

The Corporation of the Township of Guelph/Eramosa

By-law Number 69/2020

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 25/2018, 78/2018, 33/2019, 50/2019, 76/2019, 5/2020 and 21/2020.

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"	Administration, Licensing and Enforcement
iii) Schedule "C"	Finance Department
iv) Schedule "D"	Public Works Department
v) Schedule "E"	Parks and Recreation Department
vi) Schedule "F"	Fire Department
v) Schedule "G"	Cemetery Fees
vi) Schedule "H"	Parkland Dedication Fees
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 THAT By-laws 25/2018, 78/2018, 33/2019, 50/2019, 76/2019, 5/2020 and 21/2020 are hereby repealed.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 January 1, 2021.

READ three times and finally passed
this **7th** day of **December, 2020**.

Chris White, Mayor

Amanda Knight, Clerk

Schedule "A" to By-law Number 69/2020

**Schedule of Fees
Administration Licensing and Enforcement**

Item	Fee or Calculation of Fee
Application to Purchase an Unopened Road Allowance	\$500.00 administration fee \$1,500.00 deposit
Agreements, Miscellaneous	\$250.00
Death Registration	\$25.00
Certifying Documents	\$10.00
Clean Yards Administrative Fee	\$300
Commissioner of Oaths	\$20.00 for 4 signatures \$5.00 for each additional signature
Compliance Letters – Including but not limited to: Zoning, Building, Site Plan, Agreements, Tile Drainage, Heritage Designation, Water/Sewage, Committee of Adjustment decisions, etc.	\$125.00
Completion of Pension Forms (for Township residents only)	No charge
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
Civil Marriage Solemnization:	
<ul style="list-style-type: none"> In Council Chambers, during Township Business Hours 	\$250.00
<ul style="list-style-type: none"> At a location outside of Council Chambers 	\$350.00 plus officiant expenses
<ul style="list-style-type: none"> Witness – in Council Chambers during Township Business Hours Only 	\$25.00 per employee
<ul style="list-style-type: none"> Rehearsal 	\$75.00 plus officiant expenses
<ul style="list-style-type: none"> Renewal of Vows 	\$75.00 plus officiant expenses
Dog Licence:	
<ul style="list-style-type: none"> One (1) Fertile Dog 	\$35.00
<ul style="list-style-type: none"> One (1) Spayed/Neutered Dog 	\$30.00
<ul style="list-style-type: none"> Replacement Tag 	\$5.00
<ul style="list-style-type: none"> Penalty – after April 30th of each year 	\$5.00
<ul style="list-style-type: none"> Service Animal 	No charge
Dog Impound fee	\$56.50
Dog Boarding fee	\$16.95 per day
Encroachment Agreements	\$500.00
Facsimile transmission	\$1.00 per page local call \$2.00 per page long distance call
Film Permit	\$500.00
Heritage Pride Plaque	\$95.00 for single-sided plaque \$115.00 for double-sided plaque
Kennel License	\$125.00
Line Fence Act Application	\$400.00
Line Fence Act Appeal	\$150.00
Liquor License Clearance/Approval Letter	\$75.00
Lottery License	3% of the estimated total value of prizes
Noise By-law Exemption Request	\$75.00
Open Air Burn Permit	\$25.00
Photocopies	\$0.25/page
Promotional Items	
<ul style="list-style-type: none"> Township Flag (Silkscreen), if available 	Cost of production plus \$5.00 administration fee
<ul style="list-style-type: none"> 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
Property Standards Appeal	\$250.00
Property Standards Compliance Certificate	<p>\$40 for a residential property containing three or fewer dwelling units \$20 per dwelling unit for any residential property containing more than three dwelling units</p> <p>For commercial, industrial or institutional property: \$40 for any building having a gross floor area of 1,800m² (5,905.5ft²) or less \$60 for any building having a gross floor area over 1,800m² (5,905.5ft²) plus an additional \$10 for each additional 4,000m² (43,057.05ft²) in excess of 4,600 m² (49,515.61ft²)</p>
Site Alteration Appeal	\$350.00
Site Alteration Permit	<p>\$500 + c0.10 per m³ fill/topsoil, placed/renewed (includes 3 inspections) Additional Inspections: \$75 per inspection Renewal - \$500 Review of Drainage Plans: \$500 minimum \$3,000 security, minimum</p>
Special Event Permit	<p>\$100.00 – Non-Charitable Event \$50.00 – Charitable Event</p>
Tile Drainage Application	\$50.00 plus costs
Tile Drainage Inspection	\$100.00
Township Map	\$3.00 plus applicable postage if mailed
Water and Sewer Servicing Agreements	\$750.00
Zoning By-law	\$25.00 plus applicable postage if mailed

Schedule "C" to By-law Number 69/2020

Schedule of Fees
Treasury Department

Item	Fee or Calculation of Fee
Returned Cheque (NSF)	\$40.00
Reprint (Duplicate) Tax Bill	\$20.00
Tax Certificate	\$30.00
Tax Certificate (24 hours)	\$50.00
Tax Registrations Processing Fee	\$150.00 administration fee plus service costs and legal costs, if applicable
Transfer Fee/Additions to Tax Roll	\$20.00

Schedule “D” to By-law Number 69/2020

**Schedule of Fees
Public Works Department**

Item	Fee or Calculation of Fee
After Hours Emergency Water Shut Offs	\$165.00
Entrance Permits (Residential)	Deposit \$1,000.00 Inspection Fee \$150.00 Each additional or repeat inspection for failed first inspection \$50.00
Entrance Permits (Commercial or Industrial)	Deposit \$2,000.00 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 \$25.00 if post required
Utility Certificate	\$25.00
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, a \$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
Same Day Water Service Disconnection/ Reconnection Fee	\$75.00
Water Service Disconnection Service Charge	\$50.00
Water Service Reconnection Service Charge	\$50.00
Water Service Connection Fee	\$200.00
Wastewater Service Connection Fee	\$200.00
Change of Occupancy	\$50.00
Water Meter for New Build	\$320.00
Water Meter Bench Testing	\$30.00 administration fee plus actual cost of third party services (No charge if meter is proven to be faulty)
Collection – Final Notice and Transfer of Past Due Account to the Tax Roll	\$50.00

Schedule “E” to By-law Number 69/2020

**2021 Schedule of Fees
Parks and Recreation Department**

Item	Fee or Calculation of Fee
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 17hrs: \$610.19 • Friday, Saturday, Sunday or Stat Holiday 8hr: \$499.24 • Monday - Thursday 8hr: \$388.31 • Decorate/take down day \$150 per day • Damage Deposit: \$500.00
Rockmosa <ul style="list-style-type: none"> • Kitchen Only 	<ul style="list-style-type: none"> • Friday, Saturday, Sunday or Holiday 8am – 1am 17hr: \$499.24 • Friday, Saturday, Sunday or Stat Holiday 8hr: \$388.31 • Monday - Thursday 8hr: \$277.36 • Damage Deposit: \$500.00
Rockmosa <ul style="list-style-type: none"> • 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
Rockmosa Studio Space (40'x14' - 560sq/ft)	<ul style="list-style-type: none"> • \$25/hr- RENTAL SPACE NOT AVAILABLE FOR RENT IN 2021
Rockmosa/Marden Community Centre <ul style="list-style-type: none"> • Instructional recreational/cultural community programming rental, registration open to the general public • Youth day camp rental rate Mon-Fri with open registration to the general public 	<ul style="list-style-type: none"> • 4 hour rental at Marden - \$150 • 4 hour rental at Rockmosa - \$200 • \$600 for indoor camps (Rockmosa CC, Marden CC) Mon-Fri 8:00am–5:00pm Christmas break, March Break, July/August only • \$500 for outside camps (sports fields, pavilions) Mon-Fri 8:00am–5:00pm July/August only
Marden Community Centre	<ul style="list-style-type: none"> • Saturday, Sunday or Holiday 8am – 1am (17hrs): \$388.31, \$41.40 per/hr, minimum 5 hours. • Monday - Friday 8hr: \$221.89 • Decorate/take down day \$150/day • Enabling Garden exclusive rental \$194.15 • Table and Chair set-up take down fee \$75 on request. (Monday-Friday only) • Damage Deposit: \$500.00

Older Adult Centre	<ul style="list-style-type: none"> Monday – Friday after 5pm: \$45/hr Saturday, Sunday or Stat Holiday 8hr: <ul style="list-style-type: none"> \$180.00 4hr: \$120 Damage Deposit: \$200.00 Annual Membership \$25.00 Renewal of Membership \$17.70 Enabling garden exclusive rental <ul style="list-style-type: none"> \$194.15
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
Parking Lot Fee or Park Open Space	<ul style="list-style-type: none"> \$250/day
Small Picnic Pavilion (#1 Sport)	<ul style="list-style-type: none"> \$112.83/day \$200.00 damage deposit
Large Picnic Pavilion (#4 Pond)	<ul style="list-style-type: none"> \$197.45/day \$200.00 damage deposit
Ball Diamond, fee per hour	<ul style="list-style-type: none"> \$21.56 per hour
Lighted Ball Diamond, fee per hour	<ul style="list-style-type: none"> \$28.99 per hour
Uncategorized Turf fields (no lines), open space	<ul style="list-style-type: none"> \$18.19/hr
Unirrigated full Soccer Pitch – Rockmosa/Eden Mills/Marden fee per hour	<ul style="list-style-type: none"> \$28.30/hr
Rockmosa irrigated pitch 7v7 and under	<ul style="list-style-type: none"> \$24.40/hr
Rockmosa irrigated pitch 9v9 and under	<ul style="list-style-type: none"> \$30.40/hr
Marden and Rockmosa 11v11 irrigated field	<ul style="list-style-type: none"> \$40.91/hr
Marden Sports Pitch lighting charge	<ul style="list-style-type: none"> \$30.09/hr
Supply and install/takedown fencing for licensed area	<ul style="list-style-type: none"> \$250
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) Public 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 when booked outside of facility hours. Half field prime times \$118.48, non- prime \$86.16 when available.
Royal Distribution Athletic Performance Centre – Birthday Party Packages, all packages include insurance	<ul style="list-style-type: none"> 1hr full field and party room for 3 hrs \$224.99 1hr half field and party room for 3 hrs \$155.73 Off Season Birthday party: 1hr full field and party room for 3 hrs \$155.73

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: \$106.22hr (M-F 5pm-11pm and sat/Sun 7am-11pm) • Exclusive Track Non-Prime: \$79.67hr (M-F, 8am-4pm) • 12 use prepaid track card \$17.70
Active Living Programming	<ul style="list-style-type: none"> • \$65 rate per session
Community 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	<ul style="list-style-type: none"> • \$4.42/hr
Tot n' Play	<ul style="list-style-type: none"> • \$4.00 (no tax)
Tot n' Play 10 use prepaid card	<ul style="list-style-type: none"> • \$35.00 (no tax)
Pick-up soccer	<ul style="list-style-type: none"> • \$10.62
Nordic Pole rental	<ul style="list-style-type: none"> • \$1.77
Nordic Pole purchase	<ul style="list-style-type: none"> • \$80.00
Nordic Pole replacement “boots”	<ul style="list-style-type: none"> • \$20.00
In-house league play	<ul style="list-style-type: none"> • League fee will be set to recover the cost of field time used
Memorial Bench	<ul style="list-style-type: none"> • \$2,300.00
Memorial Tree	<ul style="list-style-type: none"> • \$650.00

Notes:

1. Licensed events require Township Bartenders at rates as per Employee Pay Grid
2. Churches located within the Township receive two rentals a year up to a maximum of 8 hours in duration per rental at a rate of \$230 per rental excluding Saturdays at Rockmosa and Marden Community Centre
3. Community centre consecutive day rental discount, cannot be combined with any other discount. Excludes decorate/take down rates.
 - a. 2 days: 20% of total rental
 - b. 3 days: 25% of total rental
 - c. 4 days: 30% of total rental
 - d. 5 days: 35% of total rental
4. Community centre multi day rental discount, cannot be combined with any other discount. Excludes decorate/take down rates
 - a. 2 days 10% of total rental
 - b. 3 days 15% of total rental
 - c. 4 days 20% of total rental (max discount)
5. All Prices are subject to HST
6. Decorate and take down day must be booked with full day rental
7. This fee schedule will be reviewed on an annual basis.
8. Insurance is required for all rentals. Insurance can be purchased from the Municipality through a third party provider.

Schedule “F” to By-law Number 69/2020

**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	Current MTO rate per hour per vehicle plus personnel/hour plus any additional cost for each incident. Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.
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 Ministry of Transportation (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	Current MTO rate 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	Current MTO rate per hour per vehicle charge, plus applicable charges
4. Motor Vehicle Collision (MVC) Recoveries	Current MTO rate per hour per vehicle, plus any other applicable charges
5. Motor Vehicle Collision (MVC) Admin Fee	\$75.00
6. Any/All Hazardous materials responses (gas leaks included) will be invoiced to the responsible party	Current MTO rate per hour per vehicle, plus any other applicable charges

Fire Department Specific Response Fees

The Fire Department Specific Response Fees shall be the total of:

- a. *Current MTO rate per unit per hour or portion thereof for each unit
- b. Rate per person per hour or portion thereof for each firefighter

- c. Other costs including but not limited to; Foam, Metered Water, Air Tank Re-filling, Cleaning Equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs such as Water Bomber Drops, Hazmat response resources, heavy equipment

*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

Such fees shall be charged and calculated on the basis of each Fire Department vehicle attending, each firefighter attending and resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the Fire Department's facilities to the time the unit is cleared for the next call out.

Schedule “G” to By-law Number 69/2020

**Schedule of Fees
2021 Cemetery Fees**

CEMETERY FEES	
Interment Rights	
Single full-size	\$ 2,438.69
Cremation lot	\$ 1,517.64
50% of the Interment Rights Fees collected are deposited into the Care & Maintenance Fund – as per By-law 40-2017	
Interment/Inurnment Fees	
Adult	\$ 1,423.53
Child	\$ 783.94
Infant	\$ 522.30
Cremation (per urn)	\$ 549.49
Disinterment	
Full-size disinterment, re-interment in Rockwood Cemetery	\$ 4,456.64
Full-size disinterment, re-interment not taking place in same Cemetery	\$ 3,344.05
Cremation disinterment	\$ 549.49
Concrete Foundations	
Price per cubic foot	\$ 32.76
Minimum charge	\$ 732.25
Removal of existing foundation	\$ 539.03
Setting of Markers and flower vases	
Price per square inch	\$ 0.56
Minimum charge	\$ 240.73
Setting of vase	\$ 66.57
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	\$ 435.26
Surcharge Fees	
A surcharge will be applied for services required after 3:00 pm Monday to Friday	\$ 152.59/hr
Saturday interment/inurnment (11:00 am – 3:00 pm) will have a flat fee surcharge applied	\$ 768.09
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	\$ 106.75

Schedule “H” to By-law Number 69/2020

Schedule of Fees 2021 Parkland Dedication

Residential: \$8,225/unit

Garden Suites: \$383/unit

Dwelling Accessory Second Units: \$383/unit

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

Residential and 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