



# Town of Whitby

## By-law # 7859-22

### Amendment to the Fees and Charges By-law

Being a By-law to amend the Fees and Charges By-law # 7220-17, as amended.

Whereas the Council of The Corporation of the Town of Whitby considered Report CMS 02-22, regarding Community Services Department – Proposed 2022 Marina and Harbour Facilities Division Fees at its meeting on February 14, 2022;

And whereas Council considered Report FS 16-22, regarding the Recommended 2022 Operating and Capital Budget at its meeting on February 17, 2022 and adopted Resolution # 44-22;

And whereas Council considered Report LS 03-22, regarding the Proposed Delegated Authority to Approve Minor Height Exemptions to Fence By-law # 4394-99 at its meeting on February 28, 2022;

And whereas Council deems it necessary to repeal and replace Schedules A, C, D, E, K, and R to the Fees and Charges By-law, as amended in accordance with Reports CMS 02-22, FS 16-22, and LS 03-22;

And whereas Council deems it necessary to amend Schedules F, G, J, L, O, and Q to the Fees and Charges By-law to have those schedules remain in effect until the fees are subsequently revised, in accordance with Report FS 16-22;

Now therefore, the Council of The Corporation of the Town of Whitby hereby enacts as follows:

#### 1. General

- 1.1. That Schedules A, C, D, E, K, and R to By-law # 7220-17, as amended, be repealed and replaced with Schedules A, C, D, E, K, and R attached hereto and forming part thereof.
- 1.2. That Schedules F, G, J, L, O, and Q to By-law # 7220-17, as amended, be further amended to remain in effect until the fees are subsequently revised.

#### 2. Effective Date

- 2.1. This by-law shall come into force and effect on the date of its passing.

By-law read and passed this 7th day of March, 2022.

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Don Mitchell, Mayor

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Christopher Harris, Town Clerk

**Schedule A  
To By-law # 7220-17**

Office of the Town Clerk and General Fees

**(In effect as of April 1, 2022)**

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
<b>General Fees</b>				
Photocopies	\$0.70	Yes	\$0.79	Per Page
Commission Affidavits (non-residents)	\$25.00	Yes	\$28.25	Limit of 4 documents
Certify True Copies (non-residents)	\$25.00	Yes	\$28.25	Limit of 4 documents or copies
Commission Affidavits (residents)	\$15.00	Yes	\$16.95	Limit of 4 documents
Certify True Copies (residents)	\$15.00	Yes	\$16.95	Limit of 4 documents or copies
Film Permit	\$500.00	Yes	\$565.00	Fee per permit for commercial film production companies
Pension Affidavits (Seniors)	Exempt	No	n/a	n/a
Marriage Licence	\$140.00	No	\$140.00	Per Licence
Marriage Ceremony	\$325.00	Yes	\$367.25	Per ceremony

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
Marriage Ceremony Cancellation Charge – prior to pre-consult	\$50.00	Yes	\$56.50	
Marriage Ceremony Cancellation Charge – following pre-consult	\$100.00	Yes	\$113.00	
Lottery Licence	3% of Prize	No	n/a	Per Licence
Registration of Death (during business hours)	\$25.00	No	\$25.00	Per Registration
Registration of Death (after hours)	\$125.00	No	\$125.00	Per Registration
Line Fence Dispute Administration	\$250.00	No	\$250.00	Per Application
Records Search Not Freedom of Information	\$45.00	Yes	\$50.85	Per Hour
Municipal Consent Forms for Liquor Licence Applications	\$50.00	No	\$50.00	Per Application
<p><b>Note:</b> All disbursement costs incurred by the Town are in addition to any other fees required to be paid as set out in this by-law or otherwise assessed.</p>				

**Schedule C**  
**To By-law 7220-17**  
Public Works Department Fees  
**(Effective March 31, 2022)**

**Definitions**

1. **General Photocopying:** This fee covers the costs associated with photocopying of various materials or documents.
2. **Municipal Consent Approval Fees:** This fee covers the cost of processing Municipal Consents for private utilities and all other for profit organizations.

Under several Provincial and Federal statutes the Town of Whitby is obliged to provide a location for the utilities in the road allowance. Municipal Consent approval is required by Provincial statute to install facilities with the Town of Whitby right-of-way or easement. The Municipal Consent approval process is intended to ensure that the location approved for the various utilities does not conflict with any existing utilities or municipal services as well as any future municipal requirements such as road widening or sewers.

The established fee is meant to recover staff time and other costs associated with the processing of Municipal Consents and are based on the average costs over previous years. The fees for Municipal Consent service is applicable to Bell Canada, other telephone companies, Rogers Cable TV, other cable television companies, Ontario Hydro, Hydro One, Enbridge, major oil and gas pipeline companies and all other for profit organizations.

3. **Curb Cutting:** This fee is applied to any individual property owner wishing to create or widen a driveway entrance on a Town of Whitby road which has curb and gutter. This work is performed as required by an independent Town of Whitby contractor.
4. **Road Occupancy Permits:** Utilities and Contractors frequently undertake various construction projects within the Town of Whitby road allowance which would include servicing for new development, major rehabilitation of existing plant, emergency repair to existing plant and major landscaping projects. It is a requirement of the Town of Whitby that a Road Occupancy Permit be obtained prior to any work proceeding within the public road allowance. The purpose of this permit is to:
  - Inform the Municipality and Emergency Services (if affected by any road work) of the date, time and type of work being performed;
  - Screen contractors to ensure they are qualified and have adequate liability insurance;

- Provide a permanent record of work and location so the Town of Whitby can inspect the restoration and invoice the applicant for the cost of the permanent restoration by the Town of Whitby;
- Provide a permanent record for oversized loads through a single trip or yearly permit;
- Provide a permanent record for all site service and access locations for work being performed on private property;
- Obtain permission for the use of metered parking spaces to assist with private construction activities (waste containers, cranes, etc.)

It is the Town's policy to consider all restoration by the applicant, except sod, to be temporary only. The permanent restoration is completed by the Town as part of the annual concrete sidewalk construction contract. This ensures quality control to improve longevity and reduce future maintenance expenditures in repairing deficiencies.

**Field Locate Surcharge – Road Occupancy Permit (ON1Call):** This fee is intended to recover staff or consultant time to complete field locates of Town owned underground infrastructure. Through the Ontario Underground Infrastructure Notification System Act, 2012, the Town is required to provide field locates of Town owned infrastructure (streetlights and storm sewers) to any individual completing an excavation near the road allowance. Individuals are required to call Ontario One Call Centre (On1Call) before commencing excavation works, to received verification of underground facilities within the vicinity of the proposed excavation.

5. **Utilization of Right-of-Way:** This fee is intended to recover staff time to review traffic management plans and complete initial and periodic inspection of the traffic control required for the utilization of the Town's right-of-way.
  - Provide a permanent record for an exemptions to the Noise By-law as approved by the Commissioner of Public Works;
  - Provide a permanent record as approved of all locations where equipment or materials are being store on the public right of way and;

**Note:** This fee is in addition to the appropriate Road Occupancy Permit fee and is applicable if the works require the closure of vehicular travel lanes and/or boulevard facilities (sidewalks, multi-use paths, etc.).

6. **Driveway Entrance Culverts:** This fee is applied to any individual property owner wishing to create a new driveway entrance, widen an existing driveway entrance or put in a temporary entrance in a rural setting - and a culvert is required to accommodate road drainage. This work is completed by Town of Whitby Public Works staff.

7. **Deposits for Private Work (based on a 6.0m frontage):** Property owners may require access across the Town of Whitby's boulevard for construction purposes through a building permit, or pool enclosure permit. These deposits are used when damage (if any) to the sidewalk, curb and gutter, sodded boulevard and/or fencing has occurred and requires restoration. Damage is assessed by Town staff and the cost for restoration calculated based on current road occupancy rates. The deposit balance, if any, is refunded to the owner. Permanent restoration is completed in the Town of Whitby contracts. Property owners are permitted to restore the sod and fencing only.

Infiltration trenches are shallow excavations with rubble or stone that creates a subsurface storage of stormwater runoff. The deposit amount is applied to all developments through a building permit application. Where new infiltration trenches are being constructed or required, the established deposit is meant to recover staff time and materials for the placement of such trench in the event it is not installed by the developer

8. **Storm Sewer Connections:** The intent of this fee is to recover the cost to the Municipality for pre-installing (pre-stubbing) services for vacant and future lot severances or providing services to an existing lot. New storm sewer connection charges shall be based on actual contract prices.
9. **Sidewalk Installation:** The intent of this fee is to cover the cost to the Municipality for the construction of a sidewalk that will be completed by the Municipality at a future date.
10. **Illumination Equipment Installation (LED):** The intent of this fee is to cover the cost to the Municipality for the construction of Illumination equipment which will be completed by the Municipality at a future date.
11. **Streetlight Re-lamping and Cleaning:** This fee is applied to all new residential subdivision developments where new streetlights are being installed within Municipal public right-of-way. The established fee is meant to recover staff time and other costs associated with the annual Streetlight re-lamping and cleaning program and are based on the actual contract costs from the previous year. This fee, charged per newly installed streetlight, represents completion of two cleaning cycles within the time period and burn out rate of 10 per cent prior to assumption of the development by the Municipality.
12. **Newspaper Box Approval Fee:** This fee covers the cost of processing newspaper box approvals which includes regulating newspaper boxes within the Town's rights-of-way.
13. **Outdoor Sidewalk Patio Café Permit:** This fee covers the cost of processing an Outdoor Sidewalk patio Café Permit which includes Town of Whitby staff time and other costs to investigate and regulate outdoor areas used in association with an

eating establishment and location on a sidewalk under the jurisdiction of the Corporation of the Town of Whitby.

14. **Building Permit Activity Report:** This fee covers the cost of processing a Building Activity Report which includes Town of Whitby staff time and printing costs.
15. **Sidewalk Snow Clearing:** This per metre fee covers the cost of removing snow and ice from sidewalks where adjacent property owners have not complied with a By-law Enforcement Order to remove snow and ice.
16. **Street Closure Permit:** The intent of this fee is to recover the staff and vehicle related costs for delivering and returning traffic barrels or barricades specific to a permitted street dance or party occurring within a Town of Whitby right of way. The
17. **Municipal Lot Closure Fees:** These fees are intended to recover the cost of staff time for both Operations and Parking services to close a Municipal Lot, remove any vehicles interfering with the lot closure, and reopen the lot. The fees include administration staff time to prepare notices of the lot closure. If the lot is being closed when paid parking is in effect an additional \$1.00/hour/space used will be applied.
18. **Retrieval of Unauthorized Items (Including Signs):** The intent of this fee is to recover the staff and vehicle related costs for removing unauthorized items (including signs) within a Town of Whitby right-of-way. Actual costs, if known, will be invoiced. These items are not permitted through the Town of Whitby Temporary Sign By-law 5696-05.
19. **Solid Waste Management Fees:** The intent of this fee is to recover the cost of additional services pertaining to the Waste Collection By-law.
20. **Permanent Pavement Markings:** This fee is applied to all new developments where new Municipal roads are being constructed or where existing Municipal roads are being altered and repainting of line markings is required. The established fee is meant to recover staff time and materials for the placement of permanent (plastic) pavement markings on new or altered Municipal roads. This fee represents the cost of labour and a full pail of plastic paint, which will cover 20 linear metres of line painting. Paint is sold in full pail increments only, due to spoilage after opening.
21. **Permanent Signage:** This fee is applied to all developments where new Municipal roads are being constructed or where new regulatory signage is otherwise required. The established fee is meant to recover staff time and materials for the placement of permanent posts and signage. This fee represents the cost of labour and materials.
22. **Town Benchmark Contribution:** This fee is applied to all new residential subdivision developments to assist in establishing/re-establishing local survey benchmarks (vertical and horizontal) throughout the Town. The established fee is

meant to recover staff time and other costs associated with the annual Benchmark contract and are based on the actual contract costs from the previous year and the averaged residential building permits issued for the previous two years.

23. **Traffic Count Data – Intersection Turning Movement Count (TMC) or Automatic Traffic Records (ATR):** Public Works staff receive requests for traffic count data to assist new developments or businesses. This fee is intended to recover staff time and costs for providing the traffic count data.
24. **Engineering Peer Review Administration Fee:** This fee is intended to recover staff time and costs for managing and administering Engineering Peer Review undertakings funded by the Developer/Subdivider which are not collected through other Town mechanisms.
25. **Engineering Structure Inspection Fee:** This fee is applied to all new developments where municipally owned structures (e.g. retaining walls, culverts, bridges, etc.) with a span equal to 3.0m or greater will be constructed. The established fee is to recover the costs associated with completing the mandatory inspection of each structure in accordance with the requirements of the Ontario Structures Inspections Manual. Structures of this size are required to be inspected every two years regardless of the timing for assumption through the subdivision process.
26. **Site Alteration Permit:** A permit issued by the Commissioner pursuant to the provisions of the Site Alteration By-law 7425-18 and the Site Alteration Guidelines for the purpose of dumping, removing of topsoil from land, or the alteration of the grade of land by any means including placing fill, clearing and grubbing, the compaction of soil or the creation of impervious surfaces, or any combination of these activities.
- 27a. **Permit Condition Amendment Fee:** Where the total permitted fill quantity is made up of multiple sources and/or the fill source is not initially confirmed at the time of permit issuance, the approved permit conditions may be amended with each accepted source site, up to the maximum permitted fill quantity. A Permit Condition Amendment Fee would apply for each request to amend the permit conditions.
- 27b. **Permit Renewal Fee:** A Permit Renewal Fee shall be required should additional time be required to complete the original approved scope of work, the approved permit may be renewed one (1) time to double the permit term.
- 27c. **Site Alteration Overfill Fee:** If through a site alteration permit, it has been determined that an applicant has placed more fill than what was approved, an additional fee shall be paid by the Applicant(s). Refer to Guidelines to Site Alterations in the Town of Whitby, Appendix E.
- 27d. **Road Damage Contribution / Inspection Fee:** A per cubic meter of imported/exported material fee for degradation/long term damages of public infrastructure and staff inspection cost may be required prior to final approval of the

Site Alteration Permit. Land developers are required to provide a financial security equivalent to the applicable road damage contribution / inspection fee in lieu of the road damage contribution / inspection fee.

**27e. Road Replacement Fee (Inc. Inspection and Administration):** If it is determined by the Town that the roads will not support the projected trucking activity, the Applicant will be required to pay a Road Replacement Fee which will cover the cost to reconstruct the roadway following completion of the trucking activities.

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
<b>1. Photocopying</b>				
Engineering Drawings Prints (A1)	\$7.70	Yes	\$8.70	Per Sheet
Design Criteria & Engineering Standards	\$110.00	Yes	\$124.30	Per Book
Vertical Control	\$54.00	Yes	\$61.02	Per Book
Environmental Assessment Studies	\$110.00	Yes	\$124.30	Per Book
Watershed Reports	\$110.00	Yes	\$124.30	Per Book
<b>2. Municipal Consent Approval Fee</b>				
Per street, up to 250m length	\$555.00	No	\$555.00	Each
<b>3. Curb Cutting (Actual quotation prices)</b>				
Minimum charge for the first 2.0 metres	Actual Quotation Prices	Yes		First 2 Metres
Cost per each additional metre	Actual Quotation Prices	Yes		Additional Metres

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
Additional curb-cutting both sides of curb	Actual Quotation Prices	Yes		Cutting Both Sides
Additional cost per order for a Rush Order	Actual Quotation Prices	Yes		Rush Order
Administration Fee	\$110.00	Yes	\$124.30	Each
<b>4. Road Occupancy Permits</b>				
Per Permit – Local Roads	\$120.00	No	\$120.00	Each
Field Locate Surcharge – Local Roads (ON1Call)	\$54.50	Yes	\$61.59	Each
Per Permit – Collector and Arterial Roads	\$485.00	No	\$485.00	Each
Field Locate Surcharge – Collector and Arterial Roads (On1Call)	\$110.00	Yes	\$124.30	Each
Single Trip Oversized Road Occupancy Permit	\$110.00	No	\$110.00	Per Trip
Yearly Oversized Road Occupancy Permit	\$320.00	No	\$320.00	Per Year
Site Service and Access Permit	\$210.00	No	\$210.00	Per Month
Use of Metered Parking Space	\$25.00	Yes	\$28.25	Per Day Per Meter
Asphalt Pavement – (Arterial Roads)	\$180.00	Yes	\$203.40	Per m <sup>2</sup>
Asphalt Pavement – (Local and Collector)	\$165.00	Yes	\$186.45	Per m <sup>2</sup>

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
Infrared Joint Treatment (per metre)	\$90.00	Yes	\$101.70	Per metre
Infrared Treatment at Miscellaneous Locations (CB, MH, etc.)	\$490.00	Yes	\$553.70	Each
Concrete Sidewalk	\$150.00	Yes	\$169.50	Per m <sup>2</sup>
Impressed Concrete	\$180.00	Yes	\$203.40	Per m <sup>2</sup>
Tactile Plates (in addition to above concrete sidewalk item)	\$570.00	Yes	\$644.10	Per metre
Concrete Curb and Gutter	\$165.00	Yes	\$186.45	Per metre
Brick Pavers	\$155.00	Yes	\$175.15	Per m <sup>2</sup>
Asphalt Boulevard/Multi-Use Path	\$125.00	Yes	\$141.25	Per m <sup>2</sup>
<b>5. Utilization of Right-of-Way</b>				
Affecting vehicle travel lanes on Collector and Arterial Roads during off-peak hours (9:00am to 3:00pm and/or 7:00pm to 5:00am), up to 250m length	\$270.00	No	\$270.00	Per Lane Per Day
Affecting vehicular travel lanes on Collector and Arterial Roads during peak hours (5:00am to 9:00am and/or 3:00pm to 7:00pm), up to 250m length	\$57.50	No	\$57.50	Per Lane Per Hour

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
Affecting travel lanes on Local Roads or boulevard, sidewalk, multi-use pathway, up to 250m length	\$57.50	No	\$57.50	Per Lane/ Boulevard Per Day
Noise By-law Exemption Permit Fee	\$110.00	No	\$110.00	Per Day
<b>6. Driveway Entrance Culverts</b>				
<b>New Culverts - (460mm x 340mm)</b>				
- Length of 6.0m	\$2,475.00	Yes	\$2,796.75	Lump Sum
- Additional lengths at time of installation	\$335.00	Yes	\$378.55	Per metre
- Culverts having larger diameter	Fee Prorated	Yes		Fee Prorated
<b>Extend Existing Culverts – (460mmx340mm)</b>				
- Minimum charge for a length of 1.5m	\$615.00	Yes	\$694.95	Lump Sum
- Additional lengths at time of installation	\$335.00	Yes	\$378.55	Per metre
- Culverts having larger diameter	Fee Prorated	Yes		Fee Prorated
<b>Temporary Culverts- (460mm x 340mm)</b>				
- Length of 6.0m or less	\$1235.00	Yes	\$1,395.55	Lump Sum
- Additional lengths at time of installation	\$205.00	Yes	\$231.65	Per metre

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
Relocation of Existing Culverts	Actual Costs	Yes		Invoice Actual Costs
Administration Fee	\$105.50	Yes	\$119.22	Each
<b>7. Deposits for Private Works (based 6.0m frontage)</b>				
Concrete Sidewalk	\$1,350.00	Yes	\$1,525.50	Each
Concrete Curb and Gutter	\$990.00	Yes	\$1,118.70	Each
Sodded Boulevard	\$410.00	Yes	\$463.30	Each
Fencing	\$2,090.00	Yes	\$2,361.70	Each
Lot Sodding Deposit (Semi, Link and Street Townhouses)	\$2,565.00	Yes	\$2,898.45	Each
Lot Sodding Deposit (Detached)	\$4,100.00	Yes	\$4,633.00	Each
Infiltration Trench Deposit	\$300.00	Yes	\$339.00	Per m <sup>3</sup>
<b>8. Storm Sewer Connections (Invoice actual costs, if known)</b>				
150mm diameter	\$220.00	No	\$220.00	Per metre
250mm diameter	\$287.00	No	\$287.00	Per metre
300mm diameter	\$318.00	No	\$318.00	Per metre
375mm diameter	\$370.00	No	\$370.00	Per metre
450mm diameter	\$385.00	No	\$385.00	Per metre
Administration Fee	\$105.50	Yes	\$119.22	Each
<b>9. Sidewalk Installation</b>				

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
Concrete Sidewalk/Boulevard (Removal and Replacement)	\$150.00	Yes	\$169.50	Per m <sup>2</sup>
Concrete Sidewalk/Boulevard (New)	\$410.00	Yes	\$463.30	Per m <sup>2</sup>
Concrete Sidewalk and Platform	\$520.00	Yes	\$587.60	Per m <sup>2</sup>
<b>10. Illumination Installation (LED)</b>				
Light Installation on existing pole	\$1,845.00	Yes	\$2,084.85	Each
Streetlight pole and light installation	\$7,100.00	Yes	\$8,023.00	Each
<b>11. Streetlight Re-Lamping and Cleaning</b>	\$36.00	Yes	\$40.68	Each
<b>12. Newspaper Box Approval Fee</b>				
Yearly Permit – per Newspaper Company	\$389.50	Yes	\$440.14	Per Year
Reclaiming Newspaper Boxes	\$143.50	Yes	\$162.16	Each
Administration Fee	\$110.00	Yes	\$124.30	Each
<b>13. Outdoor Sidewalk Café Permit</b>	\$205.00	No	\$205.00	Per permit
<b>14. Building Permit Activity Report</b>				
Monthly	\$13.00	Yes	\$14.69	Per Month
Annually (12 reports)	\$84.00	Yes	\$94.92	Per Year
<b>15. Sidewalk Snow Clearing (Per Occurrence)</b>	\$16.50	Yes	\$18.65	Per metre

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
<b>16. Street Closure Permit</b>	Actual Costs	Yes		(Invoice Actual Costs)
<b>17. Municipal Lot Closure Fees</b>				
During Office Hours	\$310.00	No	\$310.00	Per Closure
Outside of Office Hours	\$400.00	No	\$400.00	Per Closure
Use of Paid Parking Spaces	\$1.00	No	\$1.00	Per hour
<b>18. Retrieval of Unauthorized Items (Including signs) (Invoice actual costs, if known)</b>	\$53.00	Yes	\$59.89	Per Item
<b>19. Solid Waste Management Fees</b>				
Special Collection Services	\$25.00	No	\$25.00	Per Collection
Special Collections Cancellation Fee	\$3.00	No	\$3.00	Per Collection
Bag Tags	\$2.50	No	\$2.50	Per Tag
CFC Sticker	\$20.00	No	\$20.00	Per Sticker
<b>20. Permanent Pavement Markings</b>				
10 cm wide plastic pavement markings, any colour (fee in 20m increments due to spoilage after opening)	\$430.50	Yes	\$486.47	Per 20 metres
40 cm wide white stop bar	\$430.50	Yes	\$486.47	Each
<b>21. Permanent Signage</b>				

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
General – Standard Application	\$225.00	Yes	\$254.25	Each
Heritage Application	\$285.00	Yes	\$322.05	Each
Stop Sign with Street Name Blade(s) – Standard	\$450.00	Yes	\$508.50	Each
Stop Sign with Street Name Blade(s) - Heritage	\$745.00	Yes	\$841.85	Each
<b>22. Town Benchmark Contribution (per new residential unit)</b>	\$15.50	Yes	\$17.52	Per New Residential Unit
<b>23. Traffic Count Data – Intersection Turning Movement Count (TMC) or Automatic Traffic Records (ATR)</b>	\$51.25	Yes	\$57.91	Per Location
<b>24. Engineering Peer Review Administration Fee</b>	15 % of the total cost of the Peer Review Fee	Yes		Each
<b>25. Engineering Structure Inspection Fee</b>	\$1,085.00	Yes	\$1,226.05	Per Inspection
<b>26. Site Alteration Permits Application Fee</b>				
Alteration of Grade < 500 m <sup>3</sup>	N/A	N/A	N/A	N/A
Alteration of Grade ≥ 500 m <sup>3</sup>	N/A	N/A	N/A	N/A
Small Site Alteration < 500 m <sup>3</sup>	\$2,741.00	Yes	\$3,097.33	Each

Fee Title	2022 Fee (Excluding Taxes)	HST Applicable	2022 Fee (Including Taxes)	Fee Basis
Large Site Alteration ≥ 500 m <sup>3</sup>	\$5,482.00	Yes	\$6,194.66	Each
Large Site Alteration ≥ 500 m <sup>3</sup> to CLOC regulated area	N/A	N/A	N/A	N/A
<b>27a. Permit Condition Amendment Fee</b>				
Permit Condition Amendment Fee (eg. Additional source site)	\$290.00	Yes	\$327.70	Per Amendment
<b>27b. Permit Renewal Fee</b>				
One Time Permit Renewal	50% initial Application Fee	Yes		Each
<b>27c. Site Alteration Overfill Fee</b>				
Site Alteration Overfill Fee	\$2.15	Yes	\$2.43	Per m <sup>3</sup>
<b>27d. Road Damage Contribution Fee</b>				
Road Damage Contribution / Inspection Fee for imported/exported material	\$2.15	Yes	\$2.43	Per m <sup>3</sup>
<b>27e. Road Replacement Fee (Inc. Inspection and Administration)</b>				

<b>Fee Title</b>	<b>2022 Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>2022 Fee (Including Taxes)</b>	<b>Fee Basis</b>
Road Reconstruction Low Class Bituminous (LCB) roads	\$18.60	Yes	\$21.02	Per m <sup>2</sup>
Road Resurfacing High Class Bituminous (HCB) roads	\$74.40	Yes	\$84.07	Per m <sup>2</sup>
Road Reconstruction High Class Bituminous (HCB) roads	\$292.20	Yes	\$330.19	Per m <sup>2</sup>

Table 1 – Fees for Services and Activities

# Engineering Design Review and Inspection Fees

## General

- Applicants, at the time of executing any relevant Subdivision Agreement, Site Plan Agreement or other Development Agreement, or when otherwise required by the Town, shall pay to the Town the relevant fees as set out herein. HST shall be applied to all fees as set out herein.
- All Engineering Review and Inspection Fees will be indexed by 2.5% on January 1 of each year.

## Subdivision Design Review and Inspection Fees

- The Engineering Design Review Fee to be paid by the Subdivider shall be 1.89% of the estimated cost of installation of public services for the Town of Whitby and other regulatory requirements administered by the Town of Whitby, with a minimum fee of \$18,900.00.
- The Engineering Inspection Fee to be paid by the Subdivider shall be based upon the following table relating to the estimated cost of public services to be installed for the Town of Whitby, the Region of Durham and other regulatory requirements administered by the Town of Whitby.

Estimated Cost of Services	Engineering Inspection Fee
Up to \$200,000.00	7.86% of the total estimated cost of services
\$200,000.01 to \$500,000.00	6.95% of the total estimated cost of services
\$500,000.01 to \$1,000,000.00	5.89% of the total estimated cost of services
\$1,000,000.01 to \$2,000,000.00	4.99% of the total estimated cost of services
\$2,000,000.01 to \$3,000,000.00	4.38% of the total estimated cost of services
\$3,000,000.01 and over	3.93% of the total estimated cost of services

Table 2 - Subdivision Design Review and Inspection Fees

- A fee for 'Underground Servicing Approval Only' equal to 11% of the total Engineering Design Review Fee plus 11% of the total Engineering Inspection Fee shall be paid by the Subdivider for underground servicing approval only of the Engineering Design in advance of the Full Engineering Design Approval. The minimum combined fee shall be \$18,400.00.

### **Subdivision Design Review Fee Surcharge**

- The Subdivider shall pay an additional surcharge of 33.3% of the total Engineering Design Review Fee for a Fourth Engineering Submission review.
- The Subdivider shall pay an additional surcharge of 20.0% of the total Engineering Design Review Fee for each Engineering Submission review after the fourth submission.
- The above noted surcharges shall be discounted by 50% should less than half of the total number of plans require revisions.

### **Delayed Assumption Surcharge**

- One year after placement of top asphalt, a final deficiency list will be issued by the Town. One year (12 months) from the issuance of this final deficiency report, and each anniversary date thereafter, the penalty fee of 2% (min. \$5,125.00) of the initial Engineering Inspection Fee will apply until the Subdivider/Developer has addressed all Subdivider/Agreement requirements.

### **Subdivision Assumption Fee**

- This fee is applied to all new subdivisions at the time of assumption. The established fee of \$7,745.00 is intended to recover staff time and costs for completing the required tasks associated with assuming a subdivision, such as: updating GIS (record drawing) information, preparation of by-laws and document registration.

### **Site Plan Engineering Fees**

- Tier 1: Development Site Area:  $\leq 1,000 \text{ m}^2$ , fix fee of \$2,559.00.
- Tier 2: Development Site Area: 1,001 to 3,000  $\text{m}^2$ , fix fee of \$7,618.00.
- Tier 3: Development Site Area:  $> 3,001 \text{ m}^2$ , sliding scale based on construction value of civil works as per the following table:

<b>Estimated Cost of Civil Works</b>	<b>Site Plan Engineering Fee</b>
Up to \$200,000.00	12.38% of the total estimated cost of services
\$200,000.01 to \$500,000.00	10.95% of the total estimated cost of services
\$500,000.01 to \$1,000,000.00	9.28% of the total estimated cost of services
\$1,000,000.01 to \$2,000,000.00	7.86% of the total estimated cost of services
\$2,000,000.01 to \$3,000,000.00	6.90% of the total estimated cost of services
\$3,000,000.01 and over	6.19% of the total estimated cost of services

Table 3 - Site Plan Engineering Fees

**Site Plan Engineering Fee Surcharge**

- Tier 1: Fix fee of \$3,800.00 per submission for 4th Submission (and beyond).
- Tier 2: Fix fee of \$11,200.00 per submission for 4th Submission (and beyond).
- Tier 3: 33% of the initial Site Plan Engineering Fee for 4th Submission, and 20% of the initial Site Plan Engineering Fee for each submission after the 4<sup>th</sup> submission.

**Engineering Review for Residential In-Fill Lots**

- Fix fee of \$4,607.00.

This fix fee shall also apply to all single family residential dwelling requiring a Site Plan Application, regardless of actual development site area.

## Schedule D

### To By-law #7220-17

#### Legal and Enforcement Services Department Fees (In effect as of April 1, 2022)

The Commissioner of Legal and Enforcement Services/Town Solicitor has the authority to waive the Fees set out in this Schedule D in exceptional circumstances.

#### Description of Services and Activities

1. **Accessory Apartment Registration Fees:** These fees cover the cost of processing an accessory apartment registration application which includes Town of Whitby staff time and other costs to investigate, regulate and require property owners to register accessory apartments.
2. **Animal Adoption Fees:** These fees cover the cost of sheltering, spaying or neutering, vaccinating and preparing an animal for adoption to the public from the Animal Services Centre.
3. **Animal Licences:** These fees cover the cost of processing an application for an animal licence for a cat or dog which includes staff time and other costs to investigate, regulate and require owners of cats and dogs to register animals with the Town.
4. **Cadaver Disposal Fees:** These fees cover the cost of picking up and disposing of a deceased domestic animal from private property or the cost of an animal owner bringing a deceased animal to Animal Services for disposal.
5. **Wildlife Trap Rental Fee:** This fee imposes a deposit to ensure the trap's return, and imposes a cost if the trap is not returned after a week of being borrowed.
6. **Impoundment Fees:** These fees cover the cost of picking up an animal found running at large and sheltering the animal at the Animal Services Centre. The after-hours fee is applicable when an Animal Services Officer is required to work after-hours and incur overtime to pick-up an animal found running at large. This fee helps to offset the costs incurred in providing this service to the Town's residents.
7. **Owner Surrender Fees:** These fees are applicable should an animal owner wish to transfer their animal to Animal Services for future adoption. Animal Services incurs costs to care for the animal and to have it spayed/neutered and vaccinated prior to making the animal available for adoption.
8. **Pool Enclosure Permit Fees:** These fees cover the cost of processing a pool enclosure permit application which includes staff time and other costs to investigate, regulate and require owners of privately-owned swimming pools to erect and maintain fences and gates around such swimming pools.

9. **Temporary Sign Permit:** This fee covers the cost of processing a sign permit application which includes staff time and other costs to investigate, prohibit and regulate temporary signs erected within the Town.
10. **Committee Appeal Fees:** This fee has been calculated to help cover the overhead costs for the Town in facilitating Property Standards and Animal Services Appeals.
11. **New Site Fee-Private Property Sign Inspection:** This fee is applied to all new private property sites, the cost covers staff labour to inspect the property to ensure proper signage for the ticketing and towing of vehicles.
12. **Private Property Site Renewal (third party enforced):** This fee is applied yearly to all private property locations seeking enforcement by an appointed security company. The fee covers the cost of application processing on a yearly basis.
13. **Private Property Parking Officer Training:** This fee is applied to all new private properties seeking authorization to appoint and issue Town parking tickets. The cost covers staff labour to inspect the property to ensure proper signage for the ticketing and towing of vehicles. The fee also covers the cost to provide training through Town of Whitby Legal and Enforcement Services staff to private property owners/agents, for the enforcement of private parking issues. The training will aim to ensure that those individuals appointed to enforce private property parking regulations are aware of their powers, limitations, and overall scope and ability while engaged under the authority granted to them by the Town of Whitby. Copies of all relevant Town By-laws will also be provided. Currently, the appointment of Municipal Law Enforcement Officers for the purpose of private property parking enforcement is undertaken in accordance with By-law #2916-90 and the existing appointment policy. The fee represents the cost of labour and materials to train all new parking enforcement appointees.
14. **Private Property Towing (Business Hours):** This fee is charged to all sites seeking a Town MLEO to remove a vehicle from their property. Cost includes staff labour and tow fees to remove a vehicle during business hours.
15. **Private Property Towing (Outside Office Hours):** This fee is charged to all sites seeking a Town MLEO to remove a vehicle from their property. Cost includes staff labour and tow fees to remove a vehicle outside of office hours.
16. **By-law Services Re-Inspection Fee:** This fee has been calculated based on the time required to conduct an inspection and includes the hourly rate of a By-law Officer and the overhead costs associated with a By-law Officer, including the cost of a municipal vehicle, uniform, mobile phone, laptop, and associated administrative support.
17. **Compliance Letters:** This fee covers the cost of processing and preparing a compliance letter, which includes staff time to investigate the history of a property, open files, and zoning compliance.

18. **General Legal Fees:** This fee sets the rate by which the Town may seek cost recovery for time spent by the Law Clerk or Town Solicitor on various legal matters, so that if the Town seeks costs in a litigation and needs to include the time spent by staff in Legal Services, it can establish the validity and existence of such cost through the fees and charges by-law.
19. **Land Titles Registration Administration Fee:** This fee covers the Town's time spent to register agreements or other instruments on title to property. The Teraview registration fees and search fees, which are charged to the Town, may also be recovered for search and registration fees outside of the normal Planning application process (e.g., easements, applications to delete agreements, postponements, demolition agreements, and enforcement orders).
20. **Legal Fees for Title Search:** This fee covers the Town's time spent to search title and obtain various related instruments on title to the property, exclusive of disbursements. Teraview search fees are charged in addition to the time spent to review the parcel register and determine the status of title and whether any additional documents need to be obtained.
21. **Legal Fees for Sale Transaction:** This fee covers the Town's actual costs with respect to the sale of Town-owned land and the time spent to prepare the necessary documentation, conduct the necessary title searches, prepare and register the necessary instruments on title to the property (exclusive of disbursements).
22. **Legal Fees for Purchase Transaction:** This fee covers the Town's actual costs with respect to the purchase of land and the time spent to prepare the necessary documentation, conduct the necessary title searches, prepare and register the necessary instruments on title to the property (exclusive of disbursements).
23. **Preparation and Registration of Subdivision Amending Agreement:** This fee covers the Town's actual costs for the preparation and registration of a subdivision amending agreement and the time spent to prepare the necessary documentation, conduct the necessary title searches, prepare and register the necessary instruments on title to the property (exclusive of disbursements).
24. **Encroachments:** This fee covers the Town's time for processing, preparing or releasing an encroachment agreement between a property owner and the Town, exclusive of disbursements. Teraview search and registration fees are charged in addition to any application or agreement preparation fees. Encroachments on Town property must go through the application process to confirm the size, type, risk and length of time the encroachment is required.
25. **Annual Encroachment Fees:** If an encroachment is permitted on Town property, an annual encroachment fee will be charged based on location, type and risk factor of the encroachment. Evidence of insurance will be required annually together with the encroachment fee as determined.

**26. Noise By-law Exemptions for Private Construction and for Special Events:**

This fee covers the Town’s cost of processing and considering applications for exemptions to the Town’s Noise By-law for private construction and special events, pursuant to Sections 3.8 to 3.10 of the Noise By-law.

**27. Preparation of Licensing Agreements:** This fee covers the Town’s time spent to prepare licensing agreements (e.g. license agreement, permission to enter agreement, crane swing agreement, construction licensing agreement, etc.) and associated documentation, and conduct the necessary title searches (exclusive of disbursements). Teraview search fees are charged in addition to any licensing agreement preparation fee.

**28. Minor Fence Height Exemption Application:** This fee covers Staff time associated with processing minor fence height exemptions pursuant to the provisions of Fence By-law # 4394-99, as amended.

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
<b>1. Accessory Apartment Fees</b>				
Accessory Apartment Registration Permit	\$250.00	No	\$250.00	each permit
Transfer of Registration Permit	\$100.00	No	\$100.00	per transfer
<b>2. Animal Adoption Fees</b>				
Cat adoption fee (general)	\$150.00	Yes	\$169.50	maximum fee for each
Cat adoption fee for cat under 1 year of age	\$250.00	Yes	\$282.50	maximum fee for each
Dog adoption fee (general)	\$309.74	Yes	\$350.00	maximum fee for each
Dog adoption fee for dog under 1 year of age	\$500.00	Yes	\$565.00	maximum fee for each

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
Other animal adoption fee	\$100.00	Yes	\$113.00	maximum fee for each
<b>3. Animal Licences</b>				
Unaltered dog or cat	\$54.00	No	\$54.00	each licence, annual
Unaltered dog or cat, with microchip	\$49.00	No	\$49.00	each licence, annual
Sterilized dog or cat	\$29.00	No	\$29.00	each licence, annual
Sterilized dog or cat, with microchip	\$24.00	No	\$24.00	each licence, annual
Replacement animal licence	\$7.00	Yes	\$7.91	each licence
<b>4. Cadaver Disposal Fees</b>				
Cadaver disposal at Animal Services Centre	\$50.00	Yes	\$56.50	each cadaver
Cadaver pick-up	\$75.00	Yes	\$84.75	each cadaver
<b>5. Wildlife Trap Rental Fee</b>				
Wildlife Trap Rental Deposit	\$50.00	No	\$50.00	refundable cash deposit if returned within one week
Wildlife Trap Rental Late Fee	\$5.00	No	\$5.00	each per day every day thereafter
<b>6. Impoundment Fees</b>				

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
Impoundment of dog or cat wearing current Town of Whitby animal licence/microchipped	-	-		
1 <sup>st</sup> occurrence	Free	No	n/a	no fee for the 1 <sup>st</sup> occurrence
2 <sup>nd</sup> or subsequent occurrence	\$150.00	No	\$150.00	fee after 1 <sup>st</sup> occurrence
Any occurrence where the dog or cat is picked-up by Animal Services after regular working hours	\$200.00	No	\$200.00	fee if picked up after regular working hours
Daily care fee/animal/per day	\$35.00	Yes	\$39.55	fee per animal per day
Impoundment of dog or cat not wearing current Town of Whitby animal licence/not microchipped	-	-	n/a	-
1 <sup>st</sup> occurrence	\$150.00	No	\$150.00	fee for 1 <sup>st</sup> occurrence
2 <sup>nd</sup> occurrence	\$150.00	No	\$150.00	fee for 2 <sup>nd</sup> occurrence
Any occurrence where the dog or cat is picked-up by Animal Services after regular working hours.	\$200.00	No	\$200.00	fee if picked up after regular working hours
Daily care fee/animal/per day	\$35.00	Yes	\$39.55	fee per animal per day
<b>7. Owner Surrender Fees</b>				
Transfer of ownership of a sterilized animal to Whitby Animal Services (resident)	\$75.00	Yes	\$84.75	each transfer

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
Transfer of ownership of an unsterilized Dog to Whitby Animal Services (resident)	\$132.75	Yes	\$150.00	each transfer
Transfer of ownership of an unsterilized cat to Whitby Animal Services (resident)	\$88.50	Yes	\$100.00	each transfer
Transfer of ownership of an unsterilized animal to Whitby Animal Services (non-resident)	\$150.00	Yes	\$169.50	each transfer
Transfer of ownership of a sterilized animal to Whitby Animal Services (non-resident)	\$125.00	Yes	\$141.25	each transfer
<b>8. Pool Enclosure Permit Fees</b>				
Pool Enclosure Permit	\$450.00	No	\$450.00	per permit
Transfer of Pool Enclosure Permit	\$100.00	No	\$100.00	per transfer
Refund – Permit issued no construction commenced	\$180.00	No	\$180.00	40% refund of permit fee
<b>9. Temporary Sign Permit</b>	\$150.00	No	\$150.00	per sign permit
<b>10. Committee Appeal Fee</b>				
Appeal to Property Standards Committee	\$100.00	Yes	\$113.00	per appellant
Appeal to Animal Services Committee	\$100.00	Yes	\$113.00	per appellant
<b>11. New Site Fee- Private Property Parking Sign Inspection</b>	\$100.00	No	\$100.00	per site
<b>12. Private Property Site Renewal (third party enforced)</b>	\$25.00	No	\$25.00	per site

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
<b>13. Private Property Parking Officer Training</b>	\$105.50	No	\$105.50	per person
<b>14. Private Property Towing (Business Hours)</b>	\$100.00	No	\$100.00	per vehicle towed
<b>15. Private Property Towing (Outside Business Hours)</b>	\$200.00	No	\$200.00	per vehicle towed
<b>16. By-law Services Re-Inspection Fee</b>	\$200.00	No	\$200.00	per re-inspection
<b>17. Compliance Letters</b>				
Compliance Letter (Residential)	\$150.00	Yes	\$169.50	each compliance letter
Compliance Letter (Any other zone)	\$225.00	Yes	\$254.25	each compliance letter
<b>18. General Legal Fees</b>				
Law Clerk	\$150.00	Yes	\$169.50	per hour
Solicitor	\$315.00	Yes	\$355.95	per hour
<b>19. Land Titles Registration Administration Fee (not related to a planning application fee) exclusive of disbursements</b>				
Registration of Agreements or Miscellaneous Documents (exclusive of disbursements)	\$270.00	Yes	\$305.10	per document

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
Release of Agreements or Miscellaneous Documents – Development, Encroachment, License, Pre Servicing, Demolition, Model Home, Postponements, Notices, etc. (exclusive of disbursements)	\$250.00	Yes	\$282.50	per document
<b>20. Legal Fees for Title Search (exclusive of disbursements)</b>	\$155.00	Yes	\$175.15	per property
<b>21. Legal Fees for Sale Transaction (exclusive of disbursements)</b>	\$650.00	Yes	\$734.50	per transaction
<b>22. Legal Fees for Purchase Transaction (exclusive of disbursements)</b>	\$775.00	Yes	\$875.75	per transaction
<b>23. Preparation and Registration of Subdivision Amending Agreement</b>	\$1,675.00	Yes	\$1,892.75	per document
<b>24. Encroachments</b>				
Encroachment Application Fee	\$360.00	No	\$360.00	per application
Preparation of Encroachment Agreement - Legal Fee (exclusive of disbursements)	\$525.00	Yes	\$593.25	per agreement
Release from Encroachment Agreement (exclusive of disbursements)	\$200.00	Yes	\$226.00	per agreement

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
<b>25. Annual Encroachment Fees</b>				
Downtowns – Residential and Non-Residential under 10 m <sup>2</sup>	No charge	No	n/a	Downtown and under 10 m <sup>2</sup>
Downtowns – Residential and Non-Residential over 10 m <sup>2</sup>	No charge	No	n/a	Downtown and over 10 m <sup>2</sup>
Residential under 10 m <sup>2</sup>	\$110.00	No	\$110.00	per encroachment
Residential over 10 m <sup>2</sup>	\$210.00	No	\$210.00	per encroachment
Non-Residential under 25 m <sup>2</sup>	\$310.00	No	\$310.00	per encroachment
Non Residential over 25 m <sup>2</sup>	\$515.00	No	\$515.00	per encroachment
Additional fees based on risk factor	As calculated by Legal Services	Yes	As calculated by Legal Services	As calculated by Legal Services
<b>26. Noise By-law Exemptions for Private Construction and for Special Events</b>	\$310.00	Yes	\$350.30	per exemption request
<b>27. Preparation of Licensing Agreements</b>				
Permission to Enter/Licence Agreement (exclusive of disbursements)	\$250.00	Yes	\$282.50	per agreement

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
Crane Swing Agreement (exclusive of disbursements)	\$250.00	Yes	\$282.50	per agreement
Construction Licensing Agreement (exclusive of disbursements)	\$525.00	Yes	\$593.25	per agreement
<b>28. Minor Fence Height Exemption Application</b>	\$500.00	No	\$500.00	per application

**Schedule E**  
**To By-law # 7220-17**  
Whitby Fire & Emergency Services Department Fees  
(In effect as of April 1, 2022)

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
<b>General Fees</b>				
Emergency Response Report < 2 years	\$100.00	Yes	\$113.00	Per report
Emergency Response Report > 2 years	\$150.00	Yes	169.50	Per report
File Searches Residential	\$100.00	Yes	\$113.00	Per Search Including letter
Multi Unit Buildings (Up to 3 Units file search)	\$100.00	Yes	\$113.00	Includes response letter
Multi Unit Buildings (4 units or more, file search)	\$25.00	Yes	\$28.25	Per unit, includes response letter
<b>Inspection Fees</b>				
Boarding/Lodging/Rooming House (upon request)	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour Includes compliance letter
Educational Institutions (upon request)	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour Includes compliance letter
Foster Care (upon request)	\$100.00/hr Min 2 hours	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour Includes

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
	+\$100/hr after 2 hrs			compliance letter
Group Home (upon request)	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour Includes compliance letter
Institutional (upon request)	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour Includes compliance letter
Licensed Day Care Centre (upon request)	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour Includes compliance letter
Private Home Day Care (upon request)	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour Includes compliance letter
Fire Regulation Compliance Letter	none	n/a	none	This letter forms part of either the inspection or file search request process
Liquor Licensing (upon request - includes occupant load calculations)	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour includes letter
Residential Occupancies (Not owner occupied)	\$100.00/hr Min 2 hours	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour includes letter

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
	+\$100/hr after 2 hrs			
Open Air Burning Request	\$80.00	Yes	\$90.40	
Two Unit Residential Retrofit (if due to complaint and no contraventions, no fee)	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour includes letter
Fire Safety Plan Development/Approval	none	Yes	none	Included as inspection fees
Miscellaneous Inspections Not Otherwise Specified	\$100.00/hr Min 2 hours +\$100/hr after 2 hrs	Yes	\$226.00 +\$113.00/hr after 2 hrs	Per Hour includes letter
Propane Plan Review (Existing 5000 USWG or less)	\$276.00	Yes	\$311.88	Per application
Propane Plan Review (New or modified 5000 USWG or less)	\$553.00	Yes	\$624.89	Per application
Propane Plan Review (Existing greater than 5000 USWG)	\$2,487.00	Yes	\$2,810.31	Per application
Propane Plan Review (New/modified greater than 5000 USWG)	\$2,764.00	Yes	\$3,123.32	Per application
Propane Plan Review (If necessary to retain 3rd party engineering or other firm)	Actual Costs	Yes	-	Per application

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
<b>Emergency Services</b>				
<b>Standby Requests (by private companies, developers, industry, provincial or regional government, other than Emergency Response)</b>				
~Per Vehicle for every ½ hour or part thereafter	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour
<b>Emergency Response to Motor Vehicle Accidents on Ministry of Transportation Highways as per the Province of Ontario's Rates (cost recovery through MTO)</b>				
~Per Vehicle for first hour or part thereof	Maximum chargeable rate as set by MTO	No		Per vehicle per hour
~Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	No		Per vehicle per hour
Plus any additional clean-up costs	Actual Costs			
~Per Vehicle for first hour or part thereof	Maximum chargeable rate as set by MTO	No		Per vehicle per hour
<b>Emergency Response to Transportation of Dangerous Goods Incidents</b>				
Emergency Response to transportation of dangerous goods incidents (cost recovery as per Transportation of Dangerous Goods Act)	Actual Costs			

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
~Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour
<b>Emergency Response to a Hazardous Material Spill</b>				
~Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour
Plus any additional clean-up costs	Actual Costs			
<b>Emergency Response to Any Call Involving Hazardous Materials</b>				
Damaged/Contaminated Equipment requiring replacement or specialized cleaning	Actual Costs			When hazardous materials are present
<b>Emergency Response to a Natural Gas Leak caused by a ruptured gas line</b>				
Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour
Plus any additional clean-up costs	Actual Costs			
Additional Expenses - to retain a private contractor or rent equipment not carried on fire apparatus in order to suppress a fire,	Actual Costs			

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
preserve property, prevent fire spread, remove materials creating a hazard, secure property for investigation, determine fire cause, conduct a fire watch, or otherwise eliminate an emergency or hazard.				
<b>Preventable Fires or Preventable Alarms</b>				
<b>More than one (1) emergency response to unapproved open air burning</b>				
~Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour
<b>Fires on or beside rail lines, caused by rail equipment, and failure to attempt to extinguish those fires that impinge on private or public properties</b>				
~Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour
<b>More than two (2) preventable (malicious or false) alarms in a 12 month period</b>				
~Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour
<b>Services provided via the Specialty Rescue Services Agreement with the City of Oshawa</b>				

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
Services Provided under the Specialty Rescue Services Agreement with the City of Oshawa (including trench rescue, confined space, high angle, etc.)	Actual Costs			
<b>Indemnification Technology ®</b>				
~Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour
Additional Expenses - to retain a private contractor or rent equipment not carried on fire apparatus in order to suppress a fire, preserve property, prevent fire spread, remove materials creating a hazard, secure property for investigation, determine fire cause, conduct a fire watch, or otherwise eliminate an emergency or hazard.	Actual Costs			
<b>Motor Vehicle Collision (MVC)</b>				
Attendance at MVC	Maximum chargeable rate as set by MTO	Yes		Per vehicle per hour, for at-fault, non-Whitby resident drivers

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
ARIS Search	\$15	Yes	\$16.95	Per accident
<b>Other Fees</b>				
Fire Safety Presentations	N/A			
Fire Extinguisher Training (at Headquarters)	\$12.00	Yes	\$13.26	Per Person
Fire Extinguisher Training (on site)	\$17.00	Yes	\$19.21	Per Person
Discharging Fire Works - Consumer grade (family)	N/A			
Discharging Fire Works – Display grade	\$225	Yes	\$254.25	Per Request
Discharging Fire Works - Pyrotechnics	\$225	Yes	\$254.25	Per Request
Requests by Residential Home Owner (exclusively owner occupied)	N/A			
Fire Access Route Applications	N/A			

## Schedule K

### To By-law # 7220-17

#### Community Services Department Fees – Marina and Harbour Facilities Division Fees (Effective March 8, 2022)

#### Definitions

- **Marina Reciprocal Membership** means a membership for marina customers to receive free overnight dockage at participating reciprocal clubs on Lake Ontario.
- **PWC** means Personal Watercraft

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
<b>Marina Boat Handling</b>				
Launch	\$10.04	Yes	\$11.35	1 foot
Launch 12 month boater	\$8.07	Yes	\$9.12	1 foot
Haul Out	\$10.04	Yes	\$11.35	1 foot
Haul out 12 month boaters	\$8.07	Yes	\$9.12	1 foot
Travel lift/boat move in yard	\$5.91	Yes	\$6.68	1 foot
Transport to Charles Street one way	\$251.62	Yes	\$284.33	1 flat rate
<b>Trailer-able Boat Storage with Ramp Access</b>				
Overnight	\$32.65	Yes	\$35.85	1 flat rate
Weekly	\$108.25	Yes	\$122.33	1 flat rate
Monthly	\$10.34	Yes	\$11.36	1 foot
Monthly – PWC – Single up to 12' LOA	\$150	Yes	\$169.50	1 flat rate

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
Monthly – PWC – Double up to 12’ LOA	\$220.00	Yes	\$248.60	1 flat rate
May 1 to Oct 31	\$38.68	Yes	\$43.71	1 foot
May 1 to Oct 31 – PWC – single up to 12’ LOA	\$500.00	Yes	\$565.00	1 flat rate
May 1 to Oct 31 – PWC – double up to 12’ LOA	\$700.00	Yes	\$791.00	1 flat rate
<b>Marina Membership</b>				
Reciprocal Membership	\$67.43	Yes	\$76.20	1 annual
<b>Marina Seasonal Dockage</b>				
Pier 3 - 18 feet and under	\$646.59	Yes	\$730.65	1 flat rate
Pier 3 – 19’ to 22’	\$866.88	Yes	\$979.58	1 flat rate
Piers 2, 4, 6 – (un-serviced)	\$58.46	Yes	\$66.06	1 foot
Piers 2,4,6 – (includes 30A)	\$72.65	Yes	\$82.09	1 foot
Piers 1, 5, 7, 8, 9 (un-serviced)	\$61.77	Yes	\$69.80	1 foot
Piers 1, 5, 7, 8, 9 (includes 30A)	\$75.56	Yes	\$85.38	1 foot
Piers 1, 5, 7, 8, 9 (includes 50A)	\$82.66	Yes	\$93.41	1 foot
Piers 1, 5, 7, 8, 9 (includes 60A)	\$89.75	Yes	\$101.42	1 foot
Additional Hydro – 30 AMP	\$14.19	Yes	\$16.03	1 foot
Additional Hydro – 50 AMP	\$21.29	Yes	\$24.06	1 foot
<b>Other Services</b>				

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
Public Boat Launch Daily (vehicle only)	\$7.08	Yes	\$8.00	1 flat rate
Public Boat Launch Daily (vehicle plus trailer)	\$13.27	Yes	\$15.00	1 flat rate
Public Boat Launch Seasonal January 1 – April 30	\$106.20	Yes	\$120.00	1 flat rate
Public Boat Launch Seasonal May 1 to December 31	\$115.05	Yes	\$130.00	1 flat rate
Marina Ramp Commercial Use	\$3.01	Yes	\$3.40	1 foot
Mast Up or Down Minimum	\$138.49	Yes	\$156.49	1 flat rate
Mast Up or Down	\$5.07	Yes	\$5.73	1 foot
Multi-spreader masts – additional fee	\$1.57	Yes	\$1.77	1 foot
Mast Storage Non-member	\$144.58	Yes	\$163.38	1 flat rate
Pressure Rinse Hull	\$3.67	Yes	\$4.14	1 foot
Blocking Material and Labour	\$8.87	Yes	\$10.02	1 foot
Blocking Labour Only	\$4.43	Yes	\$5.01	1 foot
Marina Labour	\$74.14	Yes	\$83.78	1 hour
Visitor Pump Out	\$18.69	Yes	\$21.12	tank
<b>Marina Storage</b>				
Cradle Storage up to 30' LOA	\$113.24	Yes	\$127.96	1 flat rate
Cradle Storage 31 – 40' LOA	\$141.07	Yes	\$159.41	1 flat rate
Cradle Storage 41'+ LOA	\$168.86	Yes	\$190.81	1 flat rate
Trailer Storage - Monthly	\$75.00	Yes	\$84.75	1 flat rate

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
Dinghy Trailer storage – May 1 to Oct 31 - up to 15'	\$102.00	Yes	\$115.26	1 flat rate
Trailer Storage – May 1 to Oct 31	\$215.79	Yes	\$243.84	1 flat rate
Winter Storage Monthly	\$7.56	Yes	\$8.54	1 foot
Winter Storage – outdoor Nov 1 to April 30 East or West Yard	\$35.91	Yes	\$40.57	1 foot
Winter Storage – outdoor 12 month boater Nov 1 to April 30 East or West Yard	\$28.54	Yes	\$32.25	1 foot
Winter Storage – outdoor Nov 1 to April 30 North Yard Only – (Trailer-able up to 30')	\$28.96	Yes	\$32.72	1 foot
Winter Storage – outdoor 12 month boater Nov 1 to April 30 North Yard Only (Trailer-able boats up to 30')	\$27.61	Yes	\$31.34	1 foot
Indoor Storage – per 6 month season (summer/winter) based on length x beam of vessel in metres.	\$0.83	Yes	\$0.94	1 square metre
Summer Land Storage - Monthly	\$13.64	Yes	\$15.41	1 foot
Kayak/canoe/paddleboard storage max 15' length - Per	\$241.03	Yes	\$272.36	1 flat rate

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
6 month season (summer/winter)				
<b>Marina Visitor Dockage</b>				
May 1 to September 30 Day use up to 4 hours Includes 30 AMP	\$0.83	Yes	\$0.94	1 foot
May 1 to September 30 Overnight includes 30 AMP Hydro	\$1.65	Yes	\$1.86	1 foot
May 1 to September 30 Overnight includes 30 AMP Hydro, Ramp Use, Trailer Storage	\$2.31	Yes	\$2.61	1 foot
May 1 to September 30 Overnight includes 50 or 60 AMP Hydro	\$1.90	Yes	\$2.15	1 foot
October 1 to April 30 Overnight includes 30 AMP	\$1.47	Yes	\$1.66	1 foot
Weekly includes 30 AMP	\$6.12	Yes	\$6.92	1 foot
Weekly includes 30 AMP, Ramp Use, Trailer Storage	\$8.57	Yes	\$9.68	1 foot
Weekly includes 50 or 60 AMP	\$7.04	Yes	\$7.96	1 foot
Monthly includes 30 AMP	\$17.09	Yes	\$18.77	1 foot
Monthly includes 30 AMP, Ramp Use, Trailer Storage	\$23.93	Yes	\$27.04	1 foot
Monthly includes 50 or 60 AMP	\$19.65	Yes	\$22.20	1 foot

**Schedule R**  
**To By-law # 7220-17**  
**Financial Services Department Fees**  
**(In effect as of April 1, 2022)**

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
Tax Certificates for Lawyers or Mortgage Companies	\$75.00	No	\$75.00	Cost per roll number
Income Tax/Duplicate Receipts	\$15.00	No	\$15.00	Cost per year/per roll number.
Statement of Accounts	\$15.00	No	\$15.00	Cost per roll number
Verbal Tax Information to Lawyers	\$75.00	No	\$75.00	Tax Certificate must be ordered
Cheque or Automatic Withdraw returned from the bank	\$50.00	No	\$50.00	Fee for any payment returned by the bank for any reason, including cheques and automatic withdraws etc.

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
Processing a refund or transfer between tax accounts of an overpayment on a tax account (by property owner or their agent).	\$40.00	No	\$40.00	Fee for each refund or payment transfer requested to be processed. Written confirmation of agreement of fee is required. Not applicable to overpayment from tax appeal, low income rebate programs or other similar situations
Incorrect Tax Roll Number for Electronic or Bank Payments	\$40.00	No	\$40.00	Fee per payment that has to be manually corrected. No fee if it is the property owner's first time making an electronic payment(letter sent to inform them) No fee waive for first time error on part of financial institution or lawyer.

<b>Fee Title</b>	<b>Fee (Excluding Taxes)</b>	<b>HST Applicable</b>	<b>Fee (Including Taxes, if applicable)</b>	<b>Fee Basis</b>
Copies of Adjustment Letters (write offs, apportionment, vacancy, heritage etc.)	\$10.00	No	\$10.00	Fee per item, includes time to research and retrieve item from archives.
Ownership Information Change	\$30.00	No	\$30.00	Fee per roll number, for all changes except for estates, survivorship applications, or change in marital status.
Postdated Cheque removal from system or moving to a different date in the system	\$20.00, up to a maximum of \$120.00 per request.	No	\$20.00	Fee to move or remove a postdated cheque from the tax account, fee will be waived if owner is deceased.
Tax Billing for Mortgage Companies	\$10.00	No	\$10.00	Fee per roll number for all accounts billed at Interim and Final billings.
Set up Fee for New Tax Accounts	\$50.00	No	\$50.00	Fee per roll number

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
Additions to the Tax Roll Charge	\$50.00	No	\$50.00	Fee per roll number for each item added to the tax roll for non-tax items such as outstanding by-law charges, other Municipal Liens, Region of Durham Water/Sewer charges etc.
Farm Debt Fee	\$60.00	Yes	\$67.80	Fee for each tax roll number that is issued this document as part of the collection process.
Accounts Receivable Administration Fee on Invoices	Min. 8% unless specified higher	Yes		Added to all invoices prepared by Accounts Receivable where the fee is applicable
Application to Purchase Town-owned Land	\$ 250.00	Yes	\$282.50	Processing fee for circulating request to purchase Town land. Additional fees may apply if the request is approved as per the fees by-law

Fee Title	Fee (Excluding Taxes)	HST Applicable	Fee (Including Taxes, if applicable)	Fee Basis
Application to Purchase Town-owned Land (resident, not-for-profit, registered charity)	\$50.00	Yes	\$56.50	Processing fee for circulating request to purchase Town land. Additional fees may apply if the request is approved as per the fees by-law
Development Charge Refund Request	\$150.00	Yes	\$169.50	Per DC refund/partial DC refund request as per Section 25 and 19(2) of the Town's Development Charge By-law #7748-21