



THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 088-2017

A BY-LAW TO ADOPT A FEES AND CHARGES SCHEDULE FOR THE TOWN OF COBOURG.

WHEREAS pursuant to *Municipal Act S.O. 2001, c.25* Section 391 provides in part that a municipality may pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it and for the use of its property including property under its control;

AND WHEREAS Council passed a motion authorizing preparation of a by-law to establish an updated Fees and Charges Schedule at the Committee of the Whole meeting held on December 4, 2017;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. That the schedule of fees and charges attached hereto as Schedule "A" for the Town of Cobourg's programs, services, facilities and equipment be established.
2. THAT the Fees and Charges Schedule be reviewed and amended each year at the time of approval of the annual Town Budget to ensure that it is kept up to date and is coordinated with the revenue amounts included in the Budget.

READ a first, second and third time and finally passed in Open Council this 11th day of December, 2017.


MAYOR


MUNICIPAL CLERK

SCHEDULE 'A'

DEPARTMENT / ITEM	Fees
BUILDING STANDARDS	
Building Permits	Refer to the Cobourg Building By-law
Plumbing Permits	Refer to the County Plumbing By-law
BUILDING STANDARDS – Property Standard Inspection Fees	
1- Initial inspection where property deficiencies or by-law violations are observed	No Charge Owners of Property Inspected
2- Each subsequent inspection where the violations noted in the previous inspection have not been corrected	\$150 Owners of Property Inspected
3- Certificate of Compliance	\$200.00
BUILDING STANDARDS - Miscellaneous	
Fence Viewing Fee	\$750.00
Hot Tubs	\$100.00
Liquor Licence Letter	\$100.00
Snow and Ice from Roofs	Cost + Admin.
Swimming Pool Permits	\$250.00
Weed Cutting	Cost + Administration*
* Administration Cost: - 15% of cost up to \$1,000.00 - 10% of cost over \$1,000.00	
BUILDING STANDARDS – Sign Permits	
Fascia or Free Standing Sign	\$250.00
Portable Sign Fee	\$50.00 per 4 weeks
Real Estate Development Signs	\$25.00 per sign
Sandwich Board Sign	\$50.00 per year
Zamboni Signs	\$1,250.00 per year As per local +25%

DEPARTMENT / ITEM	Local Fees	Non-local Fees		
CCC – Advertising Signs				
Board Ads	\$550.00 per year	As per local +25%		
Zamboni Signs	\$1,250.00 per year	As per local +25%		
CCC – Ice Rental Prime Time				
Adults	\$176.50 per hour	As per local +25%		
Children	\$151.50 per hour	As per local +25%		
Corporate Rate (Applicable prime & non-prime hours)	\$176.50 per hour	As per local +25%		
Hockey Canada High School Program	\$50.00 per hour	As per local +25%		
CCC – Ice Rental Off Time				
Rental Fee	\$95.00 per hour	As per local +25%		
CCC – Floor Rentals				
Adults	\$75.00 per hour	As per local +25%		
Youths	\$50.00 per hour	As per local +25%		
Arena per day	\$1,500.00	As per local +25%		
Arena per day – ticketed event	\$2,500.00	As per local +25%		
Both Arenas per day	\$3,000.00	As per local +25%		
CCC – Event Rates				
Cleaning Fine		\$100.00		
Kitchen Rental		\$30.00 / day		
Lighting		\$250.00		
Pipe & Drape Rental 3ft high		\$1.50 / foot		
Pipe & Drape Rental 8ft high		\$3.00 / foot		
Pipe & Drape Rental 10ft x 6ft booth		\$45 each		
Small riser stage (Max. 8ft x 8ft x 1.5f)		\$65.00		
Sound & Lighting Technician		\$25.00 / hour		
Sound System – One Mic & 1-2 speakers		\$75.00		
Sound System – Full		\$125.00		
Stage		\$400.00		
Video Scoreboard Operator		\$25.00		
CCC – Birthday Party Packages				
1 hour in ½ gym + 2 hours in a multi-purpose room		\$75.00		
1 hour on ice + 1 hour in room		\$166.50		
Additional hour in gym or room		\$20.00 / hour		
CCC – Meeting Rooms / Gym	Non-profit	Non-profit Day	Standard	Standard Day
½ of Single Gym	\$20.00	\$100.00	\$30.00	\$200.00
Hall / Double Gym	\$50.00	\$400.00	\$80.00	\$600.00
Meeting Room, Tournament Room **	\$15.00	\$60.00	\$20.00	\$120.00
Multi Use Rooms - Single	\$20.00	\$100.00	\$25.00	\$150.00
Multi Use Rooms A,B,C – 2 or more	\$40.00	\$150.00	\$45.00	\$270.00
Program Coordinator Assistance	\$20.00	\$0	\$20.00	\$0
Running Track Rental	\$45.00	\$200.00	\$45.00	\$200.00
Single Gym	\$25.00	\$200.00	\$50.00	\$300.00

SCHEDULE 'A'

DEPARTMENT / ITEM	Local Fees	Non-Local Fees
CONCERT HALL – Citizen's Forum Rates (8 hour period)		
Commercial	\$150.00 Plus costs	\$175.00 Plus costs
Community Groups	\$125.00	\$125.00 Plus costs
Piano *	\$100.00 Plus tuning	\$100.00 Plus tuning
Private	\$150.00 Plus costs	\$175.00 Plus costs
* Piano is only available for events with NO food or at Concert Hall discretion.		
CONCERT HALL – Equipment Rentals - Offsite		
Theatre Chairs	\$5.00 per Chair *	\$5.00 per Chair *
Chivalry Chair – Fruit Wood or Black Wood.	\$10.00 per Chair *	\$10.00 per Chair *
8 Foot Plastic Topped Tables	\$10.00 per Table*	\$10.00 per Table*
30" cabaret table, adjustable height	\$10.00 per Table *	\$10.00 per Table *
Mic and Lectern	\$40.00 *	\$40.00 *
Screen	\$40.00 *	\$40.00 *
Glassware	\$1.00 per Glass	\$1.00 per Glass
Sound system	Contact Office **	Contact Office **
Lighting	Contact Office **	Contact Office **
*Proof of insurance required as well as transportation required to and from the Concert Hall by renter.		
House Manger	\$27.75 per hour	\$27.75 per hour
Light Design (Complex)	\$27.75 per hour	\$27.75 per hour
Light Design (Simple)	\$80.00	\$80.00
Light / Sound / Operator	\$25.00 per hour	\$25.00 per hour
Set-up Days (Private Function)	\$100.00 per day	\$100.00 per day
Upgrade Chair Rental	\$250.00	\$250.00
CONCERT HALL – Ticket Handling		
Commercial Events Per Ticket	\$3.00 up to 20 \$4.00 over 20	\$3.00 up to 20 \$5.00 over 20
Community – Non-Profit Events Per Ticket	\$2.00 up to 20 \$2.50 over 20	\$2.00 up to 20 \$2.50 over 20
Internet Orders	\$3.00 per ticket	\$3.00 per ticket
Mailing	\$2.00 per ticket	\$2.00 per ticket

DEPARTMENT / ITEM	Local Fees	Non-Local Fees
CONCERT HALL – Weekend Rates (Does not include Staffing Charges)		
Catering Facilities	See Victoria Hall Rentals	
Commercial	\$800.00 Plus Costs	\$850.00 Plus Costs
Community Groups	\$400.00 Plus Costs	\$500.00 Plus Costs
Private	\$725.00 Plus Costs	\$850.00 Plus Costs
CONCERT HALL – Weekday Rates (Does not include Staffing Charges)		
Commercial	\$400.00 Plus Costs	\$500.00 Plus Costs
Community Groups	\$225.00 Plus Costs	\$275.00 Plus Costs
Private	\$400.00 Plus Costs	\$500.00 Plus Costs
* All Concert Hall fees and charges are subject to HST		

DEPARTMENT / ITEM	Fees
ENVIRONMENTAL – Waste Processing Charges⁽³⁾ (Imported) (Sewer and Tipping Fees)	
Abnormal waste requiring special pre-treatment (SBR)	\$35.00
Building Sewers & Connections	\$300.00 Maximum
Discharge of Sewage	\$300.00 Maximum
Drying Bed Disposals	\$115/1000 kg
High Strength Septic / Industrial Waste Processing ⁽¹⁾	\$24.96/m ³
Laboratory Analysis (eg. BOD ⁽³⁾ , TSS, P, COD)*	\$35.00 / Test
Sanitary Sewer Inspection	Cost Plus Overhead
Sanitary Sewer Lateral Cleaning	Cost Plus Overhead
Septic Tank / Holding tank / Portable Toilet Waste	\$12.85/m ³
Septic Waste Hauler Administration Charge (First Application)	\$150.00
Septic Waste Hauler Administration Charge (Renewal)	\$25.00
Sewage Surcharge	Formula per Agreement
Waste Received after Hours ⁽²⁾	\$ Applicable Rate / m ³ * 100%
ENVIRONMENTAL – Waste Processing Charges⁽³⁾ (Imported) (Sewer and Tipping Fees)	
Heavy Building Materials	\$60.00 / m3
Other material	\$40.00 / m3 - \$10.00 minimum
Other Non-Curbside Collectibles	\$40.00 / m3 - \$10.00 minimum
White Goods / Metal	\$8.00
* All prices are plus HST	
(1) High Strength Waste is defined as any discharged material with a component parameter (eg. BOD, TSS, TP and ammonia) that exceed the Town's Sewer use By-law limit.	
(2) Normal hours of operation are those where Plant Operators are on duty.	

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(3) All imported waste is subject to acceptance by the Town. Special rates and/or surcharge agreements may be required for waste having a typical concentration, volumes or other such physical, chemical or biological attributes.

DEPARTMENT / ITEM	Fees
FINANCE	
Non-Payment of Accounts Receivable	1.25% per month
Non-Payment of Current Taxes	1.25% per month
Tax Certificate	\$35.00
Tax Sale Costs	\$350.00 Before Advertising \$700.00 After Advertising (Option to charge actual costs)

DEPARTMENT / ITEM	Fees
FIRE – Compliance Inspection	
Out of Town	Two Times Payroll Plus Travel
FIRE - Operations	
Air Bottle Refill	\$5.00 per cylinder
Automatic Aid	\$750.00
Burning Permit Fee Residential	\$75.00
Burning Permit Fee Commercial	\$200.00
Copies of Reports	\$75.00
Emergency Response to Hazardous materials Incident	MTO rates
False Alarms (After 3)	\$300.00
File Search & Letter	\$85.00
Fire Safety Plan Development	\$50.00 / person / hour
Fire Watch	\$65.00 / person / hr
Meeting Room Rental	60.00 per day
Re-Inspections	\$100.00
Requested Inspections	\$100.00
Response to Unapproved Open Air burning	\$425.00 + Costs
Stand-by (Film Production / Special events)	Current MTO Rate

DEPARTMENT / ITEM	Fees
GENERAL – Business Licences (Victoria Hall)	
Itinerant Vendor Full Year Licence	\$500.00
Itinerant Vendor Half Year (6 Months) Licence	\$300.00
Itinerant Vendor Transfer	\$100.00
Horse Drawn Carriage Licence	\$100.00 p.a.
Refreshment Vehicle	\$500.00 p.a.
Second Hand Goods – Annual Renewal	\$50.00
Second Hand Goods – New	\$500.00
Youth Summer Business (Victoria Beach)	\$500.00

DEPARTMENT / ITEM	Fees
GENERAL – Clerk	
Closed Meeting Investigation Application Fee	\$25.00
Integrity Commissioner or Ombudsman Request	\$0.00
Commission of Oath	\$5.00
Death Certificate In Town	\$10.00
Death Certificate Out of Town	\$15.00
Freedom of Information CD's with records	\$10.00 / disk
Freedom of Information Fees estimated over \$100	50% of deposit
Freedom of Information Other fees charged	As invoiced
Freedom of Information Photocopy	\$0.20 / page
Freedom of Information and Routine Disclosure Prep for disclosure, incl. serving a part of the records	\$7.50 / 15 minutes
Freedom of Information and Routine Disclosure Record Prep and Research	\$7.50 / 15 minutes
Freedom of Information / Routine Disclosure Requests	Prescribed fees and form as authorized by the Province and Town Policies
Marriage Licence	\$125.00
Marriage Solemnization At Victoria Hall	\$300.00
Marriage Solemnization Offsite	\$350.00
Marriage Solemnization On Saturday	\$400.00
Photocopying / Fax	\$1.00 per page
GENERAL – Dog Tags (Victoria Hall)	
Natural – Before March 1 st	\$15.00
Natural – After March 1 st	\$20.00
Neutered / Spayed – Before March 1 st	\$10.00

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Neutered / Spayed – After March 1 st	\$15.00
Order to Restrain Appeal Hearing Fee	\$50.00 (For dogs and cats)
Kennel Licence	\$100.00
Replacement Tag	\$5.00

DEPARTMENT / ITEM	Fees
GENERAL - Other (Victoria Hall)	
Business Directory on Disk	\$45.00 plus HST
Novelty Items	Cost + 25%

DEPARTMENT / ITEM	Fees	
GIS		
Consultant working for the Town with a data sharing agreement	Digital, Hardcopy or Tabular Data	No Cost
General	Digital Vectors / Tabular Data	\$50.00 / km / layer with GIS Coordinator's approval
General	2006 10 cm orthophotos or DEM Clip	\$50.00 / TILE
General	2009 & 2013 20 cm orthophotos	\$25.00 / TILE
General – Town Property Map	Hardcopy E-size or PDF	\$15.00
General – Personal Use Map, No Customization	Hardcopy 8.5 x 11 or PDF	\$10.00
General – Personal Use Map, No Customization	Hardcopy 11 x 17 or PDF	\$15.00
General – Personal Use Map, No Customization	Hardcopy E-size or PDF	\$50.00
Mapping Solutions Companies with a data sharing agreement	Digital Vectors	\$500.00 / layer minimal attributes
Partner Agencies working with the Town with a data sharing agreement	Digital, Hardcopy or Tabular Data	No Cost
General – Map with customization		\$50.00 / Hr. minimum charge of 1 hour
General – GIS Analysis or data creation		\$50.00 / Hr. minimum charge of 1 hour

DEPARTMENT / ITEM	Fees
MARINA	
Seasonal Serviced (Existing Docks)	\$60.00
Seasonal Serviced (New Docks)	\$65.00
Seasonal Un Serviced (Limited)	\$56.00
Seasonal Premium F Dock (Extra Wide)	\$67.00
Seasonal Catamarans, Trimarans	1.5 Times Rate P.F.
Rafting, After Marina is Full	\$14.75
Anchoring, After Marina is Full	\$14.75
Minimum Charge for transient	\$23.00
Daily Serviced	\$1.75
Daily Unserviced	\$1.55
Daily Wall	\$1.55
Weekly	Daily Rate Times 6
Monthly (One month only)	Daily Rate Times 20
Commercial	Regular Rate +25%
Seasonal Pumpout	\$9.75
Service Pumpout	\$19.75
Season Launch Ramp	\$81.50
Daily Launch Ramp (Includes Parking)	\$9.50
STORAGE WINTER (Nov 1. To May 1):	
Storage Under 30ft	\$580.00
Storage Over 30ft	\$610.00
Storage Catamarans (1.5 x width)	\$785.00
STORAGE SUMMER:	
Storage Seasonal for Summer	Same as Winter
Storage Daily	\$10.50 / Day
Storage Weekly	\$52.00 / Week
Storage Monthly	\$210.00 / Month
Storage Cradle / Trailer	\$125.00 / Summer
Compound Move	\$135.00 / Hr. ea. way (1hr Min.)
On Water Tow (In Harbor)	N/A
Blocking Material (For boats not stored....)	\$5.00 / Block
Reservation Fee (New)	\$12.00 / Reservation
*All prices are plus HST. Seasonal Docking Rates to be charged on the greater of the length overall of the boat or length of the dock. ** Marina Winter storage rates based on boater request for addition of surveillance equipment to be added to storage compound. *** Reservation Fee to help cover the cost of administering a reservation program for the marina. This is consistent with the approved reservation fee for the Campground.	
MARINA – Trailer Park - Miscellaneous	
Reservation Fee	\$12.00
Fire Wood	\$12.50
Kindling *NEW	\$10.50
Sanitary Dumping Fee *	\$16.00

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* Register Campers are to be permitted one Sanitary Dump at the end of their stay or end of each week for multiple week stays at no charge. Dumping Fees would be charged for any other use of Sanitary Dumping station at the proposed rate. This fee structure is consistent with industry practices.
 ** All prices are plus HST.

DEPARTMENT / ITEM	Fees
MARINA – Trailer Park – Seasonal Lots	
Waterfront (Applicable to new seasonal waterfront rentals only)	\$3,300.00
Non-Waterfront	\$3,050.00
** All prices are plus HST.	
MARINA – Trailer Park - Daily	
Unserviced or tent area	\$40.00
Interior Hydro & Water	\$44.00
Waterfront Hydro & Water	\$47.00
Interior Hydro, Water & Sewer	\$46.00
Waterfront Hydro, Water & Sewer	\$49.00
** All prices are plus HST.	
MARINA – Trailer Park - Weekly	
Daily rate time six	Daily rate time six
** All prices are plus HST.	
MARINA – Trailer Park - Monthly	
Unserviced	\$960.00
Interior Hydro & Water	\$1,056.00
Waterfront Hydro & Water	\$1,128.00
Interior Hydro, Water & Sewer	\$1,104.00
Waterfront Hydro, Water & Sewer	\$1,176.00
** All prices are plus HST.	

DEPARTMENT / ITEM	Local Fees	Non-Local Fees
MEMORIAL ARENA – Advertising Signs		
Board Ads	\$550.00 per year	As per local +25%
Zamboni Signs	\$1,250.00 per year	As per local +25%
MEMORIAL ARENA - Ice Rental Prime Time		
Adults	\$176.50 per hour	As per local +25%
Children	\$151.50 per hour	As per local +25%
Corporate Rate (Applicable prime & non-prime hours)	\$176.50 per hour	As per local +25%
Hockey Canada High School Program	\$50.00 per hour	As per local +25%
MEMORIAL ARENA – Ice Rental Time Off		
Rental fee	\$90.00 per hour	As per local +25%
MEMORIAL ARENA – Floor Rentals		
Adults	\$75.00 per hour	As per local +25%
Youths	\$50.00 per hour	As per local +25%
Arena per day	\$950.00	As per local +25%

DEPARTMENT / ITEM	Fees
OPERATIONS: Subdivision Review and Approval	
Consent to Server Application	\$50.00 Minimum
Curb Cut Permit Fee	As per other permit process
Demolition Inspection Fee	\$200.00
Design Guidelines Copy	\$25.00 per copy
Entrance Culvert Permit Fee	As per other permit process
Entrance Permit	\$100.00**
Lot Grading Compliance Fee	\$150.00 / Lot
Minor Variance Application	\$50.00 Minimum
Official Plan Amend. Detail Review + Approval Fee	\$200.00 Minimum
Plan of Subdivision Administration Fee	
1. <.5 M	1. 2.50%
2. .5 M to 1.5 M	2. 2.00%
3. 1.5 M	3. 1.50%
Private Sweeping	Equipment Time + Material + 25%
ROW Review Permit	\$100.00** + \$7,000.00 refundable deposit
Servicing Inspection Fee	\$100.00 per visit
Site Plan Review (Minor) Admin and Records Fee	\$200.00
Site Plan Review (Major) Admin and Records Fee	Time + Material + 25% (Minimum \$200.00)
Winter Maintenance Unassumed Roads	Equipment Time + Material + 25%
Zoning By-law Amend. Detail Review + Approval Fee	\$100.00 Minimum
* Administration Cost	

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- 15% of cost up to \$1,000.00
 - 10% of cost over \$1,000.00
 ** Not applicable where other charges apply, i.e.: Application to be charged only one of curb cut permit, entrance permit, work in ROW permit.

DEPARTMENT / ITEM	
PARKS – Bandshell Fees	
Charitable Fund Raising Events and Approved Community Events	\$10.00
All others	\$55.00 / 4 hours \$125.00 / days
* All prices are plus HST.	
PARKS – Beach Fees	
Beach use for events	**
Beach Volleyball - Adult	1 st year: \$2.00 / Court
Beach Volleyball - Youth	2 nd year: \$3.00 / Court 3 rd year: \$3.75 / Court
*All price are plus HST.	
Charitable Fund Raising Events and Approved Community Events	\$10.00
All others	\$55.00 / 4 hours
All others	\$125.00 Full day
Extra - Hydro – Unlock and Securing	\$35.00
Extra – Additional Picnic Tables (Over 10 Tables) Both include delivery and p/u.	\$2.50 per table for Charity \$3.50 per table
*All price are plus HST.	
PARKS – Refreshment Tent	
Refreshment Tent Permit in Parks	\$50.00
PARKS – Softball / Baseball User Fees	
DONEGAN PARK	
Adult	\$27.00
Minor	\$10.00
Lights	\$30.00
LEGION FIELDS	
Adult	\$27.00 / diamond / game \$40.00 / double header
Minor	\$10.00
Lights	\$30.00
*All prices are plus HST	
PARKS – Softball / Baseball / Soccer User Fees	
OTHER PARKS	
Adult	\$25.00
Minor	-
Lights	-
Adult	Practice \$9.00
Minor	Practice \$6.00
Lights	Practice \$30.00
* All prices are plus HST.	

PARKS - Tennis	
Tennis	\$300.00 / year
PARKS - Tournaments	
LEGION FIELDS + DONEGAN	
Adult	\$175.00
Minor	\$125.00
OTHER PARKS	
Adult	\$125.00 / Diamond / Day
Minor	\$75.00 / Diamond / Day
*Refreshment tent \$400.00 set-up, tear down & clean up.	
** All prices are plus HST	

DEPARTMENT / ITEM	Fees
PUBLIC WORKS – Equipment Time Including Operators (Hourly Rate)	
7' Mower	\$50.00
½ Ton	\$50.00
1 Ton	\$60.00
4 Ton Dump	\$70.00
5 Ton Dump	\$75.00
10 Ton Dump	\$85.00
Backhoe	\$95.00
Bucket Truck	\$75.00
C.C.T.V. Inspection Unit (Includes Operator)	\$135.00

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Chipper	\$65.00
Flush & Vacuum Combination Unit	\$220.00
Grader	\$125.00
Lateral Sewer Camera	\$65.00
Loader	\$125.00
Permit to Move A Wide Load	\$300.00
Security Deposit Re: Wide Load	\$2,500.00 cash or certified cheque
Sanitary Sewer Roding Machine	\$65.00
Sidewalk Machine	\$75.00
DEPARTMENT / ITEM	Fees
PUBLIC WORKS - Equipment Time Including Operators (Hourly Rate)	
Skid Steer	\$75.00
Small Equipment	\$25.00
Sweeper (includes Operator)	\$135.00
PUBLIC WORKS - Miscellaneous	
Advertising Signs on Town Property	\$250.00 per year
Curb Cuts	Cost + Administration
Outdoor Patios	\$250.00
Sidewalk Displays	\$250.00 per year
Sidewalk Reconstruction	Cost + Administration
Snow Clearing - Sidewalks	Cost + Administration
Transit Exterior Advertising	Per Contract
PUBLIC WORKS - Parking	
Parking Pass – Daily	\$5.00
Parking Pass – Monthly	\$20.00
Parking Pass – Semi-Annual	\$120.00
Parking Pass – Annual	\$240.00
Parking Meter Rates – Downtown	\$1.00 per/hr.
Parking Meter Rates – Victoria Park (Victoria Day-Thanksgiving)	\$2.00 per/hr.

DEPARTMENT / ITEM	Fees
SPECIAL EVENTS – Filming General Fees	
Downtown Businesses	To be negotiated with owners.
On Site Staff Liaison	\$50 per hour
Parking Lots	To be negotiated with Engineering Department.
Residences	To be negotiated with owners. Surrounding Streets may be subject to additional costs if traffic is potentially disrupted.
Streets	\$500.00 / day + Paid Duty Police @ \$67.66 / hour + 10% Administration Fees (Minimum 4 Hours)
SPECIAL EVENTS – Filming Waterfront	
Bandshell	\$500.00 per day
Beach	\$500.00 per day
Marina	\$500.00 per day
Piers	\$500.00 per day
Trailer Park	\$500.00 per day

DEPARTMENT / ITEM	Fees
SPECIAL EVENTS – Filming Victoria Hall	
Art Gallery	To be negotiated with the Director of the Art Gallery of Northumberland
Court Room	\$500.00 per day
Council Chambers	\$500.00 per day
Concert Hall and Dressing Rooms	\$325.00 per day (Weekdays) \$650.00 per day (Weekends)
Outside Grounds	\$500.00 per day
SPECIAL EVENTS – Filming Parks	
Coverdale Park	\$500.00 per day
Donegan Park	\$500.00 per day
James Cockburn Park	\$500.00 per day
Legion Fields Sports Complex	\$500.00 per day
Sinclair Park	\$500.00 per day
Victoria Park	\$500.00 per day
*Rental of Town properties may be subject to additional clean-up costs. Rental of Town owned properties maybe subject to additional sundry costs. Any town vehicle required will be assessed a fee. All staffing fees conform to a collective agreement. It should be noted that a filing permit will be processed to that all matters can be pre-determined and understood by all parties concerned.	
SPECIAL EVENTS – Filming Cobourg Community Centre and Memorial Arena	
Cobourg Community Centre	\$500.00 per day + Facility and Staff Cost
Memorial Arena	\$500.00 per day + Facility and Staff Cost
SPECIAL EVENTS – Event Permit Fees	
Event with Under 100 in attendance	\$50.00
Event with 101 to 500 in attendance	\$75.00
Event with Over 500 in attendance	\$100.00

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Beach Use	\$150.00 per day (Event Based)
Bandshell	\$200.00 (Unless Charitable Registration Number)
Picnic Tables (For events)	\$3.00 per tables
Refreshment Tent / SOP Holder	\$150.00
Wedding Permit on Public Property	\$175.00 Local and \$225.00 Non-Local

DEPARTMENT / ITEM	Fees
TOURISM – Souvenirs (All prices include tax)	
T-Shirt	\$15.00
Golf Shirt	\$30.00
Long Sleeve T-Shirts	\$20.00
Sweat Shirt	\$38.00
Women's Grey T	\$17.00
Women's Blue Ringer	\$17.00
London Cobourg T-Shirt	\$18.00
London Cobourg Sweat Shirt	\$27.00
Bucket Hat	\$18.00
Ball Hat	\$12.00
Tote Bag	\$20.00
Mug	\$8.00
License Plate Cover	\$5.00
Tumbler	\$9.00
Cobourg 175 Years	\$30.00

DEPARTMENT / ITEM	Fees
TAXI LICENSING (Victoria Hall)	
Calibration Fee	\$25.00 *
Taxi Driver	40.00\$
Owner	\$150.00 **
Vehicle Transfer Fee	\$85.00
* To cover cost of sending By-law Officers to conduct individual calibrations separate from regularly scheduled licence renewals.	
** To cover additional administration (Maxama Officer Contract) and calibration staff time processing costs based on original 11 comparator municipalities survey conducted in 2011 median fee at that time was \$132.00 / licence).	

DEPARTMENT / ITEM	Fees
TRANSIT – Wheels Fares	
Within Town One Way	\$2.00
Book of 10	\$16.00

DEPARTMENT / ITEM	Fees
TRANSIT - Fares	
Pre-Schoolers	Free
Adults	\$2.00
Students	\$2.00
Seniors	\$2.00
Book of 10	\$16.00
Monthly Pass – Adults	\$60.00
Monthly Pass – Students	\$50.00
Monthly Pass – Seniors	\$30.00
After School Student Monthly Pass (After 3:30 pm weekdays & all day on weekends)	\$15.00

DEPARTMENT / ITEM	Fees
Victoria Hall – Equipment Rentals (Full Day = More than 3 hours 8:30am-4:30pm Short Term = Less than 3 hours 8:30am-4:30pm)	
Chairs (For Foyer only)	\$1.00 / Chair *
Conference Call / Phone	\$15.00 + long distance charges
Easels (6 available)	\$2.00 / Easel *
Portable Microphone / Podium or Council Sound System	\$25.00 (Full Day)
	\$15.00 (Short Term)
Projector Team Board	\$25.00 (Full Day)
	\$15.00 (Short Term)
Tablecloths	Local Rental Fees Apply
Tables (For Foyer only)	\$3.00 / Table *
Wi-Fi	Upon approval by IT staff – no fee
*New offering and assists with cost of set-up.	

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DEPARTMENT / ITEM	Fees
VICTORIA HALL – Market Building Rental (Full Day = More than 3 hrs 8:30am – 4:30pm Short Term = Less than 3 hrs 8:30am – 4:30pm)	
Damage Deposit and Cleaning Fee	\$200.00 to \$500.00 ** As per signed agreement
Multiple Rental User (Min. 4 rentals / year booked and paid for in advance)	\$150.00 (Full Day) * \$95.00 (Short Term) *
Non-Profit Group	\$150.00 (Full Day) * \$95.00 (Short Term) *
One Time Rental Fee	\$200.00 (Full Day) * \$135.00 (Short Term) *
Replacement Key Fee	\$85.00 ***
Set up Fee	\$25.00 ****
Tables / Chairs / Television	No Charge applied
*Increase to reflect true cost of maintenance, recent renovations (painting, improvements), bookings and administration. ** Building rented in clean and maintained condition. Damage/Cleaning Fee would be included in signed agreement for minor repairs or damage. Major damage would be charged at cost for repair. *** To cover cost of specialized keys not returned to office after booking. **** Staff cost for set up and break down of tables/chairs upon request.	
VICTORIA HALL – Room Rentals (Full Day = More than 3 hrs 8:30am – 4:30pm Short Term = Less than 3 hrs 8:30am – 4:30pm)	
Board Room	\$50.00 (Full Day)* \$25.00 (Short Term)*
Committee Room	\$50.00 (Full Day)* \$25.00 (Short Term)*
Council Chambers	\$75.00 (Full Day)* \$40 (Short Term)*
Conference Room (Not available after 4:30 p.m. Monday to Friday and not available Saturday or Sunday)	\$50.00 (Full Day) \$25.00 (Short Term)
Court Room (Weddings)	\$300.00 (Full day Until Midnight) \$200.00 (Short Term)
Lenah Field Fisher Foyer (Victoria Hall Foyer)	\$75 (Full day Until Midnight)* \$40 (Short Term Until Midnight)*
* Security Charges will be applied at the rate of \$21.00 per hour. ** Security Charges will be applied at a minimum of 3 hours. ***Security Charges after / prior to hours of 8:30am – 4:30pm and at all times on Saturday, Sunday and Holidays.	

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**Town of Cobourg Planning Application Fees
As Passed in By-law No. 030.2016**

Type of Application / Service	Proposed Fee 2018	Proposed Fee 2019	Proposed Fee 2020	Explanatory Notes
Official Plan Amendment (OPA)	\$8,000.00 \$12,000.00 \$5,000.00	\$8,500.00 \$13,000.00 \$5,500.00	\$9,000.00 \$14,000.00 \$6,000.00	Major Residential ¹ Major Commercial ² Other
Zoning By-law Amendment (ZBA)	\$7,000.00 \$7,000.00 \$4,000.00	\$8,000.00 \$8,000.00 \$4,500.00	\$9,000.00 \$9,000.00 \$5,000.00	Major Residential ¹ Major Commercial ² Other
Combined OPA/ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	Accounts for some overlap in process and services rendered
Draft Plan Review of Plan of Subdivision / Condominium / Condominium Conversion	\$6,000.00 + \$45.00 per lot or unit (in the case of a condominium conversion) to a maximum of \$19,000.00	\$6,500.00 + \$50.00 per lot or unit (in the case of a condominium conversion) to a maximum of \$21,000.00	\$7,000.00 + \$55.00 per lot or unit (in the case of a condominium conversion) to a maximum of \$23,000.00	Includes "one-window" processing of the draft plan, application and reports, circulation, review, analysis, discussions, preparation of memoranda, reports, and public notices, and formulation of draft conditions and attendance at meetings.
Changes to draft Plan / Conditions of Draft Approval	\$4,000.00 \$1,250.00	\$4,500.00 \$1,500.00	\$5,000.00 \$1,750.00	Major draft plan changes/re-design and /or significant changes to a condition requiring re-circulation, analysis, reports and/or public notice, draft conditions and attendance at meeting. Minor "re-line" adjustments to a draft plan and/or changes to draft conditions, analysis and reports.
Clearance of Draft Conditions of Approval and Final Approval of a Plan of Subdivision	\$6,000.00 +\$45.00 per lot or unit +\$700.00 per submission>= 3 rd submission (NEW)	\$6,500.00 +\$50.00 per lot or unit +\$800.00 per submission>= 3 rd submission (NEW)	\$7,000.00 +\$55.00 per lot or unit +\$900.00 per submission>= 3 rd submission (NEW)	Includes general processing of the detailed engineering drawings, plans and reports, plans review, discussions, preparation of memoranda and / or reports, attendance at meetings, review of draft conditions, compilation of clearances preparation of Subdivision Agreement, review and approval of M-Plan, and subdivision monitoring.
Extension to Draft Plan Approval	\$2,500.00	\$2,750.00	\$3,000.00	Includes analysis of conditions, circulation and preparation of a planning report for Council approval and attendance at meetings.
Condominium Exemption and Final Approval of Plan of Condominium	\$1,250.00 +\$45.00 per unit	\$1,500.00 +\$50.00 per unit	\$1,750.00 +\$55.00 per unit	Includes processing of application, review of draft and final condominium plans and related documentation, attendance at meetings and execution of documents.
Par Lot Control By-law Exemptions	\$1,250.00 +\$45.00 per part lot	\$1,500.00 +\$50.00 per part lot	\$1,750.00 +\$55.00 per part lot	Includes processing of Block and/or R-Plans, review discussions, preparation of memoranda and/or reports, attendance at meetings, and registration of By-law.
Removal of Holding (H) Symbol	\$650.00	\$700.00	\$750.00	Includes preparation and circulation of notices, by-laws, reports and attendance at meetings.
Site Plan Approval	\$4,000.00 +\$45.00 per unit \$5,500.00 No Fee \$1,300.00 \$3,000.00 +\$700.00 per submission>= 3 rd submission	\$4,500.00 +\$50.00 per unit \$6,000.00 No Fee \$1,400.00 \$3,250.00 +\$800.00 per submission>= 3 rd submission	\$5,000.00 +\$55.00 per unit \$6,500.00 No Fee \$1,500.00 \$3,500.00 +\$900.00 per submission>= 3 rd submission	Major Residential Major Commercial Industrial Site Plan Amendment (Excluding Major Residential and Major Commercial) Other
Consents for Severance	\$2,000.00 per new lot +\$500.00 per Consent Certificate \$350.00	\$2,250.00 per new lot +\$500.00 per Consent Certificate \$400.00	\$2,500.00 per new lot +\$500.00 per Consent Certificate \$450.00	Includes general processing of the application and plans, review, discussions, preparation of memoranda, reports, and notices, attendance at meetings, formulation of decisions, administration of conditions, and review and approval of legal title documentation. Easements, rights-of-way, leases, lot line adjustments, etc.
Minor Variance	\$800.00	\$900.00	\$1,000.00	Includes general processing of the application and plans, review, discussions, preparation of memoranda, reports, and notices, attendance at meetings, formulation of decisions, and administration of conditions.
Compliance	\$90.00	\$95.00	\$100.00	Includes general review of planning records,

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Letters (Building, zoning, vehicle inspection, chip trucks, etc.)				zoning, agreements, and preparation of correspondence.
Pre-consultation	\$600.00 per pre-consultation	\$650.00 per pre-consultation	\$700.00 per pre-consultation	Includes general planning review of development concepts, reports, application and plans, discussions, preparation fo memoranda, reports, and/or correspondence, and discussions in advance of formal submission of planning applications (s) – the fee will be credited to applicant if/when formal application si submitted within 6 months of the first pre-consultation, to a maximum of 2 pre-consultations (ie. Credit does not apply to any pre-consultations after the second.

Type of Application	Service Rendered	Existing Refund
Official Plan amendments, Zoning By-law Amendments, Plans of Subdivision, and Site Plan Approval	If an application has been submitted to the Planning Department but no administrative functions have been performed	90%
	If a report has been prepared and /or other administrative functions have been performed on application, but the application has not been considered by the Planning and Sustainability Advisory Committee	30%
	If the application and report has been considered by the Planning and Sustainability Advisory Committee but has not proceeded to Council and / or a Public Meeting	20%
	If the application and report have been considered by Council and / or a Public Meeting has been held	10%
	If Council has passed an implementing By-law	No Refund
Consents, Minor Variances	If an application has been submitted but no administrative functions have been performed	90%
	If a report has been prepared and/or other administrative functions have been performed on an application, but the application has not been considered by the Committee of Adjustment	30%
	If the application and report have been considered by the Committee of Adjustment	No Refund