



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	December 16, 2024
<b>From:</b>	Kimberley Pope, Finance Department
<b>Report Number:</b>	Finance 2024-14
<b>Subject:</b>	2025 User Fees and Charges By-law Update

### Recommendation:

That Council approves By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges, effective January 1, 2025.

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### Overview:

The purpose of this report is to provide Council with an update to the proposed User Fees and Charges By-law and to seek Council's approval of By-law No. 2024-68. Amendments to the user fees align with the Strategic Plan as per the mission statement, that "the Township of Cavan Monaghan is committed to delivering responsive and cost-effective services that provide for the economic, social and environmental well-being of our ratepayers now and into the future".

Municipalities in Ontario are tasked with delivering local services in compliance with Provincial legislation. To help reduce property tax increases, the Township of Cavan Monaghan has taken proactive measures to incorporate cost recovery through user fees and charges for the programs and services provided. The rationale behind charging user fees is that individuals who directly benefit from a service should pay the cost of covering those costs.

Management have reviewed the User Fees and Charges By-law considering ongoing changes to provincial legislative changes through Provincial Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022. This review is to ensure that revenues generated from user fee services are current and recoverable. Staff have identified amended, increased, removed, or added new fees as summarized by the department below.

### Administrative Services

- Increase Fees;
  - Zoning Request - \$55.00 per roll (previously \$40)
  - Zoning Request & Work Orders (combined) - \$85.00 per roll (previously \$70)
  - Agreement Compliance Letters - \$100.00 per roll (previously \$55)
  - Marriage Licence - \$135.00 each (previously \$125)

- Remove;
  - Remove separate Tax Certificate and Utility Certificate categories.

### **Building Department Services**

- Amend;
  - “Residential – Part A” Residential, Industrial, Commercial, Institutional and Agricultural have been combined into more simplified “General” category with amended language
- Increase;
  - Temporary Tent or Construction Trailer - \$100.00 (previously \$75)
- Remove;
  - Temporary Trailer (six month period)

### **Fire Department Services**

No changes

### **Licensing**

No changes

### **Planning Department Services**

- Amend;
  - “Pre-consultation – \*Minor Applications” and “Major Applications” with language clarification,
  - “Residential/Commercial/Industrial/Institutional “ to “Application for Zoning By-Law Amendment”
- Increase;
  - Application for Official Plan Amendment Minor - \$3,500.00 (previously \$3,000)
  - Application for Official Plan Amendment Major - \$5,500.00 (previously \$5,000)
  - Application for Zoning By-Law Amendment - \$2,200.00 (previously \$1,700)
  - Application for Deeming By-law - \$700.00 (previously \$500)
  - Application to Remove Holding Symbol - \$700.00 (previously \$500)
  - Application for Minor Variance - \$1,500.00 (previously \$1,200)
  - Application for Site Plan Amendment - \$1,500.00 (previously \$1,000)
  - Application for Extension of Temporary Use - \$500.00 (previously \$250)
  - Temporary Use Agreement - \$500.00 (previously \$250)
  - Garden Suite Agreement - \$500.00 (previously \$250)
  - Severance Application Review/Application for Consent - \$500.00 (previously \$400)
  - Plan of Subdivision (up to 50 lots/units) - \$15,000.00 deposit (previously \$10,000)
  - Part Lot Control Exemption - \$750.00 (previously \$500) +\$100.00 for each additional parcel
  - Cash-in-Lieu of Parkland dedication - \$1,400.00 (previously \$1,200)
  - Merger Agreement - \$400.00 (previously \$250)
  - Mitigation Measures Agreement - \$400.00 (previously \$250)
  - Easement or Encroachment Agreement - \$400.00 (previously \$250)
- Remove;
  - “Pre-application” and “Formal Application” sections

- Application for Allocation Request (unit count 1-5 ERU)
- Application for Allocation Request (unit count greater than 5 ERU)
- Deeming By-law Application
- Timeline for Refunds on Planning Department Service fees

Several fees have been increased to reflect the higher costs of processing applications, particularly due to their complexity. We compared planning service fees from other municipalities in Peterborough County, and the proposed fees align with those in the region.

The requirement for pre-application fees has been eliminated due to recent changes in Provincial legislation. The By-law is being updated to align with these changes. Additionally, the section on "Timeline for Refunds on Planning Department Services" will be removed, as it is no longer necessary.

The duplicates of the plan of subdivision application fees are eliminated. Additionally, the deposit requirements for site plan approvals and plan of subdivision applications are also removed. This change will eliminate the need for the Township to invoice for application processing costs. If the processing costs exceed the application fees, any additional Township costs can be included in the agreements related to the applications.

The descriptions of minor and major applications are being added for clarity. The terminology used for minor and major applications reflects that in By-law No. 2023-37, which mandates pre-consultation for specific Planning Act applications.

The section regarding "Application for Allocation Requests" is removed because the fee is not related to PEB responsibilities.

### **Recreational Services**

- Amend;
  - Kitchen - \$102.00 per day (previously \$102 per event)
- Increase;
  - 2% increase adjustment has been applied to Prime Time Ice, Maple Leaf Park Ball Diamonds, Sport's Field and Light rates to correlate with increased operational and maintenance costs.
  - PA Day Camp/General Camp 1 Day - \$ 35.00 (previously \$30)
  - General Camp 4 Day - \$140.00 (previously \$120)
  - General Camp 5 Day - \$175.00 (previously \$150)
- New;
  - Municipal Owned Property Use - \$500.00/day or \$100.00/hour

### **Public Works**

- Increase;
  - Entrance Permit Fee for new culverts, culvert extensions and curb cuts - \$250.00 (previously \$200)
  - Performance Deposit Fee for work to standard - \$500.00 (previously \$300) deposit refundable
  - For work not to standard - Full cost recovery with \$500.00 (previously \$300) deposit applied to costs

- Entrance Permit Fee for new culverts, culvert extensions and curb cuts - \$500.00 (previously \$250)
- Performance Deposit Fee for work to standard - \$1,000.00 (previously \$750) deposit refundable
- For work not to standard - Full cost recovery with \$1,000.00 (previously \$750) deposit applied to costs
- Purchase of a 911 Blade/Sign - \$100.00 (previously \$55)
- Replacement of a 911 Blade/Sign - \$75.00 (previously \$25)
- Remove;
  - Sale of Blue Box

Staff have reviewed the User Fees and Charges By-law in conjunction with the on-going 2025 draft budget process to ensure revenues are generated for user fee services and that they are current and recoverable.

### **Financial Impact:**

The proposed amendments to the user fees aim to address the financial effects of inflation on the goods and services provided by the Township. These changes will help maintain the current level of cost recovery for programs and services. There is no financial impact at this time.

### **Attachments:**

1. Schedule A – 2025 User Fees and Charges By-law No. 2024-68 (with markups)
2. Schedule A – 2025 User Fees and Charges By-law No. 2024-68 (final, no markups)
3. By-law No. 2024-68, to Impose and Consolidate User Fees & Charges
4. Schedule A - User Fees and Charges By-law No. 2023-76 (current)

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer



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## Township of Cavan Monaghan User Fees and Charges By-law No. 2024-68 effective January 1, 2025

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A registered charity organization may request the waiving of a user fee or charge, as outlined in the current User Fees and Charges By-law, providing the funds from the public activity/event/function will be transferred to the municipality for the benefit of all rate payers. A written request must be submitted to the CAO for approval in advance of the activity/event/function date with a valid registration number, the details of the anticipated funds and purpose of the funds being transferred to the municipality

## Administrative Services

### Written Requests

Tax Certificate (with 48-hour notice)	\$40.00 per roll no.	TC	TAXCT
Utility Certificate (with 48-hour notice)	\$30.00 per account no.	UC	UTLCT
Tax & Utility Certificate (Combined, with 48 hour notice)	\$70.00 per roll no.	TCU	TAXCT UTLCT
Tax & Utility Certificate with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	TCRUSH	RUSHF

**Verbal Confirmation of Tax & Utility Certificates are provided up to 30 Calendar Days After Issuance  
 -No Charge-**

Zoning Request	<del>\$40.00</del> \$55.00 per roll no.	4910A6	P0001	Formatted: Font color: Red, Strikethrough Formatted: Highlight
Work Orders	\$40.00 per roll no.	4910A7	P0002	
Zoning Request & Work Orders (Combined)	<del>\$70.00</del> \$85.00 per roll no.	4910AC	P0003	
Zoning Request, Work Orders and/or combined with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	ZWRUSH	RUSHP	
Agreement Compliance Letters	<del>\$55.00</del> \$100.00 per roll no.	4910A8	P0004	Formatted: Font color: Red, Strikethrough Formatted: Highlight
Cancellation Request and Refund Fee	\$10.00 per roll/account no.	CANCEL	CANCL	

### F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To enact a F.O.I. request	\$5.00 per request	4220B	FOI01
Photocopies, computer printouts, faxing	\$0.20 per page	4220C	FOI02
USB Drive/Data Stick	\$10.00 per USB	4220BB	FOI03
Long Distance Fax Service	\$1.20 per page	4220B7	FOI04
Local Fax Service	\$0.20 per page	4250A8	FOI05
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4	FOI06
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4	FOI06
Developing a computer program or other method of producing a record from a machine-readable record	\$15.00 each fifteen minutes	4250B5	FOI07
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	n/a	n/a

\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.  
 The User Fees quoted within the User Fees and Charges By-law has been cash discounted.  
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**Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56**

**Other Charges**

Postage	Current postage rate	POSTAG	POSTG
Photo Copy - Letter Size	\$0.50 per page	4250A2	A0001
Photo Copy - Legal Size	\$1.00 per page	4250A3	A0002
Long Distance Fax Service	\$1.50 per page	4250A7	A0003
Local Fax Service	\$0.50 per page	4250A8	A0004
USB Drive/Data Stick	\$10.00 per USB	4250AB	A0005

**Miscellaneous Charges**

Non-Cash Charge	3% of payment	CREDIT	A0000
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1	FN003
Commissioner of Oath Services (Township Resident)	\$15.00	4220A2	C0001
Commissioner of Oath Services (Non-Township Resident)	\$20.00	4220A4	C0002
Marriage Licence	<del>\$125.00</del> \$135.00	4223A1	C0003
Civil Ceremony (Regular Hours)	\$300.00	4223A2	C0004
Civil Ceremony (Non-Regular Hours)	\$400.00	4223A3	C0005
Ceremony Rehearsal (Regular Hours)	\$50.00	4223A4	C0006
Ceremony Rehearsal (Non-Regular Hours)	\$65.00	4223A6	C0007
Ceremony Mileage	Rate established by County of Peterborough	4223A5	C0008
Burial Permits	\$25.00	4220BU	C0009
Duplicate Accounts Receivable Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	FN006
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D	C0010
Closed Meeting Investigator/per submission	\$125.00	4220D1	C0011
Registered Mail Fee	Cost recovery + 10% Admin Fee (\$30.00 minimum)	R-MAIL	RMAIL
Tender Package on behalf of approved consultant	Cost recovery + 10% Admin Fee (\$10.00 minimum)	TENDER	TNDER
Paymentus™ Convenience Fee (%) Property Taxes / Utilities / Rentals / Fire / Marriage Certificates / Finance & Admin	On-Line percentage fee of 1.75% (per contract)	n/a	n/a
Paymentus™ Convenience Fee (Flat) Dog Tags / Burn Permits	On-Line flat fee of \$1.75 (per contract)	n/a	n/a

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**Tax and Finance Charges**

Property Tax verbal information request – Property owner verbal request of current information free of charge. Printed receipt/statement fees are applicable.	\$0.00	n/a	n/a
Property Tax search of historical records for previous years (manually searching & compiling information/records).	\$15.00 each 15 mins (\$30.00 minimum)	4250A5	FN001
Early PAP Cancellation fee (< 21 Calendar Days before Due Date)	\$20.00	4250B2	FN002
Penalty/Interest (Property Taxes) Late payment charges for non-payment of taxes or any instalment by the due date, as per the Property Tax Collection Policy.	1.25% rate established by the Municipal Act, 2001 Section 345, as amended.	PENTAX	PEN
Penalty/Interest (Accounts Receivable) Late payment charges for non-payment of Accounts Receivable (General and/or Utility) by the due date, as per the Accounts Receivable Collection Policy and/or the Water and Sewer Collection Policy.	Matching % rate per month as established for penalty/interest on property taxes.	PENXXX (by Dept)	PEN
Final Notice Letter (Bailliff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3	FN004
Final Collection Notice – AR Collection Fee	15% collection fee (\$30.00 minimum)	4250CB	FN005
Returned Payment Fee and/or Non-Sufficient Funds	\$48.00	NSF	NSF
Duplicate Water Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	UT001
Duplicate Tax Bill or Tax Statements (Email or Paper Record)	\$5.00 per page	4250E6	FN006
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6	FN007
Re-Issue/Refund Cheque	\$5.00 per request	4250B6	FN008
Ownership Change Fee	\$30.00 per roll	4250A1	FN009
New Account Set-up Fee	\$60.00 per roll	4250A0	FN010
Tax Sale Administration Fee	Charges as incurred	TAXSAL	TXSAL
Municipal Tax Sale Tender Package	\$10.00/package	TAXPKG	TXPKG
Mortgage Account Adjustment	\$30.00 per roll	4250B9	FN011
Mortgage Additions	\$10.00 per roll	4250B7	FN012
Mortgage Payment Fee	\$5.00 per account	4250B8	FN013
Retrieval of Post-Dated Cheques	\$20.00	4250A9	FN014
Administrative Invoice Fee for additions to Property Tax Roll	10% Admin fee (\$30.00 minimum)	4250A4	FN015

**Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25**

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## Building Department Services

### Residential -Part A

New Residential — based on livings (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft Min. \$200.00	4910A1	B0001
Alterations, Renovations and Relocations	\$15.00 per \$1,000.00 value of work Min. \$200.00	4910A3	B0003
Accessory buildings and attached garages	\$.55 per square foot, min \$200.00	4910A4	B0004

### Commercial, Industrial or Institutional – Part B

Commercial, Industrial or Institutional	New and additions - \$1.25 per square foot Renovation - \$15.00/\$1000.00 value of work, min \$200.00	4910D1	B0009
Accessory buildings (includes agricultural buildings)	\$.55 per square foot, min \$200.00	4910D1	B0009

### General

New Residential, Commercial, Industrial – includes additions (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft. min. \$200.00		
Alterations, renovations and relocations (Res. Ag, IC)	\$15.00/\$1,000.00 value of work, min. \$200.00		
Accessory & Agriculture buildings and attached garages	\$.55 per square ft, min. \$200.00		

### Designated Structures and Miscellaneous Charges – Part C

Decks or Balconies	\$0.75 per square foot, Min. \$150	4910E1	B0013
Solid Fuel Appliances and Chimneys	\$150.00	4910F1	B0014
Pool Permit	\$150.00	4910B1	B0015
Temporary Tent or Construction Trailer	<del>\$75</del> \$100.00	n/a	B0027
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$15.00/\$1,000.00 project value. Min. \$200.00	4910B2	B0016
All other Designated structures as defined by the OBC	\$15.00/\$1,000.00 project value. Min. \$250.00	4910B3	B0017
Demolition Permit	\$250.00	4910G1	B0018
Permit Renewal	\$100.00	4910H1	B0019

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<b>Temporary Trailer (six-month period)</b>	<b>\$200.00</b>	<b>4910I1</b>	<b>B0020</b>
Failure to obtain required permits	Double 2x's the regular permit fee	n/a	B0010
Chief Building Official determined minor	\$75.00	n/a	B0022
Multiple Inspections (at discretion of attending inspector)	\$50.00 first offence, \$150 subsequent		B0028
Sign Permit - when several sign permit applications are made concurrently on a property that is being redeveloped, only one sign permit fee will be collected	\$75.00	4910K1	B0023
Sign Variance Application Fee	\$250.00	4910K2	B0024
Fine - Erection of a sign without a permit (section 3.3)	\$500.00	4910K3	B0025
Fine - Sign not in compliance with by-law (section 3.2)	\$500.00	4910K4	B0026

#### Sewage System Building Permits

Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$1000	n/a	B0027
Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than or equal to 10,000 litres per day	\$1450.00	n/a	B0028
Permit for Class 4 Sewage System Tank Replacement Only	\$400.00	n/a	B0029
Permit for Class 5 Sewage System (Holding Tank)	\$1000.00	n/a	B0030
Permit for Class 3 Sewage System (Cesspool) or Permit for Class 2 Sewage System (Greywater System)	\$500.00	n/a	B0031
Sewage System Permit for Trench Bed repair or extension of 16 metres or less; Filter Bed repair, replacement or extension of 6 square metres or less	\$500.00	n/a	B0032
Change of Use - Existing System Review	\$400.00	n/a	B0033
Mandatory Maintenance Inspections - Inspections of sewage systems (Source Water Protection Areas)	\$325.00	n/a	B0034
Discretionary Maintenance Inspections - Basic	\$200.00	n/a	B0035
Discretionary Maintenance Inspections – Advanced	\$325.00	n/a	B0036

**Non-refundable Administration Fee of \$100.00 applies to all permits.**

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## Fire Department Services

### Fire Prevention Inspection of Building and Property - Part A

All Commercial, Industrial or Federal	\$125.00 per inspection	4414A1	F0001
Residential Occupancies, including Government Funded Daycare facilities, group homes, child care provider homes, Bed and Breakfast, Schools	\$125.00 per inspection	4414A2	F0002

### Clearance Letter – Part B

Special Occasion Permit/Letters	\$125.00	4411D	F0003
Fireworks Approval Requiring Authority Having Jurisdiction Approvals	\$100.00	4411D2	F0004

### Fire Burning Permits - Part C

#### All fires within the Township require a Fire Permit

Applicable fee per 12-month period per household from the date of initial issue of the first permit

Campfire Permit	\$10.00 per 12-month period	4414C1	F0005
Brush Permit	\$25.00 per 12-month period	4414C2	F0006
Special Permit	\$50.00 per 12-month period	4414D1	F0007

### Risk and Safety Management Plan Approval (RSMP) – Part D

Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review)	Less than or equal to 5,000 USWG, \$500.00 process fee	4414A4	F0008
	Greater than 5,000 USWG, \$1,000.00 initial deposit fee	4414A44	F0009
Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00 annual review fee	4414A45	F0010
Propane Exchange Letter	\$150.00	4414A46	F0011

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**Review of Fire Safety Plan/Drills – Part E**

Review of Fire Safety Plan	\$100.00	4414A6	F0012
Vulnerable Occupancy Drill	\$100.00	4414E3	F0013
Vulnerable Occupancy Drill Review	\$100.00	4414E3B	F0014

**File Review – Part F**

Review and Status Update of Existing Inspection, Approval, Clearance, Review File	\$150.00	4414A5	F0015
Fire Reports/Motor Vehicle Accidents (money to be received upfront)	\$175.00	4414A3	F0016

**Emergency Response – Part G**

First Hour	\$543.03 per Fire Apparatus or MTO rates as amended	4414E	F0017
Every half hour thereafter	\$271.52 per Fire Apparatus or MTO rates as amended	4414E	F0017
ARIS/MTO Plate Abstract Retrieval Fee / Police Report	\$50.00	4414E2	F0018
Fire Response Fees	Current MTO rates, plus personnel costs, plus any additional costs to the Township of Cavan Monaghan	n/a	n/a

**False Alarms – Part H**

1st Alarm	Exempt	n/a	n/a
2nd Alarm	Subject to \$500.00	4414G	F0020
3rd Alarm	Part "G" Rates	4441G	F0020
4 <sup>th</sup> Alarm	Part "G" Rates x 2	4441G	F0020

**Goods/Materials – Part I**

Smoke Alarm/CO Detector	\$120.00 Each	4414A7	F0021
Lock Boxes (uninstalled)	\$292.00 per lock box	4414A8	F0022

**Extraordinary Expenses – Part J**

Administration charge:	15% on any extraordinary expense equal to or under \$5,000.00	4414F	F0023
	10% on any extraordinary expense over \$5,000.00.		F0024

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## Licensing

### Lottery (Provincial) Licensing

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1	L0001
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4	L0002
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5	L0003
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3	L0004
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2	L0005

**Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)**

### Animal Control Licensing - Dog Licensing,

For each spayed female or neutered male	\$15.00 per dog	4230D1	AC001
For each female or male, untreated	\$20.00 per dog	4230D2	AC002

### Newly Acquired Dogs/ Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D5	AC005
For each female or male, untreated	\$20.00 per dog	4230D6	AC006

### Replacement Tag

Replacement Tag	\$5.00 per tag	4230E1	AC007
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### Impound Fees

For each Dog without Dog Tag - during business hours	\$150.00 per dog	4230F1	AC008
For each Dog without Dog Tag - outside of business hours	\$200.00 per dog	4230FA	AC009
For each Dog with a Dog Tag (animal control licence)	\$75.00 per dog	4230F2	AC010

### Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 <sup>st</sup> offence in any 12-month period	\$30.00 per dog	4230B1	AC011
2 <sup>nd</sup> offence in any 12-month period	\$60.00 per dog	4230B2	AC012
3 <sup>rd</sup> and subsequent offence in any 12-month period	\$120.00 per dog	4230B3	AC013

### Kennel Licence Fee

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9	AC014
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB	AC015
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC	AC016
Order to Restrain Appeal Hearing Fee	\$100.00 per appeal	n/a	AC020

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## Planning Department Services

### Planning Fees

Pre-consultation – *Minor Applications <u>include consents, minor variances, zoning by-law amendments as part of an approved plan of subdivision, plan of condominium, consent or official plan amendment</u>	\$0	n/a	n/a	Formatted Table
Pre-consultation – *Major Applications <u>include any application not defined as a minor application</u>	\$500.00	n/a	P0038	
<del>Pre-application – Official Plan Amendment – Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change</del>				Formatted: Font color: Red, Strikethrough
<del>Pre-application – Official Plan Amendment – Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change</del>	<del>\$2,500.00 (applied to total fee if proceeds to Formal Application)</del>	<del>n/a</del>	<del>P0039</del>	
<del>Pre-application – Official Plan Amendment – Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change</del>				Formatted: Font color: Red, Strikethrough
<del>Pre-application – Official Plan Amendment – Major Amendment for more than four (4) residential units and/or and ICI (industrial, commercial, institutional)</del>	<del>\$4,500.00 (applied to total fee if proceeds to Formal Application)</del>	<del>n/a</del>	<del>P0040</del>	Formatted: Font color: Red, Strikethrough
<del>Pre-application – Zoning By-law Amendment</del>	<del>\$1,200.00 (applied to total fee if proceeds to Formal Application)</del>	<del>n/a</del>	<del>P0041</del>	Formatted: Font color: Red, Strikethrough
<del>Pre-application – Plans of Subdivision</del>	<del>\$4,500.00 (applied to total fee if proceeds to Formal Application)</del>	<del>n/a</del>	<del>P0042</del>	Formatted: Font color: Red, Strikethrough
<del>Pre-application Site Plan Approval – Minor</del>	<del>Full cost recovery with a \$3,000.00 deposit</del>	<del>n/a</del>	<del>P0043</del>	Formatted: Font color: Red, Strikethrough
<del>Pre-application Site Plan Approval – Major</del>	<del>Full cost recovery with a \$5,000.00 deposit</del>	<del>n/a</del>	<del>P0044</del>	Formatted: Font color: Red, Strikethrough
Application for Official Plan Amendment <b>Minor</b> Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	<del>\$500.00 (in addition to \$2,500.00 fee noted above) Total Fee of \$3,000.00 <u>\$3,500.00</u></del>	4950A1	P0005	Formatted: Font color: Red, Strikethrough
Application for Official Plan Amendment <b>Major</b> Amendment for more than four (4) residential units and/or any ICI (industrial, commercial, institutional)	<del>\$500.00 (in addition to \$4,500.00 fee noted above) Total fee of \$5,000.00 <u>\$5,500.00</u></del>	4950A2	P0006	Formatted: Not Strikethrough, Highlight
<del>Formal Application – Plans of Subdivision</del>	<del>\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00</del>	<del>n/a</del>	<del>P0045</del>	Formatted: Not Strikethrough, Highlight
<del>Formal Application – Plans of Subdivision</del>	<del>\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00</del>	<del>n/a</del>	<del>P0045</del>	Formatted: Not Strikethrough, Highlight
<del>Formal Application – Plans of Subdivision</del>	<del>\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00</del>	<del>n/a</del>	<del>P0045</del>	Formatted: Not Strikethrough, Highlight
<del>Formal Application – Plans of Subdivision</del>	<del>\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00</del>	<del>n/a</del>	<del>P0045</del>	Formatted: Not Strikethrough, Highlight
<del>Formal Application – Plans of Subdivision</del>	<del>\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00</del>	<del>n/a</del>	<del>P0045</del>	Formatted: Not Strikethrough, Highlight
Application for Zoning By-Law Amendment <b>Residential/Commercial/Industrial/Institutional</b>	<del>\$500.00 (in addition to \$1,200.00 fee noted above) Total fee</del>	4940Z1	P0007	Formatted: Font color: Red, Strikethrough

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	<del>\$1,700.00</del> <del>\$2,200.00</del>			Formatted	... [1]
				Formatted	... [2]
Application for Deeming By-law	<del>\$500.00</del> <del>\$700.00</del>	4920A6	P0008	Formatted	... [3]
Application to Remove Holding Symbol	<del>\$500.00</del> <del>\$700.00</del>	4920B3	P0009	Formatted	... [4]
Application for Minor Variance	<del>\$1,200.00</del> <del>\$1,500.00</del>	4930A3	P0010	Formatted	... [5]
Application for Site Plan Amendment	Full Cost Recovery with a <del>\$1,000.00</del> deposit <del>\$1,500.00</del>	4980X1	P0011	Formatted	... [6]
Application for Site Plan Approval -Minor				Formatted	... [7]
Minor Applications include minor variances, zoning by-law amendments as part of an approved plan of subdivision or consent application	Full Cost Recovery with a <del>\$3,000.00</del> deposit	4980Z1	P0012	Formatted	... [8]
				Formatted	... [9]
Formal Application for Site Plan Approval – Major	Full Cost Recovery with a \$5,000.00 deposit at	n/a	P0046	Formatted	... [10]
Major Applications include any item not defined as a Minor Application	Pre-application (noted above)			Formatted	... [11]
				Formatted	... [12]
Application for Allocation Request (unit count 1-5 ERU)	<del>\$200.00</del>	n/a	P0047	Formatted	... [13]
Application for Allocation Request (unit count greater than 5 ERU)	<del>\$500.00</del>	n/a	P0048	Formatted	... [14]
				Formatted	... [15]
Other agency fees and charges may also be applicable to the above planning fees (example; Conservation Authority Fees and/or other agency fees).		4920R	P0013	Formatted	... [16]
				Formatted	... [17]
				Formatted	... [18]
Application for Extension of Temporary Use	<del>\$250.00</del> <del>\$500.00</del>	4940Z2	P0014	Formatted	... [19]
Temporary Use Agreement	<del>\$250.00</del> <del>\$500.00</del>	4940Z2	P0015	Formatted	... [20]
Garden Suite Agreement	<del>\$250.00</del> <del>\$500.00</del>	4940Z2	P0016	Formatted	... [21]
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2	P0017	Formatted	... [22]
Application for Telecommunication Tower Consultation and Review	\$2,500.00	n/a	P0049	Formatted	... [23]
Severance Application Review/Application for Consent	<del>\$400.00</del> <del>\$500.00</del>	4920B1	P0018	Formatted	... [24]
Plan of Subdivision (up to 50 lots/units)	Full Cost Recovery with a <del>\$10,000.00</del> deposit	4970Z1	P0019	Formatted	... [25]
				Formatted	... [26]
Plan of Subdivision (51 or more lots/units) Application	Full Cost Recovery with a \$15,000.00 deposit	4970Z2	P0020	Formatted	... [27]
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Part Lot Control Exemption	<del>\$500.00</del> <del>750.00</del> + \$100.00 for each additional parcel	4970B1	P0021	Formatted	... [29]
				Formatted	... [30]
Deeming By-law Application	<del>\$500.00</del>	4920A6	P0008	Formatted	... [31]
				Formatted	... [32]
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7	P0022	Formatted	... [33]
Sale of Official Plan (USB)	\$25.00 per USB	4990A6	P0023	Formatted	... [34]
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8	P0024	Formatted	... [35]
Sale of Zoning By-Law (USB)	\$25.00 per USB	4990A6	P0025	Formatted	... [36]
Sale of Township Map (24 X 36)	\$15.00 each	4990A9	P0026	Formatted	... [37]
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Cash-in-Lieu of Parkland dedication	<del>\$1,200.00</del> <del>\$1,400.00</del> each	9530Z1	P0027	<b>Formatted:</b> Font color: Red, Strikethrough
Merger Agreement (usually required as a condition of consent)	<del>\$250.00</del> <del>\$400.00</del>	4920B6	P0028	<b>Formatted:</b> Not Strikethrough, Highlight
Mitigation Measures Agreement (usually required as a condition of consent)	<del>\$250.00</del> <del>\$400.00</del>	4920B7	P0029	<b>Formatted:</b> Not Strikethrough, Highlight
Easement or Encroachment Agreement	<del>\$250.00</del> <del>\$400.00</del>	4920C1	P0030	<b>Formatted:</b> Font color: Red, Strikethrough

**Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13**

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**Site Alteration & Fill Control**

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1	P0031
Fill greater than 500 cubic metres	\$750.00 plus \$1.90 per cubic metre	4960A1	P0032
Extension of permit for fill less than 500 cu metres	\$250.00	4960A1	P0033
Extension of permit for fill greater than 500 cu metres	\$375.00	4960A1	P0034
Security for default of agreement to carry out work or other breach of Fill Control By-law, permit conditions and obligations.	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2	P0036
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2	P0037

**Timeline for Refunds on Planning Department Service fees, as applicable per provincial legislation**

Refund	Zoning & OPA Combined	Zoning	Site Plan	<b>Formatted:</b> Font color: Red, Strikethrough
No-Refund	Decision is made within 120 days	Decision is made within 90 days	Plans are approved within 60 days	<b>Formatted:</b> Font color: Red, Strikethrough
50%	Decision made within 121 days and 179 days	Decision made within 91 days to 149 days	Plans are approved between 61 days and 89 days	<b>Formatted:</b> Font color: Red, Strikethrough
75%	Decision made within 180 and 239 days	Decision made 150 days and 209 days	Plans are approved 90 days and 119 days	<b>Formatted:</b> Font color: Red, Strikethrough

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<del>100%</del>	<del>Decision made 240 days and later</del>	<del>Decision made 210 days and later</del>	<del>Plans are approved 120 days and beyond</del>	Formatted: Font color: Red, Strikethrough
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## Recreational Services

### Event Liability and Not-for-Profit Community Group Insurance Program

<b>Insurance Facility User Rates</b> <i>Event liability and not for profit community group insurance are administered by Marsh Canada Ltd.</i>	Rates established as per the user rates and/or premiums quoted by the Insurance provider and are subject to change, as amended.
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### Millbrook Arena Arena Non-Ice Recreational Surface

<b>Non-Ice Surface Rental-Sports, Activities etc.</b> per hour			
Weekday Rentals 4:00 p.m. to 12:00 a.m.	\$ 106.12 <del>\$104.04</del> /hr	4731A9	R0007
Weekend Rentals 7:00 a.m. to 12:00 a.m.			

### Cavan Monaghan Community Center

Prime Time Ice as Defined in the user groups "Ice Allocation Policy"

<b>Prime Time Ice</b> <b>M-F 5:00 p.m. to 12:00 a.m.</b> <b>all day Saturday and Sunday</b>	\$193.14 <del>\$189.35</del> /hr	CC4731A2	R0009
<b>Tournament Prime Time Package</b> Includes: Ice, Community Hall and Kitchen for the duration of the tournament.	\$231.35 <del>\$226.84</del> /hr	CC4731A4	R0010
<b>Minor Sports Ice –</b> (excluding tournament ice time)	\$148.57 <del>\$145.66</del> /hr	CC4731A1	R0011
<b>Non-Prime Time Ice</b>	\$111.42 <del>\$109.24</del> /hr	CC4731A3	R0012

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<b>M-F 8:00 a.m. to 5:00 p.m.</b>			
<b>Arena Floor (Non-Ice Surface)</b>	<b>\$106.12</b> <del>\$104.04</del> /hr	CC4731A9	R0013
<b>Public and Recreation Skating. All skates are 1 hour in duration</b>			
• <b>Child</b> (12 & under)	\$2.00/hr	CC4731A0	
• <b>Adult &amp; Youth</b>	\$3.00/hr	CC4731A01	R0014
• <b>Family Skate</b> (maximum five people, with one adult)	\$10.00/hr	CC4731A02	R0015
• <b>Parent and Tot Skate</b> Fee is for adults only, toddlers 1-6 yrs are free.	\$3.00/hr	CC4731A07	R0016
• <b>Adult Exercise</b>	\$3.00/hr	CC4731A03	R0017
• <b>Adult Skate</b>	\$3.00/hr	CC4731A04	R0018
• <b>Puck &amp; Stick</b>	\$3.00/hr	CC4731A05	R0019
• <b>Pick Up Hockey</b>	\$6.00/hr	CC4731A06	R0020
All rates quoted are per person			
All Public and Recreation (1 hour) Skating fees are quoted with HST included			
<b>Sport and Community Hall Drop-In Fee</b>			
All sports drop-in fees are per hour and include the following; CMCC Arena Floor, CMCC Community Hall and Millbrook Arena Turf.			
• <b>Child/youth</b> (12 & under)	\$2.00/hr	CC4731S0	R0069
• <b>Adult</b>	\$3.00/hr	CC4731S1	R0070
• <b>Family Sport Drop-In</b>	\$10.00/hr	CC4731S2	R0071
• <b>Parent and Tot Sport Drop-In</b> Fee is for adults only, toddlers 1-6 yrs are free.	\$3.00/hr	CC4731S3	R0072
All Sport Drop-In Fees are quoted with HST included			
<b>Walking Track Fee</b>			
Ages 18+ unless accompanied by an adult			
• <b>Access Card Deposit</b> Refundable deposit, upon return of key scan access card in good condition	\$20.00 deposit/card	CC4731W3	R0076
<b>Instructional Class Fee</b>			
All instructional class fees are per hour and include the following; General or Fitness programming.			
• <b>Child/youth</b> (12 & under)	\$10.00	CC4731I1	R0073
• <b>Adult</b>	\$15.00	CC4731I2	R0074
<b>Walking Track Rental</b> (exclusive for user group)	\$102.00/hr	CC4731FA1	R0022
<b>Community Hall</b> (2,526 ft <sup>2</sup> ) (3,064 ft <sup>2</sup> with warming kitchen & storage)	71.40/hr	CC4731C1	R0023
	\$257.04/max 4hr rentals	CC4731C2	R0024
	\$456.96 day rate before 5:00 p.m.	CC4731C3	R0025
	\$485.52 evening rate after 5:00 p.m.	CC4731C4	R0026
Note: Evening Rate: Additional hourly rate will be applied for rentals exceeding the maximum of 8 hours			

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<b>Kitchen</b> (538 ft <sup>2</sup> )	\$102.00 per <b>event day</b>	CC4731C5	R0027
<b>Refundable Damage Deposit</b>	\$204.00 with SOP <b>*SOP – Special Occasions Permit</b>	CC4731RD	R0028
<b>Special Set-Up Charges</b>	\$61.20/per hr/per staff	CC4731K1	R0029
<b>Fitness Studio</b> (1,290 ft <sup>2</sup> )	\$35.70/hr	CC4731D1	R0030
	\$128.52/half day up to 4 hrs.	CC4731D2	R0031
	\$228.48/day rental before 5 p.m.	CC4731D3	R0032
	\$242.76, 8-hour rate day/evening rate after 5 p.m)	CC4731D4	R0033
<b>Meeting Room</b> (430 ft <sup>2</sup> )	\$30.60/hr	CC4731E1	R0034
	\$110.16/half day up to 4 hrs.	CC4731E2	R0035
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731E3	R0036
	\$208.08, 8-hour day/evening rate after 5pm	CC3731E4	R0037
<b>Overlook Room</b>	\$30.60/hr	CC4731L1	R0038
	\$110.16/half day up to 4 hrs.	CC4731L2	R0039
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731L3	R0040
	\$208.08, 8-hour day/evening rate after 5 pm	CC3731L4	R0041
<b>Advertising</b> Arena rink boards (per year)  Community Centre Display Monitors 6 Month Rate \$216.00 Note: customer will be required to provide their advertisement in Publisher Format.	\$600.00/yr. plus production costs	CC4731J1	R0042
	Monthly Rate \$40.00	CC4731J3	R0043
	6 Month Rate \$216.00	CC4731J4	R0044
	Annual Rate \$408.00	CC4731J5	R0045
<b>Camp and Special Events</b>			
Special Events	\$6.00/hr	CC4731EV1	R0062
PA Day Camp/ <b>General Camp 1 Day</b>	<b>\$ 35.00</b> <del>-\$30.00</del>	CC4731CP1	R0063
General Camp 4 Day	<b>\$140.00</b> <del>-\$120.00</del>	CC4731CP2	R0064
General Camp 5 Day	<b>\$175.00</b> <del>-\$150.00</del>	CC4731CP3	R0065
<b>Birthday Party Packages</b>			
All party packages include the following;			

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1 birthday child, 14 friends age 12 and under plus 2 adults. For Public Skating Party Packages, Adults over the maximum of 2 will be required to pay the Adult Skate User Fee as outlined in the User Fees and Charges By-law.			
<b>Public Skate Party, Community Hall Package</b> September to March Sundays 1:00-3:00 p.m. *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Community Hall from 1:00-3:00 p.m.	\$102.20	CC4731BR1	R0066
<b>Public Skate Party, Overlook Package</b> *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Overlook Room from 1:00-3:00 p.m. September to March Sunday 1:00-3:00 p.m.	\$60.00	CC4731BR2	R0067
<b>Craft Party, Community Hall Package</b> September to March, Sundays 10:00-12:00 pm April to end of June, Tuesday and Friday 5:30-7:30 p.m. *Party package includes the first hour for instructional craft time with a staff member plus one additional hour in the Community Hall.	\$219.40	CC4731BR3	R0068

**Maple Leaf Park  
Maple Leaf Park Permitted Use**

<b>Gathering</b> 25+ people Flat Rate	\$102.00	4711F1	R0046
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Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms
- Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1<sup>st</sup> of the current year.
- Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1<sup>st</sup> of the current year.

<b>Ball Diamonds (Hourly Rate) per diamond</b>			
Adult Rate	\$32.90 <del>\$32.25</del> /hr	4711D5	R0047
Youth Rate	\$22.29 <del>\$21.85</del> /hr	4711D5Y	R0048
<b>Outdoor Field Tournaments (Ball Diamonds)</b> per day (per pitch/field)			
Adult Rate	\$122.04 <del>\$149.65</del> /day	4711D1	R0049
Youth Rate	\$68.98 <del>\$67.63</del> /day	4711D1Y	R0050
<b>Ball Diamonds - Minor Sports League Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>10 hrs. maximum per week.</b>	\$1000.19 <del>\$980.58</del> /season per league	4711E1	R0051
<b>Ball Diamonds Adult Sports Team Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>1 night per week, 4 hrs max/team.</b>	\$929.09 <del>\$940.87</del> /season per team	4711D7	R0052
<b>Ball Diamonds Adult Sports League Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>5 hrs max per week.</b>	\$1858.17 <del>\$1821.74</del> /season per league	4711E2	R0053

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<b>Use of Lights at any Sports Field</b>	<del>\$22.29</del> <del>\$21.85</del> /hr	4711E9	R0054
<b>Soccer Fields Minor Sports League Rate per pitch</b> Seasonal rate includes one end of year – 12 hrs. max per week.	<del>\$1000.19</del> <del>\$980.58</del> /season per league	4711E4	R0055
<b>Soccer Fields Adult Sports Team Rate per pitch</b> Seasonal rate includes one end of year tournament – 3 hrs. max per week.	<del>\$929.09</del> <del>\$910.87</del> /season per team	4711D9	R0056
<b>Soccer Fields Adult Sports League Rate per pitch</b> Seasonal rate includes one end of year tournament – 5 hrs. max per week,	<del>\$1,858.17</del> <del>\$1821.74</del> /season per league	4711E3	R0057
<b>Soccer Fields (Hourly Rate) per Pitch</b> Adult Rate Youth Rate	<del>\$32.90</del> <del>\$32.25</del> /hr <del>\$22.29</del> <del>\$21.85</del> /hr	4711D0 4711D0Y	R0058 R0059
<b>Outdoor Field Tournaments (Soccer Fields)</b> per day (per pitch/field) Adult Rate Youth Rate	<del>\$122.04</del> <del>\$119.65</del> /day <del>\$68.98</del> <del>\$ 67.63</del> /day	4711D1 4711D1Y	R0060 R0061

Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1<sup>st</sup> of the current year.  
 Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1<sup>st</sup> of the current year.

**Municipal Owned Property Use Fee**

For the use of township owned property, including parks, parking lots and green spaces not identified in the User Fees and Charges By-Law. Additional space requirements listed in the User Fees and Charges By-Law Additional

<b>Municipal Owned Property Use</b>	<del>\$500.00/day</del> <del>\$100.00/hour</del>	<del>4711D10</del>	
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## Public Works

### Transfer Station / Waste Management

Kitchen Waste Container (Kitchen Catcher) Fee for lost, stolen or second bin requests.	\$10.00 each	4870A1	PW001
Green Bin Recycling Container Fee for lost, stolen or second bin requests.	\$25.00 each	4870A2	PW002
<del>Sale of Blue-Box</del>	<del>\$6.00 each</del>	<del>4870A3</del>	<del>PW003</del>
Garbage Bag User Fee	\$3.00 each	4870C1	PW004

### Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4	PW005
Disposal of Excess Waste (minimum charge)	\$10.00 min	4870A6	PW006
Excess Waste (maximum 1/2-ton truck load)	\$100.00 per truck load	4870A5	PW007
Drywall	\$100.00 per truck load	4870A8	PW008
<b>And/or to be determined by the Transfer Station Supervisor and/or designate</b>			

### Tire Disposal

Car tire without rims	Tires Regulation (O.Reg. 225/18) and other Acts(s) and Regulation(s)
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

### Other Disposal

Small Furniture	\$10.00	4870A9	PW009
Large Furniture	\$20.00	4870B1	PW010
Special Items (i.e., Boats)	\$100.00	4870B2	PW011

### Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	<del>\$200.00</del> <b>\$250.00</b>	4610B1	PW012
Performance Deposit Fee for work to standard	<del>\$300.00</del> <b>\$500.00</b> deposit refundable	4610Z1	PW013
For work not to standard	Full cost recovery with <del>\$300.00</del> <b>\$500.00</b> deposit applied to costs	4610B3	PW014

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**Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25**

**Entrance Permits/Installation of Culverts – Commercial/Industrial**

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	<del>\$250.00</del> <b>\$500.00</b>	4610B	PW015
Performance Deposit Fee for work to standard	<del>\$750.00</del> <b>\$1,000.00</b> deposit refundable	4610Z2	PW016
For work not to standard	Full cost recovery with <del>\$750.00</del> <b>\$1,000.00</b> deposit applied to costs	n/a	n/a

**Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25**

**911 Civic Address Blades**

Purchase of a 911 Blade/Sign	<del>\$55.00</del> <b>\$100.00</b>	4610C1	PW017
Replacement of a 911 Blade/Sign	<del>\$25.00</del> <b>\$75.00</b>	4610C2	PW018

**Works in a Municipal Right-of-way**

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3	PW019
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**General Public Works**

Road Occupancy Request	\$200.00 per request	4600A1	PW020
Road Occupancy Security Deposit (fee may be increased at the discretion of the Director of Public Works)	\$1,000.00 min.	4600AD	PW021

**New Development**

Associated fees to be collected as per the development agreement or peer review agreement for each development site	
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## Township of Cavan Monaghan User Fees and Charges By-law No. 2024-68 effective January 1, 2025

Administrative Services	Pg. 2 - 4
Building Department Services	Pg. 5 - 6
Fire Department Services	Pg. 7 – 8
Licensing	Pg. 9
Planning Department Services	Pg. 10 – 11
Recreational Services	Pg.12 – 16
Public Works	Pg.17 – 18

A registered charity organization may request the waiving of a user fee or charge, as outlined in the current User Fees and Charges By-law, providing the funds from the public activity/event/function will be transferred to the municipality for the benefit of all rate payers. A written request must be submitted to the CAO for approval in advance of the activity/event/function date with a valid registration number, the details of the anticipated funds and purpose of the funds being transferred to the municipality

## Administrative Services

Tax & Utility Certificate (with 48 hour notice)	\$70.00 per roll no.	TCU	TAXCT UTLCT
Tax & Utility Certificate with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	TCRUSH	RUSHF

**Verbal Confirmation of Tax & Utility Certificates are provided up to 30 Calendar Days After Issuance  
-No Charge-**

Zoning Request	\$55.00 per roll no.	4910A6	P0001
Work Orders	\$40.00 per roll no.	4910A7	P0002
Zoning Request & Work Orders (Combined)	\$85.00 per roll no.	4910AC	P0003
Zoning Request, Work Orders and/or combined with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	ZWRUSH	RUSHP
Agreement Compliance Letters	\$100.00 per roll no.	4910A8	P0004
Cancellation Request and Refund Fee	\$10.00 per roll/account no.	CANCEL	CANCL

### F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To enact a F.O.I. request	\$5.00 per request	4220B	FOI01
Photocopies, computer printouts, faxing	\$0.20 per page	4220C	FOI02
USB Drive/Data Stick	\$10.00 per USB	4220BB	FOI03
Long Distance Fax Service	\$1.20 per page	4220B7	FOI04
Local Fax Service	\$0.20 per page	4250A8	FOI05
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4	FOI06
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4	FOI06
Developing a computer program or other method of producing a record from a machine-readable record	\$15.00 each fifteen minutes	4250B5	FOI07
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	n/a	n/a

**Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56**

### Other Charges

Postage	Current postage rate	POSTAG	POSTG
Photo Copy - Letter Size	\$0.50 per page	4250A2	A0001
Photo Copy - Legal Size	\$1.00 per page	4250A3	A0002

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Long Distance Fax Service	\$1.50 per page	4250A7	A0003
Local Fax Service	\$0.50 per page	4250A8	A0004
USB Drive/Data Stick	\$10.00 per USB	4250AB	A0005

**Miscellaneous Charges**

Non-Cash Charge	3% of payment	CREDIT	A0000
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1	FN003
Commissioner of Oath Services (Township Resident)	\$15.00	4220A2	C0001
Commissioner of Oath Services (Non-Township Resident)	\$20.00	4220A4	C0002
Marriage Licence	\$135.00	4223A1	C0003
Civil Ceremony (Regular Hours)	\$300.00	4223A2	C0004
Civil Ceremony (Non-Regular Hours)	\$400.00	4223A3	C0005
Ceremony Rehearsal (Regular Hours)	\$50.00	4223A4	C0006
Ceremony Rehearsal (Non-Regular Hours)	\$65.00	4223A6	C0007
Ceremony Mileage	Rate established by County of Peterborough	4223A5	C0008
Burial Permits	\$25.00	4220BU	C0009
Duplicate Accounts Receivable Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	FN006
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D	C0010
Closed Meeting Investigator/per submission	\$125.00	4220D1	C0011
Registered Mail Fee	Cost recovery + 10% Admin Fee (\$30.00 minimum)	R-MAIL	RMAIL
Tender Package on behalf of approved consultant	Cost recovery + 10% Admin Fee (\$10.00 minimum)	TENDER	TNDER
Paymentus™ Convenience Fee (%) Property Taxes / Utilities / Rentals / Fire / Marriage Certificates / Finance & Admin, etc.	3 <sup>rd</sup> Party On-Line percentage fee (per contract)	n/a	n/a
Paymentus™ Convenience Fee (Flat) Other	3 <sup>rd</sup> Party On-Line flat fee (per contract)	n/a	n/a

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**Tax and Finance Charges**

Property Tax verbal information request – Property owner verbal request of current information free of charge. Printed receipt/statement fees are applicable.	\$0.00	n/a	n/a
Property Tax search of historical records for previous years (manually searching & compiling information/records).	\$15.00 each 15 mins (\$30.00 minimum)	4250A5	FN001
Early PAP Cancellation fee (< 21 Calendar Days before Due Date)	\$20.00	4250B2	FN002
Penalty/Interest (Property Taxes) Late payment charges for non-payment of taxes or any instalment by the due date, as per the Property Tax Collection Policy.	1.25% rate established by the Municipal Act, 2001 Section 345, as amended.	PENTAX	PEN
Penalty/Interest (Accounts Receivable) Late payment charges for non-payment of Accounts Receivable (General and/or Utility) by the due date, as per the Accounts Receivable Collection Policy and/or the Water and Sewer Collection Policy.	Matching % rate per month as established for penalty/interest on property taxes.	PENXXX (by Dept)	PEN
Final Notice Letter (Bailiff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3	FN004
Final Collection Notice – AR Collection Fee	15% collection fee (\$30.00 minimum)	4250CB	FN005
Returned Payment Fee and/or Non-Sufficient Funds	\$48.00	NSF	NSF
Duplicate Water Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	UT001
Duplicate Tax Bill or Tax Statements (Email or Paper Record)	\$5.00 per page	4250E6	FN006
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6	FN007
Re-Issue/Refund Cheque	\$5.00 per request	4250B6	FN008
Ownership Change Fee	\$30.00 per roll	4250A1	FN009
New Account Set-up Fee	\$60.00 per roll	4250A0	FN010
Tax Sale Administration Fee	Charges as incurred	TAXSAL	TXSAL
Municipal Tax Sale Tender Package	\$10.00/package	TAXPKG	TXPKG
Mortgage Account Adjustment	\$30.00 per roll	4250B9	FN011
Mortgage Additions	\$10.00 per roll	4250B7	FN012
Mortgage Payment Fee	\$5.00 per account	4250B8	FN013
Retrieval of Post-Dated Cheques	\$20.00	4250A9	FN014
Administrative Invoice Fee for additions to Property Tax Roll	10% Admin fee (\$30.00 minimum)	4250A4	FN015

**Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25**

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## Building Department Services

### General

New Residential, Commercial, Industrial – includes additions (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft. min. \$200.00		
Alterations, renovations and relocations (Res. Ag, IC)	\$15.00/\$1,000.00 value of work, min. \$200.00		
Accessory & Agriculture buildings and attached garages	\$0.55 per square ft, min. \$200.00		

### Designated Structures and Miscellaneous Charges – Part C

Decks or Balconies	\$0.75 per square foot, Min.\$150	4910E1	B0013
Solid Fuel Appliances and Chimneys	\$150.00	4910F1	B0014
Pool Permit	\$150.00	4910B1	B0015
Temporary Tent or Construction Trailer	\$100.00	n/a	B0027
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$15.00/\$1,000.00 project value. Min. \$200.00	4910B2	B0016
Designated structures as defined by the OBC	\$15.00/\$1,000.00 project value. Min. \$250.00	4910B3	B0017
Demolition Permit	\$250.00	4910G1	B0018
Permit Renewal	\$100.00	4910H1	B0019
Failure to obtain required permits	2x's the regular permit fee	n/a	B0010
Chief Building Official determined minor	\$75.00	n/a	B0022
Multiple Inspections (at discretion of attending inspector)	\$50.00 first offence, \$150 subsequent		B0028
Sign Permit - when several sign permit applications are made concurrently on a property that is being redeveloped, only one sign permit fee will be collected	\$75.00	4910K1	B0023
Sign Variance Application Fee	\$250.00	4910K2	B0024
Fine - Erection of a sign without a permit (section 3.3)	\$500.00	4910K3	B0025
Fine - Sign not in compliance with by-law (section 3.2)	\$500.00	4910K4	B0026

### Sewage System Building Permits

Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$1,000	n/a	B0027
Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than or equal to 10,000 litres per day	\$1,450.00	n/a	B0028
Permit for Class 4 Sewage System Tank Replacement Only	\$400.00	n/a	B0029
Permit for Class 5 Sewage System (Holding Tank)	\$1,000.00	n/a	B0030

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Permit for Class 3 Sewage System (Cesspool) or Permit for Class 2 Sewage System (Greywater System)	\$500.00	n/a	B0031
Sewage System Permit for Trench Bed repair or extension of 16 metres or less; Filter Bed repair, replacement or extension of 6 square metres or less	\$500.00	n/a	B0032
Change of Use - Existing System Review	\$400.00	n/a	B0033
Mandatory Maintenance Inspections - Inspections of sewage systems (Source Water Protection Areas)	\$325.00	n/a	B0034
Discretionary Maintenance Inspections - Basic	\$200.00	n/a	B0035
Discretionary Maintenance Inspections – Advanced	\$325.00	n/a	B0036

**Non-refundable Administration Fee of \$100.00 applies to all permits.**

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## Fire Department Services

### Fire Prevention Inspection of Building and Property - Part A

All Commercial, Industrial or Federal	\$125.00 per inspection	4414A1	F0001
Residential Occupancies, including Government Funded Daycare facilities, group homes, child care provider homes, Bed and Breakfast, Schools	\$125.00 per inspection	4414A2	F0002

### Clearance Letter – Part B

Special Occasion Permit/Letters	\$125.00	4411D	F0003
Fireworks Approval Requiring Authority Having Jurisdiction Approvals	\$100.00	4411D2	F0004

### Fire Burning Permits - Part C

**All fires within the Township require a Fire Permit**

Applicable fee per 12-month period per household from the date of initial issue of the first permit

Campfire Permit	\$10.00 per 12-month period	4414C1	F0005
Brush Permit	\$25.00 per 12-month period	4414C2	F0006
Special Permit	\$50.00 per 12-month period	4414D1	F0007

### Risk and Safety Management Plan Approval (RSMP) – Part D

Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review)	Less than or equal to 5,000 USWG, \$500.00 process fee	4414A4	F0008
	Greater than 5,000 USWG, \$1,000.00 initial deposit fee	4414A44	F0009
Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00 annual review fee	4414A45	F0010
Propane Exchange Letter	\$150.00	4414A46	F0011

### Review of Fire Safety Plan/Drills – Part E

Review of Fire Safety Plan	\$100.00	4414A6	F0012
Vulnerable Occupancy Drill	\$100.00	4414E3	F0013
Vulnerable Occupancy Drill Review	\$100.00	4414E3B	F0014

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**File Review – Part F**

Review and Status Update of Existing Inspection, Approval, Clearance, Review File	\$150.00	4414A5	F0015
Fire Reports/Motor Vehicle Accidents (money to be received upfront)	\$175.00	4414A3	F0016

**Emergency Response – Part G**

First Hour	\$543.03 per Fire Apparatus or MTO rates as amended	4414E	F0017
Every half hour thereafter	\$271.52 per Fire Apparatus or MTO rates as amended	4414E	F0017
ARIS/MTO Plate Abstract Retrieval Fee / Police Report	\$50.00	4414E2	F0018
Fire Response Fees	Current MTO rates, plus personnel costs, plus any additional costs to the Township of Cavan Monaghan	n/a	n/a

**False Alarms – Part H**

1st Alarm	Exempt	n/a	n/a
2nd Alarm	Subject to \$500.00	4414G	F0020
3rd Alarm	Part "G" Rates	4441G	F0020
4 <sup>th</sup> Alarm	Part "G" Rates x 2	4441G	F0020

**Goods/Materials – Part I**

Smoke Alarm/CO Detector	\$120.00 Each	4414A7	F0021
Lock Boxes (uninstalled)	\$292.00 per lock box	4414A8	F0022

**Extraordinary Expenses – Part J**

Administration charge:	15% on any extraordinary expense equal to or under \$5,000.00	4414F	F0023
	10% on any extraordinary expense over \$5,000.00.		F0024

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## Licensing

### Lottery (Provincial) Licensing

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1	L0001
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4	L0002
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5	L0003
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3	L0004
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2	L0005

**Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)**

### Animal Control Licensing - Dog Licensing,

For each spayed female or neutered male	\$15.00 per dog	4230D1	AC001
For each female or male, untreated	\$20.00 per dog	4230D2	AC002

### Newly Acquired Dogs/ Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D5	AC005
For each female or male, untreated	\$20.00 per dog	4230D6	AC006

### Replacement Tag

Replacement Tag	\$5.00 per tag	4230E1	AC007
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### Impound Fees

For each Dog without Dog Tag - during business hours	\$150.00 per dog	4230F1	AC008
For each Dog without Dog Tag - outside of business hours	\$200.00 per dog	4230FA	AC009
For each Dog with a Dog Tag (animal control Licence)	\$75.00 per dog	4230F2	AC010

### Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 <sup>st</sup> offence in any 12-month period	\$30.00 per dog	4230B1	AC011
2 <sup>nd</sup> offence in any 12-month period	\$60.00 per dog	4230B2	AC012
3 <sup>rd</sup> and subsequent offence in any 12-month period	\$120.00 per dog	4230B3	AC013

### Kennel Licence Fee

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9	AC014
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB	AC015
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC	AC016
Order to Restrain Appeal Hearing Fee	\$100.00 per appeal	n/a	AC020

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## Planning Department Services

### Planning Fees

Pre-consultation – *Minor Applications include consents, minor variances, zoning by-law amendments as part of an approved plan of subdivision, plan of condominium, consent or official plan amendment	\$0	n/a	n/a
Pre-consultation – *Major Applications include any application not defined as a minor application	\$500.00	n/a	P0038
Application for Official Plan Amendment <b>Minor</b> Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$3,500.00	4950A1	P0005
Application for Official Plan Amendment <b>Major</b> Amendment for more than four (4) residential units and/or any ICI (industrial, commercial, institutional)	\$5,500.00	4950A2	P0006
Application for Zoning By-Law Amendment	\$2,200.00	4940Z1	P0007
Application for Deeming By-law	\$700.00	4920A6	P0008
Application to Remove Holding Symbol	\$700.00	4920B3	P0009
Application for Minor Variance	\$1,500.00	4930A3	P0010
Application for Site Plan Amendment	\$1,500.00	4980X1	P0011
Application for Site Plan Approval -Minor	\$3,000.00	4980Z1	P0012
Formal Application for Site Plan Approval – Major	\$5,000.00	n/a	P0046
Other agency fees and charges may also be applicable to the above planning fees (example; Conservation Authority Fees and/or other agency fees).		4920R	P0013

Application for Extension of Temporary Use	\$500.00	4940Z2	P0014
Temporary Use Agreement	\$500.00	4940Z2	P0015
Garden Suite Agreement	\$500.00	4940Z2	P0016
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2	P0017
Application for Telecommunication Tower Consultation and Review	\$2,500.00	n/a	P0049
Severance Application Review/Application for Consent	\$500.00	4920B1	P0018
Plan of Subdivision Application	Full Cost Recovery with a \$15,000.00 deposit	4970Z2	P0020
Part Lot Control Exemption	\$750.00 + \$100.00 for each additional parcel	4970B1	P0021
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7	P0022
Sale of Official Plan (USB)	\$25.00 per USB	4990A6	P0023
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8	P0024
Sale of Zoning By-Law (USB)	\$25.00 per USB	4990A6	P0025
Sale of Township Map (24 X 36)	\$15.00 each	4990A9	P0026

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Cash-in-Lieu of Parkland dedication	\$1,400.00 each	9530Z1	P0027
Merger Agreement (usually required as a condition of consent)	\$400.00	4920B6	P0028
Mitigation Measures Agreement (usually required as a condition of consent)	\$400.00	4920B7	P0029
Easement or Encroachment Agreement	\$400.00	4920C1	P0030

**Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13**

**Site Alteration & Fill Control**

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1	P0031
Fill greater than 500 cubic metres	\$750.00 plus \$1.90 per cubic metre	4960A1	P0032
Extension of permit for fill less than 500 cu metres	\$250.00	4960A1	P0033
Extension of permit for fill greater than 500 cu metres	\$375.00	4960A1	P0034
Security for default of agreement to carry out work or other breach of Fill Control By-law, permit conditions and obligations.	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2	P0036
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2	P0037

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## Recreational Services

### Event Liability and Not-for-Profit Community Group Insurance Program

<b>Insurance Facility User Rates</b> <i>Event liability and not for profit community group insurance are administered by Marsh Canada Ltd.</i>	Rates established as per the user rates and/or premiums quoted by the Insurance provider and are subject to change, as amended.
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### Millbrook Arena Arena Non-Ice Recreational Surface

<b>Non-Ice Surface Rental-Sports, Activities etc.</b> per hour <b>Weekday Rentals 4:00 p.m. to 12:00 a.m.</b> <b>Weekend Rentals 7:00 a.m. to 12:00 a.m.</b>	\$ 106.12-/hr	4731A9	R0007
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### Cavan Monaghan Community Center

Prime Time Ice as Defined in the user groups "Ice Allocation Policy"
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<b>Prime Time Ice</b> <b>M-F 5:00 p.m. to 12:00 a.m.</b> <b>all day Saturday and Sunday</b>	\$193.14/hr	CC4731A2	R0009
<b>Tournament Prime Time Package</b> Includes: Ice, Community Hall and Kitchen for the duration of the tournament.	\$231.35/hr	CC4731A4	R0010
<b>Minor Sports Ice –</b> (excluding tournament ice time)	\$148.57/hr	CC4731A1	R0011
<b>Non-Prime Time Ice</b> <b>M-F 8:00 a.m. to 5:00 p.m.</b>	\$111.42/hr	CC4731A3	R0012
<b>Arena Floor (Non-Ice Surface)</b>	\$106.12/hr	CC4731A9	R0013
<b>Public and Recreation Skating. All skates are 1 hour in duration</b> <ul style="list-style-type: none"> <li>• <b>Child</b> (12 &amp; under) <span style="float: right;">\$2.00/hr</span></li> <li>• <b>Adult &amp; Youth</b> <span style="float: right;">\$3.00/hr</span></li> <li>• <b>Family Skate</b> (maximum five people, with one adult) <span style="float: right;">\$10.00/hr</span></li> <li>• <b>Parent and Tot Skate</b>            Fee is for adults only, toddlers 1-6 yrs are free. <span style="float: right;">\$3.00/hr</span></li> <li>• <b>Adult Exercise</b> <span style="float: right;">\$3.00/hr</span></li> </ul>	CC4731A0 CC4731A01 CC4731A02 CC4731A07 CC4731A03 CC4731A04	R0014 R0015 R0016 R0017 R0018 R0019	

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<ul style="list-style-type: none"> <li>• <b>Adult Skate</b></li> <li>• <b>Puck &amp; Stick</b></li> <li>• <b>Pick Up Hockey</b></li> </ul> <p>All rates quoted are per person</p>	\$3.00/hr	CC4731A05	R0020
	\$6.00/hr	CC4731A06	R0021
All Public and Recreation (1 hour) Skating fees are quoted with HST included			
<b>Sport and Community Hall Drop-In Fee</b>			
All sports drop-in fees are per hour and include the following; CMCC Arena Floor, CMCC Community Hall and Millbrook Arena Turf.			
<ul style="list-style-type: none"> <li>• <b>Child/youth (12 &amp; under)</b></li> <li>• <b>Adult</b></li> <li>• <b>Family</b></li> <li>• <b>Parent and Tot</b></li> </ul> <p>Fee is for adults only, toddlers 1-6 yrs are free.</p>	\$2.00/hr	CC4731S0	R0069
	\$3.00/hr	CC4731S1	R0070
	\$10.00/hr	CC4731S2	R0071
	\$3.00/hr	CC4731S3	R0072
All Sport Drop-In Fees are quoted with HST included			
<b>Walking Track Fee</b>			
Ages 18+ unless accompanied by an adult			
<ul style="list-style-type: none"> <li>• <b>Access Card Deposit</b></li> </ul> <p>Refundable deposit, upon return of key scan access card in good condition</p>	\$20.00 deposit/card	CC4731W3	R0076
<b>Instructional Class Fee</b>			
All instructional class fees are per hour and include the following; General or Fitness programming.			
<ul style="list-style-type: none"> <li>• <b>Child/youth (12 &amp; under)</b></li> <li>• <b>Adult</b></li> </ul>	\$10.00	CC4731I1	R0073
	\$15.00	CC4731I2	R0074
<b>Walking Track Rental (exclusive for user group)</b>	\$102.00/hr	CC4731FA1	R0022
<b>Community Hall</b> (2,526 ft <sup>2</sup> ) (3,064 ft <sup>2</sup> with warming kitchen & storage)	71.40/hr	CC4731C1	R0023
	\$257.04/max 4hr rentals	CC4731C2	R0024
	\$456.96 day rate before 5:00 p.m.	CC4731C3	R0025
	\$485.52 evening rate after 5:00 p.m.	CC4731C4	R0026
Note: Evening Rate: An additional hourly rate will be applied for rentals exceeding the maximum of 8 hours			
<b>Kitchen (538 ft<sup>2</sup>)</b>	\$102.00 per day	CC4731C5	R0027
<b>Refundable Damage Deposit</b>	\$204.00 with SOP <b>*SOP – Special Occasions Permit</b>	CC4731RD	R0028
<b>Special Set-Up Charges</b>	\$61.20/per hr/per staff	CC4731K1	R0029
<b>Fitness Studio</b> (1,290 ft <sup>2</sup> )	\$35.70/hr	CC4731D1	R0030
	\$128.52/half day up to 4 hrs.	CC4731D2	R0031
	\$228.48/day rental before 5 p.m.	CC4731D3	R0032

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	\$242.76, 8-hour rate day/evening rate after 5 p.m)	CC4731D4	R0033
<b>Meeting Room</b> (430 ft <sup>2</sup> )	\$30.60/hr	CC4731E1	R0034
	\$110.16/half day up to 4 hrs.	CC4731E2	R0035
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731E3	R0036
	\$208.08, 8-hour day/evening rate after 5pm	CC3731E4	R0037
<b>Overlook Room</b>	\$30.60/hr	CC4731L1	R0038
	\$110.16/half day up to 4 hrs.	CC4731L2	R0039
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731L3	R0040
	\$208.08, 8-hour day/evening rate after 5 pm	CC3731L4	R0041
<b>Advertising</b> Arena rink boards (per year)  Community Centre Display Monitors 6 Month Rate \$216.00 Note: customer will be required to provide their advertisement in Publisher Format.	\$600.00/yr. plus production costs	CC4731J1	R0042
	Monthly Rate \$40.00	CC4731J3	R0043
	6 Month Rate \$216.00	CC4731J4	R0044
	Annual Rate \$408.00	CC4731J5	R0045
<b>Camp and Special Events</b>			
Special Events	\$6.00/hr	CC4731EV1	R0062
PA Day Camp/General Camp 1 Day	\$ 35.00	CC4731CP1	R0063
General Camp 4 Day	\$140.00	CC4731CP2	R0064
General Camp 5 Day	\$175.00	CC4731CP3	R0065
<b>Birthday Party Packages</b>			
<p>All party packages include the following; 1 birthday child, 14 friends age 12 and under plus 2 adults. For Public Skating Party Packages, Adults over the maximum of 2 will be required to pay the Adult Skate User Fee as outlined in the User Fees and Charges By-law.</p>			
<b>Public Skate Party, Community Hall Package</b> September to March Sundays 1:00-3:00 p.m. *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Community Hall from 1:00-3:00 p.m.	\$102.20	CC4731BR1	R0066
<b>Public Skate Party, Overlook Package</b> *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Overlook Room from 1:00-3:00 p.m. September to March Sunday 1:00-3:00 p.m.	\$60.00	CC4731BR2	R0067

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<b>Craft Party, Community Hall Package</b> September to March, Sundays 10:00-12:00 pm April to end of June, Tuesday and Friday 5:30-7:30 p.m.	\$219.40	CC4731BR3	R0068
*Party package includes the first hour for instructional craft time with a staff member plus one additional hour in the Community Hall.			

**Maple Leaf Park  
Maple Leaf Park Permitted Use**

<b>Gathering</b> 25+ people Flat Rate	\$102.00	4711F1	R0046
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Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms
- Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1<sup>st</sup> of the current year.
- Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1<sup>st</sup> of the current year.

<b>Ball Diamonds (Hourly Rate) per diamond</b> Adult Rate Youth Rate	\$32.90/hr \$22.29/hr	4711D5 4711D5Y	R0047 R0048
<b>Outdoor Field Tournaments (Ball Diamonds)</b> per day (per pitch/field) Adult Rate Youth Rate	\$122.04/day \$68.98/day	4711D1 4711D1Y	R0049 R0050
<b>Ball Diamonds - Minor Sports League Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>10 hrs. maximum per week.</b>	\$1000.19/season per league	4711E1	R0051
<b>Ball Diamonds Adult Sports Team Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>1 night per week, 4 hrs max/team.</b>	\$929.09/season per team	4711D7	R0052
<b>Ball Diamonds Adult Sports League Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>5 hrs max per week.</b>	\$1858.17/season per league	4711E2	R0053
<b>Use of Lights at any Sports Field</b>	\$22.29/hr	4711E9	R0054
<b>Soccer Fields Minor Sports League Rate per pitch</b> Seasonal rate includes one end of year – <b>12 hrs. max per week.</b>	\$1000.19/season per league	4711E4	R0055
<b>Soccer Fields Adult Sports Team Rate per pitch</b> Seasonal rate includes one end of year tournament – <b>3 hrs. max per week.</b>	\$929.09/season per team	4711D9	R0056
<b>Soccer Fields Adult Sports League Rate per pitch</b> Seasonal rate includes one end of year tournament – <b>5 hrs. max per week,</b>	\$1,858.17/season per league	4711E3	R0057
<b>Soccer Fields (Hourly Rate) per Pitch</b>			

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Adult Rate	\$32.90/hr	4711D0	R0058
Youth Rate	\$22.29/hr	4711D0Y	R0059
<b>Outdoor Field Tournaments (Soccer Fields)</b>			
per day (per pitch/field)			
Adult Rate	\$122.04/day	4711D1	R0060
Youth Rate	\$68.98/day	4711D1Y	R0061

Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1<sup>st</sup> of the current year.

Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1<sup>st</sup> of the current year.

### Municipal Owned Property Use Fee

For the use of township owned property, including parks, parking lots and green spaces not identified in the User Fees and Charges By-Law.

<b>Municipal Owned Property Use</b>	\$500.00/day	4711D10	
	\$100.00/hour		

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## Public Works

### Transfer Station / Waste Management

Kitchen Waste Container (Kitchen Catcher) Fee for lost, stolen or second bin requests.	\$10.00 each	4870A1	PW001
Green Bin Recycling Container Fee for lost, stolen or second bin requests.	\$25.00 each	4870A2	PW002
Garbage Bag User Fee	\$3.00 each	4870C1	PW004

### Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4	PW005
Disposal of Excess Waste (minimum charge)	\$10.00 min	4870A6	PW006
Excess Waste (maximum 1/2-ton truck load)	\$100.00 per truck load	4870A5	PW007
Drywall	\$100.00 per truck load	4870A8	PW008
<b>And/or to be determined by the Transfer Station Supervisor and/or designate</b>			

### Tire Disposal

Car tire without rims	Tires Regulation (O.Reg. 225/18) and other Acts(s) and Regulation(s)
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

### Other Disposal

Small Furniture	\$10.00	4870A9	PW009
Large Furniture	\$20.00	4870B1	PW010
Special Items (i.e., Boats)	\$100.00	4870B2	PW011

### Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	\$250.00	4610B1	PW012
Performance Deposit Fee for work to standard	\$500.00 deposit refundable	4610Z1	PW013
For work not to standard	Full cost recovery with \$500.00 deposit applied to costs	4610B3	PW014

### Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

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**Entrance Permits/Installation of Culverts – Commercial/Industrial**

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	\$500.00	4610B	PW015
Performance Deposit Fee for work to standard	\$1,000.00-deposit refundable	4610Z2	PW016
For work not to standard	Full cost recovery with \$1,000.00 deposit applied to costs	n/a	n/a

**Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25**

**911 Civic Address Blades**

Purchase of a 911 Blade/Sign	\$100.00	4610C1	PW017
Replacement of a 911 Blade/Sign	\$75.00	4610C2	PW018

**Works in a Municipal Right-of-way**

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3	PW019
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**General Public Works**

Road Occupancy Request	\$200.00 per request	4600A1	PW020
Road Occupancy Security Deposit (fee may be increased at the discretion of the Director of Public Works)	\$1,000.00 min.	4600AD	PW021

**New Development**

Associated fees to be collected as per the development agreement or peer review agreement for each development site	
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# The Township of Cavan Monaghan

## By-law No. 2024-68

### Being a by-law to Impose and Consolidate User Fees and Charges

**Whereas** Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, authorizes municipalities and local boards to impose fees or charges on persons for services or 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 use of its property under its control;

**And Whereas** that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

**And Whereas** that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of the property;

**And Whereas** Section 69 of the Planning Act, R.S.O., 1990 c. P.13 as amended provides that the Council of a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** by-laws imposing fees and charges are authorized by various other statutes;

**Now Therefore** the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That Schedule "A" attached hereto shall comprise the list of fees and charges for the Township of Cavan Monaghan.
2. That all the fees and charges included in Schedule "A" attached hereto are hereby adopted by Council if not otherwise done by by-law.
3. That By-law No. 2023-76 is hereby repealed in its entirety.
4. That this By-law shall become effective the 1<sup>st</sup> day of January, 2025.

Read a first, second and third time and passed this 16<sup>th</sup> day of December, 2024.

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**Matthew Graham**  
Mayor

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**Cindy Page**  
Clerk



988 County Road 10  
 Millbrook, Ontario  
 L0A 1G0

Tel: (705) 932-2929  
 Fax: (705) 932-3458

[www.cavanmonaghan.net](http://www.cavanmonaghan.net)

## Township of Cavan Monaghan User Fees and Charges By-law No. 2023-76 effective January 1, 2024

Administrative Services	Pg. 2 - 4
Building Department Services	Pg. 5 - 6
Fire Department Services	Pg. 7 – 8
Licensing	Pg. 9
Planning Department Services	Pg. 10 – 12
Recreational Services	Pg.13 – 17
Public Works	Pg.18 – 19

A registered charity organization may request the waiving of a user fee or charge, as outlined in the current User Fees and Charges By-law, providing the funds from the public activity/event/function will be transferred to the municipality for the benefit of all rate payers. A written request must be submitted to the CAO for approval in advance of the activity/event/function date with a valid registration number, the details of the anticipated funds and purpose of the funds being transferred to the municipality

## Administrative Services

### Written Requests

Tax Certificate (with 48 hour notice)	\$40.00 per roll no.	TC	TAXCT
Utility Certificate (with 48 hour notice)	\$30.00 per account no.	UC	UTLCT
Tax & Utility Certificate (Combined, with 48 hour notice)	\$70.00 per roll no.	TCU	TAXCT UTLCT
Tax, Utility and/or combined Certificate with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	TCRUSH	RUSHF

**Verbal Confirmation, of Tax Certificate and/or Utility Certificate provided up to 30 Calendar Days After Issuance, - No Charge-**

Zoning Request	\$40.00 per roll no.	4910A6	P0001
Work Orders	\$40.00 per roll no.	4910A7	P0002
Zoning Request & Work Orders (Combined)	\$70.00 per roll no.	4910AC	P0003
Zoning Request, Work Orders and/or combined with issuance less than 48 hours' notice (rush order)	Additional 25% premium on user fee per roll no.	ZWRUSH	RUSHP
Agreement Compliance Letters	\$55.00 per roll no.	4910A8	P0004
Cancellation Request and Refund Fee	\$10.00 per roll/account no.	CANCEL	CANCL

### F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To enact a F.O.I. request	\$5.00 per request	4220B	FOI01
Photocopies, computer printouts, faxing	\$0.20 per page	4220C	FOI02
USB Drive/Data Stick	\$10.00 per USB	4220BB	FOI03
Long Distance Fax Service	\$1.20 per page	4220B7	FOI04
Local Fax Service	\$0.20 per page	4250A8	FOI05
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4	FOI06
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4	FOI06
Developing a computer program or other method of producing a record from a machine-readable record	\$15.00 each fifteen minutes	4250B5	FOI07
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	n/a	n/a

**Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56**

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**Other Charges**

Postage	Current postage rate	POSTAG	POSTG
Photo Copy - Letter Size	\$0.50 per page	4250A2	A0001
Photo Copy - Legal Size	\$1.00 per page	4250A3	A0002
Long Distance Fax Service	\$1.50 per page	4250A7	A0003
Local Fax Service	\$0.50 per page	4250A8	A0004
USB Drive/Data Stick	\$10.00 per USB	4250AB	A0005

**Miscellaneous Charges**

Non-Cash Charge	3% of payment	CREDIT	A0000
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1	FN003
Commissioner of Oath Services (Township Resident)	\$15.00	4220A2	C0001
Commissioner of Oath Services (Non-Township Resident)	\$20.00	4220A4	C0002
Marriage Licence	\$125.00	4223A1	C0003
Civil Ceremony (Regular Hours)	\$300.00	4223A2	C0004
Civil Ceremony (Non-Regular Hours)	\$400.00	4223A3	C0005
Ceremony Rehearsal (Regular Hours)	\$50.00	4223A4	C0006
Ceremony Rehearsal (Non-Regular Hours)	\$65.00	4223A6	C0007
Ceremony Mileage	Rate established by County of Peterborough	4223A5	C0008
Burial Permits	\$25.00	4220BU	C0009
Duplicate Accounts Receivable Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	FN006
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D	C0010
Closed Meeting Investigator/per submission	\$125.00	4220D1	C0011
Registered Mail Fee	Cost recovery + 10% Admin Fee (\$30.00 minimum)	R-MAIL	RMAIL
Tender Package on behalf of approved consultant	Cost recovery + 10% Admin Fee (\$10.00 minimum)	TENDER	TNDER
Paymentus™ Convenience Fee (%) Property Taxes / Utilities / Rentals / Fire / Marriage Certificates / Finance & Admin	On-Line percentage fee of 1.75% (per contract)	n/a	n/a
Paymentus™ Convenience Fee (Flat) Dog Tags / Burn Permits	On-Line flat fee of \$1.75 (per contract)	n/a	n/a

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**Tax and Finance Charges**

Property Tax verbal information request – Property owner verbal request of current information free of charge. Printed receipt/statement fees are applicable.	\$0.00	n/a	n/a
Property Tax search of historical records for previous years (manually searching & compiling information/records).	\$15.00 each 15 mins (\$30.00 minimum)	4250A5	FN001
Early PAP Cancellation fee (< 21 Calendar Days before Due Date)	\$20.00	4250B2	FN002
Penalty/Interest (Property Taxes) Late payment charges for non-payment of taxes or any instalment by the due date, as per the Property Tax Collection Policy.	1.25% rate established by the Municipal Act, 2001 Section 345, as amended.	PENTAX	PEN
Penalty/Interest (Accounts Receivable) Late payment charges for non-payment of Accounts Receivable (General and/or Utility) by the due date, as per the Accounts Receivable Collection Policy and/or the Water and Sewer Collection Policy.	Matching % rate per month as established for penalty/interest on property taxes.	PENXXX (by Dept)	PEN
Final Notice Letter (Bailiff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3	FN004
Final Collection Notice – AR Collection Fee	15% collection fee (\$30.00 minimum)	4250CB	FN005
Returned Payment Fee and/or Non-Sufficient Funds	\$48.00	NSF	NSF
Duplicate Water Invoice or Statement (Email or Paper Record)	\$5.00 per page	4800E6	UT001
Duplicate Tax Bill or Tax Statements (Email or Paper Record)	\$5.00 per page	4250E6	FN006
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6	FN007
Re-Issue/Refund Cheque	\$5.00 per request	4250B6	FN008
Ownership Change Fee	\$30.00 per roll	4250A1	FN009
New Account Set-up Fee	\$60.00 per roll	4250A0	FN010
Tax Sale Administration Fee	Charges as incurred	TAXSAL	TXSAL
Municipal Tax Sale Tender Package	\$10.00/package	TAXPKG	TXPKG
Mortgage Account Adjustment	\$30.00 per roll	4250B9	FN011
Mortgage Additions	\$10.00 per roll	4250B7	FN012
Mortgage Payment Fee	\$5.00 per account	4250B8	FN013
Retrieval of Post-Dated Cheques	\$20.00	4250A9	FN014
Administrative Invoice Fee for additions to Property Tax Roll	10% Admin fee (\$30.00 minimum)	4250A4	FN015

**Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25**

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## Building Department Services

### Residential -Part A

New Residential – based on livings (walkout basements are based on ½ floor area of basement)	\$1.25 per square ft Min. \$200.00	4910A1	B0001
Alterations, Renovations and Relocations	\$15.00 per \$1,000.00 value of work Min. \$200.00	4910A3	B0003
Accessory buildings and attached garages	\$.55 per square foot, min \$200.00	4910A4	B0004

### Commercial, Industrial or Institutional – Part B

Commercial, Industrial or Institutional	New and additions - \$1.25 per square foot Renovation - \$15.00/\$1000.00 value of work, min \$200.00	4910D1	B0009
Accessory buildings (includes agricultural buildings)	\$.55 per square foot, min \$200.00	4910D1	B0009

### Designated Structures and Miscellaneous Charges – Part C

Decks or Balconies	\$0.75 per square foot, Min.\$150	4910E1	B0013
Solid Fuel Appliances and Chimneys	\$150.00	4910F1	B0014
Pool Permit	\$150.00	4910B1	B0015
Temporary Tent	\$75	n/a	B0027
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$15.00/\$1,000.00 project value. Min. \$200.00	4910B2	B0016
All other designated structures as defined by the OBC	\$15.00/\$1,000.00 project value. Min. \$250.00	4910B3	B0017
Demolition Permit	\$250.00	4910G1	B0018
Permit Renewal	\$100.00	4910H1	B0019
Temporary Trailer (six-month period)	\$200.00	4910I1	B0020
Failure to obtain required permits	Double the regular permit fee	n/a	B0010
Chief Building Official determined minor	\$75.00	n/a	B0022
Multiple Inspections (at discretion of attending inspector)	\$50.00 first offence, \$150 subsequent		B0028
Sign Permit - when several sign permit applications are made concurrently on a property that is being redeveloped, only one sign permit fee will be collected	\$75.00	4910K1	B0023

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Sign Variance Application Fee	\$250.00	4910K2	B0024
Fine - Erection of a sign without a permit (section 3.3)	\$500.00	4910K3	B0025
Fine - Sign not in compliance with by-law (section 3.2)	\$500.00	4910K4	B0026

**Sewage System Building Permits**

Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$1000	n/a	B0027
Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than or equal to 10,000 litres per day	\$1450.00	n/a	B0028
Permit for Class 4 Sewage System Tank Replacement Only	\$400.00	n/a	B0029
Permit for Class 5 Sewage System (Holding Tank)	\$1000.00	n/a	B0030
Permit for Class 3 Sewage System (Cesspool) or Permit for Class 2 Sewage System (Greywater System)	\$500.00	n/a	B0031
Sewage System Permit for Trench Bed repair or extension of 16 metres or less; Filter Bed repair, replacement or extension of 6 square metres or less	\$500.00	n/a	B0032
Change of Use - Existing System Review	\$400.00	n/a	B0033
Mandatory Maintenance Inspections - Inspections of sewage systems (Source Water Protection Areas)	\$325.00	n/a	B0034
Discretionary Maintenance Inspections - Basic	\$200.00	n/a	B0035
Discretionary Maintenance Inspections – Advanced	\$325.00	n/a	B0036

**Non-refundable Administration Fee of \$100.00 applies to all permits.**

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## Fire Department Services

### Fire Prevention Inspection of Building and Property - Part A

All Commercial, Industrial or Federal	\$125.00 per inspection	4414A1	F0001
Residential Occupancies, including Government Funded Daycare facilities, group homes, child care provider homes, Bed and Breakfast, Schools	\$125.00 per inspection	4414A2	F0002

### Clearance Letter – Part B

Special Occasion Permit/Letters	\$125.00	4411D	F0003
Fireworks Approval Requiring Authority Having Jurisdiction Approvals	\$100.00	4411D2	F0004

### Fire Burning Permits - Part C

**All fires within the Township require a Fire Permit**

Applicable fee per 12-month period per household from the date of initial issue of the first permit

Campfire Permit	\$10.00 per 12-month period	4414C1	F0005
Brush Permit	\$25.00 per 12-month period	4414C2	F0006
Special Permit	\$50.00 per 12-month period	4414D1	F0007

### Risk and Safety Management Plan Approval (RSMP) – Part D

Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review)	Less than or equal to 5,000 USWG, \$500.00 process fee	4414A4	F0008
	Greater than 5,000 USWG, \$1,000.00 initial deposit fee	4414A44	F0009
Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00 annual review fee	4414A45	F0010
Propane Exchange Letter	\$150.00	4414A46	F0011

### Review of Fire Safety Plan/Drills – Part E

Review of Fire Safety Plan	\$100.00	4414A6	F0012
Vulnerable Occupancy Drill	\$100.00	4414E3	F0013
Vulnerable Occupancy Drill Review	\$100.00	4414E3B	F0014

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**File Review – Part F**

Review and Status Update of Existing Inspection, Approval, Clearance, Review File	\$150.00	4414A5	F0015
Fire Reports/Motor Vehicle Accidents (money to be received upfront)	\$175.00	4414A3	F0016

**Emergency Response – Part G**

First Hour	\$543.03 per Fire Apparatus or MTO rates as amended	4414E	F0017
Every half hour thereafter	\$271.52 per Fire Apparatus or MTO rates as amended	4414E	F0017
ARIS/MTO Plate Abstract Retrieval Fee / Police Report	\$50.00	4414E2	F0018
Fire Response Fees	Current MTO rates, plus personnel costs, plus any additional costs to the Township of Cavan Monaghan	n/a	n/a

**False Alarms – Part H**

1st Alarm	Exempt	n/a	n/a
2nd Alarm	Subject to \$500.00	4414G	F0020
3rd Alarm	Part "G" Rates	4441G	F0020
4 <sup>th</sup> Alarm	Part "G" Rates x 2	4441G	F0020

**Goods/Materials – Part I**

Smoke Alarm/CO Detector	\$120.00 Each	4414A7	F0021
Lock Boxes (uninstalled)	\$292.00 per lock box	4414A8	F0022

**Extraordinary Expenses – Part J**

Administration charge:	15% on any extraordinary expense equal to or under \$5,000.00	4414F	F0023
	10% on any extraordinary expense over \$5,000.00.		F0024

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## Licensing

### Lottery (Provincial) Licensing

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1	L0001
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4	L0002
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5	L0003
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3	L0004
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2	L0005

**Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)**

### Animal Control Licensing - Dog Licensing,

For each spayed female or neutered male	\$15.00 per dog	4230D1	AC001
For each female or male, untreated	\$20.00 per dog	4230D2	AC002

### Newly Acquired Dogs/ Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D5	AC005
For each female or male, untreated	\$20.00 per dog	4230D6	AC006

### Replacement Tag

Replacement Tag	\$5.00 per tag	4230E1	AC007
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### Impound Fees

For each Dog without Dog Tag - during business hours	\$150.00 per dog	4230F1	AC008
For each Dog without Dog Tag - outside of business hours	\$200.00 per dog	4230FA	AC009
For each Dog with a Dog Tag (animal control licence)	\$75.00 per dog	4230F2	AC010

### Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 <sup>st</sup> offence in any 12-month period	\$30.00 per dog	4230B1	AC011
2 <sup>nd</sup> offence in any 12-month period	\$60.00 per dog	4230B2	AC012
3 <sup>rd</sup> and subsequent offence in any 12-month period	\$120.00 per dog	4230B3	AC013

### Kennel Licence Fee

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9	AC014
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB	AC015
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC	AC016
Order to Restrain Appeal Hearing Fee	\$100.00 per appeal	n/a	AC020

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## Planning Department Services

### Planning Fees

Pre-consultation – Minor Applications*	\$0	n/a	n/a
Pre-consultation – Major Applications*	\$500.00	n/a	P0038
Pre-application – Official Plan Amendment – Minor Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$2,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0039
Pre-application – Official Plan Amendment-Major Amendment for more than four (4) residential units and/or and ICI (industrial, commercial, institutional)	\$4,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0040
Pre-application – Zoning By-law Amendment	\$1,200.00 (applied to total fee if proceeds to Formal Application)	n/a	P0041
Pre-application – Plans of Subdivision	\$4,500.00 (applied to total fee if proceeds to Formal Application)	n/a	P0042
Pre-application Site Plan Approval – Minor	Full cost recovery with a \$3,000.00 deposit	n/a	P0043
Pre-application Site Plan Approval – Major	Full cost recovery with a \$5,000.00 deposit	n/a	P0044
Application for Official Plan Amendment <b>Minor</b> Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$500.00 (in addition to \$2,500.00 fee noted above) Total Fee of \$3,000.00	4950A1	P0005
Application for Official Plan Amendment <b>Major</b> Amendment for more than four (4) residential units and/or any ICI (industrial, commercial, institutional)	\$500.00 (in addition to \$4,500.00 fee noted above) Total fee of \$5,000.00	4950A2	P0006
Formal Application – Plans of Subdivision	\$500.00 (in addition to \$4,500.00 fee noted above) – Total Fee of \$5,000.00	n/a	P0045
Application for Zoning By-Law Amendment Residential/Commercial/Industrial/Institutional	\$500.00 (in addition to \$1,200.00 fee noted above) Total fee \$1,700.00	4940Z1	P0007
Application for Deeming By-law	\$500.00	4920A6	P0008
Application to Remove Holding Symbol	\$500.00	4920B3	P0009
Application for Minor Variance	\$1,200.00	4930A3	P0010
Application for Site Plan Amendment	Full Cost Recovery with a \$1,000.00 deposit	4980X1	P0011
Application for Site Plan Approval -Minor	Full Cost Recovery with a \$3,000.00 deposit	4980Z1	P0012

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Formal Application for Site Plan Approval – Major	Full Cost Recovery with a \$5,000.00 deposit at Pre-application (noted above)	n/a	P0046
Application for Allocation Request (unit count 1-5 ERU)	\$200.00	n/a	P0047
Application for Allocation Request (unit count greater than 5 ERU)	\$500.00	n/a	P0048
Other agency fees and charges may also be applicable to the above planning fees (example; Conservation Authority Fees and/or other agency fees).		4920R	P0013

Application for Extension of Temporary Use	\$250.00	4940Z2	P0014
Temporary Use Agreement	\$250.00	4940Z2	P0015
Garden Suite Agreement	\$250.00	4940Z2	P0016
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2	P0017
Application for Telecommunication Tower Consultation and Review	\$2,500.00	n/a	P0049
Severance Application Review/Application for Consent	\$400.00	4920B1	P0018
Plan of Subdivision (up to 50 lots/units)	Full Cost Recovery with a \$10,000.00 deposit	4970Z1	P0019
Plan of Subdivision (51 or more lots/units)	Full Cost Recovery with a \$15,000.00 deposit	4970Z2	P0020
Part Lot Control Exemption	\$500.00 + \$100.00 for each additional parcel	4970B1	P0021
Deeming By-law Application	\$500.00	4920A6	P0008
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7	P0022
Sale of Official Plan (USB)	\$25.00 per USB	4990A6	P0023
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8	P0024
Sale of Zoning By-Law (USB)	\$25.00 per USB	4990A6	P0025
Sale of Township Map (24 X 36)	\$15.00 each	4990A9	P0026
Cash-in-Lieu of Parkland dedication	\$1,200.00 each	9530Z1	P0027
Merger Agreement (usually required as a condition of consent)	\$250.00	4920B6	P0028
Mitigation Measures Agreement (usually required as a condition of consent)	\$250.00	4920B7	P0029
Easement or Encroachment Agreement	\$250.00	4920C1	P0030

**Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13**

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**Site Alteration & Fill Control**

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1	P0031
Fill greater than 500 cubic metres	\$750.00 plus \$1.90 per cubic metre	4960A1	P0032
Extension of permit for fill less than 500 cu metres	\$250.00	4960A1	P0033
Extension of permit for fill greater than 500 cu metres	\$375.00	4960A1	P0034
Security for default of agreement to carry out work or other breach of Fill Control By-law, permit conditions and obligations.	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2	P0036
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2	P0037

**Timeline for Refunds on Planning Department Service fees, as applicable per provincial legislation**

Refund	Zoning & OPA Combined	Zoning	Site Plan
No Refund	Decision is made within 120 days	Decision is made within 90 days	Plans are approved within 60 days
50%	Decision made within 121 days and 179 days	Decision made within 91 days to 149 days	Plans are approved between 61 days and 89 days
75%	Decision made within 180 and 239 days	Decision made 150 days and 209 days	Plans are approved 90 days and 119 days
100%	Decision made 240 days and later	Decision made 210 days and later	Plans are approved 120 days and beyond

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## Recreational Services

### Event Liability and Not-for-Profit Community Group Insurance Program

<b>Insurance Facility User Rates</b> <i>Event liability and not for profit community group insurance are administered by Marsh Canada Ltd.</i>	Rates established as per the user rates and/or premiums quoted by the Insurance provider and are subject to change, as amended.
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### Millbrook Arena Arena Non-Ice Recreational Surface

<b>Non-Ice Surface Rental-Sports, Activities etc.</b> per hour Weekday Rentals 4:00 p.m. to 12:00 a.m. Weekend Rentals 7:00 a.m. to 12:00 a.m.	\$104.04/hr	4731A9	R0007
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### Cavan Monaghan Community Center

Prime Time Ice as Defined in the user groups "Ice Allocation Policy"
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<b>Prime Time Ice</b> M-F 5:00 p.m. to 12:00 a.m. all day Saturday and Sunday	\$189.35/hr	CC4731A2	R0009
<b>Tournament Prime Time Package</b> Includes: Ice, Community Hall and Kitchen for the duration of the tournament.	\$226.81/hr	CC4731A4	R0010
<b>Minor Sports Ice –</b> (excluding tournament ice time)	\$145.66/hr	CC4731A1	R0011
<b>Non-Prime Time Ice</b> M-F 8:00 a.m. to 5:00 p.m.	\$109.24/hr	CC4731A3	R0012
<b>Arena Floor (Non-Ice Surface)</b>	\$104.04/hr	CC4731A9	R0013
<b>Public and Recreation Skating. All skates are 1 hour in duration</b> <ul style="list-style-type: none"> <li>• <b>Child</b> (12 &amp; under) <span style="float: right;">\$2.00/hr</span></li> <li>• <b>Adult &amp; Youth</b> <span style="float: right;">\$3.00/hr</span></li> <li>• <b>Family Skate</b> (maximum five people, with one adult) <span style="float: right;">\$10.00/hr</span></li> <li>• <b>Parent and Tot Skate</b>                      Fee is for adults only, toddlers 1-6 yrs are free. <span style="float: right;">\$3.00/hr</span></li> <li>• <b>Adult Exercise</b> <span style="float: right;">\$3.00/hr</span></li> <li>• <b>Adult Skate</b> <span style="float: right;">\$3.00/hr</span></li> <li>• <b>Puck &amp; Stick</b> <span style="float: right;">\$3.00/hr</span></li> </ul>		CC4731A0 CC4731A01 CC4731A02 CC4731A07 CC4731A03 CC4731A04 CC4731A05	R0014 R0015 R0016 R0017 R0018 R0019 R0020

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<ul style="list-style-type: none"> <li>• <b>Pick Up Hockey</b></li> </ul> <p>All rates quoted are per person</p>	\$6.00/hr	CC4731A06	R0021
All Public and Recreation (1 hour) Skating fees are quoted with HST included			
<b>Sport Drop-In Fee</b>			
All sports drop-ins' fees are per hour and include the following; CMCC Arena Floor and Millbrook Arena Turf.			
<ul style="list-style-type: none"> <li>• <b>Child/youth</b> (12 &amp; under)</li> <li>• <b>Adult</b></li> <li>• <b>Family Sport Drop In</b></li> <li>• <b>Parent and Tot Sport Drop-In</b></li> </ul> <p>Fee is for adults only, toddlers 1-6 yrs are free.</p>	<p>\$2.00/hr</p> <p>\$3.00/hr</p> <p>\$10.00/hr</p> <p>\$3.00/hr</p>	<p>CC4731S0</p> <p>CC4731S1</p> <p>CC4731S2</p> <p>CC4731S3</p>	<p>R0069</p> <p>R0070</p> <p>R0071</p> <p>R0072</p>
All Sport Drop-In Fees are quoted with HST included			
<b>Walking Track Fee</b>			
Ages 18+ unless accompanied by an adult			
<ul style="list-style-type: none"> <li>• <b>Access Card Deposit</b></li> </ul> <p>Refundable deposit, upon return of key scan access card in good condition</p>	\$20.00 deposit/card	CC4731W3	R0076
<b>Instructional Class Fee</b>			
All instructional class fees are per hour and include the following; General or Fitness programming.			
<ul style="list-style-type: none"> <li>• <b>Child/youth</b> (12 &amp; under)</li> <li>• <b>Adult</b></li> </ul>	<p>\$10.00</p> <p>\$15.00</p>	<p>CC4731I1</p> <p>CC4731I2</p>	<p>R0073</p> <p>R0074</p>
<b>Walking Track Rental</b> (exclusive for user group)	\$102.00/hr	CC4731FA1	R0022
<b>Community Hall</b> (2,526 ft <sup>2</sup> ) (3,064 ft <sup>2</sup> with warming kitchen & storage)  Note: Evening Rate: Additional hourly rate will be applied for rentals exceeding the maximum of 8 hours	71.40/hr	CC4731C1	R0023
	\$257.04/max 4hr rentals	CC4731C2	R0024
	\$456.96 day rate before 5:00 p.m.	CC4731C3	R0025
	\$485.52 evening rate after 5:00 p.m.	CC4731C4	R0026
<b>Kitchen</b> (538 ft <sup>2</sup> )	\$102.00 per event	CC4731C5	R0027
<b>Refundable Damage Deposit</b>	\$204.00 with SOP <b>*SOP – Special Occasions Permit</b>	CC4731RD	R0028
<b>Special Set-Up Charges</b>	\$61.20/per hr/per staff	CC4731K1	R0029
<b>Fitness Studio</b> (1,290 ft <sup>2</sup> )	\$35.70/hr	CC4731D1	R0030
	\$128.52/half day up to 4 hrs.	CC4731D2	R0031
	\$228.48/day rental before 5 p.m.	CC4731D3	R0032
	\$242.76, 8-hour rate day/evening rate after 5 p.m)	CC4731D4	R0033

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<b>Meeting Room</b> (430 ft <sup>2</sup> )	\$30.60/hr	CC4731E1	R0034
	\$110.16/half day up to 4 hrs.	CC4731E2	R0035
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731E3	R0036
	\$208.08, 8-hour day/evening rate after 5pm	CC3731E4	R0037
<b>Overlook Room</b>	\$30.60/hr	CC4731L1	R0038
	\$110.16/half day up to 4 hrs.	CC4731L2	R0039
	\$195.84/day/event (8 hrs) before 5 p.m.	CC4731L3	R0040
	\$208.08, 8-hour day/evening rate after 5 pm	CC3731L4	R0041
<b>Advertising</b> Arena rink boards (per year)  Community Centre Display Monitors 6 Month Rate \$216.00 Note: customer will be required to provide their advertisement in Publisher Format.	\$600.00/yr. plus production costs	CC4731J1	R0042
	Monthly Rate \$40.00	CC4731J3	R0043
	6 Month Rate \$216.00	CC4731J4	R0044
	Annual Rate \$408.00	CC4731J5	R0045
<b>Camp and Special Events</b>			
Special Events	\$6.00/hr	CC4731EV1	R0062
PA Day Camp	\$30.00	CC4731CP1	R0063
General Camp 4 Day	\$120.00	CC4731CP2	R0064
General Camp 5 Day	\$150.00	CC4731CP3	R0065
<b>Birthday Party Packages</b>			
All party packages include the following; 1 birthday child, 14 friends age 12 and under plus 2 adults. For Public Skating Party Packages, Adults over the maximum of 2 will be required to pay the Adult Skate User Fee as outlined in the User Fees and Charges By-law.			
<b>Public Skate Party, Community Hall Package</b> September to March Sundays 1:00-3:00 p.m. *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Community Hall from 1:00-3:00 p.m.	\$102.20	CC4731BR1	R0066
<b>Public Skate Party, Overlook Package</b> *Party package includes one hour at the public skate from 1:00-2:00 p.m. plus the Overlook Room from 1:00-3:00 p.m. September to March Sunday 1:00-3:00 p.m.	\$60.00	CC4731BR2	R0067
<b>Craft Party, Community Hall Package</b> September to March, Sundays 10:00-12:00 pm April to end of June, Tuesday and Friday 5:30-7:30 p.m.	\$219.40	CC4731BR3	R0068

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\*Party package includes the first hour for instructional craft time with a staff member plus one additional hour in the Community Hall.

### Maple Leaf Park Maple Leaf Park Permitted Use

<b>Gathering</b> 25+ people Flat Rate	\$102.00	4711F1	R0046
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Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms
- Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1<sup>st</sup> of the current year.
- Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1<sup>st</sup> of the current year.

<b>Ball Diamonds (Hourly Rate) per diamond</b>			
Adult Rate	\$32.25 /hr	4711D5	R0047
Youth Rate	\$21.85 /hr	4711D5Y	R0048
<b>Outdoor Field Tournaments (Ball Diamonds)</b> per day (per pitch/field)			
Adult Rate	\$119.65 /day	4711D1	R0049
Youth Rate	\$ 67.63 /day	4711D1Y	R0050
<b>Ball Diamonds - Minor Sports League Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>10 hrs. maximum per week.</b>	\$980.58 /season per league	4711E1	R0051
<b>Ball Diamonds Adult Sports Team Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>1 night per week, 4 hrs max/team.</b>	\$910.87 /season per team	4711D7	R0052
<b>Ball Diamonds Adult Sports League Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>5 hrs max per week.</b>	\$1821.74 /season per league	4711E2	R0053
<b>Use of Lights at any Sports Field</b>	\$21.85 /hr	4711E9	R0054
<b>Soccer Fields Minor Sports League Rate per pitch</b> Seasonal rate includes one end of year – <b>12 hrs. max per week.</b>	\$980.58 /season per league	4711E4	R0055
<b>Soccer Fields Adult Sports Team Rate per pitch</b> Seasonal rate includes one end of year tournament – <b>3 hrs. max per week.</b>	\$910.87 /season per team	4711D9	R0056
<b>Soccer Fields Adult Sports League Rate per pitch</b> Seasonal rate includes one end of year tournament – <b>5 hrs. max per week,</b>	\$1821.74 /season per league	4711E3	R0057
<b>Soccer Fields (Hourly Rate) per Pitch</b>			
Adult Rate	\$32.25 /hr	4711D0	R0058
Youth Rate	\$21.85 /hr	4711D0Y	R0059

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<b>Outdoor Field Tournaments</b> (Soccer Fields) per day (per pitch/field)			
Adult Rate	\$119.65/day	4711D1	R0060
Youth Rate	\$ 67.63 /day	4711D1Y	R0061

Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1<sup>st</sup> of the current year.

Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1<sup>st</sup> of the current year.

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## Public Works

### Transfer Station / Waste Management

Kitchen Waste Container (Kitchen Catcher) Fee for lost, stolen or second bin requests.	\$10.00 each	4870A1	PW001
Green Bin Recycling Container Fee for lost, stolen or second bin requests.	\$25.00 each	4870A2	PW002
Sale of Blue Box	\$6.00 each	4870A3	PW003
Garbage Bag User Fee	\$3.00 each	4870C1	PW004

### Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4	PW005
Disposal of Excess Waste (minimum charge)	\$10.00 min	4870A6	PW006
Excess Waste (maximum 1/2-ton truck load)	\$100.00 per truck load	4870A5	PW007
Drywall	\$100.00 per truck load	4870A8	PW008
<b>And/or to be determined by the Transfer Station Supervisor and/or designate</b>			

### Tire Disposal

Car tire without rims	Tires Regulation (O.Reg. 225/18) and other Acts(s) and Regulation(s)
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

### Other Disposal

Small Furniture	\$10.00	4870A9	PW009
Large Furniture	\$20.00	4870B1	PW010
Special Items (i.e., Boats)	\$100.00	4870B2	PW011

### Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	\$200.00	4610B1	PW012
Performance Deposit Fee for work to standard	\$300.00 deposit refundable	4610Z1	PW013
For work not to standard	Full cost recovery with \$300.00 deposit applied to costs	4610B3	PW014

### Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25

\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.  
 The User Fees quoted within the User Fees and Charges By-law has been cash discounted.  
 This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

**Entrance Permits/Installation of Culverts – Commercial/Industrial**

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	\$250.00	4610B	PW015
Performance Deposit Fee for work to standard	\$750.00 deposit refundable	4610Z2	PW016
For work not to standard	Full cost recovery with \$750.00 deposit applied to costs	n/a	n/a

**Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25**

**911 Civic Address Blades**

Purchase of a 911 Blade/Sign	\$55.00	4610C1	PW017
Replacement of a 911 Blade/Sign	\$25.00	4610C2	PW018

**Works in a Municipal Right-of-way**

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3	PW019
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**General Public Works**

Road Occupancy Request	\$200.00 per request	4600A1	PW020
Road Occupancy Security Deposit (fee may be increased at the discretion of the Director of Public Works)	\$1,000.00 min.	4600AD	PW021

**New Development**

Associated fees to be collected as per the development agreement or peer review agreement for each development site			
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\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.  
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