

2023



Schedule of User Fees Charges

(Updated April 2023)

Administration	Fees
Commissioner of Oaths (non resident)	\$15
Fax (per page)	\$2
Late Payments Penalty	1.25%
Lottery Licensing Fee	3% of Prize Value
NSF Returned Cheques	\$40
Ownership Changes	\$35
OPP False Alarms (per offence) (see By-law 16-2014)	\$500
Photocopying (per page)	\$0.50
Refreshment Vehicles/Stands Annual Fee	\$500
Satellite Photos	\$10
Search of Records or Admin work required (per quarter hour)	\$15
Sign Variance	\$500
Tax Arrears Notice (by mail)	\$10
Tax Certificates	\$75
Township Basement Hall Rental Non Resident or Commercial Use	\$100/day*
Township Basement Hall Rental - Non Resident or Commercial Use	\$25/hr*
Township Basement Hall Rental - Resident	\$60/day*
Township Basement Hall Rental Hourly Rate - Resident	\$15/hr*
Township Hats	\$15
Township Mugs	\$15
Township Pins	\$3
Transfer unpaid accounts to taxes	\$10
Zoning/OP Map Colour 11x17	\$3

Public Works Department	FEEES
Annual Trailer Licence	\$240
Annual Wide Load Permit	\$50
Annual Wrecking Yard Licence	\$10
Entrance Permit (Twp. rds only: \$200 Non Refundable)	\$500
Road Occupancy Permit-Construction	\$50
Road Occupancy Permit-Comm./Events	\$250
Road Occupancy Permit-Forestry	\$500

Waste	
Composter (Black-Backyard)	\$35
Garbage Bag Stickers (each)	\$2
Green Bin (roadside pick-up)	\$15
Kitchen Catcher (additional)	\$5

Dog Licenses Fees	
Replacement Tag (each tag)	\$10
Spayed/Neutered	
First Dog	\$20
Second Dog	\$30
Third Dog	\$80
Not Spayed/Neutered	
First Dog	\$30
Second Dog	\$40
Third Dog	\$90
Kennel Licence first year	\$300
Kennel Licence after first year	\$200

Mansfield Park Rates	
Adult Baseball per hour fee	\$13/hr.*
Minor Baseball per hour fee	\$8/hr.*
Pavilion Rental (includes use of washrooms, ball diamond, children's playground, picnic tables and garbage cans). Half a day is 4 hours or less.	\$50/half day* \$100/full day*
Sign Sponsorship (sign 40 inches x 40 inches)	\$150 per sign*

Off Site Rentals	
Tent Rentals (per day)	\$50*
Tables (per item / per day)	10*
Chairs (per item / per day)	2*
Coffee Urns (per item / per day)	15*

* Plus HST

** No administrative fees will be charged related to name changes and revision of official documents for residential school survivors as per Council Motion related to the TRC Calls to Action on December 8, 2021

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Application & Agreement Fees	FEES
Committee of Adjustment Certificate	\$200
Consent Entrance Letter	\$50
Consent Application (includes boundary adjustment and easement)	\$2,500
Consent Condition Amendment	\$1,000
Lot Grading/Drainage Plan Review	\$500
Minor Variance (as part of Zoning By-Law amendment process)	\$1,500
Official Plan Amendment	\$5,000
Part Lot Control	\$3,000
Plan of Subdivision/Condominium	\$15,000
Posting Sign	\$100
Pre Consultation Deposit (for peer review and consultant review if required)	\$2,500
Pre Consultation Fee	\$500
Removal of Holding By-Law	\$1,000
Security for new dwelling without proof of demolition of previous dwelling unit	\$20,000
Agreements (Site Plan, Development, Encroachment, etc.)	\$3,000
Site Plan Deposit	\$3,500 minimum
Subdivision Applications Deposit	\$10,000 minimum
Validation of Title	\$800
Zoning By-Law Amendment	\$2,500

Development Charges	
Development Charges Residential (Township portion) all except Mansfield	\$15,823.80
Non-Residential	\$1.49/ sq. foot

Parkland Dedication	
Cash-in-Lieu (flat rate)	\$10,000.00

Planning Fees	
Minimum Distance Setback Calculation	\$200
Municipal Approval	\$150
Municipal Approval after construction has commenced	\$500
Paper Copy of the Official Plan	\$75
Paper Copy of the Zoning By-Law	\$40
Property Information Report, Zoning/Subdivision Compliance Letter	\$150
Risk Management Plan Application/Source Protection Plan Agreement, RMO and amendments thereto	\$300
Special Events Permit	\$250

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Water	Rate/Fee
Consumption Charges	
Quarterly Base Charge up to 3/4" Meter Size	\$100.33
Quarterly Base Charge up to 1" Meter Size	\$170.56
Quarterly Base Charge up to 1 1/2" Meter Size	\$331.09
Quarterly Base Charge up to 24" Meter Size	\$531.75
Quarterly Base Charge up to 3" Meter Size	\$1,003.31
Quarterly Base Charge up to 4" Meter Size	\$1,675.53
Quarterly Base Charge up to 6" Meter Size	\$3,341.02
Volumetric Charges/cubic metre	5.11/M³

Service Charges	
Individual or Final meter reading fee	\$50
Turning water on or off	\$50
Inspection for construction/repairs	Actual Cost
Individual municipal services	\$60 per hour + plus 20% for overhead
Services during non-office hours	\$90 per hour + plus 20% for overhead

Water Connection Fees	
Deposit	\$500
Inspection Fee	\$50
Water Meter Installation Charge	actual cost
Cost of Water Meter	actual cost
Cost of backflow preventer	actual cost

Capital Charges	
Water Capital Connection Fee	\$41,150

Fire	Fees
Shelburne & District Fire Department Response Fee	\$ 665 per hour, per vehicle for the first hour
	\$332.50 each additional half hour per vehicle
	\$665 flat fee for calls where services not required.
Mulmur Melancthon Fire Department Response Fee	\$665 per hour, per vehicle for the first hour
	\$332.50 each additional half hour per vehicle
	\$665 flat fee for calls where services not required.
Rosemont District Fire Department	\$665 per hour, per vehicle for the first hour
	\$332.50 each additional half hour per vehicle
For Fire Response fees/Indemnification Technology	\$665 plus the rate per person per hour or portion thereof for each firefighter plus other costs - see cost recovery by-law