

By-law Number 6471-23  
Schedule "C"  
**Corporate Services Department**  
Effective February 1, 2023

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
<b>LEGAL SERVICES</b>		
<b>DOCUMENT PREPARATION/REVIEW (General)</b>		
Basic (Standard template - minor changes required)	per document	\$776.00
Complex	per document	\$2,053.00
<b>DOCUMENT PREPARATION/REVIEW (Specific)</b>		
Condominium Agreement	per document	\$7,126.00
Subdivision Agreement	per document	\$9,523.00
Inhibiting Order Registration Process	per plan	\$2,281.00
Site Plan Agreement	per document	\$1,881.00
Minor Site Plan Agreement, including Stable Neighbourhood (non-owner occupied)	per document	\$776.00
Encroachment/Licence Agreement	per document	\$776.00
Amending Agreement	per document	\$776.00 (minimum)
Amendment/Renewal of Existing Encroachment Agreement (includes registration fee)	per document	n/a
Amendments to Condominium and Subdivision Agreement	per document	n/a
Amendments to Site Plan/Development Agreement	per document	n/a
Site Plan/Development Agreement for Condominium	per document	n/a
Amendments to Site Plan/Development Agreement for Condominium	per document	n/a
<b>SERVICES RELATED TO EXISTING DEVELOPMENT AGREEMENTS (excluding documents or agreements that fall under Document Preparation/Review (General))</b>		
Information regarding the status of existing agreements and/or registered documents, including agreements and by-laws	per document	\$144.00
Highway Dedication/Subdivision Assumption By-law Legal Administration Fee	per by-law	\$895.00
<b>GENERAL LEGAL FEES</b>		
Law Clerk	per hour	\$125.00
Paralegal	per hour	\$171.00
Solicitor	per hour	\$284.00
Town Insurance Claim Legal Administration Fee	per claim	10% of the value of the claim made by the Town plus disbursements
REGISTRATION FEE (i.e. processing of any type of document that requires a title search or registration on title)	per document	\$238.00
CERTIFIED PHOTOCOPIES	per page	\$12.50
<b>Note:</b> All Legal Services fees and/or service charges may be adjusted based on the complexity and nature of the agreement, document, or service as determined by the Town Solicitor to be fair and reasonable.		

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<b>LEGISLATIVE SERVICES</b>		
<b>FREEDOM OF INFORMATION (F.O.I.) REQUESTS and ROUTINE DISCLOSURE REQUESTS</b> (Fees related to search and records preparation are prescribed by legislation)		
Application Fee	per application	\$5.00
Manual Search Time and Preparation Time	per 15 minutes	\$7.50
Photocopies	per page	\$0.20
Computer Programing (develop program to retrieve information)	per 30 minutes	\$30.00
Disks	per disk	\$10.00
<b>COUNCIL MATERIALS/ANNUAL SUBSCRIPTION PICK-UP COST</b>		
Council (agenda only)	annually	n/a
General Committee (agenda only)	annually	n/a
Public Planning (agenda only)	annually	n/a
Advisory Committees/Boards (agenda only)	annually per Committee/Board	n/a
Council (agenda & attachments)	annually	n/a
General Committee (agenda & attachments)	annually	n/a
Public Planning (agenda & attachments)	annually	n/a
Advisory Committees/Boards (agenda & attachments)	annually per Committee/Board	n/a
Council (minutes)	annually	n/a
General Committee (minutes)	annually	n/a
Public Planning (minutes)	annually	n/a
Advisory Committees/Boards (minutes)	annually per Committee/Board	n/a
<b>ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) TRAINING</b>		
Provision of AODA Training	per person	\$61.00

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<b>By-Law Inspection and Attendance Fees</b>		
Attendance Supervisory Fee	Hourly/per Officer	\$116.50
Non Compliance Re-Inspection Fee	Hourly/per Officer	\$116.50
Pool Enclosure Re-Inspection Fee	Per Visit	\$60.00
Property Standards Appeal	Per Order	\$111.00
<b>Parking Permit Fees</b>		
Parking permits	per permit	\$11.50 - \$388.00
<b>Property Information Request</b>		
Review of departmental files and documents related to specific property requests relating to zoning, permits, occupancy and general property status	each	\$159.50
<b>By-law Exemption</b>		
By-law Exemption	per exception	\$124.00
<b>Road Closure Fees (previously part of By-law 4750-05.T)</b>		
Road Closure Deposit for Filming and Athletic Events	per event	\$3,145.00
Road Closure Deposit for Parades and Processions	per event	\$524.00
Parades and Events	per event	\$382.00
Athletic Events	per event	\$600.00
Filming	per event	\$382.00