

## **The Corporation of the Town of Amherstburg**

### **By-law No. 2023-010**

#### **To Establish User Fees or Charges for Services, Activities or the Use of Property**

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**Whereas** Section 391 of the Municipal Act, 2001 S.O. 2001 as amended, allows municipalities to pass By-laws imposing fees or charges on any class of 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 local board, and for the use of its property including property under its control;

**And Whereas** The Municipal Act, 2001 S.O. 2001 grants a municipality power to pass By-laws that impose specific fees for licensing, services, permits and other reasons;

**And Whereas** Section 7 of the The Building Code Act, 1992 S.O. 1992 authorizes the Council of a municipality to pass By-laws requiring the payment of fees on application for and the issuance of permits and prescribing the amounts thereof;

**And Whereas** Section 69 of The Planning Act, R.S.O. 1990, as amended, grants the Council of a municipality, by By-law, and a planning board, by resolution, authority to establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** Section 446(1) of the Municipal Act, 2001 S.O. 2001 authorizes the municipality under this or any other Act or under By-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

**And Whereas,** the Council of the Corporation of the Town of Amherstburg wishes to establish and maintain a list of services, activities and the use of property subject to fees or charges and the amount of each fee or charge;

**Now Therefore** the Council of the Corporation of the Town of Amherstburg enacts as follows:

1. This By-law may be cited as the Town of Amherstburg "User Fees By-law".
2. Schedules 'A'-'H' to this By-law are hereby adopted as prescribing the fees/charges assessed by the Corporation of the Town of Amherstburg, subject to Consumer Price Index (CPI) adjustments under item 7, and shall be in effect from January 1, 2023, except as stated otherwise.
3. Any person who makes an application to, or a request for services of, or enters into an agreement with, or obtains an approval from, the Town, in respect of things or matters set out in this By-law, shall pay to the Treasurer the applicable administrative fees and charges set out in the Schedules to this By-law unless otherwise provided for in this By-law, and such administrative fees and charges are not refundable, unless otherwise provided for in this By-law, and are payable upon the person making such application or requiring services or entering into such agreement or obtaining such approval.
4. That such services and activities will not be provided until payment of the appropriate fee or charge has been received.

5. That payment of any fee or charge in this By-law shall be in Canadian currency.
6. Any fees and charges imposed under this By-law constitute a debt of the person to the Town and may be added by the Treasurer, together with interest, to the tax roll for any real property in the municipality all of the owners of which are responsible for paying such administrative fees and charges to be collected in a like manner as municipal taxes.
7. The fees in Schedules A through H shall be adjusted annually unless prohibited by legislation, without amendment to this By-law, on the 1st of January, except as stated otherwise, in accordance with the applied year over year change in the Consumer Price Index (CPI). Fees, including indexing adjustments, may then be rounded up, as follows:
  - a. Fees up to \$5 per unit rounded up to the nearest \$0.05 (five cents);
  - b. Fees greater than \$5 per unit rounded up to the nearest \$1.00 (one dollar).
8. The user deposit amounts in various schedules and the user rates for water and wastewater (Schedule G), under this By-law are not subject to annual CPI indexing, but are as established under this By-law in accordance with actual cost demands and related strategic plans respectively.
9. All fees and charges will be charged plus applicable taxes, unless otherwise noted.
10. Should any section, subsection, clause or provision of this By-law or its Schedules be declared by a court of competent jurisdiction to be invalid, the said section, subsection, clause or provision shall not affect the validity of this By-law or its Schedules as a whole or any part thereof, other than the part so declared to be invalid.
11. All previous By-laws concerning the fees detailed in Schedules A through H passed by the Town of Amherstburg are hereby repealed.
12. This By-law shall come into force and take effect on January 1, 2023.

Read a first, second and third time this 9th day of January, 2023.

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Mayor - Michael Prue

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Clerk – Kevin Fox

**Town of Amherstburg User Fee Schedule**  
**Schedule A**  
**Administrative Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Photocopies	Per Page	\$ 0.45	1
Commissioning of Documents - Residents	Per Document	\$ 21.00	1
Commissioning of Documents - Non-residents	Per Document	\$ 27.00	1
MFFIPA Application Fee	Per Application	\$ 5.00	2
MFFIPA Other Fees	Actual Cost	As per Ontario Regulation 823	2
Transfer of Electronic Documents (USB, Email)	Per Document	\$ 11.00	1
Code of Conduct Complaint (refundable on recommendation of Integrity Commissioner)	Per Filing	\$ 134.00	2
Election Nomination Fee - Mayor	Per Nomination	\$ 200.00	2
Election Nomination Fee - Deputy Mayor/Councillor	Per Nomination	\$ 100.00	2
Copies of recorded council meeting	Per Copy	\$ 11.00	1
Administrative Charge for Subrogated Loss Program	Per Claim	\$ 147.00	1

**Town of Amherstburg User Fee Schedule**  
**Schedule B**  
**Building Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
<b>General Building Fees</b>			
Minimum Building Permit Fee	per permit	\$ 150.00	2
Lawyers Letter-Legal property information requests	per letter	\$ 85.00	2
Business Licence Inspection	per inspection	\$ 85.00	2
Liquor Licence Review	per review	\$ 113.00	2
911 addressing in rural area	per Sq Ft	\$ 91.00	2
Change of Use Permit	per Sq Ft	\$ 170.00	2
Change of Address	per permit	\$ 283.00	2
Transfer of Permit	per permit	\$ 113.00	2
Inspection fee-work incomplete not ready for inspection	per inspection	\$ 79.00	2
Inspections outside normal working hours (minimum 2 hour charge)	per hour per inspection	\$ 111.00	2
Inspections for other agencies (Rent tribunal, Ontario Renovates)	per inspection	\$ 227.00	2
Additional work request (inspections, cursory plan review etc.)	per hour	\$ 79.00	2
Construction started without permit	per application	25% of permit fee	2
Construction completed without permit	per application	Double the applicable fee	2
Building permit revoked	per permit	no refund	2
Building permit withdrawn or cancelled by owner	per permit	25% of permit fee	2
Application for DC Deferral (valid up to 4 months)	Per unit per 4 month deferral	\$ 87.00	2
<b>Residential Construction Permit-Group C</b>			
Minimum Residential Permit Fee	per permit	\$ 1,200.00	2
Single Family Dwelling-above grade level	per sq. ft.	\$ 1.25	2
Semi-Detached, Duplex, Triplex, Townhomes-above grade level	per sq. ft.	\$ 1.25	2
Multi-Unit Dwelling-Condominium, Apartments	per sq. ft.	\$ 1.25	2
Basement new construction (foundation)	per sq. ft.	\$ 0.20	2
Finished basement after new construction	per sq. ft.	\$ 0.60	2
Secondary Units-within existing dwelling	per sq. ft.	\$ 1.25	2
Secondary Units-within dwelling	per sq. ft.	\$ 1.25	2
Secondary Units-with in existing accessory structure	per sq. ft.	\$ 1.15	2
Secondary Units-with in a new accessory structure	per sq. ft.	\$ 1.25	2
Accessory structure (garage, sheds)	per sq. ft.	\$ 0.50	2
Residential additions / Renovations	Per \$1,000 of Construction Value	\$ 13.00	2
Decks / Porches	per permit	\$ 200.00	2
Gazebos	per permit	\$ 170.00	2
<b>Assembly Occupancy Group 'A' and Institutional Occupancy Group 'B'</b>			
Group A and B Occupancies	per sq. ft.	\$ 1.20	2
<b>Business and Personal Service Occupancy-Group 'D'</b>			
Group D Occupancies-Building Shell Only	per sq. ft.	\$ 1.20	2
Group D-Interior fit up (submitted separately)	per sq. ft.	\$ 0.60	2
Group D-Combined (both applications submitted at the same time)	per sq. ft.	\$ 1.65	2
<b>Mercantile Occupancy-Group 'E'</b>			
Group E Occupancies-Building Shell Only	per sq. ft.	\$ 1.20	2
Group E-Interior fit up (submitted separately)	per sq. ft.	\$ 0.60	2
Group E-Combined (both applications submitted at the same time)	per sq. ft.	\$ 1.65	2

<b>Industrial Occupancy-Group 'F'</b>			
Group F- Occupancies-Building Shell Only	per sq. ft.	\$ 1.20	2
Group F- Interior fit up (submitted separately)	per sq. ft.	\$ 0.60	2
Group F-Combined (both applications submitted at the same time)	per sq. ft.	\$ 1.65	2
<b>Interior Finishing-Tenant Fit Up</b>			
Group D, E, F where permit has been issued for the building shell	per sq. ft.	\$ 0.60	2
<b>Greenhoused and Farm Buildings</b>			
Barns-new and additions	per sq. ft.	\$ 0.30	2
Greenhouse	per sq. ft.	\$ 0.05	2
For all other ancillary uses other than greenhouse or barn	Per \$1,000 of Construction Value	\$ 13.00	2
<b>Projects not listed in Schedule</b>			
Projects not listed within this schedule will be based on project construction value	Per \$1,000 of Construction Value	\$ 13.00	2
<b>Plumbing-Residential</b>			
Single Detached, Semi Detached, Townhomes	per unit	\$ 228.00	2
Multi Unit	per unit	\$ 144.00	2
Renovations, Additions, Secondary Units	per permit	\$100 + \$13.40/fixture	2
Backwater valve	per permit	\$ 80.00	2
Sump pump overflow	per permit	\$ 53.00	2
Installation of new sanitary or storm sewer for single family, Semi Detached or Townhome units	each	\$ 115.00	2
Lateral sewer connection to existing house	each	\$ 158.00	2
<b>Plumbing-Non Residential</b>			
Site servicing-storm and sanitary piping-each 50 feet	per 50 feet	\$ 13.00	2
Internal Plumbing	per application	\$125 + \$13.40/fixture	2
Backflow	per application	\$ 75.00	2
Catch basin / manholes	per application	\$ 50.00	2
Water Heater	per unit	\$ 17.00	2
Roof drain	per unit	\$ 11.00	2
Grease and oil interceptor	per unit	\$ 28.00	2
Water Distribution piping	per space	\$ 83.00	2
<b>Heating Multi Residential and Non-Residential</b>			
Heating Unit	per unit	\$ 84.00	2
Distribution ductwork	per unit space	\$ 84.00	2
<b>Sewage Septic Systems</b>			
New installation or replacement (any type)	per permit	\$ 908.00	2
Holding tank	per permit	\$ 908.00	2
Repair or alteration to existing system	per permit	\$ 267.00	2
The decommissioning of septic systems and/or installing new lateral sanitary sewers	per permit	\$ 283.00	2
<b>Demolition</b>			
Demolition of structures	per sq. ft.	\$ 0.25	2
<b>Designated Structures</b>			
Designated structures to include -Solar collectors, retaining walls, wind turbines, loading docks, towers, tanks	Per \$1,000 of Construction Value	\$ 13.00	2
Tents	per permit	\$ 113.00	2
Signs (permanent)	per sign face	\$ 113.00	2
<b>Swimming Pool Enclosures</b>			
Swimming Pool Enclosures	per permit	\$ 125.00	2
<b>Indemnity Deposits (Refundable up to 3 years from permit issuance)</b>			
Residential	deposit	\$ 1,000.00	2
Non-Residential (commercial, industrial, institutional)	deposit	\$ 1,000.00	2
Swimming Pool Enclosures (inground pools)	deposit	\$ 1,000.00	2
Swimming Pool Enclosures (above ground pools)	deposit	\$ 500.00	2
Accessory Structures-residential	deposit	\$ 500.00	2
Farm buildings	deposit	\$ 500.00	2
Decks and porches	deposit	\$ 500.00	2

**Town of Amherstburg User Fee Schedule**  
**Schedule C**  
**Corporate Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
<b>Finance and Taxation:</b>			
Adding Charges to Roll	Per Transaction	\$ 117.00	2
Financing Administrative Fee	Per Property	\$ 117.00	2
Indemnity Processing Charge	Per Occurrence	\$ 59.00	2
Misdirected Payment	Per Transaction	\$ 29.00	2
NSF/Returned Payment Charge	Per Occurrence	\$ 48.00	2
Refund Charge	Per Occurrence	\$ 29.00	2
Tax Certificates	Per Certificate	\$ 83.00	2
Tax Certificates or Statement - Required within 3 business days	Per Certificate	\$ 167.00	2
Tax Research (For Tax, Accounting or Finance)	Per hour	\$ 59.00	2
Tax Sale Registration 2nd Letter	Per letter	\$ 59.00	2
Tax Sale Registration Final Letter Before Registration	Per letter	\$ 59.00	2
Title Search - 2 years arrear	Per Search	\$ 59.00	2
Prescribed Interest Rate	Per Occurrence	3% + Bank of Canada Rate	2
Interest on trade receivables over 30 days past due per month	1.25% of arrears	as calculated	2
Penalty and interest on tax account arrears per month	1.25% of arrears	as calculated	2
<b>EV Charging Stations</b>			
Level 2 Charging	per hour	\$ 2.00	3
Level 3 Charging	per minute	\$ 0.50	3
Unattended-Fully charged vehicle left plugged in, 30 min after fully charged	Flat rate	\$ 50.00	3

**Town of Amherstburg User Fee Schedule**  
**Schedule D**  
**Fire Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
File Search (Lawyer Letter)	Per Search	\$ 97.00	2
Fire Report (No Investigation)	Per Report	\$ 97.00	1
Fire Report (Investigation)	Per Report	\$ 298.00	1
Inspection with Fire Code Deficiencies	Per Hour	\$ 97.00	1
Re-Inspection after Notice of Violation	Per Hour	\$ 97.00	1
Request Inspection (letter required)	Per Hour	\$ 97.00	1
Firework Application and Review	Per Hour	\$ 97.00	2
Fire Safety Plan Review	Per Hour	\$ 97.00	2
Lockbox Program	One Time Fee	\$ 97.00	2
MVA Response to Non Resident Vehicles	Per hour/Per truck	*Current MTO rate	1
Smoke/CO Alarm Installation	Per Smoke Alarm	\$ 48.00	1
Risk & Safety Management Level 1 Propane/Natural Gas	Per Hour	\$ 97.00	1
Risk & Safety Management Level 2 Propane/Natural Gas	Per Hour	\$ 97.00	1
Open Air Permit Site Inspection Fee	Per	\$ 97.00	
Open Burn - Duty Officer Response	per Officer	\$ 268.00	1
Open Burn	Per Call ( 5 or less Firefighters)	\$ 534.00	1
Open Burn	Per Call ( 6 or more Firefighters)	\$ 1,072.00	1
Assistance for Private Standby Beyond Normal Fire Protection	Per hour/Per truck	*Current MTO rate	1
Annual Business License Inspection	Per Hour	\$ 97.00	2
False Alarm (After 3 Occurrences in 12 month period)	Per truck	*Current MTO rate	1
Emergency Response-Fire Department	per hour/per truck	*Current MTO rate	1
Emergency Response-Fire Department	personnel per hour/personnel per call	**Current rate	1
Any other costs associated with the response of each and every call		Actual Cost	1

\* Current MTO rate will be determined by the Clerk as per the Ministry of Transportation rate at the date of invoice

\*\* Current personnel per hour and per call rates will be determined based on the hourly rate of

**Town of Amherstburg User Fee Schedule**  
**Schedule E**  
**Licensing & Enforcement Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
<b>Licences:</b>			
Auctioneer	Per Licence	\$ 92.00	2
Lotteries/Bingos/Raffles	Per Licence	3% of the prize value	2
Carnivals, Fairs/Midways	Per Licence	\$ 175.00	2
Circuses	Per Licence	\$ 175.00	2
Concerts	Per Licence	\$ 175.00	2
Driving Schools	Per Licence	\$ 175.00	2
Festivals	Per Licence	\$ 175.00	2
Flea Markets	Per Licence	\$ 175.00	2
Hawkers and Peddlers	Per Licence	\$ 92.00	2
Horse Drawn Carriage Owners Drivers	Per Licence	\$ 92.00	2
Limousine Driver	Per Licence	\$ 92.00	2
Limousine Owner	Per Licence	\$ 92.00	2
Pedi cabs Owners/Drivers	Per Licence	\$ 92.00	2
Petting Zoos	Per Licence	\$ 175.00	2
Portable Sign Contractors	Per Licence	\$ 117.00	2
Produce Vendors	Per Licence	\$ 175.00	2
Refreshment Vehicles (All Classes)	Per Licence	\$ 232.00	2
Second Hand Shops	Per Licence	\$ 232.00	2
Special Event Sales	Per Licence	\$ 92.00	2
Taxicab Broker	Per Licence	\$ 87.00	2
Taxicab Driver	Per Licence	\$ 69.00	2
Taxicab Owner	Per Licence	\$ 80.00	2
Trade Shows	Per Licence	\$ 175.00	2
Amusement Arcades	Per Licence	\$ 232.00	2
Automobile Body Repair Shops	Per Licence	\$ 232.00	2
Barbershops	Per Licence	\$ 232.00	2
Beauty Salons	Per Licence	\$ 232.00	2
Bed and Breakfasts	Per Licence	\$ 232.00	2
Bingo Halls	Per Licence	\$ 232.00	2
Boarding/Lodging/Rooming Houses	Per Licence	\$ 232.00	2
Body piercing parlours	Per Licence	\$ 232.00	2
Bowling Alleys	Per Licence	\$ 232.00	2
Business Service Establishments	Per Licence	\$ 232.00	2
Campgrounds/Trailer Parks	Per Licence	\$ 232.00	2
Caterers	Per Licence	\$ 232.00	2
Dry Cleaners	Per Licence	\$ 232.00	2
Florist Shops	Per Licence	\$ 232.00	2
Food Shops	Per Licence	\$ 232.00	2
Gas Stations	Per Licence	\$ 232.00	2
Hotels/Motels	Per Licence	\$ 232.00	2
Indoor Recreational Establishments	Per Licence	\$ 232.00	2
Office (General, Business, Service)	Per Licence	\$ 232.00	2
Pet Groomers	Per Licence	\$ 232.00	2
Pet Shops	Per Licence	\$ 232.00	2
Public Halls (all classes)	Per Licence	\$ 232.00	2
Race Tracks	Per Licence	\$ 175.00	2
Restaurants	Per Licence	\$ 232.00	2
Retail Store	Per Licence	\$ 232.00	2
Snack Bars	Per Licence	\$ 232.00	2
Swimming Pools	Per Licence	\$ 232.00	2
Tattoo parlours	Per Licence	\$ 232.00	2
Theatres	Per Licence	\$ 232.00	2
Wrecking Yards	Per Licence	\$ 232.00	2
Adult Book/Magazine Sales	Per Licence	\$ 117.00	2
Adult Entertainment Attendants	Per Licence	\$ 92.00	2
Adult Entertainment Parlours	Per Licence	\$ 232.00	2
Adult Merchandise Sales	Per Licence	\$ 232.00	2
Adult Videotape Sales/Rental	Per Licence	\$ 232.00	2
Marriage Licences	Per Licence	\$ 137.00	2

Dog Licence	Per Spayed / Neutered Dog	\$ 18.00	2
Dog Licence - Senior Citizen Rate	Per Spayed / Neutered Dog	\$ 12.00	2
Dog Licence	Per Unspayed / Un-neutered Dog	\$ 29.00	2
Dog Licence - Senior Citizen Rate	Per Unspayed / Un-neutered Dog	\$ 23.00	2
Late Fee - Dog Tag -After April 30	Per Licence	\$ 12.00	2
Replacement tag for lost dog tag	Per replacement	\$ 11.00	2
Transfer of tag	Per Transfer	\$ 11.00	2
<b>Other Fees and Charges:</b>			
Civil Marriage Ceremony during regular business hours	Per Ceremony	\$ 290.00	1
Civil Marriage Ceremony Cancellation Fee	With 24 hours notice	\$ 73.00	1
During regular business hours Civil Marriage Ceremony Cancellation Fee	Without 24 hours notice	\$ 145.00	1
Civil Marriage Ceremony Rehearsal	Per Rehearsal	\$ 59.00	1
Civil Marriage Ceremony Witnesses	Per 2 witnesses	\$ 37.00	1
Liquor Licence Application Processing	Per Application	\$ 59.00	1
Application for Noise Exemption	Per Application	\$ 59.00	2
Death Registration	Per Registration	\$ 18.00	2
Application for Fence Variance	Per application	\$ 59.00	2
Fence Viewing	Per application	\$ 464.00	2
Appear before Property Standards Committee	per appeal	\$ 117.00	2
Property Standards Order, minimum 1 hour	Per Hour	\$ 150.00	2
Property Standards Order Reinspection, minimum 1 hour	Per Hour	\$ 150.00	2
Register Property Standards Order on Title (actual registration costs charged in addition to base fee)	Per Registration	\$ 59.00	2
Parking Violation	Per Violation	\$ 25.00	2
By-law Violation - Administrative Fee -Work Completed by the Town, minimum 1 hour	Per Hour	\$ 150.00	2
Sign Removal	Per Sign Greater of Base Fee and actual cost)	\$ 232.00	2
Sign Storage - size up to 4 square metres	Per Sign per day (or part thereof)	\$ 2.40	2
Sign Storage - size greater than 4 square metres	Per Sign per square metre/per day (or part thereof)	\$ 0.65	2

#### Town of Amherstburg User Fee Schedule

##### Schedule F

##### Planning & Development Services

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Minimum Deposit to Accompany Application*	Fee (Non-refundable plus actual costs)	Tax
Official Plan Amendment- Major	Per Application	\$ 1,000.00	\$ 5,355.00	2
Official Plan Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,678.00	2
Zoning By-law Amendment- Major	Per Application	\$ 1,000.00	\$ 5,355.00	2
Zoning By-law Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,678.00	2
Zoning By-law Amendment as a Result of an Condition of Consent	Per Application	\$ -	\$ 1,114.00	2
Zoning By-Law Amendment to Remove a Holding (h) Symbol	Per Application	\$ -	\$ 1,114.00	2
Combined Official Plan Amendment and Zoning By-law Amendment	Per Application	\$ 2,000.00	\$ 7,770.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo or Amendment to a Draft Plan or Extension of DPA	Per Application	\$ 2,000.00	\$ 9,135.00	2
Site Plan Control & Development Agreement- Major	Per Application	\$ 1,000.00	\$ 4,515.00	2
Site Plan Control & Development Agreement- Minor	Per Application		\$ 2,258.00	
Amendment of Site Plans & Development Agreement	Per Application	\$ 1,000.00	\$ 2,520.00	2
Part Lot Control Exemption By-law	Per Application	\$ 500.00	\$ 2,415.00	2
Consent to Sever Land-Initial Application	Per Application	\$ -	\$ 1,470.00	2
Consent to Sever Land-Additional Lots to Initial Application	Per Application		\$ 546.00	2
Parkland Dedication Fee (as a condition of consent application under the Planning Act S.42, 53)	Per New Lot		\$ 1,070.00	2
Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Per Application		\$ 1,155.00	2
Combined Consent to Sever Land and Minor Variance			\$ 2,310.00	
Certificate of Validation	Per Application		\$ 284.00	2
Special Committee of Adjustment Hearing at Request of Applicant	Per Hearing		\$ 427.00	2
Planning Act Applications Deferral (Applicant Request)	Per Deferral		\$ 534.00	2
Ontario Land Tribunal Appeal			\$ 1,000.00	
Official Plan or Zoning Bylaw (copy)	Per Copy		\$ 57.00	1
Planning Letter	Per Inquiry		\$ 83.00	2

**Town of Amherstburg User Fee Schedule  
Schedule G  
Engineering and Public Works Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Lawyers Inquiries	Per Inquiry	\$ 89.00	2
<b>Roads</b>			
Street Sweeper - Cleaning Roads	per hour	\$ 241.00	1
Street Sweeper - Hydro excavation	per hour	\$ 301.00	1
Backhoe	per hour	\$ 109.00	1
Dump Truck	per hour	\$ 97.00	1
Light Duty Vehicle	per hour	\$ 37.00	1
Roads Operator	per hour	actual cost	1
Supervisor	per hour	actual cost	1
Right Of Way Permit	per permit	\$ 241.00	2
Indemnity Deposit (Refundable up to 3 years from permit issuance)	\$1,000 Deposit per permit		
Storm Connection	Per Service	Actual cost, \$2000 deposit required	1
<b>Drainage</b>			
Drainage Apportionment Fee for Consent	per service	\$ 535.00	1
Drainage Apportionment Fee for Land Severance	per service	\$ 535.00	1
<b>Water Rates to be brought forward to Council once the Rate Study is complete</b>			
Water Operator	per hour	actual cost	1
Supervisor	per hour	actual cost	1
Water Meter Fee w/transmitter	3/4" Permit/Water Meter Fee	\$ 500.00	2
Water Meter Fee w/transmitter	1" Permit/Water Meter Fee	\$ 655.00	2
Water Meter Fee w/transmitter	1.5" or greater Permit/Water Meter Fee	Actual cost, \$3500 deposit required	2
Abandonment of Water Service	Per disconnection	\$ 5,000.00	2
Water Meter Testing for Customer	Per test	\$ 325.00	2
Coin Operated Filling Stations	Per Cubic Metre	\$ 2.00	2
Hydrant Valve (Hydrant Hookup Box)	Per valve per day	\$ 150.00	2
Hydrant Water Usage Fee	per usage	Actual Cost	2
Illegal Connection Charge	Per Offense	\$ 344.00	2
Curb Box Replacement	Per Service	\$ 320.00	
After Hours Water Shut Off/Turn On	per service	\$ 220.00	2
Missed Appointment fee	per instance	\$ 65.00	2
<b>New Water Service Rates to be brought forward to Council once the Rate Study is complete</b>			
Connection - 3/4" Water Service	Per Service	\$ 3,710.00	2
3/4" Meter Pit Componenets & Installation	Per Service	\$ 1,060.00	2
Connection - 1" Water Service	Per Service	\$ 3,880.00	2
1" Meter Pit Componenets & Installation	Per Service	\$ 1,290.00	2
Connection - 2" or greater Water Service	Per Service	Actual cost, \$5000 deposit required	2
All new service connections - Monthly Service fee until meter is installed and passes inspection	Per Service, per month	\$ 125.00	2
Private Development Watermain Commisioning (4" or Larger, less than 100m in length)	Per Project	\$ 1,070.00	2
Private Development Watermain Commisioning (4" or Larger, greater than 100m in length)	Per Project	\$ 1,810.00	2
Consumption	Per Cubic Metre	\$ 1.278	2
<b>Base Monthly Charge by Meter Size:</b>			
5/8 and 3/4 inches	Per Month	\$ 24.28	2
1 inch	Per Month	\$ 32.30	2
1 1/4 and 1 1/2 inches	Per Month	\$ 40.40	2
2 inches	Per Month	\$ 60.64	2
3 inches	Per Month	\$ 79.44	2
4 inches	Per Month	\$ 151.62	2
6 inches	Per Month	\$ 483.44	2
8 and 10 inches	Per Month	\$ 606.47	2
<b>Wastewater Rates to be brought forward to Council once the Rate Study is complete</b>			
Sanitary Connection	Per Service	Actual cost, \$3000 deposit required	1
Processed Organic Waste	per Litre	\$ 0.13	1
Imported Sewage	per Litre	\$ 0.10	1
Imported Pre-treated Sewage	per Litre	\$ 0.008	
Consumption	Per Cubic Metre	\$ 2.36	1
<b>Base Monthly Charge by Meter Size:</b>			
5/8 and 3/4 inches	Per Month	\$ 34.89	1
1 inch	Per Month	\$ 46.55	1
1 1/4 and 1 1/2 inches	Per Month	\$ 58.17	1
2 inches	Per Month	\$ 87.24	1
3 inches	Per Month	\$ 121.17	1
4 inches	Per Month	\$ 218.11	1
6 inches	Per Month	\$ 581.63	1
8 and 10 inches	Per Month	\$ 872.45	1



**Town of Amherstburg User Fee Schedule**  
**Schedule H**  
**Parks, Facilities, Recreation and Culture Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
<b>Administration Fees</b>			
Security Deposit (refundable net of costs incurred)	per rental	\$ 268.00	2
Refund Admin Fee - programs and rentals	per transaction	\$ 30.00	1
Set-up / Take Down Fee	per rental	\$ 30.00	1
Equipment Rental - Multimedia Station	per rental	\$ 24.00	1
Equipment Rental - Recreation Equipment	per rental	\$ 19.00	1
Equipment Rental - Sound System	per rental	\$ 24.00	1
Banner Fee	per banner	\$ 550.00	1
<b>Kantech Access Cards</b>			
New or replacement	Per Card	\$ 25.00	1
Reprogramming of card	Per Card	\$ 15.00	1
Card cancellations	Per Card	No Charge	
<b>Keys</b>			
Additional per key	Per Key	\$ 7.50	1
Lost/rekeying lock required	Per Lock	\$ 75.00	1
Cancellation Fees	Once permits are created, cancellations will not be permitted		

<b>Advertising Fees</b>			
Rink Board Advertising (High Visibility) per year	34" x 120"	\$ 933.00	1
Rink Board Advertising (Low Visibility) per year	34" x 120"	\$ 700.00	1
Mezzanine Ads per year	36" x 72"	\$ 583.00	1
Backlit Signs per year	48" x 96"	\$ 1,747.00	1
Ice Logo per year	72 sq feet (6' x 12')	\$ 2,910.00	1
Goal Rink Advertising per year	34" x 120"	\$ 350.00	1
Zamboni Advertising per year	1 machine	\$ 5,236.00	1
Municipal Guide - Back Cover	per edition	\$ 467.00	1
Municipal Guide - Back Cover	2 editions	\$ 816.00	1
Municipal Guide - Inside Front or Inside Back	per edition	\$ 409.00	1
Municipal Guide - Inside Front or Inside Back	2 editions	\$ 757.00	1
Municipal Guide - Full Page	per edition	\$ 322.00	1
Municipal Guide - Full Page	2 editions	\$ 583.00	1
Municipal Guide - Half Page	per edition	\$ 234.00	1
Municipal Guide - Half Page	2 editions	\$ 409.00	1
Municipal Guide - Quarter Page	per edition	\$ 176.00	1
Municipal Guide - Quarter Page	2 editions	\$ 322.00	1
Municipal Guide - Business Card Size	per edition	\$ 117.00	1
Municipal Guide - Business Card Size	2 editions	\$ 206.00	1
Electronic Advertising - Libro Credit Union Centre (1 month)	1 month	\$ 48.00	1
Electronic Advertising - Libro Credit Union Centre (3 months)	per month	\$ 39.00	1
Electronic Advertising - Libro Credit Union Centre (6 months)	per month	\$ 38.00	1
Electronic Advertising - Libro Credit Union Centre (12 months)	per month	\$ 37.00	1
Electronic Advertising - Town Hall (1 month)	1 month	\$ 26.00	1
Electronic Advertising - Town Hall (3 months)	per month	\$ 21.00	1
Electronic Advertising - Town Hall (6 months)	per month	\$ 20.00	1
Electronic Advertising - Town Hall (1 months)	per month	\$ 20.00	1
Electronic Advertising - Libro Centre & Town Hall (1 month)	1 month	\$ 59.00	1
Electronic Advertising - Libro Centre & Town Hall (3 months)	per month	\$ 45.00	1
Electronic Advertising - Libro Centre & Town Hall (6 months)	per month	\$ 42.00	1
Electronic Advertising - Libro Centre & Town Hall (12 months)	per month	\$ 40.00	1
<b>** Administration has ability to negotiate price for multiple advertising opportunities</b>			

<b>Community Programming Fees</b>				
<b>Seasonal Activities and Programs</b>				
Parent & Tot (ages 4 & under)	per class	\$	9.00	2
Pre-School (ages 3-5)	per class	\$	9.00	2
Youth (ages 6-14)	per class	\$	12.00	2
Teen (ages 15-17)	per class	\$	13.00	2
Adult (ages 18-59)	per class	\$	14.00	3
Senior (ages 60+)	per class	\$	8.00	3
<b>Drop-Ins (unsupervised, unstructured, max 2.5 hours)</b>				
Parent & Tot (ages 4 & under)		\$	2.00	2
Pre-School (ages 3-5)		\$	2.00	2
Youth (ages 6-14)		\$	3.00	2
Teen (ages 15-17)		\$	3.00	1
Adult (ages 18-59)		\$	5.00	1
Senior (ages 60+)		\$	4.00	1
<b>Day Camp</b>				
Daily (Maximum 9 hrs/day)	per day	\$	37.00	2
Weekly	per week	\$	148.00	2
Specialty Camp	per week	\$	175.00	2
Hot Lunch fee	per lunch	\$	9.00	2
Late Pick up Fee (when staff is required to stay beyond scheduled time)	per occurrence	100% Full cost recovery		1
Field Trip Fee	per trip	\$	18.00	2
<b>*Family will include 5 members max. / Youth under 14 years are exempt from HST</b>				
<b>Indoor Recreation Facilities Fees</b>				
<b>Ice Time Effective April 1st</b>				
Capital Surcharge	per hour	\$	8.00	2
Prime Time Rental	per hour	\$	209.00	1
Non-Prime Time Rental	per hour	\$	118.00	1
Non-Prime Time Senior & School Rate	per hour	\$	74.00	1
Local Minor Sports Association Prime Time Rental	per hour	\$	205.00	1
Local Minor Sports Association Non-Prime Time Rental	per hour	\$	180.00	1
Goalie Pad	per hour	\$	46.00	1
Public Skating - General (per person)	per person	\$	4.00	2
Public Skating - General (per family from same household)	Max of 5	\$	12.00	2
<b>Indoor Soccer Field Effective April 1st</b>				
Capital Surcharge	per hour	\$	8.00	2
Prime Time Rental - Full Turf (includes local minor sports)	per hour	\$	90.00	1
Non-Prime Time Rental Full Turf (includes local minor sports)	per hour	\$	50.00	1
Prime Time Rental Half-Turf (includes local minor sports)	per hour	\$	45.00	1
Non-Prime Time Rental Half-Turf (includes local minor sports)	per hour	\$	25.00	1
<b>Dry Floor Time</b>				
Capital Surcharge	per hour	\$	8.00	2
Arena Floor Rental Prime Time	per hour	\$	90.00	1
Arena Floor Rental Non-Prime	per hour	\$	50.00	1
**Show/Sale (in advance)	per day	\$	606.00	1
<b>Multi Purpose Room Upstairs in Arena (Small room)/Libro Lobby</b>				
Capital Surcharge	per hour	\$	3.70	2
Prime Time Rental	per hour	\$	44.00	1
Non -Prime Time Rental	per hour	\$	34.00	1
Local Minor Sports Association Prime Time Rental	per hour	\$	29.00	1
Local Minor Sports Association Non-Prime Time Rental	per hour	\$	24.00	1
Weekend - Daily Alcohol & Non-Alcohol - Half Day ( 4 hours)	per event	\$	280.00	1
Weekend - Daily Alcohol & Non-Alcohol - Full Day ( 8 hours)	per event	\$	503.00	1
<b>Board Room In Arena (Office Area)</b>				
All Hours	Non-Profit Group	No Charge		
<b>Ground Floor Multipurpose Room/Essex Power Energy Zone</b>				
Capital Surcharge	per hour	\$	3.70	2
Prime Time Rental	per hour	\$	45.00	1
Non -Prime Time Rental	per hour	\$	35.00	1
<b>Community Room</b>				
Capital Surcharge	per hour	\$	3.70	2
Prime Time Rental	per hour	\$	57.00	1
Non -Prime Time Rental	per hour	\$	45.00	1
Kitchen - Prime or Non-Prime Half Day (4 hours)	per half day	\$	100.00	1
Kitchen - Prime or Non-Prime Full Day (8 hours)	per full day	\$	175.00	1
Weekend - Daily Alcohol & Non-Alcohol - Half Day ( 4 hours)	per event	\$	280.00	1
Weekend - Daily Alcohol & Non-Alcohol - full Day ( 8 hours)	per event	\$	503.00	1

<b>Outdoor Recreation Facilities Fees</b>				
<b>Pavilion Rentals</b>				
Capital Surcharge	per 2 hours	\$	8.00	2
Wedding / Special Event	per 2 hours	\$	86.00	1
<b>** There is no alcohol allowed in KNYP Please refer to KNYP passive By-Law</b>				
<b>Full Park Rentals, Special Events &amp; Equipment</b>				
Capital Surcharge (rentals)	per hour	\$	-	2
Family Reunion/Picnic, etc. (no alcohol)	per rental	\$	-	1
Special Event Rental	per rental	\$	-	1
Special Event Road Rental	per rental	\$	-	1
<b>Baseball Diamonds</b>				
<b>Effective April 1st</b>				
Capital Surcharge	per game	\$	8.00	2
Ball Diamond	per game	\$	11.00	1
Baseball Diamond - Libro Credit Union Centre - Un-Lit	per game	\$	40.00	1
Baseball Diamond - Libro Credit Union Centre - Lit	per game	\$	65.00	1
Local Minor Sports Association - Libro (Un-lit)	per game	\$	39.00	1
Local Minor Sports Association - Libro (Lit)	per game	\$	62.00	1
Baseball Diamond - Half Day ( 4 hours)	per day	\$	35.00	1
Baseball Diamond - Per Day ( 8 hours) (Un-lit)	per day	\$	70.00	1
Local Minor Baseball Association (T-Ball) ( per season)	per player	\$	10.00	1
Local Minor Baseball Association ( per season)	per player	\$	19.00	1
<b>Soccer/Football Field</b>				
<b>Effective April 1st</b>				
Capital Surcharge	per game	\$	8.00	2
Grass Field	per game	\$	11.00	1
Premier Turf Field - Un-Lit	per game	\$	40.00	1
Premier Turf Field - Lit	per game	\$	65.00	1
Local Minor Sports Association - Premier Turf (Un-lit)	per game	\$	39.00	1
Local Minor Sports Association - Premier Turf (Lit)	per game	\$	62.00	1
Football Field Grass - Half Day ( 4 hours)	per day	\$	35.00	1
Football Field Grass- Per Day ( 8 hours)	per day	\$	70.00	1
Minor Soccer Association ( per season)	per player	\$	19.00	1
<b>Tennis Courts</b>				
Single Court	per hour	\$	4.60	1
All Courts at location	per day	\$	13.00	1
All courts - Half Day ( 4 hours)	4 hours	\$	35.00	1
All Courts - Per Day ( 8 hours)	per evening	\$	68.00	1
<b>Field and Track Area</b>				
Evening (with alcohol)	per evening	\$	216.00	1
All day( with alcohol)	per day	\$	431.00	1
Private Rental (no alcohol)	per day	\$	108.00	1
(**LCBO Special Occasion Permit is Mandatory along with Insurance Certificate covering days booked**)				
<b>Sport &amp; Facility Services</b>				
Electrician	per event	100% Full cost recovery		1
Forklift	per event	100% Full cost recovery		1
Set up/Tear down (Libro) (0-50 Chairs)	per event	Included in Room Rental		1
Set up/Tear down (Libro) (51-100 Chairs)	per event	\$	50.00	1
Transient Office for user groups/tournament organizers, etc.	per hour	\$	12.00	1
	per day	\$	75.00	1
Staff Overtime (groups staying beyond allocated time)		100% Full cost recovery		1
Dedicated Storage Space	per square foot/annually	\$	2.60	1
Dedicated Office Space	per square foot/annually	\$	12.00	1
Extra Cleaning Fee (rooms)	per cleaning	100% Full cost recovery		1
Extra Cleaning Fee (dressing rooms)	per cleaning	\$	20.00	1