

**BY-LAW NUMBER 3759-2025**  
**A BY-LAW TO ESTABLISH FEES AND CHARGES TO BE COLLECTED BY VARIOUS**  
**MUNICIPAL DEPARTMENTS**  
**Consolidated Version including Amendments:**  
**3768-2025, passed 03/10/2025**

**Schedule 'A'**

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 cost incurred as necessary 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	NOTES
Auctioneer Licence	\$100.00	
Augusta Motorsport Park Special Event Licence	\$250.00/event	
Commissioner of Oath	\$5.00, plus \$1.00 for each additional page	Fee waived for pension records
Copy of Official Plan	\$21.00	
Copy of Zoning By-Law	\$31.00	
Faxing	\$1.00 for first page, plus \$0.50 each additional page	
Fence Viewing	\$500.00	\$100/trip per viewer (3 viewers required) plus \$200 administration fee
Livestock Evaluators	\$100.00/trip	
Lottery Licences	3% of total prize amount	\$25 minimum
Marriage Licence	\$125.00	
MFIPPA Requests	\$5.00 plus cost recovery allowable under the MFIPPA	
Noise Exemption Application	\$25.00	Per event
Officiant Services	\$300.00	\$100 to Township, \$200 to Officiant
Photocopies	\$0.20 cents per page	For 5 or more pages
Public Notices (Misc.)	Cost Recovery	
Research Request	\$30.00/hour	
Seasonal Special Events License	\$250.00/event	Waived with Council approval for not-for-profit events
Short Term Rental Licence	\$500.00/year	
Wedding Rehearsal	\$75.00	
Wrecking Yard Licence	\$100.00	

## FINANCE

ITEM	FEE	NOTES
Duplicate Tax Bill	\$5.00	
NSF cheques	\$47.00	
Tax Certificates	\$50.00	

Tax Certificates - same day	\$75.00	
Tax Sale Administration Fee	\$520.00	
Tax Sale Extension Agreement	\$156.00	
Tax Statements/Ledger per year	\$5.00	Waived for rate payers on Pre-Authorized Payment and Mortgage Plans

## OPERATIONS

ITEM	FEE	NOTES
Civic Number Request - New	\$125.00	Includes installation
Civic Number Request (empty farm field) - New	\$60.00	Includes installation
Civic number post replacement	\$30.00	Includes installation
Civic number sign replacement	\$30.00	Includes installation
Entrance/Culverts Permits	\$125.00 plus cost recover of culvert	If culvert request is refused, money is refunded less \$50 administration fee
Infill Application	\$125.00	
Spill Clean Up	\$250.00/hour plus a 15% administration fee	
Topsoil Removal	\$625.00	\$500.00 for the 4 inspections as per excess soil regulations, plus \$125.00 administration fee

## WASTE MANAGEMENT

Fees as per waste management contract.

## PARKS AND RECREATION FEES

Day Camp	\$35 per day, per child	
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Recreation Centre rentals and fees as per individual recreation centres payment structure.

**BY-LAW ENFORCEMENT**

<b>ITEM</b>	<b>FEE</b>	<b>NOTES</b>
After Hours Request for Service	Labour and mileage cost recovery plus 15% administration fee	
Aggressive Dog Licence	\$150.00	
Aggressive Dog Sign	\$50.00	Only for when a dog has been deemed aggressive
Dog Tag/License	\$15.00 plus \$3.00 for processing if purchased online	Before last business day of March or new dog/puppy. Service animal or working dog free with proof
Dog Tag/Licence	\$30.00 plus \$3.00 for processing if purchased online	After last business day in March
Dog Tag - Replacement	\$5.00	
Inspections - Additional	\$95.00 per hour per inspector	Secondary inspections due to non-compliance
Kennel Licence – Small	\$75.00	Before last business day of March
Kennel Licence – Small	\$100.00	After last business day in March
Kennel Licence – Large	\$130.00	Before last business day of March
Kennel licence – Large	\$220.00	After last business day in March
Kennel Setback Amendment Application	\$300.00	
Legal Fees	Cost recovery plus a 15% administration fee	Legal fees expended by the Township as a result of enforcement
Pound Fees	Cost Recovery	
Vet Fees	Cost recovery up to \$2,000.00 plus a 15% administration fee	

**BUILDING**

<b>ITEM</b>	<b>PROPOSED</b>	<b>NOTES</b>
Accessory Buildings	\$0.50/sq ft	
Agricultural Use Structures	\$0.25/sq ft	Max. \$750.00

		Building up to 20,000 sq. ft.
Agriculture Use Structures	\$0.05/sq ft	Building over 20,000 sq ft
Alternative Solutions	\$1,000.00	Plus any third-party review costs
Building Without a Permit	Double the cost of the Permit	
Change of Use Permit	\$0.35/sq ft	
Commercial/Industrial/Institutional	\$0.40/sq ft	
Compliance Letter	\$100.00	
Conditional Permit	\$110.00	
Decks, Pool Decks, Porches, Gazebos	\$0.50/sq ft	
Demolition Permit	\$110.00	
Designated Structures	\$10.00 per \$1,000.00 of evaluation cost	
Fast Tracked Compliance Letter	\$150.00	Within 48 hours
Hydronic Heating or Radon Piping	\$95.00	
Inspections Required Beyond Two Years from Date of Permit Issuance	\$250.00	
Insulation/Vapour Barrier Retrofit	\$95.00	
Misc. Inspections	\$95.00	
Non-Refundable Deposit	\$95.00	Applied to permit cost
Occupancy Permit, (New Construction)	\$95.00	
Orders Issued Under the Building Code Act	\$250.00	
Partially Finished Basement, Non-Living Space	\$0.85/sq ft	Excludes building services mechanical area
Pool Permits	\$95.00	Pool only
Plumbing	\$11.00/fixture	
Re-Inspections/Plan Re-Examination	\$95.00	2nd + inspections/ 2nd + examinations
Refundable Deposit, New Residential	\$500.00	After final inspection. Deductions may apply
Residential Buildings	\$1.00/sq ft	

Revision Permit	\$95.00	Based on new construction fees or minimum amount
Revocation of Permit	65% of permit value	Minimum \$95.00
Solar Panels	\$0.30/sq ft	Plus engineering report on structural adequacy of building
Tents	\$95.00	Greater than 646 sq ft
Transfer or Renewal Permit	\$95.00	With no changes
Woodstove Permits	\$95.00	Does not include WETT

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**

<b>ITEM</b>	<b>FEE</b>	<b>NOTES</b>
Nuisance False Alarms for All	For third and subsequent false alarms, Ministry of	

Properties Excluding Incorporated Not-for-Profit and Registered Charitable Organizations	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	
For attending at the scene of a motor vehicle accident and/or fire and providing fire protection services	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	
For attending at the scene of a motor vehicle accident, motor vehicle fire or any other emergency caused by the traveling public on Highway	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	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 to safety concerns, not having a valid	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof	

<p>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</p>		
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<p>Fire Watch Services per Augusta Fire Rescue vehicle cost</p>	<p>Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof</p>	
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<p>Extraordinary Expenses - Fee for 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</p>	<p>Cost recovery for all consumable materials.</p>	
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<p>Extraordinary Expenses - Fee for responding to a property that is being used for the illegal manufacture, cultivation, trade or distribution of a controlled substance</p>	<p>Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof and cost recovery for all consumable materials.</p>	
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<p>Extraordinary Expenses - Fee for damage or contamination to any equipment or Personal Protective Equipment that require cleaning, decontamination and / or replacement</p>	<p>Cost recovery for all consumable materials plus a 15% administration fee</p>	
<p>Extraordinary Services - Fee for performing security at a scene where Fire Protection Services were performed and must be secured for investigative or safety concerns</p>	<p>Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle, per hour or part thereof and cost recovery for all consumable materials</p>	

<p>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</p>	<p>Cost recovery for all consumable materials plus a 15% administration fee</p>	
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### Fire Inspection and Permits

<p><b>Commercial (Group A, D, &amp; E Occupancy)</b></p> <ul style="list-style-type: none"> <li>To inspect base building and property upon request or valid complaint.</li> </ul>	<p>\$100.00 per hour, 1 hour minimum</p>	
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<b>Industrial (Group F Occupancy)</b> To inspect base building and property upon request or valid complaint.	\$100.00 per hour, 1 hour minimum	
<b>RESIDENTIAL (GROUP C)</b> To inspect base building and property upon request or valid complaint.	\$100.00 per hour, 1 hour minimum	
Propane License Application Review – per address	\$100.00 per hour, 1 hour minimum	
Liquor Licensing	\$100.00 per hour, 1 hour minimum	
Special Occasion Permits	\$100.00 per hour, 1 hour minimum	
Camp Fire Permit for Campsite	\$100.00	
Non-Legislated event standby for Fire Protection Services	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 per hour, 1 hour minimum	

### **Administrative**

Smoke and Carbon Monoxide Alarms	Cost recovery	
Fire Agreements	Ministry of Transportation rate for response on Provincial Highways, per Township owned vehicle per hour	
Reports and file searches – fire reports	\$100.00	

Reports and file searches – fire code compliance letters	\$100.00	
Reports and file searches – response affidavits	\$100	
Attendance at non-valid complaints the charge to the complainant	1st – None 2nd - \$100.00 3rd and each time after - \$200.00	

## PLANNING

ITEM	FEE	NOTES
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 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 Township. The fee for the services of in-house</p>	

	staff is \$514.00 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.	
Cash in Lieu of Parkland	\$617.00 or 5% of value of land with appraisal	As per section 42 of Planning Act
Condominium Exemption	\$1,541.00	
Condominium Plan	\$2,054.00 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
Legal and Professional Costs	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.	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.

Minimum Separation Distance (MDS)	\$103.00 for up to four (4) forms, \$206.00 for five (5) or more forms	Sign off of MDS questionnaires (for severances and building permits)
Minor Variance Application or Permission	\$1027.00	
Official Plan Amendment Application	\$2,500.00 plus \$1,000.00 deposit	\$1,000.00 deposit for newspaper ad notice requirements, any balance to be refunded to applicant
Peer Review	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.	
Plan of Subdivision Review/Agreement	\$2,054.00 per application up to 5 new lots. Plus, an additional fee of \$103.00 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
Pre-Consultation Severance entrance inquiry review	\$155.00	\$100.00 for Public Works Site Visit & \$55.00 for Planning Administration
Preparation and/or review, negotiation and attendance upon execution of Development Agreement or Miscellaneous Agreements.	\$771.00	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.
Radius List/Property Owner Mailing List	\$103.00	
Removal of Holding Symbol Application	\$514.00	
Removal of Part Lot Control/Deeming	\$565.00	Plus legal fee/cost for registration of By-Law on Title
Renewal Energy Project Less than 10KW	\$103.00	

Renewal Energy Project Between 10KW-1MW	\$103.00	
Renewal Energy Project Over 1 MW	\$2,054.00	
Revisions to Planning Application or Plans requiring recirculation	\$103.00	
Severance/Consent Application	\$565.00 per lot	Includes lot additions, right of ways, easements, validations.  County and Conservation fees are not included.
Site Plan/Site Plan Amendment (Major Development)	\$1,541.00	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 Amendments (For Minor Development)	\$771.00	Plus cost recovery of any required peer-review(s), legal fees and costs for registration of Site Plan Agreement/Amendment on title
Telecommunications Towers Land Use Reviews	\$514.00 plus \$103.00 for radius circulation list.	
Temporary Use By-Law	\$1,541.00, plus \$1000.00 deposit	\$1,000.00 deposit for newspaper ad notice requirements, any balance to be refunded to applicant
Zoning By-Law Amendment Application	\$1,541.00 plus \$1,000.00 deposit	\$1,000.00 deposit for newspaper ad for notice requirements, any balance to be refunded to applicant
Zoning/OP Compliance Letter	\$103.00	