



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3696-2024**

**A BY-LAW TO ESTABLISH FEES AND CHARGES TO BE COLLECTED BY
VARIOUS MUNICIPAL DEPARTMENTS**

WHEREAS the Municipal Act 2001, SO 2001, c25 (Municipal Act) permits a municipality to pass By-Laws imposing fees and charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS the Planning Act, R.S.O. 1990, as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Building Code Act, 1992, S.O. 1992, as amended, provides that Council may require the payment of fees on applications for an issuance of building permits and prescribing the amounts thereof;

AND WHEREAS the Municipal Act, and the Fire Protection and Prevention Act, 1997, as amended, authorize a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency services program;

AND WHEREAS the Corporation of the Municipality of Augusta has established a Fire Department being the Augusta Fire Rescue to deliver firefighting and related emergency services;

AND WHEREAS there is authorization to add unpaid fees and charges imposed by the Municipality to the tax roll for which the owners are responsible for paying the fees and charges;

AND WHEREAS the Council of the Corporation of the Municipality of Augusta (the Township) deems it expedient to consolidate the fees and charges to be collected by the various Departments;

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the fees and charges for all municipal departments as set out in schedule 'A' attached hereto and forming part of this By-Law are hereby adopted.
- 2. THAT** the Short Title, including any amendment from time to time, for this By-Law shall be Fees and Charges By-Law.
- 3. THAT** the fees established in this By-Law may be adjusted annually using the average of the Consumer Price Index for the 12 month period ending in October up to a maximum of 6%. Any fee adjustment shall be rounded up to the nearest one dollar (\$1.00). If the CPI indicates negative growth, or is insufficient to result in a fee change, the fee shall remain the same. Where there are instances where the fee is not adjusted annually by the Consumer Price Index, composite index in one year, the cumulative adjustment for the past years may be made in future years, as approved by Council through the annual budget process.
- 4. THAT** fees and charges are subject to any adjustment authorized by statute, regulation or By-Law.

5. **THAT** at the discretion of the CAO in consultation with the Department Head, fees may be waived, partially or in full, or adjusted to recover at a minimum, respective service, administration, and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
6. **THAT** any portion of a fee that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% (15% per annum) after thirty (30) days and each month thereafter until such fee is paid in full.
7. **THAT** this By-Law may be enforced by every municipal By-Law Enforcement Officer and Police Officer.
8. **THAT** it is an offence for a person to contravene any provision of this By-Law, and every person who contravenes this By-Law is guilty of an offence and, on conviction, is liable to a fine in accordance with the provisions of the Provincial Offences Act and to any other applicable penalty.
9. **THAT** any fee or charges that are owing to the Township and that are unpaid, are debt to the Township and together with all interest and penalties accrued thereupon, may be collected in the same manner as municipal taxes and added to the tax roll, which the owners are responsible for paying.
10. **THAT** where this By-Law established a fee or charge that also exists in another By-Law that predates the effective date of this By-Law, the fee and charge in this By-Law shall be the applicable fee and charge and the other By-Law is effectively amended.
11. **THAT** By-Law 3164-2015 is hereby repealed.
12. **THAT** the Clerk or designate are hereby authorized to amend, from time to time the schedule of fees to add new fees and charges approved by Council resolution or delete fees no longer applicable and make the CPI increase adjustments.
13. **THAT** This By-law shall be reviewed by Council at least once every term of Council.
14. **THAT** in the event that any particular provision or provisions or part of a provision in this By-Law is found to be void, voidable or unenforceable for any reason whatsoever, then the particular provision or provisions or part of the particular provision shall be deemed severed from the remainder of this By-Law and all other provisions shall remain in full force.
15. **THAT** this By-Law is in full force on March 11, 2024.

READ a first, second, and third time and finally passed this 11th day of March, 2024


MAYOR


CLERK

**SCHEDULE A
FEES AND CHARGES**

Additional Costs: The fees listed in this By-Law are in addition to any costs incurred by the Township, which costs may be payable in addition to the fees set out in the By-Law.

Cost recovery fee for services and materials expended by the Township in carrying out the requirements of a Notice, Order, written correspondence in whole or in part, or in part, or cost incurred as necessary for By-Law Enforcement Officers to remediate or take necessary enforcement action to obtain compliance for services are in addition to any costs incurred by the Township, plus a 15% Administrative fee to cover staff time.

Fines are in addition to any fees as listed in associated By-Laws.

CORPORATE

ITEM	FEE	PROPOSED	NOTES
Commissioner of Oath		\$5.00, plus \$1.00 for each additional page	Fee waived for pension records
Lottery Licences	3% of total prize amount	3% of total prize amount	\$25 minimum
Photocopies		.20 cents per page	For 5 or more pages
Faxing		\$1 for first page, plus \$0.50 each additional page	
Copy of Zoning By-Law		\$30.00	
Copy of Official Plan		\$20.00	
Research Request		\$30.00/hour	
Marriage Licence	\$125.00	\$125.00	By-Law 3629-2023
Officiant Services	\$300.00	\$300.00	\$100 of fee to Township plus, mileage if applicable. By-Law 3629-2023
Wedding Rehearsal	\$75.00	\$75.00	
Noise Exemption Application	\$25.00	\$25.00	Per event
Auctioneer Licence	\$100.00	\$100.00	
Wrecking Yard Licence	\$100.00	\$100.00	
MFIPPA Requests	\$5.00	\$5.00	Plus, cost recovery allowable under the MFIPPA
Augusta Motorsport Park Special Event Licence	\$250/event	\$250/event	
Seasonal Special Events License	\$250/event	\$250/event	waived with Council approval for not-for-profit events.
Short Term Rental Licence		\$500.00/year	
Livestock Evaluators	\$100.00/Trip	\$100.00/trip	
Fence Viewing	\$330.00	\$100/trip/viewer, plus \$200 admin fee	
Misc Public Notices		Cost Recovery	

FINANCE

ITEM	FEE	PROPOSED	NOTES
Tax Certificates	\$50.00	\$50.00	
Tax Certificates same day		\$75.00	
Tax Statements/Ledger per year	\$0	\$5.00	Waived for rate payers on Pre-Authorized Payment and Mortgage Plans
NSF cheques	\$0	\$45.00	
Duplicate Tax Bill	\$0	\$5.00	
Tax Sale Administration Fee	\$0	\$500.00	
Tax Sale Extension Agreement	\$0	\$150.00	

OPERATIONS

ITEM	FEE	PROPOSED	NOTES
Entrance/Culverts Permits	\$100.00 application fee plus cost recover of culvert	\$125.00	If culvert request refused, money refunded less \$50 admin fee
Civic number sign replacement	\$25.00	\$30.00	
Civic number signpost replacement	\$25.00	\$30.00	Includes installation
New Civic Number Request		\$125.00	Includes installation
Civic number sign Emily 911		\$60.00	
Infill Application	\$100.00	\$125.00	
Topsoil Removal	\$100.00	\$625.00	\$125.00, plus 4 inspections as per excess soil regulation
Spill Clean Up		\$250/hour	Plus, 15% admin fee

WASTE MANAGEMENT

Fees as per waste management contract.

PARKS AND RECREATION FEES:

As per individual recreation centres payment structure.

BY-LAW ENFORCEMENT

ITEM	FEE	PROPOSED	NOTES
Additional Inspections	\$75.00 per hour per inspector each additional inspection	\$75.00 per hour per inspector each additional inspection	Secondary inspections due to non-compliance
Dog Tags/License	\$15.00, plus \$2.00 for mailing if purchased online	Same	Before last business day of March or new dog/puppy. Service animal or working dog free with proof
Dog Tags/Licence	\$30.00	Same	After last business day in March
Replacement Dog Tag	\$5.00	Same	
Aggressive Dog Licence	\$150.00	Same	
Kennel Licence – Small	\$75.00	Same	Before last business day of March
Kennel Licence – Large	\$130.00	Same	Before last business day of March
Kennel Licence – Small	\$100.00	Same	Purchased after last business day in March
Kennel licence – Large	\$220.00	Same	Purchased after last business day in March
Vet Fees		Cost recovery	Plus, 15% admin fee
Legal Fees		Cost Recovery, plus 15% Admin fee.	Legal fees expended by the Township as a result of enforcement

BUILDING

ITEM	FEE	PROPOSED	NOTES
Compliance Letter	\$100.00	\$100.00	
Fast Tracked Compliance Letter		\$150.00	Within 48 hours
Occupancy Permit, (new construction)	\$95.00	\$95.00	
Residential Buildings	\$1.00/sq ft	1.00/sq ft	
Partially finished basement, non-living space	\$.85/sq ft	\$.85/sq ft	Excludes building services mechanical area
Accessory Buildings	\$.50/sq ft	\$.50/sq ft	
Solar Panels	\$.30/sq ft	\$.30/sq ft	Plus, engineering report on structural adequacy of building.
Designated Structures	\$10.00 per \$1,000.00 of evaluation cost	\$10.00 per \$1,000.00 of evaluation cost	
Agricultural Use Structures	\$.25/sq ft	\$.25/sq ft	Max. \$750.00 Building up to 20,000 sq ft
Agriculture Use Structures		\$.05/sq ft	Building over 20,000 sq ft
Commercial/Industrial	\$.40/sq ft	\$.40/sq ft	
Demolition Permit	\$110.00	\$110.00	
Pool Permits	\$75.00	\$95.00	Pool only
Tents		\$95.00	Greater than 646 sq ft
Decks, pool decks, porches, gazebos	\$.50/sq ft	\$.50/sq ft	
Plumbing	\$11.00/fixture	\$11.00/fixture	
Woodstove permits	\$75.00	\$95.00	Does not include WETT
Conditional Permit	\$110.00	\$110.00	
Re-inspections/Plan re-examination	\$85.00	\$95.00	2nd + inspections/ 2nd + examinations
Change of use permit	\$.35/sq ft	\$.35/sq ft	
Transfer or Renewal permit	\$95.00	\$95.00	With no changes
Insulation/vapour barrier retrofit	\$95.00	\$95.00	
Hydronic heating or Radon Piping	\$95.00	\$95.00	
Misc. inspections	\$85.00	\$95.00	
Revision permit	\$95.00	\$95.00	Based on new construction fees or min amount.
Revocation of Permit		65% of permit value	Minimum \$95
Building without a permit	Double the cost of the permit	Double the cost of the Permit	
Refundable deposit, new residential	\$500.00	\$500.00	After final inspection Deductions may apply
Non-refundable deposit	\$95.00	\$95.00	Applied to permit cost
Orders issued under the Building Code Act		\$250.00	
Inspections required beyond two years from date of permit issuance		\$250.00	
Alternative Solutions		\$1,000.00	Plus, any third-party review costs.

Minimum fee \$95.00

The amount of fees that may be refunded shall be a percentage of the fees payable under this by-law, as follows:

- (a) 80% of the fees if administrative functions only have been performed;
- (b) 70% of the fees if administrative and zoning functions only have been performed;
- (c) 45% of the fees if administrative, zoning and plan examination functions have been performed;
- (d) 35% of the fees if the permit had been issued and no field inspections have been performed subsequent to permit issuance;
- (e) 5% of the fees shall additionally be deducted for each field inspections have been performed after the permit has been issued;
- (f) Notwithstanding Section 1 above, no refund shall be made of an amount less than \$25.00;
- (g) Refunds shall not be granted unless the owner requests a refund in writing to the CBO within six (6) months of issue of the permit; and
- (h) Requests for partial refunds due to changes in the estimated construction values must be submitted in writing to the CBO within six (6) months of substantial completion of the project.

FIRE AND EMERGENCY SERVICES

Emergency Response

ITEM	FEE	PROPOSED	NOTES
Nuisance False Alarms for All Properties excluding incorporated not-for-profit and registered charitable organizations	\$300.00 for Third and subsequent false alarm in one calendar year	For third and subsequent false alarms, Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	
Nuisance False Alarms for incorporated not-for-profit and registered charitable organizations	\$100.00 for third and subsequent false alarm in one calendar year	Same	
For attending at the scene of a motor vehicle accident and/or fire and providing fire protection services	In accordance with Ministry of Transportation rate for response on Provincial Highways	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	No longer excludes Augusta landowners
For attending at the scene of a motor vehicle accident, motor vehicle fire or any other emergency caused by the traveling public on Highway	In accordance with Ministry of Transportation rate for response on Provincial Highways	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	
For attending a property for a natural gas incident response, when a natural gas line locate was not completed, or the locate was not followed	In accordance with Ministry of Transportation rate for response on Provincial Highways	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	
Any Open Burning which in the opinion of the Augusta Fire Rescue member in charge, requires extinguishment due safety concerns, not having a valid Burn Permit or not following set rules on the Burn permit and Augusta Fire Rescue provides Fire Protection Services, per Augusta Fire Rescue vehicle cost	In accordance with Ministry of Transportation rate for response on Provincial Highways	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	
Fire watch Services per Augusta Fire Rescue vehicle cost	In accordance with Ministry of Transportation rate for response on Provincial Highways	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	
Extraordinary Expenses - Fee for	In accordance with Ministry of	Ministry of Transportation rate for response on	

retaining a private contractor, rent/contract special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, investigate or otherwise control and eliminate an emergency	Transportation rate for response on Provincial Highways	Provincial Highways, per Township owned vehicle, per hour or part thereof and actual cost for all consumable materials.	
Extraordinary Expenses - Fee for responding to a property that is being used for the illegal manufacture, cultivation, trade or distribution of a controlled substance	In accordance with Ministry of Transportation rate for response on Provincial Highways	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof and actual cost for all consumable materials.	
Extraordinary Expenses - Fee for damage or contamination to any equipment or Personal Protective Equipment that require cleaning, decontamination and / or replacement.	Cost Recovery	Same	
Extraordinary Services - Fee for performing security at a scene where Fire Protection Services were performed and must be secured for investigative or safety concerns.	In accordance with Ministry of Transportation rate for response on Provincial Highways	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	
Extraordinary Services - Fee retain specialized services offered by private contractors or other emergency services in order to provide a Fire Protection Service not offered by Augusta Fire Rescue,	Cost Recovery	Cost Recovery	

Fire Inspection and Permits

Commercial (Group A, D, & E Occupancy) <ul style="list-style-type: none"> To inspect base building and property upon request or valid complaint. 	\$50.00 - \$200.00	\$100.00 per hour, 1 hour minimum	
Industrial (Group F Occupancy) To inspect base building and property upon request or valid complaint.	\$50.00 to \$200.00	\$100.00 per hour, 1 hour minimum	
RESIDENTIAL (GROUP C) To inspect base building and property upon request or valid complaint	\$50.00 to \$200.00	\$100.00 per hour, 1 hour minimum	
Propane License Application Review – per address	\$200.00	\$100.00 per hour, 1 hour minimum	
Liquor Licensing	\$55.00 per hour, 1 hour minimum	\$100.00 per hour, 1 hour minimum	
Special Occasion Permits	\$55.00 per hour, 1 hour minimum	\$100.00 per hour, 1 hour minimum	
Camp Fire Permit for Campsite	\$100.00	\$100.00	
Non-Legislated event standby for Fire Protection Services	In accordance with Ministry of Transportation rate for response on Provincial Highways	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour	
Non-legislative fire safety plan review (reviews that are not required under the Ontario Fire Code)	\$100.00	\$100.00 per hour, 1 hour minimum	

Administrative

Fire and Carbon Monoxide Alarms	Cost Recovery	Cost Recovery	
Fire Agreements	\$55.00 Per hour, 1 hour minimum	\$100.00 per hour, 1 hour minimum	
Reports and file searches – fire reports	\$55.00	\$100.00	
Reports and file searches – fire code compliance letters	\$55.00	\$100.00	
Reports and file searches – response affidavits	\$55.00	\$100	
Attendance at non-valid complaints the charge to the complainant	1st – None 2nd - \$100 3rd and each time after - \$200.00	same	

PLANNING

ITEM	FEE	PROPOSED	NOTES
Zoning/OP Compliance Letter	\$100.00	\$100.00	
Radius List/Property Owner Mailing List		\$100.00	
Minimum Separation Distance (MDS)		\$100.00 for up to four (4) forms, \$200 for five (5) or more forms	Sign off of MDS questionnaires (for severances and building permits)
Pre Consultation Severance entrance inquiry review		\$150.00	\$100.00 for Public Works Site Visit & \$50.00 for Planning Administration
Minor Variance Application or Permission	\$1000.00	\$1000.00	
Zoning By-Law Amendment Application	\$2,000	\$1,500.00 plus \$1,000.00 deposit	\$1,000.00 deposit for newspaper ad for notice requirements, any balance to be refunded to applicant.
Temporary Use By-Law	\$1,000.00	\$1500.00, plus \$1000.00 deposit	\$1,000.00 deposit for newspaper ad notice requirements, any balance to be refunded to applicant.
Removal of Holding Symbol Application	\$500.00	\$500.00	
Official Plan Amendment Application	\$3,000.00	\$2,500.00 plus \$1,000.00 deposit	\$1,000.00 deposit for newspaper ad notice requirements, any balance to be refunded to applicant.
Site Plan/Site Plan Amendments (For Minor Development)	\$750.00	\$750.00	Plus, cost recovery of any required peer-review(s), legal fees and costs for registration of Site Plan Agreement/Amendment on title.
Site Plan/Site Plan Amendment (Major Development)	\$1,500.00	\$1,500.00	Plus, cost recovery of any required peer-review(s), legal fees and costs for registration of Site Plan Agreement/Amendment on title.
Severance/Consent Application	New Lot: \$500.00 new lot Plus \$300.00 for each new lot processed at the same time and on the same lot. Lot Addition, Right-of-Way, Easement: \$500.00 for each application Plus \$300.00 for each application	\$550.00 per lot	Includes Lot additions, right of ways, easements, validations. County and Conservation fees are not included.

	processed at the same time and on the same lot.		
Cash in Lieu of Parkland	\$500.00	\$600.00 or 5% of value of land with appraisal	As per section 42 of Planning Act
Removal of Part Lot Control/Deeming		\$550.00	Plus, legal fee/cost for registration of By-law on Title
Plan of Subdivision Review/Agreement	\$2000.00 per application up to 5 new lots. Plus, an additional fee of \$100.00 per lot, for each lot above 5 new lots.	\$2000.00 per application up to 5 new lots. Plus, an additional fee of \$100.00 per lot, for each lot above 5 new lots.	Plus, cost recovery of any required peer-review(s), legal fees, costs for newspaper notices and registration of Subdivision Agreement on title.
Condominium Plan	\$2000.00 per application up to 5 new units. Plus, an additional fee of \$100.00 per unit, for each lot above 5 new units.	\$2000.00 per application up to 5 new units. Plus, an additional fee of \$100.00 per unit, for each lot above 5 new units.	Plus, cost recovery of any required peer-review(s), legal fees, newspaper notices and costs for registration of Condominium Agreement on title.
Revisions to Planning Application or Plans requiring recirculation		\$100.00	
Condominium Exemption	\$1,500.00	\$1,500.00	
Preparation and/or review, negotiation and attendance upon execution of Development Agreement or Miscellaneous Agreements.		\$750.00	Including: Encroachment & Servicing Agreements, Agreement to fulfill conditions of Council, Committee of Adjustment, and/or OLT decision, and any other planning related agreement the Township required to enter into. Plus, any legal fees/cost for registration of Development Agreement on Title. Legal costs incurred by the Township in the preparation of agreements shall be reimbursed by the proponent as a condition of the agreement in question.
Telecommunications Towers Land Use Reviews	\$1200.00	\$500.00 plus \$100.00 for radius circulation list.	

Renewal Energy Project Less than 10KW		\$100.00	
Renewal Energy Project Between 10KW-1MW		\$100.00	
Renewal Energy Project Over 1 MW		\$2000.00	
Appeals to Ontario Land Tribunal (OLT)	<p>If a matter is appealed to the Ontario Land Tribunal (OLT), by any person other than the applicant, in which the Township has supported the application by the passing of a by-law or has granted approval, the Township will require from the applicant a deposit of \$2000 towards the hearing and the preparation thereof. The applicant will also be responsible for all actual costs (legal, consultant etc.) incurred by the Township at the OLT in support of the application.</p> <p>The applicant is responsible for all legal and other professional fees incurred by the municipality for any and all hearings referenced in Subsection 15. a. The choice of whether to actively participate in the hearing and the use of outside professional services or in-house</p>	<p>If a matter is appealed to the Ontario Land Tribunal (OLT), by any person other than the applicant, in which the Township has supported the application by the passing of a by-law or has granted approval, the Township can require from the applicant a deposit of \$2000 towards the hearing any Township's preparation thereof, if applicable. The applicant will also be responsible for all actual costs (legal, planning consultant, other consultant, etc.) incurred by the Township at the OLT in support of the application.</p> <p>The applicant is responsible for all legal and other professional fees incurred by the municipality for any and all hearings referenced in Subsection 15. a. The choice of whether to actively participate in the hearing and the use of outside professional services or in-house professional services is at the sole and unreviewable discretion of the</p>	

	<p>professional services is at the sole and unreviewable discretion of the Township. The fee for the services of in-house staff is \$500.00 per day or partial day of the hearing.</p>	<p>Township. The fee for the services of in-house staff is \$500.00 per day or partial day of the hearing. The applicant may be directed to provide their own planning and legal representation, in lieu of the Township's involvement.</p>	
Peer Review	<p>Where peer review of technical reports is, in the opinion of the CAO, required for the appropriate review of development applications, a \$1500.00 deposit shall be provided by the applicant with any additional costs to be paid by the applicant prior to the final approval of the application in question.</p>	<p>Where peer review of technical reports is, in the opinion of the CAO or Township Planner, required for the appropriate review of development applications, a \$1500.00 deposit shall be provided by the applicant with any additional costs to be paid by the applicant prior to the final approval of the application in question.</p>	
Legal and Professional Costs		<p>Legal costs incurred by the Township in the preparation of agreements shall be reimbursed by the proponent as a condition of the agreement in question.</p>	<p>Additional fees may include, but are not limited to: Peer review, consultant review, notices, staff time over and above normal expected time, legal fees, engineering, and survey fees. County and Conservation fees are not included.</p>