



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3847-2026**

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

WHEREAS the *Municipal Act 2001, S.O. 2001*, provides that a municipality may pass by-laws imposing fees or charges on persons;

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

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

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

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it expedient to consolidate the fees and charges to be collected by the various departments.

NOW THEREFORE The Council of the Corporation of the Township of Augusta hereby enacts as follows:

1. **THAT** Council hereby establishes the fees and charges as set out in Schedules 'A through H' attached hereto and shall form part of this By-Law.
2. **THAT** the Short Title, including any amendment from time to time, for this By-Law shall be Fees and Charges By-Law.
3. **THAT** the fees and charges will be reviewed annually by senior staff in October to be considered during the budgetary period, as approved by Council through the annual budget process.
4. **THAT** fees and charges are subject to any adjustment authorized by statute, regulation or By-Law.
5. **THAT** the CAO or designate in consultation with the Department Head, is hereby authorized to waive (partially or in full) the fees and charges as attached as Schedule 'A'.
6. **THAT** the CAO or designate is hereby authorized to amend, from time to time the schedule of fees to add new fees and charges approved by Council resolution or delete fees no longer applicable.
7. **THAT** any portion of a fee that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% (15% per annum) after thirty (30) days and each month thereafter until such fee is paid in full.

8. **THAT** the Treasurer shall add unpaid fees and charges imposed by the Township to the tax roll with all interest and penalties accrued thereupon, may be collected in the same manner as municipal taxes and added to the tax roll, which the owners are responsible for paying.
9. **THAT** where this By-Law established a fee or charge that also exists in another By-Law that predates the effective date of this By-Law, the fee and charge in this By-Law shall be the applicable fee and charge and the other By-Law is effectively amended.
10. **THAT** By-Laws 3759-2025 and 3768-2025 are hereby repealed.
11. **THAT** This By-Law shall be reviewed by Council at least once every term of Council.
12. **THAT** in the event that any particular provision or provisions or part of a provision in this By-Law is found to be void, voidable or unenforceable for any reason whatsoever, then the particular provision or provisions or part of the particular provision shall be deemed severed from the remainder of this By-Law and all other provisions shall remain in full force.
13. **THAT** this By-Law shall come into force and take effect upon final passage.

READ a first, second, and third time and finally passed this 27th day of April, 2026.

ORIGINAL SIGNED BY:

MAYOR

ORIGINAL SIGNED BY:

CLERK

*** 2026 USER FEES AND CHARGES All fees listed in the table below do not include applicable taxes (and are HST exempt).**

**BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE A**

ADMINISTRATION

ITEM	FEE	UNIT	NOTES
Auctioneer Licence	\$100.00		
Augusta Motorsport Park Special Event Licence	\$250.00	Per Event	
Commissioner of Oath	\$10.00	Per Signature	- Fee waived for pension records
Copy of Official Plan	\$21.00		
Copy of Zoning By-Law	\$31.00		
Fence Viewing	\$500.00		\$100/trip per viewer (3 viewers required) plus \$200 administration fee
Livestock Evaluators	\$100.00	Per Trip	
Lottery Licences	3% of total prize amount (as provided by the Alcohol and Gaming Commission of Ontario)		
Marriage Licence	\$125.00		
Freedom of Information Requests	\$5.00		– Plus, cost recover pursuant to the Municipal Freedom of Information and Privacy Protection Act (MFIPPA)
Noise Exemption Application	\$25.00	Per Event	
Marriage Civil Ceremony	\$300.00	Per Ceremony	- Mileage additional (if applicable) - \$100 of fee to Township, \$200 to Officiant (if outside of regular business hours)
Photocopies	\$0.20 cents	Per Page	For 5 or more pages
Research Request	\$30.00	Per Hour	
Road Allowance Closure	\$500.00	Per Application	- \$500 deposit additional (for newspaper ad notice requirements, any balance to be refunded to applicant)
Seasonal Special Events License	\$250.00	Per Event	Waived with Council approval for not-for-profit events
Short Term Rental Licence	\$500.00	Per Year	
Wedding Rehearsal	\$75.00	Per Rehearsal	
Wrecking Yard Licence	\$100.00		

**BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE B**

**BUILDING
2026 USER FEES AND CHARGES**

ITEM	FEE	UNIT	NOTES
Accessory Buildings	\$0.50	Per square foot	
Agricultural Use Structures	\$0.25	Per square foot	– Max. \$750.00 Building up to 20,000 sq. ft.
Agriculture Use Structures	\$0.05	Per square foot	– Building over 20,000 sq ft
Alternative Solutions	\$1,000.00		– Plus, any third-party review costs
Building Without a Permit	Double the cost of the Permit		
Change of Use Permit	\$0.35	Per square foot	
Commercial/Industrial/Institutional	\$0.40	Per square foot	
Compliance Letter	\$100.00		
Conditional Permit	\$110.00		
Decks, Pool Decks, Porches, Gazebos, Dock/Boathouse	\$0.50	Per square foot	– Subject to ZBL 2965, Section 6.1.2 – Boat House definition & Provincial and Federal government approvals
Demolition Permit	\$110.00		
Designated Structures	\$10.00	Per \$1,000.00 of evaluation cost	
Fast Tracked Compliance Letter	\$150.00		– Within 48 hours
Hydronic Heating or Radon Piping	\$95.00		
Inspections Required Beyond Two Years from Date of Permit Issuance	\$250.00		
Insulation/Vapour Barrier Retrofit	\$95.00		
Misc. Inspections	\$95.00		
Non-Refundable Application Fee	\$95.00		– Applied to permit cost
Occupancy Permit, (New Construction)	\$95.00		
Orders Issued Under the Building Code Act	\$250.00		

ITEM	FEE	UNIT	NOTES
Partially Finished/ unfinished basement, Non-Living Space	\$0.85	Per square foot	<ul style="list-style-type: none"> – Applies to either partially finished or unfinished – Inspection required – Excludes building services mechanical area
Pool Permits	\$95.00		– Pool only
Plumbing	\$11.00	Per fixture	
Re-Inspections/Plan Re-Examination	\$95.00		– 2nd + inspections/ 2nd + examinations
Refundable Deposit, New Residential	\$500.00		– After final inspection. Deductions may apply
Residential Buildings	\$1.00	Per square foot	
Revision Permit	\$95.00		Based on new construction fees or minimum amount
Revocation of Permit	65% of permit value		Minimum \$95.00
Solar Panels	\$0.30	Per square foot	Plus engineering report on structural adequacy of building
Tents	\$95.00		Greater than 646 sq ft
Temporary Structure during Construction/Demolition	\$95.00	Per Structure	
Transfer or Renewal Permit	\$95.00		With no changes
Woodstove Permits	\$95.00		Does not include WETT

Minimum fee \$95.00

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

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

**BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE C**

**BYLAW ENFORCEMENT
2026 USER FEES AND CHARGES**

ITEM	FEE	UNIT	NOTES
After Hours Request for Service	Cost Recovery of Labour minimum 3 hours and mileage		
Aggressive Dog Licence	\$150.00		
Aggressive Dog Sign	\$50.00	Per sign	Only for when a dog has been deemed aggressive
Dog Tag (Before last business day of March or new dog)	\$15.00	Per Dog Tag	- Additional \$3.00 fee for processing online purchase - Service animal or working dog free with proof
Dog Tag (after last business day in March)	\$30.00	Per Dog Tag	- Additional \$3.00 fee for processing online purchase
Dog Tag - Replacement	\$5.00	Per Dog Tag	- Additional \$3.00 fee for processing online purchase
Inspections - Additional	\$95.00	Per hour Per Inspector	Secondary inspections due to non-compliance
Kennel Licence – Small (Before last business day of March)	\$75.00		
Kennel Licence – Small (After last business day of March)	\$100.00		
Kennel Licence – Large (Before last business day of March)	\$130.00		
Kennel licence – Large (After last business day of March)	\$220.00		
Kennel Setback Amendment Application	\$300.00		
Legal Fees			Cost recovery of legal fees expended by the Township as a result of enforcement
Pound Fees	Cost Recovery		
Vet Fees	Cost recovery up to \$2,000.00		

**BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE D**

**FINANCE
2026 USER FEES AND CHARGES**

ITEM	FEE	UNIT	NOTES
Duplicate Tax Bill	\$5.00		
Non-Sufficient Funds (NSF) cheques	\$47.00		
Tax Certificates	\$75.00		
Initiating Tax Sale Proceedings	\$750.00	Per File	
Conducting a Tax Sale	\$1000.00	Per File	Covering administrative costs
Tax Sale Extension Agreement	\$200.00		
Tax Statements/Ledger	\$5.00	Per Year	Waived for rate payers on Pre-Authorized Payment and Mortgage Plans

BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE E

FIRE AND EMERGENCY SERVICES
2026 USER FEES AND CHARGES

Fire Inspection and Permits

ITEM	FEE	UNIT	NOTES
Fire Inspections	\$100.00	Per hour (1 hour minimum)	- Inspection of base building and property upon request or valid complaint
Propane License Application Review	\$100.00	Per address Per hour (1 hour minimum)	
Liquor Licensing	\$100.00	Per address Per hour (1 hour minimum)	
Special Occasion Permits	\$100.00	Per address Per hour (1 hour minimum)	
Camp Fire Permit for Campsite	\$100.00		
Non-Legislated event standby for Fire Protection Services	Ministry of Transportation rate for response on Provincial Highways	Per Township owned vehicle Per hour	
Non-legislative fire safety plan review (reviews that are not required under the Ontario Fire Code)	\$100.00	Per address Per hour (1 hour minimum)	

Fire Administration

ITEM	FEE	UNIT	NOTES
Smoke and Carbon Monoxide Combination Alarms			- Fee for cost recovery
Reports and file searches – fire reports	\$100.00		
Reports and file searches – fire code compliance letters	\$100.00		
Reports and file searches – response affidavits	\$100		
Response to non-valid complaints	1 st – No fee 2 nd - Warning 3 rd - \$100.00 4 th and each time after - \$200.00		- To be charged to the complainant

Emergency Response

ITEM	FEE	UNIT	NOTES
Nuisance False Alarms for All Properties Excluding Incorporated Not-for-Profit and Registered Charitable Organizations	For third and subsequent false alarms, Ministry of Transportation rate for response on Provincial Highways	Per hour or part thereof Per Township owned vehicle	
Nuisance False Alarms for Incorporated Not-for-Profit and Registered Charitable Organizations	\$100.00 for third and subsequent false alarm in one calendar year		
For attending at the scene of a motor vehicle accident and/or fire and providing fire protection services	Ministry of Transportation rate for response on Provincial Highways	Per hour or part thereof Per Township owned vehicle	
For attending at the scene of a motor vehicle accident, motor vehicle fire or any other emergency caused by the traveling public on Highway	Ministry of Transportation rate for response on Provincial Highways	Per hour or part thereof Per Township owned vehicle	
For attending a property for a natural gas incident response, when a natural gas line locate was not completed, or the locate was not followed	Ministry of Transportation rate for response on Provincial Highways	Per hour or part thereof Per Township owned vehicle	
Any Open Burning which in the opinion of the Augusta Fire Rescue member in charge, requires extinguishment due to safety concerns, not having a valid Burn Permit or not following set rules on the Burn permit and Augusta Fire Rescue provides Fire Protection Services, per Augusta Fire Rescue vehicle cost	Ministry of Transportation rate for response on Provincial Highways	Per hour or part thereof Per Township owned vehicle	
Fire Watch Services per Augusta Fire Rescue vehicle cost	Ministry of Transportation rate for response on Provincial Highways	Per hour or part thereof Per Township owned vehicle	

ITEM	FEE	UNIT	NOTES
<p>Extraordinary Expense:</p> <p>Fee for retaining a private contractor, rent/contract special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, investigate or otherwise control and eliminate an emergency</p>	Cost recovery for all consumable materials		
<p>Extraordinary Expenses:</p> <p>Fee for responding to a property that is being used for the illegal manufacture, cultivation, trade or distribution of a controlled substance</p>	Ministry of Transportation rate for response on Provincial Highways and cost recovery for all consumable materials.	<p>Per hour or part thereof</p> <p>Per Township owned vehicle</p>	
<p>Extraordinary Expenses:</p> <p>Fee for damage or contamination to any equipment or Personal Protective Equipment that require cleaning, decontamination and / or replacement</p>	Cost recovery for all consumable materials		- Additional administration fee of 15%
<p>Extraordinary Services:</p> <p>Fee for performing security at a scene where Fire Protection Services were performed and must be secured for investigative or safety concerns</p>	Ministry of Transportation rate for response on Provincial Highways, and cost recovery for all consumable materials	<p>Per hour or part thereof</p> <p>Per Township owned vehicle</p>	
<p>Extraordinary Services - Fee retain specialized services offered by private contractors or other emergency services in order to provide a Fire Protection Service not offered by Augusta Fire Rescue</p>	Cost recovery for all consumable materials		- Additional administration fee of 15%

**BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE F**

**OPERATIONS
2026 USER FEES AND CHARGES**

ITEM	FEE	UNIT	NOTES
Civic Number Request - New	\$125.00		Includes installation
Civic Number Request (empty farm field) - New	\$60.00		Includes installation
Civic number post replacement	\$30.00		Includes installation
Civic number sign replacement	\$30.00		Includes installation
Entrance/Culverts Permits	\$125.00 plus cost recover of culvert		<ul style="list-style-type: none"> - Additional cost recovery of culvert - If culvert request is refused, money is refunded less \$50 administration fee
Infill Application	\$125.00		
Spill Clean Up	\$250.00	Per hour	<ul style="list-style-type: none"> - Additional 15% administration fee
Topsoil Removal	\$625.00		<ul style="list-style-type: none"> - \$500.00 for the 4 inspections as per excess soil regulations - Additional \$125.00 administration fee

**BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE G**

**PARKS AND RECREATION
2026 USER FEES AND CHARGES**

ITEM	FEE	UNIT	NOTES
Day Camp	\$35	Per day Per child	

Recreation Centre rentals and fees as per individual recreation centres payment structures.

**BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE H**

**PLANNING
2026 USER FEES AND CHARGES**

ITEM	FEE	UNIT	NOTES
Appeals to Ontario Land Tribunal (OLT)	<p>If a matter is appealed to the Ontario Land Tribunal (OLT), by any person other than the applicant, in which the Township has supported the application by the passing of a by-law or has granted approval, the Township can require from the applicant a deposit of \$2000 towards the hearing any Township’s preparation thereof, if applicable. The applicant will also be responsible for all actual costs (legal, planning consultant, other consultant, etc.) incurred by the Township at the OLT in support of the application.</p> <p>The applicant is responsible for all legal and other professional fees incurred by the municipality for any and all hearings referenced in Subsection 15. a. The choice of whether to actively participate in the hearing and the use of outside professional services or in-house professional services is at the sole and unreviewable discretion of the Township. The fee for the services of in-house staff is \$525.00 per day or partial day of the hearing. The applicant may be directed to provide their own planning and legal representation, in lieu of the Township’s involvement.</p>		
Cash in Lieu of Parkland	\$636.00 or 5% of value of land with appraisal	Per New Lot	As per section 42 of Planning Act
Condominium Exemption	\$1,570.00	Per application	
Condominium Plan	\$2,095.00 (up to 5 new units)	Per application	<ul style="list-style-type: none"> – cost recovery of any required peer-review(s), legal fees, newspaper notices and costs for registration of Condominium Agreement on title – Additional fee of \$100.00 per unit, for each lot above 5 new units
Legal and Professional Costs	Legal costs incurred by the Township in the preparation of agreements shall be reimbursed by the proponent as a condition of the agreement in question.		Additional fees may include, but are not limited to: Peer review, consultant review, notices, staff time over and above normal expected time, legal fees, engineering, and survey fees. County and Conservation fees are not included.

ITEM	FEE	UNIT	NOTES
Minimum Separation Distance (MDS)	\$105.00 for up to four (4) forms, \$210.00 for five (5) or more forms		Sign off of MDS questionnaires (for severances and building permits)
Minor Variance Application or Permission	\$1,050.00	Per application	
Official Plan Amendment Application	\$2,550.00	Per application	- \$1,000.00 deposit additional (for newspaper ad notice requirements, any balance to be refunded to applicant)
Peer Review	Where peer review of technical reports is, in the opinion of the CAO or Township Planner, required for the appropriate review of development applications, a \$1500.00 deposit shall be provided by the applicant with any additional costs to be paid by the applicant prior to the final approval of the application in question.		
Plan of Subdivision Review/Agreement	\$2,095.00 (up to 5 new lots)	Per Application	<ul style="list-style-type: none"> - Additional cost recovery of any required peer-review(s), legal fees, costs for newspaper notices and registration of Subdivision Agreement on title - Additional fee of \$105.00 per lot, for each lot above 5 new lots.
Pre-Consultation Severance entrance inquiry review	\$160.00	Per property/inquiry	<ul style="list-style-type: none"> - Additional fee of \$105 for Public Works Site Visit - Additional \$55 for Planning Administration
Preparation and/or review, negotiation and attendance upon execution of Development Agreement or Miscellaneous Agreements.	\$790.00	Per Encroachment & Servicing Agreements, Agreement to fulfill conditions of Council, Committee of Adjustment, and/or OLT decision, and any other planning related agreement the Township required to enter into	- any legal fees/cost for registration of Development Agreement on Title. Legal costs incurred by the Township in the preparation of agreements shall be reimbursed by the proponent as a condition of the agreement in question.
Radius List/Property Owner Mailing List	\$105.00		
Removal of Holding Symbol Application	\$525.00	Per application	
Removal of Part Lot Control/Deeming	\$575.00	Per application	- Additional legal fee/cost for registration of By-Law on Title
Renewal Energy Project Less than 10KW	\$105.00		

ITEM	FEE	UNIT	NOTES
Renewal Energy Project Between 10KW – 1MW	\$105.00		
Renewal Energy Project Over 1 MW	\$2,095.00		
Revisions to Planning Applications or Plans requiring recirculation	\$105.00		
Severance/Consent Application	\$575.00	Per lot/application	<ul style="list-style-type: none"> – Includes lot additions, right of ways, easements, validations. – County and Conservation fees are not included
Site Plan/Site Plan Amendment (Major Development)	\$1,570.00	Per application	<ul style="list-style-type: none"> – Plus cost recovery of any required peer-review(s), legal fees and costs for registration of Site Plan Agreement/Amendment on title
Site Plan/Site Plan Amendments (Minor Development)	\$790.00	Per application	<ul style="list-style-type: none"> – Plus cost recovery of any required peer-review(s), legal fees and costs for registration of Site Plan Agreement/Amendment on title
Telecommunications Towers Land Use Reviews	\$525.00	Per application	<ul style="list-style-type: none"> – Additional fee of \$105.00 for radius circulation list
Temporary Use By-Law	\$1,570.00	Per application	<ul style="list-style-type: none"> – Additional \$1,000.00 deposit for newspaper ad notice requirements, any balance to be refunded to applicant
Zoning By-Law Amendment Application	\$1,570.00	Per application	<ul style="list-style-type: none"> – Additional \$1,000.00 deposit for newspaper ad for notice requirements, any balance to be refunded to applicant
Zoning/OP Compliance Letter	\$105.00		

**BY-LAW 3847-2026
FEES AND CHARGES
SCHEDULE H**

**WASTE MANAGEMENT
2026 USER FEES AND CHARGES**

Fees and charges are outlined as per waste management contract.