

Legal Services Fees and Charges

Effective Date: January 1, 2024

| City Manager's Office Legal Services Division | | | |
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| Practice Area: Real Estate | | | |
| Fee Name | Fee Basis | 2024 Fee (Excluding HST) | Applicable Taxes (HST 13% or HST Exempt) |
| Complex Documents and Agreements including, but not limited to: <ol style="list-style-type: none"> 1. Encroachment Agreements 2. Easement Agreements 3. Shared Facilities Agreements 4. Assumption Agreements 5. License Agreements 6. Agreements of Purchase and Sale 7. Reciprocal Agreements 8. Land Exchange Agreements 9. Lease Agreements 10. Management and Operation Agreements 11. Memorandum of Agreements/Understanding 12. Joint Use Agreements | Per Document or Agreement depending on time spent as determined by the Legal Counsel | \$7,725.00 to \$25,750.00 plus disbursements | 13% |
| Moderate Complexity Documents and Agreements including, but not limited to: <ol style="list-style-type: none"> 1. Encroachment Agreements 2. Easement Agreements 3. Shared Facilities Agreements 4. Assumption Agreements | Per Document or Agreement depending on time spent as determined by the Legal Counsel | \$4,120.00 to \$7,725.00 Plus disbursement | 13% |

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| 5. License Agreements 6. Agreements of Purchase and Sale 7. Reciprocal Agreements 8. Land Exchange Agreements 9. Lease Agreements 10. Management and Operation Agreements 11. Memorandum of Agreements/Understanding 12. Joint Use Agreements 13. Consent to Enter 14. Amending Agreements | | | |
| Routine Documents and Agreements including, but not limited to: 1. Encroachment Agreements 2. Easement Agreements 3. Assumption Agreements 4. License Agreements 5. Agreements of Purchase and Sale 6. Reciprocal Agreements 7. Amending Agreements 8. Renewal Agreements 9. Extension Agreements 10. Management and Operation Agreements 11. Lease Agreements 12. Memorandum of Agreements/Understanding 13. Releases 14. Waivers 15. Notices 16. Consent to Enter 17. Authorization Letters 18. Miscellaneous Letters | Per Document or Agreement depending on: (a) time spent as determined by the Legal Counsel; or (b) use of an unmodified standard form of agreement | \$258 to \$4,120.00 plus disbursements | 13% |

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| Responses to inquiries from Law Firms or members of the public, including but not limited to: 1. Third party real estate transaction inquiries; 2. Miscellaneous title matters or opinions | For each request per address or per tax roll number involved depending on time spent as determined by Legal Counsel | \$155.00 to \$515.00 plus disbursements | 13% |
| Release and Abandonment of Easement 1. Where the other party has an easement over City lands (City's request to remove easement); or 2. Where the City has an easement over the other party's lands (other party's request to remove easement) | For each request per address or per tax roll number involved depending on time spent as determined by Legal Counsel | \$0 \$309.00 - \$515.00 plus disbursements | 13% |
| Encroachment Agreement Registration or discharge | Per Agreement | \$278.00 plus disbursement | 13% |
| Registration and/or discharge of miscellaneous Notices and Documents other than encroachment agreements | Per Document | \$278.00 plus disbursement | 13% |
| Agreements prepared for Registered Community Groups in accordance with our Policy then in effect as determined by the Commissioner of Community Services. | Per Agreement | \$258.00 - \$515.00 plus disbursements | 13% |
| Agreements with the Region of Peel. | Per Agreement | Reciprocal Policy of not charging fees | HST Exempt |

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| Practice Area: Planning & Development or General Municipal | | | |
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| <p>Complex Documents and Agreements including requirements for site specific special clauses, as follows:</p> <ul style="list-style-type: none"> - Preparation, negotiation, review and/or registration of complex documents/agreements (i.e. nonstandard or requiring site specific and/or special clauses), including, but not limited to the following: Acknowledgement Agreements, Subdivision Agreements, Development Agreements, Site Development Plan Agreements, Structural Support Agreements, Joint Utility Corridor Agreements, Encroachment Agreements, Easement Agreements, Assumption Agreements, Future Mutual Access Agreements, Section 37 Planning Act Agreements, Licensing Agreements, Reciprocal Agreements, Pre-dedication Land Agreements, Common Elements/Vacant Land Servicing Agreements, Conditional Building Permit Agreements, | <p>Per Document or Agreement Depending on the Complexity and time spent as determined by the City Solicitor, Legal Services</p> | <p>\$8,140.00 to \$23,880.00 plus disbursements</p> | <p>13%</p> |

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| Section 45 Planning, etcetera | | | |
| Plans of Subdivision Applications - Review, preparation and/or registration of Subdivision Agreement and standard compliance documents | Per M Plan | \$5,070.00 plus disbursements | 13% |
| Amendments to Subdivision Agreements - Preparation, review and/or registration of documents | Per Document | \$1,517.00 plus disbursements | 13% |
| Exemption from Part Lot Control - Review, preparation and/or registration of Exemption By-Law and supporting documents | Per Document | \$955.00 plus disbursements | 13% |
| Lifting .3 meter Reserves - Review, preparation and/or registration of By- law | Per Document | \$955.00 plus disbursements | 13% |
| Payment in Lieu of Off-street Parking PIL Agreements - Review, preparation and/or registration of documents | Per Document | \$932.00 plus disbursements | 13% |
| Applications for Site Plan and Rezoning - Review and/or registration of documents satisfying land conditions | Per Document or Agreement Depending on the Complexity and time spent as determined by | \$1,061.00 to \$5,384.00 plus disbursements | 13% |

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| <p>identified in Application including, but not limited to, Transfers for Road Widening and/or Sight Triangles, Transfers of Easements, Save Harmless Agreements, Warning Clause Agreements, Future Mutual Access Agreements, Acknowledgement Agreements, Common Element or Vacant Land Condominium Servicing Agreements, Pedestrian Walkway Easements, etcetera</p> <p>- Review and/or registration of Development Agreements arising from rezoning applications and applications for the lifting of "H" designations and review and/or registration of Site Plan Agreements</p> | the City Solicitor, Legal Services | | |
| <p>Encroachment Agreements prepared by Legal Services Staff</p> <p>- Preparation, review and/or registration of Encroachment Agreement</p> | Per Agreement | \$1,061.00 plus disbursements | 13% |
| Development Charge Deferral or Credit Agreement | Per Agreement | \$1,061.00 plus disbursements | 13% |

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| - Preparation, review and/or registration of Agreement | | | |
| Limiting Distance and Spatial Separation Agreements and Pedestrian Walkway Easements - Preparation, review and/or registration of Agreement and/or Easement documents | Per Agreement | \$1,517.00 plus disbursements | 13% |
| Routine Documents and Agreements - Preparation, negotiation, review and/or registration of documents or agreements including but not limited to the following: Private Fire Hydrant Agreements, Off Site Parking Agreements, Save Harmless Agreements, Warning Clause Agreements, Section 37 Planning Act Agreements, Assignment Agreements, Status (Estoppel) Certificates, Easements, Amending Agreements, Municipal Obligations Agreement, etcetera | Per Document or Agreement depending on the complexity or time spent as determined by the City Solicitor, Legal Services | \$1,061.00 to \$3,482.00 plus disbursements | 13% |
| Official Documents or Statutory Requirement Documents | Per Document | \$191.00 plus disbursements | 13% |

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| - Obtaining, but not limited to, Articles of Incorporation, Articles of Amalgamation, Partnership Certificate, Limited Partnership Certificate; Letters Patent, Court Orders etcetera | | | |
| Committee of Adjustment - Preparation, review and/or registration of documents to satisfy Committee conditions including, but not limited to, Transfers for Road Widening and/or Sight Triangles, Transfers of Easements, Save Harmless Agreements, Warning Clause Agreements, Future Mutual Access Agreements, Off Site Parking Agreements, Section 45 Planning Act agreements, Section 53 Planning Act agreements, etcetera | Per Application | \$1,061.00 plus disbursements | 13% |
| Responses to inquiries from Law Firms or members of the public, including but not limited to: 1. Third party real estate transaction inquiries; 2. Miscellaneous matters including preparation and | For each request per address or per tax roll number involved depending on time spent as determined by Legal Counsel | \$155.00 to \$515.00 plus disbursements | 13% |

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| registration of instruments for the release of agreements from title | | | |
| Property Standards Orders <ul style="list-style-type: none"> - Review, preparation and registration of Property Standards Orders | Per Order | \$178.00 plus disbursements | 13% |
| Property Standards Orders <ul style="list-style-type: none"> - Review, preparation and registration of removal of registered Property Standards Orders | Per Order | \$178.00 plus disbursements | 13% |
| Requests for Non-Party Production of City Documents (including Orders under Court or Tribunal Rules) | Per Response up to 30 pages, thereafter Per Page of Record Reviewed | \$298.00 plus disbursements for first 30 pages reviewed and produced, plus \$0.25 per page thereafter | 13% |
| Electronic Documents (CD-ROM or Flash Drive) | Per CD/Flash Drive | \$23.00 | 13% |
| Insurance and Claims <ul style="list-style-type: none"> - Administrative Service Charge (overhead) on all claims recoveries from 3rd parties above actual cost of damage (e.g. damages within road allowance caused by third party) | | 10% of City paid invoice | HST Exempt |
| Supplier Name Change for Agreements – Simple <ul style="list-style-type: none"> - A simple request would involve any combination of the | Per Name Change | \$600.00 | 13% |

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| following: corporate name changes, banking information update, less than 5 Purchase Orders requiring updating, no assignment agreement, updates to insurance/WSIB | | | |
| Supplier Name Change for Agreements – Complex - A complex request would involve any combination of the following: corporate name change, banking information update, more than 5 Purchase Orders requiring updating, an assignment agreement, review of assignment documents, review of articles of amalgamation, update to insurance/WSIB, update to bonds and/or security, multi-department update communication | Per Name Change | \$1,200.00 | 13% |