisions

ii)	Charge Back Rate for Maintenance of Subdivision Roads Not Yet Assumed	First Hour of Service	\$ 509.89		\$ 66.29	576.18
ii)		Each Subsequent 1/2 HR	\$ 244.20		\$ 31.75	275.95
ii)	Infrastructure or Asset damage repair cost	100% of Repair/Replacement expenses incurred by the Township for repair cost plus 11% Administration Fee			On 11% Admin Fee	100% of Repair/Replacement expenses incurred by the Township for repair cost plus 11% Administration Fee
ii)	Equipment Rate	Per piece of equipment	\$ 104.00		\$ 13.52	117.52
ii)	Site Visit - for snow plowing/sanding - Roads	Each visit	\$ 140.45		\$ 18.26	158.71
ii)	Site Visit - for snow plowing/sanding - Sidewalks	Each visit	\$ 140.45		\$ 18.26	158.71

Effective for January 1, 2022

SCHEDULE 'C' - PUBLIC WORKS

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
REFUNDABLE DEPOSITS						
iii)	Entrance / Culvert Permit- Refundable Deposit - (No Municipal Access Agreement)		\$ 2,500.00		N/A	\$ 2,500.00
	Road Occupancy Permit				N/A	\$ -
iii)	a) Grass Boulevard - no curb or sidewalk	Per Permit	\$ 500.00		N/A	\$ 500.00
iii)	b) Grass Boulevard - curb and/or sidewalk	Per Permit	\$ 900.00		N/A	\$ 900.00
iii)	c) Travelled surface of road no curb or sidewalk	Per Permit	\$ 3,500.00		N/A	\$ 3,500.00
iii)	d) Travelled surface of road with curb and/or sidewalk	Per Permit	\$ 5,000.00		N/A	\$ 5,000.00
iii), v)	e) Utility with Mutual Access Agreement	Annual Deposit	\$ 10,000.00		N/A	\$ 10,000.00
iii), v)	f) Utility without Mutual Access Agreement	Annual Deposit	\$ 10,000.00		N/A	\$ 10,000.00
iii), v)	g) Utility with Mutual Access Agreement	Per Permit	\$ 2,500.00		N/A	\$ 2,500.00
iii), v)	h) Utility without Mutual Access Agreement	Per Permit	\$ 2,500.00		N/A	\$ 2,500.00
	i) Temporary Road Closure - Community Event	Per Permit	nil		N/A	nil

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 first hour of service's charge for each subsequent half hour period will be invoiced the Township against the Contractor.
- ii) Each visit to Subdivision Roads for Maintenance will be recorded by the Director of Engineering and 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 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 Municipalities infrastructure or assets at the rates specified. The residual of the Deposit will be returned to the Applicant.
- iv) In the event that an entrance permit is denied, \$112.24 is eligible to be refunded, the balance will be kept by the Township to cover costs of processing application.
- v) For Road Occupancy permits for utility work, the refundable deposits, at the determination of the Director of Public Works and Engineering, will be charged at either the annual deposit or the per permit rate.

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.**

Effective for January 1, 2022

SCHEDULE 'D' - FIRE DEPARTMENT

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
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	\$ 509.89		\$ 66.29	576.18
	Response to a false alarm as a result of work being performed on an alarm system	Note this matches MTO RATE	\$ 509.89		\$ 66.29	576.18
INSPECTIONS AND REPORTS						
	Inspection for any other purpose than one initiated by the Fire Department as per legislation / regulation		\$ 225.00		\$ 29.25	254.25
	A Report for any purpose other than one initiated by the Fire Department		\$ 225.00		\$ 29.25	254.25
	A File Search for any purpose other than one initiated by the Fire Department		\$ 162.00		\$ 21.06	183.06
OPEN FIRE - BURNING						
	Burn Permit		Nil		N/A	Nil
	For responding to an unapproved fire where no burn permit was attained					
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 509.89		\$ 66.29	576.18
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 254.95		\$ 33.14	288.09
	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	\$ 509.89		\$ 66.29	576.18
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 254.95		\$ 33.14	288.09
NON-RESIDENT VEHICLE ACCIDENTS						
	Fire Dept response to a fire, motor vehicle accident or spill charged to the owner of vehicle: non-resident					
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 509.89		\$ 66.29	576.18
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 254.95		\$ 33.14	288.09
RESPONSE TO PROVINCAL HIGHWAYS						
	Fire Dept response to any motor vehicle accident, fire or incident					
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 509.89		\$ 66.29	576.18
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 254.95		\$ 33.14	288.09
FIRE ROUTE REVIEW & APPROVAL						
	Review and approval through Site Plan Control process		\$ 81.60		\$ 10.61	92.21

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.**

Effective for January 1, 2022

SCHEDULE 'E' - ADMINISTRATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2021 Total Fee
SIGNAGE						
	Portable Sign Permit		\$ 80.00		N/A	\$ 80.00
	Portable Sign (paid per month) in addition to Portable Sign Permit Fee of \$75.00	Monthly	\$ 50.00		N/A	\$80 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	\$80 plus monthly fee of \$75
	Billboard Signage (paid per year)	Annual	\$ 410.00		N/A	\$ 410.00
	Variance from Sign By-law Provisions		\$ 155.00		N/A	\$ 155.00
DOG TAGS						
	Before February 15th	Per Tag	\$ 23.00		N/A	\$ 23.00
	Before February 15th - senior - 1st Dog Only	Per Tag	\$ 11.00		N/A	\$ 11.00
	Before February 15th - each additional dog	Per Tag	\$ 23.00		N/A	\$ 23.00
	After February 15th	Per Tag	\$ 33.00		N/A	\$ 33.00
	Replacement Tag	Per Tag	\$ 5.00		N/A	\$ 5.00
	Service Dogs with appropriate Documentation	Per Tag	Nil		N/A	Nil
ANIMAL CONTROL						
	Kennel License	Per Licence	\$ 255.00		\$ 33.15	\$ 288.15
	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	\$ 255.00		N/A	\$ 255.00
	Backyard Hens - Annual Inspection Fee	Annual Fee per Property	\$ 255.00		N/A	\$ 255.00

Effective for January 1, 2022

SCHEDULE 'E' - ADMINISTRATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2021 Total Fee
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	\$ 825.00		N/A	\$ 825.00
	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
COLLECTION FEES						
	Bank returned item charge (NSF)		\$ 55.00		N/A	\$ 55.00
	Stop Payment and Cheque Reissued		\$ 55.00		N/A	\$ 55.00
	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
	Bailiff		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)		\$ 0.45		\$ 0.06	\$ 0.51
	Photocopies per page - colour (letter & legal size)		\$ 0.65		\$ 0.08	\$ 0.73
	Photocopies per page Black & White (ledger size)		\$ 0.80		\$ 0.10	\$ 0.90
	Photocopies per page - colour (ledger size)		\$ 1.06		\$ 0.14	\$ 1.20
	Scanned Copier per page (letter & legal size)		\$ 0.50		\$ 0.07	\$ 0.57
	CD or USB to Provide Records on		\$ 25.00		\$ 3.25	\$ 28.25

Effective for January 1, 2022

SCHEDULE 'E' - ADMINISTRATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2021 Total Fee
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	\$ 0.45		N/A	\$ 0.45
	CD or USB to Provide Records on		\$ 25.00		N/A	\$ 25.00
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		\$ 160.00		N/A	\$ 160.00
PROPERTY STANDARDS						
	Appeal for an Order for property standards		\$ 160.00		N/A	\$ 160.00
	Certificate of Compliance Property Standards		\$ 80.00		N/A	\$ 80.00
ARIS / MTO ADDRESS SEARCH FEE						
	ARIS/MTO Address search fee for Parking Tickets		\$ 8.50		N/A	\$ 8.50
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	\$ 210.00		\$ 27.30	\$ 237.30
	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 (i.e.: snow, water, etc.)	Flat Rate Per Day	\$ 5,000.00		\$ 650.00	\$ 5,650.00
	Application involving major special effects on Roads (i.e.: 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	\$ 55.00		\$ 7.15	\$ 62.15
	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		\$ 10.75		\$ 1.40	\$ 12.15
	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.**

Effective for January 1, 2022

SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
CONSENT						
a)	Creation of New Lot or classification altered	Flat Fee	\$ 3,000.00		N/A	\$ 3,000.00
	2nd & subsequent applications	Flat Fee	\$ 775.00		N/A	\$ 775.00
	All Other Types of Consent Applications	Flat Fee	\$ 1,310.00		N/A	\$ 1,310.00
	Admin Approval Fee - New Lot (Condition)	Flat Fee	\$ 320.00		N/A	\$ 320.00
	Admin Approval Fee - Other (Condition)	Flat Fee	\$ 210.00		N/A	\$ 210.00
	2nd or Additional Public Meeting	Flat Fee	\$ 900.00		N/A	\$ 900.00
	Recirculation of File	Flat Fee	\$ 755.00		N/A	\$ 755.00
	Change to a Condition of Provisional Approval	Flat Fee	\$ 755.00		N/A	\$ 755.00
h)	Preparation of Development Agreement as Condition	Flat Fee	\$ 1,965.00		N/A	\$ 1,965.00
	Cash-in-lieu of Parkland - Residential	Per Lot	\$ 7,500.00		N/A	\$ 7,500.00
	Cash-in-lieu of Parkland - Commercial/Industrial Unserviced	Per Acre	\$ 4,500.00		N/A	\$ 4,500.00
	Cash-in-lieu of Parkland - Commercial/Industrial Serviced	Per Acre	\$ 6,000.00		N/A	\$ 6,000.00
MINOR VARIANCE						
	Application	Flat Fee	\$ 1,310.00		N/A	\$ 1,310.00
	2nd or Additional Public Meeting	Flat Fee	\$ 900.00		N/A	\$ 900.00
	Recirculation of File to Agencies	Flat Fee	\$ 755.00		N/A	\$ 755.00
ZONING BY-LAW						
a)	Amend to Residential (Lot Type - Single, Semi or Duplex)	Flat Fee	\$ 3,375.00		N/A	\$ 3,375.00
a)	Amend to Multiple Residential or Multiple Residential Zone Classes	Flat Fee	\$ 5,960.00		N/A	\$ 5,960.00
a)	Amend to Mixed Use	Flat Fee	\$ 5,960.00		N/A	\$ 5,960.00
a)	Amend to Commercial	Flat Fee	\$ 5,960.00		N/A	\$ 5,960.00
a)	Amend to Industrial	Flat Fee	\$ 4,450.00		N/A	\$ 4,450.00
a)	Amend to Aggregate	Flat Fee	\$ 33,000.00		N/A	\$ 33,000.00
a)	Amend to Aggregate (Additional Use / Change of Use)	Flat Fee	\$ 6,545.00		N/A	\$ 6,545.00
a)	Amend to Institutional or Open Space	Flat Fee	\$ 4,255.00		N/A	\$ 4,255.00
a)	Amend to Agricultural	Flat Fee	\$ 3,075.00		N/A	\$ 3,075.00
a)	Amend to Waste Management	Flat Fee	\$ 33,000.00		N/A	\$ 30,700.00
a)	Preparation of a Garden Suite Development Agreement	Flat Fee	\$ 1,125.00		N/A	\$ 1,125.00
a)	Temporary Use By-law, inclusive of a Garden Suite	Flat Fee	\$ 4,045.00		N/A	\$ 4,045.00
a)	Extension to Temporary Use By-law, inclusive of a Garden Suite	Flat Fee	\$ 4,045.00		N/A	\$ 4,045.00
	Release of Holding (-h) Symbol	Flat Fee	\$ 945.00		N/A	\$ 945.00
	2nd or Additional Public Meeting	Flat Fee	\$ 900.00		N/A	\$ 900.00
	Recirculation of File	Flat Fee	\$ 775.00		N/A	\$ 775.00
OFFICIAL PLAN						
a)	Amendment - All Classifications	Flat Fee	\$ 10,600.00		N/A	\$ 10,600.00
a)	Where a Zone Change is processed in tandem with OPA	Flat Fee	\$ 7,950.00		N/A	\$ 7,950.00
a)	Exemption from Regional Approval	Flat Fee	\$ 10,920.00		N/A	\$ 10,920.00
	2nd or Additional Public Meeting	Flat Fee	\$ 900.00		N/A	\$ 900.00
	Recirculation of File to Agencies	Flat Fee	\$ 775.00		N/A	\$ 775.00
SITE PLAN						
i) & f)	Institutional & Industrial	Flat Fee	\$ 4,850.00		N/A	\$ 4,850.00
b) & f)	Commercial or Mixed Use	Flat Fee	\$ 8,335.00		N/A	\$ 8,335.00
b) & f)	Multiple Residential	Flat Fee	\$ 8,335.00		N/A	\$ 8,335.00
	Existing Neighbourhood Development - Minor (i.e.: Addition/ Renovation)	Flat Fee	\$ 1,500.00		N/A	\$ 1,500.00
	Exemption from Site Plan Control	Flat Fee	\$ 1,155.00		N/A	\$ 1,155.00
b) & f)	Amendment to Existing Site Plan Agreement	Flat Fee	\$ 2,695.00		N/A	\$ 2,695.00
	Recirculation of File (3rd and additional)	Flat Fee	\$ 775.00		N/A	\$ 775.00
	Administration of Executed Site Plan Control Agreement	Per Hour	\$ 81.00		\$ 10.53	\$ 91.53

Effective for January 1, 2022

SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
PART LOT CONTROL						
	For the 1st Lot / Unit Created	Per Lot Created	\$ 875.00		N/A	\$ 875.00
	Each Additional Lot/Unit Created in Same Block	Per Lot Created	\$ 330.00		N/A	\$ 330.00
SUBDIVISION						
a)	Plan of Subdivision - Residential & Mixed Use	Flat Fee	\$ 14,410.00		N/A	\$ 14,410.00
a)	Plan of Subdivision - Industrial & Other	Flat Fee	\$ 10,605.00		N/A	\$ 10,605.00
	Plan of Subdivision - Clearance Letter for Issuance of Final Approval	Per Lot / Block / Unit	\$ 30.00		N/A	\$ 30.00
	2nd or Additional Public Meeting	Flat Fee	\$ 900.00		N/A	\$ 900.00
	Change to a Condition of Draft Plan Approval	Flat Fee	\$ 1,240.00		N/A	\$ 1,240.00
	Red-Line Revision to Draft Plan Approval	Flat Fee	\$ 1,240.00		N/A	\$ 1,240.00
	Request to Extend Draft Plan Approval	Flat Fee	\$ 990.00		N/A	\$ 990.00
	Preparation of a Model Home Agreement	Flat Fee	\$ 1,925.00		N/A	\$ 1,925.00
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	\$ 6,540.00		N/A	\$ 6,540.00
	Amendment to a Subdivision Agreement/ Pre-Servicing Agreement	Flat Fee	\$ 3,415.00		N/A	\$ 3,415.00
	Administration of Executed Subdivision Agreement	Per Hour	\$ 81.00		\$ 10.53	\$ 91.53
	Cash-in-lieu of Parkland - Residential	Per Lot / Block / Unit	Appraised Value		N/A	Appraised Value
	Cash-in-lieu of Parkland - Commercial / Industrial/Institutional	Per Lot / Block / Unit	Appraised Value		N/A	Appraised Value
CONDOMINIUM						
a)	Plan of Condominium - Residential & Mixed Use	Flat Fee	\$ 14,410.00		N/A	\$ 14,410.00
a)	Plan of Condominium - Industrial & Other	Flat Fee	\$ 10,605.00		N/A	\$ 10,605.00
	Plan of Condominium - Clearance Letter for Issuance of Final Approval	Per Lot / Block / Unit	\$ 30.00		N/A	\$ 30.00
	Plan of Condominium - Where previously approved Site Plan Control Agreement	Flat Fee	\$ 1,015.00		N/A	\$ 1,015.00
	2nd or Additional Public Meeting	Flat Fee	\$ 900.00		N/A	\$ 900.00
	Change of Condition of Draft Plan Approval / Condo Description	Flat Fee	\$ 1,240.00		N/A	\$ 1,240.00
	Red-Line Revision to Draft Plan Approval	Flat Fee	\$ 1,240.00		N/A	\$ 1,240.00
	Request to Extend Draft Plan Approval	Flat Fee	\$ 990.00		N/A	\$ 990.00
	Request to Exempt from Draft Plan of Condominium	Flat Fee	\$ 990.00		N/A	\$ 990.00
	Preparation of a Model Home Agreement	Flat Fee	\$ 1,925.00		N/A	\$ 1,925.00
c)	Preparation of a Pre-Servicing Agreement	Flat Fee	\$ 2,640.00		N/A	\$ 2,640.00
c) & e)	Preparation of a Condominium Agreement	Flat Fee	\$ 6,540.00		N/A	\$ 6,540.00
	Amendment to a Condominium Agreement	Flat Fee	\$ 3,415.00		N/A	\$ 3,415.00
	Administration of Executed Condominium Agreement	Per Hour	\$ 81.00		\$ 10.53	\$ 91.53
	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	900.00		N/A	\$ 900.00
	Telecommunications Tower	Flat Fee	5,565.00		N/A	\$ 5,565.00
	2nd or Additional Public Meeting - Telecommunication Tower	Flat Fee	900.00		N/A	\$ 900.00
	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	525.00		N/A	\$ 525.00
	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	290.00		N/A	\$ 290.00
	Encroachment Agreement	Flat Fee	2,250.00		N/A	\$ 2,250.00
	Letter of Compliance - Zoning	Flat Fee	115.00		N/A	\$ 115.00
d)	Cultural Heritage Impact Assessment (CHIA)	Flat Fee	870.00		N/A	\$ 870.00

Effective for January 1, 2022

SCHEDULE 'F' - PLANNING & DEVELOPMENT ENGINEERING

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2022 Total Fee
REFUNDABLE DEPOSITS						
a)	Standard Planning Applications		\$ 6,500.00		N/A	\$ 6,500.00
a)	Complex Planning Applications		\$ 22,000.00		N/A	\$ 22,000.00
e)	Chargeable Recoveries - Subdivisions / Condominiums					10% value of Public Works
					N/A	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
					Y	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)		\$ 635.00		N/A	\$ 635.00
	Approval Fee - Note (2)	Per m3	\$ 0.32		N/A	\$ 0.32
B. Site Alteration Fee - Alteration up to 1,001 m3: to 20,000 m3:						
	Application Fee - Note (1)		\$ 3,255.00		N/A	\$ 3,255.00
	Approval Fee - Note (2)	Per m3	\$ 0.32		N/A	\$ 0.32
C. Site Alteration Fee - Alteration 20,001 m3 and greater:						
	Application Fee - Note (1)		\$ 3,255.00		N/A	\$ 3,255.00
	Approval Fee - Note (2)	Per m3	\$ 0.32		N/A	\$ 0.32

NOTES

- a) The 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.
- 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.

