

**The Corporation of the
Township of Guelph/Eramosa**

By-law Number 42/2014

**A By-law to establish rates, fees and
charges for various services provided
by the Corporation of the
Township of Guelph/Eramosa and
to repeal and replace By-law 8/2014.**

WHEREAS Section 391 of the Municipal Act, 2001, S.O. Chapter 25, as amended, authorizes a municipality to impose fees or charges on persons; and

WHEREAS pursuant to Section 385, Part XI of the Municipal Act, 2001, as amended, a municipality may fix a scale of costs to be charged as the reasonable costs of proceedings under Part XI, which scale can be designated to meet only the anticipated costs of the municipality; and

WHEREAS pursuant to Section 69 of the Planning Act, R.S.O. 1990, as amended, a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

NOW THEREFORE, the Council of the Corporation of the Township of Guelph/Eramosa hereby enacts as follows:

1. THAT the fees and charges for various municipal services be established as shown in the Schedules attached hereto and forming part of this By-law:

i) Schedule "A"	Clerk's Department
ii) Schedule "B"	Planning Department
iii) Schedule "C"	Finance Department
iv) Schedule "D"	Public Works Department
v) Schedule "E"	Parks and Recreation Department
vi) Schedule "F"	Fire Department
vii) Schedule "G"	Cemeteries
viii) Schedule "H"	Cash-in-lieu of Parkland
2. THAT this By-law shall be known as the "Fees and Charges By-law."
3. THAT the attached Schedules may be amended from time to time as deemed expedient by Council.
4. THAT should any part of this By-law, including any part of the schedules attached hereto be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law, including the remainder of the schedules attached hereto, as applicable, shall continue to operate and to be in force and effect.
5. THAT all accounts are due and payable within thirty (30) days upon receipt of invoice, exceptions noted on schedule. All past due accounts will be penalized at 1.25% per month, applied monthly based on outstanding amount at end of previous month.
6. THAT By-law 8/2014 is hereby repealed.

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7. THAT the fees and charges as set forth in the Schedules attached hereto shall come into force and take effect on the date of passing of this By-law.

READ three times and finally passed
this **2nd** day of **June, 2014**.

Chris White, Mayor

Meaghen Reid, Clerk

Schedule "A"

Schedule of Fees - Clerk's Department -

Item	Fee or Calculation of Fee
Lottery License	3% of the estimated total value of prizes
Compliance Letters – Including but not limited to Zoning, Building, Site Plan, Agreements, Tile Drainage, Heritage Designation, Water/Sewage, Committee of Adjustment decisions, etc.	\$80.00
Photocopies	\$0.25
Facsimile transmission	\$1.00 per page local call \$2.00 per page long distance call
Township Map	\$3.00, plus applicable postage if mailed
Zoning By-law	\$25.00, plus applicable postage if mailed
Council Agenda – Regular Meetings (per annum)	\$300.00 pick up – payable in advance \$400.00 via mail – payable in advance
Council Minutes– Regular Meetings (per annum)	\$75.00 pick up – payable in advance \$150.00 via mail – payable in advance
Dog Licence:	
• One (1) Fertile Dog	\$30.00
• One (1) Spayed/Neutered Dog	\$25.00
• Replacement Tag	\$5.00
• Penalty – after April 30 th of each year	\$5.00
• Service Animal	No charge
Kennel License - New	\$500.00
Kennel License – Renewal	\$250.00
Burial Permit	\$20.00
Line Fence Act Application	\$400.00
Line Fence Act Appeal	\$150.00
Tile Drainage Application	\$50.00, plus costs
Tile Drainage Inspection	\$100.00
Water and Sewer Servicing Agreements	\$750.00
Encroachment Agreements	\$500.00
Commissioner of Oaths	\$10.00
Certifying Documents	\$10.00
Completion of Pension Forms (for Township residents only)	No charge
Promotional Items	
• Township Flag (Silkscreen), if available	Cost of production, plus \$5.00 administration fee
• Township Flag (Embroidered), if available	Cost of production, plus \$5.00 administration fee
• Township Hat, if available	\$10.00
• Township Pin, if available	\$3.00
• Township Mug, if available	\$10.00

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Civil Marriage Solemnization and Marriage License:	
• In Council Chambers, during Township Business Hours	\$200.00
• At a location outside of Council Chambers	\$300.00, plus officiant expenses
• Witness – in Council Chambers during Township Business Hours Only	\$20.00 per employee
• Rehearsal	\$75.00, plus officiant expenses
• Renewal of Vows	\$75.00, plus officiant expenses
• Marriage License	\$135.00

Schedule “B” to By-law Number 42/2014

Schedule of Fees - Planning Department -

Planning Act, R.S.O. 1990, s.69(1)

“The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff.”

	Administrative Fee (Non-refundable)	Deposit Fee (Refundable)
Zoning By-law Amendment Application	\$1,810.00	\$2,000.00
Site Plan Amendment Application	\$1,560.00	\$1,000.00
Pre-Subdivision Application	n/a	\$10,000.00
Subdivision Application	\$3,280.00	n/a
Consent Application	Applicable costs	n/a
Minor Variance (Committee of Adjustment)	\$1060.00	n/a
Notice Verification for Severance Applications	\$30.00	n/a
Minor Site Plan Amendment	\$500.00	\$1,000.00
<p>NOTE: For the applications listed above, the applicants and property owners will be jointly and severally liable for paying to the Township of Guelph/Eramosa all costs it incurs in processing applications, including but not limited to fees for planning, engineering and legal services.</p>		

Schedule "C" to By-law Number 42/2014

Schedule of Fees - Treasury Department -

Item	Fee or Calculation of Fee
Tax Certificate	\$30.00
Returned Cheque (NSF)	\$25.00
Tax Registrations Processing Fee	Service costs and legal costs, if applicable
Transfer Fee/Additions to Tax Roll	\$20.00

Schedule "D" to By-law Number 42/2014

Schedule of Fees - Public Works Department -

Item	Fee or Calculation of Fee
Entrance Permits (Residential)	Deposit \$1000.00 Inspection Fee \$150.00 Each additional or repeat inspection for failed first inspection \$50.00
Entrance Permits (Commercial or Industrial)	Deposit \$2000.00 Inspection Fee \$250.00, plus applicable engineering costs Each additional or repeat inspection for failed first inspection \$50.00
Replacement 911 Signs	\$35.00, plus \$15.00 if post required
Utility Certificate	\$25.00
After Hours Emergency Water Shut Offs	\$165.00
Repeat First Meter Water Reads	\$35.00 for repeat water read. If water meter and remotes are not hooked up and working after the second read, \$100.00 reconnection charge will apply, as water will be turned off at the curb stop and locked with locking mechanism. A charge of \$35.00 will apply, in addition to the \$100.00 reconnection charge for a third read.
Oversized Load Permit	\$50.00
Connection to Existing Water and/or Wastewater Services	\$375.00

Schedule “E” to By-law Number 32/2015

2018 Schedule of Fees - Parks and Recreation Department -

Item	Fee or Calculation of Fee
Community Centre Rental Halls:	
<ul style="list-style-type: none"> • Rockmosa Community Centre <ul style="list-style-type: none"> ○ Hall and Kitchen 	<ul style="list-style-type: none"> • Friday, Saturday, Sunday or Stat Holiday 8am – 1am: \$610.19 • Friday, Saturday, Sunday or Stat Holiday 8hr: \$499.24 • Monday - Thursday 8hr: \$388.31 • Damage Deposit: \$500.00
<ul style="list-style-type: none"> • Rockmosa – Kitchen Only 	<ul style="list-style-type: none"> • Friday, Saturday, Sunday or Holiday 8am – 1am: \$499.24 • Friday, Saturday, Sunday or Stat Holiday 8hr: \$388.31 • Monday - Thursday 8hr: \$277.36 • Damage Deposit: \$500.00
<ul style="list-style-type: none"> • Rockmosa – Hall Only 	<ul style="list-style-type: none"> • Friday, Saturday, Sunday or Holiday 8am – 1am: \$388.31 • Friday, Saturday, Sunday or Stat Holiday 8hr: \$332.83 • Monday - Thursday 8hr: \$221.89 • Damage Deposit: \$500.00
<ul style="list-style-type: none"> • Marden Community Centre 	<ul style="list-style-type: none"> • Friday, Saturday, Sunday or Holiday 8am – 1am: \$388.31 • Friday, Saturday, Sunday or Stat Holiday 8hr: \$332.83 • Monday - Thursday 8hr: \$221.89 • Enabling Garden exclusive rental \$194.15 • Damage Deposit: \$500.00
<ul style="list-style-type: none"> • Rockwood Fire Hall Community Centre 	<ul style="list-style-type: none"> • Friday, Saturday, Sunday or Holiday 8am – 1am: \$277.36 • Friday, Saturday, Sunday or Stat Holiday 8hr: \$249.63 • Monday - Thursday 8hr: \$221.89 • Damage Deposit: \$500.00
<ul style="list-style-type: none"> • Rockwood Fire Hall Community Centre (limited kitchen – coffee cups & urns) – Min 2 hours 	<ul style="list-style-type: none"> • Friday, Saturday, Sunday or Holiday 8am – 1am: \$221.89 • Monday – Thursday: \$66.57/hr • Friday, Saturday, Sunday or Stat Holiday 8hr: \$194.15 • Monday - Thursday 8hr: \$166.41 • Damage Deposit: \$500.00
<ul style="list-style-type: none"> • Rockwood Fire Hall Community Centre (no kitchen) – Min 2 hours 	<ul style="list-style-type: none"> • Friday, Saturday, Sunday or Holiday 8am – 1am: \$166.41 • Monday – Thursday: \$44.38/hr • Friday, Saturday, Sunday or Stat Holiday 8hr: \$136.10 • Monday - Thursday 8hr: \$108.87 • Damage Deposit: \$500.00

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<ul style="list-style-type: none"> Older Adult Centre 	<ul style="list-style-type: none"> Monday – Thursday: \$45/hr Friday, Saturday, Sunday or Stat Holiday 8hr: \$180.00 Monday -Thursday 8hr: \$120.00 Damage Deposit: \$200.00 Annual Membership \$25.00 Enabling garden exclusive rental \$194.15
<ul style="list-style-type: none"> RDAPC Field House Learning Room 	<ul style="list-style-type: none"> Minor Sports/Non Profit \$82.90/day Other Organizations: \$186.53/day Hourly Rate: \$36.27/hr
Ball Diamond	<ul style="list-style-type: none"> Minor Sports: \$35.95 Affiliated Minor Sports: \$25.17 Adult Sports: \$42.18
Lighted Ball Diamond	<ul style="list-style-type: none"> Minor Sports: \$49.60 Affiliated Minor Sports: \$34.71 Adult Sports: \$55.79
Full Soccer Pitch	<ul style="list-style-type: none"> Minor Sports: \$31.75 Affiliated Minor Sports: \$27.23 Adult Sports: \$49.59
Mini Field	<ul style="list-style-type: none"> Minor Sports: \$29.75 Affiliated Minor Sports: \$20.84 Adult Sports: \$44.61
Uncategorized Turf Field (no lines)	<ul style="list-style-type: none"> Minor/Adult Sports: \$21.86
Ball Tournament (Fri night, Sat & Sun)	<ul style="list-style-type: none"> Minor Sports: \$247.94 Affiliated Minor Sports: \$177.89 Adult Sports: \$547.56
Ball Tournament (Sat & Sun)	<ul style="list-style-type: none"> Minor Sports: \$217.07 Affiliated Minor Sports: \$155.68 Adult Sports: \$464.89
Ball Tournament (Fri night & Sat)	<ul style="list-style-type: none"> Minor Sports: \$185.94 Affiliated Minor Sports: \$147.20 Adult Sports: \$371.90
Ball Tournament (One Day)	<ul style="list-style-type: none"> Minor Sports: \$123.96 Affiliated Minor Sports: \$88.95 Adult Sports: \$247.94
Soccer Tournament (Fri night, Sat & Sun) - Rockmosa/Eden Mills	<ul style="list-style-type: none"> Minor Sports: \$340.91 Affiliated Minor Sports: \$245.74 Adult Sports: \$681.82
Soccer Tournament (Sat & Sun) - Rockmosa/Eden Mills	<ul style="list-style-type: none"> Minor Sports: \$309.92 Affiliated Minor Sports: \$223.37 Adult Sports: \$583.11
Soccer Tournament (Fri night & Sat) - Rockmosa/Eden Mills	<ul style="list-style-type: none"> Minor Sports: \$278.93 Affiliated Minor Sports: \$200.44 Adult Sports: \$495.87
Soccer Tournament (One Day) - Rockmosa/Eden Mills	<ul style="list-style-type: none"> Minor Sports: \$262.85 Affiliated Minor Sports: \$151.25 Adult Sports: \$371.90
Marden Sports Pitch	\$39.36/hr
Marden Sports Pitch lighting charge	\$28.95/hr
Small Picnic Pavilion	\$110.94/day (200.00 deposit)
Large Picnic Pavilion	\$194.15/day (200.00 deposit)

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Royal Distribution Athletic Performance Centre – Indoor Full Field Rental	<ul style="list-style-type: none"> • Prime: \$193.87/hr (M-F, 5pm-11pm and Sat/Sun 7am-11pm) • School Field Trip: \$67.49/hr (M-F, 8am-3pm) • Non Prime: \$118.48/hr (M-F, 8am-4pm and 11pm and later) any time during the month of May and September • Off Season: \$86.16/hr (June, July & Aug) 2hr Minimum Evenings and Weekends
Royal Distribution Athletic Performance Centre – Birthday Party Packages	<ul style="list-style-type: none"> • 1hr full field and party room for 3 hours \$220.67 • 1hr half field and party room for 3 hours \$148.88 • Off Season Birthday party: 1hr full field and party room for 3 hrs \$148.88
Royal Distribution Athletic Performance Centre – Track Use	<ul style="list-style-type: none"> • Non-Resident Per Use: \$1.77 • Non-Resident Per Year: \$74.35 • Exclusive Track (Prime): \$106.22/hr (M-F, 5pm-11pm and Sat/Sun 7am-11pm) • Exclusive Track (Non Prime): \$79.67/hr (M-F, 8am-4pm) • 12 use prepaid track card \$17.70
Active 55+ Programming	<ul style="list-style-type: none"> • 1st Class: \$65.00 • 2nd Class: \$55.00 • 3rd and additional Classes: \$45.00 • RDAPC drop-in fee \$10
Older Adult Programming	<ul style="list-style-type: none"> • Programming fee will be set to recover the cost of the presenter/entertainer/service provider
Drop In Golf Balls – Driving Range	<ul style="list-style-type: none"> • Bucket of 75: \$7.08 • Bucket of 150: \$13.27 • Kids under 12: Free with Adult bucket
Drop in programming	\$4.42/hr
Tot n' play	\$4.00
Tot n' Play 10 use prepaid card	\$35.00
Pick-up soccer	\$10.62
Nordic Pole rental	\$1.77
Nordic Pole purchase	\$80.00
Nordic Pole replacement "boots"	\$13.27
RDAPC Slo pitch registration	Individual \$300.00 Team \$2200.00
Memorial Bench	\$2300.00
Memorial Tree	\$650.00

Notes:

1. Licensed events require Township Bartenders at rates as per Employee Pay Grid
2. Township Residents receive a 10% discount on Community Centre Hall Rates
3. Churches located within the Township receive two 8 hour rentals a year at a rate of \$230 per rental excluding Saturdays at Rockmosa and Marden Community Centre
4. Community Centre Rentals that are 8hr in length are from 8am-4pm or 5pm-1am.
5. All Prices are subject to HST
6. This fee schedule will be reviewed on an annual basis.

Schedule “F” to By-law Number 42/2014

Schedule of Fees - Fire Department -

Item	Fee or Calculation of Fee
Non-Emergency Services – Payable in Advance	
1. Building Inspections under the Ontario Fire Code (per inspection fee)	
1.1 Residential	\$60.00
1.2 Commercial	\$60.00
1.3 Industrial	\$60.00
1.4 Institutional	\$60.00
1.5 Assembly	\$60.00
1.6 Agricultural	\$60.00
2. Inspections (Other than Building – per inspection fee)	
2.1 Special Inspection for Tent or Marquee	\$30.00
2.2 Review of Fire Safety Plan	\$125.00
2.3 LLBO Inspection	\$125.00
3. Miscellaneous	
3.1 Copies of Departmental Fire Reports	\$80.00
Emergency Services	
1. Indemnification Technology	Recovery as per Indemnification Technology
2. Registered owner of a property or insurer of property, as Township deems appropriate, shall be invoiced for any emergency responses provided by the Township, under the following circumstances:	
a) Attendance at a vehicle accident or collision located on a road within the Township of Guelph/Eramosa. The invoice shall be based on the current MTO rate per vehicle per hour of attendance plus any staff overtime and costs for any additional equipment required and on the findings of the Police Report.	
b) Whenever a fire has been set on the Property which is not in accordance with the provisions for the Township’s regulations for setting fires:	
At fault	\$410.00 per hour per vehicle, plus any applicable charges
3. Recurring Malfunctioning or Malicious Alarm	
a) First or Second Alarm	No charge – incident is recorded
b) Third or Subsequent Alarm	\$410.00 per hour per vehicle charge, plus applicable charges
4. Motor Vehicle Collision (MVC) Recoveries	\$410.00 per hour per vehicle, plus any other applicable charges
5. Motor Vehicle Collision (MVC) Admin Fee	\$75.00

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Schedule "G" to By-law Number 17/2016

2018 Schedule of Cemetery Fees

ROCKWOOD CEMETERY	
Interment Rights	
Single full-size	\$ 2,330.00
Cremation lot	\$ 1,450.00
50% of the Interment Rights Fees collected are deposited into the Care & Maintenance Fund – as per By-law 40-2017	
Interment/Inurnment Fees	
Adult	\$ 1,140.00
Child	\$ 749.00
Infant	\$ 499.00
Cremation (per urn)	\$ 525.00
Disinterment	
Full-size disinterment, re-interment in Rockwood Cemetery	\$ 4,258.00
Full-size disinterment, re-interment not taking place in Rockwood Cemetery	\$ 3,195.00
Cremation disinterment	\$ 525.00
Concrete Foundations	
Price per cubic foot	\$ 32.00
Minimum charge	\$ 700.00
Removal of existing foundation	\$ 515.00
Setting of Markers	
Price per square inch	\$ 0.55
Minimum charge	\$ 230.00
Marker Care and Maintenance Fund	
Flat marker 173 square inches or more	\$ 50.00
Upright marker less than 48" in width including the base	\$ 100.00
Upright marker 48" or more in width including the base	\$ 200.00
Chapel Rental	
Chapel rental with interment/inurnment	\$ 425.00
Surcharge Fees	
A surcharge will be applied for services required after 3:00 pm Monday to Friday	\$ 149.00/hr
Saturday interment/inurnment (9:00 am – 12:00 pm) will have a flat fee surcharge applied	\$ 500.00
Non-resident surcharge	
A surcharge will be levied to any interment right holder or deceased who does not reside in, or has not resided or owned property within the Township within the previous ten (10) years.	15% on lot fees
Transfer of rights fees	
Administration charge for transfer of rights	\$ 102.00

Schedule "H" to By-law Number 17/2016

Schedule of Fees to Parkland Dedication By-Law

Residential: \$7500

Commercial: 2% of the value of the land, as determined by an independent accredited real estate appraiser

Industrial: 2% of the value of the land, as determined by an independent accredited real estate appraiser

Institutional: 5% of the value of the land, as determined by an independent accredited appraiser

Valuation

The value of the land shall be determined:

- As of the day before the granting of draft approval for development by way of plan of subdivision;
- The day before the granting of provisional consent for a consent application; or
- As of the day before the issuance of a building permit for a development or redevelopment approved under Section 42 of the Planning Act, R.S.O. 1990, as amended. Where more than one building permit is required for the development or redevelopment, the value shall be determined as of the day before the day the first permit is issued.