

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 102-2023
(including amendment in By-law 025-2024)**

**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
2. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
3. **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.

4. **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*.
5. **THAT** this by-law shall be known as the "Fees and Charges By-law".
6. **THAT** this by-law shall come into force effective January 1, 2024.
7. **THAT** By-law Number 127-2022 be repealed on January 1, 2024.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**

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	\$100.00
Canadian Flag	\$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	\$25.00
911 Post	\$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**

SECTION NO.	DESCRIPTION	FEE	
		Per Sq. Ft.	Admin. Fee
1.1	Assembly and Institutional Occupancies (Group A & B) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .45	\$260.00 \$260.00 \$260.00
1.2	Residential Occupancies (Group C) New Construction a) Single family detached b) Semi-detached/Row-house per unit c) 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 a) New construction b) Basement with ceiling height ≥ 6'-11" (2,100 mm) c) Renovation/alteration less than 500 Sq. Ft. d) Renovation/alteration greater than 500 Sq. Ft. e) Attached garage or carport f) Detached garage or carport g) Accessory building h) 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) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.91 .00 .39	\$260.00 \$260.00 \$260.00
1.5	Industrial Occupancies (Group F) a) New construction b) Renovation/alteration less than 500 Sq. Ft. c) Renovation/alteration greater than 500 Sq. Ft.	.52 .00 .39	\$260.00 \$260.00 \$260.00
1.6	Agricultural and Farm Building a) New livestock/Ag processing buildings and additions i. First 10,000 Sq. Ft. ii. Over 10,000 Sq. Ft. b) Livestock renovations c) Sheds/shops d) Quonset/economy structure e) Silos/grain bins f) Manure storage or Pit silos i. Uncovered ii. Covered iii. 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**

SECTION NO.	DESCRIPTION	FEE	
		Admin. Fee	
1.7	Temporary Structure		
	a) Portables, meteorological towers, etc. b) Special occasion tent		\$260.00 \$130.00
1.8	Septic Systems		
	a) All classes, new or replacement		\$520.00
	b) Tank replacement c) Leaching bed replacement		\$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		
	a) Class "A" b) 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

DESCRIPTION	FEE
<u>SALES</u>	
Single Grave 3 ½ feet x 10 feet (plot \$1243.00) (Care and Maintenance Fund included) (40% of selling price \$828.00)	\$2,071.00
Single niche to accommodate two urns (Niche \$1,486.00) Care and Maintenance Fund (\$263.00)	\$1,749.00
Scattering Garden (\$105.00) Care and Maintenance Fund (\$70.00)	\$175.00
<u>INTERMENT/INURNMENT</u>	
Adult	\$1,310.00
Child (12 years and under)	\$300.00
Cremated remains in standard plot	\$470.00
Double depth charge – extra	\$290.00
Inurnment in niche	\$300.00
Scattering garden	\$170.00
<u>Surcharges:</u>	
Saturday funerals until 12 noon - standard burial & 12 yrs and under	\$380.00
Saturday funerals until 12 noon - cremated remains & scattering garden	\$240.00
Saturday funerals until 12 noon– niche	\$130.00
Burials inurnments that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$125.00
Statutory holidays, Easter Monday, Remembrance ay, winter burial if ordered by Public Health Standard rate plus all charges	
<u>DISINTERMENT</u>	
Standard burial	\$1,310.00
Cremated remains	\$470.00
<u>VAULT STORAGE</u>	\$225.00
<u>MONUMENT INSTALLATIONS</u>	
Staking fee	\$60.00
Monument care & maintenance fund:	
Flat marker (under 1,116.13 sq centimeters-173 sq inches)	NIL
Flat Marker (over 1,116.13 sq centimeters-173 sq inches)	\$100.00
Upright Marker (under 4 ft.)	\$200.00
Upright Marker (over 4 ft.)	\$400.00
<u>ADMINISTRATION</u>	
Transfer of Interment Rights or resale to municipality per plot	\$100.00
Admin fee and Research per hour	\$50.00
Assisting as Pallbearer (min 1 hour)	\$50.00/hr
<u>OTHER</u>	
Rental of any equipment	Rate charged

**SCHEDULE "D"
FIRE/RESCUE**

DESCRIPTION	FEE
<p>Inspections: By Request Only</p> <p>Single Residence</p> <p>Institution / Industrial / Commercial</p> <p>Apartments / Condominiums</p>	<p>\$100.00</p> <p>\$125.00</p> <p>\$100.00 plus \$10.00 per unit</p>
<p>Fire Search Fees / Approvals Fire Reports</p> <p>Fire investigation reports</p>	<p>\$200.00</p> <p>\$200.00</p>
<p>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</p>	<p>Current rates established and published by the MTO for fire responses to MTO roads</p>
<p>Administration & Enforcement:</p> <p>Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills</p>	<p>Current rates established and published by the MTO for fire responses to MTO roads</p> <p>Clean up costs to cover materials used</p> <p>Plus</p> <p>Administration Fee of \$50.00 per hour</p>
<p>Open Air Burning:</p> <p>Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act</p>	<p>Current rates established and published by the MTO for fire responses to MTO roads</p> <p>Plus</p> <p>Administration Fee of \$50.00 per hour per Fire-fighter</p>
<p>Securing of Premises after a fire</p>	<p>\$50.00 per hour per Fire-Fighter</p>

**SCHEDULE "D" (CONTINUED)
FIRE/RESCUE**

DESCRIPTION	FEE
<p>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.</p> <p>First False Alarm - Warning n/c</p> <p>Second False Alarm n/c</p> <p>Third False Alarm \$600.00</p> <p>Four or More False Alarms \$1,200.00</p>	
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**

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

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

**SCHEDULE "F"
PLANNING**

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**

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.		
a) Requires up to 12m culvert (up to and including 600mm) including inspection fee	\$100.00	\$2,400.00 **
b) 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):		
a) Storm Sewer (adding, changing, replacing or extending)		\$3,000.00
b) Quality Device, i.e. Oil/Grit Separator		\$2,500.00 (each appurtenance)
c) Stormwater Management Facility		\$5,000.00 (each system)
d) Low Impact Development		\$3,700.00
e) Sanitary (sewage) Sewer (adding, changing, replacing or extending)		\$3,000.00
f) Sanitary Sewage Pumping Station or Forcemain		\$5,000.00 (each facility or forcemain)
g) Sanitary appurtenance (examples: odour and corrosion control, etc.)		\$3,000.00 (each appurtenance)
h) Review of CLI ECA Amendment Application for MECP submission		\$1,000.00 (each system)