

By-Law XXXX-21
Schedule C
Corporate Services
Effective January 1, 2022

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2021 (Including H.S.T. where applicable)	2022 (Including H.S.T. where applicable)	2022 Changes to Approved Fees	Difference Between 2021 and 2022 Fees
LEGAL SERVICES					
DOCUMENT PREPARATION/REVIEW (General) - includes but is not limited to easements; permissions to enter; development charges, predevelopment, and minor site plan agreements; and purchase and sale agreements					
Basic (Standard template - minor changes required)	per document	\$725.00	\$740.00		\$15.00
Complex	per document	\$1,920.00	\$1,958.00		\$38.00
DOCUMENT PREPARATION/REVIEW (Specific)					
Condominium Agreement	per document	\$6,665.00	\$6,798.00		\$133.00
Subdivision Agreement	per document	\$8,906.00	\$9,084.00		\$178.00
Subdivision Inhibiting Order Registration Process	per plan	\$2,133.00	\$2,176.00		\$43.00 *
Site Plan	per document	\$1,759.00	\$1,794.00		\$35.00
Minor Site Plan/Stable Neighbourhood (non-owner occupied)	per document			\$227.00	\$227.00 *
Encroachment/Licence Agreement	per document	\$725.00	\$740.00		\$15.00
Minor Site Plan and Amending Agreement	per document	\$725.00 (minimum)	\$740.00 (minimum)		\$15.00 *
SERVICES RELATED TO EXISTING DEVELOPMENT AGREEMENTS (excluding documents or agreements that fall under Document Preparation/Review (General))					
Information regarding the status of existing agreements and/or registered documents, including agreements and by-laws	per document	\$134.00	\$137.00		\$3.00
Highway Dedication/Subdivision Assumption By-law Legal Administration Fee	per by-law	\$837.00	\$854.00		\$17.00
GENERAL LEGAL FEES					
Law Clerk	per hour	\$117.00	\$119.00		\$2.00
Paralegal	per hour	\$160.00	\$163.00		\$3.00
Solicitor	per hour	\$266.00	\$271.00		\$5.00
Town Insurance Claim Legal Administration Fee	per claim	10% of the value of the claim made by the Town plus disbursements	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	\$223.00	\$227.00		\$4.00
CERTIFIED PHOTOCOPIES	per page	\$11.75	\$12.00		\$0.25
Note: 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.					
LEGISLATIVE SERVICES					
FREEDOM OF INFORMATION (F.O.I.) REQUESTS (Fees related to search and records preparation are prescribed by legislation)					
Application Fee	per application	\$5.00	\$5.00		\$0.00
Manual Search Time and Preparation Time	per 15 minutes	\$7.50	\$7.50		\$0.00
Photocopies	per page	\$0.20	\$0.20		\$0.00
Computer Programing (develop program to retrieve information)	per 30 minutes	\$30.00	\$30.00		\$0.00
Disks	per disk	\$10.00	\$10.00		\$0.00
MAIL OUT COST (Annual Subscription)					
AudioCD/DVD/ Tape - Council/General Committee/Public Planning/Advisory Committees/Boards meeting	per CD/DVD/tape	\$35.00	\$36.00		\$1.00

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CIVIL MARRIAGE SERVICES					
Civil Marriage Solemnization Fee	per service	\$500.00	\$500.00		\$0.00
Marriage Licences	per licence	\$144.00	\$147.00		\$3.00
Witness Fee (if Town staff are required to be witnesses)	per witness	\$63.00	\$64.00		\$1.00
Rehearsal Fee for offsite Civil Marriage ceremony	per service	\$94.00	\$96.00		\$2.00
Administrative Fee to be charged for change of wedding date within 7 days of scheduled ceremony	per change	\$34.00	\$35.00		\$1.00
Administrative Fee to be charged for cancellation of Civil Marriage ceremony before consultation meeting	each	\$65.00	\$66.00		\$1.00
Administrative Fee to be charged for cancellation of Civil Marriage ceremony after consultation meeting	each	\$186.00	\$190.00		\$4.00
ADMINISTER OATHS/TAKE AFFIDAVITS					
This fee is to commission documents for work that is not in connection with business of the Town (i.e. third party)					
Commission Service (Pension documents for seniors are completed at no charge)	per commission	\$22.00	\$22.50	\$25.00	\$3.00 *
VITAL STATISTICS INFORMATION					
Burial Permits (HST Exempt)	per permit	\$39.00	\$40.00		\$1.00
LOTTERY LICENSING					
Bingo Events (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board		
Raffles (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board		
BREAK OPEN TICKETS (NEVADA) (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board		
Media Bingo (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board		
Letters of Approval (HST Exempt) Town approval of Lottery Schemes Licenced by the Province of Ontario	per application	\$39.00	\$40.00		\$1.00
LIQUOR LICENSE CLEARANCE LETTER	each	\$191.00	\$195.00		\$4.00
NO OBJECTION LETTER	each	\$86.00	\$88.00		\$2.00
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) TRAINING					
Provision of AODA Training	per person	\$57.00	\$58.00		\$1.00

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By-Law Inspection and Attendance Fees					
Attendance Supervisory Fee	Hourly/per Officer	\$109.00	\$111.00		\$2.00
Non Compliance Re-Inspection Fee	Hourly/per Officer	\$109.00	\$111.00		\$2.00
Pool Enclosure Re-Inspection Fee	Per Visit	\$56.00	\$57.00		\$1.00
Property Standards Appeal	Per Order	\$104.00	\$106.00		\$2.00
Parking Permit Fees					
Parking permits	per permit	\$10.75 - \$364.00	\$11.00 - \$371.00		\$0.25 - \$7.00
Property Information Request					
Review of departmental files and documents related to specific property requests relating to zoning, permits, occupancy and general property status	each	\$149.00	\$152.00		\$3.00
By-law Exemption					
By-law Exemption	per exception	\$115.00	\$118.00		\$3.00
Road Closure Fees (previously part of By-law 4750-05.T)					
Road Closure Deposit for Filming and Athletic Events	per event	\$3,000.00	\$3,000.00		\$0.00
Road Closure Deposit for Parades and Processions	per event	\$500.00	\$500.00		\$0.00
Parades and Events	per event	\$357.00	\$364.00		\$7.00
Athletic Events	per event	\$561.00	\$572.00		\$11.00
Filming	per event	\$357.00	\$364.00		\$7.00