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The Corporation of the Municipality of Clarington
By-law 2023-044

Being a by-law to require the payment of fees for services.

Whereas Subsection 69(1) of the Planning Act, R.S.O. 1990, c.P.12, as amended, provides that by-laws may be passed by the council of a municipality to establish a tariff of fees for the processing of applications made in respect of planning matters; and

Whereas Subsection 391(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to impose fees or charges for services or activities provided or done by or on behalf of it.

Now therefore the Council of the Municipality of Clarington enacts as follows:

1. Commencing July 1, 2023, the fees for services provided by the Municipality shall be set out in the following Schedules to this By-law:
 - a. Schedule "A" – General Fees
 - b. Schedule "B" – Legislative Services Fees
 - c. Schedule "C" – Financial Services Fees
 - d. Schedule "D" – Emergency and Fire Services Fees
 - e. Schedule "E" – Planning and Infrastructure Services Fees
 - f. Schedule "F" – Community Services
 - g. Schedule "G" – Public Works Fees

h. Schedule "H" – Cemetery Services Fees

2. That the Deputy CAO/Treasurer is authorized to adjust the above schedules, without amendment to this By-law, effective annually on January 1st of each year, beginning January 1, 2024, by an amount not exceeding the July over July, Ontario All-Items Consumer Price Index (CPI) or \$5, whichever is higher.
3. That applicable taxes be in addition to the stated amounts in the above schedules, as amended by the Province of Ontario or Government of Canada.
4. Notwithstanding Section 1, the Deputy CAO/Treasurer, or designate, is authorized to waive service fees to a maximum of \$50.
5. That By-law 2010-142, and any amendments thereto, be repealed.
6. That this by-law shall be effective on July 1, 2023.

Passed in Open Council this 26th day of June 2023



Adrian Foster, Mayor



Juné Gallagher, Municipal Clerk

By-law 2023-044
Schedule "A"
General Fees
Fee Schedule Effective July 1, 2023

All fees subject to applicable taxes

Service	Fee	Unit
Photocopies (Minimum Charge)	\$0.65 3.00	Per page Minimum
Commissioner of Oaths (per signature)	25.00	Per signature
Commissioner of Oaths (for Ontario "Change of Name" forms currently referred to as Form 11155E and Form 1156E)	0.00	Not applicable

By-law 2023-044
Schedule "B"
Legislative Services Fees
Fee Schedule Effective July 1, 2023

All fees subject to applicable taxes

Service	Fee	Unit
Burial Permit	\$25.00	
Civil Marriage Ceremony	275.00	
Marriage Licenses	135.00	
Cost to File Appeal of Property Standards Order (50% to be refunded to Appellant following appearance before Appeal Committee. Failure to appear for the Appeal will result in forfeiture of entire fee amount)	\$88.50	

The following table is a summary of regulatory fees set by the Municipality and rules outlining the license, applicability and eligibility should be referred to the appropriate regulatory by-law:

Snow Clearing By-law (93-144)	Fee	Unit
Removal of Snow	Actual cost	
Administrative Charge	\$50.00	Per removal

Body Rub Parlour By-law (2003-127)	Fee	Unit
Application		
• Owner's Licence	\$1,200.00	
• Operator's Licence	200.00	
• Attendant's Licence	150.00	
Licence		
• Owner's Licence	200.00	
• Operator's Licence	100.00	
• Attendant's Licence	50.00	
Licence Renewal		
• Owner's Licence	400.00	
• Operator's Licence	250.00	
• Attendant's Licence	100.00	

Peddler's License By-law (2005-206)	Fee	Unit
Stationary	\$300.00	Per year
Mobile	300.00	Per year
Assistant	100.00	Per year

Auctioneers License By-law (2006-116)	Fee	Unit
Auctioneer Annual	75.00	Per licence
Auctioneer Single Event	40.00	Per licence

Adult Entertainment By-law (2007-063)	Fee	Unit
Owner Licence	\$3,000.00	Per licence
Operator Licence	1,000.00	Per licence
Attendant Licence	250.00	Per licence

Fill By-law (2008-114)	Fee	Unit
Minor Fill Operation Permit	\$250.00	
Small Fill Operation Permit	500.00	
Large Fill Operation Permit	1,000.00 1.00	Base Per m3 of fill

Exotic Animal By-law (2012-045)	Fee	Unit
Permit Application	\$50.00	
Impound	50.00	
Daily Care	15.00	Per day
Third-party Daily Care	Actual cost	Note

Note: Where a Prohibited Animal is impounded and a third-party is contracted to care for the Animal, the third-party care fee shall be charged for every day or part of a day the Animal is cared for by the third-party.

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Adoptions		
Adoption – dogs (all dogs are microchipped prior to adoption)	\$95.00	
Adoption – cats (all cats are microchipped and altered prior to adoption unless it is too young or too small at the time of adoption, in which case the Owner is offered a rebate upon proof of altering.)	130.00	

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Licenses		
Dog or cat – microchipped & spayed or neutered	\$15.00	
Dog or cat – spayed or neutered no microchip	25.00	
Dog – unaltered	40.00	
Cat – unaltered	40.00	
Dog or cat – Agricultural rate (Note 1)	100.00	Annual

Note 1: Rate is offered where there are more than three dogs or three cats and where owner provides proof current rabies vaccination for each, and proof of zoning.

Responsible Pet Owners By-law (2013-024) Impounding Wearing License or Microchip	Fee	Unit
First occurrence	Free \$50.00	Picked up within 24 hours Otherwise
Second or subsequent occurrence	75.00	
Daily care fee (Note 2)	15.00	Per day

Note 2: Every dog impounded is subject to an additional charge for every day or part of a day after the day the pet is brought into impoundment.

Responsible Pet Owners By-law (2013-024) Impounding Not Wearing License or Not Microchipped	Fee	Unit
First occurrence	\$50.00	
Second or subsequent occurrence	75.00	
Daily care fee (Note 2)	15.00	Per day
Not licensed (Note 3)	See license schedule	

Note 2: Every dog impounded is subject to an additional charge for every day or part of a day after the day the pet is brought into impoundment.

Note 3: In addition to the fees detailed above, every Owner of a dog not licensed for the current year who is a resident of the Municipality is also required to pay the licence fee in addition to the impoundment fees.

Responsible Pet Owners By-law (2013-024) Surrenders	Fee	Unit
Transfer of ownership of a cat or dog or litter, brought into the Animal Shelter	\$55.00	
Transfer of ownership of a cat or dog, picked up by the Animal Services Officers, during normal working hours (excluding Sunday and Holidays)	65.00	
Transfer of ownership of a cat or dog, picked up by the Animal Services Officer, outside of regular business hours.	90.00	

Responsible Pet Owners By-law (2013-024) Trap Rental Fees	Fee	Unit
Deposit – Fully refundable upon return of trap	\$45.00	
Daily rental	5.00	Per day

Responsible Pet Owners By-law (2013-024) Permit to Keep More Dogs than Prescribed Limit	Fee	Unit
Initial Application Fee	\$75.00	
Annual Renewal	45.00	

Kennel By-law (2013-025)	Fee	Unit
Initial Application Fee	\$200.00	
Annual Renewal	150.00	

Special Events on Private-Property By-law (2014-020)	Fee	Unit
Application Review Fee	\$500.00	

Traffic and Parking By-law (2014-059)	Fee	Unit
Parking Meter Zones on Highways (per schedule 5 of By-law)	\$1.00 5.00	Per hour Maximum
Municipal Parking Permit		
<ul style="list-style-type: none"> • Until 8:00am the next day • 7 days • 14 days • 21 days • 28 days • 56 days • 84 days 	<ul style="list-style-type: none"> • \$0.00 • 10.00 • 20.00 • 30.00 • 35.00 • 70.00 • 105.00 	

Refreshment Vehicle By-law (2015-016)	Fee	Unit
Stationary Refreshment Vehicle Annual Licence	\$200.00 100.00	First vehicle Per additional vehicle
Licensed Stationary Refreshment Vehicle Temporary Relocation Fee	0.00 50.00	Up to 10 times per licensing period Each additional time per licensing period
Mobile Refreshment Vehicle Annual Licence	200.00 100.00	First vehicle Each additional vehicle
Mobile Refreshment Vehicle Temporary Relocation Fee	0.00	
Refreshment Cart Annual Licence	200.00	Unlimited number of carts
Participation in a Special Event		
<ul style="list-style-type: none"> • Currently licensed in Clarington • Currently licensed in Durham • Currently licensed in another jurisdiction in Ontario • If not Currently licensed in any jurisdiction 	0.00 25.00 50.00 200.00	Per vehicle Per vehicle Per vehicle First vehicle

Refreshment Vehicle By-law (2015-016)	Fee	Unit
	100.00	Each additional vehicle

Fireworks By-law (2015-047)	Fee	Per Unit
Class A (Permit to Discharge Consumer Fireworks) (Note 1)	\$50.00	
Class B (Permit to Discharge Display Fireworks or Special Effect Pyrotechnics)	75.00	
Class C (Permit to Sell from a Mobile Sales Location)	100.00	
Class D (Permit to Sell from a Temporary Sales Location)	50.00	
Fire Inspection Fee for all Permits other than a Class Permit.	75.00	

Note 1: The fee for a Class A Permit is waived for cultural or religious holidays.

Vehicle-For-Hire By-law (2019-069)	Fee	Unit
Taxicab/Limousine Broker Licence	\$1,500.00	
TNV Broker Licence	25,000.00	
Replacement Plate	10.00	
Broker Information Update (during term of licence)	25.00	

By-law 2023-044
Schedule "C"
Financial Services Fees
Fee Schedule Effective July 1, 2023

All fees subject to applicable taxes

Taxation Services	Fee	Unit
Tax Certificate	\$65.00	
Tax Certificate – Rush	75.00	
Tax Receipts/Letters	10.00	
Refund of incorrect payment by lawyers, mortgage companies	40.00	
Electronic payment correction (first correction at no charge for resident only)	25.00	
Reprint tax bill, PASP letter, adjustment, apportionment notification, etc.	10.00	
New tax account set-up fee	50.00	
Research/archival fee (one hour minimum)	30.00	Per hour
Post dated cheque removal fee or date change	25.00	
Mortgage company information	10.00	Per roll
Addition to tax roll (e.g., Region of Durham water/sewer lien, POA arrears, development charges etc.)	40.00	
Dishonoured payments (pre-authorized payments/ cheques)	35.00	
Ownership change	30.00	Per roll number
Statement of Account	10.00	Per roll number
Arrears notice	5.00	Per roll number
Legal Fees/Title Searches	100.00	Per roll number
Farm Debt Notice Fee	40.00	Per notice
Process a refund/transfer between accounts	40.00	Per transaction
Tax sale registration recovery service fee	Recovery of actual cost	

By-law 2023-044
Schedule "D"
Emergency and Fire Fees
Fee Schedule Effective July 1, 2023

All fees subject to applicable taxes

Information / Document	Fee	Unit
Copy of Emergency Response Report, Fire Loss Report – Within past two (2) years	\$150.00	
Copy of Emergency Response Report, Fire Loss Report – Over past two (2) years (Archival)	225.00	
File Search for buildings up to four (4) units.	150.00	Up to first four (4) units
Additional unit	25.00	Per additional unit

Permits	Fee	Unit
Schedule "A" Open Air Fire Permit – Residential (12 months)	\$81.00	
Schedule "A" Open Air Fire Permit – Residential (30 day)	40.50	
Schedule "B" Agreement for Controlled Burn Permit – farm	No Charge	
Fireworks – Class B (permit to Discharge Display Fireworks or Special Effect Pyrotechnics)	225.00	
Fireworks – Class C (permit to Sell from a Mobile Sales Location)	100.00	
Fireworks – Class D (permit to Sell from a Temporary Sales Location)	50.00	
Open Aire Fire/Explosion Permit – Special Effects/Movie/Theatrical/Music	225.00	

Request	Fee	Unit
Inspection of all buildings and occupancy	\$225.00 225.00	Up to 600m2 Each additional 600m2 or part thereof
Propane Plan review		
• Existing plan up to 5,000 USWG	300.00	
• Existing Plan, greater than 5,000 USWG	450.00	
• New/Modified Plan, up to 5,000 USWG	750.00	
• New/Modified plan greater than 5,000 USWG	2,250.00	

Request	Fee	Unit
<ul style="list-style-type: none"> Retention of third-party engineering or other firm 	Actual cost	
Single Family Residential Inspection	No charge	
Refreshment Vehicle Inspection	75.00	

Public Education and Training	Fee	Unit
Fire Safety Presentations and Lectures	No charge	
Fire Drill	No charge	
Fire Extinguisher Training	No charge	Extinguishers to be provided by requestor

Emergency Services	Fee	Unit
Standby requests	Current MTO Rate	Per vehicle for the first hour or part thereof
Motor Vehicle Collisions on 400 Series Highways, Highway 35/115, Highway 35, Highway 115	Current MTO Rate	Per vehicle for the first hour or part thereof
Motor Vehicle Collisions on Municipal Roadways (both Municipal and Regional Roads) - Non-Clarington Resident at fault	Current MTO Rate plus Authorized Requestor Information Service fee	Per vehicle for the first hour or part thereof, and for each additional one-half hour or part thereof
Response to a natural gas incident	Current MTO Rate plus any costs incurred to clean up or mitigate the hazard	Per vehicle for the first hour, and every one-half hour thereafter
Response to a dangerous goods, or hazardous materials incident	Current MTO Rate plus any costs incurred to clean up or mitigate the hazard	Per vehicle for the first hour, and for every on-half hour or part thereof thereafter
Additional expenses to retain a private contractor or rent equipment on fire apparatus in order to suppress a fire, preserve property,	Cost recovery at actual costs	

Emergency Services	Fee	Unit
prevent fire spread, remove materials creating a hazard, secure a property for investigation, determine fire cause, conduct a fire watch, or otherwise eliminate an emergency or hazard		

Preventable Fires and Alarm Services	Fee	Unit
Response to unapproved open-air burning (after one warning per 12-month period)	Current MTO Rate	Per vehicle, minimum one (1) hour, and every one-half hour thereafter
Responses to fires on or beside rail lines caused by railway company	Cost recovery at actual costs	
Response to malicious and nuisance alarms (following two occurrences in a 12-month period)	Current MTO Rate	Per vehicle, minimum one (1) hour, and every one-half hour thereafter

By-law 2023-044
Schedule "E"
Planning and Infrastructure Services Fees
Fee Schedule Effective July 1, 2023

All fees subject to applicable taxes

Official Plan Amendment (Note 7)	Fee	Unit
Minor Application	\$17,410.00	
Major Application (Note 1)	25,510.00	
Aggregate Pit or Quarry	38,510.00	
Regional Official Plan Amendment Review	3,140.00	
Neighbourhood Design Plan Amendment	5,810.00	

Zoning By-law Amendment (Note 7)	Fee	Unit
Minor	\$8,750.00	
Major (Note 3)	13,120.00	
Removal of "(H)" Holding Symbol	3,030.00	
Extension of a temporary use	2,570.00	

Combined Official Plan and Zoning By-law Amendments (Note 11)	Fee	Unit
Minor	\$23,970.00	
Major	32,060.00	

Draft Plan of Subdivision (Note 7)	Fee	Unit
Residential	\$18,570.00	Base amount
	300.00	Per unit
	500.00	Per block
Non-Residential	7,690.00	
Preparation of Subdivision Agreement (Note 5)	4,650.00	
Preparation of Subdivision Agreement Amendment (Note 5)	1,170.00	
Recirculation Fee	50% of the base fee	

Red Line Revisions to Draft Approval Plan of Subdivision (Note 7)	Fee	Unit
All revisions	\$10,260.00 300.00	Base amount Per unit

Red Line Revisions to Draft Approval Plan of Subdivision (Note 7)	Fee	Unit
	500.00	Per block

Major Revisions to Subdivision Applications Not Draft Approved (Note 7)	Fee	Unit
Where original application was filed prior to July 1, 2000	\$16,230.00 300.00 500.00	Base amount Per unit Per block
Where original application was filed between July 1, 2000 and December 31, 2006	8,130.00 300.00 500.00	Base amount Per unit Per block
Where original application was filed after December 31, 2006	8,130.00	
Subdivision Clearance	2,960.00	
Extension of Draft Plan Approval	2,960.00	

Draft Plan of Condominium (Note 7)	Fee	Unit
Residential and Non-residential	\$8,460.00	
Application for Condominium Conversions	10,260.00	
Preparation of Condominium Agreement (Note 5)	4,250.00	
Preparation of Condominium Agreement Amendment (Note 5)	870.00	
Condominium Clearance	2,340.00	
Part Lot Control (Note 7)	1,170.00 60.00	Base amount Per unit

Site Plan Approval / Amendment (Note 7)	Fee	Unit
Telecommunications Towers	\$9,290.00	
Residential Use	6,980.00	Base
	225.00	Per unit for first 100 units
	150.00	Per unit after first 100 units
Commercial Use	5,810.00 1.50	Base Per m2 commercial gross floor area
	5,240.00 0.60 60.00	Base Per m2 commercial gross floor area
Mixed Use Building (note 12)		

Site Plan Approval / Amendment (Note 7)	Fee	Unit
		Per residential unit (max \$20,000)
Industrial / Other Uses	3,500.00 0.25	Base Per m2 gross floor area (max \$10,000)
Amendment - Residential Use	1,170.00 50.00	Base Per unit (maximum \$6,000)
Amendment - Commercial Use	2,110.00 1.50	Base Per m2 commercial gross floor area (maximum \$16,000)
Amendment - Mixed Use (note 12)	2,480.00 0.60 60.00	Base Per m2 commercial gross floor area Per residential unit (maximum \$16,000)
Amendment - Industrial / Other Use	950.00 0.20	Base Per m2 gross floor area (maximum \$6,400)
Minor Site Plan / Oak Ridges Moraine (note 2)	760.00	
Sales Trailer / Model Home	2,340.00	
Preparation of Section 41 Agreement (note 5)	710.00	
Preparation of Section 41 Agreement Amendment (note 5)	710.00	
Landscape Inspection Fee	For projects with greater than 2500 sq. m. of floor area, or 25 units or greater (0.5% of the	

Site Plan Approval / Amendment (Note 7)	Fee	Unit
	landscape cost estimate with a minimum of \$1,000)	
Recirculation Fee	50% of the base fee	
Extension of Site Plan Approval	50% of the original application fee	

Committee of Adjustment – Minor Variance (Notes 4 and 7)	Fee	Unit
Accessory Buildings and Structures	\$670.00	
Residential Minor (single, semi-detached, townhouse or proposed lot)	870.00	
Residential Major (all other residential)	1,410.00	
Commercial	2,000.00	
Other non-residential	870.00	
Tabling and Recirculation Fee (applicant initiated)	300.00	

Sign Permit	Fee	Unit
Permanent	\$240.00	
Temporary	130.00	

Sign By-law	Fee	Unit
Variance	\$820.00	
Amendment	2,040.00	

Additional Dwelling Unit	Fee	Unit
Application and Registration	\$250.00	
Registration for Applications submitted prior to January 1, 2015	120.00	
Rental Protection Act	1,510.00	

Land Use Information and Compliance Letter	Fee	Unit
Zoning, Building, and all other property information	\$200.00	
Subdivision and Site Plan (per agreement)	200.00	

Land Division	Fee	Unit
Review Fee	\$760.00	
Preparation of Section 53 Agreement (Note 3)	710.00	

Peer Review	Fee	Unit
Peer review	(Applicant responsible for 100% Municipality's full costs of undertaking a Peer Review)	

Comments on Applications under the Green Energy Act	Fee	Unit
microFIT applications (10 kW or less)	\$200.00	
FIT applications up to 10 MW (solar energy)	550.00	
FIT applications up to 10 MW (other than solar)	7,090.00	

Other	Fee	Unit
Pre-Consultation Stage 1 – Conceptual Proposal Review	\$1,000.00	
Pre-Consultation Stage 2 – Technical Proposal Review	5,000.00	
Pre-Consultation - Minor	300.00	
Street Name Change Request	1,410.00 50.00	Base Per Municipal Address
Activation of a dormant application not requiring a public meeting	Greater of 25% of initial application fee or \$1,600	

Application	Fee	Unit
Application Requiring An Open House or Additional Public Meeting	\$2,050.00	Per meeting
Application Requiring Additional Public Meeting	2,340.00	First meeting plus fee for each subsequent

Application	Fee	Unit
		public meeting where notice is provided through the local newspaper
Application Involving Review Under EPA and/or EAA Process (additional fee)	16,840.00	
Ontario Municipal Board or Land Planning Appeals Tribunal Related Administration Fee (note 8)		
Preparation of Development / Servicing Agreement (note 5 and note 9)		
Folding of drawings accompanying a submission (fee per sheet)	5.00	Per sheet
Notarial Fee by Municipal Solicitor	25.00	
Commissioners Fee by Municipal Staff	25.00	

Publications	Fee	Unit
Small maps	\$5.00	
Large maps	15.00	
Aerial Photography (colour)	5.00	
Official Plan Colour Map	5.00	
Clarington Official Plan	75.00	
Clarington Zoning By-law	75.00	
Clarington Street Name Index CD Format	16.00	
Studies		
Under 40 pages	13.00	
40 to 100 pages	26.00	
100 to 200 pages	43.00	
Over 200 pages	60.00	
CD	15.00	

Real Property Transactions	Fee	Unit
Preparation of any agreements relating to real property transactions not otherwise specifically addressed in this Fee schedule; land transfers (e.g., right-of-ways, encroachments, leases and licensed, easements) the person requiring the agreement shall be required to pay fees and		

Real Property Transactions	Fee	Unit
disbursements in accordance with notes 5 and 9 below.		

Chief Building Official Service	Fee	Unit
Master Plumbing License	\$100.00	
Drain Contractor License	100.00	

Note 1

The following are criteria for determining what constitutes a Major Official Plan Amendment application:

- New golf courses or expansion to existing golf courses;
- New waste facility or expansion to existing waste facility;
- Commercial Development greater than 2,500 m²;
- Deletion or addition of arterial or collector road; and/or
- Any application that due to the broader policy implications for the Municipality would require the need to review or manage studies, or any application deemed to be a major by the Director of Planning Services.

Note 2

The following are criteria for determining what constitutes a Minor Site Plan application:

- A residential or agricultural site plan in the Oak Ridges Moraine as required by the Official Plan and Zoning By-law 2005-109;
- A dog kennel and similarly scaled uses; and/or
- A minor alteration to an existing site plan to revise parking, add a patio, add a storage building, revise signage, add or delete portables, etc.

Note 3

The following are criteria for determining what constitutes a major Zoning By-law Amendment application:

- Associated with an Official Plan Amendment;
- Associated with an application for proposed Plan of Subdivision;
- Application involving multiple properties, except for commercial and industrial related applications; and/or
- Any application that requires the review of technical support documents or studies (e.g., environmental analyses, transportation).

Note 4

Minor Variance applications for the construction or placement of an accessibility device to provide access to a single-detached/link or townhouse dwelling is

exempt from the fee. An “accessibility device” is defined as a device including a ramp that aids persons with physical disabilities in gaining access to a dwelling unit.

Note 5

Agreement preparation fee does **not** include the cost of registering the agreement and all related documents (e.g., Transfers, Postponements, or inhibiting orders) in the Land Registry office. The cost of such registrations is as follows:

- Initial registration \$250.00 plus HST, plus disbursements
- All subsequent registrations \$125.00 plus HST, plus disbursements. Applicants must provide the Municipality (Legal Services) with all such costs prior to registration.

Note 6

The following are criteria for determining what constitutes a minor application for red- line revisions to Draft Approval:

- Does not require circulation to outside agencies.

Note 7

Fees for all Planning applications submitted by a registered charitable organization or for a registered non-profit housing organization will be reduced by 50%.

Note 8

In addition to the fees set out for Planning Act Applications, the total fees payable shall include all fees associated with supporting an applicant at any hearing where the application was approved by Municipal Council including legal fees at a rate of \$180/hour and consultant/witness fees where required but excluding the costs of the Planning Department staff.

Note 9

For preparation of any development/servicing agreement other than a subdivision agreement, Section 41 agreement or a Section 53 agreement, the applicant is required to reimburse the Municipality for its legal costs. If the legal work is undertaken by the Municipal Solicitor, it will be charged at the rate of \$180/hour. If the legal work is undertaken by other legal counsel, it will be charged at the legal counsel’s hourly rate. The minimum fee for any such agreement shall be \$475.00 plus HST.

Note 10

This Schedule “A” shall remain in effect from July 1, 2022, until June 30, 2023. In the event that a fees review is not undertaken before that date fees will be increased annually by 3%, commencing on July 1, 2024.

Note 11

Where Official Plan and Zoning By-law Amendments are submitted together a

reduction of 50% of the Major Zoning By-law Amendment Fee shall apply.

Note 12

The fee for a Mixed-Use Building will apply when residential units are proposed and a minimum of 50% of the ground floor of a building is for non-residential purposes.

Note 13

Recirculation fees will be required on the 4th resubmission of application materials that require circulation to internal departments and/or external agencies.

Note 14

The following are criteria for determining what constitutes a Minor Pre-consultation:

- Applications associated with a single detached dwelling; and/or
- Applications associated with an agricultural use.

By-law 2023-044
Schedule "F"
Community Services Fees
Fee Schedule Effective July 1, 2023

All fees subject to applicable taxes

Aquatics	Fee	Unit
Category A	\$19.37	Per hour
Category B	13.63	Per hour
Category C	58.94	Per hour
Category D	37.41	Per hour
Bronze Cross	7.70	Per hour
Bronze Medallion and Emergency First Aid	8.49	Per hour
Bronze Star	10.10	Per hour
Lifesaving Society Instructor	4.23	Per hour
National Lifeguard Full Course	6.07	Per hour
Advanced Leadership Instructor	6.38	Per hour
National Lifeguard Recertification	14.28	Per hour
Standard First Aid and CPR C	6.14	Per hour
Swim Instructor	6.07	Per hour
Exam Cost	Actual	Per exam
Material Cost	Actual	Per exam
Swim / Skate		
• Adult	\$4.33	Per visit
• Adult (Multi-pack)	4.15	Per visit
• 3 and Under	0.00	Per visit
• Senior	3.30	Per visit
• Senior (Multi-pack)	3.05	Per visit
• Youth	3.30	Per visit
• Youth (Multi-pack)	3.05	Per visit
• Group	10.45	Per visit
• Membership	207.90	Per year

Camps	Fee	Unit
Category A	\$5.19	Per hour
Category B	5.51	Per hour
Category C	7.00	Per hour
Category D	7.10	Per hour
Extended Care	3.06	Per hour

Community Development	Fee	Unit
Admissions and ticketing	Set by event	Based on services and on a cost recovery basis

Facilities	Fee	Unit
Category A		
• Resident	\$101.00	Per hour
• Community Group	81.00	Per hour
• Commercial	116.50	Per hour
	124.84	Starting January 1, 2024
Category B	0.00	Per hour
	90.64	Starting January 1, 2024
Category C		
• Resident	75.00	Per hour
• Community Group	60.00	Per hour
• Commercial	86.25	Per hour
	92.70	Starting January 1, 2024
Category D		
• Resident	55.00	Per hour
• Community Group	32.00	Per hour
	45.32	Starting Jan 1, 2024
• Commercial	65.55	Per hour
Category E		
• Resident	40.25	Per hour
• Community Group	30.25	Per hour
• Commercial	35.95	Per hour
	49.75	Starting Jan 1, 2024
Category A Parking Lot	610.00	Per day
Category B Parking Lot	305.00	Per day
Category C Parking Lot	0.00	Per day
	157.08	Starting Jan 1, 2024
Category D Parking Lot	0.00	Per day
• Community Group	10.00	Starting Jan 1, 2024
Event		
• Full Hall	0.00	Per day
	1,000.00	Starting Jan 1, 2024
• Dry Pad	0.00	Per day
	1,325.00	Starting Jan 1, 2024
• Full Facility with Dry Floor	0.00	Per day
	3,400.00	Starting Jan 1, 2024

Facilities	Fee	Unit
<ul style="list-style-type: none"> Full Facility with ice 	0.00 5,500.00	Per day Starting Jan 1, 2024
Drapery rental	80.00	Per event
Kitchen	122.00	Per day
Licensed event	10.00	Per hour
Stage set-up	50.00	Per event
Dry Floor <ul style="list-style-type: none"> Resident Community Group Commercial 	91.18 76.51 107.00 112.70	Per hour Per hour Per hour Starting January 1, 2024
Ice 5 Skater	85.00	Per hour
Ice Discount	128.50	Per hour
Ice Non-Prime <ul style="list-style-type: none"> Resident Community Group Commercial 	175.84 124.63 144.90 202.22 217.34	Per hour Per hour Starting Jan 1, 2024 Per hour Starting Jan 1, 2024
Ice Prime Time <ul style="list-style-type: none"> Resident Community Group Commercial 	232.11 181.97 191.26 266.92 286.88	Per hour Per hour Starting January 1, 2024 Per hour Starting January 1, 2024
Lacrosse Bowl <ul style="list-style-type: none"> Resident Community Group Commercial 	26.78 16.48 22.06 30.79	Per hour Per hour Starting Jan 1, 2024 Per hour
Turf Full Field Discount	73.00	Per hour
Turf Full Field Non-Prime <ul style="list-style-type: none"> Resident Community Group Commercial 	163.69 119.03 134.88 188.24 202.32	Per hour Per hour Starting Jan 1, 2024 Per hour Starting Jan 1, 2024
Turf Full Field Prime Time <ul style="list-style-type: none"> Resident Community Group Commercial 	198.81 163.69 228.63 245.72	Per hour Per hour Per hour Starting Jan 1, 2024

Facilities	Fee	Unit
Turf Half Field Non-Prime Time		
• Resident	81.85	Per hour
• Community Group	59.91	Per hour
	67.45	Starting Jan 1, 2024
• Commercial	94.13	Per hour
	101.17	Starting Jan 1, 2024
Turf Half Field Prime Time		
• Resident	100.18	Per hour
• Community Group	81.85	Per hour
• Commercial	115.21	Per hour
	123.83	Starting Jan 1, 2024
Gymnasium Full		
• Resident	57.17	Per hour
• Community Group	40.79	Per hour
	47.11	Starting Jan 1, 2024
• Commercial	65.74	Per hour
Gymnasium Half		
• Resident	41.00	Per hour
• Community Group	26.00	Per hour
	33.78	Starting January 1, 2024
• Commercial	47.15	Per hour
Gymnasium South Courtice Arena		
• Resident	24.00	Per hour
• Community Group	17.66	Per hour
• Commercial	27.60	Per hour
Pool Main		
• Resident	159.81	Per hour
• Commercial	183.75	Per hour
	197.52	Starting Jan 1, 2024
Pool Additional Staff	24.57	Per hour
Pool Swim Club / School Board		
• Youth	66.99	Per hour
• Adult	80.85	Per hour
Squash Club Court Rentals	663.72	Per month
Internal Bookings / Community Group	0.00	Per event

Fields	Fee	Unit
Major Field – Lit		
• Adult	\$55.62	Per hour
• Commercial	63.96	Per hour
• Youth	32.98	Per hour
Major Field – Unlit		

Fields	Fee	Unit
<ul style="list-style-type: none"> • Adult • Commercial • Youth 	27.81 31.98 4.84	Per hour Per hour Per hour
Minor Field		
<ul style="list-style-type: none"> • Adult • Commercial • Youth 	15.45 17.76 3.91	Per hour Per hour Per hour
Tournaments	210.33	Per day
Tournament lighting	38.80	Per hour
Batting Cages	0	Per hour
Artificial Turf Field – Lit		
<ul style="list-style-type: none"> • Adult • Commercial • Youth 	96.90 111.44 119.77 81.60	Per hour Per hour Starting Jan 1, 2024 Per hour
Artificial Turf Field – Unlit		
<ul style="list-style-type: none"> • Adult • Commercial • Youth 	66.30 76.25 81.95 56.10	Per hour Per hour Starting Jan 1, 2024 Per hour
Gazebo	0.00	Per hour
Picnic Area	0.00	Per hour
Special Event		
<ul style="list-style-type: none"> • Commercial • Resident 	77.86 37.54	Per hour Per hour
Stage Rental		
<ul style="list-style-type: none"> • Saturday (minimum 3 hours) • Sunday / Stat holiday (minimum 3 hours) 	50.13 68.23	Per hour Per hour

Fitness	Fee	Unit
Category A	\$6.26	Per hour
Category B	9.08	Per hour
Assessment – Body Scan	0.00 13.23	Per service Starting Jan 1, 2024
Assessment – First Steps	69.00	Per service
Dryland Training (max 30 players)	136.17	Per hour
High School Visits (max 30 students)	84.90	Per hour
Workshops	12.84	Per hour
Personal Training		
<ul style="list-style-type: none"> • Per Hour • 5 Hours • 10 Hours 	50.44 47.84 43.26	Per hour Per hour Per hour

Fitness	Fee	Unit
<ul style="list-style-type: none"> Semi-Private Semi-Private 5 hours Small Group 	37.96 35.36 0.00 15.00	Per hour Per hour Per hour Starting January 1, 2024
Fitness Centre	410.00	Per year
Fitness Centre Plus	577.08	Per year
Group Fitness	365.70	Per year
Locker Rental	80.00	Per year
Fitness	10.46 9.45	Per visit Per visit (multi-pack)
Group Fitness	9.08 8.19	Per visit Per visit (multi-pack)

Recreation	Fee	Unit
Category A <ul style="list-style-type: none"> Adult Youth 	\$4.36 4.17	Per hour Per hour
Category B <ul style="list-style-type: none"> Adult Youth 	5.23 6.60	Per hour Per hour
Category C <ul style="list-style-type: none"> Adult Youth 	7.06 8.01	Per hour Per hour
Category D <ul style="list-style-type: none"> Adult Youth 	9.62 10.39	Per hour Per hour
Category E <ul style="list-style-type: none"> Adult Youth 	12.18 0.00 17.50	Per hour Per hour Starting Jan 1, 2024
Tournament	3.74	Per hour
Trade Booth <ul style="list-style-type: none"> Commercial Community Group 	54.56 0.00	Per event Per event
Luncheon	9.90	Per visit
Special event with meal and entertainment	19.80	Per visit
Special event with refreshment	13.48	Per visit
General Drop-in <ul style="list-style-type: none"> Adult Adult (multi-pack) Senior Senior (multi-pack) 	0.00 0.00 1.86 1.64	Per visit Per visit Per visit Per visit

Recreation	Fee	Unit
Sports Drop-in		
• Adult	5.30	Per visit
• Adult (multi-pack)	4.78	Per visit
• Senior	2.12	Per visit
• Senior (multi-pack)	1.80	Per visit
• Youth	0.00	Per visit
• Youth (multi-pack)	0.00	Per visit
Sports Drop-in Specialty		
• Adult	6.78	Per visit
• Adult (multi-pack)	6.10	Per visit
• Senior	4.75	Per visit
• Senior (multi-pack)	4.27	Per visit
• Youth	4.75	Per visit
• Youth (multi-pack)	4.27	Per visit
Daytime Skating Drop-in		
• 3 and Under	0.00	Per visit
• Adult	3.00	Per visit
• Adult (multi-pack)	0.00	Per visit
• Senior	1.50	Per visit
• Senior (multi-pack)	0.00	Per visit
• Youth	1.50	Per visit
• Youth (multi-pack)	0.00	Per visit

Note: Effective January 1, 2024, certain fees as identified above will change despite clause 2 to the Fees By-law to better align the charges to the actual cost and discounts applied. After January 1, 2024, these fees will be subject to annual inflation per clause 2.

Administration	Fee	Unit
Aquatic Leadership Discount	20%	
Remote Programming Incentive Discount	0% 20%	Starting January 1, 2024
Non-Resident Surcharge	10%	Activity registration
Age Based Discount – Senior	50%	Activity registration
Age Based Discount - Youth	50%	Memberships
Employee Part-time Discount	50%	Memberships
Family/Group Discount	20%	Memberships
Inclusion Membership Discount – Adult	50%	Memberships
Inclusion Membership Discount – Senior	20%	Memberships
Inclusion Membership Discount – Youth	20%	Memberships
Student Discount	20%	Memberships

Administration	Fee	Unit
Community Group / Not for Profit Discount (not already identified)	0% 20%	Facility rentals Starting January 1, 2024
Commercial Business Surcharge (not already identified)	0% 20%	Facility rentals Starting January 1, 2024
Multi-pack Discount (not already identified)	0% 10%	Pay As You Go Starting January 1, 2024
Facility Cancellation Surcharge – Spot rentals with notice	10%	Per hour turnback
Facility Cancellation Surcharge – Spot rentals without notice	50%	Per hour turnback
Statutory Holiday Rental Surcharge	\$83.49	Per hour
Administrative Fee	\$10.00	Per transaction
Replacement Access Card	\$5.00	Per card

Discounts do not apply where rates have already been discounted.

Effective January 1, 2024, rates for Commercial and Community Groups will be based on the Residential rate plus or minus the applicable surcharge or discount for commercial and community based groups. Future fee schedules will eliminate separate categories and only show the residential rate as the base rate for facility rentals.

Effective January 1, 2024, a multi-pack discount will be applied to the base admission fee for pay as you go programming. Future fee schedules will eliminate the separate category and only show the per visit fee.

By-law 2023-044
 Schedule "G"
 Public Works Fees
 Fee Schedule Effective July 1, 2023

All fees subject to applicable taxes

Electric Vehicle Charging Stations	Fee	Unit
Daytime electric vehicle station use under three (3) hours	\$1.50	Per hour
Daytime electric vehicle station use after three (3) + 30 minute grace period	4.00	Per hour
Nighttime electric vehicle station use	1.50	Per hour
Reservation no-show	3.00	Flat fee

Note:

1. For daytime use (7:30am to 5:00pm Monday to Sunday), the user is expected to move their vehicle from the charge station parking spot after three (3) hours. A grace period of 30 minutes will be permitted once their allotted time has elapsed before an additional fee is applied.
2. Where offered by the Electric Vehicle Charger Service Provider, Electric Vehicle Parking Spaces may be reserved via an online booking platform on a first come first served basis. If the User does not connect to the electric vehicle charging station within 10 minutes of the reserved time, the User will be charged a fee and lose their place in the queue.³

Special Events on Municipal Highways By-law (2014-021)	Fee	Unit
Application Review Fee	\$500.00	

Road Occupancy By-law (2014-022)	Fee	Unit
Municipal Resources required for the temporary closure or occupancy	Actual costs of required resources	

Senior Snow Clearing Program	Fee	Unit
Senior snow clearing program	\$85.19	Per Season

Commemorative Tree and Bench Program	Fee	Unit
Commemorative Tree	\$900.00	Per tree
Commemorative Bench	2,750.00	Per bench

Access Permits	Fee	Unit
Access Permit Application	\$125.00	
Access Permit Rural (based on size of culvert)	271.43	Per M of 400mm steel culvert
	307.41	Per M of 450mm steel culvert
	328.57	Per M of 600mm steel culvert
	20.00	Per 400mm steel coupler
	22.00	Per 450mm steel coupler
	25.00	Per 600mm steel coupler
Access Permit Urban (determined by contractor)	210.20	Per cut up to two metres
	34.68	Each additional metre
Curb reinstatement (determined by contractor)	723.10	Per metre
Sidewalk remove and replace (determined by contractor)	723.10	Per square metre

By-law 2023-044
 Schedule "H"
 Cemetery Fees
 Fee Schedule Effective July 1, 2023

All fees subject to applicable taxes

Sale of Plots	Care and Maintenance	Plot	Total Fee	Unit
Single (3' x 9')	\$859.60	\$1,289.40	\$2,149.00	Per plot, includes 40% care and maintenance
Infant (1.5' x 3')	Not applicable	No charge	No charge	
Cremation (2' x 2')	286.40	429.60	716.00	Per plot, includes 40% care and maintenance

Sale of Cremation Niches	Care and Maintenance	Niche	Total Fee	Unit
Niche (including plaque)	\$368.10	\$2,085.90	\$2,454.00	Per niche, includes 15% care and maintenance

Interment	Fee	
Adult – Single Depth	\$1,133.00	
Adult – Double Depth	1,410.00	
Cremation	433.00	

Interment	Fee	
Niche	217.00	
Infant	No charge	

Disinterment	Fee	
Adult – Single Depth	\$1,865.00	
Adult – Double Depth	2,243.00	
Cremation	511.00	
Niche	217.00	
Infant	511.00	

	Fee	
Saturday Plot Interments	\$266.00	
Saturday Cremation/Niche Interments	No additional charge	
Sunday & Stat Holidays Plot Interments	627.00	
Sunday & Stat Holidays Cremation/Niche Interments	228.00	
Rental for lowering device, set up and dressing	144.00	
Provincial Licence Fee	13.63	
Granite Plaque Replacement	333.00	

Administrative	Fee	
Transfer Fee	\$39.00	
Duplicate or Replacement Certificate	39.00	
Third Party Sale Transfer	39.00	
Transfer Back to Municipality	39.00	

Monument Foundation or Marker Setting	Care and Maintenance	Monument	Total Fee	
Monument	\$200.00	\$477.00	\$677.00	
Flat Marker – Regular	100.00	300.00	400.00	Maximum height 24.5" x 18.5"
Flat Marker – Cremation	100.00	133.00	233.00	Maximum size 22" x 16"

Monument Foundation or Marker Setting	Care and Maintenance	Monument	Total Fee	
Flat Marker – Block IBL	Not Applicable	133.00	133.00	Maximum size 16.5" x 10.5"
Foot Marker	Not Applicable	133.00	133.00	Maximum size 16" x 10"
Removal of Monuments	Not Applicable	94.00	94.00	