

Schedule of Fees and Charges
To Be Effective January 1, 2024

Description of Fee or Charge	Approved 2024 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	Exempt		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	Exempt	per page (after 20 pages)	
MFIPPA information request	As prescribed by Regulation	Exempt		

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

Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
Provincial Offences Administration				
To transcribe all or part of a recording and provide a certified transcript in electronic format, the greater of \$25.00 and,				\$100.00 minimum deposit is required when ordering an original transcript. Fees set out in <i>Administration of Justice Act</i> Ontario Regulation 145/22
i. if transcript is to be provided within 24 hours	\$11.75	Exempt	per page or \$25.00, whichever is greater	
ii. if transcript is to be provided within five business days	\$8.80	Exempt		
iii. in any other case	\$6.30	Exempt		
To transcribe all or part of a recording and provide a certified transcript in paper format, the greater of \$25.00 and,		Exempt		
i. if transcript is to be provided within 24 hours	\$12.55	Exempt		
ii. if transcript is to be provided within five business days	\$9.60	Exempt		
iii. in any other case	\$7.10	Exempt		
Copy of transcript already produced	\$0.80	Exempt		
For an electronic copy of the transcript requested at the same time as a request for a transcript or copy	No charge	Exempt		
For an electronic copy of the transcript requested at any other time	\$25.00	Exempt		per transcript
Commissioners fees related to a general affidavit for a provincial offences matter	No charge	Exempt		
Provincial Offences photocopy or certified copy	\$1.00	Exempt	per page	
Tourism				
Ad Partnership - A	\$100.00	Plus HST	per campaign	
Ad Partnership - B	\$250.00	Plus HST	per campaign	
Ad Partnership - C	\$300.00	Plus HST	per campaign	
Ad Partnership - D	\$500.00	Plus HST	per campaign	
Rural Routes Partnership	\$100.00	Plus HST	per partnership	
Lure Brochure - Map listing	\$50.00	Plus HST	per partnership	
Lure Brochure - Add	\$1,000.00	Plus HST	per ad	
Enhance Blog - renewal	\$150.00	Plus HST	per listing	
Enhanced Blog - new listing	\$250.00	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	

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SCHEDULE "A"

Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
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				
Local faxing	\$0.25		per page	
Long distance faxing	\$0.25		per page	
Library merchandise and consumables	Prices Vary	Plus HST		Items may include book bags, program materials, memory sticks, etc.
Library card replacement	\$2.00			
Room rentals				
For all branches except those specifically identified				
Any morning, afternoon or evening rental period	\$10.00	Plus HST		
Any two morning, afternoon or evening rental period	\$12.00	Plus HST		
Full day rental period	\$15.00	Plus HST		
Room rentals - Ingersoll, Norwich, Plattsville, Tavistock, Thamesford, Tillsonburg				
First hour of rental	\$20.00	Plus HST		
Each hour thereafter	\$5.00	Plus HST		
Local history/genealogy research fees				
First hour of research	\$30.00			Fees may not be charged for research that does not require significant staff involvement. 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 less depreciation		dollar value assessed by library staff	
Job Related Faxes and Printing				
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	
Education Related Services				
Proctoring	No Charge			

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SCHEDULE "A"

Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
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	
Photocopies from microfilm reader/printers - 8" x 14"/8" x 11"	\$0.25	Inc. HST	per page	
Digital image scanning	\$5.00	Inc. HST		
Memory stick (USB)	\$10.00	Inc. HST		
Document conservation - cleaning and repair	\$60.00	Inc. HST	per hour	
<i>Document conservation - encapsulation</i>				
Mylar	\$5.00	Inc. HST	per square foot	
Encapsulating tape	\$24.00	Inc. HST	per roll	
Paramedic Services				
Informal Access Request	\$65.00	Exempt	per request	
Event Coverage - Ambulance and 2 Paramedics	\$140.00	Exempt	per hour (minimum 6 hours)	
Event Coverage - Ambulance/ERV and 1 Paramedics	\$70.00	Exempt	per hour (minimum 6 hours)	
Event Coverage - Additional Paramedic (each)	\$56.00	Exempt	per hour (minimum 6 hours)	
Event Coverage - Supervisor (each)	\$71.00	Exempt	per hour (minimum 6 hours)	
Event Coverage - Statutory Holiday	2 X above rates	Exempt	per hour (minimum 6 hours)	

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SCHEDULE "A"

Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes	
Planning					
Condominium (except vacant land)	\$2,245.00	Exempt	Subject to PW Dev. Review Fee	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)	\$1,555.00	Exempt			
Consent	\$2,795.00	Exempt		Subject to PW Dev. Review Fee	Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required. Each additional lot for same owner, applicant and property
Each additional lot	\$1,145.00	Exempt			
Consent & minor variance	\$2,895.00	Exempt			
Each additional lot	\$1,190.00	Exempt			
<i>Consent or consent & minor variance</i>		Exempt			
Changes to approved conditions (major)	\$365.00	Exempt			
Changes to approved conditions (minor)	\$190.00	Exempt			
Revised application (major)	\$500.00	Exempt			
Revised application (minor)	\$255.00	Exempt			
Validation order	\$900.00	Exempt			
Official plan (regular)	\$3,700.00	Exempt	Subject to PW Dev. Review Fee	Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required	
Official plan (technical)	\$1,380.00	Exempt			
Part lot control exemption	\$1,030.00	Exempt			
Plus: per new part/lot (1 to 6 parts/lots)	\$180.00	Exempt			
Plus: maximum (7 and more parts/lots)	\$1,380.00	Exempt		All lots must be exempted under one by-law	
Renewable energy application - major	\$2,215.00	Exempt			
Renewable energy application - minor	\$430.00	Exempt			
Subdivision (and vacant land condominium)	\$4,915.00	Exempt	Subject to PW Dev. Review Fee	Plus a deposit to recover the costs for peer review of studies submitted in support of the application as required	
Extension of draft approval	\$795.00	Exempt			
Changes to draft approval (major)	\$1,950.00	Exempt		Includes changes to conditions	
Changes to draft approval (minor)	\$965.00	Exempt			
Woodlands Conservation (minor exemption application)	\$225.00	Exempt			

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SCHEDULE "A"

Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
Facilities				
Electric Vehicle Supply Equipment (EVSE) charging fees-Level 2	\$1.75		per prorated hour	
Electric Vehicle Supply Equipment (EVSE) charging fees-Level 3	\$14.25		per prorated hour	
Filming Fees (on County property or inside County facility)	\$500/day minimum	Plus HST	per location/facility	The minimum will be increased based on factors such as type of facility, and how much of the site/facility will be used for filming with all increases approved by the Manager of Engineering Services.
Room rentals				
Any morning, afternoon or evening rental period	\$20.00	Plus HST		
Full day rental period	\$30.00	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				
Moving Permits				
Annual Permit	\$200.00	Exempt	each	
One Time Permit	\$75.00	Exempt	each	
Project Permit (multiple moves, same route/product in same year)	\$500.00	Exempt	max per year	
Culvert Install (includes admin fee)				
For 10m of 400mm culvert	\$2,750.00	Plus HST		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	\$3,000.00	Plus HST		
Each additional meter	\$250.00	Plus HST		
Curb cut (includes admin fee)				
Minimum charge (7.6m)	\$750.00	Plus HST		
Each additional 0.3m over 7.6m	\$25.00	Plus HST		
Entrance Admin fee	\$110.00			

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SCHEDULE "A"

Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
Public Works Development Review				
Condominium (only 'Exemption from Draft Approval' applications)	\$1,500.00	Exempt	per application	
Consent	\$1,000.00	Exempt	per application / lot	For new vacant residential, institutional, commercial, or industrial lot creation
Consent & minor variance	\$1,000.00	Exempt	severed	
Minor variance	\$100.00	Exempt	per application	
Official plan	\$800.00	Exempt	per application	
Zone change	\$150.00	Exempt	per application	
Subdivision or Condominium (except 'Exemption from Draft Approval') - Draft Plan Application (Initial)	\$3,000.00	Exempt	per subdivision	
Subdivision or Condominium (except 'Exemption from Draft Approval') - Subdivision Registration Phase	\$9,500.00		per phase of subdivision	
Site plan review	\$2,000.00	Exempt	per application	
Site plan amendment	\$1,000.00	Exempt	per application	
Application to Connect Review (water or wastewater) - Infill only	\$75.00	Exempt	per service connection	
Consolidated ECA Sanitary sewers including appurtenances	\$1,200.00	Exempt		
Consolidated ECA Storm sewers including appurtenances	\$1,200.00	Exempt		
Consolidated ECA Sanitary forcemains	\$2,000.00	Exempt		
Consolidated ECA Sanitary sewer pumping stations	\$2,000.00	Exempt		
Form 1 Watermains including appurtenances	\$1,200.00	Exempt		
Sanitary ECA inspections	1.5%	Exempt	of development securities for sanitary infrastructure (vertical and horizontal)	
Storm ECA inspections	1.5%	Exempt	of development securities for storm infrastructure	
Watermain inspection	1.5%	Exempt	of development securities for watermain infrastructure	

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SCHEDULE "A"

Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
Waste Management				
83 Litre Recycling bin	\$6.50	Inc. HST		
Apartment Recycling bin (small)	\$3.60	Inc. HST		
360 Litre Multi-residential	\$37.00	Inc. HST		
360 Litre Industrial/Commercial and Institutional Recycling totes	\$74.00	Inc. HST		
Recycling lid for 83 Recycling bins	\$2.80	Inc. HST		
Composters	\$20.00	Inc. HST		
Green Cone	\$51.50	Inc. HST		
Green Cone Accelerator Powder	\$4.10	Inc. HST		
Bag Tags	\$2.00	Exempt	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 Mixed Solid Waste (MSW)	\$92.00	Exempt	per tonne	
Disposal of Construction and Demolition Material (C&D)	\$88.00	Exempt	per tonne	
Disposal of Asbestos	\$350.00	Exempt	per tonne	
Agricultural wrap program	\$50.00	Exempt	per tonne	
Minimum tipping fee	\$10.00	Exempt		
Vehicle Weight Fee	\$10.00	Exempt	each	
Freon Units	\$20.00	Exempt	per unit	
ICI Hazardous Waste - authorized by-law 5274-2011		Exempt	per 25L container	
<i>Fixed Rate Tipping Fees (Mixed Solid Waste) when weigh scale is offline</i>				
Passenger Vehicle	\$16.00	Exempt		Based on average gross weight for vehicle type
Passenger Vehicle and Trailer	\$23.00	Exempt		
Pick-up Truck	\$17.00	Exempt		
Pick-up Truck and Trailer	\$46.00	Exempt		
Cube Van	\$59.00	Exempt		
Stake Truck	\$64.00	Exempt		
Farm Vehicle	\$150.00	Exempt		
Single-Axle Vehicle	\$111.00	Exempt		
Single-Axle Vehicle and Trailer	\$193.00	Exempt		
Tandem-Axle Vehicle	\$506.00	Exempt		
Tandem-Axle Vehicle and Trailer	\$870.00	Exempt		
Compacted Roll Off Vehicle	\$414.00	Exempt		
Non-Compacted Roll Off Vehicle	\$207.00	Exempt		

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Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
<i>Fixed Rate Tipping Fees (Construction and Demolition Waste)</i>				
Passenger Vehicle	\$18.00	Exempt		Based on average gross weight for vehicle type
Passenger Vehicle and Trailer	\$38.00	Exempt		
Pick-up Truck	\$28.00	Exempt		
Pick-up Truck and Trailer (Residential)	\$75.00	Exempt		
Pick-up Truck and Trailer (Commercial)	\$187.00	Exempt		
Cube Van	\$59.00	Exempt		
Stake Truck	\$178.00	Exempt		
Farm Vehicle	\$147.00	Exempt		
Single-Axle Vehicle	\$118.00	Exempt		
Single-Axle Vehicle and Trailer	\$216.00	Exempt		
Tandem-Axle Vehicle	\$307.00	Exempt		
Tandem-Axle Vehicle and Trailer	\$638.00	Exempt		
Compacted Roll Off Vehicle	\$190.00	Exempt		
Non-Compacted Roll Off Vehicle	\$235.00	Exempt		
Wastewater Treatment				
Sewage Over-Strength Agreement 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	\$1.75	Exempt	per kg	
Sewage Over-Strength Agreement Exceedance Fee (over and above the Over-Strength Agreement Rate limit defined in an agreement with the County).	\$3.50	Exempt	per kg	
Collection of Sewage Samples under Over-Strength Agreement	\$62.00	Exempt	per hour	
Laboratory Costs for Samples collected under Over-Strength Agreement (set collection list)	Actual cost	Exempt		
Laboratory Costs for Samples collected under Over-Strength Agreement (each additional sample)	Actual cost	Exempt		
General Hauled Septage	\$13.40	Exempt	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)	\$1.75	Exempt	per cubic meter	
Holding (Large volume wastewater) Tank Waste	\$6.70	Exempt	per cubic meter	
Portable Toilet Waste	\$13.40	Exempt	per cubic meter	
Peat Moss Septic System Waste	\$13.40	Exempt	per cubic meter	

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Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
Water and Wastewater				
Rain Barrels	\$65.00	Inc. HST		
New Meter (< 25mm) - without radio transmitter	\$210.00		each	
New Meter (≥ 25mm) - without radio transmitter	Actual cost		Based on full cost recovery	
Radio Transmitter for Water/Wastewater readings	\$140.00		each	
Replacement of Water Meter due to Frost Damage	Meter Cost + \$62		each/per hour	
Replacement of Water Meter due to Frost Damage - after hours	Meter Cost + \$124		each/per hour	Min. two and half hours
Meter transmitter replacement due to damage	\$130 flat + \$62/hour		per hour	
Shut-off / Turn-on Fee, 8am-4:30pm	\$62.00		each occurrence	
Shut-off / Turn-on Fee, after hours	\$124.00		each occurrence	
Emergency water turn-off/turn-on	\$62.00		each occurrence	
Manual read of water/wastewater customer without radio transmitter	\$50.00		per read	
Missed appointment or customer not ready	\$62.00		per hour	
Temporary service (includes hosing and fittings)	\$200.00			
Clear sewer blockage (private side lateral)	\$75 flat + \$62/hour		per hour	
Camera sewer blockage (private side lateral)	\$75 flat + \$62/hour		per hour	
W/WW service call operator time - 8am-4:30pm	\$62.00 plus materials		per hour	Private connection service call
W/WW service call operator time - after hours	\$124.00 plus materials		per hour	Min. two and half hours; Private connection service call
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	
Thawing private service 15mm-25mm	Materials + \$62/hour			
Monthly rental for fire hydrant meter	\$250 + consumption water rate		per m3	
Hydrant meter relocation during rental	\$250 + consumption water rate		per m3	
Flow Testing (hydrant) for Third Party	\$62.00		per hour	Min 3 hours

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Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
Removal of hydrant (no new hydrant required)	Actual cost			
Installation of new hydrant	Actual cost			
Use of Bulk Water Station	\$25.00		per key fob	
Water Taken from Bulk Water Station	\$3.45		per m3	
Inspection fees for new water/sanitary services to a severed property or infill lot	Actual cost; Min. \$500		each occurrence not under site plan	
Connection to existing watermain or service within communities without water development charges	Actual cost; Min. \$5,500		unless cost is specified in an existing bylaw;	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	Actual cost; Min. \$4,000		plus applicable development charges each occurrence; unless cost is specified in an existing by-law;	Communities with Development Charges - Embro , Drumbo , Ingersoll, Innerkip , 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, Princeton, Sweaburg and Springford
Connection to existing sewer (Sewer depth 0 - 3.0 metres)	Actual cost; Min. \$6,500			
Connection to existing sewer (Sewer depth > 3.0 metres)	Actual cost; Min. \$9,500			
Developer connection to existing sewer within communities without sewer development charges	\$3,500.00		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	\$27.75			
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 (Section 59 Notice)	\$200.00		Plus peer review	Deposit for peer review

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Description of Fee or Charge	Approved 2024 Rate	HST Rate		Notes
Deposit for peer review – subject to full cost recovery when determined	\$1,500.00			Deposit for peer review
Watermain inspection/commissioning - Site Plan	Actual cost; Min. \$500			
Watermain inspection/commissioning -Subdivision < 25 lots	Actual cost; Min. \$1,500			
Watermain inspection/commissioning - Subdivision > 25 lots	Actual cost; Min. \$2,500			
Water/Wastewater System Capacity Assessment/Hydraulic Modelling	Actual Cost \$500 minimum charge		per request	
Backflow Testing - Report Submission Fee	\$39.55	Inc. HST	per test	
Cross Connection Survey Submission Fee	\$33.90	Inc. HST	per test	
5-Year Backflow Prevention Program Test Tag Fee	\$25.00	Exempt		
Woodingford Lodge				
Visitor/Family Meals	\$10.00	Inc. HST	per meal	
Staff Accompaniment	\$43.26		per hour	Minimum 4 hours