



**The Corporation of the Township of Adjala-Tosorontio**

**By-law 2024-012  
(Consolidated – as amended)**

**FEES AND CHARGES BY-LAW**

**A By-law to Establish Fees and Charges to be Collected by the Corporation of the Township of Adjala-Tosorontio and to Repeal By-law 2023-39**

<b>Consolidation</b>		
Amendment No. 1	By-law 2024-027	April 10, 2024
Amendment No. 2	By-law 2024-064	October 9, 2024

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The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

	2024 Fees
<b>ADMINISTRATION</b>	
<b>General Administration Fees</b>	
Township Pins	\$1.00
Facsimile services – each page	\$1.00
NSF Cheque	\$35.00
Sewage Disposal System record search fee and/or letter	\$75.00
<b>Photocopying</b>	
Black & White – letter – per page	\$0.25
Black & White – legal – per page	\$0.30
Black & White – ledger – per page	\$0.35
Colour – letter – per page	\$0.35
Colour – legal – per page	\$0.40
Colour – ledger – per page	\$0.45
Official Plan Schedules – ledger size – per page	\$0.35
Per Agenda Package	\$25.00
<b>Certifying and Commissioning</b>	
Certifying true document – per document	\$20.00
Commissioning of Oath – per document	\$20.00
Commissioning of pension document	N/C
<b>Marriage Services</b>	
Marriage Licence	\$115.00
Marriage Ceremony	\$300.00*
Staff Witness	\$25.00/ea.
<b>Fence Viewers</b>	
Application under Line Fences Act	\$200.00
<b>Freedom of Information – As legislated by MFIPPA</b>	
Application Fee	\$5.00
Search time – per 15 minutes (for General Info Reg only)	\$7.50
Preparation of records for disclosure – per 15 minutes (for General info Reg)	\$7.50
Computer Programming – per 15 minutes (for General info Reg)	\$7.50
Copies – per page	\$0.20
USB – each	\$10.00
Other Invoiced Costs	As per Invoice
<b>Lottery Licences</b>	
Raffle	3% of prize value
Breakaway – per deal	3% of prize value
Bingo (per event)	3% of prize value
Raffle: for Max Prize of \$1,000	N/A
Raffle: over \$1,000	N/A
Nevada	3% of prize value
<b>FINANCE</b>	
<b>Maps</b>	
Township of Adjala-Tosorontio Map	\$7.00*
Zoning By-law Map – ledger size – per page	\$0.35*
Special mapping – ledger size – per page	\$0.35*
<b>Tax Collection</b>	
Municipal tax sales – process and documents – per tax roll at full cost recovery	Costs
Tax certificate	\$50.00
Taxation search fee – per property	\$50.00

\*HST Applicable

**The Corporation of the Township of Adjala-Tosorontio 2024 User Fees**

	<b>2024 Fees</b>
Returned cheque (NSF/Account Closed/ etc)	\$35.00
Search of tax assessment rolls to provide information in respect of ownership and tax statues – per letter	\$10.00
Administrative Fee (charges added to Tax Roll)	\$35.00
<b>PARKS AND RECREATION</b>	
<b>Facility Rentals</b>	
<b>Municipal Centre Public Room</b>	
Resident – 3 hours or less – per event weekend	\$40.00*
Resident - maximum 7 hours - per event weekday	\$90.00*
Resident – 3 hours or less – per event weekend	\$50.00*
Resident - maximum 7 hours - per event weekend	\$120.00*
Non-Resident – 3 hours or less – per event weekday	\$75.00*
Non-Resident - maximum 7 hours - per event weekday	\$150.00*
Non-Resident – 3 hours or less – per event weekend	\$100.00*
Non-Resident - maximum 7 hours - per event weekend	\$175.00*
Commercial - maximum 7 hours - per event weekday	\$150.00*
Commercial - maximum 7 hours - per event weekend	\$200.00*
Reg. Charitable Organization based within the Township - 12 free uses weekday/weekend	N/C
After 12 uses - per event	\$25.00*
Reg. Charitable Organization based outside the Township - per event weekday/weekend	\$35.00*
<b>Gazebo (Includes use of two junior soccer fields)</b>	
Resident – 2 hours or less – per event weekend/weekend	\$20.00*
Resident - maximum 5 hours - per event weekday/weekend	\$50.00*
Non-Resident – 2 hour or less – per event weekday/weekend	\$25.00*
Non-Resident - maximum 5 hours - per event weekday/weekend	\$75.00*
Commercial - maximum 5 hours - per event weekday/weekend	\$100.00*
Reg. Charitable Organization based within the Township - 12 free uses weekday/weekend	N/C
After 12 uses - per event	\$15.00*
Reg. Charitable Organization based outside the Township - per event weekday/weekend	\$20.00*
<b>Ball Diamond Rental</b>	
Minor – per hour	\$8.00*
Adult – per hour	\$12.00*
Tournament - per day – minor/adult	\$70.00*
Concession stand - maximum 5 hours - per event	\$20.00*
Concession stand - per Tournament day	\$25.00*
Porto let - per day	At cost
<b>Soccer Field Rental</b>	
Minor – per hour	\$8.00*
Adult – per hour	\$12.00*
Tournament - per day – minor/adult	\$70.00*
Porto let - per day	At cost
<b>PUBLIC WORKS</b>	
<b>Entrances</b>	
Residential Entrance - permits with culvert (installed by owner)	\$250.00
Residential Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00
Residential Entrance - permits no culvert	\$250.00
Commercial Entrance - permits with culvert (installed by owner)	\$350.00
Commercial Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00
Commercial Entrance - permits no culvert	\$350.00
Fill Entrance - permits (installed by owner, if necessary)	\$500.00
Fill Entrance - deposit refundable to current owner upon final acceptance	\$2,000.00

\*HST Applicable

**The Corporation of the Township of Adjala-Tosorontio 2024 User Fees**

	<b>2024 Fees</b>
<b>General Public Works Fees</b>	
Road occupancy permit fee + \$2,000 Deposit	\$200.00
Road cut - permits plus costs + \$2,000 Deposit	\$400.00
Oversized load permit	\$200.00
Public Works and Engineering Compliance Letter	\$200.00
Legal documentation for lifting .3m reserve for private purposes	\$500.00
Public Works reoverable per hour time and materials in accordance with 127 rates as per amended Ministry of Transportation current Ontario Provincial standard specifications, plus municipal costs	Cost + 10%
<b>Municipal Numbering</b>	
Purchase of a municipal number sign	\$40.00
Purchase of a post	\$25.00
Installation only	\$125.00
Installation of sign, plus all material (sign & post)	\$190.00
<b>Equipment</b>	
Dump truck - t1 - per hour	\$110.00
Dump truck - t10 - per hour	\$110.00
Dump truck - t11 - per hour	\$110.00
Dump truck - t12 - per hour	\$110.00
Dump truck - t13 - per hour	\$110.00
Dump truck - t14 - per hour	\$110.00
Dump truck - t15 - per hour	\$110.00
Dump truck - t16 - per hour	\$110.00
Dump truck - t17 - per hour	\$110.00
Dump truck - t18 - per hour	\$110.00
1 ton (s) - d1 - per hour	\$44.00
1 ton (s) - d3 - per hour	\$110.00
1/2 ton - p4 - per hour	\$40.00
1/2 ton - p1 - per hour	\$40.00
4x4 - p2 - per hour	\$40.00
3/4 ton (s) - p5 - per hour	\$42.00
3/4 ton (n) - p6 - per hour	\$42.00
3/4 ton - p8 - per hour	\$42.00
Culvert trailer - per hour	\$29.00
Farm tractor - per hour	\$89.00
Brusher - per hour	\$34.00
Backhoe (s) - per hour	\$97.00
Backhoe (n) - per hour	\$97.00
Grader (n) - per hour	\$318.00
Grader (s) - per hour	\$318.00
Loader (s) - per hour	\$100.00
Loader (n) - per hour	\$100.00
Flail mower - per hour	\$19.00
Sweepster - Per Hour	\$17.00
Chain saws - Per Hour	\$4.00
Hot Box - Per Hour	\$36.00
Quick cut - Per Hour	\$4.00
Signs - Per Hour	\$2.00
Closure barriers - Per Hour	\$4.00
Sign trailers - Per Hour	\$12.00
<b>Man Hours</b>	
Labour - Per Hour	\$49.00
Operator - Per Hour	\$51.00
Lead hand - Per Hour	\$52.00
Foreman - Per Hour	\$54.00
Supervisor - Per Hour	\$58.00

\*HST Applicable

**The Corporation of the Township of Adjala-Tosorontio 2024 User Fees**

	<b>2024 Fees</b>
<b>Site Alteration and Fill Permit</b>	
<b>Minor (Up to 300m3)</b>	
Application	\$1,000.00 + \$2.00/m3
Permit Amendment	\$500.00
Plans & Reports Review	\$500.00
Security Deposit for Review	\$1,500.00
Permit Renewal/Extension	\$500.00 + \$2.00/m3
<b>Major (Above 300m3)</b>	
Application	\$2,000.00 + \$2.00/m3
Permit Amendment	\$1,000.00
Plans & Reports Review	\$1,000.00
Security Deposit for Review	\$5,000.00
Permit Renewal/Extension	\$1,000.00 + \$2.00/m3
Site Alteration & Fill Management Plan Amendment	\$500.00
Site Alteration & Fill Agreement	\$2,000.00
Site Alteration & Fill Agreement Deposit Site	\$5,000.00
Alteration & Fill Agreement Amendment	\$1,000.00
Release of Agreement	\$500.00
<b>Agricultural</b>	
Application	\$1,500.00 + \$2.00/m3
Permit Amendment	\$500.00
Plans & Reports Review	\$500.00
Security Deposit for Review	\$1,500.00
Permit Renewal/Extension	\$750.00 + \$2.00/m3
<b>Other</b>	
Security Deposit (Roads)	As Determine by Township Engineer
Pre-Consultation	\$250.00
Consultant/Legal Fees	Cost + 15% Administration Fee
Extra Inspections	\$150.00
Consultant Inspections	Cost + 15% Administration Fee
Transfer of Permit	\$500.00
Issuance/Removal of Stop Work Order	\$250.00
<b>Fill Permit Site Plan</b>	
Site plan review (1 review assumed)	\$100.00
Site inspection (minimum 2 required at \$75.00 – per inspection)	\$150.00
Security – minimum deposit	\$1,000.00
<b>BY-LAW AND ENFORCEMENT</b>	
<b>By-Law Complaint/Compliance Visits</b>	
First visit will be subject to investigation and recommendations (if warranted)	Notice/Orders
Second visit per complaint (if compliance not obtained)	\$150.00
Third visit per complaint	\$150.00
Each subsequent visit per complaint	\$150.00
<b>Property Standards Bylaw</b>	
Property Standards Order Appeal Fee	\$250.00
<b>Sign Permit</b>	
Up to 32 sq. ft.	\$100.00
Up to 64 sq. ft	\$175.00
Over 64 sq. ft., plus applicable building permit fee	\$250.00

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**The Corporation of the Township of Adjala-Tosorontio 2024 User Fees**

	<b>2024 Fees</b>
<b>Sign Non-Compliance</b>	
Monthly fee for signs that require a permit that are erected without the issuance of a permit, charged until compliance is met.	
Up to 32 sq. ft.	\$500.00
Up to 64 sq. ft.	\$750.00
Over 64 sq. ft.	\$1,500.00
<b>Annual Licence Fees</b>	
Refreshment vehicle and/or catering truck	\$250.00
<b>Kennel License</b>	
Class 1 Application Fee	\$200.00
Class 1 Annual Renewal	\$100.00
Class 2 Application Fee	\$200.00
Class 2 Annual Renewal	\$100.00
<b>Dog Licensing</b>	
Annual Fee for Licensing Dogs	
Neutered/spayed prior to and including March 31st	\$22.00
Intact prior to and including March 31st	\$35.00
Neutered/spayed as of April 1st	\$40.00
Intact as of April 1st	\$50.00
Replacement dog tag (picked up at Municipal Office)	\$0.50
Assistance Dogs and Livestock Protection Dogs	N/C
Surcharge to cover mailing cost	\$2.00
Online purchase – at the above rates	See above
Failure to Obtain Dog Licence	\$100.00
<b>Annual Fee for Licensing Dangerous Dogs</b>	
Neutered/spayed	\$250.00
Intact	\$350.00
Failure to Obtain Dangerous Dog License	\$350.00
Dangerous Dog/Notice to Muzzle Order Appeal Fee	\$250.00
<b>Dog Handling Fees</b> (payable by owner at the time of pickup of dog from Township Canine Control Contractor)	
First time dog is seized - Licensed	\$50.00
First time dog is seized - Unlicensed	\$75.00
Second time dog is seized	\$200.00
Third and subsequent time(s) dog is seized	\$300.00
Note: Plus actual costs incurred by the Township Canine Control Contractor	
<b>Poundage Fees</b> (payable by owner at the time of pickup of livestock from Pound keeper)	
Administration Fee	\$25.00
Bulls & Stallions over 12 months per animal per day	\$30.00
All other Cattle/Horses	\$30.00
Sheep, Goats, Board or other Pigs, Rams	\$15.00
Geese or Other Poultry	\$5.00
Pick up of livestock on public property – min. fee up to and including the first three (3) hours, **plus mileage**	\$150.00
<b>Swimming Pool Fencing Permit</b>	
Fence for Swimming Pool	\$250.00
<b>Source Water Protection</b>	
Each property on municipal water will be issued a flat fee for septic system inspections which will be added to the third quarter water billing	\$15.00

[Amended by By-law 2024-064]

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**The Corporation of the Township of Adjala-Tosorontio 2024 User Fees**

	<b>2024 Fees</b>
Review and approve the Risk Management Plan Submitted by resident, per hour	\$100.00
Develop Risk Management Plan, per hour	\$100.00
Enforcement of Risk Management Plan, per hour plus all legal and other costs	\$100.00
Inspection of Septic Systems not billed within the Municipal Water systems	\$100.00
Inspection for Compliance with Risk Management Plan or to investigate a potential threat	\$150.00
<b>WATER FEES</b>	
Water on	\$50.00
Water off	\$50.00
After hours water on/off	\$228.00
Supply water to builders on a temporary permit basis per lot/dwelling	\$250.00
Inspection of Existing services	\$75.00
Water Connection Fee (New Service or after decommissioning)	\$6,326.47
Water Inspection Fee (New Service)	\$80.00
Hydrant connection (Bulk Water) per connection charge plus total cubic meter usage rate	\$250.00
Non-Metered Monthly Water Fee	\$250.00
<b>Meter Packages</b>	
5/8" x 3/4" Meter Pkg	\$737.00
1 " meters or larger = quote required (supplier cost + 10 % admin fee)	Quote required
Single meter components = quote required (supplier cost + 10% admin fee)	Quote required
<b>Water Financial</b>	
Water Certificate/final meter reading request	\$40.00
Returned cheque (NSF/Account Closed/ etc.)	\$35.00
Water payment is not received by the due date; the Township shall charge a penalty of five per cent (5%) on accounts not paid by the due date	
<b>SEWER FEES</b>	
Sewer reconnection due to disconnection of services	\$50.00
Sewer Inspection Fee (New Service)	\$80.00
Sewer Connection Fee (New Service or after decommissioning) area specific: Everett	\$16,359.51
Sewer Connection Fee (New Service or after decommissioning) area specific: Colgan	\$23,697.48
<b>FIRE SERVICES</b>	
<b>Fire Inspections &amp; Permits</b>	
<b>Paid Inspections Commercial (Group A,D, &amp; E Occupancy)</b>	
Inspect base building or one occupancy plus common elements up to 10,000 sq. ft (929 sq. M.) – per hour inspect	\$75.00
Each additional 3000 sq. ft. (279 sq. M.) – per hour	\$75.00
Inspect each occupancy in addition to base building – per hour	\$75.00
Repeat follow-up inspections on a violation – per hour	\$75.00
<b>Paid Inspections Industrial (Group F Occupancy)</b>	
Inspect base building or one occupant up to 10,000 sq. ft, (929 sq. M.) – per hour	\$75.00
Inspect base building or one occupant & common elements – per hour	\$75.00
Inspect each tenant/occupant in addition to base building – per hour	\$75.00
Inspect Base Building or One Occupant up to 10,000 sq. ft. (929 sq. M.)	
Inspect base building or one occupant & common elements first 10,000 sq. ft. (929 sq. M.) – per hour	\$75.00
Inspect each additional 3000 sq. ft. (279 sq. M.) – per hour	\$75.00
Repeat follow-up inspections on a violation – per hour	\$75.00
<b>Paid Inspections Residential (Group C)</b>	
Daycare, Group Home, Single Family Residence, PLASP, 1 to 2 floors – per hour	\$75.00
Multi-Tenant Low Rise – 3 to 6 floors – per hour	\$75.00
Inspect base building – per hour	\$75.00

[Amended by By-law 2024-027]

\*HST Applicable

**The Corporation of the Township of Adjala-Tosorontio 2024 User Fees**

	<b>2024 Fees</b>
Inspect each tenant/occupant/apartment – per hour	\$75.00
<b>General Fire Fees</b>	
Fire Route Application	\$75.00
Outdoor functions: Weddings, Special Events – per address	\$75.00
Permit to light a fire	\$20.00
Large Burn Inspection	N/C
Permit for Outdoor Wood Burning Appliance	\$200.00
Marijuana Grow-op Investigation and Compliance Inspections – per address – per hour	\$75.00
Propane Licence application Review – per hour	\$75.00
Fire Extinguisher training – per hour	\$75.00
Inquiries for reports pertaining to emergency responses and/or information relating to emergency calls	\$75.00
File Search/Fire Reports information – per address	\$75.00
Posting of licence	\$75.00
<b>EMERGENCY RESPONSES</b>	
<b>1. For responding to nuisance false alarms</b>	
a. First false alarm in any calendar year will be subject to investigation and recommendations	N/C
b. Second fire alarm in any calendar year	\$649.00
c. Third & subsequent false alarms in any calendar year – per vehicle – per hour	\$649.00
d. For each additional one – half hour or part thereof	\$324.50
<b>2. For responding to false alarms occurring as a result of work being performed on a first alarm system or emergency system</b>	
a. First false alarm in any calendar year will be subject to investigation and recommendations	N/C
b. Second fire alarm in any calendar year	\$649.00
c. Third & subsequent false alarms in any calendar year – per vehicle – per hour	\$649.00
d. For each additional one – half hour or pat thereof	\$324.50
<b>3. For responding to false alarms occurring as a result of a malicious act</b>	
a. First & second false alarm in any calendar year will be subject to investigation and recommendations	N/C
b. Third & subsequent false alarms in any calendar year – per vehicle – per hour	\$649.00
c. For each additional one – half hour or pat thereof	\$324.50
<b>4. For attending at the scene of a motor vehicle accident or at the scene of a motor vehicle fire and providing firefighting or other emergency services</b>	
a. For the first hour – per vehicle – per hour	\$649.00
b. For each additional one – half hour or part thereof	\$324.50
c. Motor Vehicle Accident – MTO ARIS charge for the each plate abstract request	\$15.00
<b>5. For responding to a fire control by-law violation or complaint</b>	
a. First response in any calendar year will be subject to an investigation by the fire department. The content of the fire control by-law and permit will be reviews with the owner/tenant or person in charge of the fire. The possible offense, penalties, and response fees will be discussed with the owner/tenant or persons in charge	Charged upon the discretion of the Fire Chief or Designate
b. For each subsequent response in any calendar year	
i. For the first hour – per vehicle – per hour	\$649.00
ii. For each additional one – half hour or part thereof	\$324.50
<b>6. For attending a natural gas incident</b>	
Attendance at this type of incident will be at full cost recovery	Cost
<b>7. For attending a fire scene investigation</b>	
Attendance at this type of incident will be at full cost recovery	Cost
<b>8. For attending a hazardous materials incident</b>	
Attendance at this type of incident will be at full cost recovery	Cost

\*HST Applicable



The Corporation of the Township of Adjala-Tosorontio 2024 User Fees

2024 Fees

<b>9. For responding to assistance requests by other agencies</b>	
Attendance at this type of incident will be at full cost recovery	Cost
<b>10. Fire Response Fee – Indemnification Technology</b>	
a. For the first hour – per vehicle – per hour	\$649.00
b. For each additional one-half hour or part thereof	\$324.50
Supply a smoke alarm to ensure an occupancy is protected	\$20.00
Supply a carbon monoxide alarm to ensure an occupancy is protected	\$30.00
Supply a combination carbon monoxide / smoke alarm to ensure an occupancy is protected	\$50.00

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