

**2023 User Fees and Charges  
Appendix to By-law 3373-22**

Effective for January 1, 2023

**SCHEDULE 'A' - RECREATION**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee	Deposit Required
<b>HALL RENTALS</b>							
	Roseville Community Centre Hall Rental	Flat Rate Per Day	\$ 135.00	\$ 4.73	\$ 18.16	\$ 157.89	
	*Rentals are without alcohol unless alcohol fee is added						
	MacNeil Hall (full hall) - Weddings / Banquets	before - after 12 Noon - until close of facility)	\$ 890.00	\$ 31.15	\$ 119.75	\$ 1,040.90	YES
	MacNeil Hall (full hall) - Friday or Saturday	Greater than 3 hrs Reserved	\$ 675.00	\$ 23.63	\$ 90.82	\$ 789.45	YES
	MacNeil Hall (full hall) - Sunday to Thursday	Greater than 3 hrs Reserved	\$ 495.00	\$ 17.33	\$ 66.60	\$ 578.93	YES
	MacNeil Hall (half hall) - Weddings / Banquets	before - after 12 Noon - until close of facility)	\$ 505.00	\$ 17.68	\$ 67.95	\$ 590.62	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	
	Event with Alcohol	per event	\$ 221.24		\$ 28.76	\$ 250.00	
	NDCC Event Room (maximum charged 3 hours/per day)	Hourly	\$ 31.50	\$ 1.10	\$ 4.24	\$ 36.84	
	NDCC Dumfries Room (maximum charged 3 hours/per day)	Hourly	\$ 55.00	\$ 1.93	\$ 7.40	\$ 64.33	
	NDCC Fitness Room (maximum charged 3 hours/per day)	Hourly	\$ 31.50	\$ 1.10	\$ 4.24	\$ 36.84	
	NDCC Seniors Room (maximum charged 3 hours/per day)	Hourly	\$ 45.00	\$ 1.58	\$ 6.05	\$ 52.63	
	Ayr Community Centre Hall (greater than 3 hours reserved)	Block	\$ 442.00	\$ 15.47	\$ 59.47	\$ 516.94	YES
	Ayr Community Centre Hall (max 3 hours)	Hourly	\$ 33.50	\$ 1.17	\$ 4.51	\$ 39.18	
	Event with Alcohol	per event	\$ 221.24		\$ 28.76	\$ 250.00	
	NDCC Arena Floor	Greater than 3 hours reserve	\$ 1,023.94	\$ 25.26	\$ 136.40	\$ 1,185.60	YES
	Ayr Community Centre Arena Floor	Greater than 3 hours reserve	\$ 844.40	\$ 37.89	\$ 114.70	\$ 996.99	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	
	Event with alcohol	per event	\$ 221.24		\$ 28.76	\$ 250.00	
	Staff Time, per person at regular rate	Cost Plus 11% Admin Fee			On 11% Admin Only.	Cost Plus 11% Admin Fee	
	Staff Time, per person at statutory rate	Cost Plus 11% Admin Fee			On 11% Admin Only.	Cost Plus 11% Admin Fee	
	Security Services - Retained by the Township for a Rental Event	Cost Plus 11% Admin Fee			On 11% Admin Only.	Cost Plus 11% Admin Fee	
	Bar Tending Services with Licenced Smart Servers - Retained by the Township for a Rental Event	Cost Plus 11% Admin Fee			On 11% Admin Only.	Cost Plus 11% Admin Fee	

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**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 (not field/ice rentals)  
 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 2023 will get the 2023 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.

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**ICE RENTALS**

**Fall ice rentals for 2023 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

A	Prime Time	Hourly	\$ 222.00	\$ 8.00	\$ 29.90	\$ 259.90	
	Minor Sports Prime Time (75% of Prime) /Affiliated	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 & Non 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	Hourly	\$ 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	

**PARK RENTALS**

	School Board Grass Cutting Charge Back	Per MEU	\$ 243.36		\$ 31.64	\$ 275.00	
	Pavilion Rentals - (Schmidt Park & Victoria Park)	Per Use/Maximum 4 hours	\$ 112.65		\$ 14.64	\$ 127.29	
	Township - Picnic Shelter - max 4 hours (excludes Cowan Park)	Per Use	\$ 80.47		\$ 10.46	\$ 90.93	
	Park Rentals / Festivals / Events - per day (excludes staffing) - Cowan Park, Victoria Park and Schmidt Park	Per Use if staff required - @ cost + 10%	\$ 1,823.93		\$ 237.11	\$ 2,061.04	
	staff	Per Use	\$ 100.00		\$ 13.00	\$ 113.00	

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

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NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee	Deposit Required
<b>BALL DIAMONDS</b>							
	Ball Diamond (per game or practice)	Hourly	\$ 36.75	\$ 5.00	\$ 5.43	\$ 47.18	
	Ball Diamond (per diamond per day)	Per Day	\$ 145.00	\$ 10.00	\$ 20.15	\$ 175.15	
A	Township Minor Sports Organizations/Affiliated - Softball - for Season	Season	\$ 4,600.00		\$ 598.00	\$ 5,198.00	
	Tournament - Minor Sports/Affiliated (per diamond per day)	Per Day	\$ 121.00	\$ -	\$ 15.73	\$ 136.73	
	Ball Diamond Light Fee	Flat Rate Per Night	\$ 36.75	\$ 5.00	\$ 5.43	\$ 47.18	
	organizer)	Per Day	\$ 112.00		\$ 14.56	\$ 126.56	
	Event with Alcohol	Per Day	\$ 221.24		\$ 28.76	\$ 250.00	

**SOCCER PITCHES**

	Soccer Pitch (per game or practice)	Hourly	\$ 34.00	\$ 5.00	\$ 5.07	\$ 44.07	
	Township Minor Sports Organizations/Affiliated- Soccer - for Season	For Season	\$ 7,275.00		\$ 945.8	\$ 8,220.8	
	Tournament - Minor Sport/Affiliated (pitch per day) (Does not include Light Fee)	Per Day - All fields	\$ 36.75	\$ 12.50	\$ 6.40	\$ 55.65	
	Tournament Day Rate (Does not include Light Fee)	Per Day - All fields	\$ 203.00	\$ 12.50	\$ 28.02	\$ 243.52	
	Soccer Field Light Fee	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	
	Event with Alcohol	Per Day	\$ 221.24		\$ 28.76	\$ 250.00	

**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	Schmidt Park, Victoria Park & Cowan Park - Perimeter 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	

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**PROGRAM FEES**

D, E, F	<b>Pickleball Drop-in - January - June 2023</b>						
	Seniors (Age 60+)	Per Session	\$ 57.00		\$ 7.41	\$ 64.41	
	Adult	Per Session	\$ 71.50		\$ 9.30	\$ 80.80	
D, E, F	<b>Pickleball Drop-In - July to December 2023</b>						
	Seniors (Age 60+)	Per Session	\$ 57.00		\$ 7.41	\$ 64.41	
	Adult		\$ 71.50		\$ 9.30	\$ 80.80	
	<b>Other Recreation Program</b>						
	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.**

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**SCHEDULE 'B' -BUILDING SERVICES**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>GROUP A &amp; B ASSEMBLY, INSTITUTIONAL</b>						
	Building Shell Only	Per SQ FT	\$ 2.53	N/A	N/A	\$ 2.53
	Building Finished	Per SQ FT	\$ 2.66	N/A	N/A	\$ 2.66
	Alterations/Renovations	Per SQ FT	\$ 0.55	N/A	N/A	\$ 0.55
	Portable Classroom	Flat Fee	\$ 375.00	N/A	N/A	\$ 375.00
<b>GROUP C - RESIDENTIAL</b>						
1	Single, Semi-Detached, Duplex, Townhouse Dwellings including additions	Per SQ FT	\$ 1.55	N/A	N/A	\$ 1.55
2	Apartment Building - classified as Part 3 in OBC	Per SQ FT	\$ 1.50	N/A	N/A	\$ 1.50
	Alterations / Renovations including basement space	Per SQ FT	\$ 0.50	N/A	N/A	\$ 0.50
	Mobile Homes/ Manufactured Homes	Flat Fee	\$ 1,000.00	N/A	N/A	\$ 1,000.00
3	Detached Garages, Storage Sheds & Other Accessory Structures	Per SQ FT	\$ 0.48	N/A	N/A	\$ 0.48
	Decks, Covered Porches	Flat Fee	\$ 198.00	N/A	N/A	\$ 198.00
	Pools (above or below grade)	Flat Fee	\$ 198.00	N/A	N/A	\$ 198.00
4	Lot Grading Fee		\$ 192.00	N/A	N/A	\$ 192.00
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
<b>GROUP D &amp; E -BUSINESS, PERSONAL SERVICES &amp; MERCANTILE</b>						
2	Building Shell Only	Per SQ FT	\$ 1.68	N/A	N/A	\$ 1.68
	Building Finished	Per SQ FT	\$ 1.86	N/A	N/A	\$ 1.86
	Alterations/Renovations	Per SQ FT	\$ 0.80	N/A	N/A	\$ 0.80
<b>GROUP F - INDUSTRIAL</b>						
	Building Shell Only	Per SQ FT	\$ 0.91	N/A	N/A	\$ 0.91
	Building Finished	Per SQ FT	\$ 0.98	N/A	N/A	\$ 0.98
	Alterations/Renovations	Per SQ FT	\$ 0.64	N/A	N/A	\$ 0.64
<b>FARM BUILDINGS</b>						
	New Construction / Additions	Per SQ FT	\$ 0.49	N/A	N/A	\$ 0.49
	Farm Building Alteration / Renovations	Per SQ FT	\$ 0.35	N/A	N/A	\$ 0.35
	Silos / Grain Bins	Flat Fee	\$ 286.00	N/A	N/A	\$ 286.00
	Manure Tanks	Flat Fee	\$ 455.00	N/A	N/A	\$ 455.00
	Greenhouses	Per SQ FT	\$ 0.09	N/A	N/A	\$ 0.09

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**SCHEDULE 'B' -BUILDING SERVICES**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>PLUMBING</b>						
	Urban or Settlement Area - Each Service Connection (water / sanitary)	Flat Fee Each	\$ 144.00	N/A	N/A	\$ 144.00
	Drain Service Connection Less Than (<) 100 mm diameter	Flat Fee	\$ 144.00	N/A	N/A	\$ 144.00
	Drain Service Connection Greater Than (>) 100 mm diameter	Flat Fee	\$ 155.00	N/A	N/A	\$ 155.00
	Fixture, Vented Trap or Floor Drain	Each	\$ 17.00	N/A	N/A	\$ 17.00
	Manhole, Roof Drain, Catch Basin or Area Drain	Each	\$ 26.00	N/A	N/A	\$ 26.00
	Backflow Preventer	Flat Fee	\$ 85.00	N/A	N/A	\$ 85.00
	Each Site Service (Water/Sanitary/Storm)	Per Linear FT Each	\$ 0.87	N/A	N/A	\$ 0.87
<b>SEPTIC SYSTEMS</b>						
	New Septic System	Flat Fee	\$ 800.00	N/A	N/A	\$ 800.00
	Tank Replacement / Alteration to Existing System	Flat Fee	\$ 550.00	N/A	N/A	\$ 550.00
	Mandatory Re-Inspection Fee	Flat Fee	\$ 150.00	N/A	N/A	\$ 150.00
<b>OTHER / MISCELLANEOUS</b>						
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	\$ 85.00	N/A	\$ 11.05	\$ 96.05
	Renewal or Transfer of Building Permit	Flat Fee	\$ 155.00	N/A	N/A	\$ 155.00
	Temporary Tents, Air Supported Structures	Flat Fee	\$ 295.00	N/A	N/A	\$ 295.00
	Commercial Cooking Exhaust Systems, Spray Booths, Dust Collectors	Flat Fee	\$ 240.00	N/A	N/A	\$ 240.00
	Conditional / Foundation Permit	Per Linear FT	\$ 0.26	N/A	N/A	\$ 0.26
	Revisions / Review of Additional Plans	Per SQ FT	\$ 0.30	N/A	N/A	\$ 0.30
	Exterior Facade Replacement	Per SQ FT	\$ 0.11	N/A	N/A	\$ 0.11
	Fire Alarm / Mag-Lock Systems & Hold Open Devices	Each Item	\$ 23.00	N/A	N/A	\$ 23.00
	New Fire Alarm System	Flat Fee	\$ 240.00	N/A	N/A	\$ 240.00
	Alterations to Existing Fire Alarm System	Flat Fee	\$ 240.00	N/A	N/A	\$ 240.00
	New Sprinkler System or New Standpipe System	Flat Fee	\$ 240.00	N/A	N/A	\$ 240.00
	Alterations to Existing Sprinkler System or Existing Standpipe System	Flat Fee	\$ 240.00	N/A	N/A	\$ 240.00
	Change of Use Permit (with no renovations/ alterations)	Flat Fee	\$ 240.00	N/A	N/A	\$ 240.00
	Retaining Wall	Per Linear FT	\$ 3.90	N/A	N/A	\$ 3.90
	All Designated Structure (not listed elsewhere in the Schedule)	Flat Fee	\$ 465.00	N/A	N/A	\$ 465.00
	Exterior Barrier Free Ramp	Flat Fee	\$ 100.00	N/A	N/A	\$ 100.00
	In-Rack Storage System	Per SQ FT	\$ 0.47	N/A	N/A	\$ 0.47
	Structural Sign	Flat Fee	\$ 130.00	N/A	N/A	\$ 130.00
	Solar Collector - Part 9 Residential	Flat Fee	\$ 133.00	N/A	N/A	\$ 133.00
	Solar Collector - all other application types	Flat Fee	\$ 455.00	N/A	N/A	\$ 455.00
	Fees For Items Not Specifically Listed in the Schedule	Base Fee	\$ 58.00	N/A	N/A	\$ 58.00
8	Fees For Items Not Specifically Listed in the Schedule	Per 1,000 Construction Value	\$ 18.00	N/A	N/A	\$ 18.00
8	Alternative Solutions - Within Scope of Part 9	Flat Fee	\$ 600.00	N/A	N/A	\$ 600.00
	Alternative Solutions - Within Scope of Part 3	Flat Fee	\$ 1,150.00	N/A	N/A	\$ 1,150.00
	Minimum Flat Fee - Any Permit Application	Flat Fee	\$ 195.00	N/A	N/A	\$ 195.00
10	Reinspection Fee	Flat Fee per additional inspection	\$ 75.00	N/A	N/A	\$ 75.00

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**SCHEDULE 'B' -BUILDING SERVICES**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>DEMOLITION</b>						
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
<b>CIVIC ADDRESSING</b>						
	New Municipal address sign, post and installation		\$ 264.00	N/A	\$ 34.32	298.32
	Replacement Sign		\$ 35.00	N/A	\$ 4.55	39.55
	Replacement Post		\$ 185.00	N/A	\$ 24.05	209.05
	Installation of replacement sign and/or post		\$ 50.00	N/A	\$ 6.50	56.50
	Change to Established Civic Address (Report to Council)		\$ 385.00	N/A	N/A	\$ 385.00

**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.
- 10 Inspections noted on permit card, plus two additional inspections during course of project. Additional inspection fees can be taken from deposits

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



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**SCHEDULE 'C' - PUBLIC WORKS**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 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	Per Closure	\$ 97.00		N/A	\$ 97.00
	b) Permit Fee	Multiple non-consecutive Closures for One Event	\$ 212.24		N/A	\$ 212.24
	c) Barricade(s)	For each item delivered to site	\$ 5.31		\$ 0.69	\$ 6.00
	d) Signage (road closure/detours)	For each item delivered to site	\$ 5.31		\$ 0.69	\$ 6.00
	e) Staff time to install/remove equipment (core hours between 7 am - 3 pm)	Per Hour	\$ 10.00		\$ 1.30	\$ 11.30
	f) Staff time to install/remove equipment (non-core hours)	Per Hour	\$ 15.00		\$ 1.95	\$ 16.95
	g) 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) Municipal Consent Previously Issued	Annual Fee	\$ 2,000.00		N/A	\$ 2,000.00
	b) Municipal Consent Previously Issued	Per Permit	\$ 212.24		N/A	\$ 212.24
	c) Road Occupancy Permit Renewal/Extension	Per Permit	\$ 55.00		N/A	\$ 55.00
i)	d) Contractor - temporary storage of equipment / material	Per Day	\$ 48.50		N/A	\$ 48.50
	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
	g) Road Right-of-Way Occupancy Permit and Municipal Consent issued concurrently	Per Permit	\$ 212.24		N/A	\$ 212.24
	h) Road Right-of-Way Occupancy Permit and Municipal Consent issued concurrently	Annual Fee	\$ 2,000.00		N/A	\$ 2,000.00

**ENTRANCE PERMIT**

iv)	a) Entrance Permit	Per Permit	\$ 212.24		N/A	212.24
	b) Entrance Permit renewal	Per renewal	\$ 55.00		N/A	55.00

**UTILITY WORK PERMIT**

	Municipal Consent without Road Occupancy Permit	Per Municipal Consent	\$ 212.24		N/A	212.24
	Municipal Consent without Road Occupancy Permit	Annual Fee	\$ 2,000.00		N/A	2,000.00

**ADMINISTRATION**

	Research or Search for a File	Per Hour	\$ 84.96		\$ 11.04	\$ 96.00
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**2023 User Fees and Charges  
Appendix to By-law 3373-22**

Effective for January 1, 2023

**SCHEDULE 'C' - PUBLIC WORKS**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
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**DAMAGE & CALL OUT SERVICE**

	<b>Damage to Township Infrastructure &amp; Assets Arising from Issuance of Road Occupancy Permit or Entrance Permit</b>	First Hour of Service	\$ 543.03		\$ 70.59	613.62
		Each Subsequent 1/2 HR	\$ 271.52		\$ 35.30	306.81
	Infrastructure or Asset damage cost	<i>100% of Repair/Replacement expenses incurred by the Township Infrastructure &amp; Assets plus 11% Administration Fee</i>			On 11% Admin Fee	<i>100% of Repair/Replacement expenses incurred by the Township Infrastructure &amp; Assets plus 11% Admin Fee</i>
	<b>Damage to Township Infrastructure &amp; Assets Arising from Motor Vehicle Accident</b>	First Hour of Service	\$ 543.03		\$ 70.59	613.62
		Each Subsequent 1/2 HR	\$ 271.52		\$ 35.30	306.81
	Infrastructure or Asset damage cost	<i>100% of Repair/Replacement expenses incurred by the Township Infrastructure &amp; Assets plus 11% Administration Fee</i>			On 11% of Admin Fee only	<i>100% of Repair/Replacement expenses incurred by the Township Infrastructure &amp; Assets plus 11% Admin Fee</i>
	<b>Collection of Roadside Waste Materials &amp; Debris (illegal dumping)</b>	First Hour of Service	\$ 543.03		\$ 70.59	613.62
		Each Subsequent 1/2 HR	\$ 271.52		\$ 35.30	306.81

**Unassumed Subdivisions**

ii)	Charge Back Rate for Maintenance of Subdivision Roads Not Yet Assumed	First Hour of Service	\$ 543.03		\$ 70.59	613.62
ii)		Each Subsequent 1/2 HR	\$ 271.52		\$ 35.30	306.81
ii)	Infrastructure or Asset damage repair cost	<i>100% of Repair/Replacement expenses incurred by the Township for repair cost plus 11% Administration Fee</i>			On 11% Admin Fee	<i>100% of Repair/Replacement expenses incurred by the Township for repair cost plus 11% Administration Fee</i>
ii)	Equipment Rate	Per piece of equipment	\$ 110.00		\$ 14.30	124.30
ii)	Site Visit - for snow plowing/sanding - Roads	Each visit	\$ 145.00		\$ 18.85	163.85
ii)	Site Visit - for snow plowing/sanding - Sidewalks	Each visit	\$ 145.00		\$ 18.85	163.85

Effective for January 1, 2023

**SCHEDULE 'C' - PUBLIC WORKS**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>REFUNDABLE DEPOSITS</b>						
iii)	Entrance / Culvert Permit- Refundable Deposit - (No Municipal Access Agreement)		\$ 2,500.00		N/A	\$ 2,500.00
	<b>Road Occupancy Permit</b>				N/A	\$ -
iii)	a) Grass Boulevard without curb and sidewalk	Per Permit	\$ 500.00		N/A	\$ 500.00
iii)	b) Grass Boulevard with curb and/or sidewalk	Per Permit	\$ 900.00		N/A	\$ 900.00
iii)	c) Travelled surface of road without curb and/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 or without Mutual Access Agreement	Annual Deposit	\$ 10,000.00		N/A	\$ 10,000.00
iii), v)	f) Utility with or without Mutual Access Agreement	Per Permit	\$ 2,500.00		N/A	\$ 2,500.00
	g) 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 Engineering and Public Works, 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, 2023

**SCHEDULE 'D' - FIRE DEPARTMENT**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>FALSE ALARMS</b>						
	<b>Responding to nuisance fire alarms</b>					
	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	\$ 543.03		\$ 70.59	613.62
	Response to a false alarm as a result of work being performed on an alarm system	Note this matches MTO RATE	\$ 543.03		\$ 70.59	613.62
<b>INSPECTIONS AND REPORTS</b>						
	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
<b>OPEN FIRE - BURNING</b>						
	<b>Burn Permit</b>		Nil		N/A	Nil
	<b>For responding to an unapproved fire where no burn permit was attained</b>					
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 543.03		\$ 70.59	613.62
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 271.52		\$ 35.30	306.81
	<b>For responding to a fire where a burn permit is issued by there is a failure to adhere to permit requirements</b>					
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 543.03		\$ 70.59	613.62
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 271.52		\$ 35.30	306.81
<b>NON-RESIDENT VEHICLE ACCIDENTS</b>						
	<b>Fire Dept response to a fire, motor vehicle accident or spill charged to the owner of vehicle: non-resident</b>					
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 543.03		\$ 70.59	613.62
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 271.52		\$ 35.30	306.81
<b>RESPONSE TO PROVINCAL HIGHWAYS</b>						
	<b>Fire Dept response to any motor vehicle accident, fire or incident</b>					
	a) 1st hour per fire department apparatus	Note this matches MTO RATE	\$ 543.03		\$ 70.59	613.62
	b) for each additional half hour per fire department apparatus	Note this matches MTO RATE	\$ 271.52		\$ 35.30	306.81
			\$ 271.52			
<b>FIRE ROUTE REVIEW &amp; APPROVAL</b>						
	Review and approval through Site Plan Control process		\$ 85.00		\$ 11.05	96.05

**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.**

**2023 User Fees and Charges  
Appendix to By-law 3373-22**

Effective for January 1, 2023

**SCHEDULE 'E' - ADMINISTRATION**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>SIGNAGE</b>						
	Portable Sign Permit		\$ 80.00		N/A	\$ 80.00
	Portable Sign <b>(paid per month) in addition to Portable Sign Permit Fee of \$80.00</b>	Monthly	\$ 50.00		N/A	\$80 plus monthly fee of \$50
	Portable Sign Shared by two Operators <b>(paid per month) + Portable Sign Permit Fee of \$80.00</b>	Monthly	\$ 75.00		N/A	\$80 plus monthly fee of \$75
	Billboard Signage <b>(paid per year)</b>	Annual	\$ 420.00		N/A	\$ 420.00
	Variance from Sign By-law Provisions		\$ 160.00		N/A	\$ 160.00
<b>DOG TAGS</b>						
	Before February 15th	Per Tag	\$ 24.00		N/A	\$ 24.00
	Before February 15th - senior - 1st Dog Only	Per Tag	\$ 12.00		N/A	\$ 12.00
	Before February 15th - each additional dog	Per Tag	\$ 24.00		N/A	\$ 24.00
	After February 15th	Per Tag	\$ 34.00		N/A	\$ 34.00
	Replacement Tag	Per Tag	\$ 5.00		N/A	\$ 5.00
	Service Dogs with appropriate Documentation	Per Tag	Nil		N/A	Nil
<b>ANIMAL CONTROL</b>						
	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	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
<b>Food Trucks</b>						
	Food Truck	Annual Fee to December 31	\$ 300.00		N/A	\$ 300.00
	Food Truck	Per Day	\$ 50.00		N/A	\$ 50.00
	Food Truck	Per Additional Day (same event), to a maximum \$75	\$ 25.00		N/A	\$ 25.00
	Refreshment Truck Class "A"	Annual Fee to December 31	\$ 200.00		N/A	\$ 200.00
	Refreshment Truck Class "A"	Per Day	\$ 30.00		N/A	\$ 30.00
	Refreshment Truck Class "A"	Per Additional Day (same event), to a maximum \$45	\$ 15.00			\$ 15.00
	Refreshment Truck Class "B"	Annual Fee to December 31	\$ 125.00		N/A	\$ 125.00
	Refreshment Truck Class "B"	Per Day	\$ 25.00		N/A	\$ 25.00
	Refreshment Truck Class "B"	Per Additional Day (same event), to a maximum \$30	\$ 10.00		N/A	\$ 10.00

Effective for January 1, 2023

**SCHEDULE 'E' - ADMINISTRATION**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>TAXES</b>						
	Tax certificate		\$ 55.00		N/A	\$ 55.00
	Tax arrears history report or confirmation letter(includes 1/2 hour of staff time)		\$ 55.00		N/A	\$ 55.00
	Staff research time after first 1/2 hour	Per one half (1/2) hour	\$ 30.00		\$ 3.90	\$ 33.90
	Tax Statement of Account		\$ 10.00		N/A	\$ 10.00
	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	\$ 5.00		N/A	\$ 5.00
	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	\$ 850.00		N/A	\$ 850.00
	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
<b>COLLECTION FEES</b>						
	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		\$ 55.00		\$ 7.15	\$ 62.15
	Staff research time after first 1/2 hour	Per one half (1/2) hour	\$ 30.00		\$ 3.90	\$ 33.90
	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
<b>LOTTERY</b>						
	License	Value of Prizes	3%			3%
	Minimum charge		\$ 5.00		N/A	\$ 5.00
<b>PHOTOCOPIES OR DOCUMENTATION</b>						
	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, 2023

**SCHEDULE 'E' - ADMINISTRATION**

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>FREEDOM OF INFORMATION REQUEST</b>						
	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
<b>LIQUOR LICENSE LETTER</b>						
	Letter		\$ 25.00		N/A	\$ 25.00
<b>COMMISSIONER OF OATHS AND CERTIFIED TRUE COPIES</b>						
	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
<b>FENCE VIEWERS</b>						
	Appeal to the fence viewers		\$ 160.00		N/A	\$ 160.00
<b>PROPERTY STANDARDS</b>						
	Appeal for an Order for property standards		\$ 160.00		N/A	\$ 160.00
	Certificate of Compliance Property Standards		\$ 80.00		N/A	\$ 80.00
<b>ARIS / MTO ADDRESS SEARCH FEE</b>						
	ARIS/MTO Address search fee for Parking Tickets		\$ 8.50		N/A	\$ 8.50
<b>FILMING APPLICATIONS</b>						
	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
<b>RESOURCES / BOOKS</b>						
	Our Today's and Yesterday's		\$ 10.75		\$ 1.40	\$ 12.15
	Research - Administrative Staff	Per one half (1/2) hour	\$ 30.00		\$ 3.90	\$ 33.90

**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, 2023

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

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>CONSENT</b>						
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	\$ 328.00		N/A	\$ 328.00
	Admin Approval Fee - Other (Condition)	Flat Fee	\$ 215.00		N/A	\$ 215.00
	2nd or Additional Public Meeting	Flat Fee	\$ 900.00		N/A	\$ 900.00
	Recirculation of File	Flat Fee	\$ 775.00		N/A	\$ 775.00
	Change to a Condition of Provisional Approval	Flat Fee	\$ 775.00		N/A	\$ 775.00
h)	Preparation of Development Agreement as Condition	Flat Fee	\$ 2,015.00		N/A	\$ 2,015.00
	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
<b>MINOR VARIANCE</b>						
	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	\$ 775.00		N/A	\$ 775.00
<b>ZONING BY-LAW</b>						
a)	Amend to Residential (Lot Type - Single, Semi or Duplex)	Flat Fee	\$ 3,460.00		N/A	\$ 3,460.00
a)	Amend to Multiple Residential or Multiple Residential Zone Classes	Flat Fee	\$ 6,110.00		N/A	\$ 6,110.00
a)	Amend to Mixed Use	Flat Fee	\$ 6,110.00		N/A	\$ 6,110.00
a)	Amend to Commercial	Flat Fee	\$ 6,110.00		N/A	\$ 6,110.00
a)	Amend to Industrial	Flat Fee	\$ 4,560.00		N/A	\$ 4,560.00
a)	Amend to Aggregate	Flat Fee	\$ 33,825.00		N/A	\$ 33,825.00
a)	Amend to Aggregate (Additional Use / Change of Use)	Flat Fee	\$ 6,710.00		N/A	\$ 6,710.00
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	\$ 33,825.00		N/A	\$ 33,825.00
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	\$ 3,460.00		N/A	\$ 3,460.00
a)	Extension to Temporary Use By-law, inclusive of a Garden Suite	Flat Fee	\$ 4,145.00		N/A	\$ 4,145.00
	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
<b>OFFICIAL PLAN</b>						
a)	Amendment - All Classifications	Flat Fee	\$ 12,500.00		N/A	\$ 12,500.00
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
<b>SITE PLAN</b>						
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	\$ 1,185.00		N/A	\$ 1,185.00
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	\$ 83.00		\$ 10.79	\$ 93.79



Effective for January 1, 2023

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

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>PART LOT CONTROL</b>						
	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
<b>SUBDIVISION</b>						
a)	Plan of Subdivision - Residential & Mixed Use	Flat Fee	\$ 14,770.00		N/A	\$ 14,770.00
a)	Plan of Subdivision - Industrial & Other	Flat Fee	\$ 10,870.00		N/A	\$ 10,870.00
	Plan of Subdivision - Clearance Letter for Issuance of Final Approval	Per Lot / Block / Unit	\$ 32.00		N/A	\$ 32.00
	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	\$ 2,015.00		N/A	\$ 2,015.00
c)	Preparation of a Pre-Servicing Agreement	Flat Fee	\$ 6,380.00		N/A	\$ 6,380.00
c) & e)	Preparation of a Subdivision Agreement	Flat Fee	\$ 7,030.00		N/A	\$ 7,030.00
	Amendment to a Subdivision Agreement/ Pre-Servicing Agreement	Flat Fee	\$ 3,500.00		N/A	\$ 3,500.00
	Administration of Executed Subdivision Agreement	Per Hour	\$ 83.00		\$ 10.79	\$ 93.79
	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
<b>CONDOMINIUM</b>						
a)	Plan of Condominium - Residential & Mixed Use	Flat Fee	\$ 14,770.00		N/A	\$ 14,770.00
a)	Plan of Condominium - Industrial & Other	Flat Fee	\$ 10,870.00		N/A	\$ 10,870.00
	Plan of Condominium - Clearance Letter for Issuance of Final Approval	Per Lot / Block / Unit	\$ 32.00		N/A	\$ 32.00
	Plan of Condominium - Where previously approved Site Plan Control Agreement	Flat Fee	\$ 2,500.00		N/A	\$ 2,500.00
	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	\$ 1,200.00		N/A	\$ 1,200.00
	Preparation of a Model Home Agreement	Flat Fee	\$ 2,015.00		N/A	\$ 2,015.00
c)	Preparation of a Pre-Servicing Agreement	Flat Fee	\$ 6,380.00		N/A	\$ 6,380.00
c) & e)	Preparation of a Condominium Agreement	Flat Fee	\$ 7,030.00		N/A	\$ 7,030.00
	Amendment to a Condominium Agreement	Flat Fee	\$ 3,500.00		N/A	\$ 3,500.00
	Administration of Executed Condominium Agreement	Per Hour	\$ 83.00		\$ 10.79	\$ 93.79
	Cash-in-lieu of Parkland - Residential	Per Lot / Block / Unit	Appraised Value		N/A	Appraised Value
	Cash-in-lieu of Parkland - Commercial / Industrial	Per Lot / Block / Unit	Appraised Value		N/A	Appraised Value
<b>MISCELLANEOUS</b>						
	Green Energy Greater Than (>) 10 kW	Flat Fee	5,565.00		N/A	\$ 5,565.00
	Green Energy Less Than or Equal To (< or =) 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	540.00		N/A	\$ 540.00
	Administration Fee for Research, etc.	Minimum Fee	83.00		\$ 10.79	\$ 93.79
		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	312.00		N/A	\$ 312.00
	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, 2023

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

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
<b>REFUNDABLE DEPOSITS</b>						
a)	Standard Planning Applications		\$ 6,660.00		N/A	\$ 6,660.00
a)	Complex Planning Applications		\$ 23,500.00		N/A	\$ 23,500.00
e)	Chargeable Recoveries - Subdivisions / Condominiums					
		12% value of Public Works			N/A	12% value of Public Works
b)	Site Plan Application Deposits - Commercial, Mixed Use & Multi Res.		\$ 10,000.00		N/A	\$ 10,000.00
d)	CHIA Deposit		\$ 5,750.00		N/A	\$ 5,750.00
f)	Inspection Fees - Site Plans		\$ 1,550.00		N/A	\$ 1,550.00
g)	Administration Processing Fee					
		11% of Consultant Expense			Y	11% of Consultant
h)	Development Agreement Deposits		\$ 6,660.00		N/A	\$ 6,660.00
i)	Site Plan Application Deposits - Institutional & Industrial		\$ 5,500.00		N/A	\$ 5,500.00

**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**

<b>A. Site Alteration Fee - Alteration up to 1,000 m3:</b>						
	Application Fee - Note (1)		\$ 750.00		N/A	\$ 750.00
	Approval Fee - Note (2)	Per m3	\$ 0.32		N/A	\$ 0.32
<b>B. Site Alteration Fee - Alteration up to 1,001 m3: to 20,000 m3:</b>						
	Application Fee - Note (1)		\$ 3,750.00		N/A	\$ 3,750.00
	Approval Fee - Note (2)	Per m3	\$ 0.32		N/A	\$ 0.32
<b>C. Site Alteration Fee - Alteration 20,001 m3 and greater:</b>						
	Application Fee - Note (1)		\$ 3,750.00		N/A	\$ 3,750.00
	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 internal / external 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 external 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 internal/external 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. An 11% Administration Processing Fee is applied against the value of all expenses invoice for peer review or external technical services and will be withdrawn from the Refundable Deposit Account.
- c) The Applicant will provide a Refundable Deposit in the amount of \$35,000 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 internal / external 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 external 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 \$5,750. 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. The Township will levy an 11% Administration Processing Fee against the value of all expenses invoice for peer review or external technical services and will be withdrawn 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.

Effective for January 1, 2023

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

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2023 Total Fee
e)	In the Subdivision / Condominium Agreement, the Township will secure as cash the equivalent of 12% 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 or Township Staff associated with the discharge of their duties as outlined in the Agreement. Further, the Township will recover all expenses associated with the four seasons maintenance services of the "public works", hydro-electricity charges incurred with the infrastructure & utility network, and, the time expended by Staff associated with the administration of the Agreement until such time as the Subdivision is assumed, or in the case of a Condominium, all works have been completed and commissioned consistent with the terms of the Agreement. If at anytime the Deposit held on account by the Township is reduced to a value of less than six (6) months of the projected expenses, the Applicant will be required to top up the Deposit Account to a value satisfactory to the Township. The valuation of the top up shall be representative of the projected overhead and the anticipated term left until all aspects of the Agreement have been completed. Upon all financial obligations and requirements as set out in the Agreement being completed to the satisfaction of the Township, the residual funds held in the Deposit Account shall be refunded to the Applicant.					
f)	In the Site Plan Agreement, the Township will secure as cash a Refundable Deposit. The Township will pay out all inspection fees & disbursements incurred by the Municipality through expenses associated with the Township's Legal, Engineering and/or Landscaped Architecture consultants associated with the discharge of their duties as outlined in the Agreement, and, Staff's time associated with the administration of the Agreement. The Township shall also levy an Administration Processing Fee against all Legal and consultant services expenditures which shall be drawn from the Refundable Deposit Account. Upon all financial obligations and requirements as set out in the Agreement being completed to the satisfaction of the Township, the residual funds held in the Deposit Account shall be refunded to the Applicant.					
g)	The Administration Processing Fee in the amount of 11% shall be applied against all professional fees and disbursements incurred by the Municipality associated with the processing / approval of a planning application, subdivision / condominium pre-servicing or 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 internal / external 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.					
<b>NOTE 1:</b>	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" (\$6,600 valuation) or "complex" (\$23,500) 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 external 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.					
<b>NOTE 2:</b>	Permit Approval: On-going Monitoring & Assessment(Sections 3.3 (c) and 3.4 of By-law 2612-14:					
	Letter of Credit or Equivalent		\$ 5,000 Minimum			
	Refundable Cash Deposit		\$ 2,500 mud-tracking			
	Refundable Deposit: <input type="checkbox"/>		Peer Review – Monitoring (Value to be determined with review of operational plan included as an Appendix to the Permit.)			

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