

The Corporation of the Town of Amherstburg

By-law No. 2019-010

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

Whereas Section 391 of the Municipal Act, 2001 S.O. 2001 as amended, allows municipalities to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

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

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

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

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

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

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


1. This By-law may be cited as the Town of Amherstburg "User Fees By-law".
2. Schedules 'A'-'H' to this By-law are hereby adopted as prescribing the fees/charges assessed by the Corporation of the Town of Amherstburg, subject to Consumer Price Index (CPI) adjustments under item 7, and shall be in effect from February 12, 2019, except as stated otherwise.
3. Any person who makes an application to, or a request for services of, or enters into an agreement with, or obtains an approval from, the Town, in respect of things or matters set out in this By-law, shall pay to the Treasurer the applicable administrative fees and charges set out in the Schedules to this By-law unless otherwise provided for in this By-law, and such administrative fees and charges are not refundable, unless otherwise provided for in this By-law, and are payable upon the person making such application or requiring services or entering into such agreement or obtaining such approval.
4. That such services and activities will not be provided until payment of the appropriate fee or charge has been received.

5. That payment of any fee or charge in this By-law shall be in Canadian currency.
6. Any fees and charges imposed under this By-law constitute a debt of the person to the Town and may be added by the Treasurer, together with interest, to the tax roll for any real property in the municipality all of the owners of which are responsible for paying such administrative fees and charges to be collected in a like manner as municipal taxes.
7. The fees in Schedules A through H shall be adjusted annually unless prohibited by legislation, without amendment to this By-law, on the 1st of January, except as stated otherwise, in accordance with the applied year over year change in the Consumer Price Index (CPI). Fees, including indexing adjustments, may then be rounded up, as follows:
 - a. Fees up to \$5 per unit rounded up to the nearest \$0.05 (five cents);
 - b. Fees greater than \$5 per unit rounded up to the nearest \$1.00 (one dollar).
8. The user deposit amounts in various schedules and the user rates for water and wastewater (Schedule G), under this By-law are not subject to annual CPI indexing, but are as established under this By-law in accordance with actual cost demands and related strategic plans respectively.
9. All fees and charges will be charged plus applicable taxes, unless otherwise noted.
10. Should any section, subsection, clause or provision of this By-law or its Schedules be declared by a court of competent jurisdiction to be invalid, the said section, subsection, clause or provision shall not affect the validity of this By-law or its Schedules as a whole or any part thereof, other than the part so declared to be invalid.
11. All previous By-laws concerning the fees detailed in Schedules A through H passed by the Town of Amherstburg are hereby repealed.
12. This By-law shall come into force and take effect on February 12, 2019.

Read a first, second and third time this 11th day of February, 2019.



Mayor - Aldo DiCarlo



Clerk - Paula Parker

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

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

Service	Fee Basis	Fee	Tax Rate
Photocopies	Per Copy	\$ 0.30	1
Pins	Per Pin	\$ 0.75	1
Town Spoon	Per Spoon	\$ 5.00	1
Flags	Per Flag	\$ 75.00	1
2 x 3 Street Maps	Per Map	\$ 10.00	1
Commissioning of Documents - Residents	Per Document	\$ 10.00	1
Commissioning of Documents - Non-residents	Per Document	\$ 15.00	1
MFFIPA Application Fee	Per	\$ 5.00	2
MFFIPA Other Fees	Actual Cost	As per Ontario Regulation 823	2
Transfer of Electronic Documents (USB, Email)	per	\$ 10.00	1
Integrity Commissioner Filing fee	per	\$ 125.00	2
Election Nomination Fee - Mayor	per	\$ 200.00	2
Election Nomination Fee - Deputy Mayor/Councillor	per	\$ 100.00	2
Copies of recorded council meeting	Per CD	\$ 10.00	1
Administrative Charge for subrogated third party damages	per	\$ 100.00	1

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

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

Service	Fee Basis	Fee	Tax Rate
Part 1 -A minimum fee of \$50.00 is required for all applications			
Residential Group "C" - Finished Area above entrance level	per Sq Ft	\$ 1.00	2
Residential Group "C" - Finished Area below entrance level	per Sq Ft	\$ 0.75	2
Industrial Division F1, F2, F3 as set forth under the Ontario Building Code	per Sq Ft	\$ 1.00	2
Institutional or Group "B"	per Sq Ft	\$ 1.00	2
Commercial or Group D & E	per Sq Ft		
Assembly or Group A Division 1,2,3 & 4	per Sq Ft		
Residential Garages, Carports, Sheds, Open Roofless Decks	per	\$ 150.00	2
Residential Swimming pools	per	\$ 100.00	2
Finished Residential Basements/Attics	per Sq Ft	\$ 0.75	2
Change of Use Permit	per	\$ 120.00	2
Projects not specifically listed above including: additions, porches, canopies, retaining walls, fireplaces, renovations, building repairs authorized under Property Standards By-law, machine bases, greenhouses and any other structure or project not listed or classified elsewhere	per permit	12.00 per \$1000 or part thereof construction value up to \$10,000,000 \$1.50 per \$1000 construction value Minimum 100.00 - %15 increase	2
Tents and other short term temporary structures:			
(a) Large Tent requiring an Engineer's design	per permit	\$ 100.00	2
(b) Small Tents	per permit	\$ 50.00	2
Demolitions Residential Part 9	per permit	\$ 100.00	2
Demolitions Non-Residential	per permit	\$ 800.00	2
Demolitions Buildings Exceeding 10,000 sq. ft.	per permit	\$ 1,000.00	2
Projects commenced prior to permit application being filed with the Building Department	per permit	2 times cost of applicable permit	2
Farm Buildings as defined in Ontario Building Code Section 1.1.3.2 Up to 10,000 sq. ft floor area	per permit	\$ 500.00	2
Farm Buildings as defined in Ontario Building Code Section 1.1.3.2 over 10,000 sq. ft floor area	per permit/per sq. ft.	.10 per square foot	2
Permanent Signs	per sign face	\$ 100.00	2
Portable Signs - renewed annually	per sign/per year	\$ 100.00	2
Part 2 - Plumbing Permit Fees			
P-1 Residential Buildings under Part 9 of the Ontario Building Code	per dwelling unit or tenant space	\$ 125.00	2
P-2 Residential Building under Part 3 of the Ontario Building Code	per unit	\$125 for the 1st unit or suite and \$75.00 for each additional unit or suite	2
P-3 Other types of buildings not specifically listed in P-1 or P-2	per	\$100.00 + \$12.50 per fixture	2
Backflow preventer	per	\$ 75.00	2
Each additional backflow preventer	per	\$ 10.00	2
The construction, repair, renewal or alteration of a building drain and/or building storm drain as follows:			
Each segment of 15 metres (50 feet) or fraction thereof	per segment	\$ 9.00	2
Installation of additional fixtures or appliances, as defined under Section 7 of the OBC, prior to the completion of plumbing work covered by a previous permit	per fixture	\$ 5.00	2
Minimum plumbing permit fee	per permit	\$ 125.00	2
Part 3 - Sewer Fees:			
Installation of new sanitary or storm sewer piping for a single family dwelling:			
Sanitary Sewer	per permit	\$ 100.00	2
Storm Sewer	per permit	\$ 100.00	2

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

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

Service	Fee Basis	Fee	Tax Rate
Drainage piping and storm drainage piping not within a building, excluding grease, oil or sediment interceptor to construct, repair, renew or alter.			
Drainage piping, and/or storm drainage piping servicing any type of building or other than a single family dwelling:	per permit	\$ 100.00	2
Storm drainage piping servicing land, but not connected to a building:	per permit	\$ 100.00	2
For each manhole that is connected to drainage piping and/or storm drainage piping	per permit	\$ 100.00	2
For each catch basin that is connected to storm drainage piping	per permit	\$ 20.00	2
Part 4 -Onsite Part 8 Sewage Systems			
Permits			
A minimum permit fee is required for all applications	per permit	\$ 125.00	2
The decommissioning of septic systems and installing new lateral sanitary sewers	per permit	\$ 250.00	2
There shall be no fee for the construction of not more than 5 feet of drainage piping from building to septic tank			
New systems or replacement systems (raised bed/trench system)	per permit	\$ 750.00	2
Tertiary System:	per permit	\$ 850.00	2
Tank Replacement only	per permit	\$ 300.00	2
Holding Tank	per permit	\$ 800.00	2
Septic Repairs (Property Standards)	per	\$ 150.00	2
Septic Inspections (condition of severance)	per	\$ 150.00	2
Reviews and Assessments			
Subdivision (per lot)	per	\$ 150.00	2
Severance application	per	\$ 150.00	2
Minor Variance	per	\$ 150.00	2
Building Addition/Alteration	per	\$ 200.00	2
Property Inquiries	per	\$ 100.00	2
Part 5 - Water Service Piping Beyond the Building Control Valve			
Installation to extend, alter, reconstruct or install water service piping serving more than one building upstream of the water meter of building control valve.			
Install water service piping serving more than one building	per permit	\$ 100.00	2
Part 6 - Special Fees			
Fees For Additional Inspections			
Extra Inspections:			
For inspections made necessary due to work not ready for inspection following notification	per	\$ 60.00	2
Special Inspections:			
Standby inspection	per hour	\$ 60.00	2
Examination of revised plans	per	\$ 150.00	
Inspection outside of normal working hours	per hour - 2 hour minimum	\$ 100.00	2
Legal and Compliance Letters	per letter	\$ 75.00	2

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

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

Service	Fee Basis	Fee	Tax Rate
Refunds:			
The conditions set out below related to the refund of building permit fees for various situations and the applicable fees which are to be retained by the Town of Amherstburg			
Prior to Permit being Issued			
Building Application withdrawn by the owner	per permit	25% of the building permit fee but not less than \$50.00 and not greater than \$1500.00	2
Permit is not issued by the Chief Building Official	per permit		2
Application abandoned	per permit		2
Permit Issued:			
Applicant requests permission to cancel the permit	per permit	50% of the building permit fee but not less than \$150.00	2
Work does not commence and application for a refund is made within six (6) months of the date of the permit was issued.	per permit		2
Work commenced and is abandoned		No refund	
Permit Revoked		No refund	
Indemnity Deposits: - Refundable up to 3 years from issuance of permit			
Note: Extra Fees with respect to extra inspections, commencement of work prior to permit issuance will be deducted from indemnity fees			
Residential	deposit	\$ 1,000.00	2
Commercial	deposit	\$ 1,000.00	2
Industrial	deposit	\$ 1,000.00	2
Institutional	deposit	\$ 1,000.00	2
Inground Pool	deposit	\$ 1,000.00	2
Above Ground Pool	deposit	\$ 500.00	2
Accessory detached buildings accessory to a single family dwelling	deposit	\$ 500.00	2
Farm buildings	deposit	\$ 500.00	2
Decks & porches requiring a permit	deposit	\$ 500.00	2
Notes:			
To indemnify the Town from any loss or damage it may sustain by reason of the work carried out under such permit. Upon the completion of all work performed under the said permit, the amount of such indemnity fee shall be returned to the applicant after deductions of the amount of any loss or damage to any property or installations of the Town or any public utility, which loss or damage, in the opinion of the authority having jurisdiction arose out of the performance of such work. Outstanding permit fees will be deducted from the indemnity fee at the time of release. The Municipality will levy a fifty dollar (\$50.00) non-refundable fee to cover costs of the indemnity inspections.			

**Town of Amherstburg User Fee Schedule
Schedule C
Finance and IT Services**

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

Service	Fee Basis	Fee	Tax Rate
Finance and Taxation:			
Adding Charges to Roll	Per Transaction	\$ 100.00	2
Financing Administrative Fee	Per Property	\$ 100.00	2
Indemnity Processing Charge	Per Occurrence	\$ 50.00	2
Misdirected Payment	Per Transaction	\$ 25.00	2
NSF/Returned Payment Charge	Per Occurrence	\$ 40.00	2
Refund Charge	Per Occurrence	\$ 25.00	2
Tax Certificates	Per Certificate	\$ 75.00	2
Tax Research (For Tax, Accounting or Finance)	Per	\$ 50.00	2
Tax Sale Registration 2nd Letter	Per	\$ 50.00	2
Tax Sale Registration Final Letter Before Registration	Per	\$ 50.00	2
Title Search - 2 years arrear	Per Search	\$ 50.00	2
Mapping:			
8 1/2 x 11 Town core Street map (B & W)	Per Map	\$ 1.00	1
8 1/2 x 11 Town core Street map (Colour)	Per Map	\$ 1.00	1
11 x 17 Town core Street map (B & W)	Per Map	\$ 2.00	1
11 x 17 Town core Street map (Colour)	Per Map	\$ 2.00	1
8 1/2 x 11 Fenced Area Specified by Customer (B&W) W/Aerial	Per Map	\$ 2.00	1
8 1/2 x 11 Fenced Area Specified by Customer (Colour) W/Aerial	Per Map	\$ 2.00	1
11 x 17 Fenced Area Specified by Customer (B&W) W/Aerial	Per Map	\$ 2.00	1
11 x 17 Fenced Area Specified by Customer (Colour) W/Aerial	Per Map	\$ 4.00	1
Standard Products - Laser Plots (enlarged on plotter)	Per Sq. Ft.	\$ 2.50	1
Custom Mapping	Per Hour	\$ 32.50	1

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

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

Service	Fee Basis	Fee	Tax Rate
Fire Search (Lawyer Letter)	Per Search	\$ 80.00	2
Fire Report (No Investigation)	Per Report	\$ 82.00	1
Fire Report (Investigation)	Per Report	\$ 256.00	1
Inspection with Fire Code Deficiencies	Per Hour	\$ 82.00	1
Re-Inspection after Notice of Violation	Per Hour	\$ 82.00	1
Request Inspection (letter required)	Per Hour	\$ 82.00	1
Firework Application and Review	Per Hour	\$ 82.00	2
Fire Safety Plan Review	Per Hour	\$ 82.00	2
Lockbox Program	One Time Fee	\$ 82.00	2
MVA Response to Non Resident Vehicles	Per hour/Per truck	*Current MTO rate	1
Smoke Alarm Installation	Per Smoke Alarm	\$ 40.00	1
Risk & Safety Management Level 1 Propane	Per Hour	\$ 82.00	1
Risk & Safety Management Level 2 Propane	Per Hour	\$ 82.00	1
Open Air Fire Permit (Farm Registered Properties Exempt)	Per	\$ 25.00	2
Open Air Fire Permit Special Event	Per	\$ 75.00	2
Open Burn - Duty Officer Response	per Officer	\$ 230.00	1
Open Burn	Per Call (5 or less Firefighters)	\$ 460.00	1
Open Burn	Per Call (6 or more Firefighters)	\$ 925.00	1
Assistance for Private Standby Beyond Normal Fire Protection	Per hour/Per truck	*Current MTO rate	1
Annual Business License Inspection	Per Hour	\$ 82.00	2
False Alarm (After 3 Occurrences in 12 month period)	Per truck	\$ 450.00	1
Emergency Response-Fire Department	per hour/per truck	*Current MTO rate	1
Emergency Response-Fire Department	personnel per hour/personnel per call	**Current rate	1
Any other costs associated with the response of each and every call		Actual Cost	1

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

** Current personnel per hour and per call rates will be determined based on the

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

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

Service	Fee Basis	Fee	Tax Rate
Auctioneer	Per Licence	\$ 78.00	2
Lotteries/Bingos/Raffles	Per Licence	3% of the prize value	2
Carnivals, Fairs/Midways	Per Licence	\$ 150.00	2
Circuses	Per Licence	\$ 150.00	2
Concerts	Per Licence	\$ 150.00	2
Driving Schools	Per Licence	\$ 150.00	2
Festivals	Per Licence	\$ 150.00	2
Flea Markets	Per Licence	\$ 150.00	2
Hawkers and Peddlers	Per Licence	\$ 78.00	2
Horse Drawn Carriage Owners Drivers	Per Licence	\$ 78.00	2
Limousine Driver	Per Licence	\$ 78.00	2
Limousine Owner	Per Licence	\$ 78.00	2
Pedi cabs Owners/Drivers	Per Licence	\$ 78.00	2
Petting Zoos	Per Licence	\$ 150.00	2
Portable Sign Contractors	Per Licence	\$ 100.00	2
Produce Vendors	Per Licence	\$ 150.00	2
Refreshment Vehicles (All Classes)	Per Licence	\$ 78.00	2
Second Hand Shops	Per Licence	\$ 200.00	2
Special Event Sales	Per Licence	\$ 78.00	2
Taxicab Broker	Per Licence	\$ 75.00	2
Taxicab Driver	Per Licence	\$ 60.00	2
Taxicab Owner	Per Licence	\$ 70.00	2
Trade Shows	Per Licence	\$ 150.00	2
Amusement Arcades	Per Licence	\$ 200.00	2
Automobile Body Repair Shops	Per Licence	\$ 200.00	2
Barbershops	Per Licence	\$ 200.00	2
Beauty Salons	Per Licence	\$ 200.00	2
Bed and Breakfasts	Per Licence	\$ 200.00	2
Bingo Halls	Per Licence	\$ 200.00	2
Boarding/Lodging/Rooming Houses	Per Licence	\$ 200.00	2
Body piercing parlours	Per Licence	\$ 200.00	2
Bowling Alleys	Per Licence	\$ 200.00	2
Business Service Establishments	Per Licence	\$ 200.00	2
Campgrounds/Trailer Parks	Per Licence	\$ 200.00	2
Caterers	Per Licence	\$ 200.00	2
Dry Cleaners	Per Licence	\$ 200.00	2
Florist Shops	Per Licence	\$ 200.00	2
Food Shops	Per Licence	\$ 200.00	2
Gas Stations	Per Licence	\$ 200.00	2
Hotels/Motels	Per Licence	\$ 200.00	2
Indoor Recreational Establishments	Per Licence	\$ 200.00	2
Office (General, Business, Service)	Per Licence	\$ 200.00	2
Pet Groomers	Per Licence	\$ 200.00	2
Pet Shops	Per Licence	\$ 200.00	2
Public Halls (all classes)	Per Licence	\$ 200.00	2
Race Tracks	Per Licence	\$ 150.00	2
Restaurants	Per Licence	\$ 200.00	2
Retail Store	Per Licence	\$ 200.00	2
Snack Bars	Per Licence	\$ 200.00	2
Swimming Pools	Per Licence	\$ 200.00	2
Tattoo parlours	Per Licence	\$ 200.00	2
Theatres	Per Licence	\$ 200.00	2
Wrecking Yards	Per Licence	\$ 200.00	2
Adult Book/Magazine Sales	Per Licence	\$ 100.00	2

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

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

Service	Fee Basis	Fee	Tax Rate
Adult Entertainment Attendants	Per Licence	\$ 78.00	2
Adult Entertainment Parlours	Per Licence	\$ 200.00	2
Adult Merchandise Sales	Per Licence	\$ 200.00	2
Adult Videotape Sales/Rental	Per Licence	\$ 200.00	2
Marriage Licences	Per Licence	\$ 117.00	2
Civil Marriage Ceremony during regular business hours	Per Ceremony	\$ 250.00	1
Civil Marriage Ceremony after regular business hours/weekends	Per Ceremony	\$ 350.00	1
Civil Marriage Ceremony off site mileage cost	Per Km	per Canada Revenue rate	1
Civil Marriage Ceremony Cancellation Fee	With 24 hours notice	\$ 62.50	1
During regular business hours Civil Marriage Ceremony Cancellation Fee	Without 24 hours notice	\$ 125.00	1
After regular business hours/weekends Civil Marriage Ceremony Cancellation Fee	Without 24 hours notice	\$ 175.00	1
Civil Marriage Ceremony Rehearsal	Per Rehearsal	\$ 50.00	1
Civil Marriage Ceremony Witnesses	Per 2 witnesses	\$ 30.00	1
Liquor Licence Application Processing	Per Application	\$ 50.00	1
Application for Noise Exemption	Per Application	\$ 50.00	2
Death Registration	Per	\$ 15.00	2
Dog Licence	Per Spayed / Neutered Dog	\$ 15.00	2
Dog Licence	Per Unspayed / un-neutered Dog	\$ 25.00	2
Late Fee - Dog Tag -After April 30	Per	\$ 10.00	2
Application for Fence Variance	Per	\$ 50.00	2
Fence Viewing	Per	\$ 400.00	2
Appear before Property Standards Committee		\$ 100.00	2
Property Standards Order	Per	\$ 100.00	2
Property Standards Order Reinspection	Per	\$ 100.00	2
Register Property Standards Order on Title	Per	\$50 + Cost of Registration	2
By-law Violation - Administrative Fee -Work Completed by the Town	Per	20% of Invoice costs / minimum \$100.00	2
Sign Removal	Per	Removal costs or \$200 which ever is greater	2
Sign Storage	Per	\$2.00 per day or part thereof or \$0.50 per square metre of sign face per day, whichever is the greater	2

**Town of Amherstburg User Fee Schedule
Schedule F
Planning & Development Services**

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

Service	Fee Basis	Fee	Tax Rate
Application to Amend the Official Plan	Deposit*	\$ 2,000.00	2
Application to Amend Zoning By-law	Deposit*	\$ 2,000.00	2
Application to Amend Zoning By-law to A-36	Deposit*	\$ 1,000.00	2
Application to Amend Zoning By-Law to Remove a Holding (h) Symbol	Deposit*	\$ 1,000.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo - up to 20 Lots/Blocks/Units	Deposit*	\$ 2,000.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo - 21 to 50 Lots/Blocks/Units	Deposit*	\$ 4,000.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo - more than 50 Lots/Blocks/Units	Deposit*	\$ 6,000.00	2
Consideration of an Application to the County of Essex Official Plan Amendment	Deposit*	\$ 2,000.00	2
Application for the Approval of Site Plans & Site Plan Agreement for New Development within Designated Site Plan Control Area	Deposit*	\$ 2,000.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Condominium	Deposit*	\$ 2,000.00	2
Part Lot Control Exemption By-law	Deposit*	\$ 1,000.00	2
Application for Consent to Sever Land	Fee	\$ 500.00	2
Application for a Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Fee	\$ 500.00	2
Certificate of Validation	Fee	\$ 250.00	2
Special Committee of Adjustment Hearing at Request of Applicant	Per	\$ 375.00	2
Applicant Driven Deferrals of Planning Act Applications	Per	\$ 115.00	2
ERCA Development Review Fee Consents	Per	\$ 200.00	2
ERCA Development Review Fee Minor Variance	Per	\$ 115.00	2
ERCA Development Review Fee Combination Consent and Minor Variance	Per	\$ 250.00	2
ERCA Development Review Fee Subdivisions/Major OPA or ZBA	Per	\$ 300.00	2
ERCA Development Review Fee Site Plan Control, Minor OPA or ZBA	Per	\$ 200.00	2
Copy of Official Plan or Zoning Bylaw	Per Copy	\$ 50.00	1
Planning Letter	Per Inquiry	\$ 75.00	1

* Deposits are collected with respect to Applications to: amend the Official Plan, amend the Zoning By-law, the County of Essex for approval of a Plan of Subdivision, obtain approval of Site Plans within a Designated Site Plan Control area, the County of Essex for approval of Plan of Condominium and Part Lot Control Exemption By-law. For application processing, if the subject planning application exceeds the amount of the deposit, an invoice will be issued to the applicant whom, upon receipt, shall promptly pay the Town of Amherstburg. If the costs of the Municipality for processing the subject application are less than the amount of the deposit, the Town shall promptly pay to the applicant the difference.

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

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

Service	Fee Basis	Fee	Tax Rate
Lawyers Inquiries (orders on residential /commercial/industrial property for buyers)	Per Inquiry	\$ 75.00	1
Public Works			
Curb Cut & Driveway	Per Cut	\$ -	
Street Sweeper - Cleaning Roads	per hour	\$ 200.00	1
Street Sweeper - Hydro excavation	per hour	\$ 250.00	1
Backhoe w/ Operator	per hour	\$ 90.00	1
Dump Truck w/ Operator	per hour	\$ 80.00	1
Right Of Way Permit	per permit	\$ 200.00	2
Right Of Way Permit Indemnity Deposit	per permit /deposit	\$ 1,000.00	2
Drainage			
Drainage Apportionment Fee for Consent	per service	\$ 500.00	1
Drainage Apportionment Fee for Land Severance	per service	\$ 500.00	1
Water			
Water Turn On/Off (Season)	Per Inquiry	\$ 50.00	1
Water Meter Fee	3/4" Permit/Water Meter Fee	\$ 470.00	1
Water Meter Fee	1" Permit/Water Meter Fee	\$ 560.00	1
Water Meter Fee	1 1/2" Permit/Water Meter Fee	\$ 1,020.00	1
Water Meter Fee	2" Permit/Water Meter Fee	\$ 1,135.00	1
Water Pit Meter Fee	3/4" Permit/Water Pit Meter Fee	\$ 670.00	1
Water Pit Meter Fee	1" Permit/Water Pit Meter Fee	\$ 950.00	1
Disconnection /Removal of Water Service	Per disconnection	\$ 2,000.00	1
Water Meter Testing for Customer	Per test	\$ 250.00	1
Hydrant Valve (Hydrant Hookup Box)	Per day	\$125/day	1
Hydrant Water Usage Fee	per usage		1
Overstrength Sewage Treatment -- Amherstburg Wastewater Treatment Plant	per kg	based on previous year actual	1
Processed Organic Waste	per Imp. Gal	\$ 0.12	1
New Water Service Connections	3/4" Water Service	\$2,750 plus \$100/month flat fee until meter is installed and passes inspection	1
New Water Service Connections	1" Water Service	\$2,950 plus \$100/month flat fee until meter is installed and passes inspection	1
New Water Service Connections	1 1/2" and 2" Water Service	At Cost plus \$100/month flat fee until meter is installed and passes inspection	1
After Hours Water Shut Off/Turn On	per service	\$ 175.00	1

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

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

Service	Fee Basis	Fee	Tax Rate
Consumption	Per Cubic Metre	\$ 1.158	1
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 22.01	1
1 inch	Per Month	\$ 29.28	1
1 1/4 and 1 1/2 inches	Per Month	\$ 36.64	1
2 inches	Per Month	\$ 54.97	1
3 inches	Per Month	\$ 72.01	1
4 inches	Per Month	\$ 137.44	1
6 inches	Per Month	\$ 438.23	1
8 and 10 inches	Per Month	\$ 549.76	1
Wastewater			
Consumption	Per Cubic Metre	\$ 2.142	1
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 31.63	1
1 inch	Per Month	\$ 42.18	1
1 1/4 and 1 1/2 inches	Per Month	\$ 52.73	1
2 inches	Per Month	\$ 79.09	1
3 inches	Per Month	\$ 109.84	1
4 inches	Per Month	\$ 197.71	1
6 inches	Per Month	\$ 527.24	1
8 and 10 inches	Per Month	\$ 790.86	1

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

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

Service	Fee Basis	Fee	Tax Rate
Administration Fees			
Security Deposit	per rental	\$ 250.00	2
Refunds - (programs and rentals)	per transaction	\$ 25.00	1
Set - Up / Take Down Rate - Amherstburg Staff	per rental	\$ 25.00	1
Equipment Rental - Multimedia Station	per rental	\$ 20.00	1
Equipment Rental - Recreation Equipment	per rental	\$ 15.00	1
Equipment Rental - Chairs	per chair	\$ 1.25	1
Equipment Rental - Tables	per table	\$ 5.00	1
Equipment Rental - Sound System	per rental	\$ 20.00	1
Banner Application Fee	per banner	\$ 110.00	1
Advertising Fees			
Rink Board Advertising (High Visibility) per year	34" x 120"	\$ 800.00	1
Rink Board Advertising (Low Visibility) per year	34" x 120"	\$ 600.00	1
Mezzanine Ads per year	36" x 72"	\$ 500.00	1
Backlit Signs per year	48" x 96"	\$ 1,500.00	1
Ice Logo per year	72 sq feet (6' x 12')	\$ 2,500.00	1
Goal Rink Advertising per year	34" x 120"	\$ 300.00	1
Zamboni Advertising per year	1 machine	\$ 4,500.00	1
Municipal Guide - Back Cover	per edition	\$ 400.00	1
Municipal Guide - Back Cover	2 editions	\$ 700.00	1
Municipal Guide - Inside Front or Inside Back	per edition	\$ 350.00	1
Municipal Guide - Inside Front or Inside Back	2 editions	\$ 650.00	1
Municipal Guide - Full Page	per edition	\$ 275.00	1
Municipal Guide - Full Page	2 editions	\$ 500.00	1
Municipal Guide - Half Page	per edition	\$ 200.00	1
Municipal Guide - Half Page	2 editions	\$ 350.00	1
Municipal Guide - Quarter Page	per edition	\$ 150.00	1
Municipal Guide - Quarter Page	2 editions	\$ 275.00	1
Municipal Guide - Business Card Size	per edition	\$ 100.00	1
Municipal Guide - Business Card Size	2 editions	\$ 175.00	1
Electronic Advertising - Libro Credit Union Centre (1 month)	1 month	\$ 40.00	1
Electronic Advertising - Libro Credit Union Centre (3 months)	per month	\$ 32.00	1
Electronic Advertising - Libro Credit Union Centre (6 months)	per month	\$ 30.77	1
Electronic Advertising - Libro Credit Union Centre (12 months)	per month	\$ 29.63	1
Electronic Advertising - Town Hall (1 month)	1 month	\$ 20.00	1
Electronic Advertising - Town Hall (3 months)	per month	\$ 16.00	1
Electronic Advertising - Town Hall (6 months)	per month	\$ 15.38	1
Electronic Advertising - Town Hall (1 months)	per month	\$ 14.81	1
Electronic Advertising - Libro Centre & Town Hall (1 month)	1 month	\$ 50.00	1
Electronic Advertising - Libro Centre & Town Hall (3 months)	per month	\$ 37.50	1
Electronic Advertising - Libro Centre & Town Hall (6 months)	per month	\$ 35.00	1
Electronic Advertising - Libro Centre & Town Hall (12 months)	per month	\$ 32.50	1
** Administration has ability to negotiate price for multiple advertising opportunities			
Community Programming Fees			
Seasonal Activities and Programs			
Parent & Tot	per class	\$ 6.25	1
Pre-School	per class	\$ 6.25	2
Youth (under age 14)	per class	\$ 9.00	2

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

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

Service	Fee Basis	Fee		Tax Rate
Adult	per class	\$	11.00	1
Senior	per drop-in	\$	5.00	1
Children & Youth (under age 14)- Drop In	per drop-in	\$	8.00	2
Adult - Drop - In	per drop-in	\$	8.00	1
Day Camp				
Daily	per day	\$	30.00	2
Weekly	per week	\$	130.00	2
Specialty Camp	per week	\$	145.00	2
Hot Lunch fee	per lunch	\$	5.00	2
*Family will include 5 members max. / Youth under 14 years are exempt from HST				
Indoor Recreation Facilities Fees				
Ice Time			01-Jan-19	01-Aug-19
Capital Surcharge	per hour	\$	6.00	\$ 6.00 2
Prime Time Rental	per hour	\$	167.84	\$ 171.20 1
Non-Prime Time Rental	per hour	\$	146.47	\$ 149.40 1
Off-Off Prime Time Rental	per hour	\$	60.83	\$ 62.05 1
Local Minor Sports Association Prime Time Rental	per hour	\$	165.20	\$ 168.50 1
Local Minor Sports Association Non-Prime Time Rental	per hour	\$	144.16	\$ 147.04 1
Goalie Pad	per hour	\$	35.86	\$ 36.58 1
Public Skating - General (per person)	per person	\$	3.00	\$ 3.00 1
Public Skating - General (per family)	Max of 5	\$	8.00	\$ 8.00 1
Senior Public Skate	per person	\$	4.42	\$ 4.42 1
Parent & Tots (per person)	per person	\$	3.00	\$ 3.00 1
Hockey / Figure Skating drop-in	per person	\$	8.00	\$ 8.00 1
Dry Floor Time				
Capital Surcharge	per hour	\$		6.00 2
Arena Floor Rental Prime Time	per hour	\$		62.05 1
Arena Floor Rental Non-Prime	per hour	\$		57.28 1
**Show/Sale (in advance) per day	per day	\$		518.47 1
Indoor Soccer Field			01-Jan-19	01-Aug-19
Capital Surcharge	per hour	\$	6.00	\$ 6.00 2
Prime Time Rental	per hour	\$	115.37	\$ 117.68 1
Non-Prime Time Rental	per hour	\$	105.77	\$ 107.89 1
Local Minor Sports Association Prime	per hour	\$	113.55	\$ 115.82 1
Local Minor Sports Association Non-Prime	per hour	\$	104.10	\$ 106.18 1
Youth (under age 14) - Drop-in Soccer	per hour	\$	3.00	\$ 3.00 2
Adult - Drop-in Soccer	per hour	\$	7.08	\$ 7.08 1
Adult - Drop-in Baseball	per hour	\$	7.08	\$ 7.08 1
Multi Purpose Room Upstairs in Arena (Small room)				
Capital Surcharge	per hour	\$		3.00 2
Prime Time Rental	per hour	\$		23.86 1
Non -Prime Time Rental	per hour	\$		19.10 1
Local Minor Sports Association Prime Time Rental	per hour	\$		23.49 1
Local Minor Sports Association Non-Prime Time Rental	per hour	\$		18.80 1
Weekend - Daily Alcohol & Non-Alcohol - Half Day (4 hours)	per event	\$		238.67 1
Weekend - Daily Alcohol & Non-Alcohol - Full Day (8 hours)	per event	\$		429.61 1
Board Room In Arena (Office Area)				
All Hours		N/A		N/A

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

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

Service	Fee Basis	Fee		Tax Rate
Ground Floor Multipurpose Room/Essex Power Energy Zone				
Capital Surcharge	per hour	\$	3.00	2
Prime Time Rental	per hour	\$	37.59	1
Non -Prime Time Rental	per hour	\$	28.19	1
Community Room				
Capital Surcharge	per hour	\$	3.00	2
Prime Time Rental	per hour	\$	47.73	1
Non -Prime Time Rental	per hour	\$	38.19	1
Kitchen - Prime or Non-Prime	per hour	\$	19.09	1
Weekend - Daily Alcohol & Non-Alcohol - Half Day (4 hours)	per event	\$	238.67	1
Weekend - Daily Alcohol & Non-Alcohol - full Day (8 hours)	per event	\$	429.61	1
** Kitchen included in half day and full day rentals				
Outdoor Recreation Facilities Fees				
Pavilion Rentals				
Capital Surcharge	per 2 hours	\$	6.00	2
Wedding / Special Event	per 2 hours	\$	71.59	1
** There is no alcohol allowed in KNPY Please refer to KNPY passive By-Law				
Full Park Rentals, Special Events & Equipment				
Capital Surcharge (rentals)	per hour	\$	6.00	2
Family Reunion/Picnic, etc. (no alcohol)	per rental	\$	85.92	1
Special Event Park Rental	per rental	\$	233.08	1
Special Event Road Rental	per rental	\$	233.08	1
Garbage Barrels	per barrel	\$	2.00	1
Garbage Bags	per 100	\$	25.00	1
Road Barriers	per barrier	\$	2.00	1
Pylons	per pylon	\$	5.00	1
Picnic Table rental	per table	\$	12.00	1
Recycle Bin with wheels	per unit	\$	25.00	1
Recycle Box	per unit	\$	2.00	1
Baseball Diamonds				
			01-Jan-19	01-Aug-19
Capital Surcharge	per game	\$	6.00	\$ 6.00 2
Ball Diamond	per game	\$	7.49	\$ 7.64 1
Baseball Diamond - Libro Credit Union Centre - Un-Lit	per game	\$	32.23	\$ 32.87 1
Baseball Diamond - Libro Credit Union Centre - Lit	per game	\$	52.48	\$ 53.53 1
Local Minor Sports Association - Libro (Un-lit)	per game	\$	31.72	\$ 32.35 1
Local Minor Sports Association - Libro (Lit)	per game	\$	51.65	\$ 52.68 1
Baseball Diamond - Half Day (4 hours)	per day	\$	29.46	\$ 30.05 1
Baseball Diamond - Per Day (8 hours)	per day	\$	58.00	\$ 59.16 1
Local Minor Baseball Association (T-Ball)	per player	\$	7.00	\$ 7.00 1
Local Minor Baseball Association	per player	\$	14.00	\$ 14.00 1
Soccer/Football Field				
			01-Jan-19	01-Aug-19
Capital Surcharge	per game	\$	6.00	\$ 6.00 2
Grass Field	per game	\$	7.49	\$ 7.64 1
Local Minor Sports Association - Grass Field	per game	\$	-	\$ - 1
Premier Turf Field - Un-Lit	per game	\$	32.77	\$ 33.43 1
Premier Turf Field - Lit	per game	\$	53.35	\$ 54.42 1
Local Minor Sports Association - Premier Turf (Un-lit)	per game	\$	32.25	\$ 32.90 1
Local Minor Sports Association - Premier Turf (Lit)	per game	\$	52.51	\$ 53.56 1
Football Field Grass - Half Day (4 hours)	per day	\$	29.95	\$ 30.55 1
Football Field Grass- Per Day (8 hours)	per day	\$	58.96	\$ 60.14 1

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

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

Service	Fee Basis	Fee		Tax Rate
Local Minor Sports Association - Football Field Grass (Half Day)	per day	\$ 29.48	\$ 30.07	1
Local Minor Sports Association - Football Field Grass (Full Day)	per day	\$ 58.04	\$ 59.20	1
Minor Soccer Association	per player	\$ 14.00	\$ 14.00	1
Tennis Courts				
Single Court	per hour		3.75	1
All Courts at location	per day		9.38	1
All courts - Half Day (4 hours)	4 hours		28.18	1
All Courts - Per Day (8 hours)	per evening		56.34	1
Field and Track Area				
Evening (with alcohol)	per evening		184.14	1
All day(with alcohol)	per day		368.28	1
Private Rental (no alcohol)	per day		92.07	1
(**LCBO Special Occasion Permit is Mandatory along with Insurance Certificate covering days booked**)				