

Schedule "A" to By-law 60-2024 - Administration

Item	Fee/Charge	HST	2025	Unit/Measure
Black & white photocopies	\$0.88	\$0.12	\$1.00	per page
Colour & 11x17 photocopies	\$1.77	\$0.23	\$2.00	per page
Fax transmission	\$2.43	\$0.32	\$2.75	per fax
Tax certificate (processed when payment received)	\$60.00	exempt	\$60.00	per property
Rush tax certificate (processed same or next day)	\$80.00	exempt	\$80.00	per property
Building/Zoning Certificate	\$80.00	exempt	\$80.00	per property
Drainage Certificate	\$50.00	exempt	\$50.00	per property
Copy of Official Plan	\$44.25	\$5.75	\$50.00	each
Copy of Zoning By-Law	\$44.25	\$5.75	\$50.00	each
Travel Letters	\$26.55	\$3.45	\$30.00	each
Certification/Commissioning Fee	\$22.12	\$2.88	\$25.00	each
Offsite Certification Fee (ex. Birth Registration) for 2 staff to attend	\$90/hr + mileage costs + HST plus certification/commission costs			
Cheques Returned	\$40.00	exempt	\$40.00	each
Written Confirmation of Prior Year Tax Payment - First request	\$10.00	exempt	\$10.00	per property/per year
Second and each further request	\$25.00	exempt	\$25.00	per property/per year
Administration Fee	25%	exempt	25%	each
A/R - Interest charge per annum	24%		24%	
FOI Request	\$5.00	\$5.00 + fees as per MFIPPA		per request
Municipal Records Search - after the first hour	\$50.00	\$6.50	\$56.50	per hour +
Mileage rate (per Revenue Canada)	\$0.70	exempt	\$0.70	per km
Rental of council chambers	\$35.40	\$4.60	\$40.00	per hour
Mortgage company processing fee	\$15.00	exempt	\$15.00	per property
Property tax ownership change	\$25.00	exempt	\$25.00	per property
Statement processing fee	\$2.00	exempt	\$2.00	per statement
Accounts receivable transfer to property taxes	\$25.00	exempt	\$25.00	per transfer
Marriages				
Marriage Licence	\$130.00	exempt	\$130.00	per licence
Civil Marriage Solemnization - in chambers, during office hours	\$309.74	\$40.27	\$350.00	each
other locations/outside office hours	\$398.23	\$51.77	\$450.00	each
Rehearsal Fee	\$66.37	\$8.63	\$75.00	each
Witnesses (if provided by Township)	\$26.55	\$3.45	\$30.00	each
Licences				
Raffles, Bingo and Break-Open Tickets	3% of prize value	exempt	3% of prize value	each
Drains				
Tile Drain Loans				
Application Fee	\$50.00	exempt	\$50.00	per application
Inspection Fee	\$175.00	exempt	\$175.00	per inspection
Municipal Drains				
Minimum Billings	\$5.00	exempt	\$5.00	Bills under \$5 to be written off to Drain Unrecoverables
Planning				
In Lieu of Parkland	\$750.00	exempt	\$750.00	per lot
Septic Inspections re Consent Application	\$268.00	exempt	\$268.00	per lot
Drainage Apportionment Agreement	Full Cost Recovery			as a condition of severance
Lot Grading Deposit* (\$1000 is non-refundable)	\$2,000.00	exempt	\$2,000.00	per lot or block
Site Plan Control Application	\$1000** + any third party costs			per application
Amendment to an Existing Site Plan Control Agreement	100% Full Cost Recovery			per application
In-House Engineering Review	100% Full Cost Recovery (Hourly Rate \$126.90)			per application
Stormwater Management Review	100% Full Cost Recovery (Hourly Rate \$126.90)			per application
Residential Site Grading Plan Review	100% Full Cost Recovery (Hourly Rate \$126.90)			per application

*The balance of the lot grading deposit shall be refundable in whole or in part after the building has been constructed and occupied, and Owner's Final Grading Certificate has been filed with and accepted by the Township's Chief Building Official (CBO) and any damages to the Works resulting from house building and/or landscaping activities on the subject Lot or Block have been repaired to the satisfaction of the Township's CBO and Manager of Public Works or their delegates.

**Includes Registration Fee