

BY-LAW NO. 4889-2007
SCHEDULE "A"

Schedule of Fees and Charges
Effective January 1, 2020

Description of Fee or Charge	Approved 2020 Rate	HST Rate		Notes
General				
Commissioners fee	\$15.00		per request	
Photocopy - 8 ½" x 11" black	\$0.25	Inc. HST	per page	
Photocopy - 8 ½" x 11" colour	\$0.40	Inc. HST	per page	
Photocopy - 8 ½" x 14" black	\$0.35	Inc. HST	per page	
Photocopy - 8 ½" x 14" colour	\$0.45	Inc. HST	per page	
Photocopy - 11" x 17"	\$0.50	Inc. HST	per page	
Photocopy - 11" x 17" colour	\$0.60	Inc. HST	per page	
Photocopy - larger than 11" x 17" black	\$12.00	Inc. HST	per page	
Photocopy - larger than 11" x 17" colour	\$24.00	Inc. HST	per page	
Non-sufficient funds charge	\$15.00		per occurrence	Does not include Human Services clients
Meeting investigation fee	\$25.00		per request	
Records Management				
PHIPA access requests	\$30.00			The set fee of \$30.00 includes administrative charges such as locating and retrieving the record, reviewing the contents of the record for not more than 15 minutes and preparing a response letter to the individual. The fee also includes photocopying or printing the first 20 pages of a record. Requests which exceed 20 pages will be subject to an additional photocopying or printing charge of \$0.25 per page. These costs will be provided in an estimate to the requestor prior to proceeding.
PHIPA access requests - photocopying more than 20 pages	\$0.25		per page (after 20 pages)	
MFIPPA information request	As prescribed by Regulation			
Provincial Offences Administration				
To transcribe all or part of a recording and produce a first certified copy of a transcript	\$4.30		per page or \$20.00, whichever is greater	\$50 deposit is required when ordering an original transcript.
Copy of transcript already produced	\$0.55		per page	
For an electronic copy of the transcript requested at the same time as a request for a transcript or copy	No charge			

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For an electronic copy of the transcript requested at any other time	\$20.00		per transcript	
Commissioners fees related to a general affidavit for a provincial offences matter	No charge			
Provincial Offences photocopy or certified copy	\$1.00		per page	
Tourism				
Discovery Guide Listing	\$175.00	Plus HST	per listing	
Discovery Guide Listing with Logo	\$250.00	Plus HST	per listing	
Discovery guide advertisement - ¼ page	\$300.00	Plus HST		A 30% charge is applied to this amount if not purchasing a listing
Discovery guide advertisement - ½ page	\$500.00	Plus HST		
Discovery guide advertisement - full page	\$1,000.00	Plus HST		
Discovery guide advertisement - full page inside cover	\$1,500.00	Plus HST		
Discovery guide advertisement - back cover	\$2,000.00	Plus HST		
Discovery guide advertisement - Feature Level 1	\$500.00	Plus HST	per listing	
Discovery guide advertisement - Feature Level 2	\$300.00	Plus HST	per listing	
Discovery guide advertisement - Feature Level 3	\$200.00	Plus HST	per listing	
Discovery guide advertisement - Feature Level 4	\$100.00	Plus HST	per listing	
Discovery guide advertisement - Feature Level 5	\$50.00	Plus HST	per listing	
Discovery guide advertisement - map listing	\$25.00	Plus HST	per listing	
Website listing	\$75.00	Plus HST	per listing	
Oxford County Cheese Trail - Quick Stop Partner	\$150.00	Plus HST	annual	
Oxford County Cheese Trail - Full Partner	\$300.00	Plus HST	annual	
Information Services				
Urban zoning maps - 24" x 36" colour	\$15.00	Plus HST		
Urban zoning maps - 36" x 48" colour	\$20.00	Plus HST		
Township base maps - 24" x 36" colour	\$15.00	Plus HST		
Township base maps - 36" x 48" colour	\$20.00	Plus HST		
County of Oxford map book	\$20.00	Plus HST		
Customer map/data request - labour and material charges	\$50.00	Plus HST	per hour	
- linear foot plotter printout	\$10.00	Plus HST	per linear foot	
Consolidated Zoning map - colour	\$20.00	Plus HST		
Ortho-photography Images	\$50.00	Plus HST	per tile (sq. km)	
Library				
Overdue book	\$0.10		per day	
Overdue book - maximum	\$2.00		per item	
Local faxing	\$0.25		per page	
Long distance faxing	\$0.25		per page	
Library card replacement	\$2.00			
<i>Room rentals</i>				For all branches except those specifically identified
Any morning, afternoon or evening rental period	\$10.00	Plus HST		

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Any two morning, afternoon or evening rental period	\$12.00	Plus HST		
Full day rental period	\$15.00	Plus HST		
<i>Room rentals - Ingersoll, Norwich, Plattsville, Tavistock, Thamesford, Tillsonburg</i>				
First hour of rental	\$20.00	Plus HST		
Each hour thereafter	\$5.00	Plus HST		
<i>Local history/genealogy research fees</i>				
First hour of research	\$30.00			Fees include copying/printing of up to 15 pages single-sided, postage and handling. Additional copying and printing will be billed at the established rates.
Additional 15 minute intervals	\$10.00			
Lost or Damaged collection items	Replacement cost		dollar value assessed by library staff	
<i>Job Related Faxes and Printing</i>				
Faxes of Job applications	No charge		up to 5 pages free per day, local or long distance faxes, limited to 2 times per week	In the event that government grants and funding are available to assist the library with the provision of these services, copying and faxing fees may be reduced or waived.
Photocopies of resumes and job applications	No charge		up to 10 free copies per day, limited to 2 times per week	
Archives				
External research - after 15 minutes	\$30.00	Inc. HST	per hour	
Photocopies from microfilm reader/printers - 11" x 17"	\$0.50	Inc. HST	per page	
Digital image scanning - to 8.5" x 11" paper	\$5.00	Inc. HST		
Digital image scanning to Compact Disc or memory stick	\$10.00	Inc. HST		
Digital image scanning custom in-house to 8.5" x 11" paper	\$7.50	Inc. HST	per 15 minutes	
Digital image scanning custom in-house to Compact Disc or memory stick	\$7.50	Inc. HST	per 15 minutes + \$5.00	
Document conservation - cleaning and repair	\$60.00	Inc. HST	per hour	
<i>Document conservation - encapsulation</i>				
Mylar	\$1.00	Inc. HST	per square foot	
Encapsulating tape	\$18.00	Inc. HST	per roll	

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Paramedic Services				
Informal Access Request	\$65.00		per request	
Event Coverage - Ambulance and 2 Paramedics	\$128.50		per hour (minimum 6 hours)	
Event Coverage - Ambulance/ERV and 1 Paramedics	\$64.25		per hour (minimum 6 hours)	
Event Coverage - Additional Paramedic (each)	\$51.00		per hour (minimum 6 hours)	
Event Coverage - Supervisor (each)	\$61.20		per hour (minimum 6 hours)	
Event Coverage - Statutory Holiday	2 X above rates		per hour (minimum 6 hours)	
Planning				
Condominium (except vacant land)	\$1,660.00			Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required
Exemption from draft approval (all)	\$1,150.00			
Consent	\$2,065.00			Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required.
Each additional lot	\$1,030.00			
Consent & minor variance	\$2,140.00			Each additional lot for same owner, applicant and property
Each additional lot	\$1,070.00			
<i>Consent or consent & minor variance</i>				
Changes to approved conditions (major)	\$265.00			
Changes to approved conditions (minor)	\$135.00			
Revised application (major)	\$370.00			
Revised application (minor)	\$190.00			
Validation order	\$665.00			
Official plan (regular)	\$2,735.00			Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required
Official plan (technical)	\$1,020.00			
Part lot control exemption	\$760.00			
Plus: per new part/lot (1 to 6 parts/lots)	\$160.00			
Plus: maximum (7 and more parts/lots)	\$1,055.00			All lots must be exempted under one by-law
Renewable energy application - major	\$1,990.00			

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Renewable energy application - minor	\$390.00			
Subdivision (and vacant land condominium)	\$3,630.00			Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required
Extension of draft approval	\$585.00			
Changes to draft approval (major)	\$1,440.00			Includes changes to conditions
Changes to draft approval (minor)	\$715.00			
Woodlands Conservation (minor exemption application)	\$205.00			
Facilities				
Electric Vehicle Supply Equipment (EVSE) charging fees-Level 2	\$2.00		per prorated hour	
Electric Vehicle Supply Equipment (EVSE) charging fees-Level 3	\$15.00		per prorated hour	
<i>Room rentals</i>				
Any morning, afternoon or evening rental period	\$10.00	Plus HST		
Full day rental period	\$15.00	Plus HST		
Communication Tower Equipment	\$1,400.00	Plus HST	annual	The fee will be imposed as new tenants are authorized and existing leases are renewed. Exemption from this fee will apply to existing emergency communication equipment owned and maintained by area municipalities.
Roads Operations				
<i>Moving Permits</i>				
Annual Permit	\$200.00		each	
One Time Permit	\$75.00		each	
Project Permit (multiple moves, same route/product in same year)	\$500.00		max per year	
<i>Culvert Install (includes admin fee)</i>				
For 10m of 450mm culvert	\$2,300.00			Culvert sizes larger than 450mm will be charged at actual cost and will be quoted to the applicant prior to installation
For 10m of 450mm culvert	\$2,300.00			
Each additional meter	\$150.00			
<i>Curb cut (includes admin fee)</i>				
Minimum charge (7.6m)	\$500.00			
Each additional 0.3m over 7.6m	\$15.00			
Entrance Admin fee	\$110.00			
Public Works Development Review				
Consent	\$200.00			For new vacant residential, institutional, commercial, or industrial lot creation
Consent & minor variance	\$200.00			
Official plan	\$100.00			
Subdivision	\$75.00		per lot	Lot as defined as follows: Single family home=1.0; Semi-detached=1.5; Multi-residential (more than two units)=No. of residential units/2
Subdivision - maximum	\$1,500.00		per subdivision	

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Description of Fee or Charge	Approved 2020 Rate	HST Rate		Notes
Site Plan Review	\$200.00			
Clearance of Conditions - consent	\$100.00		per lot	Lot as defined as follows: Single family home=1.0; Semi-detached=1.5; Multi-residential (more than two units)=No. of residential units/2
Clearance of Conditions - subdivision	\$75.00		per lot	
Clearance of Conditions - maximum (consent or subdivision)	\$2,500.00			
Environmental Report Review	\$200.00		plus peer review	Deposit for peer review
Traffic Impact Studies Review	\$100.00		plus peer review	
Waste Management				
83 Litre Recycling bin	\$5.50	Inc. HST		
Apartment Recycling bin (small)	\$3.50	Inc. HST		
360 Litre Multi-residential	\$30.00	Inc. HST		
360 Litre Industrial/Commercial and Institutional Recycling totes	\$60.00	Inc. HST		
Recycling lid for 83 Recycling bins	\$1.50	Inc. HST		
Composters	\$10.00	Inc. HST		
Green Cone	\$40.00	Inc. HST		
Bag Tags	\$2.00		per tag	One bag tag shall be used for each garbage bag (up to 76 x 96 cm) or each rigid container (up to 128 litres) and each such bag or container must weigh less than 20kg. Two bag tags shall be used for each rigid container with a volume between 129 and 240 litres and this container must also weigh less than 20kg. Three bag tags shall be used for each rigid container with a volume between 241 and 360 litres
Disposal of waste at Salford Landfill	\$80.00		per tonne	
Construction and demolition material	\$76.54		per tonne	
Freon Units	\$10.00		per unit	
ICI Hazardous Waste - authorized by-law 5274-2011	\$30.00		per 25L container	
<i>Fixed Rate Tipping Fees (Mixed Solid Waste) when weigh scale is offline</i>				
Passenger Vehicle	\$23.00			
Passenger Vehicle and Trailer	\$31.00			
Pick-up Truck	\$22.00			
Pick-up Truck and Trailer	\$36.00			
Cube Van	\$36.00			
Stake Truck	\$91.00			
Farm Vehicle	\$91.00			
Single-Axle Vehicle	\$109.00			
Single-Axle Vehicle and Trailer	\$109.00			
Tandem-Axle Vehicle	\$454.00			

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Tandem-Axle Vehicle and Trailer	\$1,089.00			
Compacted Roll Off Vehicle	\$290.00			
Non-Compacted Roll Off Vehicle	\$290.00			
<i>Fixed Rate Tipping Fees (Construction and Demolition Waste)</i>				
Passenger Vehicle	\$22.00			
Passenger Vehicle and Trailer	\$30.00			
Pick-up Truck	\$21.00			
Pick-up Truck and Trailer	\$34.00			
Cube Van	\$34.00			
Stake Truck	\$87.00			
Farm Vehicle	\$87.00			
Single-Axle Vehicle	\$104.00			
Single-Axle Vehicle and Trailer	\$104.00			
Tandem-Axle Vehicle	\$426.00			
Tandem-Axle Vehicle and Trailer	\$1,042.00			
Compacted Roll Off Vehicle	\$278.00			
Non-Compacted Roll Off Vehicle	\$278.00			
Wastewater Treatment				
Sewage Extra-Strength Rate (over and above By-law No.2719-87 limit including but not limited to Biochemical Oxygen Demand, Total Suspended Solids and Total Phosphorus). This rate may be part of an agreement with the County	\$1.65	Plus HST	per kg	
General Hauled Septage	\$12.00	Plus HST	per cubic meter	
Hauled Wastewater (Domestic waste from a single source that is not general hauled septage, that meets the sewer use By-law No. 2719-87 whose source is within Oxford County and > 22,700 Litres either at one time or over the course of a year)	\$1.65	Plus HST	per cubic meter	
Water and Wastewater				
<i>Environmental Compliance Approval (ECA) and Watermain Authorizations</i>				
Administration Fee	\$200.00			
Sanitary sewers including appurtenances	\$900.00			
Storm sewers including appurtenances	\$900.00			
Joint application for Sanitary and Storm sewers inc. appurtenances	\$900.00			
Low impact development	\$900.00			
Sanitary forcemains	\$1,800.00			
Sanitary sewer pumping stations	\$1,800.00			
Joint application for Sanitary sewer pumping stations and Sanitary forcemains	\$1,800.00			
Watermains including appurtenances	\$1,000.00			

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Description of Fee or Charge	Approved 2020 Rate	HST Rate		Notes
Rain Barrels	\$45.00	Inc. HST		
New Meter (< 25mm) - without radio transmitter	\$145.00		each	
New Meter (≥ 25mm) - without radio transmitter	Actual cost		Based on full cost recovery	
Radio Transmitter for Water/Wastewater readings	\$115.00		each	
Meter checked for accuracy at customer's request and found to be accurate (< 25mm)	\$250.00		each occurrence	Meter checked for accuracy at customer's request and found not to be accurate
Meter checked for accuracy at customer's request and found to be accurate (≥ 25mm)	Actual cost		each occurrence	
Shut-off / Turn-on Fee	\$55.00		each occurrence	
Shut-off / Turn-on Fee, after hours	\$80.00		each occurrence	
Service to shut-off/turn-on for emergency or plumbing repair	No Charge			
Manual read of water/wastewater customer without radio transmitter	\$50.00		per read	
W/WW Operator Appointment	\$55.00		per hour	
Replacement of Water Meter due to Frost Damage	Meter Cost + \$55		each	
Replacement of Water Meter due to Frost Damage - after hours	Meter Cost + \$80		Based on full cost recovery	
Use of Bulk Water Station	\$25.00		per key fob	
Water Taken from Bulk Water Station	\$2.00		per m3	
Connection to existing watermain or service within communities without water development charges (up to 25mm)	\$5,000.00		each occurrence for < 25mm and actual cost for ≥ 25mm; unless cost is specified in an existing by-law	Communities without Development Charges (DC) - Bright, Drumbo, Beachville, Innerkip, Brownsville, Dereham Centre, Embro, Hickson, Lakeside, Otterville, Princeton, Sweaburg and Springford
Connection to existing watermain or service within communities with water development charges (up to 25mm)	\$3,500.00		plus applicable development charges each occurrence; unless cost is specified in an existing by-law	Communities with Development Charges - Ingersoll, Mt Elgin, Norwich, Plattsville, Tavistock, Thamesford, Tillsonburg and Woodstock
Developer connection to existing watermain or service within communities without water development charges	\$1,500.00		per service within servicing community	Communities without Development Charges (DC) - Bright, Drumbo, Beachville, Innerkip, Brownsville, Dereham Centre, Embro, Hickson, Lakeside, Otterville, Sweaburg and Springford
Connection to existing sewer (Sewer depth 0 - 3.0 metres)	Min. \$6,000		or actual cost (County discretion)	

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Connection to existing sewer (Sewer depth > 3.0 metres)	Min. \$9,000		or actual cost (County discretion)	
Developer connection to existing sewer within communities without sewer development charges	\$3,250.00		per service within servicing community	Communities without Development Charges (DC) - Innerkip, Embro, Thamesford
Connection of a service to an extended watermain or sewer	Actual cost		Based on full cost recovery	
Installation of larger service connection due to premises demand	Actual cost		Based on full cost recovery	
Grinder pump monthly maintenance charge (customers under section 4.1 of Grinder Pump Policy)	No Charge			
Grinder pump monthly maintenance charge (customers under sections 4.2 or 4.3 of Grinder Pump Policy)	Actual cost		Based on full cost recovery when applicable as per By-law No. 5275-2011	
Grinder pump package purchase	Actual cost			
Permit for automatic sprinklers non-metered individual customer	\$25.00			
Permit for automatic sprinklers in non-metered multiple unit customer	\$10.00		per unit to a maximum of \$250.00	
Permit for automatic sprinklers metered customer	No Charge			
Permits for outside water use for new sod, seed, or chemically sprayed lawns or for non-profit fund-raising events	No Charge			
Negotiation of Risk Management Plan – Future Threat Activities	\$200.00		Plus peer review	Deposit for peer review
Deposit for peer review – subject to full cost recovery when determined	\$1,500.00			Deposit for peer review
Woodingford Lodge				
Undergarment (for Hip Protector) - Any size	\$30.00		per item	
Meals for Non-Residents	\$7.00		per meal	
Footcare - Sub-sequential Visit	\$25.00		per service	
Footcare - Initial Assessment	\$30.00		per service	
Staff Accompaniment	\$38.62		per hour	
Haircare - Shampoo	\$3.00		per service	
Haircare - Perm	\$55.00		per service	
Haircare - Cut/Barber Service	\$17.00		per service	
Haircare - Style/Set	\$17.00		per service	
Haircare - Dry	\$6.00		per service	
Haircare - Cut and Style/Set	\$28.00		per service	
Haircare - Colour Application	\$16.00		per service	