

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

**By-law Number 59/2002**

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

**WHEREAS** pursuant to *Municipal Act, 2001, S.O. 2001, c.25, S. 391.(a)(b)(c), as amended*, a Municipality and a local board may pass by-laws imposing fees or charges on any class of persons, for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property, including property under its control;

**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 WHEREAS** such tariff of fees shall be designed only to meet the anticipated costs to the municipality or Committee of Adjustment, in respect of processing each type of application provided for in the tariff;

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

1. THAT the following Schedules of Fees, attached hereto and forming part of this By-law, be established:

i) Schedule "A"	Clerk's Department
ii) Schedule "B"	Building Department
iii) Schedule "C"	Planning Department
iv) Schedule "D"	Treasurer's Department
v) Schedule "E"	Property and Leisure Department
vi) Schedule "F"	Public Works Department
vii) Schedule "G"	Fire Department
  
2. THAT the attached Schedules may be amended from time to time as deemed expedient by Council.
  
3. 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.
  
4. THAT 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.
  
5. THAT By-law 34/1999, 41/1999 and any by-law for the former Township of Pilkington and the former Township of Nichol, which may apply to the areas now within the Township of Guelph/Eramosa that have been passed for establishing charging fees, are hereby repealed.

6. THAT this by-law comes into effect on January 2, 2003.

READ a first and second time this 16<sup>th</sup> day of **December, 2002.**

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David Adsett, Mayor

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Janice Sheppard, Clerk

READ a third time and finally passed this 16<sup>th</sup> day of **December, 2002.**

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David Adsett, Mayor

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Janice Sheppard, Clerk

**Schedule "A" to By-law Number 59/2002**

**Schedule of Fees  
- Clerk's Department -**

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<b>Category</b>	<b>Fee or Calculation of Fee</b>
Lottery Licence -	3% of the estimated total value of prizes;
Zoning / Building Compliance Letter -	\$60.00
Photocopies	\$0.25 per page (+ applicable postage if mailed)
Facsimile transmission	\$1.00 per page local call \$2.00 per page long distance
Township Map	\$3.00 (+ applicable postage if mailed)
Zoning By-law	\$25.00 (+ applicable postage if mailed)
Council Agenda (Regular Meeting) - per annum	\$300.00 (pick-up) \$350.00 (via mail) <b>Payable in Advance</b>
Council Minutes (Regular Meeting) - per annum	\$ 75.00 (pick-up) \$100.00 (via mail) Payable in Advance
<b>Dog Licence (per household)</b>	
• each fertile male or female dog	<b>\$ 20.00</b>
• each additional male or female dog	<b>\$ 25.00</b>
• each spayed/neutered dog	<b>\$ 15.00</b>
• each additional spayed/neutered dog	<b>\$ 20.00</b>
• after March 1 <sup>st</sup> each year tag increased by	<b>\$ 5.00</b>
• replacement tag	<b>\$ 5.00</b>
• kennel licence per season	<b>\$125.00</b>
Burial Permit	\$10.00
Burial Permit for death which occurred outside the municipality	\$15.00
Line Fence Act Application	\$50.00 plus costs
Line Fence Act Appeal	\$50.00 plus costs
Tile Drainage Act Application	\$50.00 plus costs
Tile Drainage Inspection	\$65.00
Drainage Act Application	\$50.00 plus costs
Servicing and Encroachment Agreements	\$500.00 plus additional costs
Municipal Freedom of Information & Protection of Privacy Request	\$5.00 plus costs
Commissioning (Non-Township related documents)	\$10.00 each
Promotional Items	
- Township Flag	\$325.00 each
- Township Golf Shirt	\$ 35.00 each
- Township Hat	\$ 10.00 each
- Township Pin	\$ 3.00 each
- Mugs	\$ 10.00 each

**Schedule "B" to By-law Number 59/2002**

**Schedule of Fees  
- Building Department -**

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Category	Fee or Calculation of Fee
Construction valuation formula	<ul style="list-style-type: none"> <li>- Residential Permits - \$70 per square foot</li> <li>- Industrial Permits - \$60 per square foot</li> <li>- Commercial Permits - \$60 per square foot</li> <li>- Farm Building Permits - \$40 per square foot</li> </ul>
Building Permit - Minimum Fee	\$80.00 per permit
Building Permit - Residential <i>(New Buildings, Additions or Structures, including plumbing)</i>	\$10.00 per \$1,000
<ul style="list-style-type: none"> <li>• for every \$1,000 worth of building value based on valuation per square foot of gross floor area (excluding basement)</li> </ul>	
Building Permit - Residential <i>(interior or exterior Alterations, Renovations or Conversions)</i>	\$10.00-per \$1,000
<ul style="list-style-type: none"> <li>• including installation of solid fuel burning appliances or fireplaces and related chimneys based on estimated or contract cost</li> </ul>	
Building Permit - Accessory Buildings or Structures on Residential Property	\$10.00 per \$1,000
<p><u>Examples of Construction Values</u></p> <ul style="list-style-type: none"> <li>• carports - \$16 per square foot</li> <li>• garages - \$20 per square foot</li> <li>• storage sheds - \$14 per square foot</li> <li>• wood decks - \$12 per square foot</li> </ul>	
Building Permit - Commercial and Industrial <i>(New Building, Additions or Structures, incl. plumbing)</i>	First \$30,000: \$10 per \$1,000 Bal. > \$30,000: \$5 per \$1,000
<ul style="list-style-type: none"> <li>• for every \$1,000 worth of building value based on valuation per square foot of gross floor area (excluding basement)</li> </ul>	
Building Permit - Commercial and Industrial <i>(interior or exterior alterations, Renovations or Conversions)</i>	\$10.00 per \$1,000
<ul style="list-style-type: none"> <li>• including installation of solid fuel burning stoves or fireplaces and related chimneys based on estimated or contract cost</li> </ul>	
Building Permit - Institutional Buildings	\$10.00 per \$1,000
<ul style="list-style-type: none"> <li>• based on contract value</li> </ul>	
Building Permit - Farm Buildings <i>(Additions or New Structures)</i>	\$5.00 per \$1,000
<ul style="list-style-type: none"> <li>• based on estimated or contract cost</li> </ul>	
Building Permit - Farm Buildings <i>(Maintenance)</i>	No permit or fee required
<ul style="list-style-type: none"> <li>• maintenance of farm buildings, including roofing, siding or foundation repairs</li> </ul>	

## Schedule “B” to By-law Number 59/2002

### Schedule of Fees - Building Department -

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Category	Fee or Calculation of Fee
Building Permit - Farm Buildings <i>(Replacement of buildings destroyed by wind or fire <u>only</u>)</i>	Minimum Building Permit Fee <u>only</u> applicable
Building Permit - Pools & Fencing	\$10.00 per \$1,000
Building Permit - Temporary Buildings	Minimum Building Permit Fee <u>only</u> applicable
Building Permit - Plumbing Fee <ul style="list-style-type: none"> <li>• based on \$800 per fixture</li> </ul>	\$10.00 per \$1,000
Building Permit - Temporary Living Quarters	\$100 per month
Building Permit - Partial	Fee based on type or use of building or project being considered
Building Permit - Conditional	Fee based on type or use of building or project being considered
Building Permit - Sign <ul style="list-style-type: none"> <li>• based on estimated or contract cost</li> </ul>	\$10.00 per \$1,000
Building Permit - Change of Use <ul style="list-style-type: none"> <li>• Fees payable in respect of an application for Change of Use Permit issued under subsection 10(1) of the Ontario Building Code Act are based on the gross floor space of all storeys subject to the change of use</li> </ul>	Fee based on type or use of building or project being considered
Demolition Permit	\$80.00
Septic Permits <ul style="list-style-type: none"> <li>• Class 2 &amp; 3 Systems (greywater system from unpressurized water supply or cesspool systems)</li> <li>• Class 4 &amp; 5 (includes building additions requiring a permit)</li> <li>• Tertiary Units</li> <li>• Tank replacement only</li> <li>• Between 4,500L and 10,000L</li> <li>• Greater than 10,000L</li> <li>• File Search/Work Order</li> </ul>	\$175.00  \$425.00  \$425.00 \$ 90.00 \$700.00 \$2,000 maximum (sliding fee scale based on \$.10/square foot of building envelope) (forwarded to Ministry of Environment) \$75.00

## Schedule "C" to By-law Number 59/2002

### Schedule of Fees - Planning Department -

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*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."*

1. Each of the following applications must be accompanied by a deposit in the form of cash or a cheque payable to the Corporation of the Township of Guelph/Eramosa. The Township will retain this deposit, minus a \$250.00 administration fee, until such time as the project has been completed and the applicant and the owner have paid all expenses incurred by the Township of Guelph/Eramosa in processing this application.

The applicant and the owner understand, acknowledge and accept that the Township of Guelph/Eramosa does not retain as full-time staff professional engineers, planners or solicitors. The Township of Guelph/Eramosa contracts out private firms for these services. The applicant and the owner SHALL be jointly and severally liable for paying to the Township of Guelph/Eramosa all costs it incurs in processing this application including but not limited to fees for planning, engineering and legal services, together with any Township of Guelph/Eramosa administration fees. The Township of Guelph/Eramosa shall notify the applicant and owner from time to time of any costs incurred by the Township and the applicant and the owner shall have thirty (30) days to pay the Township for those costs after notice is given. In the event that the applicant and the owner do not pay those costs within thirty (30) days, the Township has a right to apply the deposit against those costs and further to cease doing any work on the processing of this application until such time as all outstanding costs are paid in full and the deposit has been restored to the initial deposit amount set out in the guidelines.

Zoning By-law Amendment Application	\$2,000.00
Site Plan Application	\$1,000.00

2. The following applications are filed with the County of Wellington and the approval authority for these applications are with the County. The Township of Guelph/Eramosa is a commenting agency for these applications.

The applicant and the owner understand, acknowledge and accept that the Township of Guelph/Eramosa does not retain as full-time staff professional engineers, planners and solicitors. The Township of Guelph/Eramosa contracts out private firms for these services. The applicant and the owner SHALL be jointly and severally liable for paying to the Township of Guelph/Eramosa all costs it incurs in reviewing this application including but not limited to fees for planning, engineering and legal services, together with any Township of Guelph/Eramosa administration fees. The Township of Guelph/Eramosa shall notify the applicant and owner from time to time of any costs incurred by the Township and the applicant and the owner shall have thirty (30) days to pay the Township for those costs after notice is given. In the event that the applicant and the owner do not pay those costs within thirty (30) days, the Township has a right to cease doing any work on the review of this application until such time as all outstanding costs are paid in full.

Severance Applications  
Condominium Applications  
Subdivision Applications  
Part Lot Control Application

3. **Other Fees or Deposits for Services:**

Notice Verification for severance applications	\$30.00 per application
Pre-consultation -	Applicant to cover the Township cost of professional fees in meeting and reviewing of a proposed application.
Pre-Subdivision Agreement	\$10,000.00 deposit

NOTE: If the balance of the deposit standing to the credit of the developer falls below \$4,000.00, the developer shall forthwith pay on demand such sum as required to bring the balance up to the sum of \$10,000.00.

Committee of Adjustment Application	500.00 flat application fee
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**Schedule "D" to By-law Number 59/2002**

**Schedule of Fees  
- Treasury Department -**

<b>Category</b>	<b>Fee or Calculation of Fee</b>
Tax Certificate	\$25.00
Returned Cheque	\$25.00
Tax Registrations Processing Fee	\$150.00 + legal costs
Property Tax Search	\$15.00
Administration Fee for Third Party Collection when added to the tax roll	\$50.00

**Schedule "E"**  
**PROPERTY AND LEISURE SERVICES DEPARTMENT**

<b><u>Rental Halls</u></b>	<b>Fri, Sat, or</b>	<b>Fri or Sat;</b>	<b>Sun - Thurs</b>	<b>Damage</b>	<b>Deposit</b>
	<b>New Years</b>	<b>8am-4pm or</b>	<b>8am-4pm or</b>		
	<b>8am-1am</b>	<b>5pm-1am</b>	<b>5pm-1am</b>	<b>hourly</b>	
<b><u>Rockmosa - seats 300</u></b>					
Full food preparation kitchen & bar comes with: dishes, flatware, ovens & burners, liquor dispenser, chafer dishes, steam tray, meat slicer, walk-in cooler etc...	550.00	450.00	350.00	N/A	350.00
Limited Kitchen & Bar (Coffee Cups and Urns) Min. 2hrs	450.00	350.00	250.00	75.00	350.00
No Kitchen Min. 2hrs	350.00	300.00	200.00	50.00	350.00
Note: Church groups may book a maximum of 2 dates per year at \$225 per date excluding Saturdays. Must be booked 3 months in advance and not conflicting with booking arrangements. All other discounts do not apply.					
<b><u>Marden - seats 100</u></b>					
Catering, food warming kitchen & bar comes with dishes, liquor dispenser, flatware, stoves, dishwasher, fridge, chafer dishes, etc...	350.00	300.00	200.00	N/A	250.00
Limited Kitchen & bar (Coffee Cups and Urns) Min. 2hrs	300.00	250.00	150.00	60.00	250.00
No Kitchen Min. 2hrs	250.00	200.00	125.00	40.00	250.00
<b><u>Rockwood Fire Hall -seats 100</u></b>					
Catering/food warming comes with flatware, dishware, stove, dishwasher, fridge, liquor dispenser, etc...	250.00	225.00	200.00	N/A	250.00
Limited Kitchen (Coffee Cups and Urns) Min. 2hrs	200.00	175.00	150.00	60.00	250.00
No Kitchen min. 2hrs	150.00	125.00	100.00	40.00	250.00
<b><u>Rockwood Library seats 75</u></b>					
No Kitchen min. charge 2hrs	150.00	125.00	100.00	35.00	200.00
Affiliated Groups (max. 4 occasions per year)	N/A	N/A	N/A	N/C	200.00

<b><u>Sports Fields</u></b>	<b><u>Affiliated</u></b>		<b><u>Affiliated</u></b>	
<b><u>Per Game</u></b>	<b>Minor Sports</b>	<b>Minor sports</b>	<b>Adult Sports</b>	<b>Adult Sports</b>
Ball Diamond	29.00	20.30	34.00	27.20
Lighted Ball Diamond	40.00	28.00	45.00	36.00
Full Soccer Pitch	32.00	22.40	40.00	32.00
Full Lighted Soccer pitch	40.00	28.00	48.00	38.00
3/4 Soccer Pitch	24.00	16.80	35.00	28.00
Ball Tournament Fri night, Sat & Sun.	200.00	140.00	450.00	360.00
Ball Tournament Sat & Sun.	175.00	122.50	375.00	300.00
Ball Tournament Fri night & Sat	150.00	105.00	300.00	240.00
Ball Tournament one day	100.00	70.00	200.00	160.00
Soccer Tournament Fri night, Sat & Sun.	275.00	192.50	550.00	440.00
Soccer Tournament Sat & Sun.	250.00	175.00	475.00	380.00
Soccer Tournament Fri night & Sat	225.00	157.50	400.00	320.00
Soccer Tournament one day	175.00	122.50	300.00	240.00

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**Schedule "E"**  
**PROPERTY AND LEISURE SERVICES DEPARTMENT**

<b><u>Picnic Pavilions</u></b>	<b>Cost per day</b>	<b>(Fri 6pm -Sun 6pm)</b>	<b>Damage Deposit</b>
Marden 1	100.00	170.00	200.00
Marden 2	150.00	250.00	200.00
Marden 3	125.00	215.00	200.00
Marden 4	175.00	300.00	200.00
Rockmosa	100.00	170.00	200.00

<b><u>Picnic Tables</u></b>	<b>Per Table/day</b>	<b>Affiliated Groups</b>	<b>Damage Deposit</b>
Picnic Tables rental off site not delivered	10.00	7.00	\$50/table
Picnic Tables rental off site delivered	20.00	14.00	\$50/table

**Additional charges for  
Hall and Pavilion Rentals**

Licensed event requires Township of Guelph/Eramosa Bartenders at \$15 per hour

**Discounts**

Township Residents year round	10%	does not apply to affiliated groups
Townships Residents and Affiliated Groups booking Rockmosa Community Centre for events with 150 persons or less, Jan1 - April 30	30%	all other discounts do not apply
• Affiliated Groups- over 75% adult membership	20%	all other discounts do not apply
• Affiliated Groups- over 75% youth membership	30%	all other discounts do not apply
• Multiple date discount ( 5 dates or more)	10%	does not apply to affiliated groups
• Multiple facility discount (3 facilities or more)	10%	does not apply to affiliated groups

**Schedule “F” to By-law Number 59/2002**

**Schedule of Fees  
- Public Works Department -**

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<b>Category</b>		<b>Fee or Calculation of Fee</b>	
i)	Entrance Permits	Deposit	\$1,000.00
		Inspection Fee	\$ 50.00
ii)	Commercial/Industrial	Deposit	\$2,500.00
		Inspection Fee	\$ 100.00
<p>Applications for <b>Entrance Permits</b> shall be accompanied by a deposit made payable to the municipality. Installation of such entrance shall be in accordance with the municipality’s regulations and at the applicant’s expense. The deposit, less cost of an inspection fee, shall be refunded to the applicant upon approval of the entrance by Public Works Staff. If installation for any entrance is not carried out to the satisfaction of the Public Works Staff, the municipality may undertake to complete the work to meet satisfactory standards, and all costs will be applied against the applicant’s deposit.</p>			
iii)	Replacement 911 Signs		\$15.00
iv)	Utility Certificate		\$25.00
v)	Encroachment Agreements		\$500.00
vi)	Servicing Agreements (Water & Sewer)		\$750.00 plus registration costs

**Schedule "G" to By-law Number 59/2002**

**Schedule of Fees  
- Fire Department -**

Page 1 of 1

Category	Fee or Calculation of Fee
<b><u>Non-Emergency Services – Payable in advance</u></b>	
<b>1. Building Inspections under the Ontario Fire Code</b>	
1.1 Residential	\$60.00 per inspection
1.2 Commercial	\$60.00 per inspection
1.3 Industrial	\$60.00 per inspection
1.4 Institutional	\$60.00 per inspection
1.5 Assembly	\$60.00 per inspection
1.6 Agricultural	\$60.00 per inspection
<b>2. Inspections (other than Building)</b>	
2.1 Special Inspection for Tent or Marquee	\$ 30.00 per inspection
2.2 Review of fire safety plan	\$125.00
2.3 LLBO inspection	\$125.00 per inspection
<b>3. Miscellaneous</b>	
3.1 Copies of Departmental Fire Reports	\$60.00 each

**Emergency Services**

1. The registered owner of a Property or the insurer of a Property, as the Township deems appropriate, shall be invoiced for any emergency response provided by the Township, under the following circumstances:

- a) For attendance at or to the Property and that Property is located on any road allowance or on any provincial, county or municipal road or highway located within the corporate boundaries of the Township, and the Police Report indicates that a non-resident of the municipality was at fault:

100% at fault	100% of cost of response call
50% at fault	50% of cost of response call
25% at fault	25% of cost of response call
(etcetera)	

- b) Whenever a fire has been set on the Property which is not in accordance with the provisions of the Township's regulations for setting of fires:

100% of cost of response call

**2. Recurring Malfunctioning or Malicious Alarm**

The following charges shall apply to recurring or malfunctioning alarms or alarms resulting from the malicious action of individuals:

- |    |  |                                  |
|----|--|----------------------------------|
| a) | 1 <sup>st</sup> or 2 <sup>nd</sup> alarm | Incident is recorded - no charge |
| b) | 3 <sup>rd</sup> or subsequent alarm      | \$300.00 per incident            |