

Administration Fees

Fee Description	2024 Fee	Other Fees/Notes
<u>Commissioning</u>		
per document	\$ 20.00	
<u>Vital Statistics</u>		
Marriage Licence	\$ 140.00	
Marriage Licence Reprint	\$ 60.00	
Marriage Ceremony (on-site or off-site)	\$ 300.00	
Witness Fee (on-site only)	\$ 25.00	per witness
<u>Municipally Significant Event</u>		
Application Fee	\$ 100.00	as per policy CP-A-3.5 (April 24, 2023)
<u>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</u>		
Request for Access	\$ 5.00	Fees set by Act
Per page of photocopy	\$ 0.20	
Search time (per 15 minutes)	\$ 7.50	
Record preparation (per 15 minutes)	\$ 7.50	
<u>Document Search</u>		
Request for Access	\$ 5.00	Covers all searches that aren't filled under MFIPPA (moved over from Building schedule)
Per page of photocopy	\$ 0.20	
Search time (per 15 minutes)	\$ 7.50	
Record preparation (per 15 minutes)	\$ 7.50	

Fee Description	2024 Fee	Other Fees/Notes
<u>Lottery</u>		
Bingo Licence	3% of Prize Value	Minimum of \$5.00
Raffle Licence	3% of Prize Value	
Break Open Licence	3% of Prize Value	
<u>Photocopying</u>		
Black and White		
Letter Size Page (per page)	\$ 0.25	
Legal Size Page (per page)	\$ 0.25	
11x17 page (per page)	\$ 0.50	
Aerial Maps (Letter Size)	\$ 3.00	
Aerial Maps (11x17)	\$ 6.00	
Plotter Maps (22x36)	\$ 20.00	
Colour		
Letter Size Page (per page)	\$ 0.50	
Legal Size Page (per page)	\$ 0.50	
11x17 page (per page)	\$ 1.00	
<u>Mileage for Staff</u>	set by CRA	

Building Fees

Fee Description	2024 Fee	Other Fees/Notes
<u>Municipal Address Sign and Post</u>		
Municipal Address Sign	\$ 31.20	
Municipal Address Post	\$ 20.80	
<u>Telecommunications Tower Application</u>		
Review of Application	\$ 2,600.00	
<u>New Construction (including additions) Permit Fees</u>		
Group A - Assembly (per sq. ft)	\$ 1.67	Churches, Arenas, Theatres, etc.
Group B - Institutional (per sq. ft)	\$ 1.67	
Group C - Residential - All finished floors (per sq. ft)	\$ 1.11	
Min. Fee (Group C)	\$ 2,080.00	
Group D - Business and Personal Services (per sq. ft)	\$ 1.23	Office, Banks, etc.
Group E - Mercantile (per sq. ft)	\$ 1.23	Stores, etc.
Group F - Industrial (per sq. ft)	\$ 0.95	
Farm - Agricultural Barn (per sq. ft)	\$ 0.42	
Min. Fee (Farm-Agriculture Barn)	\$ 1,144.00	
Farm - Agricultural Other (per sq. ft)	\$ 0.44	
Min. Fee (Farm-Agriculture Other)	\$ 1,144.00	
<u>Alterations, Interior finishes Permit Fees</u>		
Group A - Assembly (per sq. ft)	\$ 0.83	
Min. Fee (Group A)	\$ 520.00	
Group B - Institutional (per sq. ft)	\$ 0.83	
Min. Fee (Group B)	\$ 520.00	
Group C - Residential (per sq. ft)	\$ 0.56	
Min. Fee (Group C)	\$ 198.00	
Group D - Business and Personal Services (per sq. ft)	\$ 0.61	
Min. Fee (Group D)	\$ 520.00	

Building Fees

Fee Description	2024 Fee	Other Fees/Notes
<u>Alterations, Interior finishes Permit Fees</u>		
Group E - Mercantile (per sq. ft)	\$ 0.61	
Min. Fee (Group E)	\$ 520.00	
Group F - Industrial (per sq. ft)	\$ 0.47	
Min. Fee (Group F)	\$ 520.00	
Farm - Agricultural Barn (per sq. ft)	\$ 0.21	
Min Fee (Farm-Agricultural Barn)	\$ 198.00	
Farm - Agricultural Other (per sq. ft)	\$ 0.22	
Min Fee (Farm-Agricultural Other)	\$ 198.00	
<u>Stand Alone Plumbing Permit Fee</u>		
Plumbing Fixtures (per fixture)	\$ 11.44	
Min Fee (Plumbing Fixture)	\$ 198.00	
Fire Service Mains, Private Sewers, Private Water Supply Lines	\$ 198.00	
<u>Sewage Systems Permit Fees</u>		
New Systems	\$ 759.00	
Repair to Existing System	\$ 380.00	
<u>Other Permit Types Fees</u>		
Temporary Structures (Tents, Washroom Trailers, Modular Office Trailers, etc.)	\$ 187.00	
Garages and Carport (per sq. ft)	\$ 0.66	
Min Fee (Garages and Carport)	\$ 187.00	
Decks, Porches, Wood stoves, Swimming Pools, Accessory buildings and other permits	\$ 198.00	
Accessory Structures in Agricultural Zones	\$ 296.00	

Building Fees

Fee Description	2024 Fee	Other Fees/Notes
<u>Other Permit Types Fees</u>		
LCBO inspections, clearance letters, and work agreement permits	\$ 99.00	
Roof Mounted Solar Panels	\$ 296.00	
Portable Classrooms	\$ 198.00	
Portable Signs	\$ 99.00	
Signs	\$ 150.00	
Sign By-law Variance Application	\$ 500.00	
<u>Designated Structures Permit Fees</u>		
Communication Tower/Industrial Silo	\$ 988.00	
Agricultural Silo	\$ 988.00	
Wind Turbine	\$ 988.00	
Retaining Walls (per 100 sq. ft)	\$ 395.00	
<u>Demolition Permit Fees</u>		
Residential	\$ 395.00	
Non-Residential	\$ 593.00	
<u>Administration Fees</u>		
Alternate solution review (per hour)	\$ 198.00	
Transfer of permit	\$ 211.00	
Change of Use	\$ 197.00	
Re-Inspection Fee after 2 inspections or inspection request is premature	\$ 395.00	
Conditional Permits	\$ 260.00	
<u>Document Search</u>		
See Schedule A - Administration Fees		

Planning Fees

Fee Description	2024 Fee	Other Fees/Notes
<u>Committee of Adjustment</u>		
Minor Variance Application (each)	\$ 1,200.00	
Expansion of Legal Non-Conforming Use (each)	\$ 1,200.00	
<u>Consent</u>		
Application (each)	\$ 2,000.00	
Per additional concurrent application on same lot	\$ 850.00	
Change conditions of Consent	\$ 800.00	
Issuance of Certificate of Consent (each)	\$ 300.00	
Per additional concurrent consent on the same lot	\$ 200.00	
Validation of Title	\$ 1,500.00	
<u>Official Plan</u>		
Amendment Application (each)	\$ 4,000.00	
<u>Zoning</u>		
By-law Amendment Application (each)	\$ 3,000.00	
Temporary Use By-law Application (each)	\$ 1,200.00	
Remove Holding Provision Application (each)	\$ 750.00	
<u>Site Plan Approval</u>		
Application to enter into a Site Plan Agreement	\$ 2,000.00	
Amendment to Site Plan Agreement	\$ 1,000.00	
<u>Part Lot Control Exemption</u>		
Preparation of Part Lot Control Exemption By-law	\$ 700.00	

Planning Fees

Fee Description	2024 Fee	Other Fees/Notes
<u>Draft Plan of Subdivision/Condominium</u>		
Draft Plan of Subdivision/Condominium process	\$ 6,500.00	Includes process from draft plan approval to assumption
Condominium Exemption	\$ 500.00	
Redline Amendment to Subdivision or Condominium		
Major	\$ 750.00	
Minor	\$ 400.00	
Deeming By-law	\$ 1,500.00	
<u>Community Infrastructure & Housing Accelerator Order (CIHAO)</u>		
Request	\$ 3,500.00	Approved by Resolution No. 95-2023
<u>Zoning/Work Order Certificates</u>		
Certificates (zoning, building, drainage information)		
Regular (3 to 5 days delivered by email)	\$ 200.00	
Rush (1 to 2 days delivered by email)	\$ 250.00	
Zoning Confirmation Letter (including OMVIC & Propane Exchange)	\$ 100.00	
Ontario Power Authority Review & Response to Feed-In-Tarriff (FIT)	\$ 150.00	each review and response
<u>Cash-in-Lieu of Parkland Dedication</u>		
Residential purpose by consent per lot	\$ 10,000.00	
Commercial or Industrial by consent per lot		Per Planning Act (Based on Appraisal)
Subdivision/Condominium		Per Planning Act (Based on Appraisal)

Fee Description	2024 Fee	Other Fees/Notes
<u>Plant Capacity Fees - Residential Water Treatment</u>		
Single and Semi-Detached	\$ 3,928.00	
Other Multiples	\$ 2,562.00	
Apartments (2+ Bedrooms)	\$ 2,445.00	
Apartments (Bachelor/1 bedroom)	\$ 1,541.00	
Nursing Home Bedroom Units	\$ 1,325.00	
<u>Plant Capacity Fees - Residential Wastewater Treatment</u>		
Single and Semi-Detached	\$ 8,668.00	
Other Multiples	\$ 5,653.00	
Apartments (2+ Bedrooms)	\$ 5,395.00	
Apartments (Bachelor/1 bedroom)	\$ 3,401.00	
Nursing Home Bedroom Units	\$ 2,925.00	
<u>Plant Capacity Fees - Non - Residential</u>		
Water Services - Facilities	\$ 1.86	per sq. ft of Gross Floor Area
Wastewater Services - Facilities	\$ 4.10	
<u>Water Consumption Rates - Bi-Monthly</u>		
Fixed Fee - Base Rate	\$ 42.00	
Block 1 - Volume 0-50 m ³ (per m ³)	\$ 2.29	
Block 2 - Volume over 50 m ³ (per m ³)	\$ 3.11	
Fixed Fee - Fire protection, Unserviced Properties only	\$ 16.81	
Fixed Fee - Life Cycle Charge	\$ 24.05	
<i>Note: as approved in 2024 Budget</i>		

Environmental Services Fees

Fee Description	2024 Fee	Other Fees/Notes
<u>Water Meter Rates</u>		
Standard Residential Meter (5/8"x5/8" or 5/8" x 3/4" & Standard Valve, Tail and ERT	\$ 728.00	
Standard Residential Meter (1") and standard valve, tail and ERT	\$ 832.00	
Standard Residential Meter (greater than 1") and standard valve, tail and ERT	Set by Director of Public Works at time of installation. Note: the installation of 1" and greater meters and DCVA are the responsibility of the builder	
<u>General</u>		
Environmental Certificate	\$ 52.00	
<u>Account Charges</u>		
Late Payment (per month)	1.25%	
Returned Cheque (plus bank charges)	\$ 35.00	
Change of Occupancy	\$ 20.00	
Delivery of Disconnection Notice	\$ 50.00	
New Water Account Administration Fee	\$ 20.00	

Environmental Services Fees

Fee Description	2024 Fee	Other Fees/Notes
<u>Tampering Charges</u>		
Water Meter Seal (per service connection)	\$ 520.00	
Unauthorized operation of a Fire Hydrant or Watermain Valve	\$ 520.00	
<u>Other Rates</u>		
Disconnection/Reconnection of Water Service during Regular Business Hours	\$ 52.00	
Disconnection/Reconnection of Water Service after Regular Business Hours	\$ 208.00	
Occupied Building Prior to Water Meter (water/sewer)	Water & Wastewater Base Charge	
Temporary hydrant & backflow connection and bulk Water Fee- does not include water rate (per day)	\$ 200.00	
Water meter replacement (Due to neglect)	Cost Recovery + 10%	
Inspection Fee (per watermain)	\$ 312.00	
Thawing water service (private side)	\$ 208.00	
Letter of confirmation of water service	\$ 75.00	
Commissioning of new watermain and testing costs	\$ 312.00	
Water/Wastewater Operator -Regular Hours (per hour)	\$ 65.00	
Water/Wastewater Operator -After Hours (per hour)	\$ 94.00	
<u>Reconnection Fees due to Non-Payment</u>		
<i>Only AFTER full Payment</i>		
Reconnection during Regular Business Hours	\$ 100.00	
Reconnection after Regular Business Hours	\$ 230.00	
<u>Meter Check Request - Found to be accurate</u>		
1" and under Water Meter	\$ 312.00	
over 1" Water Meter (plus Plumber Expense)	\$ 500.00	

Fee Description	2024 Fee	Other Fees/Notes
<u>Backflow Prevention Program</u>		
Failure to submit a test report, cross connection survey or compliance certificate within specified time period	\$ 104.00	
Every person or corporation who is guilty of an offence under the backflow prevention By-law (first offence)	up to \$10,000.00	
Every person or corporation who is guilty of an offence under the backflow prevention By-law (any subsequent offence)	Up to \$50,000.00	
<u>Wastewater Rates - Bi-Monthly</u>		
Fixed Rate - Base Rate	\$ 58.50	
Constant Rate (per m ³)	\$ 3.61	
<u>Catherine Street Local Treatment System</u>		
Fixed Rate - Base Rate	\$ 58.50	
Constant Rate (per m ³)	\$ 3.61	
<i>Note: as approved in 2024 Budget</i>		
<u>Tampering Charges</u>		
<i>Stormwater, ground water, and/or surface water to enter sanitary sewer system (fee occurs if not repaired in 24 hrs of notification)</i>		
Failure to install satisfactory connection (ie unsecure cleanout cap)	\$ 520.00	
Deliberate faulty sanitary connection (broken or cut pipe)	up to \$2,000.00 per incident	
Discharge that violates any provision of the Sanitary and Stormwater Use By-law (first offence)	up to \$10,000.00 per incident	
Discharge that violates any provision of the Sanitary and Stormwater Use By-law (any subsequent offence)	up to \$20,000.00 per incident	

Environmental Services Fees

Fee Description	2024 Fee	Other Fees/Notes
Other Rates		
Inspection Fee (per sanitary sewer connection)	\$ 312.00	
Inspection Fee (high wastewater useage reduction)	\$ 31.20	
Letter of Confirmation (wastewater service)	\$ 78.00	
Stormwater Rates- Charged Bi-Monthly		
Stormwater Charge	\$ 11.79	
<i>Note: stormwater service rates are indexed on January 1st of each year according to the Consumer Price Index (CPI) Using the September year over year rates by Statistics Canada</i>		
Tampering Charges		
Failure to install satisfactory connection	\$ 312.00	
Deliberate faulty stormwater Connections (ie. Downspouts connected into storm sewer system)	\$ 520.00	
Deliberate faulty stormwater connection (ie. discharge into storm sewer system)	up to \$1,000.00	
Discharge that violates any provision of the Sanitary and Stormwater Use By-law (first offence)	up to \$2,000.00	
Discharge that violates any provision of the Sanitary and Stormwater Use By-law (any subsequent offence)	up to \$10,000.00	
Other Rates		
Inspection fee (per connection)	\$ 312.00	
Inspection fee (high water usage reduction)	\$ 31.20	
Wastewater service -Letter of confirmation	\$ 78.00	
Waste Management Fees (Garbage/Recycling)		
Waste Management Fees (per property)	\$ 150.00	
Recycling Fees for each additional multi-unit residential unit	\$ 46.00	
Curbside Garbage Bag Tag	\$ 2.50	
Replacement Blue Box (22 gallon)	\$ 12.50	
Processing illegally dumped garbage which is recovered	\$500.00 or total cost of clean up, whichever is greater	

Environmental Services Fees

Fee Description	2024 Fee	Other Fees/Notes
Landfill Fees		
Waste meeting municipal requirement (>50kg)	\$ 20.00	
Oversized Waste meeting municipal requirement (>50kg)	\$ 130.00	per tonne /(\$20 Min fee)
Municipally controlled waste from adjacent seperated municipalities	\$ 47.00	

Transportation Fees

Fee Description	2024 Fee	Other Fees/Notes
Entrance Permit	\$ 312.00	
Work Permit (Construction within Municipal ROW)	\$ 312.00	
Road Closure	\$ 312.00	
Road Occupancy refundable deposit (minimum)	\$ 1,500.00	amount to be set by municipality
Winter Maintenance of Unassumed Roads	\$ 125.00	per km, if an agreement is in place

|

Fire Fees

Fee Description	2024 Fee	Other Fees/Notes
Fire Report	\$ 30.00	
Public Roadway call outs (non-residents)		
First Hour for each vehicle at fault	\$ 559.86	Or current MTO Published Rates
Every 1/2 hour thereafter for each vehicle at fault (plus additional cost of consumables)	\$ 271.52	
Additional Expenses		
to retain a private contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation	Actual cost of equipment and service	
Open Burn Violations		
First Occurrence		
First hour for each vehicle	\$ 200.00	
Each additional 1/2 hour (or part thereof) per piece of equipment	\$ 100.00	
Flat rate if no services are required	\$ 200.00	
Subsequent Occurrences		
First hour for each vehicle	\$ 450.00	
Each additional 1/2 hour (or part thereof) per piece of equipment	\$ 225.00	
Flat rate if no services are required	\$ 420.00	
Maximum Charge of three (3) apparatus per occurrence		