

THE CORPORATION OF THE TOWNSHIP OF WELLESLEY

BY-LAW NUMBER 10/2019

Being a By-law to establish the fees and charges for various services provided by the municipality and repeal By-law Number 4/2018 and any amendments thereto.

WHEREAS Section 391. (1) of *The Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called “the Act”) permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

AND WHEREAS *The Planning Act*, R.S.O. 1990, c . P . 1 3 as amended, provides that 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

AND WHEREAS pursuant to Section 7, *Building Code Act*, S.O. 1992, c23, as amended, provides that a Council a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits; and

AND WHEREAS the Council of the Corporation of the Township of Wellesley deems it necessary to periodically amend the fees and charges of the Township of Wellesley;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLESLEY ENACTS AS FOLLOWS:

Short Title:

This By-law may be known as the “Fees & Charges By-law 2019”.

Definitions:

1. For the purpose of this By-law:
 1. **"Corporation"** means the Corporation of the Township of Wellesley
 2. **"Department"** means the Department of the Township of Wellesley
 3. **"Township"** means the Corporation of the Township of Wellesley

General:

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

Schedule "A"	-	Building Department
Schedule "B"	-	Fire Department
Schedule "C"	-	Planning Department
Schedule "D"	-	Administration Department
Schedule "E"	-	Public Works Department
Schedule "F"	-	Recreation Department
Schedule "G"	-	Animal Control / Enforcement

2. No request by any person for any information, activity or use of Township property described in the Schedules to this By-law will be processed or provided by the Township, unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fees in the prescribed amount as set out in the Schedules to this By-law.
3. Any Fees and Charges or a portion thereof that remain unpaid, interest at the rate of 1.25% shall be charged on the first of each month thereafter until the account is paid in full. If the fees remain unpaid at April 1st of the year following, the fees, any interest and a transfer administration fee of \$50.00 will be added to the tax roll in the next year, on the real property of the owner.
4. That any cost associated with the collection of unpaid fees shall be charged at a rate of \$20.00 per hour.
5. The fees listed in the Schedules to this By-law will be subject to Harmonized Sales Tax (HST), where applicable.
6. A person may pay any fees and charges imposed under this By-law by cash, cheque, certified cheque or by interact banking card.
7. That the Council of the Township of Wellesley may from time to time amend the Fees and Charges in this By-law.
8. That 8% will be applied:
 - i. on all public works billing for services provided other than permit fees
 - ii. on all third party re-billing
 - iii. on all billings for hourly or contracted services provided by the Township outside of regular fees
 - iv. on all admin fees maximum \$500/invoice with invoices being prepared no more than once /month
9. All charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellesley owned by such person or persons and may be collected in the same manner as taxes.

Severability:

1. If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

Repealed:

By-law 4/2018 of the Township of Wellesley and all By-laws amending the same and any other By-law inconsistent with the provisions of this By-law are hereby repealed.

Coming to Force:

This by-law shall come into force on the date of its passage by Council.

Read a first and second time this 5th day of February, 2019.

Mayor Joe Nowak

Clerk, Grace Kosch

Read a third and final time and passed this 5th day of February, 2019

Mayor Joe Nowak

Clerk, Grace Kosch

SCHEDULE "A" to By-law 10/2019
Building Department

Group "A" Assembly	Fee/Sq.Ft.	Min/Flat	Rate
Post Office/Communication Building	\$1.56		
Convention Centre/Exhibition	\$1.56		
Restaurant/Tavern/Bar/Diner/Donut Shop	\$1.56		
Theatre/Concert Hall/Cultural Centre	\$1.56		
Recreation Complex/Country Club/Arena/Pool	\$1.56		
Outdoor Public Pool/Bleachers/Grandstands	\$1.56		
Government Buildings	\$1.56		
Schools	\$1.56		
Portable Classrooms (per unit)		flat	\$321.00
Library/Museum/Art Gallery/Science Centre	\$1.56		
Buildings/Church/Temple/Synagogue	\$1.56		
Group "B" Institutional	Fee/Sq.Ft.	Min/Flat	
Jails/Detention Centre	\$1.87		
Hospitals	\$1.87		
Care Facilities/Nursing Home/Rest Home	\$1.87		
Group "C" Residential	Fee/Sq.Ft.	Min/Flat	
Single Family Dwelling	\$1.16	min.	\$1,530.00
Mobile Homes		min.	\$714.00
Cottage/Seasonal Dwellings	\$1.16	min.	\$1,275.00
Semi-Detached/Link Home	\$1.16	min.	\$1,530.00
Apartment Building/Duplex/Triplex/Quadruplex	\$1.16	min.	\$2,040.00
Townhouse/Row House	\$1.16	min.	\$2,550.00
Hotel/Motel	\$1.24	min.	\$3,060.00
Group "D" Business & Personal	Fee/Sq.Ft.	Min/Flat	
Office Building (Superstructure only)	\$1.04		
Office Building (Finished)	\$1.04		
Group "E" Mercantile	Fee/Sq.Ft.	Min/Flat	
Retail Store/Complex (Superstructure only)	\$1.04		
Retail Store (Finished)	\$1.30		
Group "F" Industrial	Fee/Sq.Ft.	Min/Flat	
Warehouse, manufacturing, assembly plant	\$0.72		
Accessory building, storage, parking garage	\$0.72		
Service station, repair garage etc.	\$0.72		
Maintenance Building / mechanical building	\$0.72		
Spray Booths/Dust Collectors		flat	\$178.50
Foundation Permit Only	Fee/Sq.Ft.	Min/Flat	
Standard - full fees apply to superstructure	\$0.20		

Sewage System	Fee/Sq.Ft.	Min/Flat	Rate
New or replacement sewage system (Part 8)		flat	\$571.00
Replacement septic tank only		flat	\$377.00
Replacement leaching bed only		flat	\$377.00
Interior Alterations/Renovations	Fee/Sq.Ft.	Min/Flat	
Alterations & Renovations	\$0.42		
Interior finishes to existing unfinished builds	\$0.42		
Farm Buildings	Fee/Sq.Ft.	Min/Flat	
Agricultural storage buildings	\$0.42		
Livestock facilities	\$0.42		
Silos			
A) Grain Bin		flat	\$156.00
B) Tower / Bunker		flat	\$385.00
Manure Storage Tanks (all uncovered manure storage areas)		flat	\$535.00
Special Categories Services	Fee/Sq.Ft.	Min/Flat	
Air Support Structures	\$0.42		
Temporary Tent (over 646 sq. ft.)		flat	\$156.00
Relocated Building within Municipality		flat	\$260.00
Change of Use		flat	\$209.00
Alternative Solution Application		flat	\$200.00
Miscellaneous	Fee/Sq.Ft.	Min/Flat	
Garage / Carport	\$0.43		
Accessory Building / Detached Garage	\$0.47		
Deck / Porch / Exterior Stair / Taller Roof	\$0.43	min	\$100.00
Fireplaces / Woodstoves / Chimney		flat	
Retaining Walls	\$0.42		
Designated Structures as per OBC(excluding solar panels)		flat	\$520.00
Solar Power Installations (building mounted)	\$0.51	max	\$510.00
Storefront Replacement		flat	\$357.00
Elevator / Escalator Lift		flat	\$357.00
Public and Private Swimming Pools & Spas		flat	\$153.00
Fire Alarm		flat	\$418.00
Electromagnetic Locks & Hold Open Devices (ea)		flat	\$119.00
Fire Reservoirs		flat	\$535.00
Plumbing Work Only	Fee/Sq.Ft.	Min/Flat	
Building Outside Services – SFD / Semi / Duplex		flat	\$51.00
Building Site Services other than SFD / Semi / Duplex		flat	\$102.00
Backflow Prevention Device		flat	\$100.00

Demolition	Fee/Sq.Ft.	Min/Flat	Rate
Demolition of Part 9 Building		flat	\$112.00
Demolition of Part 3 Building (where P.Eng design work is req'd)		flat	\$321.00
Fees for items not listed above: \$11.00 per \$1,000.00 of construction value			

NOTES to TABLE

1. A minimum, non-refundable fee of \$100.00 shall be charged for all permits to be paid at the time of permit application.
2. A fee of \$0.03 per square foot of floor area shall be charged for re-examination of major revisions to previously approved plans
3. A minimum inspection fee of \$100.00 shall be charged for inspections not related to an active building permit.
4. A surcharge of 10% of the normal building fee shall be charged for conditional permits.
5. Mechanical penthouse, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
6. Except for interconnected floor spaces, no deductions are to be made for openings within floor areas (eg. Stairs, elevators, service shafts).
7. Unfinished basements and garages for single family dwellings (including semis, duplex and townhouses) are not included in the floor area calculations.
8. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional fee is applicable.
9. Where demolition of partitions or alterations to existing ceilings are part of an alteration or renovation permit, no additional demolition fee is applicable.
10. Corridors, lobbies, washrooms, lounges etc. are to be included as floor area and classified according to major occupancy classifications for the floor area in which it is located.
11. The classes of building permits and occupancy categories in the schedule correspond with the definitions of major occupancy classifications in the Ontario Building Code. For mixed occupancies the permit fees for each of the applicable occupancy categories may be used.
12. For rack storage use, apply the square footage fee that was used for the building.
13. The Chief Building Official shall determine fees for classifications of permits not described or included in this schedule.
14. An investigation fee for construction commenced without a Building Permit will be charged an additional 100% of the permit fee to a maximum of \$1,000.00 increase.
15. A refundable deposit of \$600.00 shall be collected for the following buildings: Single Family Dwelling; Duplex; Semi-Detached; Townhouse and Triplex dwelling units and shall be refunded upon completion of the final inspection clearing off any outstanding items, within 12 months of the Building Department issuing occupancy after which time the deposit is forfeited to the Building Department to cover the costs of the permit administration and archiving of the building permit. The final inspection deposit is in regards to the structure only and does not relate to lot grading.
16. Fireplaces, HVAC, electrical, plumbing and woodstoves are included in the permit fee where identified on the application for the construction of new residential additions and new dwelling units.

SCHEDULE "B" to By-law 10/2019
Fire Department

		Rate
Fire Code Inspection Base Rate Mandatory, request and complaint inspections <ul style="list-style-type: none"> All high- risk/commercial zoned properties shall be subject to a mandatory inspection at the property owners expense every 2-4 years. Includes first inspection and re-inspection up to 5 hours Report within 2 weeks 		\$110.00
Request Inspection Rush Rate within 5 days)		\$165.00
Fire Code Re-inspection (after initial re-inspection)		\$105.00
Request Inspection Hourly Rate (includes on-site and administrative time) after 5 hours		\$ 85.00/hr
Copies of Fire Reports		\$100.00
File Search		\$80.00
Open Burn Permit 30 Days <ul style="list-style-type: none"> Permit requested during Township office hours 08:30am-4:30pm Monday-Friday (excluding holidays) Permit shall be issued within 2 business days 		\$40.00
Open Burn Permit Rush Rate- issued during non-business hours (evenings, weekends and holidays) <ul style="list-style-type: none"> Issued for 30 days 		\$65.00
Open Burn Permit Yearly Rate- January 1 st -December 31st <ul style="list-style-type: none"> Issued before July 1st 		\$150.00
Open Burn Permit Yearly Rate until December 31st- <ul style="list-style-type: none"> Issued after July 1st 		\$125.00
Enclosed Burn Container Yearly rate		\$150.00
Response to Open Burn and/or Contained Site Camp Fires not in compliance with Township Burn By-law; <ul style="list-style-type: none"> Any of the 16 infractions in schedule "C" of the Township Burn By-law shall be applied where applicable (\$200 each) plus... 	hr/vehicle	\$475.00
Response to a false alarm at the same address within 12 months of the first alarm; <ul style="list-style-type: none"> First two alarms are not charged back All false alarms within the designated time frame after the first two will be charged according to this fee schedule False alarms include equipment malfunctions, repair, maintenance and not being taken offline for fire drills and testing This includes malicious alarms and human error Waiting for key holders is billed at full rate 	hr/vehicle	\$475.00
Response to Hazardous Materials Incidents; <ul style="list-style-type: none"> Billed to responsible party and/or property owner 	Response to Hazardous Materials Incidents; Billed to responsible party and/or property owner	\$475.00

		Rate
Response to Motor Vehicle Incidents on Township or Regional Roads for non-residents; <ul style="list-style-type: none"> • Cost for fire department response will be billed to non-resident insurance provider. If more than one non-resident vehicle is involved billing will be split evenly between non-residents involved. • Costs are billed per truck, per hour 	hr/vehicle	\$475.00
Fire Watch	hr/vehicle	\$475.00
Malicious False Fire Alarm or Call; <ul style="list-style-type: none"> • Activating an alarm system maliciously • Activating fire department response for false report of fire or emergency Activating fire department response for an open burn or contained site camp fire that is clearly adhering to the by-law	hr/vehicle	\$475.00
Use of X-tinguishing FST Fire Suppression Device during structural fires	Per unit, plus admin fee	\$1,000.00
Fire Reservoir Lock		\$15.00
Fire Reservoir Sign		\$35.00
Use of Fire Fighting Foam	5 gal pail	\$325.00
Rental of Special Equipment more than First Response of Fire Dept.	Cost + admin fee	
* Minimum Charge - 1 hour		

SCHEDULE "C" to By-law 10/2019

Planning & Development

	Min/Flat	Rate
Mandatory Pre-Submission Meeting (for all Planning Act applications)	Flat	\$150.00
Minor Variance		
Deposit		\$1,500.00
Administration & Planning Fees (to be deducted from deposit)		\$900.00
Consent		
Deposit		\$1,500.00
Administration & Planning Fees (to be deducted from deposit)		\$1,000.00
Development Agreement for Consent		
Deposit		\$1,300.00
Administration & Planning Fees (to be deducted from deposit)		\$1,000.00
Certificate of Compliance		\$100.00
Official Plan Amendment		
Deposit		\$4,000.00
Administration & Planning Fees (to be deducted from deposit)		\$2,000.00
Zone Change Application		
Deposit		\$2,500.00
Administration & Planning Fees (to be deducted from deposit)		\$1,500.00
Concurrent Official Plan Amendment & Zone Change Amendment		
Deposit		\$5,000.00
Administration & Planning Fees (to be deducted from deposit)		\$3,000.00
Appeal to the Ontario Municipal Board LOCAL PLANNING APPEAL TRIBUNAL		
Deposit (for 3rd party appeals only)	Per day	\$5,000.00
Draft Plan of Subdivision		
Deposit		\$10,000.00
Administration & Planning Fees (to be deducted from deposit)		\$4,000.00
Revisions		\$500.00
Certificate of Compliance		\$100.00
Site Plan Control		
Deposit		\$3,000.00
Administration & Planning Fees (to be deducted from deposit)		\$1,500.00
Revisions		\$500.00
Certificate of Compliance		\$100.00
Agreements		
Changes to Conditions of an Agreement	at all costs	incurred
Release	at all costs	incurred
Cash in Lieu of Parkland		
Residential - 5 or less new lots/units	Per lot/per unit	\$4,500.00
Residential - 6 or more new lots/units - 5% of appraised value - determined by developer and agreed to by Township	Per lot/per unit min	\$3,500.00
Commercial	Nil	
Industrial	Nil	
Institutional	Nil	
Agricultural	Nil	

	Min/Flat	Rate
Street Lighting Contributions (per consent to create a new lot)		\$2,000.00
Part Lot Control		
Deposit		\$1,000.00
Administration & Planning Fees (to be deducted from deposit)	unit	\$400.00
Zone Compliance Certificate		
2-10 business days		\$100.00
48 hours		\$150.00
Survey Copy (if available)		\$25.00
Consolidated Zoning By-law (hard copy)		\$50.00
Township Official Plan (hard copy)		
Black & White		\$50.00
Colour		\$75.00
Requests from Planning Department - labour unrelated to a Planning Act Application (research, search, copy, consultation, etc) telephone/counter requests for written materials including copies of sections of pertinent By-laws	per hour of staff labour (HST + Admin fee applicable)	\$50.00
Minimum Distance Separation I		
5-10 business days	per req. calculation - flat fee (applicant to gather data)	\$75.00

**SCHEDULE "D" to By-law 10/2019
Administration**

Freedom of Information	Rate
Application	\$5.00
Photocopies & computer printouts	\$1.00/page
Record Search	\$75.00/hr
Preparation of Record for Disclosure	\$75.00/hr
Note: If after it is estimated that the cost will be \$100.00 or more, a deposit equaling 50% of the estimate will be required	
General	
Commissioner of Oaths (per 3 documents)	\$ 20.00
Travel Letters	\$20.00
Certification of Photocopies	\$ 20.00
Swearing an Affidavit	\$ 20.00
NSF / Dishonoured Payment	\$ 36.00
Tax Certificate	\$ 55.00
Photocopies	\$0.75
Plotter Prints	\$10.00/page
Recall Pre-authorized payment	\$36.00
Fax Machine (per page)	\$1.00
Fax Machine - Long Distance (per page)	\$2.00
On Line Payment Convenience Fee	\$2.00
Replacement A/P or Payroll Cheque	\$36.00
Bag Tag Program (garbage bag tags) – sold in sheets of 5 tags only (HST exempt)	\$ 10.00/sheet
Solemnization	
Civic Ceremony	\$250.00
License Fee	\$125.00
Witness (if required)	\$25.00 per
Council Chamber Rental (2hr max)	\$120.00
Taxes	
Search - 4th year and prior	\$75.00/hr
Preparation of Tax Information for residents to the Provincial or Federal Governments	\$30.00
Duplicate Tax Receipt	\$10.00
Prior Year's Tax Receipt (1st year)	\$10.00
Tax Bill Reprint	\$10.00
Transfer Payment - customer error	\$15.00
Change Post-dated cheque on File	\$10.00
Transfer to Taxes for collection	\$25.00

SCHEDULE "E" to By-law 10/2019
Public Works

Engineering Services	Rate
Entrance Permits	\$155.00
Surface Works Deposit (road damage/lot grading)	\$2,500.00
Road Cut Permit	\$155.00
Lot Grading Review (deducted from surface works deposit or costs incurred by outside agency)	\$100.00/hr
Civic Addressing + Admin Fee	
Municipal Address Sign - Replacement Sign	\$37.25
Municipal Address Sign -Replacement Post	\$37.25
Installation	\$54.10
Creation of 911 number	\$54.10
Vehicle & Equipment + Admin Fee	
Pickup Truck	\$18.55
Backhoe	\$45.10
Grader	\$87.60
Tandem	\$34.50
Loader	\$50.40
Chipper	\$38.20
Sweeper	\$87.60
Ag Tractor	\$31.20
Self Propelled Roller	\$12.75
Steam Jenny	\$42.45
Labour & Materials + Admin Fee	
Labour (per hour)	cost
Materials	cost

SCHEDULE "F" to By-law 10 /2019

Recreation

Arenas / 50 min	Rate Effective April 1, 2019
Prime Time (5:00pm - 11:00pm. Mon. to Fri.)	\$191.52
Prime Time (8:00am - 10:00pm Sat. Sun.)	\$191.52
Non Prime Time (Before 5:00pm-After 11:00pm. Mon. to Fri)	\$119.05
Non Prime Time (Before 8:00am. - After 10:00pm Sat. & Sun.)	\$119.05
Local Minor Sports	\$121.79
Non-Local Minor Sports	\$137.21
Net Movers	\$35.00
Schools	\$78.64
Parents and Tots	Free
Senior Skate	Free
Summer Floor Rental (Ball Hockey, In-Line Skating, etc.)	\$46.89
Summer Floor Rental (Full Day)	\$623.41
Community Centres	
Hawkesville	
Full Rental (Sat.Sun)	\$206.75
Full Rental (Mon. to Fri.)	\$130.87
Hourly Rate	\$35.22
Linwood	
Full Rental (Hall, Kitchen, Bar)	\$482.70
Small Hall (Lions Den)	\$206.75
Large Hall	\$413.53
Hourly Rate (Both Halls)	\$82.93
Hourly Rate (Small Hall)	\$35.22
Hourly Rate (Large Hall)	\$47.72
Kitchen	\$100.00
St Clements	
Full Rental (Hall, Kitchen, Bar)	\$441.60
Kitchen	\$100.00
Hourly	\$47.72
Wellesley	
Full Rental (Hall, Kitchen, Bar)	\$422.38
Kitchen	\$100.00
Small Hall	\$206.75
Hourly Rate (Small Hall)	\$35.22
Hourly Rate (Large Hall)	\$47.72
Other Fees	
Reserve Set-Up - Tear Down Day	\$150.00
Damage Deposit (Depending on Event)	\$500.00
Fitness Classes and Other Programs (per hour)	Same as hourly rate

Ball Diamonds / 90 min.	Rate Effective April 1, 2019
Regular Rentals	\$57.72
Minor Ball	\$37.15
Ball Tournaments	
Evening only – minimum staffing	\$72.30
Evening only – medium staffing	\$86.28
Evening only – maximum staffing	\$142.20
Full day - minimum staffing	\$144.64
Full day – medium staffing	\$186.58
Full day – maximum staffing	\$396.29
Picnic Shelters/Pavilions	
Reservations	\$ 56.10
Cancellation Fees	
Ice Rentals	\$100.00
Ball Diamond Rentals	\$50.00
Community Centres	\$200.00
Other	\$50.00
Rental Liability Insurance	
As per Gameday Rate Schedule	See Fee Schedule
Arena Advertising	
Arena Boards / Ball Diamonds	\$172.57
Arena Wall	\$172.57
Other – as determined by the Director of Recreation	

**SCHEDULE "G" to By-law 10/2019
Animal Control / By-law Enforcement**

Animal Control	Rate
Dog tag (male or female)	
Purchase on or before March 31 st – Neutered/Spayed (<i>proof required</i>)	\$30.00
Purchase on or before March 31 st – Non-Neutered/Spayed	\$45.00
Purchase after March 31 st – Neutered/Spayed (<i>proof required</i>)	\$45.00
Purchase after March 31 st – Non-Neutered/Spayed	\$60.00
Senior Citizen Rate	
Purchase on or before March 31 st – Neutered/Spayed (<i>proof required</i>)	\$15.00
Purchase on or before March 31 st – Non-Neutered/Spayed	\$22.50
Purchase after March 31 st – Neutered/Spayed (<i>proof required</i>)	\$22.50
Purchase after March 31 st – Non-Neutered/Spayed	\$30.00
Service Dog	\$0.00
Replacement tag	\$5.00
Kennels	
1st purebred	\$125.00
Each additional dog	\$15.45
Cross Breed dog (in kennel)	\$30.90
Certificate of Occupancy	
Home Occupation	\$150.00
Bed & Breakfast	\$150.00
Farm Related Occupancy - new	\$250.00
Farm Related Occupancy - 2yr renewal	\$250.00
Mobile Food Vending	
Food Cart – per day	\$50.00
Food Cart – annual	\$300.00
Food Truck – per day	\$50.00
Food Truck - annual	\$750.00