THE CORPORATION OF THE

TOWNSHIP OF WELLINGTON NORTH

**BY-LAW NUMBER 102-2023**

**BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY AND TO REPEAL BY-LAW 127-2022**

**WHEREAS** *Municipal Act*, 2001 (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

**WHEREAS** *The Planning Act*, 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.

**WHEREAS** the *Building Code Act*, provides that a Council of a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1. **THAT** 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” - Administration

Schedule “B” - Building Department

Schedule “C” - Cemeteries

Schedule “D” - Fire/Rescue

Schedule “E” - Licensing & Lotteries

Schedule “F” - Planning Department

Schedule “G” - Engineering and Transportation

1. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
2. **THAT** unpaid fees and charges imposed pursuant to this by-law are subject to an interest rate of one and one-half percent per month.
3. **THAT** 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 Wellington North owned by such person or persons and may be collected in the same manner as taxes, in accordance with the *Municipal Act*, 2001.
4. **THAT** this by-law shall be known as the “Fees and Charges By-law”.
5. **THAT** this by-law shall come into force effective January 1, 2024.
6. **THAT** By-law Number 127-2022 be repealed on January 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED**

**THIS 6TH DAY OF NOVEMBER, 2023**

**STEVE MCCABE, ACTING MAYOR**

## KARREN WALLACE, clerk

**SCHEDULE "A"**

**ADMINISTRATION**

|  |  |
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| **DESCRIPTION** | **FEE** |
| Marriage Licence | $125.00 |
| Marriage Ceremony (1 hr max) | $350.00 |
| Marriage Rehearsal (1 hr max) | $75.00 |
| Travel time for ceremonies outside 25km one way | $25.00/hr & mileage |
| Certification of Documents | $10.00 per document |
| Commissioning Documents | $30.00 per document |
| Completion of Pension Forms  (Township resident only\*) | No Charge\*  $30.00 per document – Non Residents |
| Flags  Wellington North  Canadian Flag | $100.00  $50.00 |
| Freedom of Information  Requests (legislated fees) | $5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at $12.55 per quarter hour |
| NSF Cheque Charge | $30.00 |
| Photocopies (8½ x 11) | Black and White $0.25 per page  Colour $1.50 per page |
| Tax Certificate (required for purchase and sale of properties) | $50.00 |
| Tax Account Statement or Bill Reprint (required for personal income tax purposes) | $20.00 |
| Tax Sale Proceedings | $250.00  Administration Fee Plus Cost recovery of fees and disbursements as charged by consultants & solicitors |
| Burial Permit | $15.00 |
| Fee for services provided by municipal employees per hr per employee | $50.00 |
| Tax Arrears Penalties & Interest | Refer to current Tax Rates By-law |
| Civic Addressing  911 Sign  911 Post | $25.00  $20.00 |
| Electric Vehicle Charging Station | Level 2: $0.04/minute  Level 3: $0.25/minute |
| Reclamation election signs | $20.00/sign |
| AGCO Agency Letter of Approval  \*not for profit, charities and service clubs | $50.00  \* |
| AGCO Municipal Information for liquor sales  \*not for profit, charities and service clubs | $50.00  \* |
| AGCO Municipally Significant Event  \*not for profit, charities and service clubs | $50.00 |
| Exemption from noise by-law letter | $50.00 |
| Tile Drainage Application Fee | $250.00 |
| Tile Drainage Inspection Fee | $100.00 |

**SCHEDULE "B"**

**BUILDING DEPARTMENT**

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| --- | --- | --- | --- |
| **SECTION NO.** | **DESCRIPTION** | **FEE** | |
|  |  | **Per Sq. Ft.** | **Admin. Fee** |
| 1.1 | Assembly and Institutional Occupancies (Group A & B)   1. New construction 2. Renovation/alteration less than 500 Sq. Ft. 3. Renovation/alteration greater than 500 Sq. Ft. | .91  .00  .45 | $260.00  $260.00  $260.00 |
| 1.2 | Residential Occupancies (Group C) New Construction   1. Single family detached 2. Semi-detached/Row-house per unit 3. Apartment per unit | **FLAT RATE**  (includes $260.00 admin fee)  $3,000.00  $2,200.00  $1,200.00 | |
| 1.3 | Residential Occupancies (Group C) Addition/Renovation   1. New construction 2. Basement with ceiling height ≥ 6’–11” (2,100 mm) 3. Renovation/alteration less than 500 Sq. Ft. 4. Renovation/alteration greater than 500 Sq. Ft. 5. Attached garage or carport 6. Detached garage or carport 7. Accessory building 8. Deck/porch/veranda | .91  .32  .00  .32  .39  .39  .19  .19 | $260.00  $260.00  $260.00  $260.00  $260.00  $260.00  $130.00  $130.00 |
| 1.4 | Business and Mercantile Occupancies (Group D & E)   1. New construction 2. Renovation/alteration less than 500 Sq. Ft. 3. Renovation/alteration greater than 500 Sq. Ft. | .91  .00  .39 | $260.00  $260.00  $260.00 |
| 1.5 | Industrial Occupancies (Group F)   1. New construction 2. Renovation/alteration less than 500 Sq. Ft. 3. Renovation/alteration greater than 500 Sq. Ft. | .52  .00  .39 | $260.00  $260.00  $260.00 |
| 1.6 | Agricultural and Farm Building   1. New livestock/Ag processing buildings and additions    1. First 10,000 Sq. Ft.    2. Over 10,000 Sq. Ft. 2. Livestock renovations 3. Sheds/shops 4. Quonset/economy structure 5. Silos/grain bins 6. Manure storage or Pit silos    1. Uncovered    2. Covered    3. Roof over existing | .31  .26  .02  .17  .12  .05  .05  .12  .07 | $260.00  $260.00  $260.00  $260.00  $130.00  $130.00  $130.00  $130.00  $130.00 |

**SCHEDULE "B" (CONTINUED)**

**BUILDING DEPARTMENT**

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| **SECTION NO.** | **DESCRIPTION** | **FEE** | |
| **Admin. Fee** | |
| 1.7 | Temporary Structure   1. Portables, meteorological towers, etc. 2. Special occasion tent | $260.00  $130.00 | |
| 1.8 | Septic Systems   1. All classes, new or replacement 2. Tank replacement 3. Leaching bed replacement | $520.00  $130.00  $390.00 | |
| 1.9 | Commercial Wind Turbines | $260 admin. plus $59 per $1,000 of const. value | |
| 2.0 | Buildings or Structures that do not fit elsewhere in this Schedule | $260 admin. plus $13 per $1,000 of const. value | |
| 3.0 | Demolition Permit   1. Class “A” 2. Class “B” | $130.00  $520.00 | |
| 4.0 | Conditional Permit  Full permit fee as calculated under Section 1  Additional permit security may be required  Designated Structure the same as Section 1 | $260.00 | |
| 5.0 | Transfer permit | $260.00 | |
| 6.0 | Change of Use (no construction) | $130.00 | |
| 7.0 | Reapplication | $130.00 | |
| 8.0 | Inspection of wood burning appliance installation | $130.00 | |
| 9.0 | Pool Enclosure Fence | $130.00 | |
| 10.0 | L.L.B.O. inspections and letters for occupant loads | $130.00 | |
| 11.0 | Certificate of Compliance – Building and Zoning | $100.00 | |
| 12.0 | Works Damage/Lot Grading where applicable | **Deposit** | **Fee** |
| $1,900.00 | $100.00 |
| **NOTE TO SCHEDULE**  An investigation fee equal to the applicable building permit fee shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee to be charged when permit is issued, at the discretion of the CBO. | | | |

**SCHEDULE "C" CEMETERIES**

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| **DESCRIPTION** | **FEE** |
| **SALES**  Single Grave 3 ½ feet x 10 feet (plot $900.00)  (Care and Maintenance Fund included)  (40% of selling price $600.00)  Single niche to accommodate two urns (Niche $1,275.00)  Care and Maintenance Fund ($225.00)  Scattering Garden ($105.00)  Care and Maintenance Fund ($70.00) | $1,500.00  $1,500.00  $175.00 |
| **INTERMENT/INURNMENT**  Adult  Child (12 years and under)  Cremated remains in standard plot  Double depth charge – extra  Inurnment in niche  Scattering garden  Surcharges:  Saturday funerals until 12 noon - standard burial & 12 yrs and under  Saturday funerals until 12 noon - cremated remains & scattering garden  Saturday funerals until 12 noon– niche  Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri  Statutory holidays, Easter Monday, Remembrance ay, winter burial if ordered by Public Health Standard rate plus all charges | $1,000.00  $300.00  $400.00  $175.00  $250.00  $150.00  $365.00  $240.00  $130.00  $125.00 |
| **DISINTERMENT**  Standard burial  Cremated remains | $1,000.00  $400.00 |
| **VAULT STORAGE** | $185.00 |
| **MONUMENT INSTALLATIONS**  Staking fee  Monument care & maintenance fund:  Flat marker (under 1,116.13 sq centimeters-173 sq inches)  Flat Marker (over 1,116.13 sq centimeters-173 sq inches)  Upright Marker (under 4 ft.)  Upright Marker (over 4 ft.) | $50.00  NIL  $100.00  $200.00  $400.00 |
| **ADMINISTRATION**  Transfer of Interment Rights or resale to municipality  Research per hour  Assisting as Pallbearer (min 1 hour) | $100.00  $50.00  $50.00/hr |
| **OTHER**  Rental of any equipment | Rate charged |

**SCHEDULE "D"**

**FIRE/RESCUE**

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| **DESCRIPTION** | **FEE** |
| **Inspections: By Request Only**   * Single Residence * Institution / Industrial / Commercial * Apartments / Condominiums | $100.00  $125.00  $100.00  plus $10.00 per unit |
| **Fire Search Fees / Approvals** Fire Reports  Fire investigation reports | $200.00  $200.00 |
| **Motor Vehicle Incidents:** Non-residents/non-taxpayers of Wellington North are involved in a motor vehicle accident within the municipal boundary of the Township of Wellington North that require the Fire / Rescue to respond to the scene, will be invoiced firstly to the owner’s insurance provider. In the case where there is no insurance payable, the owner shall be billed directly | Current rates established and published by the MTO for fire responses to MTO roads |
| **Administration & Enforcement:**  Spills Act and Transportation of  Dangerous Goods Act: The cleanup of  hazardous material spills | Current rates established and published by the MTO for fire responses to MTO roads  Clean up costs to cover  materials used  **Plus**  Administration Fee of  $50.00 per hour |
| **Open Air Burning:**  Where burn is in contravention with  Open Air Burn By-law and/or Fire  Prevention and Protection Act | Current rates established and published by the MTO for fire responses to MTO roads  **Plus**  Administration Fee of  $50.00 per hour per Fire-fighter |
| Securing of Premises after a fire | $50.00 per hour per Fire-Fighter |

**SCHEDULE "D" (continued)**

**FIRE/RESCUE**

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| **DESCRIPTION** | **FEE** |
| **False Alarms:** The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Township of Wellington North Fire Department that the false alarms were preventable. The totals shall be calculated within each calendar year with each year being considered separately.   * First False Alarm - Warning * Second False Alarm * Third False Alarm * Four or More False Alarms | n/c  n/c  $600.00  $1,200.00 |
| Fire Alarm Monitoring/Fire Watch | $450.00 per vehicle per hour  $255.00 per half hour thereafter |
| Liquor Occupancy Permit Authority Have Jurisdiction Letter to Alcohol and Gaming Commission | $150.00 |
| Fire Safety Plan Review | $150.00 |
| Fire Extinguisher Training | $100.00 per hour |
| Mobile/Seasonal Vendors Inspection | $25.00 |
| Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents) | $200.00 per container |

**Extraordinary Expenses**

If Wellington North Fire responds to a fire or other emergency at a property and determines, or the Officer in Charge determines, that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water, and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Wellington North Fire for retaining a private contractor, renting special equipment and/or using consumable materials, as applicable.

If Wellington North Fire responds to a fire or other emergency at a property and incurs damage or contamination to equipment such as personal protective equipment, hoses or other non-consumable materials that require cleaning and decontamination or replacement thereof, as a result of the service to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged the expenses incurred by Fire & Emergency Services for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee under this By-law.

**SCHEDULE "E"**

**LICENCING AND LOTTERIES**

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| **DESCRIPTION** | **FEE** |
| **Animal Control**  New Kennel Licence  Renewal of Kennel License  Licensing a dog  Replacement tag  Enumeration Charge  Impounding a Dog  Boarding Fees for an impounded dog / day  Additional Charges may apply pursuant to the Canine Control Bylaw | $500.00\*  $250.00\*  \*plus inspection fee charged by animal control officer  $20.00  $10.00  $10.00  $150.00  $25.00 |
| **Business Licensing Fees**  Food Vehicle Stand  Donation Box  Temporary Vendor  Replacement license  Administrative Penalty  Donation Box removal | $100.00  $100.00  $200.00  $25.00  $300.00  Actual cost of labour |

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| **DESCRIPTION** | **FEE** |
| Lottery Licences   * Raffle * Blanket * Bingo * Other | $20.00  $20.00  $20.00  $20.00 |
| Break Open Tickets | $10.00 per box |

**SCHEDULE "F"**

**PLANNING**

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| **DESCRIPTION** | **FEE** | |
| Committee of Adjustment – Minor Variance | $2,500.00 | |
| Zoning Amendment | $10,000 | |
| Holding Zone Removal By-law | $1,000.00 | |
| Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement | $1,000.00 | |
| Certificate of Compliance  Plan of Subdivision/Condominium, Site Plan and Development Agreements | $250.00 | |
| Part Lot Control | $1,000.00 | |
| Clearances for Severance Conditions | $250.00 | |
| Cash in Lieu of Parkland | $7,500.00 per unit | |
| Fee for services provided by Municipal employees | $125.00 (per hour, per employee) | |
| Copy of Zoning By-law | $30.00 | |
|  | **ADMINISTRATION (non-refundable)** | **DEPOSIT (refundable)** |
| Plan of Subdivision or Condominium  New or Amendment including conditions of approvals to both Wellington North and the County of Wellington | $10,000.00 | $15,000.00 |
| Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment | $6,000.00 | $5,000.00 |
| Site Plan Control Approval and Agreement   * Minor | $2,000.00 | $3,500.00 |
| Site Plan Control Approval and Agreement   * Complex | $3,000.00 | $6,000.00 |
| Site Plan Control Amendments | $300.00 | $700.00 |
| Lot Grading/surface Works Security Deposit | $100.00 | $1,900.00 |
| Development Agreement | $2,000.00 | $5,000.00 |
| Pre-consult | $500.00 | Deposit required as listed above for corresponding application |
| Pre-servicing Application |  | $7,000.00 |
| Site Alteration Application |  | $7,000.00 |

**DEPOSITS**

* Deposits less the disbursement fees and third party fees will be refunded.
* Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
* Third Party fees including, but are not limited to, planners, engineers, solicitors and township staff technical review, site inspections, attend meetings, review of security reduction request, advertising of notices and similar costs.
* Every applicant for a planning matter referred to in Schedule “F” hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.
* The Clerk/Deputy Clerk/Development Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

**SCHEDULE "G"**

**ENGINEERING AND TRANSPORTATION**

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| **DESCRIPTION** | **INSPECTION FEE** | **\*DAMAGE DEPOSIT** |
| Urban/Rural Damage | $100 | $1,900.00 |
| Rural/Semi-Urban Entrance Installations  The applicant would be responsible for all costs to supply a culvert over 600 mm in diameter and/or to supply over 12 meters of culvert and/or to upgrade an existing entrance. Costs would be charged at the current rates.  \*Damage Deposit Fees shall be collected when a Building Permit is issued. | | |
| 1. Requires up to 12m culvert (up to and including 600mm) including inspection fee | $100.00 | $2,400.00 \*\* |
| 1. Entrance up to 12m that does not require a culvert including inspection fee | $100.00 | $1,700.00 \*\* |
| **\*\* Note:** Items a & b above within Schedule “G” can be increased in width by 3m increments to a maximum of 20m. Each additional 3m increment carries an associated additional cost of $600.00. | | |
|  | **FEE** | |
| Cost of hidden driveway sign installed | $100.00 | |
| Equipment Rental rate – at the discretion of the township.  (available only to Township of Wellington North ratepayers) | $150.00/hr | |
| Labourer/Driver Rate | $60/hr | |
| Fee for services provided by municipal employees | $125.00 (per hour, per employee) | |
| Sewage Allocation Application | $250.00/development | |
| Watermain Form 1 Authorization | $1,500.00 | |
| Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA): | | |
| 1. Storm Sewer (adding, changing, replacing or extending) | $3,000.00 | |
| 1. Quality Device, i.e. Oil/Grit Separator | $2,500.00  (each appurtenance) | |
| 1. Stormwater Management Facility | $5,000.00 (each system) | |
| 1. Low Impact Development | $3,700.00 | |
| 1. Sanitary (sewage) Sewer (adding, changing, replacing or extending) | $3,000.00 | |
| 1. Sanitary Sewage Pumping Station or Forcemain | $5,000.00  (each facility or forcemain) | |
| 1. Sanitary appurtenance (examples: odour and corrosion control, etc.) | $3,000.00  (each appurtenance) | |
| 1. Review of CLI ECA Amendment Application for MECP submission | $1,000.00  (each system) | |