

2026 User Fees and Charges
Appendix to By-law 3609-25

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Effective for January 1, 2026

SCHEDULE 'C' - PUBLIC WORKS

NOTES	Category / Business Item	Unit	Fees	Capital Reserve	HST	2026 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		\$ 105.00		N/A	\$ 105.00
b) Permit Fee	Multiple non-consecutive Closures for One Event		\$ 225.00		N/A	\$ 225.00
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 Monday to Friday, not including holidays)	Cost Plus 11% Admin Fee				On 11% Admin Only.	Cost Plus 11% Admin Fee
f) Staff time to install/remove equipment (non-core hours)	Cost Plus 11% Admin Fee				On 11% Admin Only.	Cost Plus 11% Admin Fee
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		\$ 225.00		N/A	\$ 225.00
c) Road Occupancy Permit Renewal/Extension	Per Permit		\$ 60.00		N/A	\$ 60.00
i) d) Contractor - temporary storage of equipment / material	Per Day		\$ 55.00		N/A	\$ 55.00
e) Contractor - work in right of way	Per Permit		\$ 225.00		N/A	\$ 225.00
f) Region of Waterloo	Per Day		nil		N/A	nil
g) Road Right-of-Way Occupancy Permit and Municipal Consent issued concurrently	Per Permit		\$ 225.00		N/A	\$ 225.00
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		\$ 300.00		N/A	300.00
b) Entrance Permit renewal	Per renewal		\$ 60.00		N/A	60.00

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UTILITY WORK PERMIT

Municipal Consent without Road Occupancy Permit	Per Municipal Consent	\$	225.00		N/A	225.00
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	\$	87.61		\$ 11.39	\$ 99.00
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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	Current MTO Rate		Plus HST	Current MTO Rate Plus HST
	Each Subsequent 1/2 HR	Current MTO Rate		Plus HST	Current MTO Rate Plus HST
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	Current MTO Rate		Plus HST	Current MTO Rate Plus HST
	Each Subsequent 1/2 HR	Current MTO Rate		Plus HST	Current MTO Rate Plus HST
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

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	Collection of Roadside Waste Materials & Debris (illegal dumping)	First Hour of Service	Current MTO Rate		Plus HST	Current MTO Rate Plus HST
		Each Subsequent 1/2 HR	Current MTO Rate		Plus HST	Current MTO Rate Plus HST
Unassumed Subdivisions						
ii)	Charge Back Rate for Maintenance of Subdivision Roads Not Yet Assumed	First Hour of Service	Current MTO Rate		Plus HST	Current MTO Rate Plus HST
ii)		Each Subsequent 1/2 HR	Current MTO Rate		Plus HST	Current MTO Rate Plus HST
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	\$ 115.00		\$ 14.95	129.95
ii)	Site Visit - for snow plowing/salting - Roads	Each visit	\$ 150.00		\$ 19.50	169.50
ii)	Site Visit - for snow plowing/salting - Sidewalks	Each visit	\$ 150.00		\$ 19.50	169.50

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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 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.**