

To: City Council

From: Stephanie Sinnott, Commissioner,  
Corporate and Finance Services Department

Report Number: CNCL-25-94

Date of Report: December 10, 2025

Date of Meeting: December 15, 2025

Subject: Fees and Charges Amendment

Ward: All Wards

File: 03-05

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## **1.0 Purpose**

The purpose of this report is to obtain Council approval for further amendments to the City's Fees and Charges By-law 109-2024, as amended ("Fees and Charges By-law").

Attachment 1 is the draft amending by-law.

## **2.0 Recommendation**

It is recommended to City Council:

That based on Report CNCL-25-94, dated December 10, 2025, the changes to Fees and Charges By-law 109-2024, as amended be approved and the necessary amending by-law as generally set out in Attachment 1 to said Report be passed in a form and content satisfactory to the City Solicitor.

## **3.0 Input From Other Sources**

- Corporate and Finance Services Department
- Community and Operations Services Department
- Economic and Development Services Department
- Legislative Services
- Safety and Facilities Services Department

## **4.0 Analysis**

Section 391 of the Municipal Act, 2001, S.O. 2001, c. 25 ("Municipal Act, 2001") permits a municipality to pass a by-law regarding fees and charges:

Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

- (a) “for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property including property under its control”.

In addition, Section 69(1) the Planning Act, R.S.O. 1990, c. P.13 (“Planning Act”) allows a municipality to pass a by-law to establish fees for the processing of applications made in respect of planning matters, in which, the fee “shall be designed to meet only the anticipated cost to the municipality”.

The recommended changes to the Fees and Charges By-law outlined in this Report are aligned with the City’s guiding principles of financial stewardship including:

- Being proactive and innovative in providing cost effective core programs, services and facilities responsive to community needs while living within our means;
- Focusing attention on critical areas;
- Making informed decisions that support sustainability;
- Ensuring responsible taxation; and
- Ensuring a sound and sustainable financial future.

At its meeting of September 29, 2025 through Report CF-25-44, Council adopted a series of amendments to the Fees and Charges By-law; however, additional amendments are required.

#### **4.1 Schedule B.2 - Right of Way (Road Occupancy)**

The schedule approved in September sets out the following fees for Right of Way:

<b>Right-of-Way (for use of, work within or impacts to)</b>	<b>Effective through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Road occupancy permit – complex	\$150	\$87.50
Roadway Restoration	\$150	\$154.50

The proposed amendment changes the 2026 fee for the Road Occupancy Permit – Complex and corrects the name for the Roadway Restoration Fee. In addition, the proposed amendment corrects the missing Roadway Degradation Damage Deposit Fee that was inadvertently missed:

Right-of-Way (for use of, work within or impacts to)	Effective through December 31, 2025	Effective January 1, 2026
Road occupancy permit – complex	\$150	\$154.50
Roadway Restoration Application Fee	\$150	\$154.50
Roadway Degradation Damage Deposit Fee (per square metre)	\$28	\$28.50

#### **4.2 Schedule B.2 - Sidewalk Cafes (Outside the Downtown)**

The current by-law includes fees for Sidewalk Cafes outside of the downtown area that are being eliminated in 2026. This amendment is brought forward for transparency in the removal of the fee.

#### **4.3 Schedule B.2 - Special Events Permits**

The current by-law includes fees for special events that are being eliminated in 2026. This amendment is brought forward for transparency in the removal of the fee:

#### **4.4 Schedule B.3 - Recreation Services – Tennis and Squash Courts**

The amendments considered in September indicated Tennis and Squash Court recreation fees were effective through to December 31, 2025; however, the new fee was not effective until September 1, 2026. Therefore, the table header must be amended to clarify that the current fees are effective through to August 31, 2026.

#### **4.5 Schedule B.3 - Outdoor Facility Rentals – Non-Sport Use**

Amendments adopted in September for Park Space Rentals did not reference that the rate in 2026 is to be a per-day rate as opposed to per four hours. The proposed amendment corrects the header of this section of table; the fees remain unchanged.

#### **4.6 Schedule B.3 - Park Facility Rentals**

Amendments adopted in September for Park Facility Rentals did not reference that the rate in 2026 is moving to a per-day rate as opposed to per four hours. The proposed amendment corrects the header of this section of table, the fees in this table remain unchanged.

#### 4.7 Schedule B.3 - Admission and Membership Fees – Level 2 Fitness Centre

The amendments adopted in September reference passes for “Child/Youth” categories; however, the fee names are for “Youth (13-17 years of age)” and should read as follows:

Admission and Memberships Level 2: Fitness Centre	Effective through December 31, 2025	Effective January 1, 2026
Single Admission – Youth (13-17 years of age)	\$4.87	\$8.85
1 Month Pass – Youth (13-17 years of age)	\$38	\$40
3 Month Pass – Youth (13-17 years of age)	\$94.75	\$99.50
6 Month Pass – Youth (13-17 years of age)	\$142.02	\$150
12 Month Pass – Youth (13-17 years of age)	\$238.92	\$252.24

#### 4.8 Schedule B.3 - Membership Add-on for Racquet Sports

The rates approved in September referenced effective dates that are consistent with the calendar year; however, the effective dates for the one-, three-, six- and twelve-month passes should align with program offerings, making the current fees effective until August 31, 2026 and the new rates effective September 1, 2026. For the Group Fitness Membership add-on, dates should align with registration, making the current fees effective until the Spring 2026 registration, and new fees become effective for the Summer 2026 registrations.

#### 4.9 Schedule B.3 - Drop In Rates

The amendments adopted in September provided that the current rates were effective until March 31, 2026, with the new rates starting on April 1, 2026. The corrected dates make the current rates effective until August 31, 2026, and the new rates effective September 1, 2026, for figure skating, soccer fieldhouse use, shinny and athletic use of Track and Field Facilities.

Corrected effective dates for Fitness Drop In programs align current rates with spring 2026 registration and the new rates to be effective for the summer 2026 registration.

#### 4.10 Schedule B.3 - Ice Program

The Ice Program fees require a fee name change as the wrong title was inadvertently included. The Ice Program “Hockey League – Adult (per team per game)” has been corrected to “Learn to Skate/Hockey Skills – Inclusion – Parented”.

#### **4.11 Schedule B.3 - Administrative Fees**

Cancellation fees for Rentals, Programs and Aquatic Leadership and Camps were amended in March 2025 to change the fees from a flat rate to a percentage based on the timing of the cancellation. The by-law brought forward in September 2025 inadvertently did not include the revised cancellation fee structure therefore the proposed amending by-law reestablishes these fees.

#### **4.12 Schedule C.3 – Specific Inspections**

The amendment approved in September increased the fees for reinspection where there is no compliance and maintained the same fee for miscellaneous inspections; however, the increase should have been applied to the miscellaneous inspections, not reinspection.

<b>Specific Inspection</b>	<b>Effective through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Re-inspections where there is no compliance & all subsequent inspections (per hour) (minimum two hours)	\$100	\$100
Miscellaneous inspections not otherwise specified (per hour) (minimum two hours)	\$100	\$110

#### **4.13 Schedule D.1 – Planning and Engineering Applications**

The new fee for a Draft Plan Approval or Amendment to Draft Approval for Subdivision was incorrectly listed for 2026 as being \$38,246 plus \$49 per lot/block for the first 200 lots/blocks and \$270 per lot/block over 200 lots/blocks. The actual rate should have been \$38,246 plus \$493 per lot/block for the first 200 lots/blocks and \$274 per lot/block over 200 lots/blocks.

The potential fee for a minor variance application that covers multiple lots may exceed the fee for a zoning by-law amendment application since the minor variance fee for freehold lots is on a per lot basis. To enable builders to use the minor variance process rather than zoning by-law amendment application for zoning matters that are more appropriately dealt with by the Committee of Adjustment, a new maximum fee of \$11,414 is created for minor variance applications.

### **5.0 Financial Implications**

The financial changes contained within this report are related to clerical errors.

Financial impacts have been previously reflected in Report CF-25-44 dated September 3, 2025 and were incorporated correctly in the 2026 Mayor's Budget.

## 6.0 Relationship to the Oshawa Strategic Plan

This report responds to the Oshawa Strategic Plan Priority Area “Lead: Governance and Service Excellence” with the goal to provide transparent, efficient, and responsible fiscal stewardship and use of resources.

A handwritten signature in black ink, appearing to read 'S. Sinnott', with a long horizontal line extending to the left.

Stephanie Sinnott, Commissioner,  
Corporate and Finance Services Department



**By-law XX-2025  
of The Corporation of the City of Oshawa**

Being a by-law to amend Schedules "B.2", "B.3", "C.1", "C.3", "D.1", and "E.1" of Fees and Charges By-law 109-2024, as amended.

Whereas the Council of The Corporation of the City of Oshawa considers it desirable to further amend By-law 109-2024, as amended ("By-law 109-2024").

Therefore, it is enacted as a by-law of The Corporation of the City of Oshawa as follows:

1. That Schedule B.2 - Right-of-Way is hereby further amended as follows:

- a. Amending the approved Right of Way fees from Schedule B.2 of By-law 109-2024 as follows:

<b>Right-of-Way (for use of, work within or impacts to)</b>	<b>Effective through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Road occupancy permit – complex	\$150	\$87.50
Roadway Restoration	\$150	\$154.50

- b. Adding the omitted Roadway Degradation Damage Deposit Fee and correcting the language used for the Roadway Restoration Fee as follows:

<b>Right-of-Way (for use of, work within or impacts to)</b>	<b>Effective through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Road occupancy permit – complex	\$150	<b>\$154.50</b>
<b>Roadway Restoration Application Fee</b>	\$150	\$154.50
<b>Roadway Degradation Damage Deposit Fee (per square metre)</b>	<b>\$28</b>	<b>\$28.50</b>

2. That Schedule B.2 - Sidewalk Cafes (Outside the Downtown) is hereby further amended as follows:

- a. Amending the approved Sidewalk Cafes (Outside the Downtown) fees that were previously omitted from Schedule B.2 of By-law 109-2024 by including the table for transparency.

3. That Schedule B.2 - Special Events Permits is hereby further amended as follows:

- a. Amending the approved fees for special events fees that were previously omitted from Schedule B.2 of By-law 109-2024 by including the table for transparency.

4. That Schedule B.3 - Recreation Services - Tennis and Squash Courts is hereby further amended as follows:

- a. Amending the approved fees from Schedule B.3 - Recreation Services - Tennis and Squash Courts of By-law 109-2024 by amending the effective dates in the table from December 31, 2025, to August 31, 2026. The fees remain unchanged.

<b>Tennis and Squash Courts</b> Per hour except where noted Fees do not include insurance	<b>Effective through August 31, 2026</b>	<b>Effective September 1, 2026</b>
Squash Court – Member	\$5.31	\$5.31
Squash Court – Non-Member	\$19.47	\$19.47
Tennis Court – Member	\$15.93	\$17.70
Tennis Court – Non-Member	\$31.86	\$33.63

5. That Schedule B.3 - Outdoor Facility Rentals - Non-Sport Use is hereby further amended as follows:

- a. Amending the approved fees from Schedule B.3 - Outdoor Facility Rentals - Non-Sport Use of By-law 109-2024 by revising the table header to read “per day” as opposed to “per 4 hours”. The fees remain unchanged.

6. That Schedule B.3 - Park Facility Rentals is hereby further amended as follows:

- a. Amending the approved fees from Schedule B.3 - Park Facility Rentals of By-law 109-2024 by revising the table header to read “per day” as opposed to “per 4 hours”. The fees remain unchanged.

7. That Schedule B.3 - Admission and Membership Fees Level 2 Fitness Centre – is hereby further amended as follows:

- a. Amending the approved Admission and Memberships Level 2: Fitness Centre fees from Schedule B.3 of By-law 109-2024 as follows:

<b>Admission and Memberships Level 2: Fitness Centre</b>	<b>Effective through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Single Admission – Child/Youth	\$4.87	\$8.85
1 Month Pass – Child/Youth	\$38	\$40
3 Month Pass – Child/Youth	\$94.75	\$99.50
6 Month Pass – Child/Youth	\$142.02	\$150
12 Month Pass – Child/Youth	\$238.92	\$252.24



- b. Revising the fee names to delete “Child/Youth” and add “Youth (13-17 years of age)”  
The fees remain unchanged.

<b>Admission and Memberships Level 2: Fitness Centre</b>	<b>Effective through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Single Admission – <b>Youth (13-17 years of age)</b>	\$4.87	\$8.85
1 Month Pass – <b>Youth (13-17 years of age)</b>	\$38	\$40
3 Month Pass – <b>Youth (13-17 years of age)</b>	\$94.75	\$99.50
6 Month Pass – <b>Youth (13-17 years of age)</b>	\$142.02	\$150
12 Month Pass – <b>Youth (13-17 years of age)</b>	\$238.92	\$252.24

8. That Schedule B.3 - Membership Add-on for Racquet Sports is hereby further amended as follows:
- a. Amending the approved fees from Schedule B.3 – Membership Add-on for Racquet Sports of By-law 109-2024 by amending the dates in the table for monthly passes from December 31, 2025, to August 31, 2026. The fees remain unchanged.
  - b. Amending the approved fees from Schedule B.3 – Membership Add-on for Racquet Sports of By-law 109-2024 by amending the effective dates in the table from December 31, 2025, to Spring Registration 2026 for Group Fitness (Per Session). The fee remains unchanged.
9. That Schedule B.3 - Drop In Rates is hereby further amended as follows:
- a. Amending the approved fees from Schedule B.3 – Drop In of By-law 109-2024 by amending the effective date in the table from March 31, 2026, to August 31, 2026, for figure skating, soccer fieldhouse use, shinny and athletics use of track and field facilities. The fees remain unchanged.
  - b. Amending the approved fees from Schedule B.3 – Drop In of By-law 109-2024 by amending the effective dates from March 31, 2026, to Spring Registration 2026 for Fitness – General and Fitness - Specialty including Aqua Fitness. The fees remain unchanged.

10. That Schedule B.3 - Ice Program is hereby further amended as follows:

- a. Amending the approved fees from Schedule B.3 – Ice Program of By-law 109-2024 by amending the fee name from “Hockey League – Adult (per team per game)” to “Learn to Skate/Hockey Skills – Inclusion – Parented”.

11. That Schedule B.3 - Administrative Fees is hereby further amended as follows:

- a. Amending the approved fees for cancellation for Rentals and Programs from Schedule B.3 - Administrative Fees of By-law 109-2024 by amending the effective date from January 1, 2026, to October 1, 2025.

12. That Schedule C.3 - Specific Inspections is hereby further amended as follows:

- a. Amending the approved fees for Schedule C.3 – Specific Inspections of By-law 109-2024 as follows:

<b>Specific Inspection</b>	<b>Effective through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Re-inspections where there is no compliance & all subsequent inspections (per hour) (minimum two hours)	\$100	\$110
Miscellaneous inspections not otherwise specified (per hour) (minimum two hours)	\$100	\$100

- b. Revising the fee for “Re-inspections where there is no compliance & all subsequent inspections” and revising the fee for “Miscellaneous inspections not otherwise specified” as follows:

<b>Specific Inspection</b>	<b>Effective through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Re-inspections where there is no compliance & all subsequent inspections (per hour) (minimum two hours)	\$100	<b>\$100</b>
Miscellaneous inspections not otherwise specified (per hour) (minimum two hours)	\$100	<b>\$110</b>

13. That Schedule D.1 - Planning and Engineering Applications is hereby further amended as follows:

- a. Amending the approved fees for Schedule D.1 – Planning and Engineering Applications of By-law 109-2024 as follows:

<b>Planning and Engineering Applications</b>	<b>Effective Through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Draft Plan Approval or Amendment to Draft Approval for Subdivisions	\$37,132 plus \$478 per lot/block for the first 200 lots/blocks and \$266 per lot/block over 200 lots/blocks	\$38,246 plus \$49. per lot/block for the first 200 lots/blocks and \$274 per lot/block over 200 lots/blocks
Minor Variance (Application to the Committee of Adjustment under Section 45 of the Planning Act)	\$831 per lot or proposed lot (for single detached, semidetached, duplex, street townhouse, accessory apartment or converted dwellings)  All other residential: \$1,989 per lot or proposed lot.  All other non-Residential: \$1,989  Tabling (applicant's request): \$337  Special Meeting: \$1,660(in addition to the relevant fee)	\$856 per lot or proposed lot (for single detached, semidetached, duplex, street townhouse, accessory apartment or converted dwellings)  All other residential: \$2,049 per lot or proposed lot.  All other non-Residential: \$2,049  Tabling (applicant's request): \$348  Special Meeting: \$1,710 (in addition to the relevant fee)

- b. Revising the fee for “Draft Plan Approval or Amendment to Draft Approval for Subdivision” as follows:

<b>Planning and Engineering Applications</b>	<b>Effective Through December 31, 2025</b>	<b>Effective January 1, 2026</b>
Draft Plan Approval or Amendment to Draft Approval for Subdivisions	\$37,132 plus \$478 per lot/block for the first 200 lots/blocks and \$266 per lot/block over 200 lots/blocks	\$38,246 plus <b>\$493</b> per lot/block for the first 200 lots/blocks and \$274 per lot/block over 200 lots/blocks

Planning and Engineering Applications	Effective Through December 31, 2025	Effective January 1, 2026
Minor Variance (Application to the Committee of Adjustment under Section 45 of the Planning Act)	<p>\$831 per lot or proposed lot (for single detached, semidetached, duplex, street townhouse, accessory apartment or converted dwellings)</p> <p>All other residential: \$1,989 per lot or proposed lot.</p> <p>All other non-Residential: \$1,989</p> <p>Tabling (applicant's request): \$337</p> <p>Special Meeting: \$1,660(in addition to the relevant fee)</p>	<p>\$856 per lot or proposed lot <b>but in no case shall the fee exceed \$11,414</b> (for single detached, semidetached, duplex, street townhouse, accessory apartment or converted dwellings)</p> <p>All other residential: \$2,049 per lot or proposed lot.</p> <p>All other non-Residential: \$2,049</p> <p>Tabling (applicant's request): \$348</p> <p>Special Meeting: \$1,710 (in addition to the relevant fee)</p>

By-law passed this 15th day of December 2025.

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Mayor

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City Clerk