

The Corporation of the Township of Brock

By-Law Number 3285-2024

As Amended by By-law Number 3315-2025, 3325-2025 and 3330-2025

(Consolidated Version)

Being a By-Law Pursuant to the Municipal Act, S.O. 2001, as Amended, to impose fees for services and activities provided or done by or on behalf of the Township of Brock and for the use of municipal property

Whereas Section 391 of the *Municipal Act*, S.O. 2001, authorizes Council to impose fees or services and activities provided or done by or on behalf of the Township of Brock and for the use of municipal property; and

Whereas the Council of the Township of Brock deems it necessary to charge for certain services or activities provided or done by or on behalf of the Corporation and for the use of municipal property in order to meet the Corporation's financial obligations;

Be It Therefore Enacted by the Council of the Corporation of the Township of Brock as follows:

1. That the fees or charges for services, activities, and use of municipal property provided or done by or on behalf of the Corporation of the Township of Brock as set out in Schedules A, B, C, D, E, F, G, H, attached hereto are hereby established and imposed; and
2. That the fees or charges imposed by Section 1 of this by-law, as set out in the attached schedules, are due and payable to the Corporation of the Township of Brock upon performance by the Corporation of the Township of Brock of the services or activities for which any fee or charge is imposed; and
3. That in addition to any other remedy available to the Township of Brock, and in accordance with Section 398 of the *Municipal Act*, S.O. 2001, any fee or charge imposed pursuant to this by-law shall constitute a debt owing by the person for whom the said service or activity was provided to the Township of Brock, and the Township may, if such amounts remain unpaid after forty (40) days following notification of the amounts owing, add the amounts owing to the tax roll for the real property of the person who is responsible for paying the fees or charges, and such amounts may be collected in like manner as municipal taxes subject to the enabling provisions contained within each applicable by-law; and
4. That effective January 1, 2025, Departments Heads be delegated to index fees annually using Statistics Canada, CPI and Inflation Rates for Ontario (All-Items Consumer Price Index), as of June (yearly inflation rate %) or the previous years levy increase.
5. That departments heads be delegated to assess deposit amounts and cost recovery charges in the event community groups damage or do not return Township of Brock equipment for events sponsored by the Corporation; and
6. That the fees or charges are subject to HST legislation (where applicable); and
7. This By-law may be cited as the "Fee and Charges By-Law"; and
8. By-Law Number 3226-2023, as amended, is hereby repealed in its entirety as of December 31, 2024; and
9. This By-law shall come into force and effect on the 1st day of January, 2025.

By-law 3285-2024 Enacted and Passed This 12th Day of August, A.D., 2024

Mayor
Walter Schummer

Clerk/Deputy CAO
Fernando Lamanna

By-law 3315-2025 Enacted and Passed This 13th Day of January, A.D., 2025

Deputy Mayor
Michael Jubb

Deputy Clerk
Maralee Drake

By-law 3325-2025 Enacted and Passed This 24th Day of February, A.D., 2025

Mayor
Walter Schummer

Clerk/Deputy CAO
Fernando Lamanna

By-law 3330-2025 Enacted and Passed This 10th Day of March A.D., 2025

Mayor
Walter Schummer

Deputy Clerk
Maralee Drake

Schedule "A"

Clerk's Deptment

Clerk's/Administraton Department

Description	HST Sttus	2025 Fee Excluding HT	2025 Fee Including 13% HST (where applicable)
Commission Affidavits & Certify True Copies – Resident (Up to 5 Documents)	Exem	21.	
Additional Signatures	Exem	5.10	
Commission Affidavits & Certify True Copies – Non-Resdent (Up to 5 Documents)	Exem	27.	
Additional Signatures	Exem	5.10	
Foreign Pension Affidavits & Commission Affidavits for Siors 65+ (excluding MTO vehicle transfers)		Ept	
Photocopies (per page)	Taxabl	1.00	1.13
Document Search - Non Freedom of Information Act - P Hour (1 hour Minimum)	Taxabl	32.	36.44
Boathouse Lease Transfer	Taxable	933.00	1,054.29
Film Permit (per film)			
Per day	Exem	532.	
Three days	Exem	1,064.	
Closed Meeting Investigator Request Fee	Exem	53.	
Municipal Consent Forms for Liquor Licence Application (includes Fire & Building Agency Letters)	Exem	239.00	
Additional Inspections for Liquor Licence Applications		Fee as per the Building B-Law	
Key Replacement of Extra Keys for Leased Facilities	Taxabl	Cost of the key plus 20% administrative charge	Cost of the key plus 20% administrative charge (plus HST)

Licence F

Description	HST Sttus	2025 Fee Excluding HT	2025 Fee Including 13% HST (where applicable)
Business Licenses			
Campgrounds Licensing - New	Exem	303.	
Campgrounds Licensing - Renewal	Exem	212.	
Chip Trucks	Exem	607.	
Coffee Trucks - First Vehicle	Exem	607.	
Coffee Trucks - Additional Vehicle	Exem	366.	
Dog Daycare - New	Exem	303.	
Dog Daycare - Renewal	Exem	212.	
Hot Dog Carts	Exem	303.	
Ice Cream Carts	Exem	303.	
Kennel - New	Exem	303.	
Kennel - Renewal	Exem	212.	
Taxi Cab/Limousine Owner (New)	Exem	607.	
Taxi Cab/Limousine Owner (Renewal)	Exem	117.	
Taxi Cab/Limousine Owner Renewal After February 1	Exem	175.	
Taxi Cab/Limousine Owner's Licence- Replacement	Taxabl	32.	37.18
Taxi Cab/Limousine Driver (New)	Exem	117.	
Taxi Cab/Limousine Driver (Renewal)	Exem	85.	
Taxi Cab / Limousine Driver Renewal After February 1	Exem	148.	
Taxi Cab/Limousine Driver's Licence- Replacement	Taxabl	32.	37.18
Taxi/Limousine Plate- Replacement	Taxabl	38.	42.94
Wrecking Yard	Exem	303.	
Wrecking Yard Renewal After February 1	Exempt	361.50	
Permits and Oter Licenses			
Burial Permits	Exem	22.	
Burial Permits – After Hours & Weekends	Exem	55.	
Marriage Licence	Exem	148.	
Civil Marriage Solemnization	Exem	478.	
Marriage Licence/Ceremony Package	Exem	590.	
Cancellation of Ceremony <1 Days Notice	Exem	478.	
Fence Variance Application (non-refundable)	Exem	212.	
Prohibited Animal Licence (New)	Exem	303.	
Prohibited Animal Licence (Renewal)	Exem	212.	
Noise Exemption Application	Exem	212.	
Parking Permit - Annual	Taxabl	164.	185.66
Parking Permit - Seasonal	Taxabl	94.	106.79
Parking Permit - Monthly	Taxabl	18.	20.91
Parking Permit - Nightly	Taxable	14.40	16.27

Schedule A continued

By-Law Department

Descriptin	HST Staus	2025 Fee Excluding HT	2025 Fee Including 13% HST (where applicable)
Property Standards Administration Fee (plus costs associated with cleanup of property)	Exem	79.	
Certificate of Compliance for each property which has hroperty Standards Order	Exem	133.	
Certificate of Compliance for each property which has notad a Property Standards Order	Exem	68.	
Property Standards Appeal Fee	Exem	185.	
Property Standards Reinspection Fee	Exem	185.	
Private Parking Administration Fee	Exem	117.	
Animal Control – Appeal (Restraint/Muzzle Orders etc.)	Exem	150.	
Licensing Appeal	Exem	159.	

Schedule "B"

Finance Deptment

Description	HST Sttus	2025 Fee Excluding HS	2025 Fee Including 13% HST (where applicable)
Treasurer's Tax Certificate	Exem	116.	
Penalty/Interest Charges		1 1/4% per month outstanding taxesd accounts receivabl	
Tax Registration - Phase 1 - Fee charged as soon as account sent to 3rd party recovery	Exem	450.00 plusy third party fees	
Tax Registration - Phase 2- Fee effective at end of 1 yearegistration period and Township proceeding with tax sale	Exem		
Tax Sale packages via paper or email	Exem	26.	
Tax Sale Extension Agreement - per agreement	Exem	565. plus any associated coss	
Deeds not provided – after 30 days	Exem	11.	
NSF Cheque Fee	Exem	55.	
Stop & Hold Payment	Exem	27.	
Duplicate Receipt	Exem	11.	
Duplicate billing request for more than one owner (No chge if enrolled in e-send)	Exem	11.	
Request to refund payments for tax certificates	Exem	21.	
Refund tax payment made in error by Mortgage Co. or lyers	Exem	27.	
Tax Statement	Exem	11.	
First Notice - Tax Sale Notice Letter	Exem	26.	
Final Notice - Tax Sale Warning Letter	Exem	26.	
Reprint Bill (Current or First Prior Year)	Exem	11.	
Tax Arrears/Reminder Notices and Collection Letters	Exem	6.	
AR Invoice reprint/AR Statement of Account Re-print	Exem	26.	
Ownership Change	Exem	35.	
Mortgage Company Requests (Per Roll No.)	Exem	17.	
Mortgage Company Arrears Notification Fee	Exem	109.	
New Roll Number Assignment	Exem	55.	
Correct or Transfer of an Electronic Payment	Exem	27.	
Additions to Tax Role/ Liens to Property Tax Account	Exem	50.	
Payment processing fee for unaccepted payment method	Exem	27.	
Document preparation or search fees - per Hour (\$30.inimum)	Taxabl	71.	81.25
Out of country mailings (No charge if enrolled in e-send)	Exem	11.	11.30
LC Draw, Release or Reduction - per hour	Taxable	71.90	81.25

Schedule "C"**Public Works Department - Roads****Public Works Department**

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Entrance Inspections (Existing Entrance)	Taxable	208.50	235.61
Entrance Inspection (New)	Taxable	389.20	439.80
Entrance Installation (with 16" x 26' culvert)	Taxable	2,038.60	2,303.62
Entrance Installation (time & material only)	Taxable	947.90	1,071.13
Road Occupancy Permit	Taxable	389.20	439.80
Municipal Consent	Taxable	148.90	168.26

Schedule "D"

Parks and Recreation

Ice Rental Rates -2025 Rate is Effective For Rentals as of September 1, 2025

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Minor Hockey/Figure Skating/Ringette - Per Hour	Taxable	145.00	163.85
Local Schools - Per Hour	Taxable	145.00	163.85
Other Rentals - Prime Time - Per Hour	Taxable	170.00	192.10
Monday to Friday 5:00 p.m. - 11:00 p.m.			
Saturday 9:00 a.m. - 11:00 p.m.			
Sundays 9:00 a.m. - 11:00 p.m.			
Other Rentals - Non-Prime Time - Per Hour	Taxable	145.00	163.85
Birthday Party – 1 Hr. Ice Time + 1 Hr. Auditorium	Taxable	168.14	190.00
Sponsored Skate 2 Hr. Prime Time	Taxable	238.94	270.00
Sponsored Skate 2 Hr. Non-Prime Time	Taxable	190.27	215.00
Cancellation Fee - Per Booking and Per Facility Affected by Cancellation	Taxable	20.35	23.00
Admission Fees			
Public Skating – 5+ years	Taxable	3.54	4.00
Roller Disco – 5+ years	Taxable	3.54	4.00
Public Skating - Family Rate (Family of 5)	Taxable	10.62	12.00
Shinny/Stick & Puck - All Participants	Taxable	5.31	6.00
Parent & Tot (Kids Skate Free) / Seniors	Taxable	2.65	3.00
Ticket Ice	Taxable	5.31	6.00

Summer Ice Surface Rentals

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Daily Rate (12 hour maximum) - Alcohol Events	Taxable	668.58	755.50
Daily Rate (12 hour maximum) - Non-Alcohol Events	Taxable	360.48	407.34
Sports Activities – Per Hour (6 hour maximum)	Taxable	53.40	60.34
Refundable Damage Deposit	Exempt	300.00	
Cancellation Fee - Per Booking and Per Facility Affected by Cancellation	Taxable	20.35	23.00

Auditorium Rental Rates

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Room Rental - Daily (12 hours maximum) - Alcohol Events	Taxable	340.40	384.65
Tournament Rate to be applied in conjunction with an ice rental of 10 hours of more. Non-Alcoholic Events Only	Taxable	184.37	208.34
Room Rental - Per Hour (Staff presently in arena) - Without Alcohol	Taxable	22.66	25.61
Auditorium Refundable Deposit Rate	Exempt	300.00	
Cancellation Fee - Per Booking and Per Facility Affected by Cancellation	Taxable	20.35	23.00

Beaverton & Sunderland Town Hall Rental Rates

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Auditorium Rates*			
Room Rental – Per Hour (maximum 6 hours)	Taxable	33.89	38.30
Room Rental – Daily (12 Hours – Rehearsal Included)	Taxable	338.91	382.97
Refundable Damage Deposit	Exempt	300.00	
Meeting Room & Banquet Room/Kitchen Rates*			
Room Rental – Per Hour	Taxable	22.59	25.53
Room Rental – Daily Rate (8 Hours)	Taxable	109.89	124.18
Refundable Damage Deposit	Exempt	50.00	
* Rate does not include the use of equipment which is not owned by the Township of Brock			
Cancellation Fee - Per Booking and Per Facility Affected by Cancellation	Taxable	20.35	23.00

Manilla Town Hall Rental Rates

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Room Rental – Per Hour	Taxable	25.00	28.25
Room Rental – Per Day (8 Hours) No Alcohol	Taxable	100.00	113.00
Refundable Damage Deposit, No Alcohol	Exempt	100.00	100.00
Room Rental – Per Day (8 Hours) Alcohol Event	Taxable	300.00	339.00
Refundable Damage Deposit, Alcohol Event	Exempt	300.00	
Cancellation Fee - Per Booking and Per Facility Affected by Cancellation	Taxable	10.62	12.00

Schedule "D" continued

Field Users - Under review - Note: Review of user fees in progress for September 2024 and rates may be subject to change

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Per Player/Per Season/Per Sport (Usage)- Any Age Group	Taxable	8.85	10.00

Harbour Launch Fees

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Daily Rate (in-out) - Non Resident	Taxable	17.70	20.00
Seasonal Pass (In-Out) - Non Resident	Taxable	132.74	150.00
3-Day Pass (In-Out) - Non Resident	Taxable	45.13	51.00
Transient Vessels Declaring 3 Hour Stay - No charge subject to the vessel operator registering with the Harbour staff upon arrival			
Renewal - Seasonal Berthing Rate - Beaverton (May 1 - October 31 *Weather Permitting) (Maximum vessel 6.71 m length & 2.44 m width)	Taxable	1,027.00	1,160.51
Renewal - Seasonal Berthing Rate - Thorah Island (May 1 - October 31 *Weather Permitting) (Maximum vessel 6.71 m length & 2.44 m width)	Taxable	1,027.00	1,160.51
Renewal - Premium Seasonal Berthing Rate - Thorah Island: Grand-fathered vessels greater than maximum size (Per Vessel) (May 1 - October 31)	Taxable	134.00	151.42
New Berthing Rentals	Taxable	1,232.40	1,392.61

Advertising and Sponsorship Rates

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Wall Signs per Year	Taxable	180.88	204.39
Rink Board Signs per Year	Taxable	366.64	414.30
Ice Resurfacer per Year - Panel A - Front	Taxable	405.67	458.40
Ice Resurfacer per Year - Panel B - Right or Left	Taxable	481.66	544.28
In- Ice Advertising	Taxable	500.00	565.00
Camp Sponsors - Gold	Taxable	442.48	500.00
Camp Sponsors - Silver	Taxable	221.24	250.00
Camp Sponsors - Bronze	Taxable	88.50	100.00
Outdoor Movie Sponsors - Gold	Taxable	442.48	500.00
Outdoor Movie Sponsors - Silver	Taxable	221.24	250.00
Outdoor Movie Sponsors - Bronze	Taxable	88.50	100.00

Day Camp

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Day Camp Registration Fee - Per Week	Exempt	170.00	
Day Camp Registration Fee - Individual Days (after June 7) *	Exempt	38.00	
Short Week Day Camp - Per Week	Exempt	135.00	
Specialty Camp - Per Week	Exempt	190.00	
Winter/March Break Camp - Daily Rate	Exempt	35.00	
Cancellation/Change Fee for Daycamp Weeks	Exempt	25.00	
Cancellation/Change Fee for Before or After Care	Exempt	10.00	
Before or After care - Per Week	Exempt	27.00	
Before and After care - Per Week	Exempt	43.00	

* rate applies to available spaces after June 7 (specialty camps not included)

Other Services

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Fitness Class - Per Class (with Pre-Registration)	Taxable	8.85	10.00
Fitness Class - Drop In	Taxable	10.62	12.00
Sports Programs - High School - Per Session (10 weeks per session)	Taxable	35.40	40.00

Any groups or users who have a separate agreement with the Township may be charged different rates in accordance with their agreement.

Schedule "E"

Emergency Services

Fire Department

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
General			
Occurrence Reports	Taxable	148.92	168.27
Compliance Letters	Taxable	148.92	168.27
Fireworks Permit (including inspection)	Exempt	78.05	
Special Events	Taxable	78.05	88.20
Fire Safety Training (Per Request) - Normal Working Hours - Per Hour	Taxable	131.46	148.55
Fire Safety Training (Per Request) - Outside Normal Working Hours - Per Hour	Taxable	193.08	218.18
Fire Safety Plan Review - Per Hour	Taxable	131.46	148.55
Preservation of Property in Non-Emergency Situations. (Any additional costs associated with the preservation of property in non-emergency situations within the scope of the Fire Protection and Prevention Act and the Ontario Fire Code)			
Inspections			
Institutional (Per Request)	Taxable	131.46	148.55
Day Care (Per Request)	Taxable	131.46	148.55
Assisted Living (Per Request)	Taxable	131.46	148.55
Non-Residential – 1000 sq. m or less (Per Request)	Taxable	131.46	148.55
Non-Residential – Multiple Unit Occupancy Per Tenant (Per Request)	Taxable	131.46	148.55
Residential (Per Request) - Per Hour	Taxable	131.46	148.55
Re-inspections	Taxable	131.46	148.55
Miscellaneous	Taxable	131.46	148.55

Emergency Services

Descriptio	HST Stat	2025 Fee Excluding HS	2025 Fee Including 13% HST (where applicable)
Response to Motor Vehicle Accident - Non Resident (Peratus/vehicle per hour or part thereof)		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Response to Motor Vehicle Accident - Non Resident (Anytional costs of special supplies used, including, but not limited to, fire fighting foam and hazardou material absorbent)		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Response to Motor Vehicle Fire - Non Resident (Per apparatus/vehicle per hour or part thereof)		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Response to Motor Vehicle Fire - Non Resident (Any additl costs of special supplies used, including, but not limited to, fire fighting foam and hazardous material absbent)		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Response to HAZMAT Incident – Gas or Oils Spills (Peratus per hour or part thereof)		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Response to HAZMAT Incident – Gas or Oil Spills (Any addiional costs of special supplies used, including, but not limited to fire fighting foam, and hazardous materialorbent)		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Fire Department Response / Fees / Indemnification Technogy		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Emergency Services on Roadway / Waterways / Railways/igh-of ways and /or lands (Services provided for emergencies involving damaged or faulty electrical power trsmision and distribution lines and their associated hardware, vehicles, boats, PWC, or trains, on rays, waterways or railways)		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Fire Apparatus Standby		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Response to Technical Rescue - NON RESIDENT		Current MTO rate per hour per apparatus (including vehicles) plus personnel costs plus any additional cost for each and every call	
Additional Expenses		Full Cost Recovery	
Authorized Duties under the Fire Protection and Preventionct		Current MTO rates per apparatus (including vehicles) plus personnel costs, plus costs of any consumables if applicable	

Schedule E continued

Alarm Servi

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Response to Malicious & Nuisance Alarms following three (3) responses within six (6) months (Per apparatus/vehicle per hour or part thereof) ** hourly personnel rate charged in addition**			Current MTO rate per hr per apparatus (including vehicles) plus personnel coss plus any additional cost for each anery call
Response to False Alarm as a result of work performed on a fre alarm system or emergency system following two (2) responses within six (6) months (Per Apparatus/vehicle per hour or part thereof) **hourly personnel rate charged in addition**			Current MTO rate per hr per apparatus (including vehicles) plus personnel coss plus any additional cost for each anery call

Burn Permits - Perpplicant

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Open Air Burn Permit	Exempt	30.	
Recreational Burn Permit	Exempt	25.	
Agricultural Burn Permit - Limited to 2 addresses per permit	Exempt	100.00	

Preventable Fires

Response to Unapproved Open Air Burning (Per apparatus/vicle per hour or part thereof)			Current MTO rate per hr per apparatus (including vehicles) plus personnel coss plus any additional cost for each anery call
Response to Unapproved Open Air Burning			Any additional costs of specialupplies including, but not limited to, fire foam and hazars material absorbent

Schedule "F"

Animal Services

Pound Fees

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Adoption - Dog	Taxable	225.66	255.00
Adoption - Puppies	Taxable	130.09	147.00
Adoption - Cat	Taxable	130.09	147.00
Adoption - Kittens	Taxable	84.96	96.00
Cat/Dog First Impoundment	Taxable	66.76	75.43
Cat/Dog Second Impoundment	Taxable	148.92	168.27
Cat/Dog Third Impoundment	Taxable	241.35	272.72
Cat/Dog Subsequent Impoundment	Taxable	477.56	539.64
Cat/Dog Impoundment Maintenance Fee per day	Taxable	30.09	34.00
Dog Tag - Spayed or Castrated	Exempt	27.00	
Dog Tag - Any other dog	Exempt	32.00	
Replacement Dog Tag	Exempt	2.00	
Lifetime Dog Tag - Spayed or Castrated	Exempt	150.00	
Lifetime Dog Tag - Any other dog	Exempt	200.00	
Dangerous Dog Tag	Exempt	75.00	
Live Trap Service Rental - Per Day	Exempt	53.40	
Surrender Fee – Dog	Exempt	154.05	
Surrender Fee – Cat	Exempt	77.03	
Surrender Fee – Cat & litter of kittens	Exempt	128.38	

PAWS Boarding at Brock Animal Shelter Fees

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Cat – Daily fee	Exempt	30.00	
Additional Cat from same home and can be housed together – Daily fee	Exempt	12.00	
Dog – Daily fee	Exempt	35.00	
Administered medication – Daily fee	Exempt	5.15	

Schedule "G"

Development Services

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Property Information Report	Taxable	154.05	174.08
Zoning Confirmation Letter	Taxable	154.05	174.08
Road Assumption Verification Letter	Taxable	148.92	168.28
Tile Drainage Loan Inspection Fee	Taxable	398.23	450.00
Site Alteration and Fill Permits			
a) Applications for quantities of fill or site alteration less than or equal to 500 cubic metres:			
Application Fee	Exempt	569.99	
Application review deposit to accompany application submission where all fees have not yet been determined by the Director		256.75	
Fee for each cubic metre of fill or site alteration	Exempt	2.05	
Fee for each cubic metre of fill or site alteration over the amount allowed under an issued permit or where fill is brought in without the benefit of permit		10.00	
Application fee for permit extension or amendment		231.08	
Site alteration and Fill Agreement		359.45	
Minimum Security for breach or default of agreement		\$5,000.00 or as determined by the Director	
Minimum Roads Security Deposit		As determined by the Director	
Works undertaken by the Municipality where non compliance of the By-law or breach of agreement occurs		Actual cost + 25% Admin fee	
Compliance inspections and additional inspections		180.19	
Pre-Consultation meeting		100.00 + other agency or consultant cost + 10% admin fee if applicable	
Fill quality testing		Actual cost + 10% Admin fee	
Where site alteration and fill works occur without the benefit of permit, all fees are doubled unless otherwise listed		Application fees doubled	
b) Applications for quantities of fill or site alteration greater than 500 cubic metres			
Application Fee		2,904.36	
Application review deposit to accompany application submission where all fees have not yet been determined by the Director		1,027.00	
Fee for each cubic metre of fill or site alteration		3.08	
Fee for each cubic metre of fill or site alteration over the amount allowed under an issued permit or for fill brought in without the benefit of permit		10.00	
Application fee for permit extension or amendment		1,161.54	
Site alteration and Fill Agreement		770.25	
Minimum Security for breach or default of agreement		\$10,000.00 or as determined by Director	
Minimum Roads Security Deposit		As determined by Director	
Works undertaken by the Municipality where non compliance of the By-law or breach of agreement occurs		Actual cost +25% admin fee	
Compliance inspections and additional inspections		313.65	
Pre-Consultation meeting		350.00 + other agency or consultant cost + 10% admin fee if applicable	
Fill quality testing		Actual cost +10% admin fee	
Where site alteration and fill works occur without the benefit of permit, all fees are doubled unless otherwise listed		Application fees doubled	
c) Security for maintenance of public highways used by trucks delivering or removing fill		Amount determined by the Director	
d) Other security deemed necessary by the CBO		Amount determined by the Director	
h) Issuance of Notice or Order where non-compliance of the by-law occurs		439.11	
i) Registering and/or discharging of Orders on Title		Actual cost + 10% admin fee	
j) Review time for non compliance matters by the Chief Building Official		188.19 per hour	
k) Works required under 6.03 of the Site Alteration and Fill By-Law		Actual cost + 10% admin fee	

Schedule G continued

Description	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
Swimming Pool Fence Enclosure Permits			
Swimming pool enclosure (above ground, inground or hottub) permit		250.00	
Swimming pool enclosure (above ground, inground or hottub) permit where works occur without the benefit of permit			500.00
Administrative Fee			31.37
Compliance inspections - where non compliance occurs			313.65
Registering and/or discharging of Orders on Title		Actual cost + 10% admin fee	
Additional Inspections (for each inspection where more than 2 are required to close a permit)			188.19
Issuance of an Order for Non Compliance			439.11

Schedule "H"

Cemeteries

Description (applies to Scotch Burying Ground, All Saints Anglican, Hart, and North Brock Shiers Cemeteries)	HST Status	2025 Fee Excluding HST	2025 Fee Including 13% HST (where applicable)
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Double depth burials are NOT permitted. One earth burial and one cremation per grave; or, two cremations per grave. All artificial grass and lowering device provided and set up by others. Payment by credit card is not accepted.

Interment Fees (per Burial Permit or Cremation Certificate received)

Grave opening	Taxable	1,027.00	1,160.51
Grave opening after 4:30 p.m.	Taxable	1,129.70	1,276.56
Cremation opening	Taxable	513.50	580.26
Cremation opening after 4:30 p.m.	Taxable	616.20	696.31
Infant grave opening	Taxable	744.58	841.37

Saturday Charges (per Burial Permit or Cremation Certificate received)

Grave opening	Taxable	1,129.70	1,276.56
Grave opening after 4:30 p.m.	Taxable	1,258.08	1,421.62
Cremation opening	Taxable	616.20	696.31
Cremation opening after 4:30 p.m.	Taxable	718.90	812.36
Infant grave opening	Taxable	872.95	986.43

Winter Charges (cremation openings not permitted during the winter)

December 1st to May 1st (conditions permitting)

Grave opening	Taxable	1,283.75	1,450.64
Grave opening after 4:30 p.m.	Taxable	1,345.37	1,520.27
Infant grave opening	Taxable	949.98	1,073.47

Winter Saturday Charges (cremation openings not permitted during the winter)

Saturday Charges (per Burial Permit or Cremation Certificate received) - December 1st to May 1st (Conditions Permitting)

Grave opening	Taxable	1,386.45	1,566.69
Grave opening after 4:30 p.m.	Taxable	1,448.07	1,636.32
Infant grave opening	Taxable	949.98	1,073.47

Winter Saturday Charges (cremation openings not permitted during the winter)

Purchase Interment Rights

One Grave - Single Depth	Taxable	1,800.00	2,034.00
Two Graves - Single Depth	Taxable	3,600.00	4,068.00
Three Graves - Single Depth	Taxable	5,400.00	6,102.00
Four Graves - Single Depth	Taxable	7,200.00	8,136.00

All Interment Rights fees include the right to install a marker or monument

All interment rights fees include the care & maintenance deposit of 40% of the interment rights fee.

Fees for Care & Maintenance for markers/monuments as per O.Reg. 30/11

Flat marker less than 173 square inches in area - no charge

Flat marker greater than 173 square inches in area	Exempt	100.00	100.00
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Upright monument - up to 42 inches in height or width	Exempt	200.00	200.00
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Upright monument spanning double plot - over 42 inches in height or width	Exempt	400.00	400.00
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Upright monument greater than 42 inches in height - Not Permitted

Special Services that apply to Scotch Burying Ground, All Saints Anglican, Hart, and North Brock Shiers cemeteries

Resale of Interment Rights to Third Party

Administrative charge payable to Cemetery Operator	Taxable	212.59	240.23
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Disinterment

Disinterment (adult)	Taxable	1,232.40	1,392.61
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Disinterment (infant)	Taxable	924.30	1,044.46
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Disinterment (cremated remains)	Taxable	641.88	725.32
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A concrete container must be provided by others for transportation of the remains.

Should the original concrete container be damaged, a new container is required.

Duplicate Interment Rights Certificate

Issuing a duplicate Interment Rights Certificate	Taxable	212.59	240.23
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