SCHEDULE "A"

ADMINISTRATION

(* indicates a fee not subject to annual CPI increase)

FEE DESCRIPTION	JANUARY 1, 2026	HST	Total
Licence – Dog Tag	**$15***	**N/A**	**$15***
Reclaim Fee (for dog)	**$200/dog***	**N/A**	**$200***
Licence – Kennel (annual)	**$160***	**N/A**	**$160***
Licence (Annual fee)			
Chip Wagon	**$509**	**N/A**	**$509**
Mobile Canteen	**$509**	**N/A**	**$509**
Refreshment Cart	**$135**	**N/A**	**$135**
Licence – Auctioneer (selling or putting up for sale goods, wares, merchandise or effects by public auction)	**$100***	**N/A**	**$100***
Licence – One-Day Auction (for any one-time auction sale)	**$50***	**N/A**	**$50***
Licence – Salvage (Yards, Shops, Dealers)	**$50***	**N/A**	**$50***
Licence – Marriage	**$140***	**N/A**	**$140***
Line Fence Disputes	**<3 hrs >3 hrs**	**N/A**	**<3 hrs >3 hrs**
Payment to Referee	**$150* $300***		**$150* $300***
Payment to Deputy Referee	**$100* $200***		**$100* $200***
Administrative Fees			
< 3 hours spent in conduct of an appeal	**$300***	**N/A**	**$300***
> 3 hours spent in conduct of an appeal	**$400***		**$400***
Lottery Licences	**3% of prize value**		
Nevada	**Max. $120.00**	**N/A**	**$120.00**
Raffle	**Max. $47**	**N/A**	**$47**
Any Bingo – Single or Marathon Bingo < 24 hours	**Max. $47**	**N/A**	**$47**
Any Bingo or Raffle – Multiple Events/Marathon calendar year > 24 hours	**Max. $77.50**	**N/A**	**$77.50**
Marriage Services			
Marriage Licence	**$140***	**N/A**	**$140***
Ceremony Fee during regular business hours *(includes Council Chambers)*	$332.00	$43.16	$375.16
Ceremony Fee outside of business hours	$434.00	$56.42	$490.42
Cancellation Fee *(prior to consultation meeting)*	$51.0	$6.63	$57.63
Cancellation Fee *(after consultation meeting)*	$179.00	$23.27	$202.27
Witness Fee *(per witness, subject to availability)*	$51.00	$6.63	$57.63

SCHEDULE “B”

TREASURY

(* indicates a fee not subject to annual CPI increase)

FEE DESCRIPTION	JANUARY 1, 2026	HST	Total
Tax Certificates	**$61.50**	**N/A**	**$61.50**
Tax Information:	**$69.50**	**N/A**	**$69.50**
Duplicate copy of Tax Bill:	**$41**	**N/A**	**$41**
NSF Cheque	**$55**	**N/A**	**$55**

SCHEDULE "C"

DEVELOPMENT SERVICES – PLANNING / CIVIC ADDRESSING

(* indicates a fee not subject to annual CPI increase)

FEE DESCRIPTION	JANUARY 1, 2026	HST	Total
PLANNING			
Minor Variance / Expansion of Non-Conforming Use	**$1097**	**N/A**	**$1097**
Reapplication of a Minor Variance / Expansion of Non-Conforming Use: to correct a technical issue with the approval within 1 year of the previous approval	**$402**	**N/A**	**$402**
Minor Variance or Expansion of Non-Conforming Use related to an Outdoor Wood Burning Furnace	**$402**	**N/A**	**$402**
Site Plan Control (for the approval of plans or drawings of buildings, structures, facilities or works sought to be undertaken in a Site Plan Control Area)			
i) Residential (deck only)	**$483**	**N/A**	**$483**
ii) Residential	**$994**		**$994**
iii) Commercial	**$1277**	**N/A**	**$1277**
Site Plan Amendment (for amendment of site plans agreements dated after January 1, 2005			
< 1,000 sq. ft.	**$483**	**N/A**	**$483**
> 1,000 sq. ft.	**$692**	**N/A**	**$692**
Site Plan Control (for the approval of an Additional Residential Unit Only)			
> 1,000 sq. ft.	**$483**	**N/A**	**$483**
< 1,000 sq. ft.	**$692**	**N/A**	**$692**
Combined Minor Variance / Expansion of Non-Conforming Use and Site Plan	**$1439**	**N/A**	**$1439**
Municipal Review of Land Severance	**$836**	**N/A**	**$836**
Plan of Subdivision/Condominium Review			
i) To Draft Approval Stage	**$4623**	**N/A**	**$4623**
ii) Clearance of Conditions (per phase)	**$1961**	**N/A**	**$1961**
Official Plan Amendment for Township Official Plan or Review of United Counties of Leeds & Grenville Official Plan (not including the cost of review by the United Counties)	**$3032**	**N/A**	**$3032**
Zoning By-Law Amendment	**$1819**	**N/A**	**$1819**
Zoning By-Law Amendment for the establishment of a Garden Suite as defined under the Planning Act	**$689**	**N/A**	**$689**
Zoning By-Law Amendment that stems from a condition of severance approval	**$1116**	**N/A**	**$1116**
Combined Zoning By-Law Amendment and Site Plan	**$2160**	**N/A**	**$2160**
Combined Amendment of Official Plan and Zoning By-Law OR Combined Amendment of Township Official Plan and Review of Amendment to United Counties of Leeds & Grenville Official Plan Amendment	**$3472**	**N/A**	**$3472**
Removal of a **Holding Designation** from a Zoning By-Law	**$875**	**N/A**	**$875**

Zoning Certificate	**$167**	**N/A**	**$167**
Agreement to Amend a Subdivision Agreement	**$1738**	**N/A**	**$1738**
Written confirmation of status of any **Planning or Zoning related Agreement and/or Use**	**$167**	**N/A**	**$167**
Written confirmation of **Official Plan Designation**	**$167**	**N/A**	**$167**
Septic Inspection Fee (required for Severance Applications, and any other relevant Planning Applications)	**$167**	**N/A**	**$167**
Mining & Aggregate Operations	**$18716**	**N/A**	**$18716**
File Search Fee	**$122**	**N/A**	**$122**
Municipal Consultation Form (for renewable energy projects)	**$3488**	**N/A**	**$3488**
Review of **Requests for Resolution of Support** regarding FIT Renewable Energy Projects	**$794**	**N/A**	**$794**
Review of Requests for Road Allowance Closure and Sale	**$841**	**N/A**	**$841**
Review of Requests for Agreements not associated to Planning Act Applications	**$841**	**N/A**	**$841**
Review of Requests for Deeming	**$841**	**N/A**	**$841**
Review of Requests for Deeming	**$841**	**N/A**	**$841**
Telecommunication Towers	**$1277**	**N/A**	**$1277**
Subdivision Agreement	**$841**	**N/A**	**$841**
Agreement to Amend a Subdivision Agreement	**$1738**	**N/A**	**$1738**
Amendment to Draft Plan Conditions	**$1738**	**N/A**	**$1738**
Development Agreement	**$511**	**N/A**	**$511**
Peer Review – All Application Types	Full retainer cost to be paid to Township before review is commenced		

- All of the above costs do not include the costs of services by independent consultants or services by others. These costs will be recovered as incurred by the Township

FEE DESCRIPTION		JANUARY 1, 2026	HST	Total
CIVIC ADDRESSING				
Civic Address Sign	(includes post, blade and installation)	**$179**	**N/A**	**$179**
	Post and Blade (not installed)	**$56**	**N/A**	**$56**
	Blade only (not installed)	**$26.50**	**N/A**	**$26.50**
	Post only (not installed)	**$28.50**	**N/A**	**$28.50**

SCHEDULE "D"

PUBLIC WORKS - ENVIRONMENTAL SERVICES

(* indicates a fee not subject to annual CPI increase)

FEE DESCRIPTION	JANUARY 1, 2026	HST	Total
Bagged Household Waste	**$222.00 / tonne***	**N/A**	**$222.00***
Commercial Rate for Bagged Waste	**$222.00 / tonne***	**N/A**	**$222.00***
Construction Material	**$222.00 / tonne***	**N/A**	**$222.00***
Brush/Tree Wood	**$35 / tonne***	**N/A**	**$35.00***
Recycling	**Free**		
Compost	**Free**		
Christmas Trees	**Free**		
Scrap Metal (washer, dryer, fridge, stove, BBQ, hot water tank heater, etc)	**Free**		
All Tires (any tire on or off the rim & clean)	**Free**		
All other materials	**$222.00 / tonne***	**N/A**	**$222.00***
Bag Tag	**$2.50***	**N/A**	**$2.50***
Special Non-Profit Bag Tags (community groups, etc)	**Free (60 tags)**		
Minimum fee for all waste entering landfill site	**$10.00***	**N/A**	**$10.00***
Septic Pumpouts	Full cost of pump out to be paid by property owner to the Township plus an administrative fee of 25%.		

USER FEE By-Law 2015-1
2026 Office Consolidation
As of December 15, 2025

SCHEDULE "E"

PUBLIC WORKS – MUNICIPAL PROPERTIES / ROADS

(* indicates a fee not subject to annual CPI increase)

FEE DESCRIPTION	JANUARY 1, 2026	HST	Total
MUNICIPAL PROPERTIES			
Harbour Fees			
* First 2 hours of daily docking are free — Daily	**$1.00/ft**	**$.13**	**$1.13**
Monthly (Reserved Slip)	**$18.50/ft**	**$2.41**	**$20.91**
Seasonal (Reserved Slip)	**$59.50/ft**	**$7.74**	**$67.24**
Commercial Fleet Mooring * Available at Portland only * Fleet must include minimum of three 27' corporately registered boats * Not reserved slips; all other services user pay Seasonal	**$2.50/ft***	**$.33**	**$2.83***
Commercial Boat Launch Fee			
Daily Fee	**$10.00***	**$1.30**	**$11.30***
Monthly Fee	**$50.00***	**$6.50**	**$56.50***
Newboro Harbour Launching	**Free**	**Free**	**Free**
Newboro Harbour Parking			
Vehicle Parking	**$3.75/Day**	**$.50**	**$4.25**
Seasonal Vehicle Parking	**$222.00**	**$28.86**	**$250.86**
Seasonal Trailer Parking	**$124.00**	**$16.12**	**$140.12**
Shore Power – Portland Harbour only	**$5.00***	**$.65**	**$5.65***

ROADS				
Entrance Permit	Residential	**$208**	**N/A**	**$208**
	Commercial	**$277**	**N/A**	**$277**
Installation of non-regulatory sign		**$72.50**	**N/A**	**$72.50**

USER FEE By-Law 2015-1
2026 Office Consolidation
As of December 15, 2025

SCHEDULE "F"

FIRE DEPARTMENT SERVICES

(***** indicates a fee not subject to annual CPI increase)

FEE DESCRIPTION	JANUARY 1, 2026	HST	Total
INSPECTION FEES			
Written replies to requests for outstanding inspection orders	**$97**	**N/A**	**$97**
Fire Code Violation Inspection Fee (requests where tenants have concerns, if deficiency exists, billed to property owner, if unpaid to be added to the municipal property taxes)	**$167**	**N/A**	**$167**
Fire File Search	**$136**	**N/A**	**$136**
Fire Synopsis Report (for insurance companies/Lawyers)	**$136**	**N/A**	**$136**
Inspection for Letters of Compliance (for businesses to meet other licensing requirements i.e: Day Care Facilities, Commercial Ventures, Dry Goods, Chip Wagons, Restaurants, Lumberyards, Tourist Facilities)	**$136**	**N/A**	**$136**
Inspection and Letter for Liquor Licensing or Occupancy Load	**$136**	**N/A**	**$136**
Consultation with Engineers and **Review of Propane RSMP** review as part of Ontario Regulation 211/01, Propane Storage and Handling For anything > 2000 US water gallons For anything < 2000 US water gallons	**$1379** **$415**	**N/A** **N/A**	**$1379** **$415**
Re-Inspection (due to not being prepared or lacking paperwork)	**$64.50**	**N/A**	**$64.50**
Burn Site Inspection (with permit)	**$69.50**	**N/A**	**$69.50**
SERVICES			
Open Air Burn Permit	**$10***	**N/A**	**$10***
False Alarm (within calendar year) 1st offence 2nd offence Additional	 **No Charge** **$150*** **$300***	 **N/A**	 **No Charge** **$150*** **$300***
Control a Fire (expenses for which a person may be liable to cover the cost of sufficient personnel and equipment: **Per Vehicle** a) First hour or part thereof b) Subsequent half hour or part thereof	 **Actual Cost** **Actual Cost**	 **N/A**	 **Actual Cost** **Actual Cost**
Emergency Response to: a) An incident involving a vehicle covered under the Highway Traffic Act, on any Township or County roadway or any private lane.	MTO Rate – The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.		

b) Any incident involving hazardous materials on any Township or County roadway or any private lane, on any property within the municipality or any lake, river, stream or water course.	
Fire Response Recovery Fees – Indemnification Technology®	Current MTO rates plus personnel costs, plus any additional costs for each incident. See Notes – 1, 2, 3.

Notes:

1. *Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.*

2. *These cost recovery fees are HST exempt.*

3. *Where the Municipality believes and/or Indemnification Technology® indicates Fire Department Specific Response fees are applicable but the Owner does not have, in part or in full, insurance coverage for fire department charges for the Property, the Municipality may adjust the Fire Department Specific Response Fees to the extent of insurance coverage upon provision by the Owner of evidence, to the satisfaction of the Municipality, that no such insurance coverage exists or to demonstrate the limits of such coverage.*

SCHEDULE "G"

COMMUNITY AND LEISURE SERVICES

(* indicates a fee not subject to annual CPI increase)

INSURANCE: All rentals require either an additional $35 for insurance or a Certificate of Insurance for $5 Million Dollars naming Township as additional insured

FEE DESCRIPTION	JANUARY 1, 2026	HST	Total
HALL RENTALS – TOWNSHIP RESIDENTS			
Unlicensed Events			
• Full Day – Full Use of Hall	**$179.00**	**$23.27**	**$202.27**
• ½ Day (4 hours or less) – Full Use of Hall	**$67.00**	**$8.71**	**$75.71**
Licensed Events			
• Full Day - Full Use of Hall	**$322.00**	**$41.86**	**$363.86**
• ½ Day (4 hours or less) – Full Use of Hall	**$67.00**	**$8.71**	**$75.71**
Daily use for bridge, euchre, etc. – Full Hall (must be under the auspices of the Department of Community & Leisure Services)	**$2.21/person***	**$**	**$2.50***
Non-Profit Organizations/Registered Charities: (see definition below)	**FREE**	**N/A**	**FREE**
HALL RENTALS – NON-RESIDENTS			
Unlicensed Events			
• Full Day – Full Use of Hall	**$266.00**	**$34.58**	**$300.58**
• ½ Day (4 hours or less) – Full Use of Hall	**$88.50**	**$11.51**	**$100.01**
Licensed Events			
• Full Day - Full Use of Hall	**$356.00**	**$46.28**	**$402.28**
• ½ Day (4 hours or less) – Full Use of Hall	**$88.50**	**$11.51**	**$100.01**
Daily use for bridge, euchre, etc. – Full Hall (must be under the auspices of the Department of Community & Leisure Services)	**$3.10/person***		**$3.50***
Non-Profit Organizations/Registered Charities: (See definition below)	**FREE**	**N/A**	**FREE**

PORTLAND HALL & LIBRARY COMMUNITY ROOM			
½ Day (4 hours or less	**$41.00**	**$5.33**	**$46.33**
Full Day	**$82**	**$10.66**	**$92.66**
Table/Chair Set up/Take Down by Booking Agent (All Halls)	**$20.00***	**N/A**	**$20.00***
ELGIN MUNICIPAL COMPLEX Use of Projector and screen	**$15.00***	**N/A**	**$15.00***
NORTH CROSBY HALL Use of Projector and screen and/or large screen tv and/or BBQ	**$15.00* each**	**N/A**	**$15.00***
SOUTH ELMSLEY HALL Use of PA system, screen	**$15.00***	**N/A**	**$15.00***
Ball Diamond, Soccer Pitches, Parks, Pavilions	**No Charge**		
Commemorative Bench and Tree Policy Fees			
Installation of Bench with no base	**$34.50**	**$4.49**	**$38.99**
Installation of Bench with cement base	**$212**	**$27.56**	**$239.56**
Installation of a tree	**$69.50**	**$9.04**	**$78.54**
Installation of plaque signage with post	**$199.00**	**$25.87**	**$224.87**
Installation of plaque without post	**$34.50**	**$4.49**	**$38.99**
Tree, bench and plaque	**Actual cost at the time of purchase**		

For the Purposes of Hall Rentals Fees as outlined in the User Fee By-Law Schedule ‘G’, the following definitions apply:

Non-profit Organizations:
Non-profit organizations are associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

Registered Charities:
Registered charities are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the follow categories:

- The relief of poverty
- The advancement of education
- The advancement of religion
- Other purposes that benefit the community

This definition excludes all non-registered groups that do not fall under the umbrella of the Township.

SCHEDULE "H"

BUILDING FEES
CLASSES OF PERMITS AND PERMIT FEES

RESPECTING CLASSES OF PERMITS AND PERMIT FEES	
CLASS OF PERMITS	**FEES**
BUILDING PERMIT (BASE FEE)	To construct a building (including repairs and alterations) $19.25/$1,000.00 building value, minimum permit fee applies.
MINIMUM PERMIT	For construction cost <$10,000 minimum fee is $193.00 For construction cost >$10,000 and under <$20,000 the minimum fee is $386.00. For construction cost over $20,000 the base fee applies.
REVISION PERMIT	$19.25/$1,000.00 building value. Minimum permit fee applies.
DEMOLITION PERMIT	$19.25/$1000.00 demolition value. Minimum permit fee applies.
HEATING / VENTILATION / AIR CONDITIONING SYSTEMS (HVAC)	$19.25/$1,000.00 system value. Minimum permit fee applies.
HEAT PUMP - GROUND SOURCE /WATER SOURCE	$132.00
SOLID FUEL BURNING	$132.00
CONDITIONAL PERMIT	To construct a building $19.25/ $1000.00 building value. Minimum permit fee applies.
CHANGE OF USE PERMIT	$353.00

OCCUPANCY PERMIT	$132.00
IN FLOOR RADIANT HEATING SYSTEMS	$132.00
SWIMMING POOL ENCLOSURE	$19.25/$1,000.00 building value. Minimum permit fee applies.
PLUMBING PERMIT	$185.00
TRANSFER OF PERMIT	$201.00
WORK ORDER	$105.00
SEPTIC PERMIT	$748.00
SEPTIC TANK OR BED REPLACEMENT	$374.00
TEMPORARY HOLDING TANK	$132.00
BUILDING CODE VIOLATION INSPECTION	$186.00
MISSED INSPECTION	$132.00 (imposed on a per project basis after a second inspection has been requested but not cancelled and the inspector cannot perform the inspection due to insufficient construction progress)
BUILDING WITHOUT A PERMIT	$38.50/$1000.00 building value. Doubled minimum permit fee applies.
BUILDING CODE EQUIVALENCY EVALUATION	$1397.00 (but not including the cost of services by independent consultants or services by others.)

SCHEDULE "I"

BUILDING FEES
RESPECTING EVALUATION AMOUNTS FOR DETERMINING COST OF CONSTRUCTION (per square foot)

RESIDENTIAL	**DELUXE**	**MODERATE**	**STANDARD**
	Brick, Stone	**Brick, Stone**	**All Vinyl**
	Four Sides	**1 Wall, Siding on**	**Aluminum**
	R2000	**Three Walls**	**Wood Siding**
FIRST FLOOR	$162.00	$129.00	$122.00
SECOND FLOOR	$85.00	$79.50	$73.50
GARAGE	$42.00/sq. ft.		
CARPORT	$33.00/sq. ft.		
SOLARIUM	$79.50/sq. ft.		
FINISHED BASEMENT	$50.00/sq. ft.		
COTTAGE	$79.50/sq. ft.	No Interior Finish	
MOBILE HOME	Price all components		
FOUNDATION	Contract price		
SWIMMING POOL	Value of components		
STORAGE SHED	$32.50/sq. ft.		
RENOVATIONS	Contract Price or Value of components		
OPEN DECK	$32.50/sq. ft.		
VERANDAH OR PORCH	$39.00/sq. ft.		
COMMERCIAL BUILDING	$129.00/sq. ft.		
INDUSTRIAL BUILDING	$129.00/sq. ft.		
FARM BUILDING	$64.00/sq. ft.		
INSTITUTIONAL BUILDING	$129.00/sq. ft.		