

**2023 User Fees - By-law Number 11-2023
Schedule A**

(Applicable taxes will be added to all fees)

Growth and Sustainability Building Services	
Construction - New	
New Residential – per square foot of living area	\$1.17
Modular Homes/Relocated Dwellings – per square foot	\$0.45
New Non-Residential (including Mezzanines) – per square ft	\$0.86
Finished Basement-per square foot	\$0.30
Greenhouses– per square foot	\$0.04
Greenhouse related Structures – per square foot	\$0.33
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.	\$13.33
Detached Garage/Shed – per square foot	\$0.26
Pole Barn – per square foot (Agricultural Use)	\$0.17
Construction– Residential Application Fee Deposit (minimum)	\$1,000.00
Flat Fees	
Inspection fee – no show and/or not ready for inspection	\$61.00
Minimum Building Permit fee	\$109.00
Construction Water	\$150.00
Fence Permit	\$65.00
Application for variance to Fence By-law	\$514.00
Application for variance to Noise By-law	\$514.00
Application for variance to Sign By-law	\$514.00
Swimming Pool Permit – Above Ground	\$65.00
Swimming Pool Permit – In-Ground	\$131.00
Sign Permit	\$85.00
Plumbing Permit – per washroom	\$109.00
Driveway Approach	\$193.00
Demolition Permit	\$109.00
Deck Permit (Minimum)	\$159.00
Solar Panel Permit - per panel rate (max. \$605; min. \$90)	\$15.00
Lawyer letters – per property inquiry	\$80.00
Review for purposes of liquor licence	\$100.00
All 911 Address Signs and Posts	Actual cost
All 911 Address Signs Only	Actual cost
911 Sign for undeveloped properties	\$97.00
Wind Turbines with an output over 1.5 megawatts, per turbine	\$13,067.00
Indemnity Deposits	
New Construction Indemnity Deposit – refundable up to 3 years from issuance of permit.	
Residential - Within a Plan of Subdivision	\$3,000.00
Residential - Outside a Plan of Subdivision	\$1,000.00
Non Residential	\$2,000.00
Site Plan Control Agreement Required	\$5,000.00
Swimming Pool - NEW	\$250.00
Detached garage/Shed - NEW	\$250.00
All Other Construction not listed - NEW	\$500.00
Demolition Permit Indemnity Deposit – refundable up to 3 years from issuance of permit.	\$750.00
Demolition Permit for Second Dwelling	\$20,000.00
Part 8 (O.B.C.) Program	
Permit - Class 4 – Septic New or Replacement System	\$922.00
Permit – Class Tertiary System	\$1,061.00
Permit – Class 4 – Tank Replacement only	\$368.00
Class 5 – Holding Tank	\$922.00
Fill Permit	
1.5 to 2 acres (fee plus \$2,500 deposit)	\$134.00
2 to 4 acres (fee plus \$5,500 deposit)	\$134.00
4 to 5 acres (fee plus \$7,500 deposit)	\$134.00

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Growth and Sustainability Building Services	
Over 5 acres (fee plus deposit of \$7,500 plus \$2,500 per acre over 5)	\$134.00
Refund Policy*	
Application filed, no work done (Minimum Administrative Fee*)	\$33.00
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 applied to balance after minimum fee deducted	
Property Standards	
Property Standards Order	actual cost plus 20% admin fee
Yard Maintenance Order	actual cost plus 20% admin fee
Changes to Permits Already Issued	\$150.00
<p>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.</p>	

**2023 User Fees - By-law Number
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning			
Description	Minimum Deposit to Accompany Application	Fee (Non Refundable) plus actual costs	Flat Fee
Official Plan amendments			
Major (see below)	\$5,000.00	\$2,589.00	
Minor (see below)	\$3,500.00	\$1,941.00	
Zoning By-law amendments			
Major (see below)	\$4,500.00	\$2,589.00	
Minor (see below)	\$3,500.00	\$1,941.00	
Temporary Use By-law	\$3,500.00	\$1,941.00	
By-law to extend the time limit for a Temporary Use			\$649.00
Combined Official Plan Amendment and Zoning By-law Amendment	\$6,000.00	\$3,495.00	
"H" Removal By-law			\$1,553.00
Deeming By-law			\$1,295.00
Site Plan Approval – Minor			
Site Plan Approval - Minor	\$3,000.00	\$1,941.00	
Amendment (see below)	\$2,500.00	\$1,295.00	
Amendment (No Report to Council)			\$649.00
Request for Security Release			\$262.00
Release of Agreement			\$194.00
Site Plan Approval – Major			
Site Plan Approval - Major	\$5,500.00	\$3,236.00	
Amendment (see below)	\$4,000.00	\$2,589.00	
Request for Security Release			\$262.00
Release of Agreement			\$194.00
Telecommunications Facilities			
Exempt from Public Consultation			\$649.00
Not Exempt from Public Consultation			\$1,037.00
Subdivision Applications			
Subdivision Application	\$10,000.00	\$5,823.00	
Subsequent Phases of Existing Plans of Subdivision	\$6,000.00	\$2,539.00	
Revisions to Draft Approved Plans			
Revisions to a Draft Approved Plan of Subdivision (Red Line Revision)			
Minor Revision (see below)	\$6,000.00	\$3,236.00	
Major Revision (see below)	\$8,000.00	\$5,176.00	
Request to Amend Conditions of Draft Approval	\$3,000.00	\$1,295.00	
Request to Extend Draft Approval			\$649.00
Clearance letter from County			\$391.00
Condominium Application	\$10,000.00	\$5,823.00	

**2023 User Fees - By-law Number
Schedule B**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Planning

Description	Minimum Deposit to Accompany Application	Fee (Non Refundable) plus actual costs	Flat Fee
Revisions to a Draft Approved Plan of Condominium (Red Line Revision)			
Minor Revision (see below)	\$6,000.00	\$3,236.00	
Major Revision (see below)	\$8,000.00	\$5,176.00	
Request to Amend Conditions of Draft Approval (no change to layout)	\$3,000.00	\$1,295.00	
Request to Extend Draft Approval			\$649.00
Clearance letter to County			\$391.00
Condominium Conversion	\$3,000.00	\$1,295.00	
Preparation of a subdivision, condominium, site plan or development agreement		Actual Costs	
Lift Part Lot Control			\$1,295.00
Extend Part Lot Control			\$649.00
Minor Variance, Consent and Rezoning Applications			
Minor Variance – Residential		\$778.00	
Minor Variance – All others		\$1,037.00	
Amendment when Recirculation Required			\$262.00
Tabling Fee			\$132.00
Special Hearing			\$649.00
Consent	\$1,500.00	\$1,295.00	
Amendment - Recirculation Required			\$262.00
Tabling Fee			\$132.00
Special Hearing			\$649.00
Stamping Fee (Certificate):			
For consent, new lot & lot additions			\$132.00
For lease and easement			\$86.00
Combined Minor Variance & Consent	\$1,700.00	\$1,553.00	
Combined Consent & Rezoning	\$2,900.00	\$2,459.00	

**2023 User Fees - By-law Number
Schedule B**

(Applicable taxes will be added to all fees)

**Growth and Sustainability
Community Planning**

Description	Minimum Deposit to Accompany Application	Fee (Non Refundable) plus actual costs	Flat Fee
Other Fees			
Compliance Letters			\$132.00
Heritage Permit Application			Actual cost
Peer Review of all Specialized Reports/Studies	\$3,000.00	Actual Costs	
OLT Costs	\$2,500.00	Actual Costs	
Photocopies – per page			\$0.35
Information search (per hour, first hour free)			\$40.00
Advertising fee		Actual Costs	
More than one Open House or Public Meeting Required			\$391.00
Notice to Cancel Public Meeting or Open House			\$262.00
Re-circulation of Public Notices			\$262.00
Engineering Review Fee			\$194.00
Legal Review Fee		Actual Costs	
Septic Review Fee			\$194.00
Preconsultation Meeting			\$ 50.00
Amendment to Development or Subdivision Agreement			\$746.00
Refund Policy*			
Minimum fee*		\$33.00	
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%
*Refunds on balance after minimum fee deducted			

Where the application is not complete and the deposit has been totally offset by costs, an

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
- 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.

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Growth and Sustainability Community Planning

Description	Minimum Deposit to Accompany Application	Fee (Non Refundable) plus actual costs	Flat Fee
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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.

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.

**2023 User Fees - By-law Number
Schedule C**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Services	
	Effective 1-Apr-23
Fees – Rooms and Pavilions	
Cancellation fee - all rentals - minimum 72 hrs notice for refunds	\$38.00
Set up and Take Down (Libro / Comber)	\$121.00
Security Deposit (no alcohol function)	\$250.00
Security Deposit (alcohol function)	\$500.00
Rentals - Park Pavilions	
Large Pavillion rental - per day	\$190.00
Small pavillion rental - per day	\$97.00
Centennial and Pleasant Parks Pavillions - per day	\$47.00
All Pavillion rentals where alcohol permitted - per day	\$690.00
Lakeview Park Ampitheatre - electrical access	\$99.00
Park Permit (per event) -covers 2 hours of staff time prior to and after event	\$61.00
Rentals – Community and Recreation Centres	
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day	\$314.00
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$61.00
Large Room - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$86.00
Large Room & Kitchen - Alcohol Event - Commercial - per day	\$693.00
Large Room & Kitchen - Alcohol Event - Non-Profit - per day	\$675.00
Small Room - ATRC Program Room, Libro CC - Commercial - per hour	\$61.00
Small Room - ATRC Program Room, Libro CC - Non-Profit - per hour	\$38.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit or Commercial - per day	\$189.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Commercial - per hour	\$61.00
Kitchen - ATRC Renaud Room, Libro CC, Comber CC - Non-Profit - per hour	\$38.00
Small room - Alcohol Event - per day	\$361.00
Small Room + hall and servery (Libro Centre) no alcohol - per day	\$241.00
Small Room - Non-Profit Community group (ATRC, Comber, Libro) -regular business hours, non-fee usage, Mgr Rec approval	Free
Muzzatti Gymnasium - half - non-profit - per hour	\$36.00
Muzzatti Gymnasium - half - commercial - per hour	\$83.00
Muzzatti Gymnasium - full - non-profit - per hour	\$61.00
Muzzatti Gymnasium - full - commercial - per hour	\$163.00
Muzzatti Gymnasium - full - block of 10 hours or more - per hour	\$56.00
Muzzatti Gymnasium - Sporting Event (non-profit) 12 hours	\$656.00
Arena floor (non-ice) - non-profit – per hour	\$61.00
Arena floor (non-ice) – per day	\$662.00
AtlasTube Centre Lobby or Common Area(s)	150.00
TV or Screen (per rental date)	\$28.00
Sound System (per rental date)	\$28.00
Alcohol Event - Staff Charge - per event hour	\$30.00
Tables and chairs (per rental date) (Libro / Comber)	\$10.00
Recreation Fees	
Drop-in Fees:	
Gymnasium per visit:	
Teen (13-14 years)	\$6.50
Teen (15-17 years)	\$6.50
Adult (18-54 years)	\$6.50
Senior (55 years and over)	\$4.00
Family rate (up to 6 immediate family members)	\$13.00
Adult – Open Gym Time	\$6.50
Pickleball or Shuffleboard	
Adult/Senior (up to 3 hours) per visit – no instructor	\$4.00

**2023 User Fees - By-law Number
Schedule C**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Services	
	Effective 1-Apr-23
Fitness Class Drop-in	
Adult instructor led fitness class – per class	\$8.00
Senior instructor led fitness class – per class	\$5.50
Pickleball and Shuffleboard - 10 Session Pass	\$36.00
Gymnasium Drop in Pass - 10 Session Pass	\$58.50
Program Registration:	
Recreation Programs: (per hour)	
Preschool (0-5 years)	\$7.00
Youth (6-12 years)	\$7.00
Teen (13-14 years)	\$7.00
Teen (15-17 years)	\$7.00
Adult (18-54 years) (not instructor led fitness)	\$8.00
Senior (55 years and over) (not instructor led fitness)	\$4.00
Fitness: (per class)	
Adult Fitness –instructor led fitness class	\$7.00
Senior Fitness – instructor led fitness class	\$4.00
Adult Fitness – full session registration	\$6.00
Senior Fitness (55 years and over)– full session registration	\$3.00
Recreation Program Discounts:	
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)	
Summer or March Break Camp - per day	\$43.00
Summer or March Break Camp - per week	\$161.00
Specialty Camp – includes activity fees and supplies - per week	\$177.00
Birthday parties:	
Birthday parties - room plus staff (2 hrs, max 20 children)	\$212.00
Birthday parties - room plus staff plus pizza (2 hrs, max 20 children)	\$241.00
Birthday parties - gym + room + staff (2 hrs, max 20 children)	\$229.00
Birthday parties - gym + room + staff + pizza (2 hrs, max 20 children)	\$344.00
Birthday parties – room, staff, pizza, primetime skating (2 hrs, max 20 children)	\$374.00
Each additional child (non-swim parties)	\$10.00
Birthday parties – room + staff + pool (2hrs, max 20 children)	\$287.00
Birthday parties – room + staff + pool + pizza (2hrs, max 20 children)	\$402.00
Sports Facilities and Fields	
Soccer or Baseball – Registered league fees, per user per season	\$15.00
Baseball Diamond –reservation & preparation (non-league)	\$61.00
Tennis Court key – per season	\$34.00
WFCU Pool	
Drop-in Swimming	
Pool Lengths and Leisure swim	\$5.30
Pool – Aquatic Exercise	\$6.20
Recreation Swim	
Child under 24 months (with paid adult)	0
Child/Youth (ages 2-14)	\$4.00
Child/Youth (ages 15-17)	\$4.00
Adult/Senior	\$4.00

**2023 User Fees - By-law Number
Schedule C**

(Applicable taxes will be added to all fees)

Growth and Sustainability Community Services	
	Effective 1-Apr-23
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)	\$181.00
Summer Adult Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$61.00
Summer Youth (up to age 14) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$56.00
Summer Youth (ages 15-17) Swim Pass (Valid from June 26-Labour Day for recreation swims only.)	\$50.00
Summer Organization Swim Pass (Valid for a recognized organization up to 6 people)	\$181.00
Preschool Swim Pass (3 month pass for 1 child to attend preschool swims only, with guardian in the water)	\$110.00
Memberships and Pass Cards	
Adult Pool Membership – Monthly	\$44.00
Adult Pool Membership – 3 Month	\$119.00
Adult Pool Membership – 6 Month	\$212.00
Adult Pool Membership – Annual	\$382.00
Adult Enhanced Pool Membership – Monthly	\$53.00
Adult Enhanced Pool Membership – 3 Month	\$146.00
Adult Enhanced Pool Membership – 6 Month	\$258.00
Adult Enhanced Pool Membership – Annual	\$464.00
Adult Swim Pass – 10 Sessions	\$47.70
Adult Enhanced Swim Pass – 10 Sessions	\$55.80
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	\$30.00
Private Lessons – 2 participants (per person)	\$19.00
Private Lessons – 3 or more participants (per person)	\$15.00
Pool Rental:	
1 hour rental -1 pool, 2 lifeguards max. 24 people (base fee)	\$134.00
Extra Lifeguard for Hourly Pool Rental – per additional lifeguard per hour (added to base fee)	\$31.00
Activity Guide Advertising	
Full Page	\$ 295.00
Full Page (2 Guides)	\$ 531.00
Full Page (3 Guides)	\$ 708.00
Half Page	\$ 195.00
Half Page (2 Guides)	\$ 351.00
Half Page (3 Guides)	\$ 468.00
Business Card Size	\$ 95.00
Business Card Size (2 Guides)	\$ 171.00
Business Card Size (3 Guides)	\$ 228.00
Back Cover	\$ 495.00
Back Cover (2 Guides)	\$ 891.00
Back Cover (3 Guides)	\$ 1,188.00
Inside Front Cover	\$ 395.00
Inside Front Cover (2 Guides)	\$ 711.00
Inside Front Cover (3 Guides)	\$ 948.00
ATRC Marketing TV's Advertising - per month	\$ 200.00

**2023 User Fees - By-law Number
Schedule D**

(Applicable taxes will be added to all fees)

Strategic and Legal Affairs Police Services	
Alarm Registration – Annual	\$22.00
False Alarm Fees:	
Unregistered Premises - Any at fault false alarm call	\$133.00
Registered Premises -Third at fault false alarm and each subsequent call thereafter	\$133.00

**2023 User Fees - By-law Number
Schedule E**

(Applicable taxes will be added to all fees)

Strategic and Legal Affairs 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	\$133.00
Inspection by request (day care facility, retirement homes, group homes etc) - excluding residential homes	\$80.00
Inspection resulting in Ontario Fire Code Contraventions	\$90.00
Each additional follow-up to close the inspection (phone call, email, site-re-inspection)	\$50.00
Industrial/Commercial Inspections (includes inspection, file review, letter/report development)	
Premises smaller than 2,500 m ²	\$168.00
Premises greater than 2,500 m ³	\$213.00
Residential Inspections (includes inspection, file review, letter/report development)	
One to Five Storey	\$95.00
Six or More Storey	\$140.00
Special Occasion Permit Inspection	\$41.00
All retrofits	\$394.00
Fire Scene Photographs (each)	\$4.85
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	\$264.00
Smoke/CO Alarm Inspection- Non Compliance Re Inspection	\$95.00
Fire Safety Plan Review:	
Vulnerable Occupancies Small Facilities (up to 5 residents)	\$298.00
Vulnerable Occupancies Large Facilities (over 5 residents)	\$595.00
General – First Plan Initial Review	\$57.00
General – Plan review per review	\$41.00
Inspections for Propane Dispensing Sites:	
Existing 5,000 USWG or less	\$186.00
New/modified 5,000 USWG or less	\$371.00
Existing greater than 5,000 USWG	\$1,851.00
New/modified greater than 5,000 USWG	\$1,851.00
If necessary to retain 3 rd 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	
Fire Administration only attends location	Current MTO rates/hour per manned apparatus
Fire extinguishment – 2 nd or more offence	Current MTO rates/hour per manned apparatus + current hourly rate per fire fighter
Fire extinguishment using less than 6 firefighters	Current MTO rate/hour for a single manned fire apparatus
Fire extinguishment using greater than 6 firefighters and less than 12 firefighters	Current MTO rate/hour for 2 manned fire apparatus
Fire extinguishment requiring a 2 station response	Current MTO rate/per hour for 4 manned fire apparatus
External Services	
Recovery – external services cost	Actual Costs

**2023 User Fees - By-law Number
Schedule F**

(Applicable taxes will be added to all fees)

Strategic and Legal Affairs
Civic Affairs

Animal Control and Dog Pound Fees	
Dog Pound Impound Fee Per Day	\$ 14.00
Dog At Large Second Offence	\$ 68.00
Dog At Large Third Offence	\$ 133.00
Dog Tags	\$ 22.00
Dog Tag Penalty if Purchased after March 31	\$ 10.00
Replacement of lost dog tag	\$ 6.40
Kennel Licence - In designated zoning areas only	\$ 70.00
Dangerous Dog Sign	\$ 30.00
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
Appeals	
Appeal to a Hearing Committee (hearings of all by-laws and statutory hearings but for Committee of Adjustment)	\$ 100.00
Costs and Disbursements to attend third party appeals	Actual Costs
Burial Permits	
Burial Permits	\$ 15.00
Commissioning Oaths	
Commissioning of Oaths - per document	\$ 10.00
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)	\$ 14.00
Non-Resident – Small Game (subject to Ministry approval)	\$ 20.00
Integrity Commissioner	
Formal Complaint to Integrity Commissioner	\$ 10.00
Liquor Licences	
LLBO Acknowledgement Letter	\$25.00
* See Schedule A for Building Services fee	
* See Schedule E for Fire Services fee	
Municipal Significance Designation	\$ 50.00
Lottery Licences	
Break open lottery tickets – per box	\$ 14.00
Bingo/Raffle Licences	3% of Proposed Prize
Marriage Licences and Fees	
Marriage Licence	\$ 147.00
Marriage Solemnization - Ceremony fee (basic)	\$ 298.00
Witness Fee	\$ 25.00
Photocopy Fees	
Photocopying – Per Standard Page	\$0.30
Property Fees	
Damage to Town Property	Minimum \$50 or 2% of Property Damage Cost
Land Transfer Inquiries (lands not yet declared surplus)	\$ 25.00

**2023 User Fees - By-law Number
Schedule F**

(Applicable taxes will be added to all fees)

Strategic and Legal Affairs
Civic Affairs

Street Closing Inquiry	\$ 12.00
Street Closing Application Fee (\$90 if inquiry fee was paid)	\$ 110.00
Street Closing Appraisal	At Cost
Street Closing Advertising	At Cost

**2023 User Fees - By-law Number
Schedule F**

(Applicable taxes will be added to all fees)

Strategic and Legal Affairs
Civic Affairs

Requests under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>

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

Vehicles for Hire	
Vehicles for Hire Driver	\$ 55.00
Vehicles for Hire Driver - renewal	\$ 44.00
Vehicle for Hire Owner (per vehicle)	\$ 110.00
Private Vehicles for Hire Driver	\$ 55.00
Private Vehicles for Hire Driver - renewal	\$ 44.00
Private Vehicle for Hire Owner - per vehicle	\$ 110.00
Private Transportation Company	\$ 328.00
Limousine Driver	\$ 55.00
Limousine Driver - Renewal	\$ 44.00
Limousine Owner - per vehicle	\$ 110.00
Broker	\$ 55.00
Replacement of Owner Plate	\$ 28.00
Replacement of Driver Plate	\$ 12.00
Transfer	\$ 39.00

Recovery of Legal Costs

Recovery of legal fees for lawyer associated with tax sales, property disposition (per hour)	\$229.00
Recovery of legal fees for legal assistant (per hour)	\$143.00
Recovery of disbursements	At cost

**2023 User Fees - By-law Number
Schedule G**

(Applicable taxes will be added to all fees)

Operations	
Public Works Services	
Ditching Policy EN120 - Administrative Fee	\$264.00
Encroachment/entrance permit and other miscellaneous works	\$264.00
Indemnity deposit – refundable up to 3 years from issuance of permit	\$1,300.00
Drainage Services	
Tile Loans – Administrative Fee	\$165.00
Engineering Services	
Lawyer Letters - per property inquiry	\$80.00
Water Services	
Water Shut-Off - nonpayment	\$56.00
Water Shut-Off	\$35.00
Water Shut Off – After Hours	\$167.00
Water Turn-On	\$35.00
Water Turn On – After Hours	\$167.00
Water Disconnect, defined as a complete removal of the water service to corporation stop	Actual cost
Water Reconnect, defined as a installation of the water service to corporation stop. Buy-in fee under Tariff of Fees By-law is not applicable if done within 5 years of disconnect.	Actual cost
New Water Account Set Up Fee	\$35.00
Water account late payment fee	3% per month
Shut off notice	\$8.00
Relocation of Water Service:	
Short Service	\$3,268.00
Long Service	\$4,053.00
Inspection Fee – water service when building demolished	\$65.00
Missed appointment or service refusal per instance	\$55.00
<p>Water Service Abandonment Fee: 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 Town forces, at the owner's expense, and inspected by the Town; after which the basic charge will no longer be applicable</p>	
Town performs the work	\$325.00
Inspection Fee when property owner performs the work	\$65.00
Water Service Abandonment Reconnection Fee (at property line):	
Town performs the work	\$325.00
Inspection Fee when property owner performs the work	\$65.00
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	\$35.00
Test of Water Meter - where meter is found to be in proper working order	\$179.00
Frozen Meter Repair	\$119.00

**2023 User Fees - By-law Number
Schedule H**

(Applicable taxes will be added to all fees)

Finance

Administration Fees and Service Charges	
Convenience Fee – US currency transactions (per item)	\$5.00
NSF Cheque/Returned Item Charge	\$38.00
Financing Administration Fee – per property	\$124.00
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 Certificate and Water Certificate - each per property inquiry	\$80.00
Tax Certificate and Water Certificate - each per property inquiry within 3 business days	\$160.00
Property Tax bill reprint	\$14.00
Additions to the Roll - Water, AR, POA, WSIB, etc.	\$33.00
Refund or Misdirected Payment Fee	\$35.00
Title search on property > 2 years in arrears	\$61.00
Financing Admin Fee	\$124.00
Ownership Changes	\$38.00
Mortgage Fees for tax bills	\$12.00

Tax Sale Fees	
Farm Debt Mediation Letter – per property	\$50.00
Block A – Preliminary work (including registration of Tax Arrears Certificate, mailing of first notices, Statutory Declaration regarding notice, Tax Arrears Cancellation Certificate)	\$1,050.00
Block B – Survey (if required)	Actual
Block C – Final Notice, Statutory Declaration	\$300.00
Block D – Extension Agreement	\$400.00
Tender process:	
Advertising	Actual
Tender opening and examination	\$570.00
Prepare and Register Tax Deed	\$750.00
Pay proceeds into court	\$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"	\$14.00
Custom Map Products	
Custom Mapping - include any plots larger than 11" x 17" up to maximum size 24" x 50" - per hour	\$56.00

**2023 User Fees - By-law Number
Schedule I**

(Applicable taxes will be added to all fees)

Growth and Sustainability

Arena – Ice Rates	
	Effective 1-Apr-23
Ice Rentals – hourly rates:	
Non-Prime Time: Mon-Fri 6am-4pm (Sept-May)	\$120.00
Non-Prime Time: Mon-Fri 6am-4pm (June-Aug)	\$180.00
Prime Time: Mon-Fri 4pm - 11pm, Weekends	\$200.00
Same Day Rental	\$145.00
Ice Rental Cancellation Fee – minimum 48 hours notice	\$33.00
Arena Storage Room – registered leagues	Free
Public Skating:	
Public Skate session (up to age 14)	\$3.00
Public Skate session (over age 14)	\$3.00
Parent and Tot Skate session	Free
Adult/Senior Skate session	Free
Adult Sticks, Pucks and Helmets - per session	Free
Women's Only Sticks, Pucks & Helmets - per session	Free
Figure Skating practice (Child/Youth to age 14)	\$12.00
Figure Skating practice (Youth ages 15-17)	\$11.00
Drop-in Hockey: (full equipment is required)	
Child/Youth to age 14	\$5.00
Youth – ages 15-17	\$5.00
Adult	\$7.00

**2023 User Fees - By-law Number
Schedule J**

(Applicable taxes will be added to all fees)

Growth and Sustainability	
	Effective 1-Apr-23
Belle River Marina Rates	
Slip Rental –Seasonal:	
Fully Serviced - based on size of slip - per foot	\$55.00
Un-serviced- based on size of slip - per foot	\$44.00
Slip Rental – Monthly:	
Docks A and B – Serviced	\$507.00
Docks C, D, G and F – Serviced	\$433.00
Docks E and F – Un-serviced	\$398.00
Slip Rental - Transient	
Slip Rental - per foot	\$2.00
Other Fees:	
Electrical Fee -Air Conditioner per unit	\$213.00
Pump Out	\$15.00
Boat Launch Ramp – Day Pass	\$15.00
Boat Launch Ramp – 10-pack	\$135.00
Boat Launch Ramp - Season Pass	\$202.00
Boat Launch Ramp - Seasonal Pass Senior Rate	\$150.00
Jet Ski Access – Season Pass (must supply own Town-approved dock)	\$225.00
Chartering Access – Season Pass	\$548.00
Marina Pavillion – seasonal boater use only	Free

**2023 User Fees - By-law Number
Schedule K**

Operations

Water Rates	
Consumption - per cubic meter	\$1.62
Basic - per month	\$21.68
Manual water meter read	\$ 100.00
Late payment charge on water bill	3% per month

Wastewater Rates	
Consumption - per cubic meter	\$1.83
Basic - per month	\$23.24

Bulk Water Rates	
Bulk Water Fill Station Rate - per 1,000 gallons (0.4546 m3)	\$6.00