

THE CORPORATION OF THE COUNTY OF MIDDLESEX

BY-LAW #7413

A BY-LAW to establish User Fees and Service Charges for the Corporation of the County of Middlesex.

WHEREAS:

- A. Sections 8, 9 and 11 of the *Municipal Act, 2001*, SO 2001, c. 25, as amended or replaced ("*Municipal Act, 2001*"), authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular paragraph 3 of subsection 11(2) authorizes by-laws respecting the financial management of the municipality;
- B. Subsection 391(1) of the *Municipal Act, 2001* provides that sections 9 and 11 of that Act authorize a municipality to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;
- C. Subsection 391(2) of the *Municipal Act, 2001* provides that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;
- D. Subsection 391(3) of the *Municipal Act, 2001* provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;
- E. Subsection 391(4) of the *Municipal Act, 2001* provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;
- F. Subsection 391(5) of the *Municipal Act, 2001* provides that, in the event of a conflict between a fee or charge by-law and the *Municipal Act, 2001*, or any other act or regulation made under any other act, the by-law prevails;
- G. Subsection 1 of Section 69 of the *Planning Act*, RSO 1990 Chapter P.13 as amended, empowers the Council of a municipality to pass by-laws prescribing a tariff of fees for the processing of applications made in respect of planning matters; and
- H. The Council of The Corporation of the County of Middlesex deems it appropriate to:
 - a. establish and maintain a list of services, activities and the use of property subject to fees or charges and the amount of each fee or charge; and
 - b. prescribe a tariff of fees for the processing of applications made in respect of planning matters.

NOW THEREFORE, the Council of The Corporation of the County of Middlesex hereby enacts as follows:

APPROVAL OF FEES AND CHARGES

1. The fees and charges identified in *Schedule A* to this By-law shall be imposed by the County for those services, activities or uses of property provided by the County.

2. No request by any person for any service, activity or use of property will be processed or provided by the County, unless and until the person requesting the service, activity or use of property has paid the applicable fee in the prescribed amount as set out in *Schedule A* to this By-law.
3. Where the County incurs costs for the provision of a service, activity or use of County property, and such costs are recoverable pursuant to *Schedule A* of this By-law or any other applicable by-law, policy, agreement or legislation, the person requesting the service, activity, or use of County property shall reimburse the County for all such costs incurred.
4. The fees and charges set out in *Schedule A* to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.

METHOD OF PAYMENT

5. The fees and charges imposed by this By-law are due and payable:
 - (a) at the time of the transaction for which the fee or charge is imposed;
or
 - (b) if subsection 5(a) is not applicable, upon the due date specified in any request or invoice issued by the County or by any other body acting on behalf of the County to any person in connection with a fee or charge imposed by this By-law.
6. Payment of fees and charges is due within 30 days of the invoice date. Interest will accrue on overdue accounts at a rate of 2% compounded and will be applied every 30 days until paid, unless precluded by contract, by-law or legislation.
7. The fees and charges, listed in *Schedule A* of this By-law, can be paid by debit (where available), cash, certified cheque, credit card (where available) or by any other manner authorized by the respective County Service Area.

PENALTIES AND COLLECTION

8. All unpaid fees or charges imposed by this By-law on a person are a debt due to the County and the County may take such action as it considers necessary and as permitted by law to collect the debt.
9. Where all or part of a fee or charge imposed by this By-law remains unpaid, such fee or charge, including interest and any other eligible recovery, may be added to the tax roll, where there is statutory authority to do so, and collected in the same manner as municipal taxes in accordance with the following:
 - (a) in the case of a fee or charge for the supply of a service or thing to a property, the debt shall be applied to the property to which the service or thing was supplied;
 - (b) in all other cases, the debt shall be applied to any property for which all of the owners are responsible for payment of the fee or charge.

ADMINISTRATION

10. The fees and charges imposed pursuant to this By-law shall be adjusted for inflation using the Consumer Price Index (CPI) for Canada on January 1st of each year, without amendment to this by-law, beginning on January 1, 2027.
11. The Director of Financial Services is authorized to carry out the administration of this By-law, including but not limited to annual indexing, enforcement and collection activity, and for instructing the Director of Legal Services to take such legal action as may be considered appropriate.

- 12. Should any part of this By-law, including any part of *Schedule A* attached hereto, be determined by a court of competent jurisdiction to be invalid or of no force, it is the stated intention of Council that such invalid part of this By-law shall be severable from this By-law and that the remainder of this By-law, including the remainder of *Schedule A*, as applicable, shall continue to operate and be in force.
- 13. That By-law #5876, By-law #6874, By-law #6910 and By-law #7218 are hereby repealed.
- 14. This by-law shall come into force and effect on July 14, 2026.

PASSED IN COUNCIL this 14th day of July, 2026.

Original Signed

Sue Clarke, Warden

Original Signed

Marci Ivanic, County Clerk

Schedule “A” to By-Law 7413

Planning & Development			
Description of Fee or Charge	Approved 2026 Rate	HST Rate	Notes
Amendment to County Official Plan	\$5,200		
Privately Initiated Amendment to the Newbury Chapter of the County Official Plan	\$2,000		
Municipally Initiated Amendment to the Newbury Chapter of the County Official Plan	\$0		
Adopted Privately Initiated Amendment to Local Official Plan	\$1,550		
Adopted Municipally Initiated Amendment to Local Official Plan	\$0		
Plan of Subdivision/Condominium Application	1-20 lots/units \$5,200 21-50 lots/units \$6,200 51+ lots/units \$7,200		Where a plan of subdivision / condominium application includes future development blocks, the lots/units for the development shall be equivalent to the anticipated future development yield for those blocks.
Plan of Condominium Exemption, Conversion, Amalgamation, or Amendment to a Final Approved Plan	\$3,100		
Change to Plan of Subdivision / Condominium Conditions (Red-Line Amendment)	\$1,550		
Minor Change to Plan of Subdivision / Condominium Conditions (Minor Red-Line Amendment)	\$550		
Extension of Draft Approval Plan of Subdivision / Condominium	\$550		
Plan of Subdivision / Condominium Final Plan Approval	\$550		
Exemption from Part Lot Control	\$200		

Description of Fee or Charge	Approved 2026 Rate	HST Rate	Notes
Planning Application - Reimbursements	Actual Cost		The applicant shall be required to reimburse the County for any fees and expenses incurred in retaining professional consultants, legal counsel, or other experts to undertake technical studies, reports, reviews, or analyses deemed necessary by the Director of Planning and Development to process a planning application. Technical studies / reports include but are not limited to: address planning matters such as a planning justification report, relating to environmental and natural matters such as a development assessment report or a hydrogeology study, to address transportation matters such as a traffic impact assessment, to address servicing and infrastructure matters such as a functional servicing report, and to address nuisance and hazard matters such as a noise assessment study. It is noted that the local municipality and the conservation authority may also collect fees associated with their review of applications. It is the applicant's responsibility to pay any such fees.
Processing of Ontario Land Tribunal Appeals	\$500		The applicant shall be responsible for all actual costs incurred by the County in relation to any Ontario Land Tribunal activities unless the activities are as a result of an appeal by the applicant. It is noted that the Ontario Land Tribunal collects fees for appeals which is in addition to the County's process fee for Ontario Land Tribunal Appeals.
Woodlands Conservation Council Exemption Application	\$250		
Transportation Services			
Plots	Actual Cost + 15%	+ HST	
CAD File – Engineering Drawing	\$10	+ HST	
Technician Hourly Rate	\$65	Case Dependent	HST generally does not apply where the charge relates to a regulatory or statutory function (e.g., permits, approvals, inspections, or compliance activities). HST generally applies where the County is providing technical or consulting services to a third party.
Contract Tender Documents	\$50	+HST	

Description of Fee or Charge	Approved 2026 Rate	HST Rate	Notes
Overhead – County Day Labour	10%	Case Dependent	HST treatment follows the underlying charge. Where the labour relates to a taxable service, HST applies. Where the labour relates to a non-taxable regulatory activity or damage recovery, HST generally does not apply.
Overhead – Outside Contracts or Quotations	2%	Case Dependent	Not applicable to local municipalities. HST treatment follows the underlying charge. Where the charge relates to a taxable service provided by the County, HST applies. Where the charge relates to a non-taxable regulatory activity or damage recovery, HST generally does not apply.
Traffic Signal Timings	\$50 per intersection	+ HST	
Traffic Maintenance Data	\$50 per search	+ HST	
Intersection County Data	\$25 per intersection	+ HST	
Collision Data	Actual Cost + 15%		
Signal Drawings	Actual Cost + 15%		
Single Trip Oversize Load/Weight Permit			
- Over-dimensional loads less than 3.75 metres (12.3 ft) wide	\$50		
- Over-dimensional loads in excess of 3.75 metres (12.3 ft) wide	\$200		
- Overweight loads over 70,000 kg G.V.W (or more than 10% in excess of HTA legal loading per axle)	\$500		
Annual Oversize Load Permit	\$300 + \$30 per additional permit for same 1 year period		Loads and vehicles must not be greater than 4.27 metres (14.0 ft).
Work Permits	\$400		
Entrance Permits	\$400		
Utility Permits or Consents	\$400 per location		

Description of Fee or Charge	Approved 2026 Rate	HST Rate	Notes
Tourism Signage			
- Tyle 1	\$1000 for 24 months	+ HST	
- Type 2	\$600 for 24 months	+ HST	
- Type 3	\$600 for 24 months	+ HST	
Damage to Public Property Resulting from Collision	Actual Cost	+ HST	Costs incurred by the County to repair damage to public property as a result of a collision shall be reimbursed by the individual responsible for the damage.
Administration			
Payment by Credit Card Processing Fee	2.4%		
NSF and Returned Cheques	\$40		
Commissioners Fee	\$20		
Photocopy – 8 ½ “ x 11 “	\$0.40 per sheet	+ HST	
Photocopy – 8 ½“ x 14“	\$0.40 per sheet	+ HST	
Photocopy – 11“ x 17“	\$0.50 per sheet	+ HST	
Photocopy – larger than 11” x 17”	\$12.00 per sheet	+ HST	
MFIPPA Access Request	As prescribed by Regulation		
PHIPA Access Request	\$30	+ HST	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.
Middlesex Room Rental	\$500 per half day \$1000 per day	+ HST	
Parking Lot – 399 Ridout Street		+ HST	
- Day Rate	\$8		
- Evening Rate	\$10		

Middlesex County Connect			
Description of Fee or Charge	Approved 2026 Rate	HST Rate	Notes
Regular Fare for Routes 1, 2 and 3	\$5 one way		
Regular Fare for Route 4	Distance Based Fare*		See Additional Information below.
Fare for Children Under 5	\$0		
Fare for Veterans	\$0		
Fare for Support Persons	\$0		
Student Pass	\$160 for 30 days		Students must be over the age of 18.

Additional Information

*Middlesex County Connect Route 4 – Distance Based Fare

	London Airport	Downtown London	Komoka Wellness Centre	Mt. Brydges	Strathroy - Shops on Sydenham	Sarnia - Lambton Mall	Sarna - Bayside Terminal	Flex Stop (VIA Sarnia)
London - Airport		\$5	\$10	\$10	\$10	\$20	\$20	\$20
Downtown London	\$5		\$10	\$10	\$10	\$20	\$20	\$20
Komoka Wellness Centre	\$10	\$10		\$5	\$5	\$15	\$15	\$15
Mt. Brydges	\$10	\$10	\$5		\$5	\$10	\$10	\$10
Strathroy - Shops on Sydenham	\$10	\$10	\$10	\$5		\$10	\$10	\$10
Sarnia - Lambton Mall	\$20	\$20	\$15	\$10	\$10		\$5	\$5
Sarna - Bayside Terminal	\$20	\$20	\$15	\$10	\$10	\$5		\$5
Flex Stop (VIA Sarnia)	\$20	\$20	\$15	\$10	\$10	\$5	\$5	