

2024 User Fee By-Law 95-2023
Schedule A



2024 User Fee By-Law 95-2023 Schedule A

(Applicable taxes will be added to all fees)

Growth and Sustainability Building Services

All applications shall be paid for within 6 months of the fee owing or the application shall be rejected and re-application shall be required at the current fees.

Construction - New

Building Permit Fees (building, plumbing & septic) will be charged at twice the applicable rate if any work requiring a permit is commenced prior to receiving a Building Permit.

New Residential (per square foot of living area)	\$1.39
Modular Homes/Relocated Dwellings – per square foot	\$0.54
New Non-Residential (including Mezzanines) per square ft	\$1.02
Finished Basement (per square foot)	\$0.31
Renovation Application after house is completed	15.00 per 1000 ft.
Greenhouses (per square foot)	\$0.05
Greenhouse related Structures – per square foot	\$0.34

Construction - Addition or Renovations

Permit fees for all other construction not shown will be calculated per thousand dollars of the construction cost. The construction cost will be reflective of labour and materials and will be as determined by the Chief Building Official where a valuation is not provided in this schedule.	\$15.00
Detached Garage/Shed (per square foot)	\$0.31
Pole Barn – per square foot (Agricultural Use)	\$0.20

Flat Fees

Inspection fee (no show/not ready for inspection / failed)	\$100.00
Minimum Building Permit fee	\$117.00
Construction Water	\$200.00
Fence Permit	\$71.00
Application for variance to Fence By-law	\$535.00
Application for variance to Sign By-law	\$535.00
Swimming Pool Permit (Above Ground)	\$100.00
Swimming Pool Permit (In-Ground)	\$250.00
Sign Permit	\$88.00
Plumbing Permit (per washroom)	\$113.00
Driveway Approach	\$201.00
Demolition Permit	\$130.00
Deck Permit	\$189.00
Solar Panel Permit - per panel rate (max. \$605; min. \$117)	\$18.00
Lawyer letters (per property inquiry)	\$80.00

Flat Fees (Continued)

Liquor Licence Permit	\$204.00
All 911 Address Signs and Posts	Actual Cost
All 911 Address Signs Only	Actual Cost
911 Sign for undeveloped properties	\$101.00
Tent Permit	\$117.00
Wind Turbines with an output over 1.5 megawatts, per turbine	\$13,590.00
Permit Cancellation Fee	\$100.00
Changes to Permits already issued	\$200.00
Fill Permit	\$250.00
Door Knocker Building Notice	\$8.00
Failure to Pick Up Permit	\$325.00

Indemnity Deposits

**All Indemnity Deposits – refundable up to 3 years from issuance of permit.
Only refunded if all accounts in the Municipality are current.**

Residential	\$3,000.00
Non- Residential (Minor)	\$2,000.00
Non- Residential (Major)	\$5,000.00
Site Plan (Minor)	\$4,000.00
Site Plan (Major)	\$25,000.00
Swimming Pool (Inground)	\$1,000.00
Detached Garage/Shed	\$1,000.00
All Other Construction not listed	\$1,000.00
Demolition Permit Indemnity Deposit	\$1,000.00
Demolition Permit Secondary Dwelling	\$20,000.00
Fill Permit Indemnity (1.5 to 2 acres)	\$2,500.00
Fill Permit Indemnity (2 to 4 acres)	\$5,500.00
Fill Permit Indemnity (4 to 5 acres)	\$7,500.00
Fill Permit Indemnity (over 5 acres)	\$7,500 plus \$2,500 per acre

Part 8 (O.B.C.) Program

Permit - Class 4 – Septic New or Replacement System	\$1,035.00
Permit – Class Tertiary System	\$1,035.00
Permit – Class 4 – Tank Replacement only	\$438.00
Permit - Class 5 – Holding Tank	\$1,035.00

Refund Policy

Percentage below is refunded to applicant	
Application filed, preliminary review of plans performed	80%
Application filed, plans reviewed and permit issued	75%
Additional deduction for each field inspection performed	5%
Permits valued at less than \$100	0%
Refund Administration Fee	\$40.00

2024 User Fee By-Law 95-2023
Schedule B



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(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Official Plan Amendments

Major (see definition below)	\$5,100.00
Minor (see definition below)	\$5,100.00

Zoning By-law Amendments

Major (see definition below)	\$7,500.00
Minor (see definition below)	\$2,500.00
Temporary Use By-law	\$1,941.00
By-law to extend the time limit for a Temporary Use	\$1,267.00
"H" Removal By-law	\$2,459.00
Deeming By-law	\$1,295.00

Site Plan Approval – Minor

Site Plan Approval - Minor	\$6,448.00
Amendment (see definition below)	\$6,133.00

Site Plan Approval – Major

Site Plan Approval - Major	\$12,837.00
Amendment (see definition below)	\$9,147.00

Telecommunications Facilities

Letter of Recommendation without Public Consultation	\$649.00
Public Consultation	\$1,944.00

Subdivision Applications

Subdivision Application	\$6,470.00
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Revisions to Draft Approved Plans

Revisions to a Draft Approved Plan of Subdivision (Red Line Revision)

Minor Revision (see definition below)	\$3,237.00
Major Revision (see definition below)	\$5,277.00
Request to Extend Draft Approval	\$3,408.00
Clearance letter from County	\$1,843.00
Condominium Application	\$6,470.00

Revisions to Draft Approved Plans (Continued)

Revisions to a Draft Approved Plan of Condominium (Red Line Revision)

Minor Revision (see definition below)	\$3,237.00
Major Revision (see definition below)	\$5,277.00
Request to Extend Draft Approval	\$3,408.00
Clearance letter to County	\$1,843.00
Condominium Conversion	\$2,151.00
Condominium Exemption Application	\$2,151.00
Lift Part Lot Control	\$3,406.00
Extend Part Lot Control	\$649.00

Minor Variance, Consent, and Rezoning Applications

Minor Variance Application	\$1,155.00
Amendment when Recirculation Required	\$262.00
Special Hearing	\$649.00
Consent	\$1,470.00

Stamping Fee (Certificate):

For consent, new lot & lot additions	\$132.00
For lease and easement	\$86.00

Other Fees

Compliance Letters	\$132.00
Heritage Permit Application	\$7,239.00
Peer Review of all Specialized Reports/Studies	Actual Costs
OLT Costs	Actual Costs
Photocopies – per page	\$0.32
Information search (per hour)	\$40.00
More than one Open House or Public Meeting Required	\$391.00
Notice to Cancel Public Meeting or Open House	\$262.00
Recirculation of Public Notices	\$262.00
Engineering Review Fee	Actual Costs
Legal Review Fee	Actual Costs
Request for Security Release	\$262.00
Preconsultation Meeting (Stage 1)	\$250.00
Preconsultation Meeting (Stage 2)	\$3,974.00
Temporary Patio Application	\$250.00
New or Amendment to Development or Subdivision Agreement	\$3,607.00

Refund Policy

Refunds for site plan and zoning amendments applications to be refunded as per the Planning Act. Refunds on balance after fee deducted. Where the application is not complete and the deposit has been totally offset by costs, an additional deposit shall be required until the application is complete.

All Deposits – refundable up to 3 years from date of application. Only refunded if all accounts in the Municipality are current.

Refund Administration Fee	\$40.00
After file opened but before circulated	90%
After file circulated but before considered at a public meeting	50%
After file considered at a public meeting	0%

Planning Definitions for Major and Minor

Official Plan Amendments

Major

- Proposes a re-designation or change in land use for a property or properties;
- Requires many changes to the policies and schedules of the Official Plan;
- New golf courses or expansion to existing golf courses;
- New waste management facility or expansion to existing waste management facility (including agriculture waste facilities);
- Expansion to urban boundary or re-designation of Urban Reserve Area;
- Commercial Development over 3,000 square metres;
- Deletion or addition of arterial or collector road, and;
- Any application that due to the broader policy implications of the Municipality would require the need to review or manage studies or any application deemed to be major by the Manager of Development Services.

Minor

- Proposes a small-scale exception to a specific Official Plan standard (e.g. minor change to the number of permitted units, building height, gross floor area; or to add a site specific use limited in scale);
- Proposes a minor change to a specific policy that is limited in scope and typically to one property;
- Maintains the intent and purpose of the Official Plan;
- Shall have limited impact or policy implications beyond the subject lands, and;
- Any application deemed to be minor by the Manager of Development Services.

Zoning By-law Amendments

Major

- Zone Category Change;
- Associated with an Official Plan Amendment;
- Associated with a Plan of Subdivision or Condominium;
- Application involving multiple properties, and;
- Any Application that requires the review of technical support documents or studies (e.g. environmental analysis, transportation studies, retail market studies etc.).

Minor

- Changes within current zone category;
- Re-zoning related to a “surplus lot consent” whereby the remnant parcel of farmland must be re-zoned to ensure that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance.

Planning Definitions for Major and Minor (Continued)

Site Plan Approval

Major

New buildings of any size or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height or;

Comprehensive changes to on-site grading/servicing/drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area.

Minor

Existing buildings or new additions not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height or;

Changes to landscaping, parking, grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto.

Site Plan Amendment

“Major” and “Minor” categories, as listed above, apply where a previous Site Plan has been approved and/or a Site Plan Agreement has been entered into with the Town.

Revisions to a Draft Approved Plan of Subdivision or Condominium (Red-Line Revision)

Major

Major changes to the layout or conditions of draft approval of a draft approved plan.

Minor

Minor changes to the layout or conditions of draft approval of a draft approved plan.

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Schedule C



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Community Services

Fees – Rooms and Pavilions

Cancellation fee - all rentals - minimum 72 hrs notice for refunds	\$40.00
Set up and Take Down (Libro / Comber)	\$60.00
Set up and Take Down (ATRC)	\$30.00
Key Deposit - for non-app access using a key (per key required)	\$200.00
Security Deposit (no alcohol function)	\$250.00
Security Deposit (alcohol function)	\$500.00

Rentals - Park Pavilions

Park Rental: Major Event (Entire Park, Alcohol) (per day)	\$700.00
Park Rental: Major Event (Entire Park, No Alcohol) (per day)	\$350.00
Park Rental: Minor Event (Area of the park, no alcohol) (per day)	\$110.00
Electrical Access (per day)	\$103.00
Community Permit (per hour of staff time)	\$63.00

Sports Facilities and Fields

Soccer or Baseball – Registered league fees, per user per season	\$16.00
Diamond and Field (per day) (non-league)	\$63.00
Additional dragging (first daily groom, no charge) per diamond	\$30.00
Unauthorized use of recreation facilities - infraction per field/diamond	\$250.00
Tennis and Pickleball Court Key (per season)	\$35.00

Special Events

Temporary Road Closure (Special Events) (Minor)	\$100.00
Temporary Road Closure (Special Events) (Major)	\$160.00

Rentals – Community and Recreation Centres

Temporary Road Closure (Special Events) (Minor)	\$100.00
Temporary Road Closure (Special Events) (Major)	\$160.00

Fees

Memorial Tree/ Bench / Plaque	Per Policy
Active Net Payment Processing Fee - Credit Card	2.5 % of transaction
Administration / Refund Fee	\$40.00

Rentals – Community and Recreation Centres

Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day	\$327.00
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$63.00
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$89.00
Large Room & Kitchen - Alcohol Event - Commercial - per day	\$721.00
Large Room & Kitchen - Alcohol Event - Non-Profit - per day	\$702.00
Small Room - ATRC Program Room, Libro CC - Commercial - per hour	\$63.00
Small Room - ATRC Program Room, Libro CC - Non-Profit - per hour	\$40.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day	\$197.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$63.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$40.00
Small Room - Alcohol Event - per day	\$375.00
Small Room + hall and servery (Libro Centre) no alcohol - per day	\$251.00
Small Room - Non-Profit Community group (ATRC, Comber, Libro) -regular business hours, non-fee usage, Mgr Rec approval	Free
Lobby and Common Area - Non-Profit Community group (ATRC, Comber, Libro) -regular business hours, non-fee usage, Mgr Rec approval	Free
Muzzatti Gymnasium - Prime Time - half - non-profit (per hour)	\$30.00
Muzzatti Gymnasium - Prime Time - full - non-profit (per hour)	\$50.00
Muzzatti Gymnasium - Prime Time - full only - commercial (per hour)	\$60.00
Muzzatti Gymnasium - Prime Time - full day rental is charged for 10 hours	max 10
Muzzatti Gymnasium - Non-Prime Time - half - non-profit (September-May 6:00am - 4:00pm)	\$18.00
Muzzatti Gymnasium - Non-Prime Time - full - non-profit (September-May 6:00am - 4:00pm)	\$30.00
Muzzatti Gymnasium - Non-Prime Time - full - commercial (September-May 6:00am - 4:00pm)	\$58.00
Muzzatti Gymnasium - Non-Prime Time - full day rental is charged for 10 hours	max 10
Atlas Tube Recreation Centre Lobby or Common Area(s) - Commercial (per hour)	\$78.00
Altas Tube Recreation Centre Grass Areas -(per day)	\$78.00
TV, Screen, or Sound System (per rental date)	\$29.00
Alcohol Event - per Staff Charge - per rental hour - minimum 2 employees	\$31.00
Tables and Chairs (per rental date) (Libro / Comber)	\$10.00

Recreation Fees (Non Aquatic)

Drop-in Fees (Non Aquatic):

Gymnasium, Program Rooms - per visit:

Pre-School & Senior program (>4 & 55+) no instructor - up to 2 hours	\$5.00
Pre-School & Senior program (>4 & 55+) no instructor - up to 2 hours - 10 visit punch pass	\$45.00
Youth & Adult program (5 to 54) no instructor - up to 2 hours	\$6.00
Youth & Adult program (5 to 54) no instructor - up to 2 hours - 10 visit punch pass	\$54.00

Program Registration (Non- Aquatic):

Recreation Programs: (per session) - Non Aquatic

Pre-school and Senior - (>4 & 55+) instructor led	\$5.50
Youth and Adult (5 to 54) instructor led	\$6.50

Recreation Program Discounts (Discounts are not stackable)

Family Program Registration – 3 or more immediate family members register for programs at full rates	10% discount
ODSP Recipient Program Registration – eligible persons	10% discount
Seniors Program Registration (55 yrs and up)	10% discount
Individual – Multi-Program – 3 or more programs/session	10% discount

Recreation - Camps and Birthday Parties

Camps: (fees include activity fees and supplies)

P.A. Day Camps	\$43.00
Summer Camp - Little Lakeshore 4 yoa (per week)	\$171.00
Summer Camp - Little Lakeshore 4 yoa (Short Week - Canada and Civic Holiday)	\$136.00
Summer Camp - Junior and Senior (per week)	\$161.00
Summer Camp - Junior and Senior (Short Week - Canada and Civic Holiday)	\$128.00
March Break Camp - all ages (per week)	\$161.00

Birthday parties (up to 20 participants)

Ice Birthday Party (Ice 50 mins + program room 2 hours) instructor led	\$381.00
Gym Birthday Party (Gym 50 mins + program room 2 hours) instructor led	\$229.00
Pool Birthday Party (1 hour + program room 2 hours) instructor led	\$317.00

Aquatics

Drop-in Swimming

Pool Lengths and Leisure swim (no instructor)	\$5.59
Pool – Aquatic Exercise (instructor led)	\$6.42

Recreation Swim (no instructor)

Child under 24 months (with paid adult)	Free
Pre-School and Senior (2-4 and 55+)	\$4.00
Youth and Adult (5 -54)	\$4.00

Swim Passes:

Summer Family Swim Pass (Valid from June 26-Labour Day for recreation swims only. Up to 6 immediate family members living in the same household)	\$194.00
Summer Adult Swim Pass (Valid from June 26-Labour Day for recreation swims only)	\$66.00
Summer Youth (up to age 14) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$60.00
Summer Youth (ages 15-17) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$53.00
Summer Organization Swim Pass (Valid for a recognized organization up to 6 people)	\$94.00

Memberships and Pass Cards

Pool Membership (Monthly)	\$46.00
Pool Membership (3 Month)	\$124.00
Pool Membership (6 Month)	\$220.00
Pool Membership (Annual)	\$397.00
Enhanced Pool Membership (Monthly)	\$55.00
Enhanced Pool Membership (3 Month)	\$152.00
Enhanced Pool Membership (6 Month)	\$268.00
Enhanced Pool Membership (Annual)	\$483.00
Swim Pass (10 Sessions)	\$50.00
Enhanced Swim Pass (10 Sessions)	\$58.00

Swimming Lessons – rates per person, per ½ hour:

Child/Youth (regular ratios)	\$9.00
Adult (regular ratios)	\$8.00
Child/Youth (up to age 14) (1:4 ratios)	\$12.00
Youth (age 15-17) (1:4 ratios)	\$11.00
Private Lessons - individual	\$31.00
Private Lessons – 2 participants (per person)	\$20.00
Private Lessons – 3 or more participants (per person)	\$16.00

Pool Rental:

1 hour rental -1 pool, 2 lifeguards max. 24 people (base fee)	\$139.00
Extra Lifeguard for Hourly Pool Rental – per additional lifeguard per hour (added to base fee)	\$32.00

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Schedule D



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(Applicable taxes will be added to all fees)

Community and Protective Services Fire Services

Letters of Compliance

Fire Prevention Related Letters	\$80.00
Fire Reports for property owners	\$80.00

Fire Inspections

Inspection and certification of premises for liquor license approval	\$148.00
Inspection by request (day care facility, retirement homes, group homes etc) - excluding residential homes	\$83.00
Inspection resulting in Ontario Fire Code Contraventions	\$94.00
Each additional follow-up to close the inspection (phone call, email, site-re-inspection)	\$52.00

Industrial/Commercial Inspections (includes inspection, file review, letter/report development)

Premises smaller than 2,500 m ²	\$175.00
Premises greater than 2,500 m ²	\$222.00

Residential Inspections (includes inspection, file review, letter/report development)

One to Five Storey	\$99.00
Six or More Storey	\$146.00
Special Occasion Permit Inspection	\$43.00
All retrofits	\$439.00
Fire Scene Photographs (each)	\$5.41
Assistance for private standby - Comm'l/Ind'l beyond normal fire protection	Current MTO rates/hour per manned apparatus
Call for Service – Failure to Locate Utilities – per manned fire apparatus	Current MTO rates/hour per manned apparatus
Fire Investigation Reports	\$293.00
Smoke/CO Alarm Inspection- Non Compliance Re Inspection	\$99.00

Fire Safety Plan Review:

Vulnerable Occupancies Small Facilities (up to 5 residents)	\$332.00
Vulnerable Occupancies Large Facilities (over 5 residents)	\$662.00
General – First Plan Initial Review	\$59.00
General – Plan review per review	\$43.00

Fire Inspections (Continued)

Inspections for Propane Dispensing Sites:

Existing 5,000 USWG or less	\$207.00
New/modified 5,000 USWG or less	\$413.00
Existing greater than 5,000 USWG	\$2,059.00
New/modified greater than 5,000 USWG	\$2,059.00
If necessary to retain 3rd party engineer/other firm	Actual Cost

False Alarms

After second false alarm:

First Hour – per manned apparatus	Current MTO rates/hour per manned apparatus
Each additional half hour – per manned apparatus	Current MTO rates/hour per manned apparatus

Open Burn By-law Cost Recovery Formula

After second false alarm:

Fire Administration only attends location	Current MTO rates/hour per manned apparatus
Fire extinguishment – 2nd or more offence	Current MTO rates/hour per manned apparatus and current hourly rate per fire fighter
Fire extinguishment using less than 6 firefighters	Current MTO rate/hour per single manned fire apparatus
Fire extinguishment using greater than 6 firefighters and less than 12 firefighters	Current MTO rates/hour for 2 manned fire apparatus
Fire extinguishment requiring a 2 station response	Current MTO rate/hour for 4 manned fire apparatus

External Services

Recovery – external services cost	Actual Costs
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Schedule E

Legislative and Legal Services Legislative Services

Appeals

Appeal to a Hearing Committee (hearings of all by-laws and statutory hearings but for Committee of Adjustment)	\$104.00
Costs and Disbursements to attend third party appeals	Actual Costs

Permits

Burial Permits	\$16.00
Noise By-Law Exemption Permit	\$200.00

Commissioning Oaths

Commissioning of Oaths - per document	\$10.00
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Election

Copy of previous election results	\$5.00
Copy of Voters List	\$25.00
Copy of Ward map	\$5.00

Hunting Licences

Resident Small Game (subject to Ministry approval)	\$16.00
Non-Resident Small Game (subject to Ministry approval)	\$22.00

Integrity Commissioner

Formal Complaint to Integrity Commissioner	\$10.00
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Liquor Licences

LLBO Acknowledgment Letter	\$26.00
Liquor Licence Permit as per Schedule A - Building Services	\$204.00
Liquor Licence Permit as per Schedule X - Fire Services	\$204.00
Municipal Significance Designation	\$52.00

Lottery Licences

Break open lottery tickets (per box)	\$16.00
Bingo/Raffle Licences	3% of Proposed Prize

Marriage Licences and Fees

Marriage Licence	\$163.00
Marriage Solemnization - Ceremony fee (basic)	\$332.00
Witness Fee	\$26.00

Photocopy Fees

Photocopying (Per Standard Page)	\$0.32
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Property Fees

Damage to Municipal Property	Cost Recovery (reasonable cost recovery efforts made)
Damage to Municipal Property Administration Fee	Minimum \$50.00 or 2% of Property Damage Cost
Land Transfer Inquiries (lands not yet declared surplus)/ Street Closing	\$26.00
Street/Alley Closing Application Fee (less inquiry fee if paid)	\$122.00
Street/Alley Closing Appraisal	Actual Cost
Street/Alley Closing Advertising	Actual Cost

Requests under the Municipal Freedom of Information and Protection of Privacy Act

Miscellaneous Charges per Ontario Regulation 823	Per O. Reg 823
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Vehicle for Hire Licences and Fees

Vehicle for Hire Driver	\$61.00
Vehicle for Hire Driver Renewal	\$49.00
Vehicle for Hire Owner (per vehicle)	\$122.00
Private Vehicles for Hire Driver	\$61.00
Private Vehicles for Hire Driver Renewal	\$49.00
Private Vehicles for Hire Owner (per vehicle)	\$122.00
Private Transportation Company	\$365.00
Limousine Driver	\$61.00
Limousine Drive Renewal	\$49.00
Limousine Driver (per vehicle)	\$122.00
Broker	\$61.00
Replacement of Owner Plate	\$31.00
Replacement of Driver Plate	\$14.00
Transfer	\$44.00

Recovery of Legal Costs

Recovery of legal fees for lawyer associated with tax sales, property disposition (per hour)	\$245.00
Recovery of legal fees for legal assistant (per hour)	\$153.00
Recovery of disbursements	Actual Costs

Police Services

Alarm Registration – Annual	\$24.00
False Alarm Fees:	
Unregistered Premises - Any at fault false alarm call	\$148.00
Registered Premises -Third at fault false alarm and each subsequent call thereafter	\$148.00

Property Standards

Property Standards Remedial Work	Actual cost plus up to 20% admin fee
Yard Maintenance Remedial Work	actual cost plus 20% admin fee, minimum \$200.00

Animal Control and Dog Pound Fees

Dog Pound Accommodation Fee Per Day	\$25.00
Dog Pound Impound Fee - First Visit	\$40.00
Dog Pound Impound Fee - Second Visit	\$71.00
Dog Pound Impound Fee - Third and Subsequent Visit	\$138.00
Dog Tags (Licence)	\$23.00
Dog Tag Late Fee if Purchased after March 31	\$10.00
Replacement of lost dog tag	\$7.00
Kennel Licence - In designated zoning areas only	\$73.00
Dangerous Dog Sign	\$31.00
Trap rental – per day, up to 7 continuous days, plus \$50 refundable deposit	\$10.00
Trap rental – per day beyond 7 continuous days	\$5.00
Owner Requested Euthanasia	\$500.00

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(Applicable taxes will be added to all fees)

Operations

Public Works Services

Ditching Policy EN120 - Administrative Fee	\$293.00
Encroachment/entrance permit and other miscellaneous works	\$293.00
Indemnity deposit – refundable up to 3 years from issuance of permit	\$1,300.00

Drainage Services

Tile Loans – Inspection Fee	\$184.00
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Engineering Services

Municipal Consent Permit	\$305.00
Lawyer Letters - per property inquiry	\$80.00

Engineering Review Fees

Sanitary Capacity and Allocation Assessment (per submission)	\$2,000.00
Clearance Letter from Operations Division - per development application	\$80.00
Site Plan Engineering Review Fee (per submission)	\$1,500.00
Subdivision Engineering Review Fee (per submission)	\$3,000.00
General Engineering Review Fee (per submission)	\$1,500.00
Minimum Engineering Review Fee (per submission)	\$500.00
Additional Review Fee (in exceedance of 5 submissions) per submission	\$250.00

CLI Application Fees

CLI - Pre-Screening Application (per development application)	\$1,000.00
Sanitary Sewers (per submission)	\$1,500.00
Sanitary Appurtenance (ie. Odour or corrosion control) per item	\$1,500.00
Sanitary Pump Station or Forcemain (per station)	\$3,000.00
Storm Sewers (per submission)	\$1,500.00
Storm Sewers Appurtenance (LID, oil grit separator) per item	\$1,500.00
Storm Pump Station (per station)	\$3,000.00
Stormwater Management Facility (ie. Dry/wet ponds) per facility	\$5,000.00
Water Form 1 (per submission)	\$1,000.00

Construction and Inspection Fees

Mandatory Pre-Construction and Inspection Meetings (per walkthrough)	\$150.00
Additional Walkthroughs (due to deficiencies) per walkthrough	\$100.00
Sign Purchase and Installation (each sign)	\$120.00

Water Services

Water Shut Off	\$36.00
Water Turn On	\$36.00
Water Shut off - After Hours	\$174.00
Water Turn On - After Hours	\$174.00
Water Shut Off/Turn On - for non payment/compliance	\$58.00
Water Disconnect - complete removal of the water service to the curb box	Actual Cost
Water Reconnect - Installation of the water service to curb box. (Buy-in fee under Tariff of Fees By-law is not applicable if done within 5 years of disconnect)	Actual Cost
Water Account Set up Fee	\$40.00
Water Account Late Payment Fee	3% per month
Water Notice (Shut off/turn on - left at residence)	\$8.00

Relocation of Water Service:

Short Service (same side of the road)	\$3,399.00
Long Service (across the road)	\$4,215.00
Inspection Fee - inspect water service when building is demolished	\$100.00
Missed appointment / service refusal	\$58.00
Water Meter 5/8"	Actual Cost plus admin fee
Water Meter 1"	Actual Cost plus admin fee
Water Meter Other	Actual Cost plus admin fee
No access to Meter / Estimating Fee	\$40.00
Water Meter Administration Fee	\$40.00
Manual Water Meter Read (monthly - per property)	\$200.00
Frozen Meter	\$124.00
Meter Testing - where the meter is found to be in proper working order	\$186.00

Water Service Abandonment:

Where all buildings have been removed from a building lot and a water service is requested to be abandoned by the property owner, the water service pipe shall be disconnected at the property line. The service box and rod shall be removed by the owner's contractor or by Municipality forces, at the owner's expense, and inspected by the Municipality; after which the basic charge will no longer be applicable	
Municipality performs the work	\$361.00
Inspection Fee when property owner performs the work	\$72.00

Water Services (Continued)

Water Service Abandonment Reconnection Fee (at property line):

Municipality performs the work	\$361.00
Inspection Fee when property owner performs the work	\$72.00
In the event that the reconnection is done within 5 years of Water Buy-in, reconnection fee shall not be applicable.	
Water Permit - Includes Supplying Water Meter (Actual cost plus administration fee)	Actual Plus Administration

Water and Sanitary Buy-In Fees

Property Located in Water/Sanitary Sewer DC Service Area

No Service Connection Exists - Water (Plus DC Costs)	\$5,892.00
No Service Connection Exists - Sanitary (Plus DC Costs)	\$7,297.00
Service Connection Exists - Pay Only DC Costs	See DC costs

Property Not Located in Water/Sanitary Sewer DC Service Area

Service Connection Exists - Buy-in Water	\$4,781.00
Service Connection Exists - Buy-in Sanitary	\$11,767.00
No Service Connection (Buy- in Fee and costs to physically connect) -water	\$10,672.00
No Service Connection (Buy- in Fee and costs to physically connect) -water Greater than 1"	\$12,078.00
No Service Connection (Buy-in Fee and costs to physically connect) -sanitary	\$19,063.00

Wastewater in South Woodslee

Service Connection Exists - (already paid buy-in)	Actual Cost
No Service Connection Exists (Buy-in Fee and Costs to physically connect	\$12,106, plus actual costs

2024 User Fee By-Law 95-2023
Schedule G



2024 User Fee By-Law 95-2023 Schedule G

(Applicable taxes will be added to all fees)

Corporate Services

Administration Fees and Service Charges

Convenience Fee US currency transactions (per item)	\$5.00
Returned Bank Item Charge	\$40.00
Financing Administration Fee (per property)	\$129.00
Interest on trade receivables over 30 days past due per month	1.25%
Penalty and Interest on tax account arrears per month	1.25%
Tax and Water Certificate (each per property inquiry)	\$83.00
Tax and Water Certificate (each per property inquiry within 2 business days)	FALSE
Property Tax/ Water Bill / Invoice Reprint (Duplicate Service)	\$15.00
Additions to the Property Tax Roll	\$40.00
Refund or Misdirected Payment Fee	\$40.00
Debenture Fee (per property)	\$137.00
Ownership Changes	\$40.00
Property Tax Listing for Mortgage Companies	\$14.00

Tax Sale Fees

Final Notice Letter (per property)	\$60.00
Farm Debt Mediation Letter (per property)	\$60.00
Preliminary Work:	
Prepare searches to determine owners, Roll, Legal Descriptions, Prepare and Register Tax Arrears Certificate, Title Search, Mailing First Notices, Statutory Declarations, Prepare and Register Tax Arrears Cancellation Certificate ; Prepare Final Notice Letters, Statutory Declarations for final notice letters	\$1,750.00
Extension Agreement	\$500.00
Tender Process:	
Advertising	Actual Cost
Tender Opening and examination	\$500.00
Prepare and Register Tax Deed	\$1,000.00
Pay Proceeds in Court, Closing File	\$650.00

G.I.S. Mapping

Standard Map Products

Municipal Wide Street Map - (Double Sided – Colour) 11"x17"	Free
Municipal Wide Street Map - (Double Sided – Colour) 18"x34"	\$8.00
Municipal Wide Street Map - (Double Sided – Colour) 24"x50"	\$15.00

Custom Map Products:

Custom Mapping - include any plots larger than 11" x 17" up to maximum size 24" x 50" (per hour)	\$58.00
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Schedule H



2024 User Fee By-Law 95-2023 Schedule H

(Applicable taxes will be added to all fees)

Community Services

Arena – Ice Rates

Ice Rentals – hourly rates:

Non-Prime Time: Monday-Friday 6:00am-4:00pm (September-May)	\$122.50
Summer Prime Time: Monday-Friday 6:00am-4:00pm (June-August)	\$183.50
Prime Time: Monday-Friday 4:00pm - 11:00pm (All Weekend)	\$204.00
Same Day Rental	\$148.00
Ice Rental Cancellation Fee – minimum 48 hours notice	\$40.00
Arena Storage Room – registered leagues	Free
Nets (up to 4 included in rental, no more than 6 nets allowed) each	\$6.00
Staff Overtime (remaining in dressing room beyond 30 mins.)	\$50.00
Arena floor (non-ice) (no air conditioning) - non-profit (per hour)	\$62.50
Arena floor (non-ice) (no air conditioning) - Commercial (per hour)	\$82.50
Arena floor - full day rental is charged for 10 hours	max 10
Hydro fee to add temporary A/C (per day/per unit)	\$50.00

Public Skating:

Public Skate session (up to age 14)	\$3.00
Public Skate session (over age 14)	\$3.00
Figure Skating practice (Child/Youth to age 14)	\$12.00
Figure Skating practice (Youth ages 15-17)	\$11.00
Free Weekday Ice Programs	Free
Public Skating sponsorship fee - includes ice & 3 staff	\$275.00

Drop-in Hockey: (full equipment is required)

Child/Youth to age 14	\$5.00
Youth (ages 15-17)	\$5.00
Adult	\$7.00

2024 User Fee By-Law 95-2023
Schedule I



2024 User Fee By-Law 95-2023 Schedule I

(Applicable taxes will be added to all fees)

Community Services

Belle River Marina Rates

Slip Rental –Seasonal:

Fully Serviced - boat or dock whichever is bigger (per foot) plus electrical fee	\$58.00
Un-Serviced - boat or dock whichever is bigger (per foot)	\$46.00
Jet Ski Slip Access - must supply approved floating dock	\$265.00
Jet Ski / Dingy Fee - added to slip	\$230.00

Slip Rental – Monthly:

Docks A and B (Serviced)	\$543.00
Docks C, D, G and F (Serviced)	\$464.00
Docks E (Un-serviced)	\$426.00

Slip Rental - Transient

Slip Rental (per foot)	\$2.00
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Other Fees:

Fully Serviced Dock Electrical Fee (per foot)	\$8.00
Pump Out	\$15.00
Pump Out with \$200 or more in gas, within one transaction	Free
Boat Launch Ramp (Day Pass) tax included	\$15.00
Boat Launch Ramp (Season Pass)	\$190.00
Boat Launch Ramp (Season Pass) - Senior Rate	\$130.00
Chartering Access – Season Pass	\$586.00

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Schedule J



2024 User Fee By-Law 95-2023 Schedule J

(Applicable taxes will be added to all fees)

Operations

Water Rates

Consumption - per cubic meter	\$1.68
Basic - per month	\$22.55

Wastewater Rates

Consumption - per cubic meter	\$1.99
Basic - per month	\$25.33

Bulk Water Rates

Bulk Water Fill Station Rate - per 1,000 gallons (0.4546 m ³)	\$6.00
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