

# **CORPORATION OF THE COUNTY OF DUFFERIN**

## **BY-LAW 2026-03**

### **A BY-LAW TO APPROVE FEES AND CHARGES FOR SERVICES AND ACTIVITIES PROVIDED BY THE COUNTY OF DUFFERIN AND TO REPEAL BY-LAW 2025-02.**

WHEREAS Section 391 of the *Municipal Act 2001*, S.O. 2001, as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost 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 provisions of Section 69 (1) of the *Planning Act, 1990*, as amended, provides that the Council of a municipality may, by by-law, prescribe a tariff of fees for the processing of applications made in respect of planning matters;

NOW THEREFORE the Council of the Corporation of the County of Dufferin enacts as follows:

1. The lists of fees charged for various services, activities and use of properties as set out in the schedules attached hereto be approved.
2. This by-law shall come into full force and effect on January 1, 2026.
3. By-law 2025-02 is hereby repealed.

READ a first, second and third time and finally passed this 8<sup>th</sup> day of January, 2026.



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Lisa Post, Warden

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Michelle Dunne, Clerk

**Schedule 'A' to By-Law 2026-03**

**Museum of Dufferin**

**Admission Rates**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Adult	Per person	\$5.00	Taxable	\$5.65	-
Senior	Per person	\$4.00	Taxable	\$4.52	-
Student	Per person	\$2.00	Taxable	\$2.26	-
Family/Group (2 Adults, 2 Students)	Per group	\$12.00	Taxable	\$13.56	-
Children Under 5	Per person	No charge	Exempt	No charge	-
Teachers (OCT)	Per person	No charge	N/A	No charge	-
Military Member/Veteran	Per person	No charge	N/A	No charge	-
Support Persons	Per person	No charge	N/A	No charge	-

**Memberships**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Individual	Per person	\$45.00	Taxable	\$50.85	-
Senior/Student	Per person	\$35.00	Taxable	\$39.55	-
Family	Per family	\$65.00	Taxable	\$73.45	-
Exclusive Membership	Per family	\$100.00	Taxable	\$106.50	Includes a \$50 charitable tax receipt as a part of the benefits
Executive Membership	Per family	\$200.00	Taxable	\$213.00	Includes a \$100 charitable tax receipt as a part of the benefits
Corporate Membership - Standard	Per business	\$500.00	Taxable	\$539.00	Includes a \$200 charitable tax receipt as a part of the benefits
Corporate Membership – Hotel with less than 15 rooms	Per hotel	\$65.00	Taxable	\$73.45	For smaller hotels/establishments, a flat fee for a pass to be used by their guests
Corporate Membership – Hotel with more than 16 rooms	Per room	\$2.00	Taxable	\$2.26	Cost is calculated based on the number of rooms in the hotel; passes to be used by their guests

### Equipment Rental

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Up to 10 (ten) 8' tables	Per item	\$10.00	Taxable	\$11.30	-
Up to 50 (fifty) program chairs	Per item	\$3.00	Taxable	\$3.39	-
Up to 100 (one hundred) wedding chairs	Per item	\$4.00	Taxable	\$4.52	-
Speakers and microphone	Per item	\$70.00	Taxable	\$79.10	-
Linens	Per item	\$5.00	Taxable	\$5.65	-
Projector and screen	Per item	\$70.00	Taxable	\$79.10	-

### Facility Rental

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Corbetton Church – Up to 1 Hour	Per rental	\$50.00	Taxable	\$56.50	Rental for 1 hour
Corbetton Church – Base Fee	Per rental	\$650.00	Taxable	\$734.50	Rental for 4 hours
Corbetton Church Cleaning Fee	Per rental	\$25.00	Taxable	\$28.25	Applies to all Corbetton Church rentals
Exterior Grounds Fee (Corbetton Church) – Base Fee	Per rental	\$500.00	Taxable	\$565.00	Rental for 4 hours
Exterior Grounds Fee (Corbetton Church) – 1 Hour	Per hour	\$100	Taxable	\$113.00	Rental for 1 hour. Can also be added to Base fee if additional hours are needed
Main Gallery	Per rental	\$850.00	Taxable	\$960.50	Rental for 4 hours
Conservation Fee	Per rental	\$25.00	Taxable	\$28.25	Applies to all Main Gallery rentals
Program Room	Per rental	\$200.00	Taxable	\$226.00	Rental for 3 hours
Kitchen Cleaning Fee	Per rental	\$25.00	Taxable	\$28.25	Applies to all Program Room rentals
Archive Room	Per rental	\$200.00	Taxable	\$226.00	Rental for 3 hours
Extra Hours – Corbetton Church and Main Gallery	Per hour	\$100.00	Taxable	\$113.00	Plus base fee
Extra Hours – Program Room and Archive Room	Per hour	\$50.00	Taxable	\$56.50	Plus base fee

## Commercial Filming and Videography

Location/Space	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Main Gallery (indoors) - Half-day	Per rental	\$950.00	Taxable	\$1,073.50	Up to 4 hours
Main Gallery (indoors) - Full-day	Per rental	\$1,600.00	Taxable	\$1,808.00	Up to 8 hours
Main Gallery (indoors) - Extended-day	Per rental	\$2,700.00	Taxable	\$3,051.00	Up to 12 hours
Corbetton Church (indoors) - Half-day	Per rental	\$750.00	Taxable	\$847.50	Up to 4 hours
Corbetton Church (indoors) - Full-day	Per rental	\$1,300.00	Taxable	\$1,469.00	Up to 8 hours
Corbetton Church (indoors) - Extended-day	Per rental	\$2,000.00	Taxable	\$2,260.00	Up to 12 hours
Exterior Grounds – Half-day	Per rental	\$500.00	Taxable	\$565.00	Up to 4 hours
Exterior Grounds – Full-Day	Per rental	\$850.00	Taxable	\$960.50	Up to 8 hours
Exterior Grounds – Extended-Day	Per rental	\$1,500.00	Taxable	\$1,695.00	Up to 12 hours
Whole Site (all spaces) - Half-day	Per rental	\$1,500.00	Taxable	\$1,695.00	Up to 4 hours
Whole Site (all spaces) - Full-day	Per rental	\$3,000.00	Taxable	\$3,390.00	Up to 8 hours
Whole Site (all spaces) - Extended-day	Per rental	\$4,000.00	Taxable	\$4,520.00	Up to 12 hours
Staffing Fee – Filming/Photography	Per hour	\$45.00	Taxable	\$50.85	Museum staff member to always be present to ensure safety of objects and spaces during commercial filming and photography. Staff time will be added to the base fee.

## Archives Services

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Research > 30 minutes	Per 15 minutes	\$20.00	Taxable	\$22.60	Done by Museum staff on behalf of the public
Research < 30 minutes	Per hour	\$50.00	Taxable	\$56.50	Done by Museum staff on behalf of the public; includes low-resolution scans of materials found
New High-Resolution Scans	Per item	\$20.00	Taxable	\$22.60	Done by Museum staff on behalf of the public
Scans (already have high-resolution)	Per item	\$10.00	Taxable	\$11.30	Done by Museum staff on behalf of the public; is an image that staff have already

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
					scanned for an exhibit, conservation, or preservation
Black & White Photocopy (over 10 pages) Letter or Legal Size	Per page	\$0.50	Taxable	\$0.57	-
Black & White Photocopy (over 10 pages) Tabloid/11x17 Size	Per page	\$1.00	Taxable	\$1.13	-
Colour Photocopy (over 10 pages) Letter or Legal Size	Per page	\$1.00	Taxable	\$1.13	-
Colour Photocopy (over 10 pages) Tabloid/11x17 Size	Per page	\$2.00	Taxable	\$2.26	-
Rush Request	Per request	Double the base fee amount	Taxable	Base Fee plus HST	Done by Museum staff on behalf of the public; Rush is less than 48 hours notice
High-Resolution Images – For Profit Publication	Per item	\$100.00 - \$350.00	Taxable	\$113.00 - \$395.50	Varies depending on intended use and media; at the discretion of Museum staff
High Resolution Artifact Photo	Per item	\$20.00	Taxable	\$22.60	Done by Museum staff on behalf of the public

### **Gift Shop**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Vendor Fee	Per vendor	\$50.00	Taxable	\$56.50	Vendor fees at markets can be adjusted at staff discretion.
Artist Commission Fee	Per item	25%	See Note	See Note	Art sales at exhibitions can be adjusted at staff discretion. The Museum of Dufferin will charge HST on the commission we gain from the sale, but only on the pre-tax amount of the items.
Gift Shop Vendor Commission	Per item	25%	See Note	See Note	Items sold in the gift shop on consignment. The Museum of Dufferin will charge HST on the commission with gain from the sale, but only on the pre-tax amount of the items.

## Group Programs and Tours

Service	Service Unit	Base Fee	HST Status	Fee Inclusive of HST	Notes
Parties – program room rental with activity	Per rental	\$250.00	Taxable	\$282.50	Includes 3 hour party. Includes 15 children and 2 adults, if for minors. Extra participants are \$12 per person plus HST.
Group Guided Tours	Per person	\$10.00	Taxable	\$11.30	Includes 1 hour tour. Minimum group size is 6.
Outreach Speaker – Non-Profit	Per attendee	\$3.50	Taxable	\$3.96	Includes 1.5 hours of programming. Museum staff go off-site to deliver a talk (minimum charge of \$35 plus HST); mileage rates apply.
Outreach Speaker – For Profit	Per attendee	\$7.00	Taxable	\$7.91	Includes 1.5 hours of programming. Museum staff go off-site to deliver a talk (minimum charge of \$70 plus HST); mileage rates apply.
Outreach Program – Non-Profit Mileage rates apply	Per attendee	\$3.50	Taxable	\$3.96	Minimum group number is 10 plus cost of supplies
Outreach Program – For Profit Milage rates apply	Per attendee	\$7.00	Taxable	\$7.91	Minimum group number is 10 plus cost of supplies
School Programs – Full Day	Per student	\$14.00	Exempt	\$14.00	Includes 5 hours of programming.
School Programs – Half Day	Per student	\$7.00	Exempt	\$7.00	Includes 3 hours of programming.
School Program (Delivered Offsite)	Per student	\$7.00	Exempt	\$7.00	Includes 1 – 1.5 hours of programming. Programming may be delivered to multiple classes; participant limits must be discussed with staff; mileage rates charged for schools outside of Dufferin County.
School Program (Virtual)	Per student	\$4.00	Exempt	\$4.00	Includes 1 hour of programming. Delivered over Teams or Zoom. No participant limit.

**Schedule 'B' to By-law 2026-03****Community Support Services**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Adult Day Program	Per day	\$15.00	Exempt	\$15.00	-
Adult Day Program with Transportation	Per day	\$22.00	Exempt	\$22.00	-
Home Help	Per hour	\$20.00	Exempt	\$20.00	Help with laundry, meal prep, cleaning, etc.
Transportation – Out of Town	Per kilometer	\$0.43	Exempt	\$0.43	-
Transportation – In Town	Per trip	\$8.00	Exempt	\$8.00	Flat rate
Respite	Per hour	\$20.00	Exempt	\$20.00	-
Home Maintenance	Per agreement	Negotiated fee	Taxable	Base fee plus HST	May include yard work, snow removal, grass cutting, etc.
Meals on Wheels - Orangeville	Per meal	\$7.50	Exempt	\$7.50	Effective April 1, 2022
Meals on Wheels - Shelburne	Per meal	\$7.50	Exempt	\$7.50	Effective April 1, 2022
Frozen Meals	Per package	\$33.00	Exempt	\$33.00	7 entrees or 5 entrees, 5 soups and/or desserts
Congregate Dining	Per meal	\$7.00	Exempt	\$7.00	-

**Schedule 'C' to By-Law 2026-03**

**Engineering**

**Engineering Services**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Review of Plan of Subdivision, Site Plan, Condominium, Draft Plan, Rezoning, Official Plan Amendment (Major Plan Revision/ First Submission)	Per application	\$2,500.00 plus \$1,500.00 Legal Deposit plus \$2,000.00 Peer Review Deposit	Exempt	\$6,000.00	Deposits are eligible for full or partial refund depending on level of work completed. Additional fees related to legal and peer review services may apply and will be determined on a per application basis. The Applicant is responsible for 100% cost related to legal and peer review services.
Subsequent review(s) for Plan of Subdivision, Site Plan, Condominium, Draft Plan, Rezoning, Official Plan Amendment (Major and minor Plan Revision)	Per application	\$350.00	Exempt	\$350.00	Additional fee for each subsequent submission following first submission.
Review of Minor Site Plan including but not limited to (Additions), Part Lot Control (1 to 2 Lots) (Minor Plan Revision)	Per application	\$1,500.00 plus \$1,000.00 Peer Review Deposit	Exempt	\$2,500.00	Deposits are eligible for full or partial refund.
Review of Rezoning (Minor Application)	Per application	\$150.00	Exempt	\$150.00	Application fee for minor first submission. Additionally, applied to sites that may have a direct or indirect impact to the County Infrastructure
Pre-Consultation	Per application	\$400.00	Exempt	\$400.00	Includes time allotted for initial submission review, meeting with Applicant, and written response.
Committee of Adjustment (Consent/Variances)	Per application	\$250.00 plus \$200.00 Deposit	Exempt	\$450.00	Deposit is eligible for full or partial refund. Applied to sites that may have a direct or indirect impact to the County Infrastructure
Meetings	Per meeting	\$200.00	Exempt	\$200.00	-

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Legal	Cost Recovery	Actual Costs	Included	Actual Costs	Fees required for legal review of agreements, legal documents, etc. 100% cost recovered from the Applicant.
Peer Review	Cost Recovery	Actual Costs	Included	Actual Costs	Fees required for peer review of technical plans, documents, etc. 100% cost recovered from the Applicant.

#### **Entrance Permits and Opinions**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Entrance Permit – Residential, Field, or Farm	Per entrance	\$360.00 plus refundable deposit of \$1,000.00	Exempt	\$1,360.00	Includes one preliminary entrance inspection for permit issuance, and one final approval inspection for return of deposit. Additional inspections will be charged at \$100.00 per inspection and will be deducted from the application deposit.
Entrance Opinion – Residential, Field, or Farm	Per entrance	\$150.00	Exempt	\$150.00	Transferable to entrance permit within 12 months.
Entrance Permit – Commercial	Per entrance	\$450.00 plus refundable deposit of \$10,000.00	Exempt	\$10,450.00	Includes one preliminary inspection for permit issuance and one final approval inspection for return of deposit. Additional inspections will be charged at \$100.00 per inspection and will be deducted from the application deposit.
Entrance Opinion - Commercial	Per entrance	\$450.00	Exempt	\$450.00	Transferable to entrance permit within 12 months.

#### **Road Occupancy Permits**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Road Occupancy Permit - Minor	Per application	\$200.00 plus \$500.00 deposit	Exempt	\$700.00	Includes administrative fee plus technical review fee, and deposit. Deposit eligible for full or partial refund once work is complete and final approval by the County.

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Road Occupancy Permit - Major	Per application	\$570.00 and a deposit of \$500.00 plus \$5.00 per metre when work exceeds 100 metres in length.	Exempt	\$1,070.00 plus \$5.00 per metre when work exceeds 100m in length.	Includes administrative fee plus technical review fee, and deposit. Review requires more time than minor review. Deposit eligible for full or partial refund once work is complete and final approval by the County. Additional securities may be required as determined by the Director of Public Works or Designate.

#### **Municipal Consent for Utilities**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Consent for Utilities – Minor	Per application	\$150.00	Exempt	\$150.00	Application type will be determined following a preliminary review of the submission. Includes General Administrative Fee.
Consent for Utilities - Major	Per application	\$300.00 plus \$180.00 per km for multiple locations or greater than 100 metres in length.	Exempt	\$300.00 plus \$180.00/km for multiple locations or greater than 100 metres.	Application type will be determined following a preliminary review of the submission. Includes General Administrative Fee.

#### **General Data Request**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Technical Data Request	Per Request	\$100.00	Included	\$100.00	Request for Technical Data such as but not limited to traffic counts, engineering drawings.

**Hourly Rate for Technical Engineering Assistance**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Manager	Per hour	\$100.00	Taxable	\$113.00	-
Technical Staff	Per hour	\$90.00	Taxable	\$101.70	-
Administrative Staff	Per hour	\$60.00	Taxable	\$67.80	-

**Schedule 'D' to By-Law 2026-03**

**Operations**

**Signs**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Commercial Tourism Signs – Initial Installation	Per sign	\$200.00	Taxable	\$226.00	-
Maintenance of Tourism Signs	Per year	\$70.00	Taxable	\$79.10	-
Re-installation of Tourism Signs	Per sign	\$100.00	Taxable	\$113.00	-
Emergency Signs	Per sign	\$30.00	Taxable	\$33.90	-
Emergency Sign Posts	Per post	\$20.00	Taxable	\$22.60	-
Emergency Sign Shipping and Handling	Per sign	\$12.00	Taxable	\$13.56	-

**Oversize Load Permit**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Individual Oversize Load Permit	Per application	\$50.00	Exempt	\$50.00	-
Annual Oversize Load Permit	Per application	\$250.00	Exempt	\$250.00	-
Special Annual Oversize Load Permit	Per application	\$250.00	Exempt	\$250.00	Fee includes all moves where the dimensional parameters are within those specified on the permit and accompanied by the associated Single Trip MTO permit(s).

**Other**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Adopt-A-Road Signs	Per sign	No charge	N/A	No charge	-
Service/Damage Cost Recovery	Per hour	\$50.00	Taxable	\$56.50	Charged at the discretion of the Director of Public Works. Examples include, but are not limited to, Road Occupancy Permits, Schedule Road Cuts, damaged road infrastructure from motor vehicles, damage caused by excess load permit holders, etc.

**Schedule 'E' to By-Law 2026-03****Waste Services**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Garbage Bag Tags	Per tag	\$2.00	Exempt	\$2.00	-
Fee for mailing Bag Tags	Per order	\$1.77	Taxable	\$2.00	Fee covers the credit card fee, and postage.
Sale of Bag Tag to Vendors	Per tag	\$1.90	Exempt	\$1.90	-
Additional Blue Box	Per bin	\$4.42	Taxable	\$5.00	-
Additional Green Bin	Per bin	\$13.27	Taxable	\$15.00	-
Additional Kitchen Catcher	Per bin	\$4.42	Taxable	\$5.00	-
Backyard Composter	Per bin	\$30.97	Taxable	\$35.00	-
Bulky Item Collection	Per collection	\$25.00	Exempt	\$25.00	Maximum of 4 items per collection.
White Good Collection	Per item	\$20.00 plus \$10.00 per item if refrigerant present	Exempt	\$20.00 + \$10.00 if refrigerant present	An additional \$10.00 per item if removal of refrigerant is required.

**Schedule 'F' to By-Law 2026-03****County Forest**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Hunting Permits	Per year	\$26.55	Taxable	\$30.00	Valid from October 1 to May 31
Canada Post fee for mailing Permit	Per order	\$1.77	Taxable	\$2.00	-
Forest Event Permit – Application	Per application	\$50.00	Exempt	\$50.00	-
Forest Event Permit – Per Person	Per person	\$1.77	Taxable	\$2.00	-
Land Use Permits (Mansfield Outdoor Centre)	Per season	\$820.00 - \$1,640.00	Exempt	\$820.00 - \$1,640.00	Total depends on the number of users.

**Schedule 'G' to By-Law 2026-03**

**Community Housing**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Rent	-	In accordance with legislation	-	-	-
Laundry – Washing	Per cycle	\$1.75	Exempt	\$1.75	-
Laundry – Drying	Per cycle	\$1.50	Exempt	\$1.50	-
Laundry – Additional reloadable cards	Per card	\$10.00	Exempt	\$10.00	-
Damages (repairs/reimbursement)	-	Cost (pro-rated)	Taxable	Base Fee plus HST	-
Keys – Entrance	Per key	\$8.85	Taxable	\$10.00	Applies to all buildings except 40 Lawrence.
Keys – Apartments	Per key	\$8.85	Taxable	\$10.00	Applies to all buildings except 40 Lawrence.
Keys – Mail Box	Per key	\$8.85	Taxable	\$10.00	-
Keys (40 Lawrence) – Entrance	Per key	\$22.12	Taxable	\$25.00	-
Keys (40 Lawrence) - Apartment	Per key	\$22.12	Taxable	\$25.00	-
Lock Change	Per lock	\$44.25	Taxable	\$50.00	-

**Schedule 'H' to By-Law 2026-03**

**Building Services**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Building Plans – Search Time	Per hour	\$125.00	Taxable	\$141.25	-
Building Plans – Copies	Per item	Cost of reproduction	Taxable	Base fee plus HST	-
Building Permit Compliance Letters	Per letter	\$125.00	Exempt	\$125.00	-
Septic Permit Compliance Letters	Per letter	\$125.00	Exempt	\$125.00	-
Building Permit Compliance Letters (within 2 business days)	Per letter	\$225.00	Exempt	\$225.00	-
Septic Permit Compliance Letters (within 2 business days)	Per letter	\$225.00	Exempt	\$225.00	-
Planning and Development Property Report	Per report	\$100.00	Exempt	\$100.00	-
Planning and Development Property Report (within 4 business days)	Per report	\$300.00	Exempt	\$300.00	-
Routine Disclosure Document Preparation	Per hour	\$125.00	Taxable	\$141.25	-

**Schedule 'I' to By-Law 2026-03**

**Planning Services**

**Major Applications**

<b>Service</b>	<b>Service Unit</b>	<b>Base</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
County Official Plan Amendment (COPA)	Per application	\$4,200 plus full cost recovery	Exempt	\$4,200 plus full cost recovery	\$500 non-refundable base fee if application is withdrawn during approval process prior to approval.
Local Official Plan Amendment (Approver)	Per application	\$1,250 Fee plus Full Cost Recovery	Exempt	\$1,250 Fee plus Full Cost Recovery	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval.
Local Official Plan Amendment (Reviewer)	Per application	\$850 plus full cost recovery	Exempt	\$850 plus full cost recovery	\$500.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval.
Consent Application	Per application	\$500 plus full cost recovery	Exempt	\$500 plus full cost recovery	\$250 non-refundable base fee if application is withdrawn during approval process prior to approval.
Plan of Subdivision	Per application	\$500 plus full cost recovery	Exempt	\$500 plus full cost recovery	\$250 non-refundable base fee if application is withdrawn during approval process prior to approval.
Plan of Condominium	Per application	\$500 plus full cost recovery	Exempt	\$500 plus full cost recovery	\$250 non-refundable base fee if application is withdrawn during approval process prior to approval.
Site Plan Application	Per application	\$500.00 plus full cost recovery	Exempt	\$500.00 plus full cost recovery	\$250.00 non-refundable base fee if application is withdrawn during approval process prior to draft approval.
Additional Recirculation Requests	Per request	\$250.00	Exempt	\$250.00	The full base fee will be non-refundable should the application be withdrawn during the approval process prior to approval.

## Aggregate Applications

Service	Service Unit	Base	HST Status	Fee Inclusive of HST	Notes
Major (i.e., County Official Plan Amendment, Local Official Plan Amendment )	Per application	\$10,000 plus full cost recovery	Exempt	\$10,000 plus full cost recovery	\$2,000 non-refundable base fee if application is withdrawn during approval process prior to draft approval.
Minor (i.e., Consent, Minor Variance, Zoning By-law Amendment)	Per application	\$5,000 plus full cost recovery	Exempt	\$5,000 plus full cost recovery	\$1,000 non-refundable base fee if application is withdrawn during approval process prior to approval.
Additional Requests	Per request	\$250.00	Exempt	\$250.00	The full base fee will be non-refundable should the application be withdrawn during the approval process prior to approval.

## Minor Applications

Service	Service Unit	Base	HST Status	Fee Inclusive of HST	Notes
County Pre-consultation Application	Per application	\$750 plus full cost recovery	Exempt	\$750 plus full cost recovery	Pre-consultation meetings are not required but they are encouraged to provide stakeholders with the opportunity to comment on the applications and ensure a more streamlined and efficient application.
Local Pre-consultation Application	Per application	\$350 plus full cost recovery	Exempt	\$350 plus full cost recovery	Pre-consultation meetings are not required but are encouraged to provide stakeholders with the opportunity to comment on the applications and ensure a more streamlined and efficient application. If the County Planning division is invited to provide comments on a local pre-consultation application or attend the meeting, this fee will be issued to the applicant.
Zoning By-law Amendment (ZBLA)	Per application	\$350 plus full cost recovery	Exempt	\$350 plus full cost recovery	The full base fee will be non-refundable should the application be withdrawn during the approval process prior to approval.

<b>Service</b>	<b>Service Unit</b>	<b>Base</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Minor Variance Applications	Per application	\$350 plus full cost recovery	Exempt	\$350 plus full cost recovery	The full base fee will be non-refundable should the application be withdrawn during the approval process prior to approval.
Niagara Escarpment Commission Applications	Per application	\$350 plus full cost recovery	Exempt	\$350 plus full cost recovery	The full base fee will be non-refundable should the application be withdrawn during the approval process prior to approval.
Additional Recirculation Requests	Per request	\$150.00	Exempt	\$150.00	The full base fee will be non-refundable should the application be withdrawn during the approval process prior to approval.

#### **Joint Applications**

<b>Service</b>	<b>Service Unit</b>	<b>Base</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
County Official Plan Amendment and Zoning By-Law Amendment	Per application	\$4,200 plus full cost recovery	Exempt	\$4,200 plus full cost recovery	\$1,000 non-refundable base fee if application is withdrawn during approval process prior to approval.
County Official Plan Amendment and Consent	Per application	\$4,500 plus full cost recovery	Exempt	\$4,500 plus full cost recovery	\$1,000 non-refundable base fee if application is withdrawn during approval process prior to approval.
County Official Plan Amendment and Local Official Plan Amendment	Per application	\$5,300 plus full cost recovery	Exempt	\$5,300 plus full cost recovery	\$1,000 non-refundable base fee if application is withdrawn during approval process prior to approval.
County Official Plan Amendment, Local Official Plan Amendment and Zoning By-Law Amendment	Per application	\$5,600 plus full cost recovery	Exempt	\$5,600 plus full cost recovery	\$1,000 non-refundable base fee if application is withdrawn during approval process prior to approval.
County Official Plan Amendment and Local Official Plan Amendment and Consent	Per application	\$5,900 plus full cost recovery	Exempt	\$5,900 plus full cost recovery	\$1,000 non-refundable base fee if application is withdrawn during approval process prior to approval.
County Official Plan Amendment, Local Official Plan Amendment and Consent and Zoning By-Law Amendment	Per application	\$6,200 plus full cost recovery	Exempt	\$6,200 plus full cost recovery	\$1,000 non-refundable base fee if application is withdrawn during approval process prior to approval.

<b>Service</b>	<b>Service Unit</b>	<b>Base</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Local Official Plan Amendment and Zoning By-Law Amendment	Per application	\$1,400 plus full cost recovery	Exempt	\$1,400 plus full cost recovery	\$500 non-refundable base fee if application is withdrawn during approval process prior to approval.
Local Official Plan Amendment and Consent	Per application	\$1,600 plus full cost recovery	Exempt	\$1,600 plus full cost recovery	\$500 non-refundable base fee if application is withdrawn during approval process prior to approval.
Local Official Plan Amendment and Consent and Zoning By-law Amendment	Per application	\$1,800 plus full cost recovery	Exempt	\$1,800 plus full cost recovery	\$500 non-refundable base fee if application is withdrawn during approval process prior to approval.
Local Official Plan Amendment and Site Plan and Zoning By-law Amendment	Per application	\$1,800 plus full cost recovery	Exempt	\$1,800 plus full cost recovery	\$500 non-refundable base fee if application is withdrawn during approval process prior to approval.
Consent and Zoning By-law amendment	Per application	\$700.00 plus full cost recovery	Exempt	\$700.00 plus full cost recovery	\$250 non-refundable base fee if application is withdrawn during approval process prior to approval.
Zoning By-Law Amendment and Site Plan	Per application	\$700 plus full cost recovery	Exempt	\$700 plus full cost recovery	\$250 non-refundable base fee if application is withdrawn during approval process prior to approval.
Additional Recirculation Requests	Per request	\$500	Exempt	\$500	The full base fee will be non-refundable should the application be withdrawn during the approval process prior to approval.

Note(s):

- Legislative Authority -Section 69 of the Planning Act, R.S.O. 1990, as amended.
- The full cost recovery element of the fee by-law relates to peer review services required for planning applications., which may include, but are not limited to, Environmental Impact Studies (EIS), Archaeological Impact Studies, and other studies that require peer review services.

**Schedule 'J' to By-Law 2026-03****Administrative Services****Prints**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Museum or Courthouse	Per print	\$75.00	Taxable	\$84.75	-

**Photocopying**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Black and white, letter or legal size	Per page	\$0.50	Taxable	\$0.57	Fee applied to over 10 pages
Black and white, tabloid/11x17 size	Per page	\$1.00	Taxable	\$1.13	Fee applied to over 10 pages
Colour, letter or legal size	Per page	\$1.00	Taxable	\$1.13	Fee applied to over 10 pages
Colour, tabloid/11x17 size	Per page	\$2.00	Taxable	\$2.26	Fee applied to over 10 pages

**Meeting Room and Courtroom Rentals**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Full day rental – non-profit/government	Per rental	\$90.00	Taxable	\$101.70	Agencies that are coordinating programming within the County of Dufferin and undertake activities that support core services may have the use of the meeting rooms at no charge.
Half day rental (3 hours) – non-profit/government	Per rental	\$50.00	Taxable	\$56.50	Agencies that are coordinating programming within the County of Dufferin and undertake activities that support core services may have the use of the meeting rooms at no charge.
Courtroom #103 rental	Per day	\$1,000.00	Taxable	\$1,130.00	Court room rental is only available to the Ministry of the Attorney General.
Courtroom #104 rental	Per day	\$750.00	Taxable	\$847.50	Court room rental is only available to the Ministry of the Attorney General.

**Maps**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Base Map (24" x 36")	Per map	\$10.00	Taxable	\$11.30	Payment required in advance
Large Base Map (36" x 42")	Per map	\$12.00	Taxable	\$13.56	Payment required in advance
Map Book	Per map	\$10.00	Taxable	\$11.30	-
Customization of maps and digital information	Per map	Cost plus cost of labour at \$50.00 per hour	Taxable	Base Fee plus HST	Payment required in advance. Cost of labour in line with the Service/Damage Cost Recovery section of by-law
Digital air-photos – Full County Tile	Per tile	\$50.00	Taxable	\$56.50	1,606 tiles total

**Other Administrative Services**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Item returned by Financial Institution (N.S.F.)	Per item	\$50.00	Exempt	\$50.00	Not applicable to any social service provided by the County, such as Housing, Dufferin Oaks, Community Support Services, Ontario Works, or Early Years and Child Care.
Freedom of Information Request	Per request	In accordance with legislation	-	-	-
Certificates for birthday and anniversaries	Per certificate	No charge	N/A	No charge	-
Commissioner of Oath (non-resident)	Per document	\$44.25	Taxable	\$50.00	-
Commissioner of Oath (non-resident)	Additional Document	\$17.70	Taxable	\$20.00	-
Commissioner of Oath (resident)	Per document	\$17.70	Taxable	\$20.00	-
Commissioner of Oath (resident)	Additional Document	\$8.85	Taxable	\$10.00	-
Commissioner of Oath (pension documents)	Per document	No charge	N/A	No charge	-
Canada Post fee for mailing document	Per order	\$2.25	Taxable	\$2.54	-

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Special Event Emergency Plan Review for small event	Per plan	\$250.00	Exempt	\$250.00	Includes up to 3 hours of review
Special Event Emergency Plan Review for large event	Per plan	\$700.00	Exempt	\$700.00	Includes up to 6 hours of review. Additional \$100.00 per hour for any time over 6 hours.

#### **Electric Vehicle Charging Stations**

<b>Service</b>	<b>Service Unit</b>	<b>Base Fee</b>	<b>HST Status</b>	<b>Fee Inclusive of HST</b>	<b>Notes</b>
Level-2 Stations	Per hour plugged in	\$1.77	Taxable	\$2.00	Applies while plugged in – both charging and when vehicle is fully charged.
Level-3 Stations	Per hour plugged in	\$8.85	Taxable	\$10.00	Applies while plugged in – both charging and when vehicle is fully charged.