

THE CORPORATION OF THE MUNICIPALITY OF SOUTHWEST MIDDLESEX

BY-LAW NO. 2022/XXX

BEING A BY-LAW TO ESTABLISH CERTAIN USER FEES AND CHARGES

WHEREAS Section 391 (1) and 391 (1.1) of the *Municipal Act, 2001* (as amended by Bill 130) hereinafter “Municipal Act”, as amended, authorize a municipality and a local board to impose fees or charges on persons,

- a) For service or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) For the use of its property including property under its control.

AND WHEREAS Section 398 (3) of the Municipal Act provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS Section 398 (1) of the Municipal Act provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively.

AND WHEREAS Section 398 (2) of the Municipal Act provides that the treasurer of a local municipality may, and upon he request of its upper-tier municipality, if any or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

AND WHEREAS section 7 of the *Building Code Act, 1992, S.O. 1992, c. 23* as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding of fees;

AND WHEREAS Section 69 (1) of the *Planning Act, R.S.O. 1990, c.P.13*, provides the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment in respect of the processing of each type of application provided for in the tariff.

AND WHEREAS in respect of planning matters, the Council of the Corporation of the Municipality of Southwest Middlesex has deemed it appropriate that the municipality shall allow development on a full cost recovery basis. The council has set the tariff of planning fees in such manner as the applicant on any development shall agree to pay the actual costs incurred by the municipality, where those costs exceed the tariff amount.

AND WHEREAS the Council of the Corporation of the Municipality of Southwest Middlesex deems it expedient to establish such fees and charges, and interest charges and other penalties.

NOW THEREFORE the Council of the Corporation of the Municipality of Southwest Middlesex enacts as follows:

1. That the tariff of fees and charges for the services as set out in Schedules "A – E" be adopted.
2. (a) For planning fees, where required, and additional review fee is required that covers the costs related to the processing of each application, as listed on Schedule "E"
(b) Where planning costs exceed the tariff amount, the costs to the applicant shall be the actual cost borne by the municipality on a full cost recovery basis.
(c) Costs in excess of the tariff amount may include, but not be limited to, internal costs, Ontario Land Tribunal (OLT) hearing costs, outside consultants, associated professional fees, etc.
3. Where any costs are not paid forthwith after being invoiced, the applicant agrees that such costs may be paid by the municipality, added to their tax bill and collected in the same manner as taxes.
4. That interest charges, not to exceed 1 ¼ per cent each month of the amount of fees and charges due and unpaid, may be imposed for the non-payment of the fees and charges in the manner specified in the by-law, but interest may not start to accrue before the first day of default.
5. The fees in this by-law take precedence over any fees listed elsewhere in Southwest Middlesex documents.
6. By-law No. 2018/055 passed by the Council of the Municipality of Southwest Middlesex is hereby repealed
7. This By-law shall come into full force and effect upon the final passing thereof.

Read a FIRST, SECOND and THIRD and FINAL time this ___ day of _____, 2022.

Allan Mayhew, Mayor

Jill Bellchamber-Glazier, CAO-Clerk

SCHEDULE 'A' – ADMINISTRATION & FINANCE**GENERAL**

Item	Description of Charge	Fee Amount	Plus HST
1.1	Death Certificate	\$15.00	No
1.2	Information Searches – regardless of success (excluding FOI which are billed as per FOI's most current regulations)	\$50.00/hour	Yes
1.3	Lottery Licenses (\$5.00 minimum)	1% of prize value	No
1.4	Marriage License	\$125.00	No
1.5	Photocopying	\$1.00/per page	Yes
1.6	NSF and Returned Cheques	\$30.00	No
1.7	Late Payment Penalty (Taxes, Accounts Receivable, Utilities)	1.25% per months	No
1.8	Additional Tax Bill/Receipt/Letter (Income Tax Purposes)	\$15.00	No
1.9	Statement Fee (All Accounts)	\$5.00	No
1.10	New Tax Account	\$10.00	No
1.11	New Water Account	\$25.00	No
1.12	Tax Registration	All direct costs, plus 10%	No
1.13	Additional Copy of Utility Bill	\$15.00	No
1.14	Administration Fee – transfer unpaid accounts to taxes	\$30.00	No
1.15	Credit Card Fee – Taxes and Utility payments	2% of transaction amount	No
1.16	911 Numbering (landowner installation only)		
1.16.1	Sign Blade	\$25.00	Yes
1.16.2	Post	\$25.00	Yes

SALE OF MUNICIPAL PROMOTIONAL MATERIALS

1.17	Middlesex Map	\$3.00	Yes
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CERTIFICATES

1.18	Zoning Certificate (includes work orders, building permit and zoning information)	\$60.00	No
1.19	Septic Information Search (regardless of document availability)	\$40.00	No
1.20	Municipal Drain Certificate	\$40.00	No
1.21	Tax and Utility Certificate	\$60.00	No

ANIMAL CONTROL

1.22	Kennel License	\$150.00	No
1.23	Replacement Dog Tag	\$10.00	No

BUSINESS LICENSING

1.24	Salvage Yard License	\$50.00	No
1.25	Outdoor Paintball Park License	\$300.00	No
1.26	Outdoor Paintball Park License Renewal	\$75.00	No

CEMETERIES (Simpson Cemetery – No Plot Sales)

1.27	Cost of Burial		
1.27.1	Internment of Ashes	\$300.00 + staff time at current rate	No
1.27.2	Casket Internment	\$400.00 + staff time at current rate	No
1.27.3	Weekend Premium	\$150.00	No

FENCE VIEWERS AND LIVESTOCK VALUERS

1.28	Fence Viewer Application	Deposit of \$255.00 (includes \$75.00 Administration Fee to be deducted from costs as ordered which include fence viewer's remuneration and mileage)	No
1.29	Fence Viewers	\$75.00/attendance plus mileage at current rate	No
1.30	Livestock Valuers	\$75.00/attendance plus mileage at current rate	No

SCHEDULE 'B' – BUILDING & BY-LAW ENFORCEMENT (NO HST)**BUILDING SERVICES****A. NEW CONSTRUCTION**

Item	Description of Charge	Fee Amount
1.	Assembly Occupancies Group A	\$5,475+ \$1.08/ft. ² >10,000 ft. ² for first 20,000 ft. ² + \$0.54/ft. ² over 20,000 ft. ²

INSTITUTIONAL OCCUPANCIES

Item	Description of Charge	Fee Amount
2.	Institutional Occupancies Group B	\$5,475+ \$1.08/ft. ² >10,000 ft. ² for first 20,000 ft. ² + \$0.54/ft. ² over 20,000 ft. ²

RESIDENTIAL OCCUPANCIES

Item	Description of Charge	Fee Amount
3.a	Single House, Semi-detached, duplex	\$2,400 + \$1.00/ft. ² > 2,000 ft. ² /dwelling unit
3.b	Multiple Unit Dwelling	\$2,295 + \$1 .00/ft. ² > 2,000 ft. ² /dwelling unit
3.c	Mobile Home	\$665 flat fee
3.d	Residential -Major Additions and Alterations	\$1,845 + \$1.00/ft. ² > 2,000 ft. ²

BUSINESS/PERSONAL SERVICES OCCUPANCIES

Item	Description of Charge	Fee Amount
4	Business/Personal Services Occupancies	\$5,475 + \$1.08/ft. ² >10,000 ft. ² for first 20,000 ft. ² + \$0.54/ft. ² over 20,000 ft. ²

MERCANTILE OCCUPANCIES

Item	Description of Charge	Fee Amount
5.	Mercantile Occupancies -Group E	\$5,475 + \$1.08/ft. ² >10,000 ft. ² for first 20,000 ft. ² + \$0.54/ft. ² over 20,000 ft. ²

INDUSTRIAL OCCUPANCIES

Item	Description of Charge	Fee Amount
6.	Industrial Occupancies - Group F	\$5,475 + \$1.08/ft. ² >10,000 ft. ² for first 20,000 ft. ² + \$0.54/ft. ² over 20,000 ft. ²

SPECIAL OCCUPANCIES

Item	Description of Charge	Fee Amount
7.a	Agricultural Buildings	\$500+ \$0.35/ft. ² >5,000 ft. ²
7.b	Manure Storage, grain bins, silos etc.	\$500 flat fee
7.c	Tents and other temporary structures	\$300 flat fee

ACCESSORY BUILDINGS

Item	Description of Charge	Fee Amount
8.a	Detached garage, shed, boat house, other accessory building	\$300+ \$1.00/ft. ² >500 ft. ²
8.b	Swimming Pool	\$300 flat fee
8.c	Finished Basements	\$300 flat fee
8.d	Deck	\$300 flat fee

BUILDING SERVICES

B. ALTERATIONS AND REPAIRS

Item	Description of Charge	Fee Amount
1.	Interior Major Alterations, Repairs, Tenant Improvements	
1.a	Occupancies - Groups A, B D, E, F (for additions/renovations value >\$10,000)	\$3,305 + \$1.08/ft. ² > 10,000 ft. ²
1.b	Residential Occupancies - Group C -Minor Alterations, renovations, repairs, retrofitting	\$300+ \$1 .00/ft. ² >500 ft. ²
1.c	Minor Alterations - Groups A, B, D E F (for minor additions/renovations, interior finishes, mechanical standalone value<\$10,000)	\$900.00 + \$0.41/ft. ² > 10,000 ft. ²
1.d	Alterations & Repairs to existing buildings or building systems not provided for above	\$10.00 for each \$1,000 of construction value or part thereof as determined by the Chief Building Official- minimum \$50.00
2.	Fireplace, woodstove inserts chimney. Solid fuel appliance, standalone plumbing, HVAC, or mechanical, banking machine	\$300 flat fee
3.	Sewage Disposal System - new system	\$500 flat fee
4.	Sewage Disposal System - repair	\$300 flat fee
5.	Inspection of building connection to sewer, storm or water pdc	\$50 per connection
6.	Basic Plumbing Fee	\$75 flat fee

C. DEMOLITION

Item	Description of Charge	Fee Amount
1.	Residential	\$300 flat fee
2.	Non-residential	\$689.51 flat fee

D. MISCELLANEOUS

Item	Description of Charge	Fee Amount
1.	Change of Use	\$300 flat fee
2.	Other Permits	
2.a	Transfer Permit	\$300 flat fee

2.b	Conditional permit - agreement	\$300 flat fee
3.	Alternative Solution Review	\$500 flat fee
4.	Major Revisions to Building Drawings	10% of original Permit fee

E. ADMINISTRATIVE

Item	Description of Charge	Fee Amount
1.	Occupant Load Inspection and Report	\$150 flat fee
2.	Re-inspect, defective and incomplete work, 3 RD + additional inspections,	\$200 paid prior to scheduling inspection
3.	Statement of concurrence for Telecommunications Towers	\$1,000 flat fee

BY-LAW ENFORCEMENT

2.	Grass Cutting under the Weed Act, Untidy Yard By-law, Property Standards Admin fee plus contractor fee	\$200.00
2.	Follow-up By-law Enforcement Inspections finding continued non-compliance	\$100.00
	Appeal to Property Standards Committee	\$200.00
	Inspection – Building/By-law Enforcement where not covered in this by-law	\$75.00/hour plus mileage
	Provide copy of building permit to individual other than property owner	\$25.00

SCHEDULE 'C' – FIRE SERVICES (NO HST)

GENERAL

Item	Description of Charge	Fee Amount
3.1	Request for Fire Reports	\$40.00
3.2	File Search, Letters, Fire Reports and Court Time	\$95.00 per person/hour incl. travel time
3.3	Inspections at request of owner or owner agent	\$40.00 per hour (\$40.00 minimum)
3.4	Fire crew standing watch to secure a scene after the insurance company has cleared the scene	\$95.00 per person/hour incl. travel time
3.5	Public Roadway Call-out (non-resident vehicle ownership – see resolution October 5, 2005)	Fee amount shall be the total of: a. *Current MTO rate per unit per hour or part thereof for each unit. b. rate per person per hour or portion thereof for each firefighter c. other costs including but not limited to foam, metered water, air tank re-filling, cleaning equipment,

		DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs such as water bomber drops
3.6	Private Property Call-out (non-resident vehicle ownership – see resolution October 5, 2005)	<p>Fee amount shall be the total of:</p> <p>a. *Current MTO rate per unit per hour or part thereof for each unit.</p> <p>b. rate per person per hour or portion thereof for each firefighter</p> <p>c. other costs including but not limited to foam, metered water, air tank re-filling, cleaning equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs such as water bomber drops</p>

NOTE: Southwest Middlesex billing policy (resolution of council – December 7, 2015)

1. “Owner(s)” is defined as any owner of a vehicle involved in a vehicle accident within Southwest Middlesex and who does not reside within Southwest Middlesex and who does not own property within Southwest Middlesex but does not include Southwest Middlesex council members, employees (including full-time, part-time or casual) and volunteer fire fighters who are using personal vehicles in the performance of their duties.
2. The above exemptions shall be recorded in the appropriate human resource manuals for the municipality.
3. Southwest Middlesex shall invoice the owner(s) of vehicles involved in accidents where the local fire department has been dispatched to the accident site.
4. The invoicing rate per fire department response vehicle shall be established in the Southwest Middlesex fees and service charges by-law.
5. This policy shall come into effect retroactively to January 1, 2015 with all invoices issued to date adjusting accordingly.

NOTES:

*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

Such fees shall be charged and calculated on the basis of each fire department vehicle attending, each firefighter attending and resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the fire department’s facilities to the time the unit is cleared for the next call out.

FIRE DEPARTMENT SPECIFIC RESPONSE FEES

3.7	Incidents involving road vehicles, watercraft, rail vehicles, aircraft and farm vehicles	<p>Fee amount shall be the total of:</p> <p>a. *Current MTO rate per unit per hour or part thereof for each unit.</p>
3.8	False alarm due to accidental, malicious or preventable calls if called out again for same reason within six months	
3.9	Brush/grass fires caused by unattended open-air burns, legal or illegal	
3.10	Standby fee for movie companies, social events, fireworks, etc.	

3.11	False alarms due to failure to properly maintain fire alarm system or contractor/service repair person working on fire system – will be charged to the property owner	b. rate per person per hour or portion thereof for each firefighter c. other costs including but not limited to foam, metered water, air tank re-filling, cleaning equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs such as water bomber drops
3.12	Failure to notify fire department of testing/maintenance/drills of a fire alarm system – will be charged to the property owner	
3.13	Fire department specific response fees – Indemnification Technology® NOTE: Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.	
3.14	Administration Fee of 15% will be calculated on the recoverable costs before taxes where the insurance company has requested that the file be placed on the tax roll.	

NOTES:

*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

Such fees shall be charged and calculated on the basis of each fire department vehicle attending, each firefighter attending and resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the fire department's facilities to the time the unit is cleared for the next call out.

SCHEDULE 'D' – PUBLIC WORKS, UTILITIES & DRAINAGE (NO HST)**WATER CHARGES; BULK WATER CHARGES AND WATER CONNECTION CHARGES**

Item	Description of Charge	Fee Amount
4.1	SWM Distribution System	See Schedule D1
4.2	Other Municipalities	As per agreement
4.3	Deposit for bulk water key (Pratt Siding Station)	\$150.00
4.4	Bulk Water (Pratt Siding Station)	See Schedule D1
4.5	Bulk Water (Glencoe Water Tower)	See Schedule D1
4.6	Water Permit – includes supply of meter, remote and appurtenances. Installation is responsibility of owner. Permit is required from Building Department	
4.6.1	¾ inch water meter	\$400.00
4.6.2	1 inch water meter	\$600.00
4.6.3	1 ½ inch water meter	\$1,025.00
4.6.4	2 inch water meter	\$1,200.00
4.7	Water Connection Fee – per individual private connection, includes installation of curb-stop only and infrastructure contribution. All plumbing on private property is the responsibility of the landowner.* Note: If property abuts waterline constructed under the Rural Waterline Policy, connection fee is based upon established rate of the policy.	\$6,000.00
4.7.1	Road Bore (for Water Connection Fee)	\$1,500.00
4.7.2	Water System Extension Fee – infrastructure contribution only. Does not include labour or materials.*	\$6,000.00
4.7.3	Replacement of water meter service charge plus the actual cost of replacement (labour and materials) where original meter is damaged due to negligence, abuse or misconduct by the consumer as determined by Southwest Middlesex staff.	\$125.00
4.8	On/Off Fees if performed during normal working hours (maximum half-hour wait time)	\$60.00/visit
4.9	On/Off Fees if performed after normal working hours (maximum one hour wait time)	\$200.00/visit

PENALTIES, TESTING FEES AND PARTS – WATER AND SEWER

4.10	Failure to cancel appointment with utility personnel without giving two hours' notice.	\$50.00
4.11	Water Meter Tampering Flat Fee plus estimated water consumption and water meter replacement if required	\$200.00
4.12	Unauthorized Operation of a Curb Stop plus estimated water consumption	\$200.00
4.13	Unauthorized Operation of a Fire Hydrant plus estimated water consumption	\$200.00
4.14	Meter checked for accuracy at the request of the property owner	As per collection policy
4.15	Meters and Parts	Cost plus 10%

SANITARY SEWER RATES – GLENCOE

4.16	Sanitary Sewer Rates	See Schedule D1
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4.17	Sewer Connection Fee per private connection (if frontage not previously paid). Includes installation of cleanout at property line and infrastructure contribution. All plumbing on private property is the responsibility of the landowner.	\$5,000.00
4.17.1	Road Bore (for Sewer Connection Fee)	\$1,500.00
4.17.2	Where frontage charge is previously paid, landowner will be responsible for actual cost of connection and installation of cleanout.	Actual cost

SEPTAGE RECEIVING STATION – 3888 NEWBIGGEN DRIVE

4.18	Septage receiving station rate for licensed haulers	\$20.00/m ³
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SANITARY SEWER RATES – WARDSVILLE

4.19	Sanitary Sewer Rates	See Schedule D1
4.20	Application Fee which includes determining location of SBS and if road bore is required, review of building plans regarding the location of the clarifier tank and the lot grading plan regarding elevation of clarifier tank.	\$150.00
4.21	Connection Fee per private connection if road bore not required. Includes supply of clarifier tank and connection from main to clarifier tank. Connection between clarifier tank and house is owner's responsibility. Inspection required and application fee included in above.	\$6,450.00
4.21.1	Connection Fee per private connection if road bore is required. Includes supply of clarifier tank and connection from main to clarifier tank. Connection between clarifier tank and house is owner's responsibility. Inspection required and application fee included in above.	\$7,950.00

LANDFILL/TRANSFER STATION TIPPING/DUMPING RATES

Note: Chargeable items only as per By-law No. 2018/025

4.22	Minimum Charge	\$10.00
4.23	Pick-up (fully loaded)	\$30.00
4.24	Single-Axle Trailer	\$35.00 – \$50.00
4.25	Oversize Trailer or Large Truck	\$55.00 – \$150.00

TILE LOAN AND DRAINAGE AGREEMENTS

4.26	Administration fee for loan under the Tile Drainage Act – Tile Loan Program	\$200.00
4.27	Agreement Drains	
4.27.1	Base Fee for private drain agreements	\$250.00
4.27.2	Plus legal fee per private property (searches, registration, etc.)	Actual cost

ENTRANCE/WORK PERMIT – PLUS HST

Note: Deposit may be required at the discretion of the Director of Operations or Public Works Supervisor

4.28	Entrance Permit	\$200.00
4.29	Road Occupancy/Work Permit	\$100.00

SCHEDULE 'D1' – PUBLIC WORKS – SWM WATER AND SEWER RATES

SWM Water Rates (Bi-monthly)

Year	Flat Rate	Cu.M. Rate	Capital Surcharge
2014	36.75	1.817	5.00
2015	38.59	1.907	10.00
2016	40.52	2.003	15.00
2017	42.54	2.103	20.00
2018	44.67	2.208	20.00
2019	45.56	2.252	20.00
2020	46.47	2.297	20.00
2021	47.40	2.343	20.00
2022	48.35	2.390	20.00
2023	49.32	2.438	20.00

SWM Bulk Water Rates

Year	Pratt Siding Station (billed monthly)			Glencoe Station Cu.M. Rate
	Flat Rate	Cu.M. Rate	Capital Surcharge	
2014	18.38	1.817	2.50	2.55
2015	19.29	1.907	5.00	2.80
2016	20.26	2.003	7.50	3.05
2017	21.27	2.103	10.00	3.31
2018	22.33	2.208	10.00	3.44
2019	22.78	2.252	10.00	3.49
2020	23.24	2.297	10.00	3.54
2021	23.70	2.343	10.00	3.60
2022	24.18	2.390	10.00	3.66
2023	24.66	2.438	10.00	3.72

Glencoe Sewer Rates (Bi-monthly)

Year	Flat Rate	Cu.M. Rate	Capital Surcharge
2014	12.60	1.370	10.00
2015	13.23	1.439	20.00
2016	13.89	1.511	30.00
2017	14.59	1.586	40.00
2018	15.32	1.666	50.00
2019	15.62	1.699	60.00
2020	15.93	1.733	60.00
2021	16.25	1.767	60.00
2022	16.58	1.803	60.00
2023	16.91	1.839	60.00

Wardsville Sewer Rates (no Capital Surcharge)

Year	Flat Rate	Cu.M. Rate	Capital Surcharge
2014	315.60	3.014	807.69
2015	319.38	3.164	836.76
2016	323.34	3.322	867.30
2017	327.54	3.489	899.39
2018	331.92	3.663	933.02
2019	333.72	3.736	947.20
2020	335.58	3.811	961.59
2021	337.50	3.890	976.30
2022	339.48	3.965	991.33
2023	341.46	4.044	1,006.59

SCHEDULE 'E' – PLANNING & DEVELOPMENT (NO HST)

PLANNING APPLICATIONS

5.1	Consent to Sever (*additional fee for per lot basis)	\$1,750.00
5.1.1	*If more than one (1) lot created	\$200.00
5.1.2	Amending conditions of Consent	\$250.00
5.2	Zoning By-law Amendment	\$1,800.00
5.3	Zoning By-law Amendment for Temporary Use	\$1,800.00
5.3.1	Renewal – Zoning By-law Amendment for Temporary Use	\$250.00
5.4	Minor Variance/Enlargement or other change to Non-Conforming Use	\$800.00
5.5	Removal of Holding (H) Provision	\$200.00
5.6	Official Plan Amendment	\$2,000.00
5.7	Draft Plan of Subdivision or Condominium Agreement	\$3,000.00
5.7.1	Phased Subdivision Agreements	\$750.00 – for each phase after the initial phase
5.7.2	Amendment to Subdivision or Condominium Agreement	\$600.00
5.7.3	Redline Amendment for Subdivision or Condominium Agreement	\$350.00
5.8	Site Plan Approval	\$1,500.00
5.8.1	Site Plan Amendment	\$750.00
5.9	Pre-Consultation/Preliminary Development Proposal Meetings	\$0.00 – first meeting \$0.00 – second meeting \$1,000.00 – third meeting
5.10	Cash-in-lieu of Parkland	5% of assessment – residential 2% of assessment – commercial
5.11	Special Public Meeting (non-regular Council Meeting)	\$800.00
5.12	Drainage Apportionment (Condition of Consent to Sever)	\$500.00
5.13	Septic System Inspection (Condition of Consent to Sever)	\$100.00
5.14	Additional Review Fee Required (see By-law explanation, section #2)	(see By-law explanation, section #2)
5.15	Part Lot Control	\$400.00

SCHEDULE 'F' – FACILITIES, PARKS AND RECREATION

FACILITIES RENTALS

6.1	Hall & Kitchen – Ekfrid Community Centre, Wardsville Masonic Hall Glencoe Arena Auditorium	
6.1.1	Main Hall & Kitchen with Special Occasion Permit (SOP)	Friday & Saturday - \$450.00/day Sunday to Thursday - \$345.00/day
6.2	Ekfrid Community Centre	
6.2.1	Main Hall Rental (no kitchen, no SOP)	Friday & Saturday - \$220.00/day Sunday to Thursday - \$150.00/day for Non-Resident Sunday to Thursday - \$100.00/day For Residents Hourly - \$30.00 (min. 2 hours)
6.2.2	Kitchen Add-On	\$60.00/day \$5.00/hour
6.3	Wardsville Masonic Hall	
6.3.1	Main Hall Rental (no kitchen, no SOP)	Friday & Saturday - \$165.00/day Sunday to Thursday - \$120.00/day for Non-Resident Sunday to Thursday - \$80.00/day For Residents Hourly - \$22.00 (min. 2 hours)
6.3.2	Kitchen Add-On	\$40.00/day \$5.00/hour
6.4	Glencoe Arena Auditorium	
6.4.1	Main Hall Rental (no kitchen, no SOP)	Friday & Saturday - \$165.00/day Sunday to Thursday - \$120.00/day for Non-Resident Sunday to Thursday - \$80.00/day For Residents Hourly - \$22.00 (min. 2 hours)
6.4.2	Kitchen Add-On	\$40.00/day \$5.00/hour
6.5	New Horizons Room	
6.5.1	Daily	\$60.00
6.5.2	Hourly	\$22.00
6.6	Glencoe Train Station	
6.6.1	Daily	\$75.00
6.6.2	Hourly	\$22.00
6.7	Appin Pavilion (Hydro & Water)	\$25.00/day
6.7.1	Washroom access	\$20.00/day
6.8	Simpson Street Park Pavilion (Hydro)	\$25.00/day
6.9	Wardsville Pavilion (Hydro)	\$25.00/day
6.10	Project 2000 Pavilion	\$25.00/day
6.10.1	Washroom Access	\$20.00/day
6.11	Key Return (includes all facilities listed above)	\$250.00 (invoiced if key is not returned)
6.12	Bereavement/Funeral Rate (booked by Funeral Home)	\$80.00/day
6.13	Theatre Rehearsals (SMAK)	\$48.00/day
6.14	Exercise/Wellness Groups	\$48.00/day

ICE & ARENA RENTALS/FEES

6.15	Arena Ice	
6.15.1	Minor Sports (Hockey/Figure Skating/Precision Skating)	\$165.00
6.15.2	Regular Rate	\$175.00
6.15.3	Off Time (Weekdays before 4 p.m.; not available during Christmas and March Break)	\$78.00
6.15.4	Education Rate	\$78.00
6.15.5	Dead Ice Rate (weekdays before 9 p.m.) * *cannot be booked more than 24 hours in advance, and not available during Christmas or March Break. *Certified coaches and instructors do not have to pay the \$20.00/per person fee	\$20.00/per person
6.15.6	Party Rate (Birthday, Christmas, etc.) * *if adding use of auditorium to party rate	\$175.00/hour \$5.25/hour
6.16	Arena Floor (electrical drops included)	\$400.00/day
6.16.1	Previous day setup for Arena Floor/Post day cleanup for Arena Floor	\$200.00/day
6.17	Skate Sharpening	
6.17.1	Hockey Skates	\$5.00
6.17.2	Figure Skates	\$5.00
6.17.3	Custom Radius	\$25.00

PARKS

6.18	Soccer	
6.18.1	Minor Soccer – per season, per child	\$22.00
6.18.2	Adult Soccer – per season, per team	\$400.00
6.18.3	Tournament – Minor Soccer, per day (no SWM Canteen/Cafeteria)	\$185.00
6.19	Baseball	
6.19.1	Minor Baseball – per season, per child	\$22.00
6.19.2	Adult Baseball – per season, per team, with lights	\$515.00
6.19.3	Adult Baseball – per season, per team, without lights	\$390.00
6.19.4	Tournament – Minor Baseball, per day, per diamond	\$150.00
6.19.5	Tournament – Adult Baseball, per day, per diamond	\$300.00
6.19.6	Fine – for damage to: diamond, field or pavilion	\$125.00
6.20	Canteen/Cafeteria Rental	\$150.00
6.21	Key Return (includes all facilities)	\$250.00 (invoiced if key is not returned)

ADVERTISING & SPONSORSHIPS

6.22	Arena Wall Ads – Year One, and any year where the advertisement is changed or altered	\$235.00
6.23	Arena Board Ads – Year One, and any year where the advertisement is changed or altered	\$400.00
6.24	Arena Wall Ads – Per year, after year one	\$125.00
6.25	Arena Board Ads – Per year, after year one	\$275.00
6.26	In-Ice Advertising (Ice Surface Logo)	\$500.00
6.28	Flower Baskets	\$80.00

SWIMMING POOL

Item	Description of Charge	Early Bird Price	Regular Price
6.29	Regular Lessons – Preschool (30 minutes)	\$45.00	\$50.00
6.30	Regular Lessons – Level 1-6 (Level 1-4, 30 minutes; Level 5-6, 45 minutes)	\$65.00	\$72.00
6.31	Regular Lessons – 7-10 (1 hour)	\$76.00	\$84.00
6.32	Bronze Star	\$76.00	\$84.00
6.33	Bronze Medallion	\$153.00	\$170.00
6.34	Bronze Cross	\$153.00	\$170.00
6.35	Private Lessons (1/2 hour)	\$105.00	\$116.00
6.36	Semi-private Lessons (1/2 hour, per child)	\$95.00	\$106.00
6.37	Drop-in Lessons (1/2 hour)	N/A	\$16.00
6.38	Special Needs Swimming Lessons (1 hour)	\$72.00	\$80.00
6.39	Recreational Swim Team	\$53.00	\$62.00
6.40	Swim Team Family Rate (up to 3 family members)	\$100.00	\$120.00
6.41	Passes		
6.41.1	One-person pass (per season)	\$72.00	\$80.00
6.41.2	Family season pass (per season)	\$156.00	\$170.00
6.41.3	Aqua Fit Pass (per month)	\$72.00	\$80.00
6.42	Daily Rates		
6.42.1	Aqua Fit/Lane Swim (45 minutes)	N/A	\$5.00
6.42.2	Children (12 and under)	N/A	\$2.00
6.42.3	Youth and Adults (13+)	N/A	\$3.00
6.42.4	Seniors (65+)	N/A	\$2.00
6.42.5	Family Rate (2 adults + up to 4 children)	N/A	\$7.00
6.43	Swimming Pool Rental (per hour which includes 2 lifeguards. Any additional lifeguards will be charged at an additional \$25.00/hour)		\$85.00

RECREATION PROGRAMMING

6.44	Fitness (Yoga/Zumba/Bootcamp)	\$6.00
6.45	Children’s Program	\$5.00
6.46	Older Adults Active Pass (55+)	\$20.00

RECREATION PROGRAMMING SPONSORSHIPS

6.47	Recreation – Fitness Class	\$45.00
6.48	Recreation – Children’s Program	\$35.00
6.49	Pool – Public Swim (2 hours)	\$130.00
6.50	Arena Ice – Public Skate (1 hour)	\$110.00
6.51	Arena Ice – Public Skate (2 hours)	\$175.00

ARENA PROGRAMMING

6.52	Public Skating (1 hour)	
6.52.1	Children (12 and under)	\$2.00
6.52.2	Youth and Adults (13+)	\$3.00

6.52.3	Family (2 adults + up to 4 children)	\$8.00
6.53	Public Skating (2 hours)	
6.53.1	Children (12 and under)	\$3.00
6.53.2	Youth and Adults (13+)	\$5.00
6.53.3	Family (2 adults + up to 4 children)	\$10.00
6.54	Adult Only Public Skate	\$2.00
6.55	Weekday Family Skate (1.5 hours)	FREE
6.56	Kids Stick and Puck (per child)	\$5.00
6.57	Skate Canada – Member’s Only (per skater)	\$5.00
6.58	Adult Pickup Hockey/Shinny Hockey (per person)	\$10.00

CANCELLATIONS/REFUNDS

Recreation Programs

All Drop-in Programs such as swims, skates, and fitness programs are non-refundable. In addition, passes are non-refundable.

If the program requires registration and is not drop-in, some programs are cancelled due to insufficient enrolment. If the municipality cancels a program, your preference of a full refund, credit, or enrolment in another available program will be accommodated.

It may be necessary to cancel a course. This results from:

- Insufficient registration to run the program
- Facilities being closed/unavailable and an alternative location not being available
- The instructor has a conflict with a specific date and a replacement instructor cannot be found
- We are experiencing severe weather conditions which has resulted in road closures and the ability of the instructor or the majority of participants to travel

At the time of registration, you will be notified of the date of any known cancellations, facility closures or instructor/ scheduling conflicts. In the event of road closures or emergency facility closure, participants will be contacted as soon as possible.

For programs with registration, the cancellation policy is as follows:

- Less than 24 hours – Non-refundable
- 5 Days Prior to the Program Starting – Full Refund
- Less than 5 Days’ notice, but more than 24 hours’ notice – 50% refund
- A credit or enrollment in another program will be issued at no cost.

Aquatic Programs

- A full refund will be issued if notification is received 5 days prior to the beginning of the session start.
- After that time and up to the start of programs:
 - Less than 5 days’ notice will be a 50% refund
 - You can move your session date to another session date for no charge as long as there is space(s) available or receive a credit on your account.
- Within 24 hours and after the program has started, programs become non-refundable.