

The Corporation of the Town of Amherstburg

By-law No. 2025-085

**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;

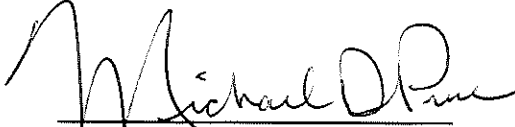
And Whereas, the Council of the Corporation of the Town of Amherstburg wishes to establish and maintain a list of services, activities and the use of property subject to fees or charges and the amount of each fee or charge;

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 January 1, 2026, 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 is hereby repealed.
12. This By-Law shall come into force and take effect on January 1, 2026.

Read a first, second and third time this 8th day of December, 2025.


MAYOR – MICHAEL PRUE


CLERK – KEVIN FOX

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 *(except where noted)*
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	2026 Fee	Tax
Photocopies	Per Page	\$ 0.20	1
Commissioning of Documents - Residents	Per Document	\$ 23.00	1
Commissioning of Documents - Non-residents	Per Document	\$ 29.00	1
MFIPPA Application Fee	Per Application	\$ 5.00	2
MFIPPA Other Fees	Actual Cost	As per Ontario Regulation 823	2
Transfer of Electronic Documents (USB, Email)	Per Document	\$ 10.00	1
Code of Conduct Complaint (refundable on recommendation of Integrity Commissioner)	Per Filing	\$ 125.00	2
Election Nomination Fee - Mayor	Per Nomination	\$ 200.00	2
Election Nomination Fee - Deputy Mayor/Councillor	Per Nomination	\$ 100.00	2
Administrative Charge for Subrogated Loss Program	Per Claim	\$ 159.00	1
Town Pins	Per Pin	\$ 2.00	1
Town Flags	Per Flag	\$ 78.00	1
Town Maps (Large)	Per Map	\$ 10.00	1

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
General Building Fees			
Minimum Building Permit Fee	Per Permit	\$ 165.00	2
Lawyers Letter-Legal property information requests	Per letter	\$ 93.00	2
Business Licence Inspection	Per inspection	\$ 92.00	2
Liquor Licence Review	Per review	\$ 123.00	2
911 addressing in rural area	Per Sq Ft	\$ 98.00	2
Change of Use Permit	Per Sq Ft	\$ 184.00	2
Change of Address	Per Permit	\$ 305.00	2
Transfer of Permit	Per Permit	\$ 121.00	2
Conditional Permits	Per Permit	\$ 1,000.00	2
Inspection fee-work incomplete not ready for inspection	Per inspection	\$ 86.00	2
Inspections outside normal working hours (minimum 2 hour charge)	Per hour Per inspection	\$ 121.00	2
Inspections for other agencies (Rent tribunal, Ontario Renovates)	Per inspection	\$ 245.00	2
Additional work request (inspections, cursory plan review etc.)	Per hour	\$ 86.00	2
Construction started without permit	Per application	25% of Permit Fee	2
Construction completed without permit	Per application	Double the Applicable Fee	2
Building permit revoked	Per Permit	no refund	2
Building permit withdrawn or cancelled by owner	Per Permit	25% of Permit Fee	2

Residential Construction Permit-Group C			
Deferred Development Charge - Administration Fee	Per Permit	\$ 150.00	2
Minimum Residential Permit Fee	Per Permit	\$ 1,200.00	2
Single Family Dwelling-above grade level	Per sq. ft.	\$ 1.40	2
Semi-Detached, Duplex, Triplex, Townhomes-above grade level	Per sq. ft.	\$ 1.40	2
Multi-Unit Dwelling-Condominium, Apartments	Per sq. ft.	\$ 1.40	2
Basement new construction (foundation)	Per sq. ft.	\$ 0.35	2
Finished basement after new construction	Per sq. ft.	\$ 0.75	2
Secondary Units-within existing dwelling	Per sq. ft.	\$ 1.40	2
Secondary Units-within dwelling	Per sq. ft.	\$ 1.40	2
Secondary Units-with in existing accessory structure	Per sq. ft.	\$ 1.30	2
Secondary Units-with in a new accessory structure	Per sq. ft.	\$ 1.40	2
Accessory structure (garage, sheds)	Per sq. ft.	\$ 0.60	2
Residential additions / Renovations	Per \$1,000 of Construction Value	\$ 16.00	2
Decks / Porches	Per sq. ft. (min \$200)	\$1.10 / sq.ft (\$200 minimum)	2
Gazebos	Per Permit	\$ 184.00	2

Assembly Occupancy Group 'A' 'B' 'D' 'E' 'F'			
Building Shell Only	Per sq. ft.	\$ 1.35	2

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
Interior Finishing - Tenant Fit Up			
Group A, B, D, E, F where permit has been issued for the building shell only, separate tenant fit up permit will be required	Per sq. ft.	\$ 0.75	2
Greenhoused and Farm Buildings			
Barns-new and additions (G1, G2 Occupancy)	Per sq. ft.	\$ 0.45	2
Greenhouse (G3 Occupancy)	Per sq. ft.	\$ 0.05	2
For all other ancillary uses other than greenhouse or barn	Per \$1,000 of Construction Value	\$ 15.00	2
Projects not listed in Schedule			
Projects not listed within this schedule will be based on project construction value	Per \$1,000 of Construction Value	\$ 16.00	2
Plumbing-Residential			
Single Detached, Semi Detached, Townhomes	Per unit	\$ 246.00	2
Multi Unit	Per unit	\$ 156.00	2
Renovations, Additions, Secondary Units	Per Permit	\$107 + \$15.00/fixture	2
Backwater valve	Per Permit	\$ 85.00	2
Sump pump overflow / Foundation Drain Disconnect (Sump Pit)	Per Permit	\$ 55.00	2
Installation of new sanitary or storm sewer for single family, Semi Detached or Townhome units	each	\$ 125.00	2
Lateral sewer connection to existing house	each	\$ 171.00	2
Plumbing-Non Residential			
Site Servicing Storm (additional fees for catch basin and manholes)	Per sq.ft. (minimum \$180.00)	\$1.04 / sq.ft (\$180 minimum)	2
Site Servicing Sanitary (additional fees for catch basin and manholes)	Per sq.ft. (minimum \$180.00)	\$1.04 / sq.ft (\$180 minimum)	2
Internal Plumbing	Per application	\$135 + \$16.00/fixture	2
Backflow	Per application	\$ 79.00	2
Catch basin / manholes	Per application	\$ 53.00	2
Water Heater	Per unit	\$ 20.00	2
Roof drain	Per unit	\$ 14.00	2
Grease and oil interceptor	Per unit	\$ 31.00	2
Water Distribution piping	Per space	\$ 90.00	2
Heating Multi Residential and Non-Residential			
Single Detached, Semi Detached, Townhouse	Per unit	\$ 157.00	2
Condominium / Apartment Unit	Per unit	\$ 105.00	2
Roof Top Units (per unit include distribution ductwork)	Per unit	\$ 209.00	2
Kitchen Hood / Fire suppression system	Per unit	\$ 209.00	2

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
Sewage Septic Systems			
New installation or replacement (any type)	Per Permit	\$ 975.00	2
Holding tank	Per Permit	\$ 975.00	2
Repair or alteration to existing system	Per Permit	\$ 288.00	2
The decommissioning of septic systems and/or installing new lateral sanitary sewers	Per Permit	\$ 305.00	2

Demolition			
Demolition of structures	Per sq. ft	\$ 0.25	2

Designated Structures			
Designated structures to include -Solar collectors, retaining walls, wind turbines, loading docks, towers, tanks	Per \$1,000 of Construction Value	\$ 15.00	2
Tents	Per Permit	\$ 123.00	2
Signs - Wall (Per By-Law 2025-001)	Per Permit	\$ 172.00	2
Signs - Pylons (Per By-Law 2025-001)	Per Permit	\$ 343.00	2

Swimming Pool Enclosures			
Swimming Pool Enclosures	Per Permit	\$ 135.00	2

Indemnity Deposits (Refundable up to 3 years from permit issuance)			
Residential	deposit	\$ 1,000.00	2
Non-Residential (commercial, industrial, institutional)	deposit	\$ 1,000.00	2
Swimming Pool Enclosures (inground pools)	deposit	\$ 1,000.00	2
Swimming Pool Enclosures (above ground pools)	deposit	\$ 500.00	2
Accessory Structures-residential	deposit	\$ 500.00	2
Farm buildings	deposit	\$ 500.00	2
Decks and porches	deposit	\$ 500.00	2
Sign - Wall/Pylon (Per By-Law 2025-001)	deposit	\$ 500.00	2

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
Schedule C
Corporate Services

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

Service	Fee Basis	2026 Fee	Tax
Finance and Taxation:			
Adding Charges to Roll	Per Transaction	\$ 127.00	2
Financing Administrative Fee	Per ProPerty	\$ 127.00	2
Indemnity Processing Charge	Per Occurrence	\$ 65.00	2
Misdirected Payment	Per Transaction	\$ 32.00	2
NSF/Returned Payment Charge	Per Occurrence	\$ 53.00	2
Refund Charge	Per Occurrence	\$ 32.00	2
Tax Certificates	Per Certificate	\$ 93.00	2
Tax Certificates or Statement - Required within 3 business days	Per Certificate	\$ 181.00	2
Tax Research (For Tax, Accounting or Finance)	Per hour	\$ 65.00	2
Tax Sale Registration 2nd Letter	Per letter	\$ 65.00	2
Tax Sale Registration Final Letter Before Registration	Per letter	\$ 65.00	2
Title Search - 2 years arrear	Per Search	\$ 85.00	2
Perscribed Interest Rate	Per Occurrence	3% + Bank of Canada Rate	2
Interest on trade receivables over 30 days past due per month	1.25% of arrears	as calculated	2
Penalty and interest on tax account arrears per month	1.25% of arrears	as calculated	2

EV Charging Stations			
Level 2 Charging	Per hour	\$ 2.00	3
Level 3 Charging	Per minute	\$ 0.50	3
Unattended-Fully charged vehicle left plugged in, 30 min after fully charged	Flat rate	\$ 50.00	3
EV Parking Infraction	Per occurrence	\$ 125.00	2

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
File Search (Lawyer Letter)	Per Search	\$ 106.00	2
Fire Report (No Investigation)	Per Report	\$ 106.00	1
Fire Report (Investigation)	Per Report	\$ 321.00	1
Inspection with Fire Code Deficiencies	Per Hour	\$ 106.00	1
Re-Inspection after Notice of Violation	Per Hour	\$ 106.00	1
Request Inspection (letter required)	Per Hour	\$ 106.00	1
Firework Application and Review	Per Hour	\$ 106.00	2
Fire Safety Plan Review	Per Hour	\$ 106.00	2
Lockbox Program	One Time Fee	\$ 106.00	2
MVA Response to Non Resident Vehicles	Per hour/Per truck	*Current MTO rate	1
Smoke/CO Alarm Installation	Per Smoke Alarm	\$ 74.00	1
Risk & Safety Management Level 1 Propane/Natural Gas	Per Hour	\$ 106.00	1
Risk & Safety Management Level 2 Propane/Natural Gas	Per Hour	\$ 106.00	1
Open Air Permit Site Inspection Fee	Per	\$ 106.00	1
Open Burn - Duty Officer Response	Per Officer	\$ 289.00	1
Open Burn	Per Call (5 or less Firefighters)	\$ 574.00	1
Open Burn	Per Call (6 or more Firefighters)	\$ 1,151.00	1
Assistance for Private Standby Beyond Normal Fire Protection	Per hour/Per truck	*Current MTO rate	1
Annual Business License Inspection	Per Hour	\$ 104.00	2
False Alarm (After 3 Occurrences in 12 month period)	Per truck	*Current MTO rate	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 hourly rate of FT firefighter and volunteer per call rates at the date of invoice.

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
Licences: Initial Application			
MOBILE			
Auctioneer	Per Licence	\$ 132.84	2
Carnival/Fairs/Midways	Per Licence	\$ 204.44	2
Circuses	Per Licence	\$ 204.44	2
Concerts	Per Licence	\$ 204.44	2
Driving Schools	Per Licence	\$ 204.44	2
Festivals	Per Licence	\$ 204.44	2
Flea Markets	Per Licence	\$ 204.44	2
Hawker and Pedllers	Per Licence	\$ 132.84	2
Horse Drawn Carriage Owners/Drivers	Per Licence	\$ 132.84	2
Limousine Driver	Per Licence	\$ 132.84	2
Limousine Owner	Per Licence	\$ 132.84	2
Pedicab Owners/Drivers	Per Licence	\$ 132.84	2
Petting Zoos	Per Licence	\$ 204.44	2
Portable Sign Contractors	Per Licence	\$ 154.44	2
Produce Vendors	Per Licence	\$ 204.44	2
Refreshment Vehicles (Class 1)	Per Licence	\$ 132.84	2
Refreshment Vehicles (Class 2)	Per Licence	\$ 132.84	2
Refreshment Vehicles (Class 3)	Per Licence	\$ 132.84	2
Refreshment Vehicles (Class 4)	Per Licence	\$ 132.84	2
Second Hand Shops	Per Licence	\$ 254.44	2
Special Event Sales	Per Licence	\$ 132.84	2
Taxicab Broker	Per Licence	\$ 132.84	2
Taxicab Driver	Per Licence	\$ 132.84	2
Taxicab Owner	Per Licence	\$ 132.84	2
Trade Shows	Per Licence	\$ 204.44	2
STATIONARY			
Amusement Arcades	Per Licence	\$ 254.44	2
Automobile Body Repair Shops	Per Licence	\$ 254.44	2
Barbershops	Per Licence	\$ 254.44	2
Beauty Salons	Per Licence	\$ 254.44	2
Bed and Breakfasts	Per Licence	\$ 254.44	2
Bingo Halls	Per Licence	\$ 254.44	2
Boarding/Lodging/Rooming Houses	Per Licence	\$ 254.44	2
Body piercing parlours	Per Licence	\$ 254.44	2
Bowling Alleys	Per Licence	\$ 254.44	2
Business Service Establishments	Per Licence	\$ 254.44	2
Campgrounds/Trailer Parks	Per Licence	\$ 254.44	2
Caterers	Per Licence	\$ 254.44	2
Dry Cleaners/laundry	Per Licence	\$ 254.44	2
Florist Shops	Per Licence	\$ 254.44	2
Food Shops	Per Licence	\$ 254.44	2
Gas Stations	Per Licence	\$ 254.44	2
Hotels/Motels	Per Licence	\$ 254.44	2
Indoor Recreational Establishments	Per Licence	\$ 254.44	2
Office (General, Business, Service)	Per Licence	\$ 254.44	2
Pet Groomers	Per Licence	\$ 254.44	2
Pet Shops	Per Licence	\$ 254.44	2

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
Public Halls (Class 1)	Per Licence	\$ 254.44	2
Public Halls (Class 2)	Per Licence	\$ 254.44	2
Race Tracks	Per Licence	\$ 254.44	2
Restaurants	Per Licence	\$ 254.44	2
Retail Store	Per Licence	\$ 254.44	2
Snack Bars	Per Licence	\$ 254.44	2
Swimming Pools	Per Licence	\$ 254.44	2
Tattoo parlours	Per Licence	\$ 254.44	2
Theatres	Per Licence	\$ 254.44	2
Wrecking Yards	Per Licence	\$ 254.44	2
ADULT			
Adult Book/Magazine sales	Per Licence	\$ 154.44	2
Adult Entertainment Attendants	Per Licence	\$ 132.84	2
Adult Entertainment Parlours	Per Licence	\$ 254.44	2
Adult Merchandise sales	Per Licence	\$ 254.44	2
Adult Videotape Sales/Rentals	Per Licence	\$ 254.44	2

Licences: Renewal Application			
Auctioneers	Per Licence	\$ 132.84	2
Carnivals/Fairs/Midways	Per Licence	\$ 204.44	2
Circuses	Per Licence	\$ 204.44	2
Concerts	Per Licence	\$ 204.44	2
Festivals	Per Licence	\$ 204.44	2
Flea Markets	Per Licence	\$ 204.44	2
Hawkers and Peddlers	Per Licence	\$ 132.84	2
Limousine Driver	Per Licence	\$ 132.84	2
Limousine Owner	Per Licence	\$ 132.84	2
Pedicab Owners/Drivers	Per Licence	\$ 132.84	2
Produce Vendors	Per Licence	\$ 154.44	2
Refreshment Vehicles (Class 1)	Per Licence	\$ 132.84	2
Refreshment Vehicles (Class 2)	Per Licence	\$ 132.84	2
Refreshment Vehicles (Class 3)	Per Licence	\$ 132.84	2
Refreshment Vehicles (Class 4)	Per Licence	\$ 132.84	2
Special Event Sales	Per Licence	\$ 132.84	2

Other Licences:			
Lotteries/Bingos/Raffles	Per Licence	3% of the prize value	2
Taxicab Broker	Per Licence	\$ 94.00	2
Taxicab Driver	Per Licence	\$ 76.00	2
Taxicab Owner	Per Licence	\$ 87.00	2
Marriage Licences	Per Licence	\$ 148.00	2
Dog Licence	Per Spayed / Neutered Dog	\$ 21.00	2
Dog Licence - Senior Citizen Rate	Per Spayed / Neutered Dog	\$ 15.00	2

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
Dog Licence	Per Unspayed / Un-neutered Dog	\$ 32.00	2
Dog Licence - Senior Citizen Rate	Per Unspayed / Un-neutered Dog	\$ 26.00	2
Late Fee - Dog Tag -After April 30	Per Licence	\$ 15.00	2
Replacement tag for lost dog tag	Per replacement	\$ 14.00	2
Transfer of tag	Per Transfer	\$ 14.00	2
Short Term Rental - Initial	Per Licence	\$ 500.00	2
Short Term Rental - Renewal	Per Licence	\$ 500.00	2

Other Fees and Charges:			
Civil Marriage Ceremony during regular business hours	Per Ceremony	\$ 312.00	1
Civil Marriage Ceremony Cancellation Fee	With 24 hours notice	\$ 80.00	1
During regular business hours Civil Marriage Ceremony Cancellation Fee	Without 24 hours notice	\$ 157.00	1
Civil Marriage Ceremony Rehearsal	Per Rehearsal	\$ 65.00	1
Civil Marriage Ceremony Witnesses	Per 2 witnesses	\$ 41.00	1
Liquor Licence Application Processing	Per Application	\$ 65.00	1
Application for Noise Exemption	Per Application	\$ 65.00	2
Death Registration	Per Registration	\$ 21.00	2
Application for Fence Variance	Per application	\$ 65.00	2
Fence Viewing	Per application	\$ 499.00	2
Appear before Property Standards Committee	Per appeal	\$ 150.00	2
Property Standards Order, minimum 1 hour	Per Hour	\$ 150.00	2
Property Standards Order Reinspection, minimum 1 hour	Per Hour	\$ 150.00	2
Register Property Standards Order on Title (actual registration costs charged in addition to base fee)	Per Registration	\$ 65.00	2
Parking Violation	Per Violation	\$ 25.00	2
By-law Violation - Administrative Fee -Work Completed by the Town, minimum 1 hour	Per Hour	\$ 150.00	2
Sign Removal (Per By-Law 2025-001)	Per Sign (Greater of Base Fee or actual cost)	\$ 205.00	2
Sign Storage (Per By-Law 2025-001)	Per Sign Per day (Greater of base fee or sign face area)	\$21.00 or \$2.00/square meter sign face area	2
A-Frame Sign Permit	Bi-Annual Fee	\$ 154.00	2
Encroachments - Annual	Per Agreement	\$ 50.00	2
Encroachments	Per Agreement	\$ 475.00	3
Mobile Sign Permit (Per By-Law 2025-001)	Per Day	\$ 1.05	2
Temporary Patio Application Deposit (Per By-Law 2024-026)	Per Application	\$ 2,500.00	2
Temporary Patio Application Fee - Municipal Property	Per Application	\$ 307.00	1
Temporary Patio Extension per Square Foot - Municipal Property	Per Square Foot	\$ 2.05	1
Golf Car Registration Fee	Per Registration	\$ 75.00	2

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	Minimum Deposit to Accompany Application*	2026 Fee (Non-refundable plus actual costs)	Tax
Official Plan Amendment- Major	Per Application	\$ 1,000.00	\$ 5,742.00	2
Official Plan Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,873.00	2
Zoning By-law Amendment- Major	Per Application	\$ 1,000.00	\$ 5,742.00	2
Zoning By-law Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,873.00	2
Zoning By-law Amendment as a Result of an Condition of Consent	Per Application		\$ 1,195.00	2
Zoning By-Law Amendment to Remove a Holding (h) Symbol	Per Application		\$ 1,195.00	2
Combined Official Plan Amendment and Zoning By-law Amendment	Per Application	\$ 2,000.00	\$ 8,330.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo or Amendment to a Draft Plan or Extension of DPA	Per Application	\$ 2,000.00	\$ 9,793.00	2
Site Plan Control & Development Agreement- Major	Per Application	\$ 1,000.00	\$ 4,841.00	2
Site Plan Control & Development Agreement- Minor	Per Application		\$ 2,422.00	2
Amendment of Site Plans & Development Agreement	Per Application	\$ 1,000.00	\$ 2,703.00	2
Part Lot Control Exemption By-law	Per Application	\$ 500.00	\$ 2,590.00	2
Consent to Sever Land-Initial Application	Per Application	\$ -	\$ 1,577.00	2
Consent to Sever Land-Additional Lots to Initial Application	Per Application		\$ 586.00	2
Parkland Dedication Fee (as a condition of consent application under the Planning Act S.42, 53)	Per New Lot		\$ 1,070.00	2
Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Per Application		\$ 1,239.00	2
Combined Consent to Sever Land and Minor Variance			\$ 2,477.00	2
Amendment to the Sign By-Law	Per Application		\$ 1,531.00	2
Certificate of Validation	Per Application		\$ 306.00	2
Special Committee of Adjustment Hearing at Request of Applicant	Per Hearing		\$ 460.00	2
Planning Act Applications Deferral (Applicant Request)	Per Deferral		\$ 574.00	2
Official Plan or Zoning Bylaw (copy)	Per Copy		\$ 63.00	1
Planning Letter	Per Inquiry		\$ 90.00	2
Presubmission Application Fee	Per Application		\$ 409.00	2
Minor Site Alteration Permit (< 350 cubic metres - excluding liquid)	Per Application	\$ 5,000.00	\$ 511.00	2
Large Site Alteration Permit (> 350 cubic metres - excluding liquid)	Per Application	\$ 5,000.00	\$ 1,021.00	2
Large Site Alteration Permit (> 10,000 cubic metres or liquid)	Per Application	\$ 5,000.00	\$ 2,041.00	2

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
Lawyers Inquiries	Per Inquiry	\$ 93.00	2

Roads			
Street Sweeper - Cleaning Roads	Per hour	\$ 260.00	1
Street Sweeper - Hydro excavation	Per hour	\$ 324.00	1
Backhoe	Per hour	\$ 119.00	1
Dump Truck	Per hour	\$ 106.00	1
Light Duty Vehicle	Per hour	\$ 41.00	1
Roads Operator	Per hour	actual cost	1
Supervisor	Per hour	actual cost	1
Right Of Way Permit	Per Permit	\$ 260.00	2
Indemnity Deposit (Refundable up to 3 years from permit issuance)	Deposit Per Permit	\$1,000 Deposit Per Permit	
Storm Connection	Per Service	Actual cost, \$2000 deposit required	1

Drainage			
Drainage Apportionment Fee for Consent	Per service	\$ 573.00	1
Drainage Apportionment Fee for Land Severance	Per service	\$ 573.00	1

Engineering Review Fees			
Municipal sewer/water capacity allocation assessment	Per submission	Actual cost, \$5000 deposit required	1
Site Plan Engineering Review Fee	Per submission	\$ 1,610.00	1
Subdivision Engineering Review Fee	Per submission	\$ 3,216.00	1
Zoning By-law Amendment Engineering Review Fee - Major	Per submission	\$ 1,610.00	1
Zoning By-law Amendment Engineering Review Fee - Minor	Per submission	\$ 806.00	1
Official Plan Amendment Engineering Review Fee	Per submission	\$ 521.00	1
Additional Review Fee (in exceedance of 5 submissions)	Per submission	\$ 269.00	1

CLI Application Fees			
CLI Pre-Screening Application	Per development application	\$ 1,073.00	1
Sanitary Sewers - First Submission	Per submission	\$ 1,610.00	1
Sanitary Sewers - Subsequent Review	Per submission	\$ 532.00	1
Sanitary Sewers - Under 5 Lots - First Submission	Per submission	\$ 806.00	1
Sanitary Appurtenance (eg. odour or corrosion control etc.)	Per item	\$ 1,073.00	1
Sanitary Pump Station or Forcemain	Per pump station	\$ 3,216.00	1
Storm Sewers - First Submission	Per submission	\$ 1,610.00	1
Storm Sewers - Subsequent Review	Per submission	\$ 532.00	1
Storm Sewers - Under 5 Lots - First Submission	Per submission	\$ 806.00	1
Storm Appurtenance (eg. LID, oil grit separator, flow control device, etc.)	Per item	\$ 1,076.00	1
Storm Pump Station	Per pump station	\$ 3,216.00	1
Stormwater Management Facility (eg. dry/wet ponds)	Per facility	\$ 5,360.00	1
Water Form 1	Per submission	\$ 1,073.00	1

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Schedule G
Engineering and Public Works Services

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Service	Fee Basis	2026 Fee	Tax
Construction and Inspection Fees			
Mandatory Pre-Construction and Inspection Meetings	Per walkthrough	\$ 162.00	1
Additional Walkthroughs	Per walkthrough	\$ 109.00	1
Sign Purchase and Installation	Each	\$ 130.00	2
Water			
Water Operator	Per hour	actual cost	1
Supervisor	Per hour	actual cost	1
Water Meter Fee w/transmitter	3/4" Permit/Water Meter Fee	\$ 547.00	2
Water Meter Fee w/transmitter	1" Permit/Water Meter Fee	\$ 717.00	2
Water Meter Fee w/transmitter	1.5" or greater Permit/Water Meter Fee	Actual cost, \$3500 deposit required	2
Abandonment of Water Service	Per disconnection	\$ 5,465.00	2
Water Meter Testing for Customer	Per test	\$ 357.00	2
Coin Operated Filling Stations	Per Cubic Metre	\$ 2.30	2
Hydrant Valve (Hydrant Hookup Box)	Per valve Per day	\$ 165.00	2
Hydrant Water Usage Fee	Per usage	Actual Cost	2
Illegal Connection Charge	Per Offense	\$ 344.00	2
Curb Box Replacement	Per Service	\$ 650.00	2
After Hours Water Shut Off/Turn On	Per service	\$ 242.00	2
Missed Appointment fee	Per instance	\$ 73.00	2

New Water Service			
Connection - 3/4" Water Service	Per Service	\$ 4,056.00	2
3/4" Meter Pit Componenets & Installation	Per Service	\$ 1,159.00	2
Connection - 1" Water Service	Per Service	\$ 4,241.00	2
1" Meter Pit Componenets & Installation	Per Service	\$ 1,411.00	2
Connection - 2" or greater Water Service	Per Service	Actual cost, \$5000 deposit required	2
All new service connections - Monthly Service fee until meter is installed and passes inspection	Per Service, Per month	\$ 137.00	2
Private Development Watermain Commisioning (4" or Larger, less than 100m in length)	Per Project	\$ 1,172.00	2
Private Development Watermain Commisioning (4" or Larger, greater than 100m in length)	Per Project	\$ 1,979.00	2
Watermain Automatic Flusher	Per Service	\$ 1,800.00	2
Consumption	Per Cubic Metre	\$ 1.396	2
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 26.53	2
1 inch	Per Month	\$ 35.30	2
1 1/4 and 1 1/2 inches	Per Month	\$ 44.15	2
2 inches	Per Month	\$ 66.26	2
3 inches	Per Month	\$ 86.80	2
4 inches	Per Month	\$ 165.69	2
6 inches	Per Month	\$ 528.27	2
8 and 10 inches	Per Month	\$ 662.71	2

Town of Amherstburg User Fee Schedule
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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	2026 Fee	Tax
Wastewater			
Sanitary Connection	Per Service	Actual cost, \$3000 deposit required	1
Processed Organic Waste	Per Litre	\$ 0.20	1
Imported Sewage	Per Litre	\$ 0.20	1
Imported Pre-treated Sewage	Per Litre	\$ 0.010	1
Consumption	Per Cubic Metre	\$ 2.578	1
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 38.13	1
1 inch	Per Month	\$ 50.86	1
1 1/4 and 1 1/2 inches	Per Month	\$ 63.56	1
2 inches	Per Month	\$ 95.34	1
3 inches	Per Month	\$ 132.41	1
4 inches	Per Month	\$ 238.33	1
6 inches	Per Month	\$ 635.56	1
8 and 10 inches	Per Month	\$ 953.36	1

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
Administration Fees			
Security Deposit (refundable net of costs incurred)	Per rental	\$ 289.00	2
Refund Admin Fee - programs and rentals	Per transaction	\$ 33.00	1
Set-up / Take Down Fee	Per rental	\$ 33.00	1
Equipment Rental - Recreation Equipment	Per rental	\$ 20.00	1
Kantech Access Cards			
New or replacement	Per Card	\$ 28.00	1
Reprogramming of card	Per Card	\$ 16.00	1
Card cancellations	Per Card	No Charge	
Keys			
Additional per key	Per Key	\$ 10.00	1
Lost/rekeying lock required	Per Lock	\$ 100.00	1
Cancellation Fees	Once Permits are created, cancellations will not be Permitted		

Advertising Fees			
Rink Board Advertising Rink B per year	34" x 120"	\$ 962.00	1
Backlit Signs (Rink B and Indoor Field) per year	48" x 96"	\$ 1,802.00	1
Pickleball Interior Fence per season	24" x 36" (double sided)	\$ 1,000.00	1
Window Perforated Film - Rink B side of upper community room per year	Per year	\$ 576.00	1
Digital Advertising - Libro Centre (30-days -5 second spot/ad loop/2 screens)	30 days	\$ 53.00	1
Gateway Digital Sign - Non-Profit Messages	30 days	\$ 117.00	1
* Electronic Advertising (for 2 units, size 8 1/2 x 11)			
** Administration has ability to negotiate price for multiple advertising opportunities			

Town of Amherstburg User Fee Schedule
Effective January 1, 2026 (except where noted)
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	2026 Fee	Tax
Community Programming Fees			
Seasonal Activities and Programs			
Parent & Tot (ages 4 & under)	Per class	\$ 12.00	2
Pre-School (ages 3-5)	Per class	\$ 12.00	2
Youth (ages 6-14)	Per class	\$ 15.00	2
Teen (ages 15-17)	Per class	\$ 16.00	2
Adult (ages 18-59)	Per class	\$ 17.00	3
Senior (ages 60+)	Per class	\$ 11.00	3
Private Tennis Lesson (minimum - 6 weeks)	Per hour	\$ 55.00	1
Drop-Ins (unsupervised, unstructured, max 2.5 hours)			
Parent & Tot (ages 4 & under)	Per drop-in	\$ 3.00	2
Pre-School (ages 3-5)	Per drop-in	\$ 3.00	2
Youth (ages 6-14)	Per drop-in	\$ 4.00	2
Teen (ages 15-17)	Per drop-in	\$ 4.00	1
Adult (ages 18-59)	Per drop-in	\$ 6.00	1
Senior (ages 60+)	Per drop-in	\$ 5.00	1
Figure Skating (all ages)	Per drop-in	\$ 7.00	1
Day Camp			
Daily (Maximum 9 hrs/day)	Per day	\$ 40.00	2
Weekly	Per week	\$ 200.00	2
Specialty Camp	Per week	\$ 230.00	2
Hot Lunch fee	Per lunch	\$ 12.00	2
Late Pick up Fee (when staff is required to stay beyond scheduled time)	Per occurrence	100% Full cost recovery	1
Fun Friday Fee	Per day	\$ 22.00	2
Day Camp Electronic Records Fee (annually)	Per camper	\$ 7.00	2
Birthday Party Packages			
Turf Party (up to 15 children)	Per Party	\$ 230.00	1
Arts & Crafts Party (up to 15 children)	Per Party	\$ 245.00	1
Skating Party (up to 15 children)	Per Party	\$ 350.00	1
Each Additional Child (total limit up to 20 children per party)	Per Child	\$ 10.00	1

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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	2026 Fee	Tax
Indoor Recreation Facilities Fees			
Ice Time	Fees Effective April 1st		
Capital Surcharge	Per hour	\$ 8.00	2
Prime Time Rental	Per hour	\$ 209.00	1
Non-Prime Time Rental	Per hour	\$ 118.00	1
Non-Prime Time Senior & School Rate	Per hour	\$ 74.00	1
Local Minor Sports Association Prime Time Rental	Per hour	\$ 198.00	1
Local Minor Sports Association Non-Prime Time Rental	Per hour	\$ 110.00	1
Goalie Pad	Per hour	\$ 46.00	1
Public Skating - General (per person)	Per Person	\$ 4.00	2
Public Skating - General (per family from same household)	Max of 5	\$ 12.00	2
Indoor Soccer Field	Fees Effective April 1st		
Capital Surcharge	Per hour	\$ 8.00	2
Peak Season (Oct 1 - Mar 31) - Prime Time	Per hour	\$ 130.00	1
Non-Peak Season (Apr 1 - Sep 30) & Non-Prime Time	Per hour	\$ 60.00	1
Dry Floor Time			
Capital Surcharge	Per hour	\$ 8.00	2
Arena Floor	Per hour	\$ 60.00	1
Public Events Rentals			
Event Rental for Show/Sale	Per day	\$ 700.00	1
Entire Libro Facility - Indoors	Per day	\$ 2,500.00	1
Multi Purpose Room Upstairs in Arena			
Capital Surcharge	Per hour	\$ 4.05	2
Rental	Per hour	\$ 44.00	1
Ground Floor Multipurpose Room/Essex Power Energy Zone			
Capital Surcharge	Per hour	\$ 4.05	2
Rental	Per hour	\$ 44.00	1
Community Room/Lobby			
Capital Surcharge	Per hour	\$ 4.05	2
Room A only	Per hour	\$ 44.00	1
Room B only (includes kitchen)	Per hour	\$ 63.00	1
Rooms A & B (includes kitchen)	Per hour	\$ 84.00	1
Kitchen	Per hour	\$ 28.00	1
Lobby	Per hour	\$ 43.00	1
179 Victoria/Senior Centre			
Capital Surcharge	Per hour	\$ 4.05	2
Room A only	Per hour	\$ 44.00	1
Room B only	Per hour	\$ 44.00	1
Room A & B	Per hour	\$ 88.00	1
Room C	Per hour	\$ 98.00	1
Kitchen	Per hour	\$ 36.00	1

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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	2026 Fee	Tax
Outdoor Recreation Facilities Fees			
Kings Navy Yard Park			
Capital Surcharge	Per 2 hours	\$ 8.00	2
Gazebo/Wisteria Pillars	Per 2 hours	\$ 93.00	1
** There is no alcohol allowed in KNYP Please refer to KNYP passive By-Law			
Full Park Rentals & Special Events			
Capital Surcharge (rentals)	Per hour	\$ 8.00	2
Pavilion	Per 4 hour rental	\$ 112.00	1
Special Event and/or Park Rental	Per rental	\$ 294.00	1
Special Event Road Rental	Per rental	\$ 294.00	1
Park Rental - Food Trucks	Per day	\$ 50.00	2
Baseball Diamonds Fees Effective April 1st			
Capital Surcharge	Per hour	\$ 4.00	2
Regular Baseball Diamonds	Per hour	\$ 7.00	1
Local Minor Baseball Association (T-Ball) (per season)	Per player	\$ 12.00	1
Local Minor Baseball Association (per season)	Per player	\$ 21.00	1
Soccer/Football Field Fees Effective April 1st			
Capital Surcharge	Per hour	\$ 4.00	2
Grassed Soccer Fields	Per hour	\$ 7.00	1
Minor Soccer Association (per season)	Per player	\$ 21.00	1
Turf Fields Fees Effective April 1st			
Capital Surcharge	Per hour	\$ 8.00	2
Premier Diamond - Unlit	Per hour	\$ 29.00	1
Premier Diamond - Lit	Per hour	\$ 42.00	1
Premier Turf Field - Un-Lit	Per hour	\$ 25.00	1
Premier Turf Field - Lit	Per hour	\$ 40.00	1
Local Minor Sports Association - Premier Turf (Un-lit)	Per hour	\$ 21.00	1
Local Minor Sports Association - Premier Turf (Lit)	Per hour	\$ 33.00	1
Sports Courts			
Capital Surcharge	Per member / per season	\$ 2.00	1
Single Court	Per hour	\$ 5.00	1
Pickleball Courts (Association) per season	Per member / per season	\$ 8.00	1
Pickleball Courts (Tournaments)	4 courts / 4 hours	\$ 50.00	1
Pickleball Courts (Tournaments)	4 courts / 8 hours	\$ 60.00	1
Pickleball Courts (Tournaments)	8 courts / 4 hours	\$ 100.00	1
Pickleball Courts (Tournaments)	8 courts / 8 hours	\$ 120.00	1

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Parks, Facilities, Recreation and Culture Services

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Service	Fee Basis	2026 Fee	Tax
Sport & Facility Services			
Sponsorship of Events	Per event	100% Full cost recovery	1
Electrician	Per event	100% Full cost recovery	1
Forklift	Per event	100% Full cost recovery	1
Set up/Tear down (Libro) (0-50 Chairs)	Per event	Included in Room Rental	1
Set up/Tear down (Libro) (51-100 Chairs)	Per event	\$ 55.00	1
Transient Office for user groups/tournament organizers, etc.	Per hour	\$ 15.00	1
	Per day	\$ 82.00	1
Staff Overtime (groups staying beyond allocated time)		100% Full cost recovery	1
Dedicated Storage Space	Per square foot/annually	\$ 2.90	1
Dedicated Office Space	Per square foot/annually	\$ 2.90	1
Extra Cleaning Fee (rooms)	Per cleaning	100% Full cost recovery	1
Extra Cleaning Fee (dressing rooms)	Per cleaning	\$ 23.00	1
Commemoration			
New Commemoration - Metal Bench	Per transaction	\$ 4,245.00	1
New Commemoration - Wooden Trail Bench	Per transaction	\$ 1,610.00	1
Renewal - Metal Bench	Per transaction	\$ 2,681.00	1
Renewal - Wooden Trail Bench	Per transaction	\$ 537.00	1
Plaque Replacement/Change Request	Per transaction	\$ 216.00	1
Commemorative Tree	Per transaction	\$ 859.00	1