

Table 1.0 Proposed Fee Increases/Decreases

Table 1.0 outlines fees that have been adjusted at a rate greater than or less than the inflationary increase of 3.5%, excluding rationales where rounding is the reason for the slight variation from 3.5%.

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Ref #	Page #	Fee #	Department/ Category	Description	Approved 2025 Rate	Proposed 2026 Rate	Reason
T1.01	General Administration - 1	3	Office of the CAO Administration	Norfolk County Flag	68.00	50.00	Staff are recommending a slight reduction based on the underlying cost to purchase the flags. The objective is to cover costs and not make a profit on sales.
T1.02	General Administration - 1	4	Corporate Services Administration	Special Events Permit Large Events (>1,000 attendees)	360.00	150.00	Staff are recommending moving forward with a single permit fee for all Special Events at a proposed rate of \$150. The amount of work associated with a small event is similar to a larger event and the current fee discrepancy (\$122 vs. \$360) isn't deemed to be justified. Special Event Permitting is a service staff foresee adding to our selection of online payments and having 1 single user fee will improve the customer experience for the resident. The slight increase from the previous Small Event fee of \$122 will be offset by the added value of enhanced promotion. Starting in 2026, all upcoming special events will be featured on the NorfolkCounty.ca event calendar, providing organizers with additional marketing exposure and public awareness that supports stronger event attendance and community engagement
T1.03	Corporate Services & Taxation - 4	25	POA - Finance	Transcripts - Photocopying (per page)	0.80 (\$25.00 min)	1.00 (\$25.00 min)	Fees set as per Ontario Regulation 210/07 (Ontario Court of Justice - Fees) & Ontario Regulation 145/22 (Fees for Court Transcripts)
T1.04	Corporate Services & Taxation - 4	36	POA - Finance	Internal Administration Fee for Defaulted POA	24.35	53.00	Staff recommend increasing this fee to align with the "Tax Arrears - Pre-Tax Registration, Intent to Realize on Security Fee" (fee #43) as the work is similar for both.
T1.05	Corporate Services & Taxation - 5	40	Tax - Finance	Tax Account Adjustment Fee	49.25	50.00	Identified by staff as high relative to the average time requirement. Staff recommended capping at \$50 based on a high-level review of full cost recovery pending further review.
T1.06	Corporate Services & Taxation - 5	52	Tax - Finance	Tax sale tender package hardcopy fee - Per Page	10.85	1.00 (\$12.00 min)	Staff recommend changing to a cost per page approach at \$1.00 per page as opposed to the current flat rate charge per hardcopy, similar to how POA transcript fees are structured. Some packages can be 60+ pages and require a lot of staff time, however, the average package consisting of 12 pages would result in a fee similar to the previous flat rate fee.
T1.07	Marinas - 7	76	Port Dover Harbour Marina	Seasonal Berthage - Docks 1 & 2 - (with hydro & water) - 23 Foot Finger - (min. 27 ft. 25 ft. - cost per ft.) - Boats up to 27 ft.	97.00 Min. \$2,619	90.00 Min. \$2,250	Consistent with user fee analysis completed as part of the ongoing Marinas Business Sustainability Plan Review presented within CAO-25-067 (June 12, 2025 CIC), staff are recommending a tiered rate structure based on slip size. The 2025 PDHM rate for serviced slips for smaller vessels (up to 27') was identified as exceeding the target rate based on the chosen comparator group. The recommended rate adjustment is intended to improve fairness and competitiveness in this category. Additionally, the minimum boat length charged for 23' slips is recommended to be reduced from 27ft. - 25ft. with a stated maximum boat size of 27ft. This change is intended to align with the average boat size allocated to these slips, which represents better value for some patrons. Setting a maximum for each slip category is intended to help the Marina Manager with slip allocations.
T1.08	Marinas - 7	80	Port Dover Harbour Marina	Seasonal Berthage - Dock 5 - 35 Foot Finger - (min. 42 ft. 40 ft. - cost per ft.) - Boats up to 48 ft.	114.00 Min. \$4,788	106.00 Min. \$4,240	Consistent with user fee analysis completed as part of the ongoing Marinas Business Sustainability Plan Review presented within CAO-25-067 (June 12, 2025 CIC), staff are recommending a tiered rate structure based on slip size. The 2025 PDHM rate for serviced slips for larger vessels (up to 45') was identified as exceeding the target rate based on the chosen comparator group. The recommended rate adjustment is intended to improve fairness and competitiveness in this category. Additionally, the minimum boat length charged for Dock 5 35' slips is recommended to be reduced from 42 ft. - 40 ft. with a stated maximum boat size of 48 ft. This change is intended to align with the average boat size allocated to these slips, which represents better value for some patrons. Setting a maximum for each slip category is intended to help the Marina Manager with slip allocations.
T1.09	Cemeteries - 14	162	Columbaria Niche	Replacement -Bronze Niche Plaque	789.00	1,000.00	Staff are recommending an increase to \$1,000 for a Bronze Niche Plaque which is more reflective of current pricing (full cost recovery) and comparator rates. Staff are also recommending a new more accessible "blank" engravable granite door option outlined under T3.05.
T1.10	Cemeteries - 14	164	Columbaria Niche	Memory Wall Plaque (6" x 8") Installed on side panels of columbarium (Cremains scattered in another location)	596.00	750.00	Staff are recommending an increase to \$750 for Memory Wall Plaques which is more reflective of current pricing (full cost recovery) and comparator rates. This will also align the fee with the Memorial Bench Plaque rate which is currently priced at \$750 and is recommended to remain so for 2026.

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T1.11	Cemeteries - 14	168	Interments - Winter - Jan 1st to Apr 15th Mar 15th and Dec 16th to Dec 31st - Oakwood & Delhi - All Cemeteries	Adult (25% Premium vs. Summer Rate)	1,069.00	1,244.00	Current "winter" interment pricing is inconsistent and represents a premium between 11%-22% vs. "summer" rates. Winter interments require significantly more time, labour, and specialized tools, in addition to restoration work following the spring thaw, therefore, staff are recommending realignment to reflect a consistent 25% premium over the summer rates.
T1.12		169	Interments - Winter - Jan 1st to Apr 15th Mar 15th and Dec 16th to Dec 31st - Oakwood & Delhi - All Cemeteries	Child (25% Premium vs. Summer Rate)	327.00	345.00	
T1.13		170	Interments - Winter - Jan 1st to Apr 15th Mar 15th and Dec 16th to Dec 31st - Oakwood & Delhi - All Cemeteries	Cremation (25% Premium vs. Summer Rate)	493.00	570.00	
T1.14	Cemeteries - 14	171	Disinterment - May 1st - Nov 1st Only - Oakwood & Delhi - All Cemeteries	Removal	1,287.00	2,500.00	Disinterments, although rare, represent elevated risks to Norfolk County (liability) and staff (health and safety) requiring specialized PPE when they do occur. Through the Master Planning process it was identified that the current fees do not reflect disbursements for Medical Officer of Health and Monument Company Vault Truck services required with these events. The proposed fee is still deemed to be a the low end of Municipal comparator rates.
T1.15	Cemeteries - 15	172	Disinterment - May 1st - Nov 1st Only - Oakwood & Delhi - All Cemeteries	Cremated Remains (in container)	266.00	600.00	Similar to item T1.14, the relative risk is related to locating and potentially damaging old containers offset by the lower volume of digging required with cremated remains.
T1.16	Cemeteries - 16	179	Deed Fees	Deed Transfer / Exchange	46.50	100.00	Staff are recommending an increase to better reflect the significant admin work/staff time required for these requests.
T1.17	Programming, Rentals & Other - 20	221	Programs - Seniors	Day Trips - Various Rates (includes transportation & admissions)	\$150-\$300 range based on full cost recovery	\$50-\$300 range based on full cost recovery	Staff are recommending to widen the range to \$50-\$300 based on full cost recovery to allow for a broader range of programming.
T1.18	Programming, Rentals & Other - 20	228	Birthday Parties - Programs	Skate Party - Fully Hosted	270.00	300.00	Staff are recommending a larger increase for fully hosted birthday party fees (swim and skate) as these were identified as potentially being low compared to the underlying costs involved to facilitate these events. Schedule A analysis determined full cost recovery to be approximately \$430 for Skate Parties and \$450 for Swim Parties. Staff are recommending 2026 rates of \$300 for Skate Parties and \$330 for Swim Parties which represent subsidization rates of 25%-30%.
		229	Birthday Parties - Programs	Swim Party - Fully Hosted	300.00	330.00	
T1.19	Programming, Rentals & Other - 21	230	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Class - Pay as you go	10.25	10.50	Pay-As-You-Go rates have been rounded to nearest \$0.25 for consistency and for easy multiplication for pass card rates. This results in a change that is slightly less than 3.5%. As these Pay-As-You-Go rates are used to determine the Pass Card and Membership rates based on the current methodology, all of these related fees are also increasing by less than the 3.5% inflationary rate.
		231	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Class - Pay as you go - Senior (age 65 or on government pension)	8.75	9.00	

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T1.20	Programming, Rentals & Other - 21	232	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Pass Card (10 Classes Swims) - Expires after 2 years	77.00	79.00	Pass Card rate increases are consistent with the underlying Pay-As-You-Go rates, which only increased marginally due to specific rounding requirements. Additionally, staff noted that the pass card rates should include taxes (HST Rate 2) similar to the Pay-As-You-Go rates in order to provide the intended benefit. This change is also recommended for 2026.
		233	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Senior Pass Card (10 Classes Swims) - Expires after 2 years	66.00	68.00	
		234	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Pass Card (20 Classes Swims) - Expires after 2 years	129.00	132.00	
		235	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Senior Pass Card (20 Classes Swims) - Expires after 2 years	110.00	113.00	
		236	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Pass Card (50 Classes Swims) - Expires after 2 years	308.00	315.00	
		237	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Senior Pass Card (50 Classes Swims) - Expires after 2 years	263.00	270.00	
T1.21	Programming, Rentals & Other - 21	238	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	1 Month Unlimited Pass	45.00	46.00	Membership rate increases are consistent with the underlying Pay-As-You-Go rates, which only increased marginally due to specific rounding requirements.
		239	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Senior 1 Month Unlimited Pass	38.00	39.00	
		240	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	12 Month Unlimited Pass	400.00	410.00	
		241	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility	Senior 12 Month Unlimited Pass	342.00	351.00	
T1.22	Programming, Rentals & Other - 22	242	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility, and Swim General Admission	All Inclusive Fitness & Swim - 1 Month Unlimited Pass (includes same as FAYM passes plus general admission swims)	68.00	69.00	The All Inclusive Fitness Pass rates are driven by the underlying Pay-As-You-Go and General Admission Rates based on the current methodology. The recommended 2026 Pay-As-You-Go Rate is only marginally higher than the 2025 rate and General Admission Rates are recommended to remain status quo which results in only a modest increase for these Passes for 2026.
		243	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility, and Swim General Admission	Seniors All Inclusive Fitness & Swim - 1 Month Unlimited Pass (includes same as FAYM passes plus general admission swims)	58.00	60.00	
		244	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility, and Swim General Admission	All Inclusive Fitness & Swim - 12 Month Unlimited Pass (includes same as FAYM passes plus general admission swims)	454.00	461.00	
		245	Fitness Classes, Aqua Fitness, Aqua Yoga & Mobility, and Swim General Admission	Seniors All Inclusive Fitness & Swim - 12 Month Unlimited Pass (includes same as FAYM passes plus general admission swims)	385.00	392.00	
T1.23	Programming, Rentals & Other - 23	251	General Admission	School Board Swim Screening - per student	5.50	5.75	The General Admission rates Increased in 2025 and are generally only recommend to increase by \$0.25-\$0.50 every 3-5 years, however, due to the staff time requirement associated with this fee, the recommendation is to increase annually with inflation (in \$0.25 increments) where warranted.
T1.24	Programming, Rentals & Other - 24	259	Swim Pass Cards	Swim Pass (10 ticket) - Child/Senior (senior age 65+ or on government pension) - Expires after 2 years	24.00	24.50	The Swim Pass rates are Derived from the General Admission / Drop-in Rates and are meant to reflect a 25% discount on the single use rates. Although General Admission Rates are recommended to remain status quo for 2026, a slight adjustment is required to achieve the desired value. Additionally, staff noted that the Swim Pass rates should include taxes (HST Rate 2) similar to the General Admission rates in order to provide the intended benefit. This change is also recommended for 2026. Lastly, staff are recommending that these passes expire after 2 years due to administrative constraints.
		260	Swim Pass Cards	Swim Pass (10 ticket) - Adult - Expires after 2 years	41.00	41.50	

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Ref #	Page #	Fee #	Department/ Category	Description	Approved 2025 Rate	Proposed 2026 Rate	Reason
T1.25	Programming, Rentals & Other - 26	292	Preschool	10 Lessons (Parent & Tot A, B, & C; Preschool A, B, C, D, E and Squirts)	76.00	78.00	Staff are recommending only modest increases (2.6%) to non-private swim lessons as these are deemed to provide essential life skills and should be affordable for all user groups.
		293	Swimmer	Swimmer Level 1 & 2 - 10 Lessons (Used to be Level 1-4)	76.00	78.00	
		294	Swimmer	Swimmer Level 3 to 6 - 10 Lessons (Used to be Level 5-10)	76.00	78.00	
		295	Swimmer	Swimmer Level 7 to 9 - 10 Lessons (Used to be included in Level 5-10)	76.00	78.00	
		296	Swimmer	Fitness Swimmer (under 18) - 10 Lessons	76.00	78.00	
		300	Adult Lessons	Adults Lessons - 10 Lessons (Used to be Aqua Adults)	81.00	83.00	
		301	Adult Lessons	Fitness Swimmer (18 years and over)	93.00	95.50	
T1.26	Programming, Rentals & Other - 27	311	Specialty Courses	Jr. Lifeguard Daycamp	192.00	203.00	Staff recommend a slightly larger increase to maintain consistency with other Recreation Programs, Specialty Camps, and Day Camps.
T1.27	Programming, Rentals & Other - 29	326	Arena Floor	Special Event - per day (Rentals Greater Than 5 Hours In Length) - if set up or take down is greater than 2 hours or if up staffing is required additional fees will apply	1,115.00	1,200.00	Staff are recommending increases greater than 3.5% for Special Event and Large Special Event Arena Floor Rentals based on market comparators. Additionally, staff are recommending additional verbiage to allow for recovery of additional staffing costs if setup or takedown requirements exceed 2 hours.
		327	Arena Floor	Large Special Event - per day (Applied When Arena Board Glass Or Other Changes To the Venue Are Required) - if set up or take down is greater than 2 hours or if up staffing is required additional fees will apply	1,500.00	1,600.00	
T1.28	Programming, Rentals & Other - 29	328	Arena Floor	Weekday Rental (per hour - Maximum 5 Hours)	56.00	60.00	Staff are recommending increases greater than 3.5% for Weekday and Weekend Hourly Arena Floor Rentals based on market comparators. Additionally, staff are recommending to add verbiage to communicate a 5 Hour Maximum before the daily rental rate would apply.
		329	Arena Floor	Weekend Rental (per hour - Maximum 5 Hours) - Fri 4pm - Sun 12am	76.00	80.00	
T1.29	Programming, Rentals & Other - 30	346	Light Usage	Lights - Minor Sports (per hour)	14.35	14.75	Staff are recommending a slight reduction to the calculated 3.5% increase for Light Usage Surcharges for Minor Sports as these rates are intended to reflect 50% of the Adult - Light Surcharge rate.
T1.30	Programming, Rentals & Other - 31	350	Chapel in the Park	Park Chapel Rental - Per Rental	55.00	77.00	Staff are recommending a more substantial increase from \$55.00 in 2025 to \$77.00 in 2026 (40%) to align with the rates for Pavillion rentals and Park Usage for Special Events. This venue requires additional cleaning which is part of the justification for the change and wasn't reflected in the previous rate.
T1.31	Community Centre Rentals - 33	355	Port Dover Lions C.C.	Hourly - Room A Hall Rental-Room A or B - Meetings <50 or Fitness/Sport	25.60	27.00	Staff are recommending increases higher than 3.5% for the hourly rental rates for meetings, including fitness or sport purposes held in Room A or B with attendance less than 50 and greater than 50. These changes are intended to better reflect cost recovery for function coordinator time required for each occurrence. Fee descriptions have also been updated to better reflect the criteria for each fee.
T1.32	Community Centre Rentals - 33	356	Port Dover Lions C.C.	Hourly - Room B Hall Rental-Room A or B - Meetings >50	31.75	35.00	
T1.33	Community Centre Rentals - 34	369	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Hourly - Meeting Room Rental	19.70	26.00	Staff are recommending increases higher than 3.5% for the hourly rental rate for meetings held in Medium or Large Halls. This change is intended to better reflect cost recovery for function coordinator time required for each occurrence. Medium and Large Halls have been combined in the fee schedule for simplicity and to reduce the number of fee categories for users to interpret.

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T1.34	Community Centre Rentals - 34	371	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Hall Rental - Friday - Saturday	329.00	475.00	Staff are recommending increases higher than 3.5% for the Daily Hall Rental rates for meetings held in Medium or Large Halls to include the previously optional Full Day kitchen rental charge based on demand and to reflect the opportunity cost of these all day rentals. Note: The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T1.35	Community Centre Rentals - 34	372	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Hall Rental - Sunday - Thursday	166.00	240.00	Staff are recommending increases higher than 3.5% for the Daily Hall Rental rates for meetings held in Medium or Large Halls to include the previously optional Half Day kitchen rental charge based on demand and to reflect the opportunity cost of these all day rentals. Note: The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T1.36	Community Centre Rentals - 34	374	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Meeting Room - Friday - Saturday	166.00	240.00	Staff are recommending increases higher than 3.5% for the Daily Meeting Room Rental rates for meetings held in Medium or Large Halls to include the previously optional Half Day kitchen rental charge based on demand and to reflect the opportunity cost of these all day rentals. Note: The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T1.37	Community Centre Rentals - 34	375	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Meeting Room - Sunday - Thursday	102.00	175.00	Staff are recommending increases higher than 3.5% for the Daily Meeting Room Rental rates for meetings held in Medium or Large Halls to include the previously optional Half Day kitchen rental charge based on demand and to reflect the opportunity cost of these all day rentals. Note: The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T1.38	Community Centre Rentals - 36	383	Simcoe Rec Centre	Hourly - Meeting Room Rental (Norfolk OR Dogwood)	19.60	20.50	Staff are recommending an increase higher than 3.5% for the hourly rental rate for meetings held in SRC Hall. This change is intended to better reflect cost recovery for staff time required for this specific venue which is staffed all day, every day.
T1.39	Public Works - 42	448	Drainage Services	Maintenance Fee (per property)	18.35	15.30	Staff completed a process review during the year related to drain maintenance billing and identified some administrative efficiencies which warranted a revised Schedule A full cost recovery calculation. Full cost recovery was calculated at \$15.28 on a per property basis based on the current methodology, and staff are recommending a rate of \$15.30 rounded to the nearest \$0.05.
T1.40	Realty Services - 44	455	Planning and Realty Services	Encroachment Application Fee -Initial Fee	126.00	540.00	Realty staff completed a policy review during the year which included a comparative analysis of other Municipal Encroachment fees. Through this process staff identified that the current initial and Secondary Fee system has been a source of confusion for residents and neither fee represents appropriate cost recovery as the average encroachment file can take between 25-30 hours of staff time to complete. Staff are recommending a single Encroachment Application fee going forward at a rate of \$540. this was determined based on a comparator analysis and is generally consistent with the current combined initial and secondary fees charged by Norfolk County (\$346+\$126=\$472), but is a significant increase compared to just the Initial fee. The Secondary Fee is recommended to be removed.

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Ref #	Page #	Fee #	Department/ Category	Description	Approved 2025 Rate	Proposed 2026 Rate	Reason
T1.41	Development Fees - 45	461	Committee of Adjustment	Consent	5,261.00	5,415.00	Recommended phase into full cost recovery for 2024-2027 per CS-23-006 (April 12, 2023)
		462	Committee of Adjustment	Surplus Farm Dwelling Consent/Zoning Amendment	6,290.00	6,475.00	
		463	Planning	Zoning Amendment - Regular	14,146.00	16,113.00	
		464	Planning	Zoning Amendment - Major	21,099.00	24,105.00	
		466	Planning	Official Plan Amendment - Regular	14,620.00	16,635.00	
		467	Planning	Official Plan Amendment - Major	21,989.00	24,985.00	
		468	Planning	Combined Official Plan / Zoning Amendment - Regular	19,728.00	22,809.00	
		469	Planning	Combined Official Plan / Zoning Amendment - Major	30,731.00	34,780.00	
		470	Planning	Subdivision/Condominium - Application Fee plus \$75.00 per lot	20,813.00	22,236.00	
		472	Planning	Condominium Exemption from Draft Approval	2,446.00	2,532.00	
		476	Committee of Adjustment	Standard Minor Variance	2,916.00	3,019.00	
		478	Planning	Site Plan - Regular	15,689.00	18,104.00	
		479	Planning	Site Plan - Major	25,093.00	27,936.00	
480	Planning	Site Plan Minor or Amendment	4,000.00	4,140.00			
T1.42	By-Law Services - 55	594	Building and By-Law	By-Law Appeals	257.00	300.00	Staff are recommending an increase to \$300 (16.73%) to better reflect the significant administrative time required to process By-law Appeals requests. This rate is still deemed to be far below full cost recovery, however, staff feel an incremental adjustment is warranted.

Table 2.0 Proposed Fees Not Adjusted for 2026

Table 2.0 outlines fees that have not increased by the inflationary rate of 3.5% and have been held at the approved 2025 rate. A rationale has been provided for why the fee has not been increased.

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Ref #	Page #	Fee #	Department/ Category	Description	Reason
T2.01	Legislative Services - 3	17	Legislative Services - FOI	Photocopies Per Page (black & white)	Fees set as per the Freedom of Information and Protection of Privacy Act.
		18	Legislative Services - FOI	Records Search Time for each 15 minutes	
		19	Legislative Services - FOI	Records Preparation Fee for each 15 minutes	
		20	Legislative Services - FOI	Info Request Deposit (charged when estimated amount payable is \$100 or greater)	
		21	Legislative Services - FOI	Records Released Shipping Costs	
		22	Legislative Services - FOI	CD Storage Medium - FOI Requests	

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T2.02	Corporate Services & Taxation - 4	26	POA - Finance	Electronic Transcript Fee per page - to be provided within 24 hours	Fees set as per Ontario Regulation 210/07 (Ontario Court of Justice - Fees) & Ontario Regulation 145/22 (Fees for Court Transcripts)
		27	POA - Finance	Electronic Transcript Fee per page - to be provided within 5 business days	
		28	POA - Finance	Electronic Transcript Fee per page - In any other case	
		29	POA - Finance	Paper Transcript Fee per page - to be provided within 24 hours	
		30	POA - Finance	Paper Transcript Fee per page - to be provided within 5 business days	
		31	POA - Finance	Paper Transcript Fee per page - In any other case	
		32	POA - Finance	Digital Recording Fee Single Day's Recording per Case	
		33	POA - Finance	Digital Recording Fee Multiple Day's Recording per Case	
		34	POA - Finance	Certified Copy	
		35	POA - Finance	Non-Certified Copy	

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T2.03	Public Transit - 6	60	Tickets	In Town - per ride - Adult (18-54)	An in-depth Ride Norfolk User Fee review was completed in 2024 to align our fares with neighbouring municipal transit systems and transit systems of comparable size. A number of fares were increased at that time. Additionally, base fare rates usually increase in increments of \$0.25 when warranted for cash handling and affordability reasons.
		61	Tickets	In Town - per ride - Seniors (55+) / Youth (5-17)	
		62	Tickets	All Service - Veterans, CNIB cardholders, Children 5 years and under	
		63	Tickets	Out of Town - per ride - Adult (18-54)	
		64	Tickets	Out of Town - per ride - Seniors (55+) / Youth (5-17)	
		65	Tickets	Brantford Connection Pass - Adult (18-54)	
		66	Tickets	Brantford Connection Pass - Seniors (55+) / Youth (5-17)	
		67	Tickets	Multi-Ride Pass (\$39 worth of rides in town or out of town)	
		68	Tickets	Day Pass	
		69	Tickets	Student - Term Pass - per semester	
		70	Tickets	Student - Term Pass - per semester incl. Brantford Service	
		71	Tickets	Monthly Pass - Adult (18-54)	
		72	Tickets	Monthly Pass - Seniors / Youth	
		73	Tickets	Add Brantford Service to Monthly Pass	
		74	Tickets	Family Day Pass (2 Adults + 3 Youth or 1 Adult + 4 Youth)	
75	Tickets	Family Day Pass (2 Adults + 3 Youth or 1 Adult + 4 Youth) incl. Brantford Service			

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Ref #	Page #	Fee #	Department/ Category	Description	Reason
T2.04	Marinas - 7	77	Port Dover Harbour Marina	Seasonal Berthage - Docks 1 & 2 - (with hydro & water) - 26 Foot Finger - (min. 30 ft. 27 ft. - cost per ft.) - Boats up to 30 ft.	<p>Consistent with user fee analysis completed as part of the ongoing Marinas Business Sustainability Plan Review presented within CAO-25-067 (June 12, 2025 CIC), staff are recommending a tiered rate structure based on slip size. The 2025 PDHM rate for serviced slips in the core 30'-35' range was identified as being generally in line with the target rate based on the chosen comparator group. Therefore the recommendation is to maintain status quo pricing for 26' and 30' slips, which can generally accommodate vessels between 27'-38'.</p> <p>Additionally, the minimum boat length charged for 26' slips is recommended to be reduced from 30ft. - 27ft., with a stated maximum boat size of 30ft. Similarly, the minimum for 30' slips is recommended to be reduced from 35ft. to 32ft. with a stated maximum of 38ft. These changes are intended to align with the average boat size allocated to these slips, which represents better value for some patrons. Setting a maximum for each slip category is intended to help the Marina Manager with slip allocations.</p>
T2.05	Marinas - 7	78	Port Dover Harbour Marina	Seasonal Berthage - Docks 1-4 - (with hydro & water) - 30 Foot Finger - (min. 35 ft. 32 ft. - cost per ft.) - Boats up to 38 ft.	
T2.06	Marinas - 7	79	Port Dover Harbour Marina	Seasonal Berthage - Dock 6 - (No hydro & water) - Boats up to 23 Feet (flat fee)	<p>Consistent with user fee analysis completed as part of the ongoing Marinas Business Sustainability Plan Review presented within CAO-25-067 (June 12, 2025 CIC), the 2025 PDHM flat rate for non-serviced slips was identified as being marginally high but within tolerance compared to the target rate based on the chosen comparator group. The recommendation for non-serviced slips is to maintain status quo and continue to monitor pricing to ensure continued competitiveness.</p>

Table 2.0 Proposed Fees Not Adjusted for 2026					
Ref #	Page #	Fee #	Department/ Category	Description	Reason
T2.07	Marinas - 7	82	Port Dover Harbour Marina	Daily Transient Dockage - per foot (unserviced)	All PDHM Transient Dockage Rates are recommended to remain at 2025 rates based on market factors.
T2.08		83	Port Dover Harbour Marina	Daily Transient Dockage - per foot (hydro & water)	
T2.09		84	Port Dover Harbour Marina	Weekly Transient Dockage - per foot (unserviced)	
T2.10		85	Port Dover Harbour Marina	Weekly Transient Dockage - per foot (hydro & water)	
T2.11		86	Port Dover Harbour Marina	Monthly Transient Dockage - per foot (unserviced)	
T2.12		87	Port Dover Harbour Marina	Monthly Transient Dockage - per foot (hydro & water)	
T2.13	Marinas - 8	88	Port Dover Harbour Marina	Daily Rampage	This fee was increased in 2024 and 2025 after remaining at \$20 for the prior 10 years. Recommendation is to maintain at the 2025 rate of \$30 as this is generally in line with comparators.
T2.14	Marinas - 8	95	Port Dover Harbour Marina	Winter Boat Storage – per sq. ft. (length x beam)	Staff are recommending maintaining the 2025 rate for next season as current pricing is deemed to be in line with market comparators.
T2.15	Marinas - 8	97	Port Dover Harbour Marina	Pump out - per unit	This fee was increased in 2025 and is typically updated every 2-3 years. Recommendation is to maintain at the 2025 rate of \$35.
T2.16	Marinas - 8	100	Port Dover Harbour Marina	Dock Box Rentals - per season	Staff are recommending maintaining the 2025 rate for next season as current pricing is deemed to be in line with market comparators.
T2.17	Marinas - 9	105	Port Rowan Harbour Marina	Daily Rampage	Fee was recommended to increase in 2025 to align with nearby PDHM rate. A Council resolution was adopted to reduce to \$25 to align with surrounding comparable marinas. Recommendation is to maintain at 2025 rate.
T2.18	Marinas - 10	116	Port Dover Riverfront Community Docks	General Rate & Holiday's and Friday 13th	Rcommendation is to maintain current rates for cash handling purposes.
		117	Port Dover Riverfront Community Docks	General Rate & Holiday's and Friday 13th	

Table 2.0 Proposed Fees Not Adjusted for 2026					
Ref #	Page #	Fee #	Department/ Category	Description	Reason
T2.19	Cemeteries - 14	156	Plot Sales - Oakwood & Delhi All Cemeteries	Cremation Plot (4)	Staff are recommending to hold this fee category at the 2025 rate as it is currently under review at the operational level based on recommendations received through the Cemeteries Master Plan process as well as direction provided by Council. This category has strong potential to offer a new service level and would require surveying and designating a burial section. To be considered in 2027.
T2.20	Cemeteries - 16	189	Monuments & Markers (Perpetual Care)	Flat Marker - Per Marker over 173 sq. inches	These fees are legislated by the Cemeteries Act. Fees increased by 100% in 2022 due to updated legislation.
		190	Monuments & Markers (Perpetual Care)	Monument - Upright <4 Ft in Height/Length	
		191	Monuments & Markers (Perpetual Care)	Monument - Upright > 4 Ft in Height/Length	
T2.21	Cemeteries - 17	193	Memorial Bench Program	Bench Plaque Only	Staff identified that current pricing for Memorial Bench Plaques is reflective of full cost recovery. Staff recommend holding at 2025 rate of \$750.
T2.22	Programming, Rentals & Other - 18	194	Programs - Administration	Refund Administration Fee (On cancellations within 7 days of program start date)	Staff are recommending to hold this fee at the 2025 rate. As per the Master Recreation Plan Implementation Strategy a Refund Policy will be coming forward in 2026 that will address all fees related to program withdrawals, facility rental cancellations, etc.
T2.23	Programming, Rentals & Other - 18	195	Programs - Active Living	Gear Shop Rental Fee	Staff are recommending this fee remain at the 2025 rate as the goal is to increase access to fitness/recreational equipment, and reduce barriers to participation.
T2.24	Programming, Rentals & Other - 18	197	Programs - Child/Youth	Youth Activity Fee - Pay as you Play (per person)	Staff recommend this fee remain at the 2025 rate as the goal is to ensure affordable access to recreation/fitness programming and reduce barriers to entry. This fee increased by \$0.25 in 2025.
T2.25	Programming, Rentals & Other - 18	203	Programs - Active Living	Indoor Walking/Running Walking Club - Pay as you go	Fees are collected offsite, therefore maintaining fee at a rounded dollar will ensure ease of collection. Nominal revenue generated from this activity therefore recommend maintaining at \$2.00. In most facilities with a walking track use is available for free.
T2.26	Programming, Rentals & Other - 20	218	Programs - Seniors	Delhi Friendship Centre - Satellite Seniors - Membership - 12 month	Staff are recommending this fee remain at the 2025 rate as the goal is to continue to build membership in these programs. Fee was increased in 2025.

Table 2.0 Proposed Fees Not Adjusted for 2026					
Ref #	Page #	Fee #	Department/ Category	Description	Reason
T2.27	Programming, Rentals & Other - 20	219	Programs - Seniors	Delhi Friendship Centre - Satellite Seniors - Activity Fee (Member) - excludes fitness classes	The member activity fee is a nominal rate and staff recommend keeping at \$2.00 for cash handling purposes.
T2.28	Programming, Rentals & Other - 20	220	Programs - Seniors	Delhi Friendship Centre Satellite Seniors - Activity Fee (Non-Member) - excludes fitness classes	The non-member activity fee is recommended to remain at the 2025 rate of \$5.00 for cash handling purposes as it was just increased in 2025. Rate is meant to align with the drop-in rate.
T2.29	Programming, Rentals & Other - 20	226	Programs - Camps Child/Youth	Hot Lunch Fee	Staff are recommending that this fee remain at the 2025 rate of \$5.75 as the current fee is sufficient to cover the cost of the food provided.
T2.30	Programming, Rentals & Other - 23	247	General Admission	Child	The General Admission rates Increased in 2025 and are generally only recommend to increase by \$0.25-\$0.50 every 3-5 years to ensure affordable access to recreation/fitness facilities and reduce barriers to entry.
		248	General Admission	Adult (18 +)	
		249	General Admission	Senior (age 65 + or on government pension)	
		250	General Admission	Family (up to 2 adults & 4 children)	
T2.31	Programming, Rentals & Other - 29	332	Public Skate Admissions (not offered at all facilities)	Per Participant	All Public Skate Admission rates, including Shinny Ice rates, are recommended to remain unchanged at 2025 rates. Similar to General Admission and Pay-As-You-Go rates, these are generally recommended to increase in increments of \$0.25 every 3-5 years for cash handling considerations.
		333	Shinny Ice	Per Participant	
		334	Shinny Ice	Per Participant - Senior	
		335	Adult Skate	Per Participant	
		336	School Use	Hourly Permit Fee	
T2.32	Programming, Rentals & Other - 30	345	Light Usage	Lights - General (per hour)	Staff are recommending that this fee remain at the 2025 rate as light usage surcharges are deemed to be higher than most municipal comparators.

Table 2.0 Proposed Fees Not Adjusted for 2026					
Ref #	Page #	Fee #	Department/ Category	Description	Reason
T2.33	Community Centre Rentals - 33	366	Port Dover Lions C.C.	Damage Deposit (refundable)	As these are just a deposit, there is no need for these fees to increase annually.
	Community Centre Rentals - 34	380	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Damage Deposit (refundable)	
	Community Centre Rentals - 36	389	Wfnd CC , SRC, PTD Kin, DFC	Damage Deposit (refundable)	
T2.34	Public Works - 41	441	Environmental Services	South Walsingham Transfer Station Minimum fee / each visit	As in previous years, the minimum tipping fee typically stays the same and the qualifying minimum weight is subject to change.
T2.35	Public Works - 41	442	Environmental Services	Simcoe Transfer Station Minimum fee / each visit	
T2.36	Public Works - 41	445	Environmental Services	Bulky Item Collection (per collection)	Staff are recommending holding the Bulky Item Collection fee at \$40 pending further review in conjunction with the new collection program taking effect in September 26, 2026. Per report EIS-24-068 (Resolution CIC-232) from September 2024, Council approved the implementation of a partial user pay Bulky Item Appointment Based collection program at a subsidization rate of 50%.
T2.37	Development Fees - 45	459	Planning	Preconsultation Meeting (Reimbursement If Proceeding With Planning Application)	This fee is reimbursed therefore no need to inflate
T2.38	Development Fees - 46	489	EIS - Engineering	Pre-servicing Agreement	Per Council Report FS 19-08 Annual increase of 20% until at Full Cost Recovery Rate \$2,621.00, where target subsidy is 0%. This rate was reached in 2024.
T2.39	Paid Parking - 57	604	Traffic Services	Parking Rate - Per Hour - All Zones (Parking Lots Only in Port Dover) - Daily 10am - 6pm - June 15th - Labour Day	Paid parking permit rates to remain status quo per Seasonal Paid Parking Program, OPS-24-003 - Resolution CIC-031-034.
	Paid Parking - 57	605	Traffic Services	Resident Parking Permit - Vehicle Registration Fee - All Zones - Unlimited Use - Maximum 4-hour Limit Per Parking Session	

Table 3.0 New Proposed Fees 2026

Table 3.0 outlines fees that have been added in the 2026 User Fee By-Law. Additional descriptions relevant to the new fees have been outlined in the notes column.

Table 3.0 New Proposed Fees 2026						
Ref #	Page #	Fee #	Department/ Category	Description	Proposed Fee (\$)	Reason
T3.01	Corporate Services & Taxation - 5	38	Tax - Finance	Tax and Drainage Certificate	137.00	Staff are recommending a consolidated Tax and Drainage Certificate Fee at a reduced rate based on administrative efficiencies.
T3.02	Cemeteries - 14	159	Columbaria Niche	Upper Level (2 Rows)	2,260.00	Staff are recommending a new 3-tier fee structure for columbaria. Research suggests that people prefer niches at higher levels and this approach would encourage sales to fill our columbaria niches more effectively, thereby extending the life of the asset, while also making some niches more accessible to some residents at a lower price. The recommended upper level pricing is still 8% below the current rate, whereas the recommended lower level pricing is 32% lower.
T3.03		160	Columbaria Niche	Mid Level (2 Rows)	1,970.00	
T3.04		161	Columbaria Niche	Lower Level (1 Row)	1,675.00	
T3.05	Cemeteries - 14	163	Columbaria Niche	Replacement Door Blank	200.00	Staff are recommending a new more accessible "blank" engravable granite door option for columbaria niches in response to resident feedback as well as recent bronze thefts at Norfolk County Cemeteries.
T3.06	Cemeteries - 16	181	Other Services	Affidavit Preparation Fee	100.00	Staff are recommending a new flat fee of \$100 to recover some costs associated with the significant staff time to prepare the required documentation for these requests. The process includes completing an affidavit template which enables cemetery staff to provide cemetery services to residents when their rights to a grave are not clear as defined by the Act. By affirming that they are the legal Rights holder, the affidavit protects NC from liability in the event these Rights were later contested. Staff estimate the average time to complete these requests at 8+ hours and therefore the recommended rate is deemed to be reasonable as an introductory rate.
T3.07	Cemeteries - 16	182	Other Services	Corner Marker Setting Fee	100.00	Staff are recommending a new flat fee of \$100 to recover some costs associated with staff time required to install corner markers in the precise location. Staff estimate the average time to complete these requests at 8+ hours and therefore the recommended rate is deemed to be reasonable as an introductory rate.
T3.08	Cemeteries - 16	183	Other Services	Genealogy Search Request - Per Hour	50.00	Staff are recommending an hourly charge for cemetery staff to complete genealogy search requests as these are becoming more frequent and can become time consuming for staff and this fee would enable fair recovery for services being rendered.
T3.09	Cemeteries - 16	184	Other Services	General Administrative Fee - Special Requests - Per Hour	50.00	Staff are recommending an hourly charge for cemetery staff to complete special requests and this fee would enable fair recovery for services being rendered.

Table 3.0 New Proposed Fees 2026						
Ref #	Page #	Fee #	Department/ Category	Description	Proposed Fee (\$)	Reason
T3.10	Recreation, Rentals & Other - 18	201	Programs - Active Living	Drop-in Court Fee - 10 Ticket Pass Card	41.50	Staff are recommending the introduction of a 10 ticket pass card for drop-in court use. The proposed fee represents a discount of approximately 25% vs. the single use equivalent. Staff feel this will increase administrative efficiencies and increase user satisfaction, particularly for offsite locations.
T3.11	Recreation, Rentals & Other - 20	217	Programs - Seniors	Satellite Seniors - Membership - 12 month - all inclusive	40.00	Seniors Centre programming will be expanding into satellite locations and staff are recommending a new all inclusive satellite seniors membership fee to reduce the amount of funds being collected at participating locations.
T3.12	Recreation, Rentals & Other - 23	257	Concessions	My Safe Life Course Certification and Materials	100% cost recovery	Staff are recommending a new fee representing 100% cost recovery for applicable My Safe Life Course Certification and Materials. This would be added to the 1-day program fee for all Leadership Programs.
T3.13	Recreation, Rentals & Other - 23	258	Concessions	Swim Goggles, Swim Caps, Nose Clips, Towels, Food & Beverages and other Concession related "for sale" items	110% cost recovery	Staff are recommending a new fee be added to the user fee by-law for transparency purposes to communicate the 10% markup applied to concession sales that is the current practice.
T3.14	Recreation, Rentals & Other - 24	261	Swim Pass Cards	Swim Pass (20 ticket) - Child/Senior (senior age 65+ or on government pension) - Expires after 2 years	41.00	Staff are recommending the introduction of Adult and Child/Senior 20 Ticket Swim Passes based on feedback received from patrons. This should result in administrative efficiencies.
T3.15	Recreation, Rentals & Other - 24	262	Swim Pass Cards	Swim Pass (20 ticket) - Adult - Expires after 2 years	69.00	
T3.16	Recreation, Rentals & Other - 28	323	Multi-Purpose Room Usage - Per Hour (not available at all facilities)	General Usage (per day) - rentals greater than 4 hours	120.00	Staff are recommending the introduction of a new fee for all-day General Use Multi-Purpose Room rentals based on user feedback . The recommended rate is meant to align with Hall and Community Centre rental rates. Fee would apply to any rentals greater than 4 hours. Currently many renters choose to not utilize our Multi-Purpose Rooms due to high cost and no day rate and most municipalities have day rates for similar rooms in arena facilities.
T3.17	Recreation, Rentals & Other - 29	337	Public Skate Pass - 10 ticket	Pass Card (10 skates) - Expires after 2 years	17.75	Staff are recommending the introduction of 10 use Public Skate Pass Cards in an effort to reduce cash handling requirements at arenas. The recommended rate represents a discount on 10 single use admissions.
T3.18	Recreation, Rentals & Other - 29	338	Shinny Ice Pass - 10 ticket	Pass Card (10 skates) - Expires after 2 years	41.00	
T3.19	Community Centre Rentals - 33	357	Port Dover Lions C.C.	Rooms A & B - Friday - Saturday (Licensed)	1,125.00	Staff are recommending New fees for All Day Friday or Saturday rentals for Licensed Events held in Room A OR B and A & B, which includes the previous optional kitchen and bar rental fees. Note: The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T3.20	Community Centre Rentals - 33	360	Port Dover Lions C.C.	Room A or B - Friday - Saturday (Licensed)	822.00	

Table 3.0 New Proposed Fees 2026						
Ref #	Page #	Fee #	Department/ Category	Description	Proposed Fee (\$)	Reason
T3.21	Community Centre Rentals - 34	370	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Hall Rental - Licensed Event	625.00	Staff are recommending New fees for Daily Rentals for Licenced Events held in Medium and Large Halls, which includes the previous optional kitchen and bar fees. Note: The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T3.22	Community Centre Rentals - 34	373	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Meeting Room - Licensed Event	450.00	
T3.23	Community Centre Rentals - 36	385	SRC, PTD Kin, DFC	Hall Rental - Licensed Event	325.00	
T3.24	Heritage & Culture - 39	427	Norfolk County Archives	Audio Recording (Per File)	20.00	Due to increasing requests for digital material, staff are recommending a series of fees for audiovisual content. The proposed rates are based on University and Municipal comparator rates. Digitization is subject to third party contractor rates.
T3.25		428	Norfolk County Archives	Video Recording (Per File)	25.00	
T3.26		429	Norfolk County Archives	Audio/Visual Digitization (Subject to Contractor Rates)	Full Cost Recovery	
T3.27	Realty Services - 44	456	Planning and Realty Services	Permanent Encroachments - Annual Fee (Note: Applies to New Encroachment Agreements and Consent Letters Only)	122.00	Realty staff completed a policy review during the year which included a comparative analysis of other Municipal Encroachment fees. Staff are recommending the introduction of a New Annual Fee for permanent encroachments, which represents an ongoing fee for the use of County Lands. This ongoing fee is administrative in nature and therefore staff are recommending aligning the rate with the existing Tax Loan Arrangement/Administration Fee (Corporate Services & Taxation fee #53). The average annual fee amongst comparator group where an annual fee is charged (approximately 60% or 7 of 11 comps) was \$136. Note that this fee will only apply to Encroachment Agreements (major encroachments) and Consent Letters (minor encroachments) put in place under the new policy.

Table 4.0 Fees Removed for 2026

Table 4.0 outlines fees that have been removed in the 2026 User Fee By-Law which were present in the 2025 User Fee By-Law. The rationale for removal has been included to provide additional context.

Table 4.0 Fees Removed for 2026				
Ref #	Page #	Department/ Category	Description	Reason
T4.01	General Administration - 1	Service Norfolk	Faxes for the Public	Staff recommend removing as this service is no longer provided.
T4.02	General Administration - 1	Planning and Realty Services	Newspaper Vending Boxes	Staff recommend removing as this service is no longer provided.
T4.03	General Administration - 1	Service Norfolk	Photocopies Per Page	Staff recommend removing as this service is no longer provided.
T4.04	General Administration - 1	Corporate Services Administration	Special Events Permit - Small Events (≤1,000 attendees)	Staff are recommending moving forward with a single permit fee for all Special Events at a proposed rate of \$150. The amount of work associated with a small event is similar to a larger event and the current fee discrepancy (\$122 vs. \$360) isn't deemed to be justified. Special Event Permitting is a service staff foresee adding to our selection of online payments and having 1 single user fee will improve the customer experience for the resident. The slight increase from the previous Small Event fee of \$122 will be offset by the added value of enhanced promotion. Starting in 2026, all upcoming special events will be featured on the NorfolkCounty.ca event calendar, providing organizers with additional marketing exposure and public awareness that supports stronger event attendance and community engagement
T4.05	Corporate Services & Taxation - 4	POA - Finance	POA Interview Room Rental - 1/2 day charge (from 8:30am - 12:00pm or 1:00pm - 4:30pm)	Staff recommend removing this fee as this service is no longer provided due to minimal usage.
T4.06	Corporate Services & Taxation - 4	POA - Finance	POA Interview Room Rental - Additional hourly cost after 1/2 day charge	Staff recommend removing this fee as this service is no longer provided due to minimal usage.

Table 4.0 Fees Removed for 2026				
Ref #	Page #	Department/ Category	Description	Reason
T4.07	Cemeteries - 14	Plot Sales - Oakwood & Delhi	Single Grave	Consistent with recommendations provided within the Cemeteries Master Plan, presented to Council in April 2025, staff are recommending to remove the Rural Fee Category and align Single Grave Plot Sale rates for All Cemeteries. Additionally, staff recommend to remove the "Preferred" distinction from Single Grave Plot Sales and to use the existing preferred rate as the go-forward Single Grave rate for All Cemeteries.
T4.08	Cemeteries - 14	Rural Cemeteries - Plot Sales	Single Grave	The consolidated Single Grave Rate is consistent with rates charged by nearby municipalities, which range from \$1,162-\$1,369 for a single grave plot. While these changes represent a one-time increase of 48% to rural rates, this category represents less than 10% of Norfolk County Cemetery plot sales and interments. Additionally, this will proportionately increase the contribution to the regulated Care and Maintenance Fund which also helps support rural cemeteries and reduces the burden on the Levy.
T4.09	Cemeteries - 14	Rural Cemeteries - Plot Sales	Single Cremation Plot (1)	Consistent with recommendations provided within the Cemeteries Master Plan, presented to Council in April 2025, staff are recommending to remove the Rural Fee Category and align fees for All Cemeteries. The Single Cremation Plot will no longer be available at Rural Cemeteries, only at Oakwood and Delhi Cemeteries.
T4.10	Cemeteries - 14	Oakwood Cemetery Columbarium	Niche purchase - Holds two urns- Includes a bronze plaque and inscription	Staff are recommending a new 3-tier fee structure for columbaria which will replace the current singular Niche Purchase fee and therefore it is recommended to be removed. Research suggests that people prefer niches at higher levels and this approach would encourage sales to fill our columbaria niches more effectively, thereby extending the life of the asset, while also making some niches more accessible to some residents at a lower price. The recommended upper level pricing is still 8% below the current rate, whereas the recommended lower level pricing is 32% lower.

Table 4.0 Fees Removed for 2026				
Ref #	Page #	Department/ Category	Description	Reason
T4.11	Cemeteries - 15	Rural - Interments - Summer - Apr 16th to Dec 31st	Adult	Staff are recommending to eliminate the Rural category of fees. Interment fees are currently the same as those for Oakwood and Delhi and are therefore redundant. Disinterment fees were previously higher for Rural Cemeteries than for Oakwood and Delhi due to the logistics of providing specialized equipment and staff to more remote locations, however, with the increase to the underlying fees, these should all be aligned.
T4.12		Rural - Interments - Summer - Apr 16th to Dec 31st	Child	
T4.13		Rural - Interments - Summer - Apr 16th to Dec 31st	Cremation	
T4.14		Rural - Interments - Winter - Jan 1st to Apr 15th	Adult	
T4.15		Rural - Interments - Winter - Jan 1st to Apr 15th	Child	
T4.16		Rural - Interments - Winter - Jan 1st to Apr 15th	Cremation	
T4.17		Rural Disinterment - May 1st - Nov 1st Only	Removal only	
T4.18		Rural Disinterment - May 1st - Nov 1st Only	Cremation - removal only	
T4.19	Cemeteries - 16	Other Services	Sodding of Graves - Per Grave	Staff recommend removing this fee as this is not typically requested and is higher risk due to high expectations.
T4.20	Programming, Rentals & Other - 19	Programs - Children's	Babysitting Course	Staff recommend removing this fee. Babysitting Course / Home Alone courses and other Leadership style courses will be costed based on the 1 day Program Fee (Fee#223) plus any additional certification costs and workbooks/ manuals/ etc. It should be noted that this fee was for a course that was 2 days long. The governing body of My Safe Life is changing course focus to be a 1 day program only.

Table 4.0 Fees Removed for 2026				
Ref #	Page #	Department/ Category	Description	Reason
T4.21	Programming, Rentals & Other - 27	Specialty Courses - General	Standard First Aid Recert	Staff are recommending that the Standard First Aid Recertification and Airway Management specialty courses be removed from the schedule as these courses have not been offered by Norfolk County Acquatics in recent years.
T4.22	Programming, Rentals & Other - 27	Specialty Courses - General	Airway Management	
T4.23	Community Centre Rentals - 33	Port Dover Lions C.C.	Kitchen Usage - Weekend/Weekday - Full Day - with Hall Rental - Over 4 Hours	The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T4.24			Kitchen Usage - Weekend/Weekday - Half Day - with Hall Rental - Over 4 Hours	
T4.25			Bar Rental Fee - for events with Special Occasion Permit	
T4.26	Community Centre Rentals - 33	Port Dover Lions C.C.	Discount on Rental - Funerals (Full-day rentals only)	Staff are recommending again to remove the 25% discount or subsidy provided for Hall/CC rentals for funerals and they do not feel that tax payers should subsidize private funeral services. Additionally, this is determined to not be common practice across municipalities.
	Community Centre Rentals 34	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC		
	Community Centre Rentals 36	Wfcd CC, SRC , PTD Kin, DFC		
T4.27	Community Centre Rentals - 34	Port Rowan CC, Langton CC, Courtland CC, Vittoria & District CC, St. Williams CC, Waterford, CC	Kitchen Usage - Weekend/Weekday - Full Day - with Hall Rental - Over 4 Hours	The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T4.28			Kitchen Usage - Weekend/Weekday - Half Day - with Hall Rental - Over 4 Hours	
T4.29			Bar Rental - for events with Special Occasion Permit	
T4.30	Community Centre Rentals 35	Vit Dist. CC, Sim Rec Centre, St. Williams CC	Medium Halls Fee Category - All Fees	Staff are recommending consolidation of the Medium and Large Fee Categories, using the Large Fee Category rates as the basis for the go forward rates. There is not enough of a distinction between the two categories in terms of the work required to justify separate rates and this will also help to simplify the rate schedule for users.

Table 4.0 Fees Removed for 2026				
Ref #	Page #	Department/ Category	Description	Reason
T4.31	Community Centre Rentals 36	Wtfd CC , PTD Kin, DFC	Hourly - Meeting Room Rental	Waterford Community Centre has been moved to the consolidated Medium-Large Halls schedule. As such, the remaining two facilities in the Small Halls & Community Centres category do not have any meeting rooms available, therefore, all meeting room related rental fees are recommended to be removed.
T4.32			Meeting Room/Basements - Friday - Saturday	
T4.33			Meeting Room/Basements - Sunday - Thursday	
T4.34	Community Centre Rentals 36	Wtfd CC , PTD Kin, DFC	Kitchen Usage - Weekend/Weekday - Full Day - Caterers for Events Elsewhere	The optional full day/half day kitchen usage fees and bar rental fee are recommended to be removed as they are now being incorporated into the applicable daily rates to better align with comparator fees. This change will also help facilitate online bookings.
T4.35			Kitchen Usage - Weekend/Weekday - Half Day - Caterers for Events Elsewhere	
T4.36			Kitchen Usage - Weekend/Weekday - Full Day - with Hall Rental (Waterford CC only - all other facilities rental rate includes kitchenette usage)	
T4.37			Kitchen Usage - Weekend/Weekday - Half Day - with Hall Rental (Waterford CC only - all other facilities rental rate includes kitchenette usage)	
T4.38			Bar Rental Fee - for events with Special Occasion Permit	
T4.39	Public Works - 42	Drainage Services	Formulate a Mutual Agreement Drain as per the Drainage Act	Staff are recommending that this fee be removed as it is no longer required.
T4.40	Realty Services - 44	Planning and Realty Services	Encroachment Applications - Secondary Fee (for a full review and staff report is required)	Realty staff completed a policy review during the year which included a comparative analysis of other Municipal Encroachment fees. Through this process staff identified that the current initial and Secondary Fee system has been a source of confusion for residents and neither fee represents appropriate cost recovery as the average encroachment file can take between 25-30 hours of staff time to complete. Staff are recommending a single Encroachment Application fee going forward at a rate of \$540. this was determined based on a comparator analysis and is generally consistent with the current combined initial and secondary fees charged by Norfolk County (\$346+\$126=\$472), but is a significant increase compared to just the Initial fee. The Secondary Fee is recommended to be removed.