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THE CORPORATION OF THE MUNICIPALITY OF CLARINGTON

BY-LAW NO. 2025-021

Being a by-law to require the payment of fees for services

Whereas Subsection 69(1) of the Planning Act, R.S.O. 1990, c.P.12, as amended, provides that by-laws may be passed by the council of a municipality to establish a tariff of fees for the processing of applications made in respect of planning matters;

And whereas Subsection 391(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to impose fees or charges for services or activities provided or done by or on behalf of it;

And whereas Council passed a resolution arising out of Report FSD-019-25;

Now therefore the Council of the Municipality of Clarington enacts as follows:

1. That commencing July 1, 2025, the fees for services provided by the Municipality shall be set out in the following Schedules to this By-law:
 - a. Schedule "A" – General Fees
 - b. Schedule "B" – Legislative Services Fees
 - c. Schedule "C" – Financial Services Fees
 - d. Schedule "D" – Emergency and Fire Services Fees
 - e. Schedule "E" – Planning and Infrastructure Services Fees
 - f. Schedule "F" – Community Services
 - g. Schedule "G" – Public Works Fees
 - h. Schedule "H" – Cemetery Services Fees
2. That the Deputy CAO/Treasurer is authorized to adjust the above schedules, without amendment to this By-law, effective annually on January 1 of each year, by an amount not exceeding the July over July, Ontario All-Items Consumer Price Index (CPI) or \$5, whichever is higher.

3. Notwithstanding Section 1, the Deputy CAO/Treasurer, or designate, is authorized to waive service fees for customer service, community events, or internal purposes.
4. That the Deputy CAO/Treasurer, or designate, be authorized to approve interim service fees to be ratified by Council within 12 months of approval.
5. That By-law 2024-022 and any amendments thereto, be repealed.
6. That this by-law shall be effective on July 1, 2025.

Passed in Open Council this 26th day of May, 2025.

Adrian Foster, Mayor

June Gallagher, Municipal Clerk

By signing this by-law on May 26, 2025, Mayor Adrian Foster will not exercise the power to veto this by-law and this by-law is deemed passed as of this date.

By-law 2025-021
Schedule "A"
General Fees
Fee Schedule Effective July 1, 2025
Fees are subject to HST where applicable.

Service	Fee	Unit
Photocopies	\$0.69	Per page
	3.18	Minimum
Printing – Letter (8 ½" x 11")	0.18	Per side black and white
	0.35	Per side colour
Printing – Legal (8 ½" x 14")	0.18	Per side black and white
	0.35	Per side colour
Printing – Ledger/Tabloid (11" x 17")	0.22	Per side black and white
	0.88	Per side colour
Commissioner of Oaths	26.00	Covers up to three documents for commissioning in a single visit
	5.00	For each subsequent document for commissioning in a single visit
Commissioner of Oaths(for Ontario "Change of Name" forms currently referred to as Form 11155E and Form 1156E)	0.00	Not applicable

Electric Vehicle Charging Stations	Fee	Unit
Daytime electric vehicle station use under three (3) hours	\$1.54	Per hour
Daytime electric vehicle station use after three (3) + 30 minute grace period	4.11	Per hour
Nighttime electric vehicle station use	1.54	Per hour
Reservation no-show	3.08	Flat fee

Note:

1. For daytime use (7:30am to 5:00pm Monday to Sunday), the user is expected to move their vehicle from the charge station parking spot after three (3) hours. A grace period of 30 minutes will be permitted once their allotted time has elapsed before an additional fee is applied.
2. Where offered by the Electric Vehicle Charger Service Provider, Electric Vehicle Parking Spaces may be reserved via an online booking platform on a first come first served basis. If the User does not connect to the electric vehicle charging station within 10 minutes of the reserved time, the User will be charged a fee and lose their place in the queue.

By-law 2025-021
Schedule "B"
Legislative Services Fees
Fee Schedule Effective July 1, 2025
Fees are subject to HST where applicable.

Service	Fee	Unit
Burial Permit	\$26.00	
Civil Marriage Ceremony	280.00	
Marriage Licenses	140.00	
Civil Marriage Ceremony Witness – Provided by Clarington	25.00	Per witness
Cost to File Appeal of Property Standards Order (50% to be refunded to Appellant following appearance before Appeal Committee. Failure to appear for the Appeal will result in forfeiture of entire fee amount)	88.50	
Municipal Law Enforcement Investigation	44.25	Per investigation, 2023 onwards
	88.50	Per investigation, 2022 and prior
Completion of Municipal Information Form (for the purpose of obtaining a liquor sales licence from the Alcohol and Gaming Commission of Ontario (AGCO))	50.00	Per Form
Declaration of Municipally Significant Events (for the purpose of obtaining a Special Occasion Permit through the AGCO)	50.00	Per Form

The following table is a summary of regulatory fees set by the Municipality and rules outlining the license, applicability and eligibility should be referred to the appropriate regulatory by-law:

Snow Clearing By-law (93-144)	Fee	Unit
Removal of Snow	Actual cost	
Administrative Charge	\$50.00	Per removal

Property Standards By-law (2007-070)	Fee	Unit
Expenses incurred to comply with the terms of an Order that the individual(s) has failed to satisfy.	Actual cost	

Property Standards By-law (2007-070)	Fee	Unit
Administrative Charge	25% of the actual cost	

Body Rub Parlour By-law (2003-127)	Fee	Unit
Application		
Owner's Licence	\$1,061.95	
Operator's Licence	176.99	
Attendant's Licence	132.74	
License		
Owner's Licence	176.99	
Operator's Licence	88.50	
Attendant's Licence	44.25	
License Renewal		
Owner's Licence	353.98	
Operator's Licence	247.17	
Attendant's Licence	88.50	

Peddler's License By-law (2005-206)	Fee	Unit
Stationary	\$265.49	Per year
Mobile	265.49	Per year
Assistant	88.50	Per year

Auctioneers License By-law (2006-116)	Fee	Unit
Auctioneer Annual	\$66.37	Per licence
Auctioneer Single Event	35.40	Per licence

Adult Entertainment By-law (2007-063)	Fee	Unit
Owner Licence	\$2,654.87	Per licence
Operator Licence	884.96	Per licence
Attendant Licence	221.24	Per licence

Site Alteration By-law (2024-017)	Fee	Unit
Expenses incurred to comply with the terms of an Order that the individual(s) has failed to satisfy.	Actual cost	
Administration Charge	25% of the actual cost	
Minor Fill Operation Permit	\$250.00	Per permit
Minor Fill Operation Permit Renewal	125.00	Per permit
Small Fill Operation Permit	1,000.00	Per permit
	2.00	Per cubic metre of fill
Small Fill Operation Permit Renewal	500.00	Per permit
	2.00	Per cubic metre of fill
Large Fill Operation Permit	2,000.00	Per permit
	2.00	Per cubic metre of fill
Large Fill Operation Permit Renewal	1,000.00	Per permit
	2.00	Per cubic metre of Fill

Exotic Animal By-law (2012-045)	Fee	Unit
Permit Application	\$44.25	
Impound	44.25	
Daily Care	13.27	Per day
Third-party Daily Care	Actual cost	Note

Note: Where a Prohibited Animal is impounded and a third-party is contracted to care for the Animal, the third-party care fee shall be charged for every day or part of a day the Animal is cared for by the third-party.

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Adoptions		
Adoption – dogs (all dogs are microchipped and sterilized prior to adoption)	\$353.98	
Adoption – puppies (<6 months) *\$100 voucher rebate with proof of sterilization	442.48	
Adoption – cats (all cats are microchipped and sterilized prior to adoption)	137.17	
Adoption – kittens (<6 months) *\$75 voucher rebate with proof of sterilization	137.17	
Adoption – Small Animals		
Rabbits	39.83	
Guinea Pigs and other small mammals	22.13	

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Licenses		
Dog or cat – microchipped & spayed or neutered	\$18.00	
Dog or cat – spayed or neutered no microchip	28.00	
Dog – unaltered	45.00	
Cat – unaltered	45.00	
Dog or cat – Agricultural rate (Note 1)	100.00	Annual

Note 1: Rate is offered where there are more than three dogs or three cats and where owner provides proof current rabies vaccination for each, and proof of zoning.

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Impounding Wearing License or Microchip		
First occurrence	Free	Picked up within 24 hours
	\$47.79	Otherwise
Second or subsequent occurrence	70.80	
Daily care fee (Note 2)	15.49	Per day

Note 2: Every dog impounded is subject to an additional charge for every day or part of a day after the day the pet is brought into impoundment.

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Impounding Not Wearing License or Not Microchipped		
First occurrence	\$47.79	
Second or subsequent occurrence	70.80	
Daily care fee (Note 2)	15.49	Per day
Not licensed (Note 3)	See license schedule	

Note 2: Every dog impounded is subject to an additional charge for every day or part of a day after the day the pet is brought into impoundment.

Note 3: In addition to the fees detailed above, every Owner of a dog not licensed for the current year who is a resident of the Municipality is also required to pay the licence fee in addition to the impoundment fees.

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Surrenders		
Transfer of ownership of a cat or dog or litter, brought into the Animal Shelter	\$57.52	
Transfer of ownership of a cat or dog, picked up by the Animal Services Officers, during normal working hours (excluding Sunday and Holidays)	66.37	
Transfer of ownership of a cat or dog, picked up by the Animal Services Officer, outside of regular business hours.	88.50	

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Trap Rental Fees		
Deposit – Fully refundable upon return of trap	\$50.00	
Daily rental	4.42	Per day

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Permit to Keep More Dogs than Prescribed Limit		
Initial Application Fee	\$70.80	
Annual Renewal	44.25	

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Other Agency Boarding		
Intake exam – first day board	\$60.00	First day
Daily Boarding Fee (includes food, cage space, care, daily monitoring, etc.)		
Dog	30.00	Per animal, per day

Responsible Pet Owners By-law (2013-024)	Fee	Unit
Other Agency Boarding		
Cat	25.00	Per animal, per day
Aggressive, dangerous, quarantine or medical isolation animals	75.00 to 100.00	Per animal, per day
Nursing mom and litter (kittens or pups <4 weeks) (Fee determined based on size of litter and attention required)	35.00 to – 100.00	Per litter, per day
Small Animals	30.00	Per animal, per day
Veterinary intervention	Actual costs	Total bill per animal
Daily medication administration	15.00	Per animal
Grooming (if necessary)	Actual costs	Total bill per animal
Other Services		
Cold Storage	25.00 to 40.00	Billed by month based on size

Kennel By-law (2013-025)	Fee	Unit
Initial Application Fee	\$176.99	
Annual Renewal	132.74	

Special Events on Private-Property By-law (2014-020)	Fee	Unit
Application Review Fee	\$442.48	

Traffic and Parking By-law (2014-059)	Fee	Unit
Parking Meter Zones on Highways (per schedule 5 of By-law)	\$0.88	Per hour
	4.42	Maximum

Municipal Parking Permit		
Until 8:00am the next day		
7 days	10.00	
14 days	20.00	
21 days	30.00	
28 days	35.00	
56 days	70.00	
84 days	105.00	

Refreshment Vehicle By-law (2015-016)	Fee	Unit
Stationary Refreshment Vehicle Annual Licence	\$181.42	First Vehicle
	92.92	Per additional vehicle
Licensed Stationary Refreshment Vehicle Temporary Relocation Fee	0.00	Up to 10 times per licensing period
	48.67	Each additional time per licensing period
Mobile Refreshment Vehicle Annual Licence	181.42	First vehicle
	92.92	Per additional vehicle
Mobile Refreshment Vehicle Temporary Relocation Fee	0.00	
Refreshment Cart Annual Licence	181.42	Unlimited number of carts
Currently licensed in Clarington	0.00	Per vehicle
Currently licensed in Durham	26.55	Per vehicle
Currently licensed in another jurisdiction in Ontario	48.67	Per vehicle
If not Currently licensed in any jurisdiction	181.42	First Vehicle
	92.92	Each additional vehicle

Fireworks By-law (2015-047)	Fee	Unit
Class A (Permit to Discharge Consumer Fireworks) (Note 1)	\$44.25	
Class B (Permit to Discharge Display Fireworks or Special Effect Pyrotechnics)	66.37	
Class C (Permit to Sell from a Mobile Sales Location)	88.50	
Class D (Permit to Sell from a Temporary Sales Location)	44.25	
Fire Inspection Fee for all Permits other than a Class Permit.	66.37	

Note 1: The fee for a Class A Permit is waived for cultural or religious holidays.

Vehicle-For-Hire By-law (2019-069)	Fee	Unit
Taxicab/Limousine Broker Licence	\$1,327.43	
TNV Broker Licence	22,123.89	
Replacement Plate	8.85	
Broker Information Update (during term of licence)	22.12	

By-law 2025-021
Schedule "C"
Financial Services Fees
Fee Schedule Effective July 1, 2025
Fees are subject to HST where applicable.

Taxation Services	Fee	Unit
Tax Certificate	\$70.00	Per roll
Tax Certificate – Rush	80.00	Per roll
Tax Receipts/Letters	10.00	Per notice
Reprint of any previously issued tax correspondence	10.00	Per notice
New tax account set-up fee	50.00	Per roll
Research/archival fee (one hour minimum)	30.00	Per hour
Post dated cheque removal fee or date change	30.00	Per roll
Mortgage company information	15.00	Per roll
Addition to tax roll (e.g., Region of Durham water/sewer lien, POA arrears, development charges etc.)	40.00	Per roll
Dishonoured payments (pre-authorized payments/ cheques)	40.00	Per transaction
	5.00	Each additional roll
Ownership change	35.00	Per roll
Statement of Account	10.00	Per roll
Arrears notice	5.00	Per roll
Legal Fees/Title Searches	100.00	Per roll
Farm Debt Notice Fee	40.00	Per notice
Process a refund/transfer between accounts/ updates to PAP withdrawals	40.00	Per transaction
	5.00	Each additional roll
Tax sale registration recovery service fee	Recovery of actual cost	

By-law 2025-021
Schedule "D"
Emergency and Fire Fees
Fee Schedule Effective July 1, 2025
Fees are subject to HST where applicable.

Information / Document	Fee	Unit
Copy of Emergency Response Report, Fire Loss Report – Within past two (2) years	\$154.94	
Copy of Emergency Response Report, Fire Loss Report – Over past two (2) years (Archival)	232.41	
File Search for buildings up to four (4) units.	154.94	Up to first four (4) units
	25.00	Per additional unit

Permits	Fee	Unit
Schedule "A" Open Air Fire Permit – Residential (12 months)	\$81.00	
Schedule "A" Open Air Fire Permit – Residential (30 day)	40.50	
Schedule "B" Agreement for Controlled Burn Permit – farm	No Charge	
Fireworks – Class B (permit to Discharge Display Fireworks or Special Effect Pyrotechnics)	232.41	
Fireworks – Class C (permit to Sell from a Mobile Sales Location)	116.55	
Fireworks – Class D (permit to Sell from a Temporary Sales Location)	116.55	
Open Aire Fire/Explosion Permit – Special Effects/Movie/Theatrical/Music	232.41	

Request	Fee	Unit
Inspection of all buildings and occupancy	\$232.41	Up to 600m2

Request	Fee	Unit
	232.41	Each additional 600m2 or part thereof
Propane Plan review		
Existing plan up to 5,000 USWG	309.88	
Existing Plan, greater than 5,000 USWG	464.82	
New/Modified Plan, up to 5,000 USWG	774.70	
New/Modified plan greater than 5,000 USWG	2,324.10	
Retention of third-party engineering or other firm	Actual cost	
Single Family Residential Inspection	No charge	
Refreshment Vehicle Inspection	77.47	

Public Education and Training	Fee	Unit
Fire Safety Presentations and Lectures	No charge	
Fire Drill	No charge	
Fire Extinguisher Training	No charge	Extinguishers to be provided by requestor

Emergency Services	Fee	Unit
Standby requests	Current MTO Rate	Per vehicle for the first hour or part thereof
Motor Vehicle Collisions on 400 Series Highways, Highway 35/115, Highway 35, Highway 115	Current MTO Rate	Per vehicle for the first hour or part thereof

Emergency Services	Fee	Unit
Motor Vehicle Collisions on Municipal Roadways (both Municipal and Regional Roads) – Non-Clarington Resident at fault	Current MTO Rate plus Authorized Requestor Information Service fee	Per vehicle for the first hour or part thereof, and for each additional one-half hour or part thereof
Response to a natural gas incident	Current MTO Rate plus any costs incurred to clean up or mitigate the hazard	Per vehicle for the first hour, and every one-half hour thereafter
Administration Fee	\$50.00	
Response to a dangerous goods, or hazardous materials incident	Current MTO Rate plus any costs incurred to clean up or mitigate the hazard	Per vehicle for the first hour, and for every on-half hour or part thereof thereafter
Additional expenses to retain a private contractor or rent equipment on fire apparatus in order to suppress a fire, preserve property, prevent fire spread, remove materials creating a hazard, secure a property for investigation, determine fire cause, conduct a fire watch, or otherwise eliminate an emergency or hazard	Cost recovery at actual costs	

Preventable Fires and Alarm Services	Fee	Unit
Response to unapproved open-air burning (after one warning per 12-month period)	Current MTO Rate	Per vehicle, minimum one (1) hour, and every one-half hour thereafter
Responses to fires on or beside rail lines caused by railway company	Cost recovery at actual costs	
Response to malicious and nuisance alarms (following two occurrences in a 12-month period)	Current MTO Rate	Per vehicle, minimum one (1) hour, and every one-half hour thereafter

By-law 2025-021
Schedule "E"
Planning and Infrastructure Services Fees
Fee Schedule Effective July 1, 2025
Fees are subject to HST where applicable.
For **Building Permit Fees**, please refer to the [Building By-law](#).

Official Plan Amendment (Note 9)	Fee	Unit
Minor Application	\$18,440.00	
Major Application (Note 1)	27,030.00	
Aggregate Pit or Quarry	40,810.00	
Regional Official Plan Amendment Review	3,320.00	
Neighbourhood Design Plan Amendment	6,150.00	

Zoning By-law Amendment (Note 9)	Fee	Unit
Minor	\$9,270.00	
Major (Note 2)	13,890.00	
Removal of "(H)" Holding Symbol	3,200.00	
Extension of a temporary use	2,720.00	

Combined Official Plan and Zoning By-law Amendments (Note 3 and 7)	Fee	Unit
Associated with a Minor OPA	\$25,385.00	
Associated with a Major OPA	33,975.00	

Draft Plan of Subdivision (Note 9)	Fee	Unit
Residential	\$19,670.00	Base amount
	310.00	Per unit
	520.00	Per development block subject to site plan
Non-Residential	8,140.00	
Preparation of Subdivision Agreement (Note 5)	4,910.00	

Draft Plan of Subdivision (Note 9)	Fee	Unit
Preparation of Subdivision Agreement Amendment (Note 5)	1,230.00	
Recirculation Fee (Note 11)	50% of the base fee	

Red Line Revisions to Draft Approval Plan of Subdivision (Note 9)	Fee	Unit
All revisions	\$10,860.00	Base amount
	310.00	Per unit
	520.00	Per development block subject to site plan

Major Revisions to Subdivision Applications Not Draft Approved (Note 9)	Fee	Unit
Where original application was filed prior to July 1, 2000	\$17,190.00	Base amount
	310.00	Per unit
	520.00	Per development block subject to site plan
Where original application was filed between July 1, 2000 and December 31, 2006	8,610.00	Base amount
	310.00	Per unit
	520.00	Per development block subject to site plan
Where original application was filed after December 31, 2006	8,610.00	
Subdivision Clearance	3,130.00	
Extension of Draft Plan Approval	3,130.00	

Other Related Subdivision Applications (note 9)	Fee	Unit
Part Lot Control Exemption Subsection 50(7)	\$1,230.00	Base amount
	65.00	Per unit
Deeming By-law Subsection 50(4)	1,230.00	

Draft Plan of Condominium (Note 9)	Fee	Unit
Residential and Non-residential	\$8,960.00	
Application for Condominium Conversions	10,860.00	
Preparation of Condominium Amendment (Note 5)	910.00	
Condominium Clearance	2,470.00	

Site Plan Approval / Amendment (Note 9)	Fee	Unit
Telecommunications Towers	\$9,830.00	
Residential Use	7,390.00	Base
	235.00	Per unit for first 100 units
	155.00	Per unit after first 100 units
Commercial Use	6,150.00	Base
	3.00	Per m2 commercial gross floor area
Mixed Use Building (note 6)	5,540.00	Base

Site Plan Approval / Amendment (Note 9)	Fee	Unit
	0.80	Per m2 commercial gross floor area
	65.00	Per residential unit (max \$20,500)
Industrial / Other Uses	3,700.00	Base
	0.60	Per m2 gross floor area (max \$10,250)
Amendment – Residential Use	1,230.00	Base
	55.00	Per unit (maximum \$6,100)
Amendment – Commercial Use	2,220.00	Base
	3.00	Per m2 commercial gross floor area (maximum \$16,400)
Amendment – Mixed Use (note 6)	2,610.00	Base
	0.80	Per m2 commercial gross floor area
	65.00	Per residential unit (maximum \$16,400)

Site Plan Approval / Amendment (Note 9)	Fee	Unit
Amendment – Industrial / Other Use	1,000.00	Base
	0.80	Per m2 gross floor area (maximum \$6,500)
Minor Site Plan (note 7)	800.00	
Sales Trailer / Model Home	2,470.00	
Preparation of Section 41 Agreement (note 5)	740.00	
Preparation of Section 41 Agreement Amendment (note 5)	740.00	
Landscape Inspection Fee	For projects with greater than 2500 sq.m. of floor area, or 25 units or greater (0.5% of the landscape cost estimate with a minimum of \$1,000)	
Recirculation Fee (note 11)	50% of the base fee	
Extension of Site Plan Approval	50% of the original application fee	

Committee of Adjustment (note 8 and 9)	Fee	Unit
Request for Deferral by Applicant (Tabling Fee)	\$320.00	
Recirculation Fee (per additional circulation) or Additional Committee of Adjustment Meeting	520.00	

– Minor Variance (Notes 8 and 9)	Fee	Unit
Accessory Buildings and Structures	\$700.00	

– Minor Variance (Notes 8 and 9)	Fee	Unit
Residential Minor (single, semi-detached, townhouse or proposed lot)	910.00	
Residential Major (all other residential)	1,480.00	
Commercial	2,110.00	
Other non-residential	910.00	

Land Division (Note 9)	Fee	Unit
Application Fee	\$2,125.00	
Preparation of Section 53 Agreement (Note 5)	740.00	
Deed Stamping Fee	1,000.00	

Pre-Consultation Fees	Fee	Unit
Pre-Consultation Meeting Request	\$1,055.00	
Pre-Consultation - Minor	320.00	

Signs	Fee	Unit
Permanent Sign Permit	\$245.00	
Temporary Sign Permit	135.00	
Sign By-law Variance	860.00	
Sign By-law Amendment		

Additional Dwelling Unit	Fee	Unit
Application and Registration	\$255.00	
Registration for Applications submitted prior to January 1, 2015	120.00	
Rental Protection Act	1,590.00	

Land Use Information and Compliance Letter	Fee	Unit
Zoning, Building, and all other property information	\$205.00	
Subdivision and Site Plan (per agreement)	205.00	
Environmental Review Letter	205.00	Per property

Peer Review	Fee	Unit
Peer review	(Applicant responsible for 100% Municipality's full costs of undertaking a Peer Review)	

Comments on Applications under the Green Energy Act	Fee	Unit
microFIT applications (10 kW or less)	\$205.00	
FIT applications up to 10 MW (solar energy)	575.00	
FIT applications up to 10 MW (other than solar)	7,505.00	

Other	Fee	Unit
Street Name Change Request	\$1,485.00	Base
	55.00	Per Municipal Address
Activation of a dormant application not requiring a public meeting	Greater of 25% of initial application fee or \$1,650	
Application Requiring Additional Public Meeting or Open House	2,470.00	Additional fee for each subsequent public meeting
Application Involving Review Under EPA and/or EAA Process (additional fee)	17,830.00	
Preparation of Development / Servicing Agreement (note 5 and note 12)		

Other	Fee	Unit
Folding of drawings accompanying a submission (fee per sheet)	5.24	Per sheet

Real Property Transactions	Fee	Unit
Preparation of any agreements relating to real property transactions not otherwise specifically addressed in this Fee schedule; land transfers (e.g., right-of-ways, encroachments, leases and licensed, easements) the person requiring the agreement shall be required to pay fees and disbursements in accordance with notes 5 and 9 below.		

Development Engineering Fees	Fee	Unit
ROW Closure and Conveyance Application Fee	\$256.75	Per application
ROW Closure and Conveyance Processing Fee	770.25	Per closure and conveyance processed
Winter Maintenance Fee	5,751.20	Per km of road in the development
Streetlighting Fee	128.38	Per light in subdivision
Engineering Review Fee	1.25% of the Final Works Cost Estimate or \$2,000, whichever is greater.	
Estimated Cost of Services:		
Less than \$500,000	\$8,000 or 3.5% of the Estimated Cost of Services, whichever is higher	

Development Engineering Fees	Fee	Unit
\$500,000-\$1,000,000	\$17,500 or 3.0% of the Estimated Cost of Services, whichever is greater.	
\$1,000,000-\$2,000,000	\$30,000 or 2.5% of the Estimated Cost of Services, whichever is greater.	
\$2,000,000-\$3,000,000	\$50,000 or 2.25% of the Estimated Cost of Services, whichever is greater.	
\$3,000,000 or greater	\$67,500 or 2.0% of the Estimated Cost of Services, whichever is greater.	

Chief Building Official Service	Fee	Unit
Master Plumbing License	\$105.99	
Drain Contractor License	105.99	
Pool Enclosure Permit	77.03	Per application

Note 1

The following are criteria for determining what constitutes a Major Official Plan Amendment application:

- New golf courses or expansion to existing golf courses;
- New waste facility or expansion to existing waste facility;
- Commercial Development greater than 2,500 m²;
- Deletion or addition of arterial or collector road; and/or
- Any application that due to the broader policy implications for the Municipality would require the need to review or manage studies, or any application deemed to be a major by the Deputy CAO of Planning and Infrastructure Services.
- Associated with a Regional Official Plan Amendment

Note 2

The following are criteria for determining what constitutes a major Zoning By-law Amendment application:

- Associated with an Official Plan Amendment;
- Associated with an application for proposed Plan of Subdivision;
- Application involving multiple properties, except for commercial and industrial related applications; and/or
- Any application that requires the review of technical support documents or studies (e.g., environmental analyses, transportation).

Note 3

Where Official Plan and Zoning By-law Amendments are submitted together a reduction of 50% of the Major Zoning By-law Amendment Fee shall apply.

Note 4

The following are criteria for determining what constitutes a minor application for red-line revisions to Draft Approval:

- Does not require circulation to outside agencies.

Note 5

Agreement preparation fee does **not** include the cost of registering the agreement and all related documents (e.g., Transfers, Postponements, or inhibiting orders) in the Land Registry office. The cost of such registrations is as follows:

- Initial registration \$250 plus HST, plus disbursements.
- All subsequent registrations \$125 plus HST, plus disbursements. Applicants must provide the Municipality (Legal Services) with all such costs prior to registration.

Note 6

The fee for a Mixed-Use Building will apply when residential units are proposed and a minimum of 50% of the ground floor of a building is for non-residential purposes.

Note 7

The following are criteria for determining what constitutes a Minor Site Plan application:

- A dog kennel and similarly scaled uses; and/or
- A minor alteration to an existing site plan to revise parking, add a patio, add a storage building, revise signage, add or delete portables, etc.

Note 8

Minor Variance applications for the construction or placement of an accessibility device to provide access to a single-detached/link or townhouse dwelling is exempt from the fee. An “accessibility device” is defined as a device including a ramp that aids persons with physical disabilities in gaining access to a dwelling unit.

Note 9

Fees for all Planning applications submitted by a registered charitable organization or for a registered non-profit housing organization will be reduced by 50%.

Note 10

The following are criteria for determining what constitutes a Minor Pre-consultation:

- Associated with a Land Division Application;
- Applications associated with a single detached dwelling; and/or
- Applications associated with an agricultural use.

Note 11

Recirculation fees will be required on the 4th resubmission of application materials that require circulation to internal departments and/or external agencies.

Note 12

For preparation of any development/servicing agreement other than a subdivision agreement, Section 41 agreement or a Section 53 agreement, the applicant is required to reimburse the Municipality for its legal costs. If the legal work is undertaken by the Municipal Solicitor, it will be charged at the rate of \$180/hour. If the legal work is undertaken by other legal counsel, it will be charged at the legal counsel's hourly rate. The minimum fee for any such agreement shall be \$475 plus HST.

By-law 2025-021
Schedule "F"
Community Services Fees
Fee Schedule Effective July 1, 2025
Fees are subject to HST where applicable.

Aquatics	Fee	Unit
Category A	\$20.53	Per hour
Category B	14.45	Per hour
Category C	62.47	Per hour
Category D	39.65	Per hour
Bronze Cross	7.01	Per hour
Bronze Medallion and Emergency First Aid	7.18	Per hour
Bronze Star	9.12	Per hour
Lifesaving Society Instructor	2.86	Per hour
National Lifeguard Full Course	5.47	Per hour
Advanced Leadership Instructor	6.76	Per hour
National Lifeguard Recertification	8.81	Per hour
Standard First Aid and CPR C	4.89	Per hour
Swim Instructor	4.94	Per hour
Exam Cost	Actual	Per exam
Material Cost	Actual	Per exam
Swim / Skate/Walk		
Adult	4.45	Per visit
3 and Under	0.00	Per visit
Senior	3.50	Per visit
Youth	3.50	Per visit
Group	11.07	Per visit
Membership	220.34	Per year
Swim and Skate Sponsorship Fee		
Sponsored Public Swim or Open Leisure Skate (Any Location)	600.00	Per event

Camps	Fee	Unit
Category A	\$5.50	Per hour
Category B	5.84	Per hour
Category C	7.41	Per hour
Category D	7.53	Per hour
Extended Care	3.25	Per hour

Community Development	Fee	Unit
Admissions and ticketing	Set by event	Based on services and on a cost recovery basis

Advertising Fees	Fee	Unit
Rink Boards		
Category A - Garnet B. Rickard Recreation Complex – Pad A	\$1,500.00	1 year
Category B - Garnet B. Rickard Recreation Complex – Pad B, South Courtice Arena – Pad A or B, Darlington Sports Centre	1,200.00	1 year
Lobby Posters		
Category A - Garnet B. Rickard Recreation Complex, South Courtice Arena	1,000.00	1 year
Category B - Courtice Community Complex, Diane Hamre Recreation Complex	800.00	1 year
Category C - Darlington Sports Complex	500.00	1 year

Facilities	Fee	Unit
Category A		
Resident	\$107.04	Per hour
Parking lot / Civic Square	646.52	Per day

Category B		
Resident	93.09	Per hour
Parking lot / Civic Square	323.26	Per day
Category C		
Resident	79.49	Per hour
Parking lot / Civic Square	161.32	Per hour
Category D		
Resident	58.29	Per hour
Parking lot / Civic Square - Community Group	10.27	Per hour
Category E		
Resident	42.66	Per hour
Category F		
Resident	30.00	Per hour
Event		
Full Hall	1,027	Per day
Dry Pad	1,360.78	Per day
Full Facility with Dry Floor	3,491.80	Per day
Full Facility with Ice	5,648.50	Per day
Licensed event	10.27	Per hour
Drapery Rental		
Resident	84.79	Per event
Community Group / Not-For-Profit	0.00	
Kitchen		
Resident	129.30	Per day
Community Group / Not-For-Profit	0.00	
Indoor Stage Setup		
Resident	52.99	Per event
Community Group / Not-For-Profit	0.00	
Dry Floor		
Resident	96.64	Per hour
Ice 5 Skater	90.09	Per hour
Ice Discount	136.19	Per hour

Ice Non-Prime		
Resident	186.37	Per hour
Ice Prime Time		
Resident	246.01	Per hour
Lacrosse Bowl		
Resident	28.39	Per hour
Quarter Field Indoor Turf Prime		
Resident	180.00	Per hour
Quarter Field Indoor Turf Non-Prime		
Resident	136.35	Per hour
Quarter Field Indoor Turf Prime Off-Season		
Resident	50.00	Per hour
Quarter Field Indoor Turf Non-Prime Off-Season		
Resident	40.30	Per hour
Full Field Indoor Turf – Tournament		
Resident	500.00	Per hour
Gymnasium –		
Category A	85.26	Per Hour
Category B	60.59	Per hour
Category C	43.45	Per hour
Category D	25.44	Per hour
Pool Main		
Resident	169.37	Per hour
Pool Additional Staff	26.04	Per hour
Pool Swim Club/School Board		
Youth	72.59	Per hour
Adult	87.61	Per hour
Whirlpool add on	30.00	Per hour
Squash Club Court Rentals	681.64	Per month
Internal Bookings / Community Group	0.00	Per event
Picnic Shelter/Gazebo	10.00	Per hour

Fields	Fee	Unit
Major Field - Lit		
Adult	\$58.95	Per hour
Commercial	70.74	Per hour
Youth	34.96	Per hour
Major Field - Unlit		
Adult	29.47	Per hour
Commercial	35.37	Per hour
Youth	5.12	Per hour
Minor Field		
Adult	16.37	Per hour
Commercial	19.65	Per hour
Youth	4.15	Per hour
Tournaments		
Baseball Tournament	222.92	Per day
Tournament lighting	41.12	Per hour
Batting Cages	0.00	Per hour
Artificial Turf Field - Lit		
Adult	102.70	Per hour
Commercial	123.24	15.60
Youth	86.48	Per hour
Artificial Turf Field - Unlit		
Adult	70.27	Per hour
Commercial	84.33	Per hour
Youth	59.46	Per hour
Gazebo	0.00	Per hour
Picnic Area	0.00	Per hour
Special Event		
Commercial	79.96	Per hour
Resident	39.79	Per hour
Stage Rental		
Saturday (minimum 3 hours)	53.13	Per hour

Fields	Fee	Unit
Sunday / Stat holiday (minimum 3 hours)	72.31	Per hour
Stage Rental		
Set Up	2,000.00	Per rental
Inspection	1,500.00	Per rental
Staffing	Varies by rental, based on required staffing and a cost-recovery model.	Per rental
Other (Applicable to Community Not for Profit Events that have an approved Special Events application for an event on Municipal Property)		
Garbage Bins (Delivery)	48.85	Per 5 units, per event
Picnic Tables (Delivery)	149.56	Per 5 units, per event

Fitness	Fee	Unit
Category A	\$6.63	Per hour
Category B	9.62	Per hour
Assessment – Body Scan	13.59	Per service
Assessment – First Steps	73.13	Per service
Dryland Training (max 30 players)	144.32	Per hour
High School Visits (max 30 students)	87.19	Per hour
Workshops	13.61	Per hour
Personal Training		
Per Hour	53.46	Per hour
5 Hours	50.79	Per hour
10 Hours	45.43	Per hour
Semi-Private	40.23	Per hour
Semi-Private 5 hours	38.21	Per hour
Small Groups	15.41	Per hour
Fitness Centre	434.54	Per year

Fitness	Fee	Unit
Fitness Centre Plus	611.63	Per year
Group Fitness	387.59	Per year
Locker Rental	84.79	Per year
Fitness	11.08	Per visit
Group Fitness	9.62	Per visit

Recreation	Fee	Unit
Category A		
Adult	\$4.62	Per hour
Youth	4.42	Per hour
Category B		
Adult	5.55	Per hour
Youth	6.99	Per hour
Category C		
Adult	7.49	Per hour
Youth	8.49	Per hour
Category D		
Adult	10.20	Per hour
Youth	11.01	Per hour
Category E		
Adult	12.91	Per hour
Youth	17.97	Per hour
Tournament	4.07	Per hour
Trade Booth		
Commercial	57.83	Per event
Community Group	0.00	Per event
Luncheon	10.77	Per visit
Special event with meal and entertainment	21.56	Per visit
Special event with refreshment	14.68	Per visit
General Drop-in		

Recreation	Fee	Unit
Adult	3.94	Per visit
Senior	1.97	Per visit
Youth	1.97	Per visit
Sports Drop-in		
Adult	5.44	Per visit
Senior	2.72	Per visit
Youth	2.72	Per visit
Sports Drop-in Specialty		
Adult	7.19	Per visit
Senior	4.88	Per visit
Youth	4.88	Per visit
Daytime Skating Drop-in		
3 and Under	0.00	Per visit
Adult	4.03	Per visit
Senior	2.60	Per visit
Youth	2.60	Per visit

Administration	Fee	Unit
Aquatic Leadership Discount	20%	
Remote Programming Incentive Discount	20%	
Non-Resident Surcharge	10%	Activity registration
		Memberships
		Facility rentals
Age Based Discount – Senior	50%	Activity registration
		Memberships
Age Based Discount - Youth	50%	Memberships
Employee Part-time Discount	50%	Memberships
Family/Group Discount	20%	Memberships
Inclusion Membership Discount – Adult	50%	Memberships

Administration	Fee	Unit
Inclusion Membership Discount – Senior	20%	Memberships
Inclusion Membership Discount – Youth	20%	Memberships
Student Discount	25%	Memberships
Community Group / Not for Profit Discount (not already identified)	20%	Facility rentals
Commercial Business Surcharge (not already identified)	20%	Facility rentals
Multi-pack Discount (not already identified)	10%	Pay As You Go (drop-in programming)
Facility Cancellation Surcharge – Spot rentals with notice	10%	Per hour turnback
Facility Cancellation Surcharge – Spot rentals without notice	50%	Per hour turnback
Statutory Holiday Rental Surcharge	\$93.49	Per hour
Administrative Fee	10.00	Per transaction
Replacement Access Card	5.14	Per card

Note 1: Discounts do not apply where rates have already been discounted.

Note 2: A small number of groups offering youth development programs were previously charged the lowest available ice rental fee. When the current rate structure was introduced, these groups were placed on a phased-in plan to gradually move them to the Resident Rate, minimizing sudden increases. As of January 1, 2026, they will reach the Resident Rate. However, as for-profit businesses, the appropriate classification is the Commercial Rate (Resident Rate +20%). To complete the transition, staff recommend a continued phased approach: ~10% + CPI in 2027 and again in 2028. New for-profit groups will be charged the full Commercial Rate from the outset.

By-law 2025-021
Schedule "G"
Public Works Fees
Fee Schedule Effective July 1, 2025
Fees are subject to HST where applicable.

Special Events on Municipal Highways By-law (2014-021)	Fee	Unit
Application Review Fee	\$500.00	

Road Occupancy By-law (2014-022)	Fee	Unit
Municipal Resources required for the temporary closure or occupancy	Actual costs of required resources	

Senior Snow Clearing Program	Fee	Unit
Senior snow clearing program	\$91.33	Per Season
	93.80	Per Season – beginning September 2025

Access Permits	Fee	Unit
Access Permit Application	\$130.00	
Access Permit Rural (based on size of culvert)	Actual costs of required resources	
Access Permit Urban	Actual cost of required resources	
Curb reinstatement	Actual cost of required resources	
Sidewalk remove and replace	Actual cost of required resources	

Incident Response	Fee	Unit
Response to incident clean up on municipal roadway and right of way	Current MTO Ontario Provincial Standard Specification Rate plus actual costs of required resources	Per vehicle and labour, minimum three (3) hours
Response to a municipal infrastructure damage incident	Current MTO Ontario Provincial Standard Specification Rate plus actual costs of required resources	Per vehicle and labour, minimum three (3) hours
Additional expenses to retain a private contractor or to rent equipment to repair or replace municipal infrastructure	Actual costs of required resources	

By-law 2025-021
Schedule "H"
Cemetery Fees
Fee Schedule Effective July 1, 2025
Fees are subject to HST where applicable.

Sale of Plots	Care and Maintenance	Plot	Total Fee	Unit
Single (3' x 9')	\$884.80	\$1,327.20	\$2,212.00	Per plot, includes 40% care and maintenance
Infant (1.5' x 3')	Not applicable	No charge	No charge	
Cremation (2' x 2')	296.00	444.00	740.00	Per plot, includes 40% care and maintenance

Sale of Cremation Niches	Care and Maintenance	Niche	Total Fee	Unit
Niche (including plaque)	\$378.75	\$2,146.25	\$2,525.00	Per niche, includes 15% care and maintenance

Interment	Fee
Adult – Single Depth	\$1,168.00
Adult – Double Depth	1,453.00
Cremation	449.00
Niche	227.00
Infant	No charge

Disinternment	Fee
Adult – Single Depth	\$1,920.00
Adult – Double Depth	2,308.00
Cremation	529.00
Niche	227.00

Infant	529.00
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	Fee
Saturday Plot Interments	\$278.00
Saturday Cremation/Niche Interments	No additional charge
Sunday & Stat Holidays Plot Interments	649.00
Sunday & Stat Holidays Cremation/Niche Interments	239.00
Rental for lowering device, set up and dressing	153.00
Provincial Licence Fee	Set by province
Granite Plaque Replacement	347.00

Administrative	Fee
Transfer Fee	\$45.00
Duplicate or Replacement Certificate	45.00
Third Party Sale Transfer	45.00
Transfer Back to Municipality	45.00

Monument Foundation or Marker Setting	Care and Maintenance	Monument	Total Fee	
Monument	\$200.00	\$295.00	\$495.00	
Flat Marker – Regular	100.00	213.00	313.00	Maximum height 24.5" x 18.5"
Flat Marker – Cremation	100.00	41.00	141.00	Maximum size 22" x 16"
Flat Marker – Block IBL	Not Applicable	140.00	140.00	Maximum size 16.5" x 10.5"
Foot Marker	Not Applicable	140.00	140.00	Maximum size 16" x 10"
Removal of Monuments	Not Applicable	99.00	99.00	

