



FINANCE DEPARTMENT

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Millbrook, Ontario
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Township of Cavan Monaghan

User Fees and Charges By-law 2013-80

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Administrative Services

Written Requests - Part A

Tax Certificate	\$40.00 per roll no.	TC
Tax Certificate Premium on Expedited Services/48 Hour Rush Response	Additional 25% premium on Tax Certificate per roll no.	TCRUSH
Tax & Utility Certificate	\$70.00 per roll no.	TCU
Zoning Request	\$40.00 per roll no.	4910A6
Work Orders	\$40.00 per roll no.	4910A7
Agreement Compliance Letters	\$55.00 per roll no.	4910A8
Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25		

F.O.I. (Freedom of Information & Protection of Privacy Act) Requests - Part B

To enact a F.O.I. request	\$5.00 per request	4220B
Photocopies, computer printouts, faxing	\$0.20 per page	4220C
CD	\$10.00/CD	4220BB
Long Distance Fax Service	\$1.20 per page	4250A7
Local Fax Service	\$0.20 per page	4250A8
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4
Developing a computer program or other method of producing a record from a machine readable record	\$15.00 each fifteen minutes	4250B5
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	N/A
Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56		

Other Charges - Part C

Postage	current postage rate	POSTAG
Photo Copy - Letter Size	\$0.50 per page	4250A2
Photo Copy - Legal Size	\$1.00 per page	4250A3
Long Distance Fax Service	\$1.20 per page	4250A7
Local Fax Service	\$0.20 per page	4250A8
Legal set of minutes	\$1.50 per page	4250A4
Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25		

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Miscellaneous Charges - Part D

Non-Cash Charge	3% of payment	VISA
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1
Commissioner of Oath Services (Township Resident)	\$10.00	4220A2
Commissioner of Oath Services (Non-Township Resident)	\$15.00	4220A4
Marriage Licence	\$100.00	4220A1
Marriage Ceremony Fee	\$300.00	4220A3
PAP Cancellation (< 21 Calendar Days before Due Date)	\$20.00	4250B2
Final Notice Letter (Bailiff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3
Burial Permits	\$20.00	4220BU
Returned Payment Fee	\$45.00	NSF
Duplicate Water Invoice or Statement	\$10.00 per paper record	4800A6
Duplicate Water Invoice or Statement	\$5.00 per email/electronic record	4800E6
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D
Closed Meeting Investigator/per hour	\$75.00	4220D1
Registered Mail Fee	Cost recovery + 5% Admin (min \$20.00)	R-MAIL
Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25		

Tax Information - Part E

Request Information of tax account – Property owner verbal request of current information free of charge. A fee is required for printed receipts/statements	\$0.00	N/A
Request for property information for previous years (manually searching & compiling information/records)	\$10.00 each 15 mins (\$20.00 minimum)	4250A5
Duplicate Tax Receipt, Tax Bill, Tax Statements and/or Additional Tax Receipts, Invoices or Statements	\$10.00 per paper record	4250A6
Duplicate Tax Receipt, Tax Bill, Tax Statements and/or Additional Tax Receipts, Invoices or Statements	\$5.00 per record via email	4250E6
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6
Re-Issue/Refund Cheque	\$5.00 (per request)	4250B6
Ownership Change Fee	\$30.00 per roll	4250A1
New Account Set-up Fee	\$60.00	4250A0
Tax Sale Administration Fee	Charges as incurred	TAXSAL
Mortgage Account Adjustment	\$30.00 per roll	4250B9
Mortgage Additions	\$10.00 per roll	4250B7
Mortgage Payment Fee	\$5.00 per account	4250B8
Retrieval of Post Dated Cheques	\$20.00	4250A9

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Building Department Services

Residential - Part A

New Dwellings based on living levels (walkout basements are based on 1/2 floor area) of basement	\$0.85 per square ft Min. \$700.00	4910A1
Residential additions – including attached garages (based on floor area)	\$0.85 per square ft Min. \$250.00	4910A2
Alterations, Repairs or Renovations	\$10.00 per \$1,000.00 cost of construction Min. \$125.00	4910A3
Building Relocation	\$700.00	4910A4
Relocation of Accessory Building	\$250.00	4910A9
Detached accessory buildings based on total area (includes agricultural buildings):		
Area up to 600 sq ft	\$0.50 per square ft	4910A5
Additional Area 601 sq ft +	\$0.25 per square ft	4910A5
Minimum Permit Fee	\$125.00	4910A5

Commercial, Industrial or Institutional - Part B

Commercial, Industrial, or Institutional (\$45.00 sq ft value)	\$12.00 per \$1,000.00 cost of construction	4910D1
Minimum Permit Fee	\$250.00	4910D1

Plumbing - Part C

Plumbing – CBO Authorized	\$50.00	4910J1
Plumbing – 1-9 Fixtures	\$75.00	4910J3
Plumbing – 10 or more Fixtures	\$150.00	4910J4
Plumbing – Minimum Permit Fee, if not grouped with building permit.	\$150.00	4910J5

Designated Structures and Miscellaneous Charges - Part D

Decks or Balconies	\$125.00	4910E1
Solid Fuel Appliances and Chimneys	\$100.00	4910F1
Pool Permit	\$100.00	4910B1
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$10.00/\$1,000.00 cost of construction. Min. \$125	4910B2
All other designated structures as defined by the OBC	\$12.00/\$1,000.00 cost of construction. Min. \$250	4910B3
Demolition Permit	\$150.00	4910G1
Permit Renewal	\$50.00	4910H1
Temporary Trailer (six month period)	\$350.00	4910I1
Failure to obtain required permits	Double the regular permit fee	N/A
Failure to comply with an order	Double the regular permit fee Min. \$1,000.00	4910P1
Chief Building Official determined minor	\$50.00	N/A

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Fire Department Services

Fire Prevention Inspection of Building and Property for all requested - Fire Prevention Inspection - Part A

All Commercial, Industrial or Federal occupancies	\$100.00 per inspection	4414A1
Residential occupancies, including government funded day care centre, group homes, child care provider homes, bed and breakfast homes and schools	\$100.00 per inspection	4414A2
File Review	\$100.00 per review	4414A5

Inspection of solid fuel burning appliances, flues, chimneys and related equipment inspection carries out in three phases, before installation, mid-point - Part B

Before installation, mid-point of installation and finally when installations are complete	\$70.00 per inspection	4414B1
Post-installation inspections of solid fuel burning appliances, etc.	\$70.00 for each visit	4414B1

Fire Burning Permits - Part C

All fires within the Township require a Fire Permit		
Applicable fee per 12 month period per household from the date of initial issue of the first permit		
Brush, Barrel & Campfire Permit	\$20.00 per 12 month period	4414C
Barrel & Campfire Permit	\$5.00 per 12 month period	4414D

Inspections and Compliance Reports and Written Requests - Part D

Special Occasion Permits	\$100.00	4411D
Liquor Licence Approval	\$100.00	4411D
Review of Propane Facility Risk and Safety Management Plans (R&SMP) – new existing or expanding facility (not including fees for third party or external review)	\$1,000.00 initial process fee	4414A4
Review of Propane Facility Risk and Safety Management Plans (R&SMP) – existing facility annual fee (not including fees for third party or external review)	\$1,000.00 annual review fee	4414A4
Review of Fire Safety Plan	\$60.00	4414A6
Other	\$75.00	4411D
Fire Reports/Motor Vehicle Accidents	\$150.00	4414A3
Smoke Alarm	\$20.00	4414A7
Lock Boxes (uninstalled)	\$350.00 per lock box	4414A8

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Alarm Response; Vehicle Fires or Danger of Fire; Vehicle Extrication; Environmental Spills or other emergency requiring response; may not apply to residents, owners or tenants within the municipal boundaries of the Township of Cavan Monaghan, all non-residents shall be subject to rates as outlined in Part "E" - Part E

First Hour	\$410.00per Fire Apparatus or MTO rates as amended	4414E
Every 1/2 hour or part thereof after the first hour	\$205.00 per Fire Apparatus or MTO rates as amended	4414E

Hazardous Material, Spills, attempt to clean up/or Contain - Part F

First Hour	\$410.00 per Fire Apparatus or MTO rates as amended	4414F
Every 1/2 hour or part thereof after the first hour	\$205.00 per Fire Apparatus or MTO rates as amended	4414F
Any reports or documentation or third party review	At cost plus 15% admin cost	N/A
Additional equipment if necessary total replacement cost for every/or any contaminated or damaged unit of equipment or materials used in all of the above duties	At cost plus 15% admin cost	N/A
Authority: Section 391 of the Municipal Act, 2001, S.O. c.25		

Automatic False Alarms (charges only applicable if there is more than one false alarm within a 12 month period) - Part G

1st Alarm	Subject to \$500.00 fine at the Fire Chief and/or Designate discretion	4414G
2nd Alarm	Part "E" Rates	4414G
3rd Alarm	Part "E" Rates x 2	4441G
Authority: Section 391 of the Municipal Act, 2001, S.O. c.25		

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Licencing

Special Events Licencing - Part A - Special Event Class 1 – Anticipated Attendees/Patrons

5001-9999 Attendees	\$500.00/event	4731P1
10000 + Attendees	\$900.00/event	4731P2

Special Event Class 2 Anticipated Attendees/Patrons

1000-4999	\$200.00/event	4731P3
5000-9999	\$500.00/event	4731P4
10000+	\$900.00/event	4731P5
Authority: Section 150, 126, 170, 432, 435, 440 and 351 of the Municipal Act, 2001		

Lottery (Provincial) Licencing - Part B

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2
Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)		

Refreshment Vehicles Licencing - Part C

Refreshment Vehicles Licence	\$750.00/year	4220C1
Hot dog cart or ice cream cart	\$200.00/year	4220C2
Event Licence	\$10.00/day	4220C3
Authority: Section 150, 126, 170, 432, 435, 440 and 351 of the Municipal Act, 2001 RS.O. 2001,c.25		

Animal Control Licencing - Part D Dog Licencing

If paid on or before March 31st of the current year

For each spayed female or neutered male	\$15.00 per dog	4230D1
For each female or male, untreated	\$20.00 per dog	4230D2

If paid after March 31st of the current year

For each spayed female or neutered male	\$30.00 per dog	4230D3
For each female or male, untreated	\$40.00 per dog	4230D4

Newly Acquired Dogs

For each spayed female or neutered male	\$15.00 per dog	4230D5
For each female or male, untreated	\$20.00 per dog	4230D6

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Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D7
For each female or male, untreated	\$20.00 per dog	4230D8
Replacement Tag	\$5.00 per tag	4230E1

Impound Fees

For each Dog without the animal control licence (Dog Tag)	\$150.00 per occurrence	4230F1
For each Dog with the animal control licence (Dog Tag)	\$75.00 per occurrence	4230F2

Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 st offence in any 12 month period	\$30.00 per dog	4230B1
2 nd offence in any 12 month period	\$60.00 per dog	4230B2
3 rd and subsequent offence in any 12 month period	\$120.00 per dog	4230B3

Kennel Licence Fee

If paid on or before March 31st of the current year

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC

If paid after March 31st of the current year

Kennel of Purebred dogs	\$150.00 per kennel per year	4230DK
Commercial Breeding Kennel	\$175.00 per kennel per year	4230DE
Commercial Boarding Kennel	\$200.00 per kennel per year	4230DF

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Planning Department Services

Planning Fees - Part A

Application for Official Plan Amendment	\$3,000.00	4950A1
Application for Zoning By-Law Amendment Residential/Commercial/Industrial/Institutional	\$1,500.00	4940Z1
Application to Remove Holding Symbol	\$250.00	4920B3
Application for Minor Variance	\$1,000.00	4930A3
Application for Site Plan Approval	Full Cost Recovery with a \$5,000.00 deposit	4980Z1
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2
Severance Application Review/Application for Consent	\$400.00	4920B1
Plan of Subdivision	Full Cost Recovery with a \$11,000.00 deposit	4970Z1
Part Lot Control Exemption	\$500.00 + \$100.00 for each additional parcel	4970B1
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7
Sale of Official Plan (CD)	\$25.00 each	4990A6
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8
Sale of Zoning By-Law (CD)	\$25.00 each	4990A6
Sale of Township Map (24 X 36)	\$15.00 each	4990A9
Cash-in-Lieu of Parkland dedication	\$1,000.00 each	9530Z1
Lidar Mapping	\$350.00 per square km	4920B4
Lidar Mapping Administration Fee	\$500.00 per request	4920B5
Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13		

Site Alteration & Fill Control - Part B

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1
Fill greater than 500 cubic metres	\$750.00 plus \$0.60 per cubic metre	4960A1
Extension of permit for fill less than 500 cubic metres	\$250.00	4960A1
Extension of permit for fill greater than 500 cubic metres	\$375.00	4960A1
Security for default of agreement to carry out work or other breach of By-law No. 2012-27 or fill permit conditions and obligations	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2

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Recreational Services

Stat/Civic Holiday Rental Premium	Additional 25% premium on Recreational Services User Fees and Charges	STAT
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Old Millbrook School

- Use of tables and chairs included

Dorothy Stevens Room (Per 4 hrs) 8:30 a.m.- 4:59 p.m.	\$27.58 per event	4723A1
Dorothy Stevens Room (Per hr) after 5:00 p.m. – 9:00 p.m. and weekends 8:30 a.m. – 9:00 p.m.	\$27.58 per hr	4723A2
Tables and/or Chairs Set-up /Take Down	\$25.00 per hr	Set-up

Municipal Office

- Use of tables and chairs included

Gymnasium Rental (Per Hour) Monday – Sunday 8:30 a.m. – 10:00 p.m.	\$27.58 per hr	4299A1
Multi Booking Gymnasium Rental 10+ more scheduled events in a 12 month period from the original contract date (Maximum 4 hrs) per day	\$27.58 per event	4299A2
Gymnasium Event Flat Rate (Maximum 8 hrs + 2 hrs set-up + 2 hrs take down)	\$165.50 per event	4299A3
Committee Room Rental (per hour) (Monday - Friday, 5:00 p.m. to 10:00 p.m. only) (Saturday - Sunday, 8:30 a.m. to 10:00 p.m.)	\$27.58 per hr	4299A4
Multi Booking Committee Room Rental 10+ more scheduled events in a 12 month period from the original contract date (Maximum 4 hrs) (Monday - Friday, 5:00 p.m. to 10:00 p.m. only) (Saturday - Sunday, 8:30 a.m. to 10:00 p.m.)	\$27.58 per event	4299A5
Committee Room Event Flat Rate (Maximum 8 hrs + 2 hr set-up + 2 hr take down) (Weekends only)	\$165.50 per event	4299A6
Tables and/or Chairs Set-up/Take Down	\$25.00 per hr	SETUP
Section 391 of the Municipal Act 2001, R. S.O. 2001,c.25		

Park Permitted Use

Gathering 25+ people	\$50.00	4711F1
Use of Temporary Shelter	\$100.00 deposit refundable	4711F2

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Community Centre

Arena Ice Surface – Monday – Friday 10:00 a.m. to 11:00 p.m.

Saturday & Sunday – 7:00 a.m. to 11:00 p.m.

- When renting for a Tournament/Carnival the rate will be calculated by the number of hours rented and the associated cost (Minor Sport, Prime Time, Day Ice or Late Night Ice) which will include the hall and kitchen as part of the rental beginning 1 (one) hour before the rental and ending 1 (one) hour after the rental.
- A scheduled hour is equal to 50 (fifty) minutes on ice

Minor Sports (Minor Hockey & Figure Skating)	\$98.66 per hr	4731A1
Prime Time Ice (Monday-Friday 5:00 p.m.-11:00 p.m.) Saturday and Sunday – 7:00 a.m. – 11:00 p.m.	\$131.55 per hr	4731A2
Day Ice (Monday-Friday 10:00 a.m. - 5:00 p.m.)	\$60.47 per hr	4731A3
Sponsorship Ice Rental	\$60.47 per hr	4731B1

Arena Hall Rental – Monday - Sunday 8:30 a.m. to 11:00 p.m.

- Includes kitchen facility rental and use of tables and chairs

Meeting/Recreation Event per hour	\$27.58 per hr	4731A6
Event Flat Rate (Maximum 8 hrs + 2 hrs set-up and 2 hrs take down)	\$229.15 per event	4731A5
Multi Booking Meeting/Recreation 10+ more scheduled events in a 12 month period from the original contract date (maximum 4 hours) per facility per day	\$55.17 per event	4731A7
Tables and/or Chairs Set-up /Take Down	\$25.00 per hr	SET-UP

Arena Ice Surface – Off Season - Monday - Sunday 8:30 a.m. to 11:00 p.m.

- Use of tables and chairs included

Ice Surface Rental-Sports, Activities etc. per hour	\$60.47 per hr	4731A9
Ice Surface Rental per event (Maximum 8 hrs + 2 hrs set-up and 2 hr take down)	\$362.83 per event	4731A8

Admission Rates

- **Infant Rate** - There will be no admission charge for infants aged 0 to 3 years brought by a parent or responsible adult (for whom applicable rates applies)
- **Attendant Caregiver Rate** - When a person with a disability is accompanied by his or her caregiver, the admission charge for that caregiver will be zero

Public Skating	\$1.77 per person (plus HST = \$2.00)	4731A0
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Arena Advertising Rates - Calendar Year

- Company must pay for their sign production and board kit

Arena Board (Wall and Boards) 4" x 8" Mounted Advertisement	\$120.94 per yr	4731J1
Ice Surface Logo	\$240.82 per yr	4731J2
Olympia Advertising	\$57.29 per sq ft	4731J3

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Maple Leaf Park

Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms

Ball Diamonds (Hourly Rate) per diamond	\$38.19 per hr	4711D5
Outdoor Field Tournaments (Ball Diamonds)	\$154.50 per day (per pitch/field)	4711D1
Ball Diamonds - Minor Sports Team Rate per diamond (All players are 18 years old and under as of January of the current year) - Seasonal Rate includes one end of year tournament – 1 night per week – 4 hrs max/team.	\$382.98 per season per team	4711D6
Ball Diamonds - Minor Sports League Rate per diamond (All players are 18 years old and under as of January of the current year) - Seasonal Rate includes one end of year tournament – 10 hrs maximum per week.	\$765.97 per season per League	4711E1
Ball Diamonds Adult Sports Team Rate per diamond (All players are 19 years old and over as of January of the current year) Seasonal Rate includes one end of year tournament – 1 night per week 4 hrs max/team.	\$710.80 per season per team	4711D7
Ball Diamonds Adult Sports League Rate per diamond (All players are 19 years old and over as of January of the current year) Seasonal Rate includes one end of year tournament – 5 hrs max per week.	\$1,421.61 per season per League	4711E2
Use of Lights at any Sports Field	\$12.00 per hr	4711E9
Soccer Fields Minor Sports Team Rate per pitch (All players are 18 years old and under as of January of the current year) Seasonal rate includes one end of year tournament – 3 hrs max per week.	\$382.98 per season per team	4711D8
Soccer Fields Minor Sports League Rate per pitch (All players are 18 years old and under as of January of the current year) Seasonal rate includes one end of year – 12 hrs max per week.	\$765.97 per season per League	4711E4
Soccer Fields Adult Sports Team Rate per pitch (All players are 19 years old and over as of January of the current year) Seasonal rate includes one end of year tournament – 3 hrs max per week.	\$710.80 per season per team	4711D9
Soccer Fields Adult Sports League Rate per pitch (All players are 19 years old and over as of January of the current year) Seasonal rate includes one end of year tournament – 5 hrs max per week,	\$1,421.61 per season per League	4711E3
Soccer Fields (Hourly Rate) per Pitch	\$38.19 per hr	4711D0
Outdoor Field Tournaments (Soccer Fields)	\$154.50 per day (per pitch/field)	4711D1

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Public Works

Transfer Station

Sale of Blue Box	\$5.00 each	4870A3
Bag Tags	\$2.25 each	4870C1

Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4
Excess Waste (maximum 1/2 ton truck load)	\$100.00 per truck load	4870A5
Drywall	\$100.00 per truck load	4870A8
And/or to be determined by the Transfer Station Supervisor and/or designate		

Tire Disposal

Car tire without rims	As per Ontario Tire Stewardship Program
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

Other Disposal

Small Furniture	\$10.00	4870A9
Large Furniture	\$20.00	4870B1
Special Items (i.e. Boats)	\$100.00	4870B2

Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	\$200.00	4610B1
Performance Deposit Fee for work to standard	\$300.00 deposit refundable	4610Z1
For work not to standard	Full cost recovery with \$300.00 deposit applied to costs	4610B3
Section 391 of the Municipal Act 2001, R.S.O. 2001,c.25		

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Entrance Permits/Installation of Culverts – Commercial/Industrial

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	\$250.00	4610B
Performance Deposit Fee for work to standard	\$750.00 deposit refundable	4610Z2
For work not to standard	Full cost recovery with \$750.00 deposit applied to costs	N/A
Section 391 of the Municipal Act 2001, R.S.O. 2001,c.25		

911 Civic Address Blades

Purchase of a 911 Blade/Sign	\$55.00	4610C1
Replacement of a 911 Blade/Sign	\$25.00	4610C2

Works in a Municipal Right-of-way

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3
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