

**THE CORPORATION OF THE  
TOWNSHIP OF ASPHODEL-NORWOOD**

**BY-LAW No. 2022-01**

---

A By-law to establish fees and charges to be collected by the  
Corporation of the Township of Asphodel-Norwood

**WHEREAS** the Section 391 (1) of the Municipal Act, 2001, S.O. 2001 as amended, authorizes a municipality to pass By-laws imposing fees or charges on persons, for services or activities provided or done by or on behalf of it;

**AND WHEREAS** Section 69(1) of the Planning Act R.S.O. 1990, Chapter P.13 permits a municipality to pass a By-law to establish a tariff of fees for the processing of applications in respect of planning matters;

**AND WHEREAS** the Council deems it necessary and expedient to set fair and equitable rates for services provided by the Township of Asphodel-Norwood;

**NOW, THEREFORE** the Council of the Township of Asphodel-Norwood enacts as follows:

1. **THAT** Council hereby establishes the fees and charges as set out in Schedule A to this By-law for The Corporation of the Township of Asphodel-Norwood. The fees and charges will be subject to Harmonized Sales Tax (HST), where indicated.
2. **THAT** any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. **THAT** the Township of Asphodel-Norwood By-law numbered 2020-61 is hereby repealed.
4. **THAT** this By-law shall take effect on January 1, 2022.

Read a first, second, and third time and finally passed on January 25, 2022.

<Original signed by>

\_\_\_\_\_  
Rodger Bonneau, Mayor

<Original signed by>

\_\_\_\_\_  
Candice White, Clerk



## By-Law Number 2022-01

## Schedule A

Any Municipal Facility Rental scheduled on a statutory holiday will incur a 25% surcharge

<b>Administration</b>	<b>Fees</b>
Commissioning documents	\$13.27 + hst
Photocopies:	
Black & White - one sided	\$0.05 + hst per copy
Black & White - two sided	\$0.10 + hst per copy
Coloured - one sided	\$0.20 + hst per copy
Coloured - two sided	\$0.25 + hst per copy
Scanning	\$0.25 + hst
Fax services	\$5.00 + hst
<b>Advertising - Community Centre</b>	<b>Fees</b>
Ice resurfer	\$55.00 per square + hst
Wall (4'x8" sheet)	\$135.00 + hst
Board (38"x8' kit)	\$210.00 + hst
Ice	\$513.00 per logo + hst
Advertising other	\$130.00 + hst
<b>Animal Control</b>	<b>Fees</b>
Kennel licence on or before April 30th	\$100.00
Kennel licence after April 30th	\$150.00
Dog tags per neutered male or spayed female on or before April 30th	\$15.00
Dog tags per neutered male or spayed female after April 30th	\$20.00
Dog tags per male or female (not neutered) on or before April 30th	\$20.00
Dog tags per male or female (not neutered) after April 30th	\$25.00
Replacement tag(s) if lost	\$10.00
Fine for not having tag (\$75.00 + dog tag fee)	\$75.00 + dog tag fee
Tags for service dogs or puppies under 6 months	no charge
<b>A-N Community Centre - Millennium Room</b>	<b>Fees</b>
Licensed event damage deposit	\$500.00
Non-licensed event damage deposit	\$100.00
Social event	\$288.00 per event + hst
Kitchen	\$70.00 per event + hst
Social event (maximum 5 hours)	\$27.00 per hour + hst
Coffee provided	\$20.00 per event
Seniors	\$263.00 per month + hst
Youth Committee	\$155.00 per event + hst
<b>A-N Community Centre - Lounge/Bar</b>	<b>Fees</b>
Domestic beer	\$4.50
Imported beer	\$5.00
Liquor (1 oz.)	\$4.50
Coolers	\$5.00
Wine (3 oz.)	\$4.00
Caesar	\$5.00
Corking fee	\$2.00 per bottle
<b>Building</b>	<b>Fees</b>
Administrative charge	\$75.00
New construction - residential, commercial, industrial, institutional	\$10.00 per \$1,000 (minimum \$50.00) + admin charge
Additions/alterations/renovations	\$10.00 per \$1,000 (minimum \$50.00) + admin charge
- where work includes plumbing	\$8.00 per fixture
Accessory buildings (includes decks, porches, carports, etc)	\$10.00 per \$1,000 (minimum \$50.00) + admin charge
Outdoor solid burning device, fire place, wood stove	\$100.00 + admin charge
Plumbing permits	\$8.00 per fixture (minimum \$50.00) + admin charge
Pool permits	\$100.00 + admin charge
Agricultural permits	\$10.00 per \$1,000 (minimum \$50.00) + admin charge
Demolition permit	\$50.00 + admin charge
Occupancy permit	\$100.00
Renewal of expired permit	\$250.00
Change of use permit + cost of construction where completed	\$50.00 + \$10.00 per \$1,000.00 + admin charge
Building without a permit (to be added to permit fee if granted)	\$250.00
911 Sign	\$25.00
911 Post and Installation	\$100.00
Water Meters (standard 3/4" service)	\$325.00 (+ time/material/plumber as determined by the Township)
Water Meters (other)	TBD

Telecommunication Tower Submission	\$250.00 per submission
<b>By-Law</b>	<b>Fees</b>
Clean & Clear Administrative Charge	\$75.00 (+ other applicable fees)
Fence Variance Application	\$75.00
<b>Finance and Tax Services</b>	<b>Fees</b>
Tax receipt	\$5.00
Tax certificate	\$40.00
Returned cheques (NSF)	\$45.00
Duplicate tax bill	\$5.00
Tax statement	\$5.00
Charge to Add to Taxes	\$50.00
<b>Fire</b>	<b>Fees</b>
Fire inspections institutional, provincial, federal occupancies	\$60.00
Fire inspections commercial, assembly, gov't funded, day cares, group homes, schools (when requested)	\$100.00
Residential single family homes, apartments in houses etc.	\$30.00
Other inspections:	
Vulnerable occupancy inspection	\$60.00
Special occasion inspection permits in locations not inspected annually	\$40.00
Liquor licence inspection	\$40.00
Compliance letters	\$40.00
Wood stove / chimney - new or existing	\$40.00
Fire reports	\$40.00
False alarms in excess of three (3)	\$375.00
Fire Permits - Special Occurrence Permit	\$25.00
Cost of equipment and manpower billed at current MTO Rates for motor vehicle accidents or fires on per hour basis	
Cost of equipment and manpower billed at current MTO Rates for hazardous material incidents	
Non-emergency Call Outs	\$50.00 per hour (Manpower) \$100.00 per hour (Truck)
Any repeat violation for same offence in the Burn Bylaw and Fees Bylaw at the same address or same person committing the act	Double the previous fine
Unauthorized alteration of a Fire Condition Warning Sign	\$100.00
<b>Freedom of Information Request</b>	<b>Fees</b>
Application	\$5.00
For manually searching a record	\$7.50 (for each 15 minutes spent by any person)
For preparing a record for disclosure or severing part of a record	\$7.50 (for each 15 minutes spent by any person)
<b>Libraries</b>	<b>Fees</b>
Printing (Black and White)	\$0.25 per page
Printing (Colour)	\$1.00 per page
Photocopying (Black and White)	\$0.15 per page
Over-Due Fee (Per Book)	\$0.20 per day to a max of \$5.00
Over-Due Fee (Per DVD)	\$0.50 per day to a max of \$5.00
Over-Due Fee (Inter-Library Loan)	\$1.00 per day to a max of \$5.00
Fee to replace a Lost or Damaged Item	Based on purchase price of item
Non-Resident Membership Fee (6 months)	\$15.00
Non-Resident Membership Fee (12 months)	\$30.00
Library Facility Rental (2 hours or less)	\$18.00
Library Facility Rental Fee (event not including kitchen facilities)	\$30.00
Library Facility Rental Fee (event including kitchen facilities)	\$50.00
Loan of Chairs and/or Tables	\$20.00 refundable deposit
Westwood Candy Sales (Chocolate Bar)	\$1.50 each
Westwood Candy Sales (Gummy Candy)	\$0.10 each
Westwood Candy Sales (Gum Ball)	\$0.25 each
Keurig Hot Beverage (with paper cup or library mug)	\$1.50 each
Keurig Hot Beverage (with own mug)	\$1.00 each
<b>Licences</b>	<b>Fees</b>
Refreshment vehicle (chip truck or mobile canteen)	\$250.00 per month
Refreshment vehicle (chip truck or mobile canteen)	\$800.00 per year (maximum)
Refreshment vehicle special events	\$30.00 per event
Refreshment vehicle special events	\$300.00 per year (with maximum number)
Hot dog carts or ice cream carts	\$100.00 per year
Taxicab broker licence	\$100.00
Taxicabs (per cab new licence)	\$50.00
Taxicabs (per cab replacement licence)	\$15.00
Hawkers and Peddlers	\$250.00
Marriage licences	\$125.00
Burial Permits	\$10.00

<b>Line Fence Viewers</b>	<b>Fees</b>
Administrative fee	\$150.00
Plus: fee per fence viewer	\$75.00
<b>Lottery Licences</b>	<b>Fees</b>
Raffles	3% of prize (min. \$5.00)
Bingo	3% of prize
Break-open tickets	3% of prize
<b>Norwood Town Hall</b>	<b>Fees</b>
Teas/Bazaars	\$82.00 per event + hst
Social event	\$27.00 per hour + hst (maximum of 5 hours)
Social event	\$288.00 per event + hst
Licensed event damage deposit	\$500.00
Non-licensed event damage deposit	\$100.00
Kitchen	\$70.00 per hour + hst
<b>Norwood Transfer Station Rates</b>	<b>Fees</b>
Household waste disposed of at Norwood landfill site - bagged	\$4.00 per bag
Household waste disposed of at Norwood landfill site - not bagged	\$20.00 / cubic yard
Appliances - freon removed	FREE
Appliances - freon not removed	\$30.00 each
Appliances (hot water tanks, stoves, etc)	FREE
Mattresses (per piece)	\$25.00
Household furnishings - small item (kitchen chair etc.)	\$10.00 per item
Household furnishings - medium item (Large chair, kitchen table etc.)	\$15.00 per item
Household furnishings - large item (Couch) **Sofabeds add fee for mattress	\$20.00 per item
Boat and Bale Wrap	\$20.00 / cubic yard *\$20.00 minimum charge
Contaminated Fill (as approved by the Manager of Public Works)	\$100.00 / yard
Construction & Demolition Materials	\$35.00/cubic yard
Shingles (invoice for replacement shingles must be provided)	\$6.00/bundle
Shingles (invoice for replacement shingles must be provided)	\$75.00/yard
<b>Off Season Ice Surface</b>	<b>Fees</b>
Licensed event damage deposit	\$500.00
Non-licensed Event damage deposit	\$100.00
Arena surface rental (wedding reception)	\$640.00 per event + hst
Arena surface rental (local fundraising events)	\$535.00 per event + hst
Arena surface rental - non-profit functions	\$378.00 per event + hst
Arena ice surface (ball hockey, lacrosse etc.)	\$54.00 per hour + hst
Bags of ice (if requested for event)	\$2.50 per bag + hst
<b>Parks</b>	<b>Fees</b>
Recreation complex baseball diamond	\$163.00 per day tournament +hst
Westwood baseball diamond	\$116.00 per day tournament + hst
Asphodel park shelter	\$32.00 per event + hst
Norwood Minor Ball	\$21.00 per hour + hst
Other local clubs i.e. (3 pitch league)	\$980.00 per season + hst
Community centre shelter	\$32.00 + hst
<b>Planning and Development</b>	<b>Fees</b>
Minor amendment to an existing site plan	\$500.00 (+ other applicable fees)
Zoning by-law amendment	\$1,000.00 (+ other applicable fees)
Zoning by-law amendment to remove "H" or revise amendment	\$500.00 (+ other applicable fees)
Minor variances	\$600.00 (+ other applicable fees)
Site plan or development agreement	\$1,500.00 (+ other applicable fees & deposits)
Merger Agreement	\$100.00
Zoning compliance letter	\$40.00
Work order letters	\$40.00
Survey compliance letters	\$40.00
Plan of Subdivision & Condominium	\$12,500.00
<b>Public Works</b>	<b>Fees</b>
Entrance installation without culvert	\$500.00
Entrance installation with culvert (for a depth up to 2 meters)	\$1,200.00
Entrance installation with culvert (for a depth more than 2 meters)	\$2,400.00
Urban Entrance installation	Time & material
Sand bagging - non-emergency	\$50.00 (per hour) per person
Sand bagging - non-emergency - PW dump truck	\$200.00 (per hour) includes operator/sand/sand bags
Sand bagging - non-emergency - 1/2 ton truck	\$100.00 (per hour) includes operator
Permanent service disconnection	time/material
Tractor back-hoe	\$75.00 (per hour)
Tandem dump truck	\$65.00 (per hour)
Front-end loader	\$85.00 (per hour)
Excavator	\$100.00 (per hour)

<b>Recreation</b>	<b>Fees</b>
Skate sharpening	\$5.31 + hst
Public skating	\$2.00 per person
Public skating sponsorship	\$125.00 per session + hst
Norwood Minor Hockey	\$125.00 per hour + hst
Norwood Figure Skating Club	\$125.00 per hour + hst
Prime time ice	\$160.00 per hour + hst
Day ice (Monday-Friday before 4:00 pm)	\$86.00 per hour + hst
Hockey Skills Academy	\$75.00 per hour + hst
Norwood & District Minor Sports/tournament fee	\$102.00 per hour + hst
Pick-Up Hockey (off hours)	\$4.42 + hst per person (\$60.00 minimum)
Minor sports outside organizations	\$130.00 per hour + hst
<b>Waste Collection &amp; Disposal</b>	<b>Fees</b>
Composter	\$30.00
Blue box	\$6.00
Residential household waste at curbside / container	\$2.00 per bag
Digester without County Incentive	\$75.00
Digester with County Incentive	\$55.00
<b>Water &amp; Sanitary Services</b>	
Water connection (Subdivision lots)	\$750.00 per lot
Water connection	\$1,250.00 (+ time/material)
Sewer connection	\$1,300.00 (+ time/material)
Sewer connection alteration Inspection	\$100.00
Disconnection of water service - temporary	\$75.00
Valve Operation Inspection	\$75.00
Water/Sewer 48 hour notices - Hand delivered	\$15.00
Water/Sewer 48 hour notices - Couriered	\$15.00 + incurred costs