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By-law 08-2025

A By-law to Consolidate and Regulate Payment of Various Fees And Charges within the Corporation of The County of Northumberland and to Repeal Previous By-Laws

Whereas Section 391 of the *Municipal Act, 2001*, SO 2001 c. 25 authorizes a municipality to pass by-laws imposing fees or charges on any class of persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or board; and
- c) for the use of its property including property under its control; and

Whereas Section 398 of the *Municipal Act, 2001*, SO 2001, c. 25 states that fees and charges imposed by a municipality constitute a debt to the municipality and shall at the request of an upper-tier municipality be added to the tax rolls for the properties as specified and may be collected in the manner of municipal taxes; and

Whereas Section 69 of the *Planning Act, RSO 1990, c. P.13* authorizes the council of a municipality, by by-law, to establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff; and

Whereas Subsection 7 (1)(c) of the *Building Code Act, 1992*, SO 1992, c. 23 authorizes an upper-tier municipality that has entered into an agreement pursuant to subsection 3(5) of that Act to pass by-laws requiring the payment of fees and charges and prescribing the amount of the fees for the matters and in the area for which the upper-tier municipality has jurisdiction for the enforcement of that Act; and

Whereas the requirements set out in O.Reg 244/02 FEES AND CHARGES, under the *Municipal Act, 2001*, SO 2001, c. 25 have been met; and

Whereas the Council of the Corporation of the County of Northumberland deems it expedient to pass a consolidated fees and charges by-law;

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Now Therefore Be It Enacted as a by-law of the Council of the Corporation of the County of Northumberland as follows:

1. **That** the fees and charges as set out in Schedule "A" hereto and forming part of this by-law are hereby established and adopted by the Council of the Corporation of the County of Northumberland; and
2. **That** all fees listed in the attached Schedule, where applicable, shall be subject to Harmonized Sales Tax (HST); and
3. **That** all fees and charges under this by-law or any other by-law of the County are payable upon receipt of the service or thing, upon registration for the activity, upon or before the use of the property, or upon submission of the application; and
4. **That** no request by any person for any information, service, activity or use of County property described in Schedule "A" will be processed or provided by any County official unless and until the person requesting the information, service, activity or use of the County property has paid the applicable fee or charge to the County in the prescribed amount as set out in Schedule "A"; and
5. **That** notwithstanding Section 4 of this bylaw, the payment of fees and charges for certain requests for information, service, activity or use of County property described in Schedule A may be made upon receipt of an invoice issued by the County of Northumberland, the receipt of which may post date the provision of the requested information, service, activity or use of the County property; and
6. **That** in the event that any information, service, activity or use of County property is requested by a person, and a fee or charge for such information, service, activity or use of County property has not been specifically provided for in this by-law or any other by-law, a fee or charge shall be calculated by County staff and such fee or charge shall be adopted by Council and shall be deemed to be included in Schedule "A"; and
7. **That** unless otherwise prescribed and where facilities are available, the fees and charges established by this by-law may be payable to the County of Northumberland by cash, money order, certified cheque, cheque, or debit card when due; and
8. **That** fees and charges that have been imposed in accordance with this by-law that remain unpaid after the date on which they are due shall be subject to interest at a rate of 15% per annum (1.25% per month); and
9. **That** fees and charges that have been imposed in accordance with this by-law that remain unpaid after the date on which they are due, including any interest charges, may be added by the Treasurer of the municipality to the tax roll for any property to which a service or thing was supplied, or in all other cases any property for which all

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of the owners are responsible for paying the fees and charges, and the Treasurer is hereby authorized to make a request to a local municipality for such purpose; and

10. **That** in the event that any part of this by-law, including any part of Schedule "A" determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law, including the remainder of Schedule A, as applicable, shall continue to operate and to be in force and effect; and
11. **That** this by-law may be cited as the "Fees and Charges By-law"; and
12. **That** this By-law shall take effect ~~upon final passing thereof~~ ^{MM} **On March 1, 2025**; and
13. **That** by-law 09-2024 of the Corporation of the County of Northumberland regarding the payment of fees and charges ~~be hereby repealed~~; and ^{MM} **be repealed effective March 1, 2025**
14. **That** notwithstanding the repeal of by-law 09-2024 any fee or charge payable pursuant to that by-law at or prior to the time of that by-law's repeal remains payable in accordance with that by-law as it read at the time of its repeal and any penalties imposed on outstanding fees or charges pursuant to that by-law prior to its repeal shall remain valid and shall continue to accrue in accordance with that by-law as it read at the time of its repeal.

That By-law 08-2025 be introduced and be deemed to be read a first, second and third time, be passed, signed and sealed this 19th day of February, 2025.



Brian Ostrander, Warden



Maddison Mather, Clerk



Schedule “A” to By-law 08-2025

Fees & Charges

Goods/Services	Fee	Comments
Corporate		
Interest on overdue accounts	1.25% per month after 30 days	Except on levy installments
NSF Cheques	\$45.00	Unless otherwise provided by legislation
Courses/training	Full cost recovery	-
Freedom of Information (FOI) Requests – Non-Refundable Application Fee	Per the Freedom of Information and Protection of Privacy Act (MFIPPA) - \$5.00	Contact County Clerk for: further information, deposits, waivers, and appeals
FOI – Search Time	First 30 minutes free, thereafter \$30.00 per hour	Contact County Clerk for: further information, deposits, waivers, and appeals
FOI – Photocopying	\$- 0.20 per copy	Contact County Clerk for: further information, deposits, waivers, and appeals
FOI – Computer Programming	\$15.00 per 15 minute intervals, or \$ 60.00 per hour	Contact County Clerk for: further information, deposits, waivers, and appeals
FOI - DVD/CD	\$5.00 per disk	Contact County Clerk for: further information, deposits, waivers, and appeals
FOI – Preparation Time	\$7.50 per 15 minute intervals, or \$30.00 per hour	Contact County Clerk for: further information, deposits, waivers, and appeals
FOI – Chargeback Fees	As billed	Contact County Clerk for: further information, deposits, waivers, and appeals
FOI – Delivery by Courier	As billed	Contact County Clerk for: further information, deposits, waivers, and appeals

Goods/Services	Fee	Comments
FOI – Deposits for Amount over \$100.00	50% of estimate	Contact County Clerk for: further information, deposits, waivers, and appeals
County Flag	\$91.00	Taxes included
Collection Agency Fees	Agency 1 - 15.25% 1st Placement 23% 2nd Placement Agency 2 - 13% 1st Placement 24% 2nd Placement	Full cost recovery unless otherwise provided by legislation
Community Boardroom (600 William St.)	\$150.00/day \$75.00/ half day	Price subject to applicable Taxes Fees may be waived for non-profit groups subject to approval.
Cost Recovery	Full cost recovery	Legal /Filing Fees

Provincial Offences Act (POA)		
Goods/Services	Fee	Comments
Collection Agency Fees	TSI fees 15% 1 st placement 21.00% 2 nd placement CBV Fees 14.50% 1 st placement 20.00 2 nd placement	-
Internal Collection Fees Part 1 Offences	\$30.00 per case	-
Internal Collection Fees Part 3 Offences	\$30.00 per case	-
Administration fee for POA cases at certification of default stage	\$30.00 per case	-

Northumberland County Archives & Museum		
Goods/Services	Fee	Comments
Photocopying and computer print outs Monochrome prints (black and white) <ul style="list-style-type: none"> Letter/legal size paper -- Ledger size paper Colour prints <ul style="list-style-type: none"> Letter/legal size paper Ledger size paper 	 \$0.25/page \$0.50/page 0.50/page 0.75/page	Taxes included Photocopies of original source materials are subject to staff approval.
Scanning/Digitization <ul style="list-style-type: none"> Scan of image Scan of document CD Price of scan includes emailing of image. Where archival materials are too large or fragile to scan, NCAM may provide a photograph of the material.	\$5.00/image \$5.00/document* \$5.00/CD *Multi-page documents over 20 pages will be charged an additional \$0.25/page	Taxes Included Where digitized file is too large to email, file will be shared via NextCloud or saved to a CD purchased from NCAM. Please note that NCAM is unable to save to personal USB/jump drives.
Research <ul style="list-style-type: none"> 30 minute on-site assistance 30 minute look-up for email/mail/telephone requests More than 30 minutes 	\$0.00 \$0.00 \$30.00/hour* *minimum charge of \$15.00. Charged in 30 minute increments.	Taxes included Research/assistance will be completed by trained and experienced staff or volunteers. Requestors will be notified of any additional charges prior to the commencement of additional research. Research fees do not include the cost of photocopies or digitization

Admission	By donation	-
Programming Workshop, seminars, speaker series, private events, etc. School and homeschool groups within Northumberland County School and homeschool groups outside of Northumberland County	Cost recovery of supplies/facilitators fees By Donation \$ 5.00 per student	No fee for teachers and chaperones

Note, the following applies to all NCAM charges noted above:

- Payment for services must be received in advance of request being processed by NCAM staff
- Payment can be made online, cash, cheque or money order (made payable to Northumberland County)

Waste		
Goods/Services	Fee	Comments
Bag Tags	\$4.25 each	-
Tipping Fees – All Landfills & Transfer Stations		
All Materials (excluding Residential Recyclable, Tires, HHW, Electronics, and the First 200Kgs of residential Leaf & Yard Waste)	\$13.00 Minimum \$130.00 per metric tonne	
Private / Commercial Leaf & Yard Waste	\$ 13.00 Minimum \$130.00 per metric tonne	
Mattress or Box Spring	\$ 20.00 each	Price includes applicable taxes
Unsegregated Waste Load Surcharge	\$130.00 per metric tonne \$13.00 Minimum	Total fee \$260/metric tonne Total fee \$26.00 minimum
Green Bin	\$20.00	Price includes applicable taxes
Composter	\$50.00 – Tumbler Style \$40.00 – Crate Style \$5.00 – Plastic Bucket	Price includes applicable taxes
Blue/Grey Box	\$ 8.50 – 87 L \$ 8.50 – 47 L \$ 0.00 – Lid	Price includes applicable taxes
Private -/Commercial Recycling	\$130.00 per metric tonne \$ 13.00 Minimum	-
Bin Delivery	Full Cost Recovery	-

Transportation		
Goods/Services	Fee	Comments
Maps	\$4.00	Price includes applicable taxes
Tender – Blueprints/Drawings	Cost recovery – based on document size	-
Permit – Annual fee	\$200.00	-
Permit – Single trip	\$50.00	-
Permit – Entrance Residential	\$250.00	-
Permit – Entrance Commercial	\$500.00	-
Permit - Setback	\$250.00	-
Permit – Entrance & Setback Residential	\$300.00	-
Permit – Entrance & Setback Commercial	\$600.00	-
Permit – Road Cut	\$100.00	-
Permit – Permission to Bore	\$100.00	-
Permit – Permission to Enter a County Road	\$100.00	-
Entrance Installation	Full cost recovery plus a 10% administrative fee	-
Accidents	Full cost Recovery plus a 10% administrative fee	-
Surface Treatment	Full cost recovery plus a 10% administrative fee	-

Ontario Agri-food Venture Centre			
	Incubation Clients	Northumberland Entrepreneurs	Comments
Room Rentals:	-	-	-
Conference Room Half day rate (up to 4 hours) Full day rate (4 to 7 hours)	\$56.00 \$112.00	\$49.00 \$97.00	-
Fruit and Vegetable Processing Room Trial Shift (up to 4 hours, + 1 staff, limited) New Product Trial (up to 4 hours, +1LH) current clients only Half Shift rate (up to 4 hours) Full Shift rate (4 to 7 hours)	\$370.00 \$345.00 \$193.00 \$294.00	\$315.00 \$294.00 \$165.00 \$250.00	All types of 'Trial' shifts run no more than 4 hours in duration and can include the processing of not more than 60 kg or 60L. Finished product samples must undergo micro-analysis at an independent accredited lab before being released from property.
Production Kitchen	-	-	-
Trial Shift (up to 4 hours, + 1 staff, limited)	\$370.00	\$315.00	
New Product Trial (up to 4 hours, +1LH) current clients only	\$345.00	\$294.00	
Half Shift rate (up to 4 hours)	\$203.00	\$173.00	
Full Shift rate (4 to 7 hours)	\$315.00	\$268.00	
Ambient Processing Room			
Trial Shift (up to 4 hours, + 1 staff, limited)	\$370.00	\$315.00	
New Product Trial (up to 4 hours, +1LH) current clients only	\$345.00	\$294.00	
Half Shift rate (up to 4 hours)	\$193.00	\$159.00	
Full Shift rate (4 to 7 hours)	\$294.00	\$250.00	
Room Rental	\$2,056.00	-	
Packaging Area Half Shift rate (up to 4 hours) Full Shift rate (4 to 7 hours)	\$ 116.00 \$207.00	\$96.00 \$170.00	-

Carbonated Beverage Room			Fees and Charges incorporating market rates may vary based on market value.
Basic Carbonated Beverage Trial (Small Batch)	\$1,618	\$1,397	
Carbonated Beverage Full Batch	\$2,162	\$1,914	
Room Rental	-	\$1,156	
New Processing Room Trail Shift (Up to 4 Hrs, + 1 staff, limited)	\$370.00	\$315.00	-
New Product Trial (up to 4 hours, + 1LH) current clients only	\$345.00	\$294.00	
Half Shift rate (Up to 4 hours)	\$178.00	\$151.00	
Full Shift rate (4 to 7 hours)	\$274.00	\$233.00	
Prep Room			-
Trial Shift (up to 4 hours, + 1 staff, limited)	370.00	\$315.00	
New product Trial (Up to 4 hours, +1LH) current clients only	345.00	\$294.00	
Half Shift rate (up to 4 hours)	163.00	\$139.00	
Full Shift rate (4 to 7 hours)	254.00	\$216.00	

Farmers' Market Area Daily Stall Rate	\$26.00	\$22.00	Additional fees are based on a cost
4 month (seasonal) stall lease rate	\$258.00	\$218.00	
Absentee Charge (per market day absent/closed, seasonally leased stalls only)	\$26.00	\$22.00	
Training Room Full Day Rate (up to 7 hours)	\$361.00	\$309.00	
Notes – A room 'half shift rate' is warranted for reservations that will see completion of work in less than 4 hours, a 'full shift rate' is to be used for any production process requiring between 4 to 7 hours to complete. Clients will be required to select their shift length (Full or Half) at time of booking. Clients exceeding their allocated time will be charged additional fees. Clients requiring additional cleaning time due to volume or complexity of cleaning may be required to reduce production time.			
Services:	-	-	-
Labour Fees Cost per person, per hour	\$30.50	\$26.00	Rate is applicable only when Centre is equipped to offer as an internal service.
Production Room Sanitation Fee 4 hours of labour	\$122.00	\$104.00	May be waived when OAFVC Food Production Workers are secured as labour for applicable shift.
Sanitation Overtime Fee Cost per person, per hour	\$60.00	\$51.00	Rate is applied to sanitation time (including dish-washing) when production exceeds scheduled booking.
Multi-Head Filler Set-up + Calibration Fee 3 hours of labour	\$91.50	\$78.00	Rate is applicable only when Centre is equipped to offer as an internal service.
Labelling Fee 4 hours of labour minimum	\$122.00	\$104.00	Rate is applicable only when Centre is equipped to offer as an internal service.
Date/Batch coding Per Batch	\$10.25	\$8.75	Rate is applicable only when Centre is equipped to offer as an internal service.

OAFVC Products “Sampler Box” Cost per box	\$60.00	\$60.00	Fee based on a cost recovery and is subject to change.
Safe Food for Canadians SFCR Sustainability Fee (monthly)	\$70.00	\$60.00	Rate is applicable only when Centre is equipped to offer as an internal service.
- Non-Disclosure of OAFVC-tied SCFR License	\$5,000	\$5,000	Fees are based on cost recovery and are subject to change.
Shipping Beyond Ontario without SFCR License	\$5,000.00	\$5,000.00	
Misrepresenting relationship with OAFVC CFIA, Health Unit, or other Licensing Body	\$5,000.00	\$5,000.00	
Food Safety Audit Support per instance	\$1,500.00	\$1,250.00	Plus production shift fees when applicable
Production Shift Consultation Up to 2 hours production observation to identify production shift efficiencies, results presented as Workflow Opportunity Notes	\$225.00	\$191.00	Rate is applicable only when Centre is equipped to offer as an internal service.

Business Expansion Consultation Up to 7 hours food business expansion consultation	\$800.00 (plus expenses)	\$680.00 (plus expenses)	Rate is applicable only when Centre is equipped to offer as an internal service.
Nutritional Facts Table Generation (electronic .tiff file up to two proof-revisions included)	\$50.00	\$43.00	Rate is applicable only when Centre is equipped to offer as an internal service.
Surface Protein (Allergen) Test Food Contact Surfaces swab for allergens, (per swab)	\$36.00	\$31.00	Rate is applicable only when Centre is equipped to offer as an internal service.
Moisture Analysis Test per test	\$28.00	\$25.00	Rate is applicable only when Centre is equipped to offer as an internal service.
PH Test per test	\$28.00	\$25.00	Rate is applicable only when Centre is equipped to offer as an internal service.
Viscosity Test per test	\$28.00	\$25.00	Rate is applicable only when Centre is equipped to offer as an internal service.
Water Activity Test per test	\$28.00	\$25.00	Rate is applicable only when Centre is equipped to offer as an internal service.
Used Wooden Pallet Cost per pallet to ship items offsite.	\$12.50	\$9.50	Rate is applicable only when Centre is equipped to offer as an internal service.
Food-Waste Disposal Fee Cost per instance for amounts up to one tonne	\$220.00	\$187.00	Rate is applicable only when Centre is equipped to offer as an internal service. Additional Fees may apply. In case of unpaid storage, goods left onsite will be deemed "abandoned" and will be discarded. Disposal fees will apply.
Note – Additional fees are based on a cost recovery basis. All fees are subject to change			
Storage Fees:			

Dry/Ambient Standard Storage per pallet (40"x48"x48") per week	\$8.25	\$7.25	Storage is billed weekly, invoiced monthly. Requests for inventory checks to be completed by staff will be billed hourly with a minimum of one hour of labour charged per instance.
Dry/Ambient Oversized Storage per pallet (40"x48"x49-72") per week. Limited space; prior approval required.	\$17.75	\$15.50	
Cold Standard Storage per shelf (47"x17.5"x16") per	\$ 5.25	\$ 4.75	Storage billed weekly, invoiced monthly. Requests for inventory checks to be completed by staff will be billed hourly with a minimum of one hour of labour charged per instance
week per pallet (40"x48"x48") per week	\$ 10.75	\$ 9.50	

Cold Oversized Storage per pallet (40"x48"x49-72") per week. Limited space; prior approval required.	\$24.00	\$20.75	
Frozen/Freezer Standard Storage per pallet (40"x48"x48") per week extra pallet on freezer floor (weekly clients only. Limited space; prior approval required)	\$13.50 \$16.00	\$11.75 \$14.25	Storage billed weekly, invoiced monthly. Requests for inventory checks to be completed by staff will be billed hourly with a minimum of one hour of labour charged per instance
Frozen Oversized Storage per pallet (40"x48"x49-72") per week. Limited space; prior approval required.	\$30.00	\$26.00	
Penalty for Non-Payment	3% of total due will be added to the outstanding balance monthly	3% of total due will be added to the outstanding balance monthly	Penalty rate is applied to invoices after unpaid for 2 months If sent to Collections Agency, Corporate Collection Agency Fees will be applied for full cost recovery

To qualify for "Northumberland Entrepreneur" rates, Clients must provide proof of Northumberland County property ownership, business ownership, or residence.

Housing/Northumberland County Housing Corporation		
Goods/Services	Fee	Comments
Laundry – Washer (Cold Wash)	\$ 1.25 per load	-
Laundry – Washer (Warm Wash)	1.50 per load	-
Laundry – Washer (Hot Wash)	1.75 per load	-
Laundry – Dryer	\$1.50 per load	-
Unit damage / repairs	Full cost recovery	-
NSF Cheques	\$20.00	-
Internal Transfer Charge	\$250.00	-
Filing Fees Landlord Tenant Board	Full Cost Recovery based on fees charged by the Landlord Tenant Board.	-
Sheriff Fees (Enforcement, Filing and Mileage)	Full cost Recovery, based on fees charged by the Superior Court	-
Optional Appliance – Freezer or Air Conditioner	Extra \$5.00 each per month	-
Note: Fees must be approved by NCHC's Board of Directors prior to County approval		

Paramedics		
Goods/Services	Fee	Comments
Paid Duty Service	\$250.00 /hour	Includes 2 Paramedics Minimum 4 hour charge
Document Requests	\$ 56.50	Per PHIPA & the Ambulance Act

Business Entrepreneurship Centre Northumberland		
Goods/Services	Fee	Comments
Business Growth Program	\$10.00 to \$199.00	Formal membership program providing existing established business targeted development.
Workshop or seminar registration	\$15.00 to \$80.00	Dependent on speaker fee

Food 4 All		
Goods/Services	Fee	Comments
Food Banks annual base fee	\$150.00	This annual base fee allows for access to warehouse products, including fresh and non-perishable items purchased for local foodbanks
School Nutrition Program annual base fee	\$250.00	This annual base fee allows for access to warehouse products (including items purchased for school programs) and access to monthly food deliveries (to most schools)
Community Group annual base fee	\$150.00	This annual base fee allows for access to donated warehouse products
Food Bank and Community Groups user fee/handling charge	\$0.50 per case	This user fee will be charged annually to each Food Bank and Community Group for every case of product received from Food 4 All in the previous calendar year
School Nutrition Program user fee/handling charge	\$0.50 per case	This user fee will be charged annually to each School Program for every case of product received from Food 4 All in the previous school year (September – June)
Storage Fees		
Cold Storage	\$40.00	Per Pallet Per Month
Freezer Storage	\$40.00	
Dry Storage	\$30.00	

Golden Plough Lodge		
Goods/Services	Fee	Comments
Guest Meals	\$10.00	-
Hairdresser space rental	Per contract	-
Catering	Full cost recovery plus administrative fee	-
Room Usage (set up, take down, cleaning; no use of kitchen)	\$75.00	3 hours staff labour
NSF Cheques or Pre-Authorized Payments	\$20.00	-

Plumbing Fees		
Goods/Services	Fee	Comments
Residential and Industrial/Commercial/Institutional (ICI) Base Fee (Includes maximum of 6 inspections)	\$165.00	-
Rate per Fixture	\$19.00	-
Plumbing Re-Inspection/Special Inspections	\$55.00/hour	-
Extraordinary travel costs	Full cost recovery	-
ICI & Multi-Residential Buildings Exterior Site Services (per linear meter)	\$1.21 per linear meter	-
Plan Review (Included but not limited to all ICI and Multi-Residential buildings)	\$100.00	-
Manhole, Catch Basin, Interceptor, Sump, Fire Hydrant etc. (per structure).	\$22.00	-
Dwelling Water Service, Sanitary and Storm sewer (per connection)	\$19.00	Include connection to municipalities water supply, sanitary sewage and stormwater and private sewage connection to on-site sewage system
Conditional Plumbing Permit	n/c	Eliminate Fees

Plumbing Permit revisions after issuance of permit	\$110.00 + additional fixture	-
Transfer of permit to new owner	\$140.00	-
Alternative Solution Examination	\$550.00	-
Permit Re-activation	\$110.00	-
Building Without a Permit if work has started	15% + regular permit fees	Fee adjustment as per current practice/operation
Building Without a permit if work has started and an order to comply or stop work order has been issued	25% + regular permit fee	-
Backflow Prevention Device – New or Replacement with no related permit	\$150.00	-
Backflow Prevention Device with related permit	\$50.00	-
File search/Request for copy of Plumbing Approvals	\$75.00	
Plumbing demolition	\$165.00	New fee

Sewage System Fees		
	Fee	Comments
Applications and Permits	-	-
Application for a Sewage System - Class 2, 3, or 4	\$ 965.00	-
Class 5 Sewage systems or treatment unit replacement tank	\$500.00	-
Septic Permit Review - If change to design that requires a site visit/inspection	\$ 275.00	Fee adjusted as per current practice/operation
Septic Permit Revision Review if change to design does not require a site visit/inspection	\$175.00	Fee adjusted as per current practice/operation
Extraordinary travel costs	Full cost recovery	-
Repairs and alterations to a Sewage System	\$ 500.00	-
File search/Request for copy of Septic Approvals	\$75.00	-
Refund (if no inspection has been made, administration costs only)	n/a	Refunds issued per Building By Law
Refund (if initial inspection has been made)	n/a	Refunds issued as per Building By Law
Sewage System Review for Additions/Renovations/Change of use	\$250.00	-
Sewage System Permit transfer	\$140.00	-
Alternative Solution Examination	\$550.00	-
Permit Re-activation	\$110.00	-
Transfer of permit to new owner	\$140.00	-
Building Without a permit (If work has started)	15% + regular permit fee	Fee adjustment as per current practice/operation
Building without a permit (if work has started an order to comply or stop work order has been issued	25% + regular permit fees	Fee adjustment as per current practice/operation
Septic System demolition	\$165.00	New fees
Development Review		
Severance/Lot Addition Applications	\$ 400.00	-
Subdivision Applications		
a) 1 to 10 lots	\$300.00	-
b) Each lot after 10	\$150.00	-
Minor Variance Applications	\$300.00	-

Zoning By-law Amendment Applications	\$300.00	-
Site Plan Applications	\$500.00	-
Administration Fees	Fee	Comments
Hourly Administration Fee	\$60.00/hour	Minimum of 1 hour
Compliance Letter for plumbing or septic systems	\$100.00	-
Re-Inspections/Services/Special Inspections	\$100.00	-

Geographic Information System (GIS)		Prices include applicable taxes
Goods/Services	Fee	Comments
PDF Map on a CD	\$10.00	-
Map - Hardcopy 8.5 x 11	\$15.00	-
Map - Hardcopy 11 x 17	\$15.00	-
Map - Hardcopy 17 x 22	\$25.00	-
Map - Hardcopy 22 x 34	\$25.00	-
2013 SCOOP Orthophotos (by km ²)	\$25.00 per tile	Data sharing agreement required
2008-20 cm Orthophotos (by km ²)	\$25.00 per tile	Data sharing agreement required
2018 Orthophotos (by km ²)	\$ 25.00/tile	Data sharing agreement required
203 Orthophotos (by KM2)	\$50.00 per tile	Data sharing agreement required
Digital Vectors or Tabular Data	\$50.00/layer Pending review by Manager, Project Engineering	-
Digital Vectors	\$500.00/layer minimal attributes	-

Forest		
Goods/Services	Fee	Comments
Advertising	Full Cost Recovery	
Special Event Permit – a) Up to 50 people b) 50 or more people and less than 150 people c) 150 or more people and less than 250 people d) 250 people or more	\$100.00 per day* \$300.00 per day* \$500.00 per day* \$750.00 per day*	Fees may be waived for non-profit groups (subject to approval). *Additional cost recovery for any staff time required at event.
Film Permit (use of land)	Per contract	Damage deposit may be required – specified in contract

Land Use Planning		
Goods/Services	Fee	Comments
County Official Plan Amendment		
Application Fee	\$5,000.00	\$5,000.00 deposit required with application fee
Area Municipal Official Plan Amendment (Privately Initiated)	-	-
Review Fee	\$1,500.00	-
Approval Fee	\$1,000.00	-
Subdivision/Condominium Applications in Alnwick/Haldimand, Cramahe and Hamilton	-	-
Application Fee	\$5,000.00	\$1,000.00 deposit required with application fee
Recirculation Fee	\$500.00	Applied prior to draft approval
Final Approval Fee	\$1,000.00	Fee charged per plan registration
Revisions /Amendments/Change to Conditions/Extension to Draft Approval	\$1,000.00	-
Subdivision/Condominium Applications in Brighton, Cobourg, Port Hope and Trent Hills	-	-
Review Fee	\$1,000.00	-
Clearance Fee	\$500.00	-
Consent	-	-
Review Fee	\$350.00	Fee charged per application
Zoning By-law Amendment	-	-
Review Fee (stand-alone not related to another application)	\$750.00	-
Review Fee (condition of a related application)	\$250.00	-
Part-lot Control Exemption	-	-
Approval Fee	\$500.00	-
Minor Variance	-	-
Review Fee	\$350.00	-
Site Plan	-	-
Review Fee	\$350.00	-
Other Provincially Regulated Development	-	-

Review Fee	\$750.00	Fee charged for provincially regulated development proposals
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