

**The Corporation of the  
Township of South-West Oxford  
By-law No. 40-2025**

**A By-law to amend By-law 26-2025 to  
provide for the Adoption of User Fee Rates  
for the Township of South-West Oxford  
(Fees and Charges By-law)**

**Whereas** the *Municipal Act* 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws imposing fees and /or charges on any class or persons;

**Whereas** the *Planning Act*, R.S.O. 1990, c. P.13, as amended, provides that a municipality may pass by-laws imposing tariffs, fees and charges;

**And Whereas** the *Municipal Act* 2001, Section 392, provides that a Municipality and a Local Board shall establish and maintain a list for public inspection indicating which of its services and activities and the use of which properties will be subject to fees and charges and the amount of each fee or charge;

**Now Therefore** the Council of the Corporation of the Township of South-West Oxford enacts as follows:

1. That Schedule "A" – FEES, RATES AND CHARGES be replaced with the following:

<b>USER FEES</b>	<b>RATE</b>
<b><u>General</u></b>	
Commission of Oaths: Resident	No Charge
Commission of Oaths: Non-Resident	No Charge
Request under the <i>Municipal Freedom of Information &amp; Privacy Protection Act (MFIPPA)</i>	\$5.00 + Actual Costs
Lottery License Fee	3%
Marriage License Fee	\$100.00 (No HST)
Civil Marriage Solemnization Service During Regular Office Hours (in Municipal Office)	\$250.00 + HST
Civil Marriage Solemnization Service Outside Regular Office Hours	\$300.00 + HST
Civil Marriage Solemnization Service Rehearsal Fee	\$50.00 + HST
Mileage for Staff	As Set by Current CRA Rate/km
Meeting Investigation Fee	\$25.00
Composter	As set by County of Oxford
Blue Box	As set by County of Oxford

<b>USER FEES</b>	<b>RATE</b>
<b><i>General - Continued</i></b>	
Blue Box Lid	As set by County of Oxford
Green Cone (Food Digester)	As set by County of Oxford
Green Cone Accelerator Powder	As set by County of Oxford
Bag Tags	As set by County of Oxford
Research Fees	No Charge
Photocopying	Black \$0.10/pg Colour \$0.15/pg
NSF Fee of Return Cheques/PAP	\$35.00
<b><i>Animal Control and By-law</i></b>	
Kennel Licence	\$125.00
Dangerous Dog Registration	\$50.00
Impound Fee	\$50.00
Pound Maintenance/Quarantine Fee	\$20.00 Per Day
By-law Exemption Request from Council	\$75.00
Fenceview Admin Fee	\$100.00
Re-Inspection Fee – Non-Compliance Matters with Respect to Orders Issued	\$150.00 Per Visit
<b><i>Finance</i></b>	
Tax Certificate	\$50.00
Tax Receipt Letter	No Charge
Tax Sale Registration Process	Full Cost Recovery
Interest	1.25%
Refund payment Fee	\$25.00
Payment Redistribution	\$15.00
Tax Letter	\$15.00
Reprint Tax Bill	\$5.00
Account History Reprint	\$10.00
Drains Admin Fee - Add to taxes	1%
<b><i>Transportation</i></b>	
Moving Permit	\$100.00
Manure Pipe Line / Irrigation	\$150.00
Entrances	Actual Costs
Entrances Admin Fee	\$25
Garbage pickup – resident	No Charge
Garbage pickup – non-resident	\$100.00
<b><i>Building / Drainage</i></b>	
Building Permit Fees	Refer to Current By-law
Development Charges – Township	Refer to Current By-law

<b>USER FEES</b>	<b>RATE</b>
<b><i>Building / Drainage - Continued</i></b>	
Development Charges – County of Oxford	Refer to Current By-law
Municipal Address Signs:	
Sign and no post, not installed	\$65.00
Sign and post, not installed	\$77.00
Sign Variance Application	\$250.00
Minor Variance	\$500.00**
Site Plan Agreement (includes engineer review)	\$1,000.00 + additional \$600 for 'after-the-fact applications'
Site Plan Amendment (includes engineer review)	\$1,000.00**
Site Plan Agreement	\$2,000.00 Deposit
Zoning By-Law Application **	\$650.00**
** After the Fact Planning Fee May Apply	Additional \$100.00
County of Oxford Development Application Fees (i.e., Official Plan, Subdivision)	As set by County of Oxford
<i>Please note: Public Works Review Fees apply to all Planning Applications</i>	
Parkland Dedication Fee (lot creation)	As Set By-law
Drainage Reapportionment	\$100.00 Per Eng. Report
Top Soil Permit Application Fee	\$350.00
Top Soil Permit Renewal Fee	\$250.00
Building and Zoning Certificate	\$70.00
Drainage Certificate	\$50.00
Stormwater Fee/Rate	Refer to Current By-law
<b><i>Fire Protection</i></b>	
Motor Vehicle Response – Resident	No Charge
Motor Vehicle Response – Non-Resident	Current MTO Rate + Cost of Consumables
Service Fire Response Fees – Indemnification – Should the insurer pay the coverage to the property owner; the property owner is liable to remit these funds to the municipality or its representative.	Current MTO rates, plus personnel/hr rates, and any costs incurred by the municipality
Hazardous Material Cleanup (as outlined in the <i>Environment Protection Act, RSO 1990</i> )	Actual Costs
Fire Response-Public Hazard, Hydro Lines – <i>public property – chargeable to hydro provider. Minimum charge up to first hour per fire apparatus</i>	Current MTO Rate
Response to a Natural Gas Leak, caused directly by an individual or company	Current MTO Rate
Fire Permit – Permanent	\$50.00
<b><i>Fire Protection – Continued</i></b>	

<b>USER FEES</b>	<b>RATE</b>
Fire Permit – Special (Temporary)	\$35.00 (four-weeks)
Fire Permit – Recreational	No Charge
Fire Permit – Township Property	No Charge
Violation of Conditions of Burn Permit – 1 <sup>st</sup> and any additional Offense	\$150.00 Admin Fee + Current MTO Rate per fire apparatus dispatched and any consumables
Open-Air Burning – Illegal/Unauthorized Fire – 1 <sup>st</sup> and any additional Offense	\$150.00 Admin Fee + Current MTO Rate per fire apparatus dispatched and any consumables
Each False Fire Alarm – <i>when work is being performed on a fire alarm system and the owner fails to notify the Fire Department</i>	Current MTO Rate
Preventable Fire Alarm – Panel Alarms – 1 <sup>st</sup> Offense	No Charge
Preventable Fire Alarm – Panel Alarms – 2 <sup>nd</sup> and Any Additional Offense	Current MTO Rate
Smoke Alarm – fail to return loaned alarm to Fire Department ( <i>reimbursement for approx. cost of unit</i> )	Full Cost Recovery
Carbon Monoxide Alarm – fail to return loaned alarm to Fire Department ( <i>reimbursement for approx. cost of unit</i> )	Full Cost Recovery
Equipment/materials to fully extinguish a fire, including additional Fire Department Expenses incurred ( <i>back hoes, excavators, tow trucks, etc.</i> ) during an emergency in order to mitigate the emergency	Full Cost Recovery
Fire Watch or Stand by Authorized by the Fire Chief	Current MTO Rate + Actual Costs
Fireworks Display Permit – Including Review of Application and Event	\$125.00
Pyrotechnics Display Permit – Including Review of Application, Site Inspection and Review of Fire Safety Plan	\$200.00
File Search-O/S Orders Inspection Reports/Fire Services Incident Reports	\$75.00
Copies of Fire Reports	\$115.00
Fire Investigations – Cause Determinations	Full Cost Recovery
Fire Chief's Letters to Lawyers or Insurance Company	\$115.00
SCBA Cylinder Fills	\$10.00 per cylinder

**Fire Protection - Continued**

<b>USER FEES</b>	<b>RATE</b>
Propane Storage-Review of Risk Safety Management Plan – <i>as required by the Regulatory Amendments to O. Reg 211/01 of the TSS Act, 2000 for small facilities (less than 5000 USGW)</i>	\$115.00 + Actual Costs of Engineer/Other Firm (If Necessary)
Propane Storage-Review of Risk Safety Management Plan – <i>as required by the Regulatory Amendments to O. Reg 211/01 of the TSS Act, 2000 for medium and large facilities (5000 USGW or more)</i>	\$285.00 + Actual Costs of Engineer/Other Firm (If Necessary)
Admin Fee added to fee structures representing "Actual Costs" (min. of \$10 & max of \$100)	15%
<b>Requested Fire Code Inspections</b>	
Fire Inspection and/or AGCO Inspection "A" Occupancies – Base Fee for less than 60 persons & restaurants with Capacity of 31-60 persons	\$285.00
Fire Inspection – "A" Occupancies – Base Fee for more than 61-150 persons	\$340.00
Fire Inspection – "A" Occupancies – Base Fee for more than 150 persons	\$400.00
Fire Inspection – "B" Occupancies – Base Fee – Single Occupancy or Initial Occupancy & Public Area (up to 6,000 ft <sup>2</sup> )	\$370.00
Fire Inspection – "B" Occupancies – Base Fee – Single Occupancy or Initial Occupancy & Public Area (over 6,000 ft <sup>2</sup> )	\$570.00
Fire Inspection – "C" Occupancies – Single Family Dwelling	\$170.00
Fire Inspection – "C" Occupancies – Duplex	\$260.00
Fire Inspection – "C" Occupancies – Triplex	\$285.00
Fire Inspection – "C" Occupancies – 4 Units (Base Fee)	\$340.00
Fire Inspection – "C" Occupancies – More than 4 Units	\$340.00 + \$50.00 for each additional unit over 4 units
Fire Inspection – "D" Occupancies – up to 2,000 ft <sup>2</sup>	\$285.00
Fire Inspection – "D" Occupancies – more than 2,000 ft <sup>2</sup> but less than 4,000 ft <sup>2</sup>	\$340.00
Fire Inspection – "D" Occupancies – more than 4,000 ft <sup>2</sup> but less than 6,000 ft <sup>2</sup>	\$380.00
Fire Inspection – "D" Occupancies – 6,000 ft <sup>2</sup> or greater	\$400.00

**Fire Protection - Continued**

<b>USER FEES</b>	<b>RATE</b>
Fire Inspection and/or AGCO Inspection – “E” Occupancies” – up to 2,150 ft <sup>2</sup> and restaurants with capacity up to and including 30 patrons	\$285.00
Fire Inspection – “E” Occupancies – more than 2,150 ft <sup>2</sup> but less than 6,000 ft <sup>2</sup>	\$400.00
Fire Inspection – “F1” Occupancies – Base Fee – Single Occupancy or Initial Occupancy & Public Areas (over 6,000 ft <sup>2</sup> )	\$400.00
Fire Inspection – “F2” Occupancies – Base Fee – Single Occupancy or Initial Occupancy & Public Areas (up to first 6,000 ft <sup>2</sup> )	\$340.00
Fire Inspection – “F2” Occupancies – Base Fee – Single Occupancy or Initial Occupancy & Public Areas (over 6,000 ft <sup>2</sup> )	\$500.00
Fire Inspection – “F3” Occupancies – Base Fee – Single Occupancy or Initial Occupancy & Public Areas (up to first 6,000 ft <sup>2</sup> )	\$285.00
Fire Inspection – “F3” Occupancies – Base Fee – Single Occupancy or Initial Occupancy & Public Areas (over 6,000 ft <sup>2</sup> )	\$450.00
Review and Approval of Fire Safety Plan – not previously approved (in addition to Inspection Fee)	\$170.00
Review of Previously Approved Fire Safety Plan	\$115.00
Review of Fire Safety Plan – Township Properties	No Charge
First Re-Inspection of Any Occupancy Type	No Charge
2 <sup>nd</sup> and each subsequent Re-Inspection (After First Re-Inspection) of any Occupancy Type	\$100.00 Per Inspection
<b><i>Facilities and Parks</i></b>	
Preferred Rates	All Local Council Committees are Authorized to set Preferred Rates for Local Community Groups via Committee Resolution
<b>Brownsville Community Centre*</b> <i>*Park space open to public during all rentals</i> Half Day Rental	\$160.00
Full Day Rental	\$200.00
Wedding – Including Gazebo	\$350.00

<b>USER FEES</b>	<b>RATE</b>
<b><i>Facilities and Parks – Continued</i></b>	
<b>Brownsville Community Centre</b> Wedding – Including Gazebo	\$400.00
Large Pavilion Only	\$40.00
Use of Kitchen Only	\$50.00
Service Clubs & Non-Profit Org. Rentals	\$25.00 per hour
<b>Dereham Centre Hall</b> Full Day Rental (Flat Rate)	\$100.00
Surcharge for Out-of-County Rentals (Renter Does not Reside in Oxford County)	\$100.00 (plus full day rate)
No-Show Fee (At Discretion of Board)	\$25.00
<b>Foldens (West Oxford)</b> Full Day Rental (Flat Rate)	\$150.00
<b>Mount Elgin Community Centre</b> Full Day Rental – Prime Time (Friday and Saturdays) – includes entire hall	\$400.00 + \$100 Surety
Buck and Doe Rentals <i>All Buck and Doe Rentals Require Private Insurance from the Renter Naming the Township (The Corporation of the Township of South-West Oxford) as insured. The minimum limits are \$5,000,000 liability and \$500,000 tenant legal liability.</i>	\$550.00 + \$1,000 Surety + Private Insurance (Refer to Municipal Alcohol Policy)
Large Room – Sunday to Thursday	\$130.00 + HST + \$100 Surety
Small Room – Sunday to Thursday	\$60.00 + HST + \$100 Surety
Full Kitchen Only – Sunday to Thursday	\$75.00 + HST
Kitchen No Stove or Dishwasher Use – Sunday to Thursday	\$35.00 + HST
Daytime Rental of Baseball Diamond	\$25.00 Per Use
Nighttime Rental of Baseball Diamond	\$40.00 (Includes Lights)
Celebration of Life Rental	\$100.00
Mount Elgin Digital Sign (See Policy)	\$50.00 (Applicable Ads Only)
<b>Salford Community Centre</b> Full Day Rental – Prime Time (October 1 to January 31)	\$250.00
Full Day Rental – Off Season (February 1 to September 30)	\$230.00
Park/Picnic (Booth and Outhouse)	\$95.00
Baseball Diamond Lights	\$25.00 Per Night
<b>Sweaburg Parks and Recreation</b> Ball Diamond Rental	\$50.00
Ball Diamond Lights	\$50.00 Per Night
Pickleball Court Usage	No Charge

<b>USER FEES</b>	<b>RATE</b>
<b>Sweaburg Ball Diamond Fence Advertising (Sweaburg Minor Ball)</b> 4' x 8' Custom Banner – Outfield Fence*:	1 Year Commitment: \$400/year 2 Year Commitment: \$350/year (total cost of \$700) 3 Year Commitment: \$300/year (total cost of \$900)
3' x 5' Custom Banner – Outfield Fence*: <i>*Sponsors are responsible for the cost of their signs. Final costs may vary depending on artwork and design. All signs are subject to the Township's approved Sign Policy.</i>	1 Year Commitment: \$250/year 2 Year Commitment: \$200/year (total cost of \$400) 3 Year Commitment: \$150/year (total cost of \$450)
<b><u>Facilities and Parks – Continued</u></b>	
<b>Facility Maintenance</b> Maintenance and Repairs to Township Halls and Parks by Staff	\$41.00 Per Hour + Applicable Equipment and Parts Costs

2. That By-law No. 26-2025 hereby be repealed.

3. That this By-law shall come into full force and effect on August 1, 2025.

Read a First and Second time this 20<sup>th</sup> day of May, 2025.

Read a Third time and Finally Passed this 20<sup>th</sup> day of May, 2025.

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**Mayor: David Mayberry**

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**Clerk: Julie Middleton**