

CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW NUMBER 2025-02

A BY-LAW TO APPROVE FEES AND CHARGES FOR SERVICES AND ACTIVITIES PROVIDED BY THE COUNTY OF DUFFERIN AND TO REPEAL BY-LAWS 2015-38, 2015-41, 2016-09, 2017-07, 2018-18, 2020-17, 2021-22, 2021-34, 2021-44, 2022-10, 2022-22, 2023-13, 2023-18, 2023-27, 2023-30, AND 2023-63.

WHEREAS Section 391 of the *Municipal Act 2001, S.O. 2001, c. 25*, as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the user of its property including property under its control;

AND WHEREAS the provisions of Section 69 (1) of the Planning Act, 1990, as amended, provides that the Council of a municipality may, by by-law, prescribe a tariff of fees for the processing of applications made in respect of planning matters;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE COUNTY OF DUFFERIN AS FOLLOWS:

1. The list of fees charges for various services, activities, and use of properties, as set in the schedules attached hereto be approved.
2. This by-law shall come into full force and effect on January 1, 2025.
3. By-laws 2015-38, 2015-41, 2016-09, 2017-07, 2018-18, 2020-17, 2021-22, 2021-34, 2021-44, 2022-10, 2022-22, 2023-13, 2023-18, 2023-27, 2023-30, and 2023-63 are hereby repealed.

READ a first, second and third time and finally passed this 9th day of January, 2025.

Original Signed By:

Janet Horner, Warden



Original Signed By:

Michelle Dunne, Clerk

**Schedule 'A' to By-Law 2025-02
Museum of Dufferin**

Admission Rates

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Adult	Per person	\$5.00	Taxable	\$5.65	-
Senior	Per person	\$4.00	Taxable	\$4.52	-
Student	Per person	\$2.00	Taxable	\$2.26	-
Family/Group (2 Adults, 2 Students)	Per group	\$12.00	Taxable	\$13.56	-
Children Under 5	Per person	No charge	N/A	No charge	-
Teachers (OCT)	Per person	No charge	N/A	No charge	-
Military Member/Veteran	Per person	No charge	N/A	No charge	-
Support Persons	Per person	No charge	N/A	No charge	-

Memberships

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Individual	Per person	\$45.00	Taxable	\$50.85	-
Senior/Student	Per person	\$35.00	Taxable	\$39.55	-
Family	Per family	\$65.00	Taxable	\$73.45	-

Equipment Rental

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Up to 10 (ten) 8' tables	Per item	\$10.00	Taxable	\$11.30	-
Up to 50 (fifty) program chairs	Per item	\$3.00	Taxable	\$3.39	-
Speakers and microphone	Per item	\$70.00	Taxable	\$79.10	-
Linens	Per item	\$5.00	Taxable	\$5.65	-
Projector and screen	Per item	\$70.00	Taxable	\$79.10	-

Facility Rental

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Corbetton Church – Up to 1 Hour	Per rental	\$50.00	Taxable	\$56.50	Rental for 1 hour.
Corbetton Church – Base Fee	Per rental	\$650.00	Taxable	\$734.50	Rental for 4 hours.
Corbetton Church Cleaning Fee	Per rental	\$25.00	Taxable	\$28.25	Applies to all Corbetton Church rentals.
Main Gallery	Per rental	\$850.00	Taxable	\$960.50	Rental for 4 hours.
Conservation Fee	Per rental	\$25.00	Taxable	\$28.25	Applies to all Main Gallery rentals.
Program Room	Per rental	\$200.00	Taxable	\$226.00	Rental for 3 hours.
Kitchen Cleaning Fee	Per rental	\$25.00	Taxable	\$28.25	Applies to all Program Room rentals.
Archive Room	Per rental	\$200.00	Taxable	\$226.00	Rental for 3 hours.
Extra Hours – Corbetton Church and Main Gallery	Per hour	\$100.00	Taxable	\$113.00	Plus base fee.
Extra Hours – Program Room and Archive Room	Per hour	\$50.00	Taxable	\$56.50	Plus base fee.

Archives Services

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Research > 30 minutes	Per 15 minutes	\$20.00	Taxable	\$22.60	Done by museum staff on behalf of the public.
Research < 30 minutes	Per hour	\$50.00	Taxable	\$56.50	Done by museum staff on behalf of the public; includes low-resolution scans of materials found.
New High-Resolution Scans	Per item	\$20.00	Taxable	\$22.60	Done by museum staff on behalf of the public.
Scans (already have in high-resolution)	Per item	\$10.00	Taxable	\$11.30	Done by museum staff on behalf of the public; is an image that staff have already scanned for an exhibit, conservation, or preservation.
Black & White Photocopy (over 10 pages) Letter or Legal Size	Per page	\$0.50	Taxable	\$0.57	-
Black & White Photocopy (over 10 pages) Tabloid/11x17 Size	Per page	\$1.00	Taxable	\$1.13	-
Colour Photocopy (over 10 pages) Letter or Legal Size	Per page	\$1.00	Taxable	\$1.13	-

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Colour Photocopy (over 10 pages) Tabloid/11x17 Size	Per page	\$2.00	Taxable	\$2.26	-
Rush Request	Per request	Double the base fee amount	Taxable	Base Fee plus HST	Done by museum staff on behalf of the public; Rush is less than 48 hours notice.
High-Resolution Images – For Profit Publication	Per item	\$100.00 - \$350.00	Taxable	\$113.00 - \$395.50	Varies depending on intended use and media; at the discretion of museum staff.
High Resolution Artifact Photo	Per item	\$20.00	Taxable	\$22.60	Done by museum staff on behalf of the public.

Gift Shop

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Vendor Fee	Per vendor	\$50.00	Taxable	\$56.50	Vendor fees at markets can be adjusted at staff discretion.
Artist Commission Fee	Per item	25%	See Note	See Note	Art sales at exhibitions can be adjusted at staff discretion. The Museum of Dufferin will charge HST on the commission we gain from the sale, but only on the pre-tax amount of the items.
Gift Shop Vendor Commission	Per item	25%	See Note	See Note	Items sold in the gift shop on consignment. The Museum of Dufferin will charge HST on the commission with gain from the sale, but only on the pre-tax amount of the items.

Group Programs and Tours

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Parties – program room rental with activity	Per rental	\$250.00	Taxable	\$282.50	Includes 3 hour party. Includes 15 children and 2 adults, if for minors. Extra participants are \$12 per person plus HST.
Group Guided Tours	Per person	\$10.00	Taxable	\$11.30	Includes 1 hour tour. Minimum group size is 6.
Outreach Speaker – Non-Profit	Per attendee	\$3.50	Taxable	\$3.96	Includes 1.5 hours of programming. Museum staff go off-site to deliver a talk (minimum charge of \$35 plus HST); mileage rates apply.
Outreach Speaker – For Profit	Per attendee	\$7.00	Taxable	\$7.91	Includes 1.5 hours of programming. Museum staff go off-site to deliver a talk (minimum charge of \$70 plus HST); mileage rates apply.
School Programs – Full Day	Per student	\$14.00	Exempt	\$14.00	Includes 5 hours of programming.
School Programs – Half Day	Per student	\$7.00	Exempt	\$7.00	Includes 3 hours of programming.
School Program (Delivered Offsite)	Per student	\$7.00	Exempt	\$7.00	Includes 1 – 1.5 hours of programming. Programming may be delivered to multiple classes; participant limits must be discussed with staff; mileage rates charged for schools outside of Dufferin County.
School Program (Virtual)	Per student	\$4.00	Exempt	\$4.00	Includes 1 hour of programming. Delivered over Teams or Zoom. No participant limit.

**Schedule 'B' to By-law 2025-02
Dufferin Oaks Long Term Care Home**

Meeting Room Rental – Mel Lloyd Centre

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Room rental per half day	Per rental	\$50.00	Taxable	\$56.50	3 hours
Room rental per day	Per rental	\$90.00	Taxable	\$101.70	5 hours

Community Support Services

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Adult Day Program	Per day	\$15.00	Exempt	\$15.00	-
Adult Day Program with Transportation	Per day	\$22.00	Exempt	\$22.00	-
Home Help	Per hour	\$20.00	Exempt	\$20.00	Help with laundry, meal prep, cleaning, etc.
Transportation – Out of Town	Per kilometer	\$0.43	Exempt	\$0.43	-
Transportation – In Town	Per trip	\$8.00	Exempt	\$8.00	Flat rate
Respite	Per hour	\$17.70	Taxable	\$20.00	-
Home Maintenance	Per agreement	Negotiated fee	Taxable	Base Fee plus HST	May include yard work, snow removal, grass cutting, etc.
Meals on Wheels - Orangeville	Per meal	\$7.50	Exempt	\$7.50	Effective April 1, 2022
Meals on Wheels - Shelburne	Per meal	\$7.50	Exempt	\$7.50	Effective April 1, 2022
Frozen Meals	Per package	\$33.00	Exempt	\$33.00	7 entrees or 5 entrees, 5 soups and/or desserts
Congregate Dining	Per meal	\$7.00	Exempt	\$7.00	-

**Schedule 'C' to By-Law 2025-02
Public Works**

Entrance Permits and Opinions

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Entrance Permit – Residential, Field, or Farm	Per entrance	\$360.00 plus refundable deposit of \$1,000.00	Exempt	\$1,360.00	Includes one preliminary entrance inspection for permit issuance, and one final approval inspection for return of deposit. Additional inspections will be charged at \$100.00 per inspection and will be deducted from the application deposit.
Entrance Opinion – Residential, Field, or Farm	Per entrance	\$150.00	Exempt	\$150.00	Transferable to entrance permit within 12 months.
Entrance Permit – Commercial	Per entrance	\$450.00 plus refundable deposit of \$10,000.00	Exempt	\$10,450.00	Includes one preliminary inspection for permit issuance and one final approval inspection for return of deposit. Additional inspections will be charged at \$100.00 per inspection and will be deducted from the application deposit.
Entrance Opinion - Commercial	Per entrance	\$450.00	Exempt	\$450.00	Transferable to entrance permit within 12 months.

Road Occupancy Permits

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Road Occupancy Permit - Basic	Per application	\$60.00	Exempt	\$60.00	General administrative fee.
Road Occupancy Permit - Minor	Per application	\$200.00 plus \$500.00 deposit	Exempt	\$700.00	Includes administrative fee plus technical review fee, and deposit. Deposit eligible for full or partial refund once work is complete and final approval by the County.

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Road Occupancy Permit - Major	Per application	\$570.00 and a deposit of \$500.00 plus \$5.00 per metre when work exceeds 100 metres in length.	Exempt	\$1,070.00 plus \$5.00 per metre when work exceeds 100m in length.	Includes administrative fee plus technical review fee, and deposit. Review requires more time than minor review. Deposit eligible for full or partial refund once work is complete and final approval by the County. Additional securities may be required as determined by the Director of Public Works or Designate.

Municipal Consent for Utilities

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Consent for Utilities – Basic	Per application	\$60.00	Exempt	\$60.00	General administrative fee.
Consent for Utilities – Minor	Per application	\$150.00	Exempt	\$150.00	Application type will be determined following a preliminary review of the submission.
Consent for Utilities - Major	Per application	\$300.00 plus \$180.00 per km for multiple locations or greater than 100 metres in length.	Exempt	\$300.00 plus \$180.00/km for multiple locations or greater than 100 metres.	Application type will be determined following a preliminary review of the submission.

Engineering Services

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Review of Plan of Subdivision, Site Plan, Condominium, Draft Plan, Rezoning, Official Plan Amendment (Major Plan Revision/ First Submission)	Per application	\$2,500.00 plus \$1,500.00 Legal Deposit plus \$2,000.00 Peer Review Deposit	Exempt	\$6,000.00	Deposits are eligible for full or partial refund depending on level of work completed. Additional fees related to legal and peer review services may apply and will be determined on a per application basis. The Applicant is responsible for 100% cost related to legal and peer review services.

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Subsequent review(s) for Plan of Subdivision, Site Plan, Condominium, Draft Plan, Rezoning, Official Plan Amendment (Major Plan Revision/ First Submission)	Per application	\$350.00	Exempt	\$350.00	Additional fee for each subsequent submission following first submission.
Review of Site Plan (Additions), Part Lot Control (1 to 2 Lots) (Minor Plan Revision)	Per application	\$1,500.00 plus \$1,000.00 Peer Review Deposit	Exempt	\$2,500.00	Deposits are eligible for full or partial refund.
Pre-Consultation	Per application	\$400.00	Exempt	\$400.00	Includes time allotted for initial submission review, meeting with Applicant, and written response.
Committee of Adjustment (Consent/Variances)	Per application	\$250.00 plus \$200.00 Deposit	Exempt	\$450.00	Deposit is eligible for full or partial refund.
Meetings	Per meeting	\$200.00	Exempt	\$200.00	-
Legal	Cost Recovery	Actual Costs	Included	Actual Costs	Fees required for legal review of agreements, legal documents, etc. 100% cost recovered from the Applicant.
Peer Review	Cost Recovery	Actual Costs	Included	Actual Costs	Fees required for peer review of technical plans, documents, etc. 100% cost recovered from the Applicant.

Photocopying (Engineering and Construction Plans 24"x36")

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Photocopying (24"x36") black and white	Per page	\$4.42	Taxable	\$5.00	-
Photocopying (24"x36") colour	Per page	\$8.85	Taxable	\$10.00	-

Hourly Rate for Technical Engineering Assistance

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Manager	Per hour	\$100.00	Taxable	\$113.00	-
Technical Staff	Per hour	\$90.00	Taxable	\$101.70	-

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Administrative Staff	Per hour	\$60.00	Taxable	\$67.80	-

Signs

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Commercial Tourism Signs – Initial Installation	Per sign	\$200.00	Taxable	\$226.00	-
Maintenance of Tourism Signs	Per year	\$70.00	Taxable	\$79.10	-
Re-installation of Tourism Signs	Per sign	\$100.00	Taxable	\$113.00	-
Emergency Signs	Per sign	\$30.00	Taxable	\$33.90	-
Emergency Sign Posts	Per post	\$20.00	Taxable	\$22.60	-
Emergency Sign Shipping and Handling	Per sign	\$12.00	Taxable	\$13.56	-

Oversize Load Permit

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Individual Oversize Load Permit	Per application	\$50.00	Exempt	\$50.00	-
Annual Oversize Load Permit	Per application	\$250.00	Exempt	\$250.00	-
Special Annual Oversize Load Permit	Per application	\$250.00	Exempt	\$250.00	Fee includes all moves where the dimensional parameters are within those specified on the permit and accompanied by the associated Single Trip MTO permit(s).

Other

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Adopt-A-Road Signs	Per sign	No charge	N/A	No charge	-
Service/Damage Cost Recovery	Per hour	\$50.00	Taxable	\$56.50	Charged at the discretion of the Director of Public Works. Examples include, but are not limited to, Road Occupancy Permits, Schedule Road Cuts, damaged road infrastructure from motor vehicles, damage caused by excess load permit holders, etc.

Waste Services

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Garbage Bag Tags	Per tag	\$2.00	Exempt	\$2.00	-
Fee for mailing Bag Tags	Per order	\$1.77	Taxable	\$2.00	Fee covers the credit card fee, and postage.
Sale of Bag Tag to Vendors	Per tag	\$1.90	Exempt	\$1.90	-
Additional Blue Box	Per bin	\$4.42	Taxable	\$5.00	-
Additional Green Bin	Per bin	\$13.27	Taxable	\$15.00	-
Additional Kitchen Catcher	Per bin	\$4.42	Taxable	\$5.00	-
Backyard Composter	Per bin	\$30.97	Taxable	\$35.00	-
Bulky Item Collection	Per collection	\$25.00	Exempt	\$25.00	Maximum of 4 items per collection.
White Good Collection	Per item	\$20.00 plus \$10.00 per item if refrigerant present	Exempt	\$20.00 + \$10.00 if refrigerant present	An additional \$10.00 per item if removal of refrigerant is required.

County Forest

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Hunting Permits	Per year	\$26.55	Taxable	\$30.00	Valid from October 1 to May 31.
Canada Post fee for mailing Permit	Per order	\$1.77	Taxable	\$2.00	-
Forest Event Permit – Application	Per application	\$50.00	Exempt	\$50.00	-
Forest Event Permit – Per Person	Per person	\$1.77	Taxable	\$2.00	-
Land Use Permits (Mansfield Outdoor Centre)	Per season	\$820.00 - \$1,640.00	Exempt	\$820.00 - \$1,640.00	Total depends on the number of users.

Electric Vehicle Charging Stations

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Level-2 Stations	Per hour plugged in	\$1.77	Taxable	\$2.00	Applies while plugged in – both charging and when vehicle is fully charged.
Level-3 Stations	Per hour plugged in	\$8.85	Taxable	\$10.00	Applies while plugged in – both charging and when vehicle is fully charged.

**Schedule 'D' to By-Law 2025-02
Administrative Services**

Prints

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Museum or Courthouse	Per print	\$75.00	Taxable	\$84.75	-

Photocopying

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Black and white, letter or legal size	Per page	\$0.50	Taxable	\$0.57	Fee applied to over 10 pages.
Black and white, tabloid/11x17 size	Per page	\$1.00	Taxable	\$1.13	Fee applied to over 10 pages.
Colour, letter or legal size	Per page	\$1.00	Taxable	\$1.13	Fee applied to over 10 pages.
Colour, tabloid/11x17 size	Per page	\$2.00	Taxable	\$2.26	Fee applied to over 10 pages.

Meeting Room and Courtroom Rentals

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Full day rental – non-profit/government	Per rental	\$90.00	Taxable	\$101.70	Agencies that are coordinating programming within the County of Dufferin and undertake activities that support core services may have the use of the meeting rooms at no charge.
Half day rental (3 hours) – non-profit/government	Per rental	\$50.00	Taxable	\$56.50	Agencies that are coordinating programming within the County of Dufferin and undertake activities that support core services may have the use of the meeting rooms at no charge.
Courtroom #103 rental	Per day	\$1,000.00	Taxable	\$1,130.00	Court room rental is only available to the Ministry of the Attorney General.
Courtroom #104 rental	Per day	\$750.00	Taxable	\$847.50	Court room rental is only available to the Ministry of the Attorney General.

Maps

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Base Map (24" x 36")	Per map	\$10.00	Taxable	\$11.30	Payment required in advance.
Large Base Map (36" x 42")	Per map	\$12.00	Taxable	\$13.56	Payment required in advance.
Map Book	Per map	\$10.00	Taxable	\$11.30	-
Customization of maps and digital information	Per map	Cost plus cost of labour at \$50.00 per hour	Taxable	Base Fee plus HST	Payment required in advance. Cost of labour in line with the Service/Damage Cost Recovery section of by-law.
Digital air-photos – Full County Tile	Per tile	\$50.00	Taxable	\$56.50	1,606 tiles total.

Other Administrative Services

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Item returned by Financial Institution (N.S.F.)	Per item	\$50.00	Exempt	\$50.00	Not applicable to any social service provided by the County, such as Housing, Dufferin Oaks, Community Support Services, Ontario Works, or Early Years and Child Care.
Freedom of Information Request	Per request	In accordance with legislation	-	-	-
Certificates for birthday and anniversaries	Per certificate	No charge	N/A	No charge	-
Commissioner of Oath (non-resident)	Per document	\$44.25	Taxable	\$50.00	-
Commissioner of Oath (resident)	Per document	\$17.70	Taxable	\$20.00	-
Commissioner of Oath (pension documents)	Per document	No charge	N/A	No charge	-
Canada Post fee for mailing document	Per order	\$2.25	Taxable	\$2.54	-
Special Event Emergency Plan Review for small event	Per plan	\$250.00	Exempt	\$250.00	Includes up to 3 hours of review.
Special Event Emergency Plan Review for large event	Per plan	\$700.00	Exempt	\$700.00	Includes up to 6 hours of review. Additional \$100.00 per hour for any time over 6 hours.

**Schedule 'E' to By-Law 2025-02
Community Services**

Housing

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Rent	-	In accordance with legislation	-	-	-
Laundry – Washing	Per cycle	\$1.75	Exempt	\$1.75	-
Laundry – Drying	Per cycle	\$1.50	Exempt	\$1.50	-
Laundry – Additional reloadable cards	Per card	\$10.00	Exempt	\$10.00	-
Damages (repairs/reimbursement)	-	Cost (pro-rated)	Taxable	-	-
Keys – Entrance	Per key	\$8.85	Taxable	\$10.00	Applies to all buildings except 40 Lawrence.
Keys – Apartments	Per key	\$8.85	Taxable	\$10.00	Applies to all buildings except 40 Lawrence.
Keys – Mail Box	Per key	\$8.85	Taxable	\$10.00	-
Keys (40 Lawrence) – Entrance	Per key	\$22.12	Taxable	\$25.00	-
Keys (40 Lawrence) - Apartment	Per key	\$22.12	Taxable	\$25.00	-
Lock Change	Per lock	\$44.25	Taxable	\$50.00	-

**Schedule 'F' to By-Law 2025-02
Building Services**

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Building Plans – Search Time	Per hour	\$100.00	Taxable	\$113.00	-
Building Plans – Copies	Per item	Cost of reproduction	Taxable	Base fee plus HST	-
Building Permit Compliance Letters	Per letter	\$100.00	Exempt	\$100.00	-
Septic Permit Compliance Letters	Per letter	\$100.00	Exempt	\$100.00	-
Building Permit Compliance Letters (within 2 business days)	Per letter	\$200.00	Exempt	\$200.00	-
Septic Permit Compliance Letters (within 2 business days)	Per letter	\$200.00	Exempt	\$200.00	-
Planning and Development Property Report	Per report	\$100.00	Exempt	\$100.00	-
Planning and Development Property Report (within 4 business days)	Per report	\$300.00	Exempt	\$300.00	-
Routine Disclosure Document Preparation	Per hour	\$100.00	Taxable	\$113.00	-

**Schedule 'G' to By-Law 2025-02
Planning Services**

Service	Service Unit	Base	HST Status	Fee Inclusive of HST	Notes
County Official Plan Amendment – Applicant Initiated	Per application	\$4,000.00 Fee plus \$15,000.00 Deposit	Exempt	\$19,000.00	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval. Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.
County Official Plan Amendment – Municipality Initiated	Per application	\$2,500.00	Exempt	\$2,500.00	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval.
Combined County and Local Official Plan Amendments	Per application	\$5,500 Fee plus \$15,000 Deposit	Exempt	\$20,500.00	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval. Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.
Local Official Plan Amendment (Approver)	Per application	\$1,250 Fee plus \$2,000 Deposit	Exempt	\$3,250.00	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval. Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.

Major Applications

Service	Service Unit	Base	HST Status	Fee Inclusive of HST	Notes
Local Official Plan Amendment	Per application	\$750.00 Fee plus \$2,000.00 Deposit	Exempt	\$2,750.00	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval. Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.
Zoning By-law Amendment	Per application	\$500.00 Fee plus \$2,000.00 Deposit	Exempt	\$2,500.00	Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.
Site Plan Application	Per application	\$500.00 Fee plus \$2,000.00 Deposit	Exempt	\$2,500.00	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval. Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.
Additional Recirculation and Review Requests	Per request	\$250.00	Exempt	\$250.00	-

Minor Applications

Service	Service Unit	Base	HST Status	Fee Inclusive of HST	Notes
Draft Plan of Subdivision/Condominium	Per application	\$250.00	Exempt	\$250.00	-
Minor Variance and Consent	Per application	\$250.00	Exempt	\$250.00	-
Niagara Escarpment Commission Applications	Per application	\$250.00	Exempt	\$250.00	-
Additional Recirculation and Review Requests	Per request	\$100.00	Exempt	\$100.00	-

Aggregate Applications

Service	Service Unit	Base	HST Status	Fee Inclusive of HST	Notes
Major (i.e., Official Plan Amendment, Zoning By-law Amendment)	Per application	\$5,000.00 Fee plus \$20,000.00 Deposit	Exempt	\$25,000.00	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval. Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.
Minor (i.e., Minor Variance, Consent)	Per application	\$2,000.00 Fee plus \$10,000.00 Deposit	Exempt	\$12,000.00	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval. Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.
Pre-consultation	Per application	\$750.00 Fee plus \$10,000.00 Deposit	Exempt	\$10,750.00	Pre-consultation meetings are not required but are encouraged to provide stakeholders with the opportunity to comment on the applications and ensure a more streamlined and efficient application. Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.
Sub-Review	Per application	\$10,000.00 Deposit	Exempt	\$10,000.00	Requirements for deposits will be assessed by planning staff on a case-by-case basis and may not be required.

¹ Legislative Authority - Section 69 of the Planning Act, R.S.O. 1990, as amended.