

2026 User Fees and Charges
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Effective for January 1, 2026

SCHEDULE 'E' - ADMINISTRATION

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2025 Total Fee
SIGNAGE						
	Portable Sign Permit		\$ 85.00		N/A	\$ 85.00
	Portable Sign (paid per month) in addition to Portable Sign Permit Fee of \$85.00	Monthly	\$ 50.00		N/A	\$85 plus monthly fee of \$50
	Portable Sign Shared by two Operators (paid per month) + Portable Sign Permit Fee of \$85.00	Monthly	\$ 75.00		N/A	\$85 plus monthly fee of \$75
	Billboard Signage (paid per year)	Annual	\$ 430.00		N/A	\$ 430.00
	Variance from Sign By-law Provisions		\$ 160.00		N/A	\$ 160.00
DOG TAGS						
	Before February 15th	Per Tag	\$ 26.00		N/A	\$ 26.00
	Before February 15th - senior - 1st Dog Only	Per Tag	\$ 14.00		N/A	\$ 14.00
	Before February 15th - each additional dog	Per Tag	\$ 26.00		N/A	\$ 26.00
	All Tags after February 15th	Per Tag	\$ 40.00		N/A	\$ 40.00
	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	\$ 270.00		\$ 35.10	\$ 305.10
	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	

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Food Trucks						
	Food Truck	Annual Fee to December 31	\$ 310.00		N/A	\$ 310.00
	Food Truck	Per Day	\$ 55.00		N/A	\$ 55.00
	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	\$ 210.00		N/A	\$ 210.00
	Refreshment Truck Class "A"	Per Day	\$ 35.00		N/A	\$ 35.00
	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	\$ 130.00		N/A	\$ 130.00
	Refreshment Truck Class "B"	Per Day	\$ 30.00		N/A	\$ 30.00
	Refreshment Truck Class "B"	Per Additional Day (same event), to a maximum \$30	\$ 10.00		N/A	\$ 10.00

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NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2025 Total Fee
TAXES						
	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	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		\$ 15.00		N/A	\$ 15.00
	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		cost + 11% Administration		On 11% Admin Only.	Cost Plus 11% Admin Fee
	Bailiff		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)		\$ 0.49		\$ 0.06	\$ 0.55
	Photocopies per page - colour (letter & legal size)		\$ 0.66		\$ 0.09	\$ 0.75
	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)		\$ 0.53		\$ 0.07	\$ 0.60
	CD or USB to Provide Records on		\$ 35.00		\$ 4.55	\$ 39.55

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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		\$ 30.00		N/A	\$ 30.00
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.	\$ 25.00		N/A	\$ 25.00
	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
PROPERTY STANDARDS						
	Appeal for an Order for property standards		\$ 165.00		N/A	\$ 165.00
	Certificate of Compliance Property Standards		\$ 80.00		N/A	\$ 80.00
	Cost recovery of work undertaken for non-compliance of an order, including but not limited to such items as materials, equipment rental, external services		Cost Plus 11% Admin Fee		Yes	Cost Plus 11% Admin and HST
CLEAN YARDS						
	Cost recovery of work undertaken for non-compliance of an order, including but not limited to such items as materials, equipment rental, external services		Cost Plus 11% Admin Fee		Yes	Cost Plus 11% Admin and HST
ARIS / MTO ADDRESS SEARCH FEE						
	ARIS/MTO Address search fee for Parking Tickets		\$ 8.50		N/A	\$ 8.50

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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	\$ 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.**