

**THE CORPORATION OF THE
TOWNSHIP OF WELLESLEY
BY-LAW NUMBER**

14/2011

A By-law to establish fees or charges for services or activities provided or done by or on behalf of The Corporation of the Township of Wellesley

WHEREAS Section 390 of the Municipal Act, 2001, S. O. 2001, c. 25, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality;

AND WHEREAS Section 69 of the Planning Act, R.S.O. 1990, c.P.13, as amended, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the Building Code Act, S.O. 1992, c.23 as amended, authorizes a municipal Council to pass a By-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS the Council of the Township of Wellesley deems it expedient to have a comprehensive Fees & Charges By-law:

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

Definitions:

1. For the purpose of this By-law:
 - a) "Corporation" means the Corporation of the Township of Wellesley
 - b) "Department" means the Department of the Township of Wellesley
 - c) "Township" means the Corporation of the Township of Wellesley

General:

2. Council hereby establishes the fees and charges as set out in the Schedules attached to this By-law.
3. 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.
4. 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.
5. That any cost associated with the collection of unpaid fees shall be charged at a rate of \$20.00 per hour.
6. The fees listed in the Schedules to this By-law will be subject to Harmonized Sales Tax (HST), where applicable.
7. A person may pay any fees and charges imposed under this By-law by cash, cheque, certified cheque or by interact banking card.
8. That the Council of the Township of Wellesley may from time to time amend the Fees and Charges in this By-law.

9. Should any part of this By-law, including any part of the Schedules attached to this By-law 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, as applicable, shall continue to operate and to be in force and effect.

Fees:

All consultation, third party invoicing and custom public works projects will be subject to an eight percent (8%) fee calculated prior to the application of HST.

Effective Date:

10. This By-law comes into force and effect on the date it is passed by the Council of the Township of Wellesley.

Repeal:

11. By-law 19/2005 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.

Read a first and second time this 4th day of April, 2011.

Ross Kelterborn

Mayor Ross Kelterborn

Susan Duke

CAO/Clerk, Susan Duke

Read a third and final time and passed this 19th day of April, 2011.

Ross Kelterborn

Mayor Ross Kelterborn

Susan Duke

CAO/Clerk, Susan Duke

SCHEDULE "A"
To By-law 14/2011

BUILDING DEPARTMENT

Group "A" - Assembly Buildings New & Additions (fees/sq.ft.)		
Post Office / Communication Building	\$ 1.40	
Convention Centre / Exhibition Hall	\$ 1.40	
Restaurant/Tavern/Bar/Diner/Donut Shop	\$ 1.40	
Theatre/Concert Hall/Cultural Centre	\$ 1.40	
Recreation Complex/Country Club/Arena/Pools	\$ 1.40	
Outdoor Public Pools/Bleachers/Grandstands	\$ 1.40	
Government Administration/Court Buildings	\$ 1.40	
Other Government/Police Stations/Fire Stations	\$ 1.40	
Elementary Schools/Kindergarten/Day Care	\$ 1.40	
Secondary Schools/Junior High/High School	\$ 1.40	
Post Secondary Classrooms/Technical School	\$ 1.40	
Portable Classrooms - per unit		\$ 300.00 min.
Library/Museum/Art Gallery/Science Centre	\$ 1.40	
Religious Building/Church/Temple/Synagogue	\$ 1.40	
Group "B" - Institutional		
Jails/Detention Centre	\$ 1.75	
Hospitals	\$ 1.75	
Care Facilities/Nursing Home/Rest Home	\$ 1.25	
Group "C" - Residential (fees/sq.ft.)		
Single Family Dwelling	\$ 0.88	\$ 1,320.00 min.
Single Family Dwelling/Condominium	\$ 0.88	\$ 1,320.00 min.
Mobile Home		\$ 660.00 flat fee
Cottage/Seasonal Dwelling	\$ 0.88	\$ 1,000.00 min
Semi-Detached Dwelling/Link Home	\$ 0.88	\$ 1,320.00 min.
Semi-Detached Condominium	\$ 0.88	\$ 1,320.00 min.
Apartment Building/Duplex/Triplex/Quadruplex	\$ 0.88	\$ 1,430.00 min.
Apartment Condominium	\$ 0.88	\$ 1,430.00 min.
Townhouse/Row House	\$ 0.88	\$ 1,320.00 min
Townhouse Condominium	\$ 0.88	\$ 1,320.00 min
Hotel/Motel	\$ 1.20	
Group "D" - Business & Personal Services		
Office Building (Superstructure only)	\$ 0.90	
Office Building (Finished)	\$ 1.25	
Office Complex/Office & Retail/Office & Apartment	\$ 1.25	
Group "E" - Mercantile		
Retail Store (Superstructure only)	\$ 0.70	
Retail Store (Finished)	\$ 1.05	
Retail Complex/Plaza Mall/Shopping Centre	\$ 1.05	
Group "F" - Industrial		
Primary Industry	\$ 0.66	
Mining	\$ 0.66	
Manufacturing/Processing/Assembly Mill/Printing Plant	\$ 0.66	
Transportation Terminal/Bus/Truck Terminal	\$ 0.66	
Maintenance Bldg/Hanger/Accessory Bldg/Low Hazard	\$ 0.66	
Storage/Warehouse/Industrial Mall/Factories	\$ 0.66	
Utility/Hydro Control Bldg/Water & Sewer Control	\$ 0.77	
Parking Garage/Loading Dock	\$ 0.44	
Service Station/Auto Repair Garage/Specialty Shop	\$ 0.66	
New Commercial kitchen / Spray booths	\$165.00	
Foundation Permit Only: (fees per sq. ft.)		
Standard - per sq. ft.	\$ 0.25	
Deep Foundations/Caissons/Pylons (per sq.ft.)	\$ 0.25	
Sewage Systems		
New or replacement sewage system(Part 8)		\$ 500.00flat fee
Replacement septic tank only		\$ 350.00flat fee
Replacement leaching bed only		\$ 350.00flat fee
Interior Alterations/Renovations:		
Alterations & Renovations to existing finished Areas	\$ 0.30	
Interior finishes to existing unfinished builds residential basements and major renovations	\$ 0.40	

**SCCHEDULE "A" cont'd
To By-law 14/2011**

Agricultural storage buildings	\$	0.33	
Livestock facilities	\$	0.33	
Framed/Heavy Timber Barn	\$	0.33	
Silos:			
A) Grain Bin	\$		125.00 flat fee
B) Tower	\$		360.00 flat fee
C) Horizontal Bunker	\$		360.00 flat fee
Manure Storage Tanks:			
A) Uncovered	\$		500.00 flat fee
B) Covered	\$		500.00 flat fee
C) Slatted Floor Storage Facility	\$		500.00 flat fee
Conversions / De-Conversions:			
Single to Multiple Dwelling	\$	0.44	
Non-residential to Residential	\$	0.44	
Single to Non-residential Building	\$	0.44	
Multiple to Single Dwelling or Non-residential	\$	0.44	
Change of Use (no construction/work required)	\$		150.00 flat fee
Special Categories:			
Air Support Structures	\$	0.60	
Temporary Tent: tent over 646sq.ft.	\$		150.00 flat fee
Temporary Buildings/sq.ft. per building (12)	\$	0.30	
Relocated Buildings within Municipality	\$		200.00 flat fee
Relocated Buildings from other Municipality	\$		200.00 flat fee
Miscellaneous:			
Residential additions per sq. ft.	\$	0.72	
Sunroom additions (add-a-room per sq. ft.)	\$	0.72	
Garage / Carport	\$	0.40	
Accessory Building/Detached Garage	\$	0.45	
Deck/Porch/Exterior Stairs/Taller Roof	\$	0.40	\$ 100.00min.
Fireplaces	\$		140.00flat fee
Woodstoves/Chimney (each)	\$		140.00flat fee
Retaining Walls	\$	0.11	
Balcony Guard Replacement (per lineal ft)	\$	0.11	
Designated Structures as per OBC (communication towers)	\$		305.00flat fee
Storefront Replacement	\$		305.00flat fee
Elevator/Escalator Lift	\$		330.00flat fee
Public and Private Swimming Pools & Spas	\$		140.00flat fee
Fire Alarm	\$		385.00flat fee
Electromagnetic Locks & Hold Open Devices (each)	\$		110.00flat fee
Fire Reservoirs	\$		500.00flat fee
Plumbing Work Only:			
Plumbing New (per fixture)	\$		8.25
Vent Stacks (per 7 fixtures or portion thereof)	\$		35.00
Building Outside Services – SFD/Semi/Duplex	\$		40.00flat fee
Building Site Services other than SFD/Semi/Duplex	\$		110.00flat fee
Demolition:			
Demolition of Part 9 Building	\$		100.00flat fee
Demolition of Part 3 Building (where P.Eng design work req'd)	\$		300.00flat fee
Demolition Deposits	\$		TBD by CBO
Fees for items not listed above			\$10.00 per \$1,000.00 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 penthouses, 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

SCHEDULE “A” cont’d
To By-law 14/2011

renovation permit, no additional demolition fees 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 this 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, except where an occupancy category is less than 10% of the floor area.
12. For rack storage use, apply the square footage fee that was used for the building.
13. A temporary building is considered to be a building that will be erected for not more than one year.
14. The Chief Building Official shall determine fees for classifications of permits not described or included in this schedule.
15. Any construction commenced without a Building Permits will be charged an additional 100% of the permit fee to a maximum of \$1,000.00 increase.

**SCHEDULE “B”
To By-law 14/2011**

FIRE DEPARTMENT

Request Inspection Base Rate (report guaranteed within two weeks)	\$ 100.00
Request Inspection Rush Rate (if report is required within 5 days)	\$ 150.00
Request Inspections Hourly Rate for Every Additional Hour(s)	\$ 80.00
Copies of Fire Reports	\$ 75.00
Fire Code Re-inspections (first inspection and first re-inspection no charge)	\$ 100.00
Fire Search	\$ 75.00
Open Burning Permit	\$ 40.00
Fire Watch	\$ 410.00 per hour per vehicle
Response to Hazardous Materials Incidents	\$ 410.00 per hour per vehicle plus materials cost plus 5% administrative charge
Response to Open Burning Complaints within a 12 month period (first occurrence) upon receipt of a call which results in the dispatch of a station *	\$ 410.00 per hour per vehicle
Response to False Fire Alarms – Equipment Malfunction within a 12 month period (after 2 nd alarm)	\$ 410.00 per hour per vehicle
Response to False Fire Alarms (waiting for key holder)	\$ 410.00 per hour per vehicle
Response to False Fire Alarms – Failure to Notify Fire Department within a 12 month period (applies to maintenance, repair, testing of fire/sprinkler alarm and fire drills) *	\$ 410.00 per hour per vehicle
Malicious False Fire Alarm (upon conviction under Ontario Fire Code/F.P.P.A.)	\$ 410.00 per hour per vehicle
Fire Department Response to Township or Regional Roads (non residents)	\$ 410.00 per hour per vehicle
Use of Fire Fighting Foam	Niagara Class A \$ 300.00 per 5 gal pail \$ 95.00 per 5 gal pail
Rental of Special Equipment more than First Response of Fire Department	Expense incurred by Fire Department + 5% Administration Fee

* Minimum Charge One Hour

SCHEDULE "C"
To By-law 14/2011

PLANNING DEPARTMENT

Minor Variance Application	\$ 625.00
Zoning Letter of Compliance & Certificate	
(5-10 business days)	\$ 55.00
(2-5 business days)	\$ 70.00
(48 hours)	\$ 100.00
Second Zoning Certificate (same property & applicant)	
(5-10 business days)	\$ 20.00
(within 5 business days)	\$ 30.00
Zoning Amendment:	
Deposit	\$ 1,600.00
Administration & Planning fees (to be deducted from deposit)	\$ 850.00min
Official Plan Amendment:	
Deposit	\$ 1,800.00
Administration & Planning fees (to be deducted from deposit)	\$ 950.00min
Zoning & Official Plan Amendment (combined – applied at the same time)	
Deposit	\$ 2,500.00
Administration & Planning fees (to be deducted from deposit)	\$ 1,050.00min
Plan of Subdivision/Condominium:	
Deposit	\$ 10,000.00
Administration, Planning, Engineering fees (to be deducted from deposit)	\$ 4,000.00min
Standards - Lot Grading - developer	\$ 1,250.00
- owner	\$ 1,250.00
- Surface Work Security Deposit – developer	\$ 1,250.00
- owner	\$ 1,250.00
Cash-in-lieu of Parkland – 5% Fund Contribution	\$ 1,500.00/unit
- Commercial Lot	\$ Nil
- Industrial Lot	\$ Nil
Certificate of Compliance/ Letter of Compliance	\$ 50.00
Consent / Severance Application:	
Fee	\$ 750.00
Development Agreement	\$ 1,000.00
Standards - Lot Grading - developer	\$ 1,250.00
- Surface Work Security Deposit – developer	\$ 1,250.00
Cash-in-lieu of Parkland – 5% Fund Contribution	\$ 1,750.00/unit
- Farm Land Division	\$ 1,750.00/unit
Certificate of Compliance – Development Agreement	\$ 75.00
Ontario Municipal Board Appeals	
Deposit	\$ 5,000.00/day
Signage (to be refunded upon return)	\$ 50.00
Environmental Assessment/Nutrient Management/MDS Calculation	
(5-10 business days)	\$ 45.00
(2-5 business days)	\$ 65.00
(follow up requests)	\$ 20.00
Site Plans:	
Application	\$ 400.00
Revisions	\$ 150.00
Agreements:	
Changes to Conditions of an Agreement (at legal cost incurred)	
Release (at legal cost incurred)	
Home / Farm Occupancy Certificates	
Home Occupation	\$ 30.00
Farm Related Occupation	\$ 100.00
Farm Related Occupancy - Renewal	\$ 150.00

SCHEDULE "D"
To By-law 14/2011

PUBLIC WORKS & ENVIRONMENT DEPARTMENT

Entrance Permits	\$ 150.00
Surface Work Deposit (street/sidewalk/damage etc.)	\$ 1,250.00
Street Light Contribution (condition of consent)	\$ 2,000.00
Custom Work: Labour, equipment & materials at cost + Administration Fee	
Civic Addressing:	
New Municipal Address (sign, post, installation)	\$ 100.00
Replacement Signs	\$ 25.00
Replacement Post	\$ 25.00
Installation	\$ 50.00
Total cost with Township of Wellesley installing	\$ 100.00

SCHEDULE "E"
To By-law 14/2011

LICENSING

Licensing: Lottery – no fees are charged if 100% of funds raised support municipal activities	
Bingo	\$ 20.00/event
Media Bingo License 2% of prizes	\$ 10.00min.
Raffle License	\$ 25.00
Bazaar 1% of prizes-\$10.00/wheel	\$ 10.00min.
Break-Open Tickets 2% of prizes	\$ 50.00
Animal Control: Dog Tag & Kennel License Fees	Before April 15th / After April 15th
Dog License (male or female)	\$ 15.00 \$ 20.00
Rebate on proof of neutering	\$ 5.00
Dog Kennels – 1 st three purebred dogs	\$125.00
Each Additional Dog	\$ 15.00
Cross Breed Dog (in kennel)	\$ 30.00
Senior	\$ 7.50 \$ 10.00
Service Dog	N/C
Puppies	\$ 15.00 \$ 20.00
Replacement Tag	\$ 5.00

FREEDOM OF INFORMATION

Application	\$ 5.00
Photocopies & Computer printouts	\$ 0.50 per page
Record Search	\$ 7.50 per 15min.
Preparation of Record for disclosure	\$ 7.50 per 15min.

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 (non-resident)	\$ 10.00
Certification of Photocopies (non-resident)	\$ 10.00
Swearing an Affidavit (non-resident)	\$ 10.00
NSF / Dishonored Payment	\$ 30.00
Tax Certificate	\$ 40.00
Photocopies – includes HST	\$ 1.00 per page
Fax Machine - sending	
Local	\$ 1.00 per page
Long distance/international	\$ 2.00 per page
Fax Machine - receiving	
Long distance/international	\$ 1.00 per page
Search of Taxes	
Paid or charged current to past 3 years	N/C
4 th year and prior	\$ 50.00 per hour
Preparation of Tax Information for residents to the Provincial or Federal Government	\$ 25.00
Telephone / Counter Requests for written materials including copies of Section of Pertinent By-laws	\$ 25.00
Council & Committee Agenda – complete	\$272.00/year
General agenda	\$ 40.00/year
Administration & Finance agenda	\$ 76.00/year
Council Minutes	\$ 56.00/year
Individual items	\$ 0.50 per page
Administration Fee <i>includes</i> third party billing	+ 8% of cost before HST
Publications	
Map Info Printout	N/C
Township Settlement Maps	\$ 3.50
Assessment Map Copies	\$ 10.00
Survey – upon availability	\$ 25.00
Consolidated Zoning By-law	\$ 25.00
Township Official Plan (hard copy black & white)	\$ 25.00
(hard copy colour)	\$ 35.00
Burial Permits	\$ 25.00

SCHEDULE "F"
To By-law 14/2011

RECREATION

Ice Rental Rates Wellesley & St. Clements Arenas		Per Hour
Ball Hockey (arena floor)		\$ 42.78
Prime Time (5pm – 11pm Mon-Fri) / (8am – 11pm Sat-Sun)		\$ 166.37
Non-Prime Time (before 5pm & after 11pm) / (before 8am & after 10pm)		\$ 103.41
Weekday Morning (before 9am Mon-Fri)		\$ 61.81
Twin Centre Minor Sports (ringette / hockey / figure skating / special Olympic curling)		\$ 105.80
Minor Hockey Tournament (without hall)		\$ 105.80
(with hall if available)		\$ 124.79
Non- Township Organization		\$ 123.62
Adult Hockey Tournament (without hall)		\$ 105.80
(with hall if available)		\$ 160.48
School Board (WRDSB & WCDSB) – non prime time		\$ 61.81
Arena Floor		\$ 503.50
Ball Diamond Rental Rates per game (Linwood/St. Clements/ Wellesley)		No Lights / Lights
All Adult Ball Games (SloPitch / Fastball etc.)		\$ 49.92 / \$ 55.87
Minor Baseball		\$ 20.22 / \$ 24.97
Practice		\$ 30.90 / \$ 38.04
Ball Tournament Rental Rates		St. Clements
No Beer Garden – Sat / Sun (per diamond / day)		\$ 142.62
- Friday (per diamond / day)		\$ 71.30
Beer Garden Rental – all weekend including Fri		\$ 370.85
- Saturday only		\$ 224.66
- Sunday only		\$ 224.66
Picnic Shelter Reservation Rental Rates		St. Clements
For Reserved Picnics		\$ 52.29
Clean-up		\$ 123.62
Hall Rental Rates		Linwood & Wellesley
Hawkesville (approx. 100 person capacity)		
Full Rental (weekend Fri/Sat/Sun)		\$ 216.32 / \$ 36.85
(weekdays Mon-Thurs.)		\$ 98.66 / \$ 36.85
Linwood		
Full Rental (Hall / kitchen / bar)		
Both Halls – approx. 400 person capacity		\$ 494.46 / \$ 86.77
Small Hall (Lions Den) - approx. 120 person capacity		\$ 216.32 / \$ 36.85
Large Hall - approx. 280 person capacity		\$ 432.67 / \$ 49.92
St. Clements (approx. 350 person capacity)		
Full Rental (Hall / kitchen / bar)		\$ 474.98 / \$ 49.92
Wellesley		
Full Rental (Hall / kitchen / bar) - approx. 325 person capacity		\$ 432.67 / \$ 49.92
Small Hall - approx. 100 person capacity		\$ 216.32 / \$ 36.85
Fitness Class		# of Students
		Up to 10
		\$ 11.99
		11 to 15
		\$ 14.45
		16 to 20
		\$ 17.98
		20 plus
		\$ 26.39
Extra – Hall Rentals for all facilities		
Reserve Set-up Day		\$ 61.81
Bartenders hourly rate (min. 2 / event with 100+ people)		\$ 11.00
Corkage Charge (mix, ice, glasses) per 40oz. **OJ & pop		\$ 16.56
Meal Settings (dish rental)		\$ 42.78
Damage Deposit		\$ 250.00
Arena Advertising		\$ 135.83

* hourly rate available for hall rental if booking is 4 hours or less and no alcohol is served

** extra fee not available at the Hawkesville Hall

Implementation date - May 1/2011