

# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 102-16

### BEING A BY-LAW TO ESTABLISH THE FEES AND CHARGES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY

**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 (as amended by By-law 063-16)
Schedule "E"	-	Licensing & Lotteries (as amended by By-law 063-16)
Schedule "F"	-	Planning Department
Schedule "G"	-	Roads

2. **THAT** the effective date of the fees and charges is January 1, 2017.
3. **THAT** all fees and charges will be subject to applicable taxes [including but not limited to, Harmonized Sales Tax (H.S.T.).
4. **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.
5. **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*.
6. **THAT** this by-law shall be known as the "Fees and Charges By-law".
7. **THAT** this by-law shall come into force upon the date of its final passing and By-law Numbers 088-15 and 063-16 are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 19TH DAY OF DECEMBER, 2016.**



\_\_\_\_\_  
ANDREW LENNOX, MAYOR



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KARREN WALLACE, CLERK

**THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 102-16**

**SCHEDULE "A"  
ADMINISTRATION**

**Effective January 1, 2017**

<b>DESCRIPTION</b>	<b>FEE</b>
Marriage Licence	\$125.00
Certification of Documents	\$10.00 per document
Commissioning of Documents (Municipal Forms Only)	No Charge
Commissioning Documents	\$30.00 per document
Completion of Pension Forms (Township resident only)	No Charge
Fax Charges	\$1.00 per page local \$2.00 per page long distance
Flags	
• Wellington North	\$65.00
• Canada	\$50.00
Freedom of Information Requests (legislated fees)	\$5.00 application fee plus disbursements (i.e. photocopying) plus Record Preparation at \$8.75 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	\$50.00
Tax Sale Proceedings	\$250.00 Administration Fee Plus Cost recovery of fees and disbursements as charged by consultants and solicitors
Burial Permit	\$15.00
Township Pins	\$3.00
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

**THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 102-16  
SCHEDULE "B"  
BUILDING DEPARTMENT**

**Effective January 1, 2017**

SECTION NO.	DESCRIPTION	FEE	
		Per Sq. Ft.	Admin. Fee
1.1	Assembly and Institutional Occupancies (Group A & B)		
	a) New construction	.89	\$255.00
	b) Renovation/alteration less than 500 Sq. Ft.	.00	\$127.00
	c) Renovation/alteration greater than 500 Sq. Ft.	.44	\$127.00
1.2	Residential Occupancies (Group C)		
	a) New construction	.89	\$255.00
	b) Basement with ceiling height ≥ 6'-11" (2,100 mm)	.31	\$255.00
	c) Renovation/alteration less than 250 Sq. Ft.	.00	\$255.00
	d) Renovation/alteration greater than 250 Sq. Ft.	.31	\$255.00
	e) Attached garage or carport	.38	\$127.00
	f) Detached garage or carport	.38	\$127.00
	g) Accessory building	.19	\$127.00
	h) Deck/porch/veranda	.19	\$127.00
1.3	Business and Mercantile Occupancies (Group D & E)		
	a) New construction	.89	\$255.00
	b) Renovation/alteration less than 500 Sq. Ft.	.00	\$127.00
	c) Renovation/alteration greater than 500 Sq. Ft.	.38	\$127.00
1.4	Industrial Occupancies (Group F)		
	a) New construction	.51	\$255.00
	b) Renovation/alteration less than 500 Sq. Ft.	.00	\$127.00
	c) Renovation/alteration greater than 500 Sq. Ft.	.38	\$127.00
1.5	Agricultural and Farm Building		
	a) New livestock buildings and additions		
	-First 10,000 Sq. Ft.	.30	\$255.00
	-Over 10,000 Sq. Ft.	.25	\$255.00
	b) Livestock renovations	.02	\$255.00
	c) Sheds/shops	.17	\$255.00
	d) Quonset/economy structure	.12	\$127.00
	e) Silos/grain bins	.05	\$127.00
	f) Manure storage or Pit silos		
	-Uncovered	.05	\$127.00
	-Covered	.12	\$127.00
	-Roof over existing	.07	\$127.00

**THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 102-16  
SCHEDULE "B" (CONTINUED)  
BUILDING DEPARTMENT**

**Effective January 1, 2017**

SECTION NO.	DESCRIPTION	FEE	
		Admin. Fee	
1.6	Temporary Structure		
	a) Portables, meteorological towers, etc. b) Special occasion tent		\$255.00 \$127.00
1.7	Septic Systems		
	a) All classes, new or replacement		\$509.00
	b) Tank replacement c) Leaching bed replacement		\$127.00 \$382.00
1.8	Commercial Wind Turbines	\$255 admin. plus \$58 per \$1,000 of const. value	
1.9	Buildings or Structures that do not fit elsewhere in this Schedule	\$255 admin. plus \$13 per \$1,000 of const. value	
2.0	Demolition Permit		
	a) Class "A" b) Class "B"		\$127.00 \$255.00
3.0	Conditional Permit Full permit fee as calculated under Section 1 Additional permit security may be required Designated Structure the same as Section 1		\$255.00
4.0	Transfer permit		\$255.00
5.0	Change of Use (no construction)		\$127.00
6.0	Reapplication		\$127.00
7.0	Inspection of wood burning appliance installation		\$127.00
8.0	Pool Enclosure Fence		\$127.00
9.0	L.L.B.O. inspections and letters for occupant loads		\$127.00
10.0	Certificate of Compliance – Building and Zoning		\$94.00
11.0	Works Damage/Lot Grading where applicable	<b>Deposit</b>	<b>Fee</b>
		\$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.

**THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 102-16  
SCHEDULE "C" CEMETERIES**

Rates filed in accordance with The Cemeteries Act – effective July 1, 2012

DESCRIPTION	FEE
<b><u>SALE OF PLOTS</u></b>	
Single Grave 3 ½ feet x 10 feet (Care and Maintenance Fund included) (40% of selling price – minimum – \$280.00)	\$800.00
<b><u>INTERMENT CHARGES</u></b> (Opening and closing)	
a) Adult	\$500.00
b) Infant without device and dressing	\$150.00
c) Cremated remains	\$250.00
d) Double depth charge – extra	\$150.00
e) Surcharge - Saturday funerals until 12 noon & holidays -standard	\$300.00
f) Surcharge - Saturday funerals until 12 noon & holidays - cremated	\$200.00
g) Surcharge for Burials that occur outside the hours of 9 a.m. – 3 p.m. Mon-Fri	\$100.00
<b><u>DISINTERMENT CHARGES</u></b>	
Disinterment, including reburial at another location in the same cemetery	\$300.00
Disinterment, including lowering remains at the same location	\$250.00
Disinterment, only for reburial in another cemetery	\$250.00
Disinterment, as in (a) above from double depth	\$350.00
Disinterment, as in (c) above from double depth	\$250.00
<b><u>VAULT STORAGE</u></b>	
a) Non-resident	\$150.00
b) Resident	Nil
<b><u>GENERAL</u></b>	
Transfer of Interment Right	\$25.00
<b><u>COLUMBARIUM RATES</u></b>	
Single niche to accommodate two urns (care and maintenance fund included)	\$1,000.00
Interment (opening & sealing compartment)	\$150.00

NOTE: Amendments subject to approval from Ministry of Consumer Services – Cemetery Regulation Unit

THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 102-16

SCHEDULE "D"  
FIRE/RESCUE

Effective January 1, 2017

DESCRIPTION	FEE
<p><b>Inspections: By Request Only</b></p> <p>Single Residence</p> <p>Institution / Industrial / Commercial</p> <p>Apartments / Condominiums</p>	<p>\$100.00</p> <p>\$100.00</p> <p>\$100.00 plus \$10.00 per unit</p>
<p><b>Fire Search Fees / Approvals</b> Fire Reports</p> <p>Fire investigation reports</p>	<p>\$150.00</p> <p>\$150.00</p>
<p><b>Motor Vehicle Incidents:</b> 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>\$450.00 per response unit for first hour and \$225.00 per response unit for each half hour thereafter</p>
<p><b>Administration &amp; Enforcement:</b></p> <p>Spills Act and Transportation of Dangerous Goods Act: The cleanup of hazardous material spills</p>	<p>Current MTO Rates \$450.00 per vehicle per hour \$25.00 Per Half Hour thereafter</p> <p>Clean up costs to cover materials used</p> <p><b>Plus</b></p> <p>Administration Fee of \$50.00 per hour</p>
<p><b>Open Air Burning: (as amended by By-law 063-16)</b> Where burn is in contravention with Open Air Burn By-law and/or Fire Prevention and Protection Act</p>	<p>Clean up costs to cover materials used</p> <p><b>Plus</b></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>

THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 102-16

SCHEDULE "D" (CONTINUED)  
FIRE/RESCUE

Effective January 1, 2017

DESCRIPTION	FEE
<p><b>False Alarms:</b> 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</p> <p>Second False Alarm</p> <p>Third False Alarm</p> <p>Four or More False Alarms</p>	<p>n/c</p> <p>\$250.00</p> <p>\$350.00</p> <p>\$200.00 or at the discretion of the Fire Chief MTO Rate</p>
<p>Fire Alarm Monitoring/Fire Watch</p>	<p>\$450.00 per vehicle per hour \$255.00 per half hour thereafter</p>
<p>Liquor Occupancy Permit Authority Have Jurisdiction Letter to Alcohol and Gaming Commission</p>	<p>\$150.00</p>
<p>Fire Safety Plan Review</p>	<p>\$150.00</p>
<p>Fire Extinguisher Training – renewals - First time</p>	<p>\$15.00 pp Free</p>
<p>Mobile/Seasonal Vendors Inspection</p>	<p>\$25.00</p>



**THE TOWNSHIP OF WELLINGTON NORTH  
 BY-LAW NUMBER 102-16**

**SCHEDULE "E"  
 LICENCING AND LOTTERIES**

Effective January 1, 2017

DESCRIPTION	FEE
<b>Animal Control</b>	
<b>Kennel Licence</b>	\$150.00 plus inspection fee charged by animal control officer
<b>Dog Tags</b>	\$25.00
<b>Replacement Tag</b>	\$15.00
Additional Charges may apply pursuant to the Canine Control Bylaw	
<b>Business Licensing Fees</b>	
Food Vehicle Stand	\$100.00
Donation Box	\$100.00
Temporary Vendor	\$200.00
Administrative Penalty	\$300.00
Donation Box removal	Actual cost of labour

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

**THE TOWNSHIP OF WELLINGTON NORTH**  
**BY-LAW NUMBER 102-16**  
**SCHEDULE "F"**  
**PLANNING**  
**Effective January 1, 2017**

DESCRIPTION	FEE	
Committee of Adjustment – Minor Variance	\$800.00	
Zoning Amendment	\$1,600.00	
Holding Zone Removal By-law	\$500.00	
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement	\$1,000.00	
Certificate of Compliance	\$125.00	
Plan of Subdivision/Condominium, Site Plan and Development Agreements	\$1,000.00	
Part Lot Control	\$125.00	
Clearances for Severance Conditions	\$1,000.00 per lot	
Cash in Lieu of Parkland (severances) to be used for existing parks and recreation maintenance and development	\$50.00 (per hour, per employee)	
Fee for services provided by Municipal employees	\$30.00	
Copy of Zoning By-law	\$30.00	
	<b>DEPOSIT (refundable)</b>	<b>ADMINISTRATION (not refundable)</b>
Plan of Subdivision or Condominium New or Amendment including conditions of approvals to both Wellington North and the County of Wellington	\$10,000.00	\$3,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> <li>• Minor</li> </ul>	\$3,500.00	\$1,000.00
Site Plan Control Approval and Agreement <ul style="list-style-type: none"> <li>• Complex</li> </ul>	\$6,000.00	\$1,500.00
Site Plan Control Amendments	\$700.00	\$300.00
Lot Grading/surface Works Security Deposit	\$1,900.00	\$100.00
Development Agreement	\$5,000.00	\$1,500.00

**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, 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 and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.

**THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER 102-16**

**SCHEDULE "G"**

**ROADS  
Effective January 1, 2017**

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 a 9m culvert (up to and including 600mm) including inspection fee	\$100.00	\$1,600.00
b) Entrance that does not require a culvert including inspection fee	\$100.00	\$1,100.00
	<b>FEE</b>	
c) 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)		\$100.00/hr