

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

**By-law Number 44/2011**

**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-laws 59/2002, 29/2006,  
10/2010, 4/2011 and 29/2011.**

**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
  
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-laws 59/2002, 29/2006, 35/2008, 10/2010, 4/2011 and 29/2011 that have been passed for establishing charging fees, are hereby repealed.
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 **6th** day of **September, 2011**.

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Chris White, Mayor

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Meaghen Reid, Clerk

**Schedule "A" to By-law Number 44/2011**

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

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<b>Item</b>	<b>Fee or Calculation of Fee</b>
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	\$20.00
• One (1) Spayed/Neutered Dog	\$15.00
• Two (2) Fertile Dogs	\$45.00
• Two (2) Spayed/Neutered Dogs	\$35.00
• One (1) Fertile Dog and One (1) Spayed/Neutered Dog	\$40.00
• Replacement Tag	\$5.00
• Penalty – after March 31 <sup>st</sup> of each year	\$5.00
• Service Animal	No charge
• Kennel License	\$125.00
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

Civil Marriage Solemnization:	
• 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

**Schedule “B” to By-law Number 44/2011**

**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.”*

	<b>Administrative Fee (Non-refundable)</b>	<b>Deposit Fee (Refundable)</b>
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
<b>NOTE:</b> 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.		

**Schedule "C" to By-law Number 44/2011**

**Schedule of Fees**  
**- Treasury Department -**

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<b>Item</b>	<b>Fee or Calculation of Fee</b>
Tax Certificate	\$30.00
Returned Cheque (NSF)	\$25.00
Tax Registrations Processing Fee	Service costs and legal costs, if applicable

**Schedule "D" to By-law Number 44/2011**

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

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<b>Item</b>	<b>Fee or Calculation of Fee</b>
Entrance Permits (Residential)	Deposit \$1000.00 Inspection Fee \$150.00
Entrance Permits (Commercial or Industrial)	Deposit \$2500.00 Inspection Fee \$100.00, plus applicable engineering costs
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.

**Schedule "E" to By-law Number 44/2011**

**Schedule of Fees  
- Parks and Recreation Department -**

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Item	Fee or Calculation of Fee				
<b><u>Community Centre</u></b>					
<b><u>Rental Halls</u></b>					
	Fri, Sat, or New Years Eve and Statutory Holidays	Fri or Sat; 8am-4pm or 5pm-1am	Sun - Thurs 8am-4pm or 5pm-1am	Sun - Thurs hourly	Damage Deposit
<b><u>Rockmosa CC*, seats 300</u></b>					
Full food preparation kitchen & bar cw dishes, flatware, ovens & burners, dishwasher and walk-in cooler. Chafer dishes, steam tray etc.	550.00	450.00	350.00	N/A	500.00
Limited Kitchen & Bar (Coffee cups and Urns) Min 2 hrs	450.00	350.00	250.00	75.00	500.00
No Kitchen Min. 2hrs	350.00	300.00	200.00	50.00	500.00
<b><u>Marden CC*, seats 100</u></b>					
Catering/food warming kitchen & bar c/w dishes, flatware, stoves, dishwasher, fridge and freezer	350.00	300.00	200.00	N/A	500.00
Limited Kitchen & Bar (Coffee cups and urns) Min 2 hrs	300.00	250.00	150.00	60.00	500.00
No Kitchen Min. 2hrs	250.00	200.00	125.00	40.00	500.00
<b><u>Rockwood Fire Hall CC*, Seats 50</u></b>					
Catering/food warming c/w flatware, dishware, stove, dishwasher, fridge,	250.00	225.00	200.00	N/A	500.00
Limited Kitchen (Coffee Cups & Urns) Min. 2 hrs	200.00	175.00	150.00	60.00	500.00
No Kitchen min. 2hrs	150.00	125.00	100.00	40.00	500.00
<b><u>Rockwood Library CC*, Seats 75</u></b>					
No Kitchen min. charge 2hrs	150.00	125.00	100.00	35.00	200.00
Affiliated Groups (max. 4 - 2hr occassions per year)	150.00	125.00	100.00	N/C	200.00
<b><u>Field House Learning Room</u></b>					
8am - 10:00pm Mon-Sun Seats 25 with Table and Chairs, seats 40 with chairs only No Kitchen	\$80 day			35.00/hr	N/A

**Schedule "E" to By-law Number 44/2011**

**Schedule of Fees  
- Parks and Recreation Department -**

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**Sports Fields**

<u>Per Game</u>	<u>Affiliated</u>			<u>Affiliated</u>
	<u>Minor Sports</u>	<u>Minor sports</u>	<u>Adult Sports</u>	<u>Adult Sports</u>
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
Mini Field	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 (Rockmosa/Eden Mills)	275.00	192.50	550.00	440.00
Soccer Tournament Sat & Sun. (Rockmosa/Eden Mills)	250.00	175.00	475.00	380.00
Soccer Tournament Fri night & Sat (Rockmosa/Eden Mills)	225.00	157.50	400.00	320.00
Soccer Tournament one day (Rockmosa/Eden Mills)	175.00	122.50	300.00	240.00

**Marden Sports Pitch**

	<u>Price per hour</u>
Marden Sports Pitch	35.00/hr
Marden Sports Pitch light charge per hour	25.00/hr

**Picnic Pavilions**

	<u>per day</u>	<u>(Fri 6pm -Sun 6pm)</u>	<u>Damage Deposit</u>
Pavilion 1 (Small)	100.00	170.00	200.00
Pavilion 4 (Large)	175.00	300.00	200.00

**Royal Distributing Athletic Performance Centre**

<u>Full Field Rental Mon-Fri 5pm - 10pm Sat-Sun 7am - 10pm</u>	<u>Half Field Rental Mon-Fri 5pm- 10pm Sat-Sun 7am - 10pm</u>	<u>Non-Prime Full Field Mon-Fri 8am - 4pm 11pm and later</u>	<u>Non-Prime Half Field Mon-Fri 8am - 4pm 11pm and later</u>
\$180.00/hr	\$100.00/hr	\$110.00/hr	\$75.00/hr

**Track Use**

<u>Non-Resident Per Use</u>	<u>Non-Resident Per Year</u>	<u>Exclusive Track Rental 1 hr</u>	<u>Exclusive Track Rental 1 hr Mon - Fri 8am - 4pm</u>
\$2.00	\$70.00	\$100	\$75

**Schedule "E" to By-law Number 44/2011**

**Schedule of Fees  
- Parks and Recreation Department -**

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**Additional charges for Hall  
and Pavilion Rentals**

Licensed event requires Twp.  
Bartenders at rates as per  
Employee Pay Grid

**Community Centre\* Hall  
Discounts**

Township Residents	10%	Does not apply to Affiliated groups
Township Churches receive two (2) rentals a year at a rate of \$225/ per rental excluding Saturdays at Rockmosa or Marden Community Centre		

CC\* - Community Centre

**Rates will increase March 1st of every year based on the previous year annual consumer price  
index published by Statistics Canada starting in 2011.**

**Schedule “F” to By-law Number 44/2011**

**Schedule of Fees  
- Fire Department -**

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Item	Fee or Calculation of Fee
<b>Non-Emergency Services – Payable in Advance</b>	
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	\$60.00
<b>Emergency Services</b>	
1. A non-resident of the Township of Guelph/Eramosa shall be invoiced for any emergency response provided by the Township for the following:	
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 Police Report showing the percentage (%) of fault as follows:	
100% at fault	100% of \$350.00 per hour per vehicle, plus applicable costs from the City of Guelph
50% at fault	50% of \$350.00 per hour per vehicle, plus applicable costs from the City of Guelph
25% at fault	25% of \$350.00 per hour per vehicle, plus applicable costs from the City of Guelph
2. Recurring Malfunctioning or Malicious Alarm	
a) First or Second Alarm	No charge – incident is recorded
b) Third or Subsequent Alarm	\$350.00 per hour per vehicle charge, plus applicable charges from the City of Guelph