THE CORPORATION OF THE CITY OF THOROLD

BY-LAW NO. 14-2026

A BY-LAW TO ESTABLISH AND CONSOLIDATE FEES AND CHARGES TO BE COLLECTED BY THE CORPORATION OF THE CITY OF THOROLD

WHEREAS sections 8, 9 and 11 of the *Municipal Act*, 2001, S.O. 2001, c. 25 (hereinafter referred to as the “Municipal Act”), authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular paragraph 3 of subsection 11(2) authorizes by-laws respecting the financial management of the municipality;

AND WHEREAS subsection 391(1) of the *Municipal Act* provides that sections 9 and 11 of that Act authorize a municipality to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;

AND WHEREAS subsection 391(2) of the *Municipal Act* provides that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

AND WHEREAS subsection 391(3) of the *Municipal Act* provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

AND WHEREAS subsection 391(4) of the *Municipal Act* provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;

AND WHEREAS Section 391(5) of the *Municipal Act* states that, in the event of a conflict between a fee or charges by-law and the *Municipal Act*, or any other act or regulation made under any other act, the by-law prevails;

AND WHEREAS Section 398 of the *Municipal Act* authorizes municipalities to add amounts owing for fees and charges to the tax roll;

AND WHEREAS Section 69(1) of the *Planning Act*, R.S.O. 1990 (hereinafter referred to as the “Planning Act”), states that the council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality in respect of the processing of each type of application provided for in the tariff;

AND WHEREAS Section 7(1)(c) of the *Building Code Act*, 1992, S.O. 1992, c. 23, (hereinafter referred to as the “Building Code Act”), as amended, states that the council of a municipality may require the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and prescribing the amounts of the fees;

AND WHEREAS Section 7(2) of the *Building Code Act* states that the total amount of the fees authorized under section 7(1)(c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce the *Building Code Act* in its area of jurisdiction.

AND WHEREAS the Council of The Corporation of the City of Thorold 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 BE IT RESOLVED THAT the Council of the Corporation of the City of Thorold enacts as follows:

DEFINITIONS

1. In this By-law:

   (a) “CAO” means Chief Administrative Officer for the Corporation of the City of Thorold.

   (b) “City” means the Corporation of the City of Thorold.

   (c) “City Solicitor” means the City Solicitor for the City, or a person retained by the City to provide legal advice to the City, or a person authorized by the City Solicitor to act as a designate for the purposes of this By-law.

   (d) “Clerk” means the City Clerk for the City of Thorold, and/or person authorized to act as a designate for the purposes of this By-law.

   (e) “Council” means Council of The Corporation of the City of Thorold.

   (f) “Director” can mean any of the Directors of Development Services, Finance, Fire & Emergency Services, Operations and Community Services, the City Clerk, and/or the person authorized to act as a designate for the purposes of this By-law.

   (g) “Department” means a department of the City.

   (h) “Division” means a division within a Department.

   (i) “Effective Date” means the date that a fee or charge comes or came into effect, or where applicable, the date range that a fee or charge is in force and effect.

   (j) “Fire & Emergency Services” means the division of the Department of Fire and Emergency Services for the City, being a fire department within the meaning of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, and is deemed to include any fire department personnel of the Fire and Emergency Services Division.

   (k) “Fire Chief” means the Fire Chief for the City or a person authorized by the Fire Chief to act as a designate for the purposes of this By-law.

(l) “Person” includes an individual, sole proprietorship, partnership, corporation, municipal corporation, unincorporated association or organization, trust, and a natural person in his or her capacity as a trustee, executor, administrator, or other legal representative.

(m)“property” means any public or private real property within the City, including buildings, structures and erections of any nature and kind in or upon such lands, but excludes real property owned by the Federal or Provincial Crown.

(n) “property owner” means the registered owner of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy.

(o) “Treasurer” means the Director of Finance and Treasurer for the City or a person authorized by the Director of Finance and Treasurer to act as a designate for the purposes of this By-law.

SCHEDULES TO THIS BY-LAW

2. The fees and charges identified in the Schedules attached hereto shall be imposed by the City for those services, activities or uses of property provided by the City.

3. The following Schedules are attached to and form part of this By-law:

Schedule “A”	Administration and Legislative Services Fees
Schedule “B”	Finance Department Fees
Schedule “C”	Fire and Emergency Services Fees
Schedule “D”	Planning Division Fees
Schedule “E”	Building Division Fees
Schedule “F”	Public Works and Community Services/Recreation Fees

ADMINISTRATION AND ENFORCEMENT

4. Subject to sections 5 and 6, the Treasurer is authorized to carry out the administration of this By-law, including but not limited to the enforcement thereof and the collection activity, and for instructing the City Solicitor to take such legal action as may be considered appropriate.

5. Where a Schedule to this By-law states that the CAO, or a Director has the authority to impose a new fee, waive, reduce or otherwise vary a fee or charge, Council hereby delegates to the CAO or the Director, as applicable, and their designate, the authority to impose a new fee, waive, reduce or otherwise vary the fee or charge for the item concerned, in accordance with the general criteria for any such imposition of a new fee, waiver, reduction or variation as set out in the Schedule with respect to that item.

6. The power under section 5 of this By-law to impose a new fee may be used, subject to the requirements of the Municipal Act, where a new program or service is being offered by the City in response to market demand, to maximize usage of City facilities and locations, or for promotional or trial purposes. In imposing the new fee or charge, the CAO or Director, or designate, as the case may be, shall have regard to all applicable City criteria and policies, and the direct and indirect costs to the City to deliver the new program or service. The new fee or charge imposed shall be added to the applicable Schedule of this By-law as soon as it is practicable.

GENERAL

7. Subject to sections 5 and 6 of this By-law, no request by any person for documentary, written or printed information relating to any land, building or structure in the City, or request for services or activities provided by the City, or request to use the City's property or any application specified in the column entitled "Fee Description" of a Schedule, shall be processed unless and until the person requesting the information, services, activities, use of property or application, as the case may be, has paid the fee or charge in the prescribed amount set out in the "Fee Amount" column of the applicable Schedule, or arrangements satisfactory to the Treasurer or CAO have been made.

8. The fees and charges approved and imposed under the Schedules listed in this By-law are subject to any adjustment authorized by a statute, regulation or by-law in respect of the calculation or administration of a fee or charge, such adjustment to be effective as provided for in such statute, regulation or by-law.

9. Despite section 2 and section 16, any fee or charge:

   a) included in a valid agreement entered into by the City and one or more other parties shall be the approved and imposed fee or charge for the service, activity or use of property specified.

10. The fees and charges as listed in the Schedules to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.

11. The fees and charges imposed by this By-law are due and payable:

    a) at the time of the transaction for which the fee or charge is imposed; or

    b) if subsection 11(a) is not applicable, upon the due date specified in any request or invoice issued by the City, or by any other body acting on behalf of the City to any person in connection with a fee or charge imposed by this By-law.

12. Payment is due within 30 days of the invoice date. With the exception of Government bodies, interest will accrue on overdue accounts at a rate of 1.25% compounded and applied every 30 days until paid, unless precluded by contract, by-law or legislation.

13. All unpaid fees or charges imposed by this By-law on a person are a debt due to the City and the City may take such action as it considers necessary and as permitted by law to collect the debt.

14. The City may use a registered collection agency to collect any unpaid fee or charge, including interest charged pursuant to section 12, and the collection agency's fees, as approved by the City, shall be added to the unpaid amounts to become the total amount payable to the collection agency.

15. Where all or part of a fee or charge imposed by this By-law remains unpaid, such fee or charge, including interest and any other eligible recovery, may be added to the tax roll for the following property and collected in the same manner as municipal taxes, as follows:

    a) where the fee or charge relates to the provision of a service or thing to a property, it may be added to the tax roll for the property to which the service or thing was provided; and

    b) in all other cases, it may be added to the tax roll for any property owned by the person responsible for payment of the fee or charge.

16. The fees and charges set out in the "Fee Amount" column of each Schedule, and any applicable taxes and surcharges, are approved and imposed commencing on the Effective Date set out in each Schedule, and where no date is listed, as of the date this By-law comes into force and effect.

DELETIONS, TRANSITION AND ENACTMENT

17. (1) Where this By-law establishes a fee or charge for a service, activity, or use of property, and a fee or charge for the same service, activity, or use of property is set out in a different by-law or policy that came into force before the effective date of this By-law, the following shall apply in the event of an inconsistency:

    a) the earlier by-law or policy shall remain in full force and effect except to the extent of the inconsistency;

    b) the amount of the fee or charge set out in the earlier by-law or policy is deemed to be amended to conform to the amount established in this By-law; and

    c) the amount established in this By-law shall prevail and apply.

    (2) For greater certainty, any fee or charge established by a by-law or policy in force prior to the effective date of this By-law that is not set out in this By-law shall continue in full force and effect until it is amended or repealed, or until this By-law is amended to include such fee or charge, including by the addition of a Schedule.

18. Should any part of this By-law, including any part of a Schedule attached hereto, be determined by a court of competent jurisdiction to be invalid or of no force, it is the stated intention of Council that such invalid part of this By-law shall be severable from this By-law and that the remainder of this By-law, including the remainder of each Schedule, as applicable, shall continue to operate and be in force.

19. Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law otherwise requires.

20. A citation of or reference to a by-law or other enactment, including reference to a City Policy, is deemed to be a citation of or reference to the by-law, enactment or policy as amended or updated from time to time.

21. This By-law may be referred to as the “Fees and Charges By-law”.

22. That this By-law shall come into force and effect on the 24th day of March, 2026.

Terry Ugulini
Signed with ConsignO Cloud (2026/03/25)
Verify with verifio.com or Adobe Reader.

City of Thorold

Terry Ugulini, Mayor

Nicholas Debono
Signed with ConsignO Cloud (2026/03/25)
Verify with verifio.com or Adobe Reader.

City of Thorold

Nicholas Debono, City Clerk

City of Thorold

Where Ships
Climb The Mountain

SCHEDULE OF FEES AND CHARGES

NOTE: For fees marked "T" (taxable), HST is charged in addition to the listed fee, where applicable.

Schedule "A" – Administration and Legislative Services

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
VITAL STATISTICS			
Marriage License	Each	$134.50	E
Civil Marriage Ceremony (between 9 am and 3:30 pm, Monday to Friday)	Each	$250.00	T
Civil Marriage Ceremony (after 3:30 pm, or on Saturday or Sunday, where available)	Each	$350.00	T
Witnesses for Marriage Ceremony (2 required)	Each (if provided by the City, and only provided at ceremonies taking place at City Hall)	$25.00	T
Mileage (for offsite marriage ceremonies)	Per km, round-trip, measured from City Hall if ceremony is during working hours; measured from officiant's residence if after hours	Department of Finance Annual Rate (2026: $0.73/km)	E
Clean up fee for marriage ceremonies (if required)	Per ceremony	$75.00	T
Non-refundable booking fee for marriage ceremony	Per ceremony	$50.00	T
Rehearsal fee for marriage ceremonies	Per ceremony (if requested)	$100.00	T
Burial permit/death registration	Each	$22.00	E

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
BUSINESS LICENSES			
Bed and Breakfast License			
Annual License Fee (plus the inspections noted below)	Each	$100.00	E
Fire & Emergency Services inspection		*$200.00*	*T*
Building department inspection		*$75.00*	*E*
Late Renewal Fee (after January 31 – plus the inspections noted below)	Each	$150.00	E
Fire & Emergency Services inspection		*$200.00*	*T*
Building department inspection		*$75.00*	*E*
Transferal Fee	Each	$25.00	T
Sign Fee	Each	$25.00	T
Appeal Fee	Each	$250.00	T
Refreshment Vehicle License			
Annual License Fee (plus the inspections noted below)	Each	$200.00	E
Fire & Emergency Services inspection		*$200.00*	*T*
Daily License Fee	Each	$50.00	E
License Replacement Fee	Each	$10.00	T
Appeal of Decision to Revoke License	Each	$250.00	T

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Group Homes			
Annual License Fee (plus the inspections noted below)	Each	$150.00	E
Fire & Emergency Services inspection	*Each*	*$100.00*	*T*
TEMPORARY NOISE PERMIT			
Non-Refundable Application Fee	Each	$75.00	E
Appeal Fee	Each	$250.00	E
Inspection Fee (where required)	Each	$75.00	T
LOTTERIES			
Bingo not exceeding $5000	Each	3% of prize value	E
Raffle $1001 to $50,000	Each	3% of prize value	E
Raffle $1000 or less	Each	$30.00	E
Bazaar $500 or less	Each	$15.00	E
Break Open Ticket (Nevada) $900 per unit (maximum)	Each	3% of prize value	E

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
ANIMALS			
Kennel License			
Early Registration (on or before December 31 of prior year)	Each	$150.00	E
Late Registration (January 1 to December 31 of current year)	Each	$200.00	E
Dog License			
Sterilized dog (November 1 to December 31 of prior year)	Each	$25.00	T
Unsterilized dog (November 1 to December 31 of prior year)	Each	$50.00	T
Dangerous Dog	Each	$50.00	T
Late Registration (in addition to base license fees)	Each	$10.00	T
COMMISSIONER OF OATHS[1]			
City of Thorold Forms	Each	NIL	
Pension Forms	Each	NIL	
Thorold Resident – all other documents – first document	Each	$20.00	T
Thorold Resident – all other documents – subsequent documents	Each	$5.00	T
Non-Resident – all other documents – first document	Each	$30.00	T
Non-Resident – all other documents – subsequent documents	Each	$5.00	T
Preparation of documents (in addition to commissioning fee)	Each	$30.00	T

[1] *NOTE: The City of Thorold only offers Commissioner of Oaths service. We do not certify true copies of documents.*

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
FREEDOM OF INFORMATION			
Application Fee	Each	$5.00	E
For request for access under subsection 17(1)	Each	$25.00	E
For request for access under subsection 37(1)	Each	$10.00	E
For request for access under subsection 36(2)	Each	$10.00	E
For request for access under subsection 21(1)	Each	NIL	
For staff time to search for records	Each	$7.50/15 minutes	E
Preparing Record for Disclosure (including severing of records)	Each	$7.50/15 minutes	E
Producing record from machine readable record	Each	$20.00	E
Photocopies and computer print-outs	Each page	$0.20	T

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
BY-LAW DIVISION FEES			
Residential Rental License – New Applicant	Each	$500.00	E
Residential Rental License – Renewal Application	Each	$400.00	E
Certificate of Compliance – Property Standards By-law	Each	$120.00	E
Discharge of an Order registered in the Land Registry Office (includes original registration of Order)	Each	$350.00	E
Parking Permit Fee – Municipal Parking Lots	Monthly	$45.00	T
Special Interest Vehicle Permit	Each	$50.00 Valid for life of vehicle at same property	E
Work in Progress Permit	Each	$50.00 Valid for 180 days from issuance	E
Non-attendance fee at screening or hearing	Each	$100.00	E
Late payment of penalty fee	Each	$25.00	E
MTO search fee	Each	$10.00	E

Schedule "B" – Finance Department, Water and Sewer

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Tax Registration *The scale of costs shall be the greater of actual costs (in the case of an extensive undertaking) or the following:*			
Cost A			
Preliminary work, registration of Tax Arrears Certificate to the expiry of the Redemption Period	Each	$1,100.00	E
Consisting of the following:			
1. Preliminary work, title searches	Each	$525.00	E
2. Tax Certificate registration	Each	$175.00	E
3. Notification to interested parties	Each	$50.00	E
4. Statutory Declaration registration	Each	$50.00	E
5. Final notification	Each	$125.00	E
6. Registration Cancellation Certificate	Each	$175.00	E
Cost B			
Preparation of Extension Agreement	Each	$300.00	E
Cost C			
Sale by sealed Public Tender	Each	$2,450.00	E
Consisting of the following:			
1. Advertising (newspaper and Ontario Gazette)	Each	$1,350.00	E
2. Tender Administration	Each	$100.00	E

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
3. Property Appraisal 4. Registration of Tax Deed 5. Statutory Declaration 6. Legal cost for payment into Court	Each Each Each Each	$400.00 $200.00 $200.00 $200.00	E E E E
Tax Arrears certificates	Each	$40.00	E
Tax Statements	Each	$5.00	E
Penalty for Non-Payment of Tax is 1.25% per month			
Rate of Interest on Arrears of Taxes is 1.25% per month			
Water Rates and Service Charges			
Metered Water Rates			
Absolute minimum (no consumption)	Quarterly	$63.15	E
Fixed Charge	Quarterly	$63.15	E
Consumption Charge	Per cubic meter (m^3)	$1.719	E
One time surcharge of 5% on overdue accounts			
Penalties: The supply of water may be shut off if charges remain unpaid sixty (60) days after the due date. The service, once shut off, cannot be restored until such rates are paid in full, together with a turn-on charge of $111.00 (plus HST) (says $93.00 as well?) or actual cost after normal working hours (plus HST)			

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Shut-off or Turn-on Rate for Maintenance (during regular work hours)	Each	$93.00	T
Shut-off or Turn-on Rate for Maintenance (outside regular work hours)	Each	Actual Cost	T
Meter Removal (during normal hours)	Each	$93.00	T
Meter Removal (outside normal working hours)	Each	Actual Cost	T
Meter Reinstallation (during normal working hours)	Each	$137.00	T
Meter Reinstallation (outside normal working hours)	Each	Actual Cost	T
Metered Service Charge	Each	Actual Cost	T
Water Service Installation	Each	Actual Cost	T
Fee for estimate (tapping fee)	Each	$223.00	T
Fee for estimate (other fees)	Each	$56.00	T
Failure to allow installation of Water Meter or Remote	Per Month	$455.00	T
Failure to allow access to Inspect Water Meter	Per Month	$455.00	T
Hydrant Use Permit Fee (plus actual consumption rates)			
Non-refundable portion of service fee	Each	$20.00	T
Refundable portion of service fee	Each	$100.00	T

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Water on Construction Fee (Fixed Mandatory Charges)			
First three-month period	First quarter	$177.00	T
Subsequent three-month period until meter and functioning touch pad installed (includes sewer)	Per quarter	$409.00	T
Note: If there are extenuating circumstances, or if large Industrial/ Commercial building, "Next Flat Rate" to be determined at the sole discretion of the Treasurer and Director of Operations.			
Water-Sewer Account Status Certificate	Per account	$28.00	T
New Account Administration Fee	Per new account	$75.00	E
Transfer to Taxes Fee	Per transfer	$17.00	E
Hard Copy of Water/Sewer Bill	Per copy	$5.00	E
Hard Copy of Water/Sewer Account	Per copy	$5.00	E
Sewer Rates and Service Charges			
Sewer Rates			
Absolute Minimum (no consumption)	Quarterly	$94.46	E
Fixed Charge	Quarterly	$94.46	E
Sewer Consumption Charge	Per cubic meter (m^3)	$2.566	E
One time surcharge of 5% on overdue accounts			
Fee for Estimate	Each	$56.00	E

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Charge for installation of Sewer Lateral From storm and/or sanitary main to the property line	Each	Actual cost	T
Fee for Removal or Attempted Removal of Obstruction Of building sewer under Sections 3.4.11 through 3.4.13 of the City's Water and Sewer By-law	Each	Actual cost	T
Demolition: Flat charge for disconnection at main when demolition permit is issued			
Sanitary Sewer	Each	$1,674.00	E
Storm Sewer	Each	$1,674.00	E
Inspection only	Each	$167.00	E
Annual Sewage Service Rate (Imposed on Final Tax Bill) For those lands not supplied with municipal water	Each	Annual Consumption of 200 cubic meters multiplied by the rates imposed under Sewer Rates noted above	E
Transfer to Taxes Fee	Per transfer	$17.00	E
Other Fee(s)			
N.S.F./Returned Cheques & Pre-Authorized Payments	Each	$27.00	E

Note: For the purposes of this schedule, normal working hours shall mean: Monday to Friday (Exclusive of Holidays) - 8:00 a.m. to 3:00 p.m.

Schedule "C" – Fire and Emergency Services

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Administrative			
File Search	Each	$175.00	T
Expedited File Search	Each	$225.00	T
Letter of Fire Safety Compliance	Each	$250.00	T
Non-Legislated Fire Safety Plan Review (reviews that are not required under the *Ontario Fire Code*)	Each	$450.00	T
Fireworks Permit Review	Each	$150.00	T
Fire Safety Plan Review	Each	$150.00	T
Fire Route Application	Each	$250.00	T
Burn Permit Inspection	Each	$75.00	T
Burn Permit Annual Fee	Each	$50.00	T
Fire Extinguisher Training up to 25 students	Each	$250.00	T
Fire Suppression Services (as established by MTO)			
MTO Response – for current rates please search "MTO rates for highway response"	As set by the MTO, per hour per apparatus	MTO Rates	
Non-resident Vehicle Fires	Per hour per apparatus	MTO Rates	

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Non-resident motor vehicle collision	Per hour per apparatus	MTO Rates	
MGO/Clandestine Drug Lab Response	Per hour per apparatus	MTO Rates	
Natural Gas Incident Response	Per hour per apparatus	MTO Rates	
Open Air Burning / Fireworks Response	Per hour per apparatus	MTO Rates	
Responding to false alarms occurring as a result of work being performed on a fire alarm system or emergency system	Per hour per apparatus	MTO Rates	
Responding to false alarms occurring as a result of a preventable alarm activation	Per hour per apparatus	MTO Rates	
For responding to false alarms occurring as a result of a malicious act	Per hour per apparatus	MTO Rates	
Seaway Response	Per hour per apparatus	MTO Rates	
Each additional ½ hour per apparatus	Per ½ hour per apparatus	MTO Rates	

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Inspections – Other			
Day Care Centre (6 or less children)	Each	$175.00	T
Day Care Centre (between 7 and 40 children)	Each	$350.00	T
Day Care Centre (more than 40 children)	Each	$350.00	T
Refreshment Vehicle / Food Truck	Each	$200.00	T
Bed and Breakfast	Each	$200.00	T
Group Home	Each	$100.00	T
Care Occupancy – up to 10 residents (includes inspection and compliance letters)	Each	$200.00	T
Care Occupancy – 11 plus residents (includes inspection and compliance letters)	Each	$420.00	T
Care Occupancy – Registered Retirement Homes (includes inspection and compliance letters)	Each	$710.00	T
Care and Treatment Occupancy – (includes inspection and compliance letters)	Each	$710.00	T
Trade Show / Special Event Inspection	Hourly. Time and a half may be charged depending on Fire personnel	$200.00	T

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Special Request Inspection Services (inspections performed outside of normal business hours)	Hourly. Time and a half may be charged depending on Fire personnel	$300.00	T
Risk and Safety Management Plan (RSMP) Review			
Level 1 (RSMP)	Each	$600.00	T
Level 1 – Annual Review (RSMP)	Each	$250.00	T
Level 2 (RSMP)	Each	$1,600.00	T
Level 2 – Annual Review (RSMP)	Each	$650.00	T
Inspections – Residential (Group C)			
Residential Home Inspection (less than 2500 sq. ft.)	Each	$225.00	T
Residential Home Inspection (more than 2500 sq. ft.)	Each	$300.00	T
Residential buildings of 3 stories or less with 3 or more apartments	Each	$520.00	T
Residential buildings between 4 and 11 stories	Each	$810.00	T
Residential buildings between 12 and 18 stories	Each	$1,050.00	T
Residential buildings more than 18 stories	Each	$1,300.00	T
Non-Compliance with Residential Licence Inspections – Installation required for temporary measures	Each	$200.00 plus cost of alarm	T

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Failure to attend or provide access during inspection	Each	$200.00	E
Re-inspections	Each	$200.00	T
Commercial / Assembly Inspections (Groups A, D & E Occupancy)			
Assembly/Commercial – Less than 3000 sq. ft.	Each	$550.00	T
Assembly/Commercial – between 3000 sq. ft and 10,000 sq. ft.	Each	$810.00	T
Assembly/Commercial – more than 10,000 sq. ft.	Each	$1,300.00	T
Re-Inspections	Each	$200.00	T
Industrial Inspections (Groups F Occupancy)			
Industrial – Less than 3000 sq. ft.	Each	$550.00	T
Industrial – between 3000 sq. ft and 10,000 sq. ft.	Each	$810.00	T
Industrial – more than 10,000 sq. ft.	Each	$1,300.00	T
Re-Inspections	Each	$200.00	T
Extraordinary Expenses			
Thorold Fire and Emergency Services and Mutual Aid partners incur extra-ordinary expenses from time to time such as, but not limited to, tanker support, large fire incidents, and hazmat incidents. The Fire Chief may invoice property owners because owners, business occupants or whoever is responsible.	Per hour per apparatus	MTO Rates	

NON-PAYMENT OPTIONS

In accordance with the *Municipal Act, 2001,* and *Fire Protection and Prevention Act*, various user fees that have not been paid including applicable interest shall be added to the property taxes or sent to a Collection Agency for payment.

EXTRA COSTS

Cost recovery plus 15% administrative overhead for any extraordinary costs incurred relating to firefighting, overhaul, investigation, or securing a property, including the costs of specialists, equipment, machinery, material and damages, (i.e. public infrastructure).

Schedule "D" – Planning Division

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Administrative			
Pre-Consultation[1]	Each	$6,062.00	E
Official Plan Amendment	Each	$26,746.00	E
Regional Official Plan Amendment	Each	$30,000.00	E
Revised Submissions Over 2 - Official Plan Amendment	Each	$5,113.00	E
Major Zoning By-law Amendment[2]	Each	$26,746.00	E
Minor Zoning By-law Amendment[3]	Each	$10,000.00	E
Zoning By-law Amendment (Condition of Consent)	Each	$5,000.00	E
Revised Submissions Over 2 – Zoning By-law Amendment	Each	$5,373.00	E
Official Plan Amendment and Zoning By-law Amendment: Combined	Each	$34,099.00	E
Revised Submissions over 2 – Combined OPA and ZBA	Each	$5,373.00	E
Official Plan Amendment and Minor Zoning By-law Amendment: Combined	Each	$25,000.00	E
Revised Submissions over 2 – Combined OPA and Minor ZBA	Each	$5,000.00	E
Regional Official Plan & Official Plan Amendment & Zoning By-law Amendment: Combined	Each	$50,000.00	E
Revised Submissions over 2 – Combined ROPA, OPA, and ZBA	Each	$5,000.00	E
Plan of Subdivision Draft Plan Approval	Each	$54,892.00	E
Plan of Subdivision Draft Plan Approval (<100 Units, Blocks, Lots)	Each	$20,000.00	E

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Plan of Subdivision/Condominium Draft Plan Approval (Additional, Per Unit, Block or Lot)[4]	Each Additional Unit	$100.00	E
Plan of Subdivision: Phased Approval Per Phase	Each	$9,648.00	E
Plan of Subdivision: Clearance of Conditions	Each Phase	$5,000.00	E
Plan of Subdivision: Extension of Draft Plan Approval (3 Years)	Each	$8,904.00	E
Plan of Subdivision: Extension of Draft Plan Approval (1 Year)	Each	$3,000.00	E
Plan of Subdivision: Modifications	Each	$26,873.00	E
Plan of Subdivision Agreement: Amendment(s)	Each	$8,141.00	E
Revised Submissions over 2 – Plan of Subdivision	Each	$6,384.00	E
Plan of Condominium Approval: Standard, Phased, Leasehold	Each	$35,323.00	E
Plan of Condominium Approval: Rental Conversion	Each	$32,798.00	E
Plan of Condominium Approval: Standard, Phased, Leasehold (Under 100 Units)	Each	$20,000.00	E
Plan of Condominium Approval: Modifications	Each	$17,082.00	E
Revised Submissions over 2 – Plan of Condominium	Each	$6,118.00	E
Site Plan Control/Development Approval	Each	$25,440.00	E
Site Plan Control/Development Approval: Extension	Each	$1,485.00	E
Site Plan Control/Development Approval: Revision(s)	Each	$12,141.00	E
Site Plan Control/Development Approval: Signed/Redline	Each	$2,500.00	E
Revised Submissions over 2 – Site Plan Control/Development Approval	Each	$6,384.00	E

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Quarry Application	Each	$50,865.00	E
Revised Submissions over 2 – Quarry Application	Each	$6,375.00	E
Minor Variance	3 or More Variances	$2,786.00	E
Minor Variance: 2 or Less Variances	2 or Less Variances	$2,000.00	E
Revised Submissions over 2 – Minor Variance	Each	$1,847.00	E
Consent	Each	$3,934.00	E
Revised Submissions over 2 - Consent	Each	$2,172.00	E
Consent: Final Certificate	Each	$343.00	E
Consent and Minor Variance: Combined	Each	$4,483.00	E
Revised Submissions over 2 – Combined Minor Variance and Consent	Each	$2,995.00	E
Holding By-law Amendment	Each	$5,403.00	E
Part Lot Control Exemption: <5 Units	Each	$4,861.00	E
Part Lot Control Exemption: Per Unit over 5	Per Unit	$500.00	E
Telecommunication Tower Application	Each	$7,608.00	E
Model Home Agreement	Each	$2,549.00	E
Street Name Change	Each	$2,265.00	E
Municipal Address Change	Each	$942.00	E
Temporary Use Agreement	Each	$12,852.00	E
Temporary Use Agreement: Extension	Each	$3,277.00	E
Request for Deferral	Each	$380.00	E

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
Deeming By-law	Each	$2,630.00	E
Cash-in-lieu of Parking Agreement	Each	$2,630.00	E
Letter of Compliance or Zoning Confirmation Letter	Each	$360.00	E
Written Information/Opinion Letter/hour	Each	$415.00	E
Property Standards Appeal Fee	Each	$669.00	E
Re-Circulation Fee	Each	$500.00	E
IESO/Green Energy Motion	Each	$1,000.00	E
Refunds			
Application Withdrawal: Prior to Circulation	Each	75%	
Application Withdrawal: After Circulation	Each	50%	
Application Withdrawal: After Report or By-law Prepared	Each	0%	

Notes

1. Pre-consultation fees paid shall be deducted from an application fee if the application reflects the same development reviewed through the pre-consultation process. The Pre-Consultation fee does not include Consents, Minor Variances, Part Lot Control, Removals of Holding Provisions, or any other application considered concurrent as part of a previous Planning Act application.
2. A minor amendment generally refines wording, mapping or policies without changing the fundamental land use designation or zoning category objectives.
3. A major amendment changes land use categories, modifies community structure boundaries, reconfigures density policies, or significantly alters policy direction.
4. Up to $54,892.00 for Draft Plan of Subdivisions, up to $35,323.00 for Draft Plan of Condominium application.

Please Note:

- All application prices include relevant Legal Fees, where applicable.
- Applications as the result of a Work Order are subject to a 100% surcharge of the application fee.
- Fees shall be collected for all future phases from the date of this By-law's passing.

Schedule "E" – Building Division Fees

PERMIT FEE CALCULATION

1.0. Permit Fee Formula

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this Schedule:

Permit Fee = Prescribed fee x Area

Where the "Prescribed fee" is the fee specified in this Schedule for the classification of the proposed work.

1.1. Minimum Permit Fee

A minimum permit fee of $194.40 shall apply to all works proposed, unless otherwise indicated or a prescribed "Flat Rate" has been assigned.

1.2. Plans Examination Deposit

A Plans Examination Deposit of the amount stipulated below under Plans Examination Deposit of this Schedule shall be submitted at the time of permit application in order to satisfy the Ontario Building Code requirements for a complete application and to cover any costs incurred through the Plans Examination process. As a component of the Plans Examination process, the actual permit fee will be calculated, and the submitted Plans Examination Deposit will be applied to offset the calculated fee. Any outstanding fees are required to be submitted **prior** to permit issuance. Should the Plans Examination Deposit be greater than the calculated permit fee, a refund will be provided with the issuance of the permit.

Fee Description	Unit	Fee Amount	HST (T = taxable, E = exempt)
1. BUILDING PERMITS			
1.1 New Construction and Additions			
GROUP "A" – ASSEMBLY OCCUPANCIES			
(a) School, church, restaurant, daycare, hall, transit, recreations facility, other	Per square foot	2.07	E
GROUP "B" – INSTITUTIONAL OCCUPANCIES			
(a) Hospital, detention facility, nursing home, long term care facility, other	Per square foot	2.32	E
GROUP "C" – RESIDENTIAL OCCUPANCIES			
(a) Single detached, semi-detached, duplex dwelling, townhouse	Per square foot	1.41	E
(b) Multiple unit (apartment)[9]	Per square foot	1.43	E
(c) Motel, motel, other	Per square foot	1.60	E
GROUP "D" – BUSINESS/PERSONAL SERVICES OCCUPANCIES			
(a) Office, bank, medical office, police station, other – finished		1.84	E
(b) Office, bank, medical office, police station, other – architectural shell (as referenced in 1.4(c))		1.45	E
GROUP "E" – MERCANTILE OCCUPANCIES			
(a) Store, shopping mall/plaza, shop, market, retail space, other – finished	Per square foot	1.81	E
(b) Store, shopping mall/plaza, shop, market, retail space, other – architectural shell (as referenced in 1.4(c))	Per square foot	0.86	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
GROUP "F" – INDUSTRIAL OCCUPANCIES			
(a) Industrial mall/plaza, plant, factory, warehouse, other	Per square foot	1.17	E
(b) Parking Garages	Per square foot	0.88	E
(c) Gas Stations	Per square foot	1.17	E
(d) Industrial buildings with no partitions, no plumbing and no mechanical (shell only)	Per square foot	0.53	E
SPECIAL CATEGORIES/OCCUPANCIES			
(a) Agricultural building (barn)	Per square foot	0.29	E
(b) Greenhouse	Per square foot	0.22	E
(c) Air Supported Structure	Per square foot	0.18	E
(d) Trailer	Each	202.50	E
(e) Tent/temporary fabric structure	Each	202.50	E
(f) Portable buildings	Each	202.50	E
(g) Public swimming pool (unenclosed)	Each	310.00	E
ACCESSORY STRUCTURES TO GROUP "C" – RESIDENTIAL OCCUPANCIES			
(a) Attached garage, carport	Per square foot	0.46	E
(b) Other accessory building (detached garage/carport/shed/pole barn)	Per square foot	0.46	E
(c) Covered deck/porch	Per square foot	0.46	E
(d) Uncovered deck/porch	Per square foot	0.42	E
(e) Sunroom/solarium	Per square foot	0.84	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
1.2 Alterations and Repairs			
GROUP "A" – ASSEMBLY OCCUPANCIES			
(a) Including plumbing AND mechanical	Per square foot	1.04	E
(b) Including plumbing OR mechanical	Per square foot	0.95	E
(c) Excluding plumbing AND mechanical	Per square foot	0.86	E
GROUP "B" – INSTITUTIONAL OCCUPANCIES			
(a) Including plumbing AND mechanical	Per square foot	1.04	E
(b) Including plumbing OR mechanical	Per square foot	0.95	E
(c) Excluding plumbing and mechanical	Per square foot	0.86	E
GROUP "C" – RESIDENTIAL OCCUPANCIES			
(a) Including plumbing AND mechanical	Per square foot	0.67	E
(b) Including plumbing OR mechanical	Per square foot	0.62	E
(c) Excluding plumbing and mechanical	Per square foot	0.56	E
(d) Unfinished Basement (replace foundation)	Per square foot	0.28	E
(e) Unfinished basement (dwelling unit)	Per square foot	0.33	E
GROUP "D" – BUSINESS/PERSONAL SERVICES OCCUPANCIES			
(a) Including plumbing AND mechanical	Per square foot	1.04	E
(b) Including plumbing OR mechanical	Per square foot	0.95	E
(c) Excluding plumbing and mechanical	Per square foot	0.86	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
GROUP "E" – MERCANTILE OCCUPANCIES			
(a) Including plumbing AND mechanical	Per square foot	0.84	E
(b) Including plumbing OR mechanical	Per square foot	0.77	E
(c) Excluding plumbing and mechanical	Per square foot	0.70	E
GROUP "F" – INDUSTRIAL OCCUPANCIES			
(a) Including plumbing AND mechanical	Per square foot	0.48	E
(b) Including plumbing OR mechanical	Per square foot	0.44	E
(c) Excluding plumbing and mechanical	Per square foot	0.40	E
GENERAL ALTERATIONS (ALL CLASSIFICATIONS)			
(a) Roof structure (replace/alter structure)	Per square foot	0.40	E
(b) Minor Alterations (not requiring plans)	Each	121.50	E
1.3 Miscellaneous Works			
(a) Demising wall/Party wall installation	Each	162.00	E
(b) Fireplace/Wood Stove	Each	162.00	E
(c) Moving a building	Each	162.00	E
(d) Underpinning	Per linear foot	4.86	E
(e) Fire Alarm System upgrades	Each	202.50	E
(f) Sprinkler System upgrades/installs	Each	202.50	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
1.3 Miscellaneous Works			
(g) Stages (temporary)	Each	40.50	E
1.4 Conditional/Partial Permits & Staged Construction			
a) Building Foundation: Complete to grade, including all underground services	Percentage shown must be multiplied by the applicable permit fee shown for new construction	15%[6]	
b) Completed Structural Shell: No interior finishes/fixtures		55%[6]	
c) Completed Architectural Shell: Including interior finishes on exterior and structural walls		80%[6]	
d) Completed building: Includes all tenant improvements and complete interior finishes		100%[6]	
e) Partial Permit Surcharge	Each	324.00	E
f) Conditional Permit Fee: In addition to fees listed above and any applicable legal fees incurred by the city of Thorold	Each	2,000.00	E
2. PLUMBING PERMITS[10]			
(a) Plumbing in a detached, semi-detached, duplex, triplex dwelling, including building sanitary, storm drain, sewer and water, service pipes (for all plumbing installations including up to five (5) fixtures, plus $12.96 for each additional fixture)	Each	150.00	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
PLUMBING PERMITS			
(b) Plumbing in all buildings or structures not described in 3.0(a) (for all plumbing installations including up to five (5) fixtures, plus $12.96 for each additional fixture)	Each	200.00	E
(c) All buried piping, including drain and sewer, building storm drain and sewer, storm drain piping, and water service pipe First fifty (50) feet (15 metres) Each additional fifty (50) feet (15 metres)	Each	 50.00 35.00	 E E
3. DEMOLITION PERMITS			
(a) Single Family dwelling and buildings less than 3,000 sq. feet gross floor area	Each	121.50	E
(b) All other demolitions not described above – per square foot	Per square foot	0.05	E
4. DESIGNATED STRUCTURE PERMITS			
(a) Communication Tower	Each	202.50	E
(b) Retaining wall, pedestrian bridge, crane runway - per square foot	Per linear foot	1.70	E
(c) Wind turbine structure/solar collector	Each	202.50	E
(d) Other designated structure as listed in Division A 1.3.1.1 of the Ontario Building Code	Each	202.50	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
5. OTHER CHARGES			
(a) Change of Use Permit (where no construction is required)	Each	194.40	E
(b) Permit to allow occupancy of an unfinished building	Each	194.40	E
(c) Transfer of permit to new owner	Each	194.40	E
(d) Building/Property Report	Each	100.00	E
(e) Non-Routine Inspection	Per hour	75.00	T
(f) Revisions/amendments to permits	Per hour	81.00	T
(g) Liquor Licence Inspection/Report	Each	75.00	E
(h) Bed and Breakfast Inspections/Report	Each	75.00	E
(i) Refreshment Vehicle Inspection/Report	Each	75.00	E
(j) Spatial Separation Agreement Review[11]	Each	1,200.00	E
(k) Deferral of permit revocation	Each	121.50	E
(l) Review of "Alternative Solution"[12] submission[13]	Per hour	81.00	T
6. DEPOSITS			
6.1 Plans Examination Deposit			
(a) Detached dwelling, semi-detached dwelling, duplex, triplex, townhouse (per dwelling)	Each	1,000.00	E
(b) Building regulated by Division B Part 9 of the Ontario Building Code other than those identified in 6.1(a)	Each	1,250.00	E
(c) Building and/or additions accessory to OR additions to buildings identified in 6.1(a)	Each	194.50	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
6.1 Plans Examination Deposit			
(d) All other buildings not described in 6.1(a), (b), or (c) that have a construction value less than $100,000.00	Each	1,000.00	E
(e) All other building not described in 6.1 (a), (b), (c) or (d)	Each	1,500.00	E
In addition to the fees applicable above, a Refundable Deposit of the following amounts, where applicable, shall be deposited with the City at the time of application for permit.			
6.2 Lot Grading Deposit			
(a) Detached, semi-detached, duplex, triplex, townhouse dwellings (except where specific monies are already deposited specifically for lot grading through a Subdivision Development Agreement, or other similar agreement)	Each	1,000.00	E
6.3 Performance/Security Deposit			
(a) Detached dwelling, semi-detached dwelling, duplex, triplex, townhouse (per dwelling)	Each	1,000.00	E
(b) Addition(s) to buildings described in 6.3(a) where excavation is required	Each	750.00	E
(c) Miscellaneous construction accessory to uses described in 6.3(a) with a construction value greater than $5000.00	Each	500.00	E
(d) Construction projects other than those described in 6.3(a) or (b) involving buildings or additions where a Site Plan Agreement **IS** required	Each	1,000.00	E
(e) Construction projects other than those described in 6.3(a) or (b) involving buildings or additions where a Site Plan Agreement is **NOT** required	Each	2,000.00	E
(f) Demolition project	Each	500.00	E
(g) Moving a building	Each	1,000.00	E
(h) Conditional Building Permit Deposit	10% of total Project Construction Value		

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
7. POOL PERMIT FEES			
(a) Seasonal outdoor swimming pool	Each	$50.00	E
(b) Above ground outdoor swimming pool	Each	$75.00	E
(c) In-ground outdoor swimming pool (d) Every person who erects a privately owned in ground outdoor swimming pool shall submit a $500.00 deposit for each in-ground swimming pool. (e) The deposit shall be retained by the City for any repairs required to be conducted on municipal properties resulting from construction measures taken in the erection of the in ground outdoor swimming pool. Should any repairs be necessary, the deposit will be drawn upon. Where the value of repairs exceeds the amount of the deposit submitted, any additional expenses will be recovered in a similar manner to that described in article 5.1.5 of this by-law. Upon successful closure of the in ground outdoor swimming pool permit file, the remaining amount of the deposit will be returned to the applicant and if the deposit was not drawn upon, the full amount will be returned.	Each	$120.00 $500.00 Security deposit	E E
8. SIGN PERMIT FEES			
8.1 Ground Signs			
(a) Up to and including 1.39m^2 (15 sq. ft.)	Each	100.00	E
(b) Over 1.39m^2 (15 sq. ft.)	Each	150.00	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
8.2 Portable Ground Signs			
(a) Up to and including 1.39m^2 (15 sq. ft.)	Each	100.00	E
(b) Over 1.39m^2 (15 sq. ft.)	Each	150.00	E
8.3 Pole Signs			
(a) Up to and including 1.39m^2 (15 sq. ft.)	Each	100.00	E
(b) Over 1.39m^2 (15 sq. ft.)	Each	150.00	E
8.4 Roof Signs			
(a) Up to and including 1.39m^2 (15 sq. ft.)	Each	100.00	E
(b) Over 1.39m^2 (15 sq. ft.)	Each	150.00	E
8.5 Wall Signs			
(a) Up to and including 1.39m^2 (15 sq. ft.)	Each	100.00	E
(b) Over 1.39m^2 (15 sq. ft.)	Each	150.00	E
8.6 Inflatable Signs			
(a) Permit Fee	Each	150.00	E
8.7 Banner			
(a) Installed over a municipal roadway	Each	375.00	E
8.8 Billboards			
(a) Permit Fee	Each	500.00	E

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
8.9 Application For Variance			
(a) Signs with a sign area less than 0.6m^2 (6.5 sq. ft.)	Each	50.00	E
(b) Signs with a sign area greater than 0.6m^2 (6.5 sq. ft.)	Each	200.00 Plus, the cost to remove sign	E
8.10 Additional Fees			
(a) Permit Renewal	Each	50.00	E

FEE INCREASES FOR CONSTRUCTION COMMENCED PRIOR TO PERMIT ISSUANCE

An additional fee is required to be paid where indicated stages of construction have been commenced or changes made prior to issuance of a required permit. The costs identified in below are intended to cover the costs associated with additional administrative and regulatory actions of the City made necessary by the commencement, carrying on or completion of construction or change of use without the required permit.

The following applicable fees are in addition to those prescribed above under Building Fees of this Bylaw (Percentage Increase in applicable permit Fees for Construction Commenced or Carried out without a permit):

Construction Commenced Prior to Permit Issuance	**Applicable Increase in Permit Fee**
1. Footings/foundations or any other work requiring the issuance of a permit	25%
2. Structural Framing	50%
3. Building Completed	100%
4. Demolition or partial demolition	100%

FEE REFUNDS

Pursuant to Article 7.3 of Bylaw 73-2010, the fees that may be refunded shall be a percentage of the applicable fees assessed by this Schedule of fees, calculated by the *Chief Building Official* as follows:

a) 90% where only administrative functions have been completed (application received and costs analysis complete);

b) 80% where only administrative and zoning functions have been completed;

c) 60% where administrative, zoning and plans examination functions have been performed;

d) 50% where the permit has been issued and no field inspections have been performed subsequent to permit issuance;

e) If the calculated refund is less than the minimum fee applicable to the work as described in 1.2 of this Schedule, no refund shall be made of the fees paid;

f) No fees shall be refunded after twelve (12) months from the date of permit issuance.

EXPLANATORY NOTES

1. Area is the gross floor area of the building as defined by the Ontario Building Code. Area shall be calculated in square feet (ft^2) for the purpose of this Schedule.

2. Where there is no floor or exterior walls for the project, area is to be calculated as the greatest horizontal area of the structure.

3. No deductions shall be made in the calculation of gross floor area for openings such as stairs, elevators, shafts, ramps.

4. Unfinished basements and crawlspaces are not to be included in the calculation of area in fee calculations for new construction and additions. Attached garages are not to be included in the fee calculation for new dwellings.

5. Major occupancy is based upon the Ontario Building Code.

6. For Partial permit, the percentage shown must be multiplied by the applicable permit fee shown for new construction. Percentage of previously approved stages may be subtracted where applicable.

7. The permit fee shall be determined by the Chief Building Official or designate, on the basis of this Schedule. If the Applicant disagrees with the fee so determined, then the prescribed fee shall be paid as a deposit and after the works are complete, a refund shall be made on the actual work done and inspections performed at the discretion of the Chief Building Official.

   For categories of construction not listed above, the permit fee shall be $16.00 for each $1,000.00 of valuated cost, or portion thereof. The minimum permit fee identified in Section 1.2 of this Schedule shall apply.

8. The deposit(s) identified under Section 7.0 of this Schedule shall be held as security by the City until the work for which the permit has been issued has been completed in accordance with the stipulated requirements of the permit to the satisfaction of the Chief Building Official. The Owner/Applicant shall be responsible for any damage to City property or any restriction and associated costs of any such damage or repair may be deducted by the City in addition to any other available remedy or penalty.

   Should the cost of repairs exceed the value of the deposit held, the City shall invoice the Owner/Applicant for the amount in excess of the deposit, and if such invoice is not paid by the stipulated due date, the City may recover the costs by action or by adding the costs to the tax roll of the property to which the permit relates, and collecting them in the same manner as taxes according to Section s.1 (2.1) of the Municipal Act as amended.

   Should the deposits not be required to be called upon during the duration of the project, they will be released as follows:

   - Lot Grading: Upon successful approval of the Final Lot Grading Certificate submitted in accordance with 4.2(1)(d)(iii) of the Building Bylaw 73-2010.
   - Performance/Security: Upon successful completion of the project in accordance with the approved permit documents which results in a closure of such permit file.

9. A multiple unit (apartment) building is a building which consists of more than three (3) individual residential units in the same building.

10. Plumbing permit fees shall apply only when a permit is taken out solely for plumbing. The minimum permit fee referenced in Section 1.2 of this Schedule does not apply to plumbing permits.

11. The Spatial Separation Agreement fee is for review associated with the submitted Spatial Separation Agreement. This fee does not account for legal fees to draft and/or register the agreement as these fees are the sole responsibility of the property Owner. Any legal fees incurred by the City shall be the responsibility of the property Owner.

12. An Alternative Solution is as defined in the *Ontario Building Code*.

13. The fee prescribed for an Alternative Solution shall be in addition to any other applicable fee prescribed by this Schedule. Should any additional fees be incurred by the City in relation to the review of such a submission but not limited to consultant fees, these costs shall be added to the calculated permit fee at 100% of their value.

Schedule "F" – Public Works and Community Services

Public Works Fees

Fee Description	Unit	Fee Amount ($)	HST (T = taxable, E = exempt)
Vehicular Entranceway between Private Property and Public Highways			
Application Fee for Estimate	Each	25.00	E
Culvert Installation/Removal	Each	Actual Cost	T
Extension to Existing Culvert	Each	Actual Cost	T
Curb Cut/Fill - minimum $196.00	Per linear meter	63.00 Minimum charge of $196.00	T T
Sidewalk Depression/Repairs	Per square meter	106.00	T
Asphalt Repairs	Per square meter	85.00	T
Guidepost Replacement	Each	Actual Cost	T
Demolition			
Flat charge for disconnection at main when demolition permit is issued			
Sanitary Sewer	Each	500.00	T
Storm Sewer	Each	500.00	T
Installation of sewer lateral from storm and/or sanitary main to property line	Each	Actual Cost	T
Removal or attempted removal of obstruction of building sewer	Each	Actual Cost	T

Note: uncategorized services shall be based on Actual Cost Recovery

Community Services Fees

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Arena Ice					
Prime Time Ice	Hourly	$206.81	$28.19	$10.00	$245.00
Non-Prime Time Ice	Hourly	$113.89	$16.11	$10.00	$140.00
Youth Ice - Partner Group	Hourly	$131.59	$18.41	$10.00	$160.00
Youth Ice - Prime	Hourly	$166.99	$23.01	$10.00	$200.00
Schoolboard Open Ice – Non-Prime	Hourly	$56.37	$8.63	$10.00	$75.00
School Hockey	Hourly	$65.22	$9.78	$10.00	$85.00
Arena Dryfloor & Spaces					
Prime Time Floor	Hourly	$56.37	$8.63	$10.00	$75.00
Non-Prime Time Floor	Hourly	$43.10	$6.90	$10.00	$60.00
Youth Time Floor	Hourly	$34.25	$5.75	$10.00	$50.00
Full Day Rental - Floor	Daily	$653.72	$86.28	$10.00	$750.00
Committee Room	Hourly	$24.78	$3.22	$0.00	$28.00
Storage Areas	Per Square Foot Per Year	$13.27	$1.73	$0.00	$15.00
Storage Key Replacement	Per Key				Market Rate
Arena Vendor Space	Per Day	$17.70	$2.30	$0.00	$20.00

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Arena Drop-in Programs					
Public Skate - Child (Drop In)	Single Entry	$2.65	$0.34	$0.00	$2.99
Public Skate - Adult (Drop In)	Single Entry	$3.98	$0.52	$0.00	$4.50
Public Skate - Senior (Drop In)	Single Entry	$2.65	$0.34	$0.00	$2.99
Public Skate - Family (up to 5 people)	Single Entry	$8.85	$1.15	$0.00	$10.00
Public Skate - Clip Card (Child)	12 entries	$26.55	$3.45	$0.00	$30.00
Public Skate - Clip Card (Adult)	12 entries	$39.82	$5.18	$0.00	$45.00
Public Skate - Clip Card (Senior)	12 entries	$26.55	$3.45	$0.00	$30.00
Public Skate - Family Pass - Clip Card	12 entries	$88.50	$11.51	$0.00	$100.01
Shinny Drop In	Single Entry	$6.19	$0.80	$0.00	$6.99
Stick N Puck Drop In	Single Entry (1 parent/guardian to 2 child ratio)	$5.31	$0.69	$0.00	$6.00
Stick N Puck - Additional Child	Per child	$2.65	$0.34	$0.00	$2.99

Pool and Swimming Fees

- No refunds or transfers will be issued within 3 business days before the 1st class. If the program has started and you require a cancellation or transfer for a valid reason and approved by staff - registration fees will be refunded on a pro-rated basis. All withdrawals/cancellations are subject to an admin fee of $13.00 (HST included).
- For all aquatics leadership programs, refunds will only be issued for withdrawals requested 14 business days prior to start of the program.
- Book & exam fees are at an additional cost
- A volunteer/caregiver/personal support worker accompanying a paying person with a disability enters free of charge
- Admittance fees for drop-In programming applies to all Lane Swims, 55+ Swims, & Public Swims (Separate fee for Aquafit)
- Family rate is for adults and children of an immediate family, living in the same household

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Pool Rentals					
Pool Rental (no slide)	Hourly	$121.39	$16.11	$2.50	$140.00
Pool Rental (with slide)	Hourly	$147.94	$19.56	$2.50	$170.00
Swimming Courses					
Administration/Withdrawal Fee	Per Withdrawal	$11.50	$1.50	$0.00	$13.00
Private Swim Lesson (30-minute class)	Per Class	$16.97	$2.53	$2.50	$22.00
Semi-private Swim Lesson (30-minute class)	Per participant, per class	$9.45	$1.55	$2.50	$13.50
Preschool/Parented Swim Lessons	Per Session	$44.40	$6.10	$2.50	$53.00
Swimmer 1/2 Swim Lessons	Per Session	$44.40	$6.10	$2.50	$53.00
Swimmer 3/4/5/6 Swim Lessons	Per Session	$48.83	$6.67	$2.50	$58.00
Rookie/Ranger/Star	Per Session	$58.56	$7.94	$2.50	$69.00
Bronze Star	Per Session	$72.72	$9.78	$2.50	$85.00

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Swimming Courses					
Bronze Cross	Per Session	$99.27	$13.23	$2.50	$125.00
Bronze Medallion with Emergency First Aid	Per Session	$108.12	$14.38	$2.50	$115.00
National Lifeguard Certification	Per Session	$205.46	$27.03	$2.50	$234.99
National Lifeguard Recertification – Residents	Per Session	$51.92	$7.07	$2.50	$61.49
National Lifeguard Recertification – Staff	Per Session	$33.78	$4.72	$2.50	$41.00
National Lifeguard Recertification	Per Session	$70.27	$9.43	$2.50	$82.00
NLS Resident Certification	Per Session	$153.47	$20.28	$2.50	$176.25
Standard First Aid Recertification	Per Session	$55.02	$7.48	$2.50	$65.00
Standard First Aid Recertification – Staff	Per Session	$26.26	$3.74	$2.50	$32.50
Standard First Aid Recertification – Residents	Per Session	$40.64	$5.61	$2.50	$48.75
Standard First Aid Certification	Per Session	$77.15	$10.35	$2.50	$90.00
Standard First Aid Certification – Staff	Per Session	$37.32	$5.18	$2.50	$45.00
Standard First Aid Certification – Residents	Per Session	$57.23	$7.76	$2.50	$67.49
Swim Instructor Course	Per Session	$174.49	$23.01	$2.50	$200.00
Swim Instructor Course - Residents/ Staff	Per Session	$130.24	$17.26	$2.50	$150.00

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Pool Drop-in Programs					
Aquafit Drop-in Pass	Single Entry	$5.31	$0.69	$0.00	$6.00
Aquafit Clip Card	10 Entries	$48.67	$6.33	$0.00	$55.00
Public Swim - Child (Drop In)	Single Entry	$2.21	$0.29	$0.00	$2.50
Public Swim - Adult (Drop In)	Single Entry	$3.54	$0.46	$0.00	$4.00
Public Swim - Senior (Drop In)	Single Entry	$2.65	$0.34	$0.00	$2.99
Public Swim - Family (Drop In)	Single Entry	$10.62	$1.38	$0.00	$12.00
Seasonal Swim Pass - Child	Per Season	$44.25	$5.75	$0.00	$50.00
Seasonal Swim Pass - Adult	Per Season	$70.80	$9.20	$0.00	$80.00
Seasonal Swim Pass - Senior (55+)	Per Season	$53.10	$6.90	$0.00	$60.00
Season Swim Pass - Family	Per Season	$212.39	$27.61	$0.00	$240.00

Sports Field & Parks Fees

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Sport Fields & Courts					
Type A Sports Field - Adult	Hourly	$17.12	$2.88	$5.00	$25.00
Type A Sports Field - Youth	Hourly	$12.70	$2.30	$5.00	$20.00
Type B Sports Field	Hourly	$8.72	$1.78	$5.00	$15.50
Type A/B Field Tournament	Daily	$163.14	$21.86	$5.00	$190.00
Type A/B Field Tournament - Youth	Daily	$127.74	$17.26	$5.00	$150.00
Seasonal Youth Rate - Thorold Minor Baseball/Soccer	Per Registered Player	$3.10	$0.40	$0.00	$3.50
Lighting	Hourly	$10.49	$2.01	$5.00	$17.50
Court Reservation (Tennis, Bocce, etc.)	Hourly	$3.69	$0.80	$2.50	$6.99
Additional Lining	Hourly	$8.85	$1.15	$0.00	$10.00
Dressing Room / Clubhouse Use - Adult	Per season	$192.48	$57.52	$250.00	$500.00

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Sport Fields & Courts					
Dressing Room / Clubhouse Use - Youth	Per season	$121.24	$28.76	$100.00	$250.00
Concession Booth	Hourly	$17.12	$2.88	$5.00	$25.00
Concession Booth	Daily	$82.74	$17.26	$50.00	$150.00
Concession Booth – Licensed (SOP) Event / Tournament	Daily	$121.24	$28.76	$100.00	$250.00
Parks / Pavilions					
Passive Park Permit	Hourly	$18.01	$2.99	$5.00	$26.00
Pavilion Permit	Hourly	$18.01	$2.99	$5.00	$26.00
Beaverdams Bandshell	Hourly	$31.59	$5.41	$10.00	$47.00
Instructional Class in Park	Hourly	$13.27	$1.73	$0.00	$15.00
Photography in Park	Hourly	$30.97	$4.03	$0.00	$35.00

Community Centre Fees

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Community Centres					
PRCC Hall Rental - Hourly (up to 5 hours)	Hourly	$23.00	$3.25	$2.00	$28.25
PRCC Hall Rental - Daily (6+ hours)	Daily	$138.00	$19.50	$12.00	$169.50
Allanburg CC Rental - Hourly (up to 5 hours)	Hourly	$28.00	$3.90	$2.00	$33.90
Allanburg CC Rental - Daily (6+ hours)	Daily	$168.00	$23.40	$12.00	$203.40

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Community Centres					
Allanburg CC Rental - Kitchen	Daily	$75.00	$9.75	$0.00	$84.75
Damage Deposit	Per Rental	$150.00	$0.00	$0.00	$150.00

Market & Special Events Fees

- Farmer vendors must be Farmers Market Ontario or MyPick Member to qualify
- Community organization booths at no cost are only available to non-profit & charitable community organizations
- Scheduled booths with no one in attendance (no-show) is subject to the No Show Fee. To be paid before returning to the market.
- Special Event application fee is due at the time of the application and is non-refundable.
- A deposit will be held for each Special Event and will be held until completion of event in the occurrence of any incidentals.
- Special Events are subject to additional charges where applicable. Refer to Special Event Coordinator for estimate.
- Special Events are defined as renting three (3) or more amenities in a park and/or having an expected attendance of over 150 people and/or a budget of $1000 or greater and/or ticketed performances or concerts and/or have any of the following; alcohol being served, food trucks, vendors, fireworks, temporary structures, amusement devices, roadway closures.
- Any additional event amenities may be requested for Special Events and could be subject to additional delivery and setup/takedown costs.
- For picnics, family reunions and park reservations with less than 150 people refer to Passive Parks fees.

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Thorold Community Market					
Market - Single Day	Per Day	$17.70	$2.30	$0.00	$20.00
Market Licensed Patio - Daily	Per Day, Per Booth	$66.37	$8.63	$0.00	$75.00
Market - Paid Booth - Season Fee	Per Season	$88.50	$11.50	$0.00	$100.00
Market - Paid Booth - Season Deposit	Per Season	$100.00	$0.00	$0.00	$100.00
Market - Booth for Farmer	Per Season	$0.00	$0.00	$0.00	$0.00

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Community Organization Booth	Per Day	$0.00	$0.00	$0.00	$0.00
Thorold Community Market					
Hydro Service (Food Trucks)	Per Season	$88.50	$11.50	$0.00	$100.00
No Show fee	Per Occurrence	$17.70	$2.30	$0.00	$20.00
Canada Day Celebrations					
Food Vendor	Per Event	$300.00	$39.00	$0.00	$339.00
Food Vendor	Per Day	$200.00	$26.00	$0.00	$226.00
General Vendor	Per Event	$150.00	$19.50	$0.00	$169.50
General Vendor	Per Day	$100.00	$13.00	$0.00	$113.00
Hydro Service	Per Event	$25.00	$3.25	$0.00	$28.25
Special Events					
Special Event Application Fee	Per Application	$100.00	$13.00	$0.00	$113.00
Special Event Permit Fee	Per Application	$400.00	$65.00	$100.00	$565.00
Special Event Deposit	Per Application	$1,000.00	$0.00	$0.00	$1,000.00
Special Event Staffing Fee	Per Event	Job Specific Costing			Job Specific Costing
Additional Event Amenities					
Trash/Recycle Bin with wheels (35 Gallon)	Per Unit, Per Day	$13.00	$1.95	$2.00	$16.95
Instant Canopy Tent - 20' x 10'	Per Unit, Per Event	$80.00	$13.00	$20.00	$113.00
Instant Canopy Tent - 10' x 10'	Per Unit, Per Event	$35.00	$6.50	$15.00	$56.50
Tent Walls - 10' Section	Per Unit, Per Event	$4.00	$0.65	$1.00	$5.65

Fee Description	Unit	Base Fee	13% HST	Surcharge	Total Fee
Additional Event Amenities					
Plastic Folding Picnic Table	Per Unit, Per Event	$20.00	$3.25	$5.00	$28.25
Plastic Folding Banquet Table	Per Unit, Per Event	$10.00	$1.95	$5.00	$16.95
Portable Safety Barrier	Per Unit, Per Event	$10.00	$1.95	$5.00	$16.95
Bluetooth Speaker with Microphone	Per Unit, Per Event	$45.00	$6.50	$5.00	$56.50
Delivery & Pickup (within Thorold)	Per Event	Job Specific Costing			Job Specific Costing
Setup & Takedown (by Thorold Staff)	Per Event	Job Specific Costing			Job Specific Costing
Damage Deposit (Assets)	Per Event	$500.00	$0.00	$0.00	$500.00