

Staff Report 2019-5

Meeting Date: Tuesday, January 15, 2019

Subject: Proposed 2019 Fees By-law

Submitted By: Aleksandra Sebestyen, Financial Analyst, Finance and Infrastructure Services

RECOMMENDATION

That By-Law 2017-79 be repealed and replaced with a by-law establishing fees as set out in Schedule A to Staff Report 2019-5 in accordance with the Municipal Act, 2001 to take effect February 1, 2019.

REPORT HIGHLIGHTS

- Each year during the budget preparation process, departments review user fees and charges to determine if increases are required to better reflect cost recovery for the services provided.
- As part of the 2019 budget process, several departments have adjusted user fee revenue to include proposed fee rate increases and decreases based on user fee reviews.
- Some new fees have been established for Community Services, Corporate Services, Finance and Infrastructure Services and Strategic Initiatives.
- The estimated financial impact to the proposed 2019 Revenue budget for proposed fee adjustments and new fees recommended in this report is approximately a \$123,434 overall revenue increase.

DISCUSSION

In addition to property tax revenues, municipalities may charge for goods and services, such as recreational programs, directly to users that benefit via fees established under Provincial legislation, and set and approved via by-law at the municipal level. Establishing user fees and directly recovering from users that benefit from the municipal good or service helps to keep property taxes low by ensuring that the cost to provide the good or service is not borne by all taxpayers.

The Proposed 2019 Budget includes new fees, fee increases and also some fee decreases to reflect cost recovery for the services provided. A full list of proposed fees is included in Schedule “A” to Staff Report 2019-5.

Proposed New Fees

The Proposed 2019 Budget includes the financial impact (e.g. incremental revenue) from the proposed new fees outlined in Table 1 below:

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Table 1: 2019 Proposed New Fees

Department/Division	Description	Fee Total (Excl. Taxes)
Community Services – Building Services	Reactivate Dormant Permit by property owner request	\$300 minimum
Community Services – Planning and Development	Transfer review fee for applications requiring an Environmental Compliance Approval	\$1,100
	Minor Variance application - Industrial/Commercial (Application where variance is sought for existing structure(s) not in keeping with Zoning-By-law)	\$2,383
	Minor Variance application - All other types (Application where variance is sought for existing structure(s) not in keeping with Zoning-By-law)	\$1,383
	Engineering Fee: 6% of Town infrastructure works for Engineering reviews (Inspections if the site plan application involves the construction of or change to Town-owned infrastructure)	6% of works
Community Services – Parks and Recreation	Individual pool swim lane rental	\$23/lane/hr
	Community group storage fee	\$1.50-\$2.50/sq ft.
	Community office space rental	\$5-\$25/sq ft.
	Picnic Rentals - Hourly - Resident	\$11.74 - \$32.71/hr
	Picnic Rentals - Hourly - Non-Resident/Commercial	\$14.09 - \$39.25/hr
	Artificial Turf field rentals hourly rates	\$74-\$160
	Artificial Turf field rentals half day rates	\$250-\$550
	Artificial Turf field rentals full day rates	\$600-\$1,200
	Campus Rentals for Caledon East - Outside organizations to rent the entire facility or trade shows or special events	\$5,000
	Campus Rentals for Mayfield - Outside organizations to rent the entire facility or trade shows or special events	\$4,000

Department/Division	Description	Fee Total (Excl. Taxes)
Corporate Services – Legal Services	Process application for private property owners to administer parking enforcement	\$150
	To appoint Private Parking Enforcement Officer after application is approved	\$200
	Non-refundable filing fee for a Property Standards Appeal	\$200
Finance and Infrastructure Services - Revenue	Account Refund Fee - property owner requesting a refund due to overpayment on Property Tax account. Excludes refunds due to rebates or appeals.	\$35
Strategic Initiatives – Library Services	Default replacement value for lost or damaged Hotspots	\$200 per item
	Default replacement value for lost or damaged ChromeBooks	\$450 per item
	Default replacement value for lost or damaged Launch pads	\$225 per item
	Default replacement value for lost or damaged Special Collections – various collections	\$100 per item

Building Services Division Fees

Building Services Division fees were reviewed to ensure full cost recovery including corporate overhead costs, as required per Bill 124 of the *Ontario Building Code Act*. Bill 124 requires that the fees collected by the municipality not exceed the anticipated reasonable costs of the municipality to administer and enforce the Act.

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Proposed Fee Increases

The Proposed 2019 Budget also includes the financial impact (e.g. incremental revenues) from proposed fee increases. Highlights of the increases are included in Table 2, below:

Table 2: Highlights of Proposed Fee Increases

Department	Description	Fee Increase	2019 Fee Total (Excl. Taxes)
Corporate Services – Legal Services	Agreements	2%-4% increase	\$100-\$7,550 plus costs
	Reports and By-Laws and Applications to Purchase Town Land	2% increase	\$205-\$970 plus costs
	Consent to Transfer/Charge	\$25	\$100-\$175 plus costs
Finance and Infrastructure Services - Revenue	Tax Collection fees	\$0.50-\$13	\$7.50-\$125
Finance and Infrastructure Services - Operations	Traffic Data Requests	\$2-\$40	\$28-\$360
Finance and Infrastructure Services – Energy and Environment	Electric Vehicle Charging Fee (Level 3 charging stations) for a successful charge	\$0.03 per minute	\$0.20 per minute
Community Services – Building Services	Building Inquiry Form	2% increase	\$90
	Building Compliance Letter	2% increase	\$122
	Sign Permit Application – To place a sign To alter or repair sign	\$25	\$150 minimum
	Occupancy Permit – minimum flat fee	Various per sq. meter fees	\$150-\$250 flat fee
	Other Miscellaneous Work	\$18.70-\$50	\$150-\$250

Department	Description	Fee Increase	2019 Fee Total (Excl. Taxes)
Community Services – Planning and Development	Niagara Escarpment Development permit application or renewal and plan amendment fees	2% increase	\$382-\$2,105
	Telecommunications Applications	2% increase	\$316-\$6,530
	Site Plan Applications	2% -5% increase	\$205-\$15,087
	Official Plan Amendment Applications and Zoning By-Law Amendment Applications	2% -5% increase	\$205-\$32,270
	Subdivision Applications	2% -3% increase	\$205-54,930 + costs
	Condominium Applications and Part Lot Control Exemption Applications	2% increase	\$205-\$21,473
	Committee of Adjustment fees	2% increase	\$205-\$4,290
Community Services – Fire & Emergency	Inspections of Marijuana Grow Operations	\$49	\$639
Community Services – Parks and Recreation	Parks and Recreation rental fees	2% increase	Varies
	Advertising Sales using Recreation Assets	Varies	\$163.20-\$125,000

FINANCIAL IMPLICATIONS

Incremental revenue of approximately \$123,434 related to the proposed new user fees and user fee increases in this report have been included in the proposed 2019 Operating budget. A delay in the approval of the by-law or any amendments to the proposed by-law may negatively impact the Town's 2019 operating budget (e.g. the Town may not achieve the 2019 revenue budgets if the 2019 proposed fee by-law is not implemented/not approved for implementation February 1, 2019).

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The fees included in Schedule “A” reflect the complete set of fees for the Town under the *Municipal Act, 2001 Planning Act, and Building Code Act, 1992* and provide a comparison to the 2018 fees.

A comparison of 2018 fees vs. 2019 proposed fees is also included in the 2019 proposed budget documents and is available online at www.caledon.ca/budget.

COUNCIL WORK PLAN

The matter contained in this report is not relative to the Council Work Plan.

ATTACHMENTS

Schedule A – Proposed 2019 User Fees

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE A

TOWN WIDE ADMINISTRATION FEES

GENERAL

NSF Cheque	Per cheque	\$46.00	\$46.00		\$46.00
Late payment charges for invoices past due	Per Month	1.50%	1.50%		1.50%
Cost recovery of external collection costs incurred to be added onto overdue accounts if applicable	Costs	Cost Recovery + 15%	Cost Recovery + 15%		Cost Recovery + 15%

PHOTOCOPYING

CD copy of meetings duplication of proceedings		\$15.00	\$15.00	\$1.95	\$16.95
Black & White - letter	fee per page	\$0.70	\$0.70	\$0.09	\$0.79
Black & White - legal	fee per page	\$0.70	\$0.70	\$0.09	\$0.79
Black & White - ledger	fee per page	\$1.20	\$1.20	\$0.16	\$1.36
Colour - letter	fee per page	\$1.20	\$1.20	\$0.16	\$1.36
Colour - legal	fee per page	\$1.20	\$1.20	\$0.16	\$1.36
Colour - ledger	fee per page	\$2.52	\$2.52	\$0.33	\$2.85
White print (survey)	fee per page	\$6.20	\$6.20	\$0.81	\$7.01

RESEARCH FEE

First hour		\$50.00	\$50.00		\$50.00
Each additional one quarter hour		\$15.00	\$15.00		\$15.00

MAPS

Air Photos (digital reproduction)	8 1/2" x 11" 8 1/2" x 14" 11" x 17" 24" x 36" 36" x 48"		\$29.00 \$74.00 \$118.00	\$29.00 \$74.00 \$118.00	\$3.77 \$9.62 \$15.34	\$32.77 \$83.62 \$133.34
Development Map	24" x 36" Colour		\$29.00	\$29.00	\$3.77	\$32.77
Provincial Plan area map	11" x 17" 24" x 36"		\$12.00 \$29.00	\$12.00 \$29.00	\$1.56 \$3.77	\$13.56 \$32.77
Registered Plan Map	24" x 36" Colour		\$29.00	\$29.00	\$3.77	\$32.77
Street guide/street name listing	Colour		\$29.00	\$29.00	\$3.77	\$32.77
Town of Caledon Maps	Town of Caledon Map - 11" x 17" Colour		\$12.00	\$12.00	\$1.56	\$13.56
Caledon Wall Map	Shows major settlement & roads network 33" x 46" Colour		\$29.00	\$29.00	\$3.77	\$32.77
Ward Maps	11" x 17" Colour		\$12.00	\$12.00	\$1.56	\$13.56
Zoning By-law Maps	8 1/2" x 11" - Black & White 24" x 36" - Black & White		\$12.00 \$29.00	\$12.00 \$29.00	\$1.56 \$3.77	\$13.56 \$32.77
Official Plan Schedules	Colour 11" x 17"		\$12.00	\$12.00	\$1.56	\$13.56
Municipal Numbering Book	Black & White		\$44.00	\$44.00	\$5.72	\$49.72
Special mapping or other Services	\$60.00/hour (one hour minimum charge and 30 minute increments thereafter) plus packaging, postage and printing costs		\$60.00/hour Cost Recovery	\$60.00/hour Cost Recovery	Yes Yes	Fee + HST Fee + HST

PUBLIC WI-FI ADVERTISING

WiFi Monthly Advertising Graphic files to Town's standards provided by client		\$500.00	\$500.00	\$65.00	\$565.00
Town assistance in creating advertisement for Public Wi-Fi	one time flat fee	\$150.00	\$150.00	\$19.50	\$169.50

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

BUILDING SERVICES

BUILDING INQUIRY FORM

Building Inquiry Form		\$88.50	\$90.00	\$ 11.70	\$102.00
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COMPLIANCE LETTERS

Building Compliance Letter		\$120.00	\$122.00	\$ 15.86	\$137.86
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FORTIFICATION BY-LAW

Fortification of Land Exemption Application	Process application (non-refundable)		\$750.00	\$750.00		\$750.00
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POOL ENCLOSURES

Construction of a privately owned swimming pool		\$350.00	\$350.00		\$350.00
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SIGN BY-LAW

Sign Permit Application	To place an awning sign, canopy sign, construction site sign, ground sign, menu board and/or pre-menu board sign, non-residential development sign, projecting sign, residential development sign, third party sign, traffic circulation control sign, and/or wall sign.	per square meter	\$30.00 \$125 minimum	\$30.00 \$150 minimum		\$30.00 \$150 minimum
	Sign variance (non-refundable)		\$650.00	\$650.00		\$650.00
	To alter or repair a sign	flat fee	\$125.00	\$150.00		\$150.00
	Any sign placed without a prior permit issued		Applicable fee doubled	Applicable fee doubled		Applicable fee doubled

BUILDING PERMIT FEES

Permit fees shall be calculated based on the formula given below, unless otherwise specified in the schedule.

Permit Fee = Service Index (SI) x Total floor area (A), Where floor area (A) is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating partition work.

The minimum permit fee shall be \$150.00, unless stated otherwise.

The minimum permit fee for Groups A, B, D, E and F shall be \$250.00, unless stated otherwise.

For permits divided into partial permits, a \$500.00 additional fee will be added for each partial permit, unless stated otherwise.

(A) Construction

Group A: Assembly Occupancies

(a)	Schools, libraries, churches, theatres, arenas, gymnasiums, pools, restaurants, recreation centre, bus terminals, banquet halls, etc.	per square meter	\$15.60	\$15.60		\$15.60
(b)	Occupancy Permit	Flat fee	\$1.03 per square metre	\$250.00		\$250.00

Group B: Care, Care and Treatment or Detention Occupancies

(a)	Hospital, nursing homes, care homes, etc.	per square meter	\$18.70	\$18.70		\$18.70
(b)	Occupancy Permit	Flat fee	\$1.03 per square metre	\$250.00		\$250.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

Group C: Residential Occupancies

(a)	Detached, semis, townhouses, duplexes	per square meter	\$13.20	\$13.20		\$13.20
(b)	All other multiple unit residential buildings (apartments, etc.)	per square meter	\$12.10	\$12.10		\$12.10
(c)	Hotels, motels	per square meter	\$16.70	\$16.70		\$16.70
(d)	Addition (heated)	per square meter	\$11.30	\$11.30		\$11.30
(e)	Addition (unheated)	per square meter	\$10.70	\$10.70		\$10.70
(f)	Detached garage/shed/accessory building to detached, semis, townhouses, duplexes	per square meter	\$5.00	\$5.00		\$5.00
(g)	Finished Basements of detached, semis, townhouses, duplexes	per square meter	\$4.40	\$4.40		\$4.40
(h)	Issued repeats to detached, semis, townhouses, duplexes	per square meter	\$11.90	\$11.90		\$11.90
(i)	Occupancy Permit	Flat fee	\$131.30	\$150.00		\$150.00

Group D: Business and Personal Services Occupancies

(a)	Office buildings (shell)	per square meter	\$14.00	\$14.00		\$14.00
(b)	Office buildings (finished)	per square meter	\$16.80	\$16.80		\$16.80
(c)	Funeral homes, banks, medical clinic, fire halls, etc.	per square meter	\$16.80	\$16.80		\$16.80
(d)	Occupancy Permit	Flat fee	\$1.10 per square metre	\$250.00		\$250.00

Group E: Mercantile Occupancies

(a)	Retail stores (shell/strip) plazas	per square meter	\$12.80	\$12.80		\$12.80
(b)	Retail stores (finished), supermarkets, department stores	per square meter	\$16.00	\$16.00		\$16.00
(c)	Occupancy Permit	Flat fee	\$1.03 per square metre	\$250.00		\$250.00

Group F: Industrial Occupancies

(a)	Warehouses, factories (shell)(<600 sq.m)	per square meter	\$8.70	\$8.70		\$8.70
(b)	Warehouses, factories (single tenancy, finished)(<600 sq. m)	per square meter	\$10.00	\$10.00		\$10.00
(c)	Warehouses, factories (shell)(>600 sq.m)	per square meter	\$6.40	\$6.40		\$6.40
(d)	Warehouses, factories (single tenancy, finished)(>600 sq. m)	per square meter	\$7.10	\$7.10		\$7.10
(e)	Repair garages, car washes	per square meter	\$10.20	\$10.20		\$10.20
(f)	Canopies over gas pumps, outside storage, etc.	per square meter	\$4.70	\$4.70		\$4.70
(g)	Parking garages (underground & open air)	per square meter	\$6.40	\$6.40		\$6.40
(h)	Offices in warehouses or factories	per square meter	\$4.20	\$4.20		\$4.20
(i)	Farm Buildings(<600 sq.m)	per square meter	\$1.10	\$1.10		\$1.10
(j)	Farm Buildings(≥ 600 sq.m)	per square meter	\$1.50	\$1.50		\$1.50
(k)	Occupancy Permit	Flat fee	\$1.03 per square metre	\$250.00		\$250.00

Sewage Systems

(a)	New or replacement (includes bed replacement only)	per square meter	\$432.60	\$432.60		\$432.60
(b)	Repair (excludes bed replacement)	per square meter	\$216.30	\$216.30		\$216.30

Demolition

(a)	Any building including sewage systems	Flat fee	\$1.10 per square metre	\$250.00		\$250.00
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Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

Miscellaneous						
(a)	Permanent tents, air supported structures	per square meter	\$4.30	\$4.30		\$4.30
(b)	Pedestrian bridges, crane runways, etc.	per square meter	\$2.90	\$2.90		\$2.90
(c)	Repair or reclad (per surface area)	per square meter	\$0.70	\$0.70		\$0.70
(d)	Ceiling (new or replacement)	per square meter	\$0.70	\$0.70		\$0.70
(e)	Balcony repairs	per square meter	\$1.50	\$1.50		\$1.50
(f)	Parking garage repairs	per square meter	\$2.20	\$2.20		\$2.20
(g)	Sprinklers	per square meter	\$0.75	\$0.75		\$0.75
(h)	Trailers or buildings on construction sites for Office or Sales purpose	per square meter	\$9.80	\$9.80		\$9.80

(B) Alterations/Renovations

Interior alterations and partitioning and Change of Occupancy Classification

(a)	Group A: Assembly Occupancies	per square meter	\$4.20	\$4.20		\$4.20
(b)	Group B: Care, Care and Treatment or Detention Occupancies	per square meter	\$4.20	\$4.20		\$4.20
(c)	Group C: Residential Occupancies	per square meter	\$4.40	\$4.40		\$4.40
(d)	Group D: Business and Personal Services Occupancies	per square meter	\$4.40	\$4.40		\$4.40
(e)	Group E: Mercantile Occupancies	per square meter	\$4.20	\$4.20		\$4.20
(f)	Group F: Industrial Occupancies	per square meter	\$4.20	\$4.20		\$4.20
(g)	Group F: Industrial Occupancies (fit-out for warehousing space, racking, shelving, equipment or machinery placement only)	per square meter	\$0.75/m2 \$500 minimum	\$0.75/m2 \$500 minimum		\$0.75/m2 \$500 minimum
(h)	Demising walls only (upgrade or new)	Each	\$500.00	\$500.00		\$500.00
(i)	Roof Replacement (Structural)	per square meter	\$4.40	\$4.40		\$4.40

(C) Other Miscellaneous Work

(a)	New portable classrooms, new mobile homes, etc.	Each	\$882.00	\$882.00		\$882.00
(b)	Moving or relocating a building (portable classrooms, etc.)	Each	\$472.50	\$472.50		\$472.50
(c)	Temporary tents	Each	\$168.00	\$168.00		\$168.00
(d)	Communication and transmission towers	Each	\$283.50	\$283.50		\$283.50
(e)	Foundation for Tanks, Silos, Dust Collectors, etc.	Each	\$283.50	\$283.50		\$283.50
(f)	Solar Collectors for detached, semis, townhouses, duplexes	Each	\$125.00	\$150.00		\$150.00
(g)	Solar Collectors (other)	Each	\$200.00	\$250.00		\$250.00
(h)	Fire alarms	Each	\$220.50	\$220.50		\$220.50
(i)	Electromagnetic locks	Each	\$131.30	\$150.00		\$150.00
(j)	Decks, porches, basement walkout, etc. to detached, semis, townhouses, duplexes	Each	\$131.30	\$150.00		\$150.00
(k)	Fireplaces, wood stoves, etc.	Each	\$131.30	\$150.00		\$150.00
(l)	Window replacements (except for single dwelling)	Each	\$7.00	\$7.00		\$7.00
(m)	Underground and above ground storage tank	per tank	\$288.80	\$288.80		\$288.80
(n)	Balcony guard replacements	per lin. m.	\$1.80	\$1.80		\$1.80
(o)	Retaining walls	per lin. m.	\$9.50	\$9.50		\$9.50

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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Proposed new changes

SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

(D) Mechanical Components

Heating ventilation, air conditioning, etc. (work independent of building permit)

(a)	Group A: Assembly Occupancies	per square meter	\$0.95	\$0.95		\$0.95
(b)	Group B: Care, Care and Treatment or Detention Occupancies	per square meter	\$0.95	\$0.95		\$0.95
(c)	Group C: Residential Occupancies	per square meter	\$0.95	\$0.95		\$0.95
(d)	Group D: Business and Personal Services Occupancies	per square meter	\$0.95	\$0.95		\$0.95
(e)	Group E: Mercantile Occupancies	per square meter	\$0.95	\$0.95		\$0.95
(f)	Group F: Industrial Occupancies	per square meter	\$0.95	\$0.95		\$0.95

Miscellaneous

(a)	Commercial kitchen exhaust (including related make-up air)	Flat Fee Per Unit	\$270.00	\$270.00		\$270.00
(b)	Spray booth, dust collector, etc.	Flat Fee Per Unit	\$270.00	\$270.00		\$270.00
(c)	Furnace replacement	Flat Fee Per Unit	\$131.30	\$150.00		\$150.00
(d)	Boiler replacement	Flat Fee Per Unit	\$283.50	\$283.50		\$283.50
(e)	Boiler replacement for detached, semis, townhouses, duplexes	Flat Fee Per Unit	\$131.30	\$150.00		\$150.00
(f)	Minor alterations to mechanical systems (duct work only, space heater, exhaust fan, unit heater, etc.)	Flat Fee Per Unit	\$131.30	\$150.00		\$150.00

(E) Plumbing and Drain Components

(a)	Group A: Assembly Occupancies	Fee per Fixture	\$26.00	\$26.00		\$26.00
(b)	Group B: Care, Care and Treatment or Detention Occupancies	Fee per Fixture	\$26.00	\$26.00		\$26.00
(c)	Group C: Residential Occupancies	Fee per Fixture	\$27.30	\$27.30		\$27.30
(d)	Group D: Business and Personal Services Occupancies	Fee per Fixture	\$27.30	\$27.30		\$27.30
(e)	Group E: Mercantile Occupancies	Fee per Fixture	\$26.00	\$26.00		\$26.00
(f)	Group F: Industrial Occupancies	Fee per Fixture	\$26.00	\$26.00		\$26.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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Proposed new changes

SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

Miscellaneous						
(a)	Inside sanitary and storm piping	per lin. m.	\$1.80	\$1.80		\$1.80
(b)	Outside water services, sanitary and storm piping** (when not included in complete building permit or permit for site services)	per lin. m.	\$4.90	\$4.90		\$4.90
(c)	Manholes, catch basins, interceptors, sumps, etc. (when not included in complete building permit or permit for site services)	Each	\$27.30	\$27.30		\$27.30
(d)	Site Services (for mechanical site services that serve more than one building)	Each building or block of units	\$210.00	\$250.00		\$250.00
(e)	**the maximum amount chargeable in fees in respect of any one permit application for any water service, fire main and outside sanitary and storm piping for Residences, barns and other structures located on Agriculturally zoned properties is \$350.00					

(F) Other						
(a)	Early Review of House Model Drawings	per square meter	\$13.20	\$13.20		\$13.20
(b)	Duplicate Sets of Drawing (counter)	per hour	\$89.50	\$89.50		\$89.50
(c)	Resubmission Review (per review stream, each subsequent review after the third submission, discretionary)	per hour	\$89.50	\$89.50		\$89.50
(d)		minimum	\$125.00	\$150.00		\$150.00
(e)	Expedited Service (Fast track, etc.)	per hour	\$89.50	\$89.50		\$89.50
(f)		minimum	\$250.00	\$250.00		\$250.00
(g)	Material Change (revision)	per hour	\$89.50	\$89.50		\$89.50
(h)		minimum	\$125.00	\$150.00		\$150.00
(i)	Alternative Solution (Each submission)	per hour	\$89.50	\$89.50		\$89.50
(j)		minimum	\$500.00	\$500.00		\$500.00
(k)	Change of Use (no construction proposed)	per hour (review and inspection)	\$89.50	\$89.50		\$89.50
(l)		minimum	\$194.70	\$250.00		\$250.00
(m)	Conditional Building Permit (in addition to permit fee, excluding cost of agreement)	flat fee	\$1,000.00	\$1,000.00		\$1,000.00
(n)	Transfer Building Permit (to new owner)	flat fee	\$131.30	\$150.00		\$150.00
(o)	Repeat inspection (previous inspection not ready, discretionary up to two repeats)	flat fee	\$131.30	\$150.00		\$150.00
(p)	Miscellaneous Inspections- ICI (resulting from a compliance letter, outstanding permits older than two years, etc.)	flat fee	\$200.00	\$250.00		\$250.00
(q)	Miscellaneous Inspections- Residential (resulting from a compliance letter, outstanding permits older than two years, etc.)	flat fee	\$125.00	\$150.00		\$150.00
(r)	Reactivate Dormant Permit by property owner request	minimum		\$300.00		\$300.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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Proposed new changes

SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

Notes:

1. Fees for classes of permits not described or included in this schedule shall be determined by the Chief Building Official
2. The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code.
3. Except as provided in Item 5, the floor area is the sum of the areas of all floors including basement and shall be measured to the outer face
4. No deductions shall be made for openings within the floor area; i.e., stairs, elevators, ducts, etc.
5. A garage serving only the dwelling unit to which it is attached or built in and an unfinished basement located within the dwelling unit shall not be included in the area calculations.
6. Issued models (house types) are referred to as "issued repeats". An "issued repeat application" is a repeat of the identical house design that the applicant builder has previously submitted as a model for which a building permit has been issued.
7. The maximum amount of payment that may be charged to a credit card is \$5000.00 per building permit application.
8. Only applicants for building permits with a value of over \$5,150.00 may elect to either:
 - Pay the full permit fee at the time of application; or
 - Pay 50% of the full permit fee at the time of application to a maximum amount of \$10,000.00 and the balance at the time of permit issuance.
9. With respect to work commenced prior to permit issuance or permit application, or after permit issuance and is not in accordance with the approved permit, an administration charge is due to the municipality for the additional expenditure required because of such unlawful commencement, the permit fee shall be increased by the greater of:
 - (a) \$150.00, or
 - (b) with respect to work commenced before permit application 50%, or
 - (c) with respect to work commenced after permit application but before permit issuance, 25% of the required permit fee based on the entire work to be performed and exclusive of any part into which the application for permit may be sub-divided.
 - (d) with respect to work commenced after permit issuance and is not in accordance with the approved permit, 10% of the required permit fee based on the entire work to be performed and exclusive of any part into which the application for permit may be sub-divided.
 - (e) In no case shall the maximum increase in permit fee exceed \$10,000.00.

Building Permit Fees Refunds

- 1.1. Pursuant to this by-law, the portion of the total calculated permit fee that may be refunded shall be a percentage of the total fees payable under this by-law, calculated as follows in regard to functions undertaken by the municipality:
 - 1.1.1. 85% if administrative functions only have been performed;
 - 1.1.2. 70% if administrative and zoning or building code permit application review functions only have been performed;
 - 1.1.3. 50% if administrative, zoning and building code permit application review functions have been performed;
 - 1.1.4. 45% if the permit has been issued and no field inspections have been performed subsequent to permit issuance and;
 - 1.1.5. 5% shall additionally be deducted for each field inspection that has been performed subsequent to permit issuance.
 - 1.1.6. 0% after a period of not less than one (1) year from the date of application being received, if the application has not been cancelled, or the permit has not been issued, or an issued permit has not been acted upon.
 - 1.1.7. If the calculated refund is less than \$125.00, no refund shall be made for the fees paid.
- 1.2. The refund shall be returned to the person named on the fee receipt, unless such person advises the Chief Building Official, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- 1.3. The refund, if applicable, shall be the difference between total calculated fee for functions undertaken and the deposit made at time of permit application.
- 1.4. If an overpayment of a permit fee occurs on a permit application and the overpayment is less than \$50.00 the difference will not be refunded.

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

PLANNING & DEVELOPMENT

COMPLIANCE LETTERS

Planning and Zoning Compliance Letters		\$120.00	\$122.00	\$15.86	\$137.86
Heritage Designation and Cemetery Compliance Letter		\$120.00	\$122.00	\$15.86	\$137.86
Engineering Compliance Letter (compliance with subdivision or other similar inquiry letters)		\$120.00	\$122.00	\$15.86	\$137.86

LAND USE INQUIRY FORM

Planning Land Use Inquiry Form		\$88.50	\$90.00	\$11.70	\$101.70
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OFFICIAL PLAN AND ZONING BY-LAW

Copy of Official Plan	By Hard Copy	\$135.00	\$135.00	\$17.55	\$152.55
Copy of Official Plan	By CD	\$25.00	\$25.00	\$3.25	\$28.25
Annual subscription to Office Consolidation of the Official Plan (affected pages only)	By email	\$130.00	\$130.00	\$16.90	\$146.90
Annual subscription to Office Consolidation of the Official Plan (affected pages only)	By regular mail	\$165.00	\$165.00	\$21.45	\$186.45
Official Plan Schedules (Colour)	Per page	\$5.00	\$5.00	\$0.65	\$5.65
Copy of Comprehensive Zoning By-law	By Hard Copy	\$535.00	\$535.00	\$69.55	\$604.55
Copy of Zoning By-law	By CD	\$25.00	\$25.00	\$3.25	\$28.25
Annual subscription to amendments to the Comprehensive Zoning By-law	By email	\$130.00	\$130.00	\$16.90	\$146.90

NEC

Niagara Escarpment Plan Amendment		\$2,065.00	\$2,105.00		\$2,105.00
Niagara Escarpment Development permit application or renewal of application		\$375.00	\$382.00		\$382.00
Niagara Escarpment - Legal Searches		\$200.00	\$200.00		\$200.00

PUBLIC INFORMATION MEETINGS & ADVERTISING

Cost Recovery for advertising of Public Meetings and Notice of Applications		Fee + HST	Fee + HST	Yes	Fee + HST
DART (Development Application Review Team) Pre-Consultation Meetings	Per meeting	\$350.00	\$355.00	\$46.15	\$401.15

TELECOMMUNICATIONS

1. (a) Full Stream Application		\$6,400.00	\$6,530.00		\$6,530.00
(b) Scoped Stream		\$5,855.00	\$5,972.00		\$5,972.00
(c) Intermediate Stream		\$2,970.00	\$3,030.00		\$3,030.00
(d) Fast Track Stream		\$310.00	\$316.00		\$316.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

SITE PLAN APPLICATIONS

2.	(a)	Full Stream Site Plan Application ¹ (Includes Site Plan Undertaking, Landscape and Engineering Inspection Fees)		\$14,775 plus \$1.18/m2 gross floor area (GFA) to maximum fee of \$29,000	\$15,087 plus \$1.18/m2 gross floor area (GFA) to maximum fee of \$29,000	\$219.31	\$15,306.31 plus \$1.18/m2 gross floor area (GFA) to maximum fee of \$29,000
		Recirculation Fee (for each subsequent site plan recirculation after the 3rd)		\$1,000.00	\$1,020.00		\$1,020.00
	(b)	Full Stream (Complex) ¹ (Includes Site Plan Undertaking, Landscape and Engineering Inspection Fees)		\$31,535 plus \$5,125/gross hectare	\$32,182 plus \$5,125/gross hectare	\$219.31	\$32,401.31 plus \$5,125/gross hectare
		Recirculation Fee (for each subsequent site plan recirculation after the 3rd)		\$1,000.00	\$1,020.00		\$1,020.00
	(c)	Amendment Stream ¹ (Includes Site Plan Undertaking, Landscape and Engineering Inspection Fees)		\$5,975.00	\$6,112.00	\$219.31	\$6,331.31
	(d)	Scoped Stream		\$2,965.00	\$3,020.00		\$3,020.00
	(e)	Fast Track Stream		\$375.00	\$383.00		\$383.00
	(f)	Site Plan Agreement, including amendments to executed or registered site plan agreements.		\$1,400 plus costs	\$1,400 plus costs	Yes	Fee + HST
	(g)	Additional undertaking or amendment to executed undertaking		\$1,030 plus costs	\$1,030 plus costs	Yes	Fee + HST
	(h)	Additional charge per agreement or amendment for a non-standard site plan, agreement, development, grading or servicing agreement or amendment.		\$2,250 plus costs	\$2,250 plus costs	Yes	Fee + HST
	(i)	Grading or Servicing Agreement*		\$5,300 plus costs	\$5,300 plus costs	Yes	Fee + HST
	(j)	Appeal to Ontario Municipal Board		\$200.00	\$205.00		\$205.00
	(k)	Annual carrying fee for inactive files (non-ORM)		\$1,550.00	\$1,580.00		\$1,580.00
	(l)	Application administration charge for proceeding with earth works, servicing or construction without necessary planning act approvals (excluding ORM applications) *		25% of original application amount	25% of original application amount	Yes	Fee + HST
	(m)	Transfer review fee for applications requiring an Environmental Compliance Approval			\$1,100.00		\$1,100.00
	(n)	Engineering Fee: 6% of Town infrastructure works for Engineering reviews (Inspections if the site plan application involves the construction of or change to Town-owned infrastructure)			6% of works	Yes	Fee + HST

* "plus costs" include Registry Office Fees, External Counsel Fees, and Disbursements (inclusive of HST)

¹ HST not applicable on whole fee

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

OAK RIDGES MORaine (ORM) SITE PLAN APPLICATION

3.	(a)	(i) ORM Full		\$775.00	\$800.00		\$800.00
	(b)	(ii) ORM Scoped		\$525.00	\$545.00		\$545.00
	(c)	(iii) ORM Fast Track		\$375.00	\$392.00		\$392.00
	(d)	(iv) Annual carrying fee for inactive files (ORM)		\$250.00	\$255.00		\$255.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

OFFICIAL PLAN AMENDMENT APPLICATIONS

4.	(a)	Minor Official Plan Amendment Application		\$16,415.00	\$16,755.00		\$16,755.00
	(b)	Major Official Plan Amendment Application		\$31,620.00	\$32,270.00		\$32,270.00
	(c)	Appeal to Ontario Municipal Board		\$200.00	\$205.00		\$205.00
	(d)	Aggregate Application		Full cost recovery	Full cost recovery		Full cost recovery
	(e)	Annual carrying fee for inactive files		\$1,550.00	\$1,580.00		\$1,580.00
	(f)	Recirculation Fee (for each subsequent Official Plan Amendment recirculation after the 3rd)		\$1,500.00	\$1,530.00		\$1,530.00

ZONING BY-LAW AMENDMENT APPLICATIONS

5.	(a)	Extension of Temporary Use By-laws for Garden Suites		\$710 plus cost of advertising or posting on property together with required circulation	\$737 plus cost of advertising or posting on property together with required circulation		\$737 plus cost of advertising or posting on property together with required circulation
	(b)	Temporary Use Application		\$12,590.00	\$12,855.00		\$12,855.00
		Temporary Use Application Extension		\$12,590.00	\$12,855.00		\$12,855.00
	(c)	Minor Zoning By-law Amendment Application		\$12,590.00	\$12,855.00		\$12,855.00
	(d)	Major Zoning By-law Amendment Application		\$16,740.00	\$17,087.00		\$17,087.00
	(e)	Aggregate Application		Full cost recovery	Full cost recovery		Full cost recovery
	(f)	Removal of Holding (H) Zone		\$5,990.00	\$6,120.00		\$6,120.00
	(g)	Annual Carrying Fee for Inactive files		\$1,550.00	\$1,580.00		\$1,580.00
	(h)	Appeal to Ontario Municipal Board		\$200.00	\$205.00		\$205.00
	(i)	Zoning Certificate		\$205.00	\$210.00		\$210.00
	(j)	Legal non-conforming Certification fee		\$2,150.00	\$2,205.00		\$2,205.00
	(k)	Recirculation Fee (for each subsequent Rezoning recirculation after the 3rd)		\$1,500.00	\$1,530.00		\$1,530.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

SUBDIVISION APPLICATIONS

6.	(a)	(i) Plan of Subdivision Application - Residential (Other than Palgrave Estates) ¹ <i>Preparation of 3 agreements (subdivision agreement, grading agreement, and preservicing agreement) and registration of a draft plan of subdivision and compliance documents</i>		\$28,200 plus \$595 per unit	\$28,790 plus \$607 per unit	\$ 2,506.40	\$31,296.40 plus \$607 per unit
		(ii) Plan of Subdivision Application - Palgrave Estates ¹ <i>Preparation of 3 agreements (subdivision agreement, grading agreement, and preservicing agreement) and registration of a draft plan of subdivision and compliance documents</i>		\$53,825 plus \$595 per unit	\$54,930 plus \$607 per unit	\$ 2,506.40	\$57,436.40 plus \$607 per unit
	(b)	Plan of Subdivision Application - Industrial/Commercial ¹ <i>Preparation of 3 agreements (subdivision agreement, grading agreement, and preservicing agreement) and registration of a draft plan of subdivision and compliance documents</i>		\$28,200 plus \$5,125 per gross hectare	\$28,790 plus \$5,227 per gross hectare	\$ 2,506.40	\$31,296.40 plus \$5,227 per gross hectare
	(c)	Plus additional fees, if applicable:					
		(i) Revisions requiring re-circulation		\$5,300.00	\$5,405.00		\$5,405.00
		(ii) Registration of each phase of a plan		\$7,000.00	\$7,000.00		\$7,000.00
		(iii) Extension of draft approval		\$5,300.00	\$5,405.00		\$5,405.00
		(iv) Revised draft approval plan requiring re-circulation		\$6,000.00	\$6,120.00		\$6,120.00
		(v) Appeal of plan to Ontario Municipal Board		\$200.00	\$205.00		\$205.00
	(d)	Administration Fee: Plan of subdivision applications filed on or before Feb. 5, 2008 ²		7% of works	7% of works	Yes	Fee + HST
	(e)	Administration Fee: Plan of subdivision applications filed on or after Feb. 6, 2008 and on or before Jan. 31, 2011 ²		0% of works	0% of works	Yes	Fee + HST
	(f)	Administration Fee: Plan of subdivision applications filed on or after Feb. 1, 2011 ²		6% of works	6% of works	Yes	Fee + HST
	(g)	Amendment to any registered agreement or fully executed agreement*		\$2,100 plus costs	\$2,145 plus costs	Yes	Fee + HST
	(h)	Each Subdivision Agreement/Grading Agreement/Preservicing Agreement/Development Agreement (for applications prior to March 3, 2015) *		\$5,300 plus costs	\$5,410 plus costs	Yes	Fee + HST
	(i)	Review and/or preparation of documents related to the registration of Subdivisions and Condominiums (for applications prior to March 3, 2015)	+ Costs*	\$3000 plus costs	\$3,060 plus costs	Yes	Fee + HST
	(j)	Additional Development Agreement		\$5,300.00	\$5,410 plus costs	Yes	Fee + HST
	(k)	Additional charge per agreement or amendment for a non-standard subdivision, development, grading or preservicing agreement or amendment.		\$2,250.00	\$2,295.00	\$ 298.35	\$2,593.35
	(l)	Annual Carrying fee for inactive files		\$1,550.00	\$1,580.00		\$1,580.00
	(m)	Landscape Resubmission Fee (for each submission after the 3rd submission)		\$3,000.00	\$3,060.00		\$3,000.00
	(n)	Engineering Resubmission Fee (for each submission after the 3rd submission)		\$3,000.00	\$3,060.00		\$3,000.00
	(o)	Application administration charge for proceeding without necessary planning act approvals *		25% of original application amount	25% of original application amount	Yes	Fee + HST

Note: The fee for the preparation of any subdivision, preservicing, grading or development agreement shall be payable in advance and the agreement shall not be commenced until full payment of the fee has been received.

Where the municipality has retained outside counsel, at the request of the developer/owner, to expedite the preparation of any of a grading, preservicing, subdivision or development agreement or the registration of the draft subdivision plan and compliance documents the developer/owner shall pay the minimum fee for the preparation of the agreements set out above or the registration, and shall, in addition, pay the total cost,

* "Plus Costs" include Registry Office Fees, External Counsel Fees, and Disbursements (inclusive of HST)

¹ HST not applicable on whole fee

² 50% of total fee due at time of 1st Engineering submission. Balance of fee due upon registration.

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

CONDOMINIUM APPLICATIONS

7.	(a)	Plan of Condominium Application ¹ (includes legal review)		\$21,040 plus \$50 per unit	\$21,473 plus \$50 per unit	\$ 397.80	\$21,870.80 plus \$50 per unit
	(b)	Plus additional fees, if applicable:					
		(i) Revisions requiring re-circulation		\$6,000.00	\$6,120.00		\$6,120.00
		(ii) Registration of each phase of a plan		\$1,550.00	\$1,550.00		\$1,550.00
		(iii) Extension of draft approval		\$5,300.00	\$5,405.00		\$5,405.00
		(iv) Revised draft approval plan requiring re-circulation		\$5,300.00	\$5,405.00		\$5,405.00
		(v) Appeal of plan to Ontario Municipal Board		\$200.00	\$205.00		\$205.00
	(c)	Administration fee for Condominium Applications filed on or before Feb. 5, 2008		7% of works	7% of works	Yes	Fee + HST
	(d)	Administration fee for Condominium Applications filed on or after Feb. 6, 2008 to on or before Jan. 31, 2011		0% of works	0% of works	Yes	Fee + HST
	(e)	Administration fee: plan of condominium applications filed on or after Feb. 1, 2011		6% of works	6% of works	Yes	Fee + HST
	(f)	Annual Carrying Fee - Condos		\$1,550.00	\$1,580.00		\$1,580.00

¹ HST not applicable on whole fee

PART LOT CONTROL EXEMPTION APPLICATIONS

8.	(a)	Part Lot Control Application Exemption ¹ Includes legal review of title, by-law, registrations, restrictions		\$5,855 plus \$50 per unit	\$5,980 plus \$50 per unit	\$137.15	\$6,117.15 plus \$50 per unit
	(b)	Extension of part lot control by-law		\$1,440.00	\$1,470.00	\$191.10	\$1,661.10
	(c)	Repeal of part lot control by-law and/or deletion of restrictions		\$1,440.00	\$1,470.00	\$191.10	\$1,661.10
	(d)	Additional by-law/restriction		\$500 plus costs*	\$510 plus costs*	Yes	Fee + HST

¹ HST not applicable on whole fee

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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Proposed new changes

SCHEDULE B COMMUNITY SERVICES DEPARTMENT

REPORTS AND BY-LAWS

9.	(a)	Preparation of reports and by-laws for a private purpose or interest under <i>Planning Act</i> (i.e. merger of lots), payable in advance *		\$950 plus costs*	\$950 plus costs*	Yes	\$950 plus costs + HST
	(b)	Legal documentation regarding lifting of .03 m reserve for a private purpose *		\$550 plus costs*	\$550 plus costs*	Yes	\$550 plus costs + HST

* "Plus Costs" include Registry Office Fees, External Counsel Fees, and Disbursements (inclusive of HST)

COMMITTEE OF ADJUSTMENT

10.	(a)			\$1,940.00	\$1,983.00		\$1,983.00
		i) Minor Variance application - Industrial/Commercial					\$1,983.00
		ii) Minor Variance application - Industrial/Commercial (Application where variance is sought for existing structure(s) not in keeping with Zoning-By-law)			\$2,383.00		\$2,383.00
	(b)			\$1,140.00	\$1,167.00		\$1,167.00
		i) Minor Variance application - All other types					\$1,167.00
		ii) Minor Variance application - All other types (Application where variance is sought for existing structure(s) not in keeping with Zoning-By-law)			\$1,383.00		\$1,383.00
	(c)			\$4,200.00	\$4,290.00		\$4,290.00
		Consent application					\$4,290.00
	(d)	Request to Change Condition(s) of Provisional Consent					
		(i) Change of Conditions requiring Notification		\$1,200.00	\$1,225.00		\$1,225.00
		(ii) Change of Condition(s) not requiring Notification		\$300.00	\$306.00		\$306.00
	(e)	Consent Certificate Issuance Fee (Upon delegation of approval authority to give consents from the Region of Peel to the Town of Caledon)		\$730.00	\$750.00		\$750.00
	(f)	Deferral of application		\$236.00	\$241.00		\$241.00
	(g)	Appeal to Ontario Municipal Board		\$200.00	\$205.00		\$205.00

If an agreement is required see Legal Services Fees Section below

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

FIRE & EMERGENCY SERVICES

REPORTS

Fire Report			\$86.00	\$86.00	\$11.18	\$97.18
File Search Letter			\$86.00	\$86.00	\$11.18	\$97.18
Posting of Licenses - Assembly occupancies	Where no alcoholic beverages are served		\$179.00	\$179.00	\$23.27	\$202.27
	Where alcoholic beverages are served		\$264.00	\$264.00	\$34.32	\$298.32

INSPECTIONS (in excess of Fire Code Requirements)

Industrial/Commercial	Single Tenant or Occupancy					
	i) up to 10,000 sq. ft. or 929 m ²		\$187.00	\$187.00	\$24.31	\$211.31
	ii) for every additional 10,000 sq. ft. or 929 m ² part thereof		\$102.00	\$102.00	\$13.26	\$115.26
Residential/Commercial	Multiple occupancy complex					
	i) Base inspection		\$187.00	\$187.00	\$24.31	\$211.31
	ii) Plus each tenant or occupancy up to 10,000 sq. ft. or 929m ²		\$102.00	\$102.00	\$13.26	\$115.26
	iii) Plus tenant or occupancy over 10,000 sq. ft. or 929m ²		\$102.00	\$102.00	\$13.26	\$115.26
Residential/apartment or Condominium buildings	i) Base inspection		\$187.00	\$187.00	\$24.31	\$211.31
	ii) Plus each tenant, occupancy or apartment		\$94.00	\$94.00	\$12.22	\$106.22
Office Commercial	i) Base inspection		\$187.00	\$187.00	\$24.31	\$211.31
	ii) Plus each single tenant or occupancy over 10,000 sq. ft. or 929 m ²		\$101.00	\$101.00	\$13.13	\$114.13
	iii) Plus tenant or occupancy over 10,000 sq. ft. or 929m ²		\$101.00	\$101.00	\$13.13	\$114.13
Tent or Marquee	Where Fire Code inspection is mandated		\$187.00	\$187.00	\$24.31	\$211.31
Portable Classroom	Per class		\$102.00	\$102.00	\$13.26	\$115.26
Daycare/nursery school	i) First inspection		\$264.00	\$264.00	\$34.32	\$298.32
	ii) Each subsequent inspection		\$94.00	\$94.00	\$12.22	\$106.22
Liquor Licence	i) First inspection		\$264.00	\$264.00	\$34.32	\$298.32
	ii) Plus each subsequent inspection		\$124.00	\$124.00	\$16.12	\$140.12

Refer to Schedule C for Liquor Licence fees

Inspection of any building for the purpose of tenants	i) First hour		\$200.00	\$200.00	\$26.00	\$226.00
	ii) Plus staff research time after first hour	Per hour	\$85.00	\$85.00	\$11.05	\$96.05
Any inspection performed in association with the purchase or sale or with potential purchase or sale of property						
	i) First inspection		\$285.00	\$285.00	\$37.05	\$322.05
	ii) Each subsequent inspection		\$94.00	\$94.00	\$12.22	\$106.22
Inspections of Marijuana Grow Operations			\$590.00	\$639.00	\$83.07	\$722.07
Unsafe Buildings	Boarding or barricading of unsafe buildings pursuant to the Fire Code					
	i) Per hour		\$180.00	\$180.00	\$23.40	\$203.40
	ii) Plus costs	+ costs	+ costs	+ costs	Yes	Costs + HST
	iii) Plus administration fee		15%	15%	Yes	Fee + HST

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B COMMUNITY SERVICES DEPARTMENT

Post fire watch pursuant to Fire Code	iv) Per hour/per firefighter		\$243.00	\$243.00	\$31.59	\$274.59
	v) Plus administration fee		15%	15%	Yes	Fee + HST

EMERGENCY RESPONSES

False Alarms	Response to false alarm property owner shall pay:					
	First false alarm	no charge				
	Second fire alarm and each subsequent false alarm:		\$1,415.00	\$1,415.00		\$1,415.00
	The Treasurer is authorized to reduce the false alarm invoices by the cost of the alarm system repairs upon the Fire Chief's confirmation of the following:					
	1) The property owner submitted an invoice from the alarm company which clearly shows that the alarm was repaired subsequent to the false alarm call					
	2) There is proof that the repair was paid;					
	3) The repair invoice is accompanied by a regular monitoring invoice from the same alarm company for the year of the false alarm incident					
	4) The alarm system was subsequently inspected by the Caledon Fire & Emergency Services Department					
	False Alarm call counter per property is reset on the first day of the following calendar year					
	Each half hour beyond the first two hours		\$320.00	\$320.00		\$320.00
	Each additional piece of apparatus after the first three pieces of apparatus per hour		\$639.00	\$639.00		\$639.00
	Plus administration fee		15%	15%	Yes	Fee + HST

Gas Leaks	Response to gas leak where service locate has not been obtained or where requirements of service locate have not been followed, the property owner shall pay:					
	i) Per vehicle per hour		\$639.00	\$639.00		\$639.00
	ii) Plus any clean-up costs		+ costs	+ costs		No applicable taxes
Hazardous Material spill clean up	iii) Plus administration fee		15%	15%	Yes	Fee + HST
	i) Per vehicle per hour		\$639.00	\$639.00		\$639.00
	ii) Plus any clean-up costs		+ costs	+ costs		No applicable taxes
	iii) Plus administration fee		15%	15%	Yes	Fee + HST

Hydro Response	Emergency response to occurrence on Town of Caledon, Regional Municipality of Peel or Provincial highway within the Town of Caledon related to hydro distribution equipment					
	i) First 2 hours or each part thereof		\$639.00	\$639.00		\$639.00
	ii) For each additional 30 minute period or part thereof		\$320.00	\$320.00		\$320.00
	iii) Plus administration fee		15%	15%	Yes	Fee + HST

Motor Vehicle Collision / Incident - Non - Resident	Emergency responses to motor vehicle occurrence/incident/collision anywhere within the Town of Caledon. In the case of a multiple vehicle collision, where those owners involved consist of a Caledon resident and a non-resident, the fee invoiced to the non-resident(s) shall be pro-rated and divided up equally among the non-resident owners.					
	Initial response (up to 3 pieces of apparatus) for the first 2 hours		\$1,415.00	\$1,415.00		\$1,415.00
	Per apparatus dispatched - for each additional one-half hour or part thereof		\$320.00	\$320.00		\$320.00
	For each additional piece of apparatus dispatched (after the first 3 pieces of apparatus) per hour per apparatus or part thereof		\$639.00	\$639.00		\$639.00
	Replacement of damaged equipment and consumable resources used if applicable		100% of the cost	100% of the cost		100% of the cost
	Plus administration fee		15%	15%	Yes	Fee + HST

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

Use of materials, Equipment and Vehicles in Exceptional Circumstances	The property owner shall pay for the fire service response which includes the use of extinguishing agents, absorbent materials, the acquisition of specialized equipment or vehicles not in the possession of the Fire & Emergency Services Department as routine materials, equipment and vehicles purchased and authorized by annual budget approval		Cost of material, equipment or vehicle, Plus administration fee	Cost of material, equipment or vehicle, Plus administration fee		Fee + applicable taxes
	The property owner shall pay for the firefighter rehabilitation facilities, vehicles, food and fluids provided to fire fighters after the first four hours of an emergency or fire response		Cost of facilities, vehicles, food and fluids, Plus administration fee	Cost of facilities, vehicles, food and fluids, Plus administration fee		Fee + applicable taxes

SPECIAL EVENTS	Attendance of firefighter or fire vehicle requested at special events	Per day	\$306.00	\$306.00	\$39.78	\$345.78
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OPEN AIR BURN PERMITS

Burn Permit	Residential - Open Air Burning (minimum 1/2 acre lot)		\$42.00	\$42.00		\$42.00
	Contractors		\$228.00	\$228.00		\$228.00
	Construction Site		\$589.00	\$589.00		\$589.00
	Recreational Burn Permits		\$25.00	\$25.00		\$25.00
Response to open air burn	The property owner shall pay for the fire service response required to control or to extinguish open fire where open air burn permit has not been issued or where there is a failure to comply with a condition or conditions of open air burn permit or a failure to burn in accordance with requirements of the applicable by-law (Per vehicle, per hour, A minimum one(1) hour charge for up to and including the first 60 minutes, and for every 15 minutes after the first hour a fee of one quarter of the hour shall be charge until such time that the fire apparatus is made available plus cleanup costs, plus 15% administration fee) The Response to Open Air Burn Fee will be waived for a resident, one time within their Caledon residency, who does not have a burn permit and where responding the Fire Chief determines it was a non-emergency and there were no damages. The applicable burn permit fee will be payable.		\$639.00	\$639.00		\$639.00

FIRE SAFETY PLAN REVIEW AND APPROVAL

	Review First submission - No charge		no charge	no charge		no charge
	Second Submission – No charge		no charge	no charge		no charge
	Third Submission		\$122.00	\$122.00	\$15.86	\$137.86

REVIEW AND APPROVAL PROPANE RISK & SAFETY MANAGEMENT PLANS (RSMP)

Level 1 RSMP Existing Small Propane Facility	\$	270.00	\$	270.00	\$35.10	\$305.10
Level 1 RSMP New / Modified Small Propane Facility	\$	540.00	\$	540.00	\$70.20	\$610.20
Level 2 RSMP Existing Medium and Large Propane Facilities	\$	2,430.00	\$	2,430.00	\$315.90	\$2,745.90
Level 2 RSMP New / Modified Medium and Large Propane Facilities	\$	2,700.00	\$	2,700.00	\$351.00	\$3,051.00

FIREWORKS BY-LAW

Application for a permit under the Fireworks By-law to set off display fireworks or pyrotechnics		\$603.00	\$603.00		\$603.00
Application for a permit under the Fireworks By-law for the sale of consumer fireworks		\$179.00	\$179.00		\$179.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

POLICE ATTENDANCE AS A RESULT OF:

Residential alarm	The property owner shall pay					
	First false alarm	No charge				
	Second false alarm		\$61.00	\$61.00		\$61.00
	Third false alarm		\$122.00	\$122.00		\$122.00
	Fourth and each subsequent false alarm		\$241.00	\$241.00		\$241.00
Business alarm	The property owner or the business shall pay					
	First false alarm	No charge				
	Second false alarm		\$122.00	\$122.00		\$122.00
	Third false alarm		\$241.00	\$241.00		\$241.00
	Fourth and each subsequent false alarm		\$361.00	\$361.00		\$361.00

OTHER SERVICES

CEMETERY FEES

Cremation interment	Opening and closing of a grave space to transfer cremation ashes to a permanent place (eg. burial plot)		\$250.00	\$250.00	\$32.50	\$282.50
Full interment	Opening and closing of a grave space, grounds personnel and administrative services		\$1,250.00	\$1,250.00	\$162.50	\$1,412.50
Other	Other cemetery services		Cost Recovery	Cost Recovery	Yes	Fee + HST

PARKS AND RECREATION

INDOOR FACILITY RENTALS

INSURANCE

	As shown on fee sheet. Insurance fee applied to rentals where there is no proof of other coverage. This charge is considered part of the facility rental charge.		Fee + HST	Fee + HST	Yes	Fee + HST
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SOCAN and RE:Sound Tariff

SOCAN TARIFF 8 Fees	As indicated by Society of Composers, Authors and Music Publishers of Canada (SOCAN)		Fee + HST	Fee + HST	Yes	Fee + HST
Sound Tariff 5B Fees			Fee + HST	Fee + HST	Yes	Fee + HST
Re:Sound Tariff			Fee + HST	Fee + HST	Yes	Fee + HST

POOL RENTALS

	Private/hours - ranges depending on services required					
	i) Resident / hour		\$49.60 - \$99.20	\$49.60 - \$99.20	Yes	Fee + HST
	ii) Non-resident/Commercial / hour		\$59.52 - \$119.03	\$59.52 - \$119.03	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit / hour		\$34.72 - \$69.44	\$34.72 - \$69.44	Yes	Fee + HST
	Individual pool swim lane rental	per lane/ per hour		\$23.00	Yes	Fee + HST

Town of Caledon 2019 Proposed User Fees By-law

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FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

ARENA RENTALS						
	Fees vary depending on prime time, non-prime, summer and last minute					
	i) Resident / hour		\$97.70 - \$229.66	\$97.70 - \$229.66	Yes	Fee + HST
	ii) Non-resident/Commercial / hour		\$142.88 - \$259.78	\$142.88 - \$259.78	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit / hour		\$83.35 - \$158.85	\$83.35 - \$158.85	Yes	Fee + HST
	iv) Small Group / hour		\$40.85 - \$70.04	\$40.85 - \$70.04	Yes	Fee + HST
	Statutory Holidays - minimum 7 hour booking (excluding December 25th, 26th and January 1st - CLOSED)		Prime rate + additional charge for staff wages (double time)	Prime rate + additional charge for staff wages (double time)	Yes	Fee + HST
FLOOR RENTALS						
	Floor Rental / hour		\$61.32 - \$105.12	\$61.32 - \$105.12	Yes	Fee + HST
	Floor Rental / Booking		\$490.55 - \$700.78	\$490.55 - \$700.78	Yes	Fee + HST
GYMNASIUM RENTALS						
	Fees vary based on half or whole gym					
	i) Resident / hour		\$70.38 - \$140.77	\$70.38 - \$140.77	Yes	Fee + HST
	ii) Non-resident/Commercial / hour		\$84.46 - \$168.92	\$84.46 - \$168.92	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit / hour		\$49.27 - \$98.54	\$49.27 - \$98.54	Yes	Fee + HST
Facility Amenities	i) Additional Staff	per hour	\$15.61	\$15.61	Yes	Fee + HST
	ii) Additional Staff - STAT Holiday	per hour	\$57.22	\$57.22	Yes	Fee + HST
	iii) Additional Staff - LIFEGUARD	per hour	\$21.33	\$21.33	Yes	Fee + HST
	iv) Additional Staff - PARTY INSTRUCTOR	per hour	\$52.02	\$52.02	Yes	Fee + HST
2% increase in fees effective September 1, 2019 - August 31, 2020	v) Fitness Day Rate - School Group (15)	per booking	\$45.00	\$39.82 - \$150	Yes	Fee + HST
	vi) Fitness Day Rate - Additional Student	per booking	\$3.00	\$2.66 - \$10	Yes	Fee + HST
	vii) Coffee and/or Tea Service - Large	per urn	\$40.80	\$40.80	Yes	Fee + HST
	- Small	per urn	\$25.50	\$25.50	Yes	Fee + HST
	viii) Kitchen Fee	per booking	\$25.50-\$75.00	\$25.50-\$75.00	Yes	Fee + HST
	ix) Audio Equipment Rental	per booking	\$40.00	\$40.00	Yes	Fee + HST
	x) Sport Equipment Rental	per booking	\$25.00	\$25.00	Yes	Fee + HST

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

HALL AND ROOM RENTALS

	Community Centres - Rooms are available to accommodate groups of various sizes					
	i) Resident / hour		\$11.26 - \$78.85	\$11.26 - \$78.85	Yes	Fee + HST
	ii) Non-resident/Commercial / hour		\$30.60 - \$94.62	\$30.60 - \$94.62	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit / hour		\$14.95 - \$55.19	\$14.95 - \$55.19	Yes	Fee + HST
	Room Rental / Booking		\$204.00 - \$630.77	\$204.00 - \$630.77	Yes	Fee + HST
	Security deposit/damage deposit		\$50.00 - \$250.00	\$50.00 - \$250.00		Fee
Holiday Rental Fee	i) Resident / Booking		\$492.95	\$492.95	Yes	Fee + HST
	ii) Non-resident/Commercial / Booking		\$641.99	\$641.99	Yes	Fee + HST

SPONSORED DROP-IN ACTIVITIES

	Fees vary depending on drop-in activity type, time of the activity. cost to participate and supervision requirements.		\$182.68-\$380.14	\$182.68-\$380.14	Yes	Fee + HST
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CELEBRATE WITH US - PARTY PACKAGES

	Fees vary depending on drop-in activity type, time of the activity. cost to participate and supervision requirements.		\$180.00-\$380.00	\$180.00-\$380.00	Yes	Fee + HST
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STORAGE

Storage Fee	Community group storage fee	per sq ft.		\$1.50-\$2.50	Yes	Fee + HST
Leased Space	Community office space rental	per sq ft.		\$5-\$25	Yes	Fee + HST

OUTDOOR RENTALS

SPORT AND PASSIVE PARK RENTALS - PLUS PARK AMENITIES

Ball Diamond Rental	Price depends on time slot (time and day of week), user group and grade of field used. Rates based on 1hr blocks.					
	i) Resident		\$3.82 - \$21.39	\$3.90 - \$21.82	Yes	Fee + HST
	ii) Non-resident/Commercial		\$4.49 - \$25.67	\$4.58 - \$26.18	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit		\$2.67 - \$14.97	\$2.72 - \$15.27	Yes	Fee + HST

Soccer Field Rental	Price depends on time slot (time and day of week), user group and grade of field used. Rates based on 1hr blocks.					
	i) Resident		\$1.46 - \$19.25	\$1.49 - \$19.55	Yes	Fee + HST
	ii) Non-resident/Commercial		\$1.76 - \$23.10	\$1.80 - \$23.56	Yes	Fee + HST
	iii) Subsidized/Not-For-Profit		\$1.02 - \$13.47	\$1.04 - \$13.74	Yes	Fee + HST

Tennis Facilities Rental	2 courts - Per season use (not including portalets)		\$599.56 - \$1,220.04	\$611.55 - \$1,244.44	Yes	Fee + HST
	4 courts - Per season use (not including portalets)		\$1,082.43 - \$1,220.04	\$1,104.08 - \$1,244.44	Yes	Fee + HST

Bocce Court Rental	Per court - Per season use		\$190.32	\$194.13	Yes	Fee + HST
	Per court - Per time slot - unlit		\$7.75	\$7.91	Yes	Fee + HST
	Per court - Per time slot - lit		\$18.59	\$18.96	Yes	Fee + HST
	Bocce Indoor Rental		\$20.53-\$35.19	\$20.94-\$35.89	Yes	Fee + HST

Outdoor Fitness	Per Time Slot - Resident		\$5.40 - \$11.79	\$5.51 - \$12.03	Yes	Fee + HST
	Per Time Slot - Non-Resident/Commercial		\$6.48 - \$14.15	\$6.61 - \$14.43	Yes	Fee + HST

Picnic Rentals	Full Day - Resident		\$93.92 - \$261.64	\$93.92 - \$261.64	Yes	Fee + HST
	Full Day - Non-Resident/Commercial		\$112.71 - \$313.97	\$112.71 - \$313.97	Yes	Fee + HST
	Hourly - Resident	per hour		\$11.74 - \$32.71	Yes	Fee + HST
	Hourly - Non-Resident/Commercial	per hour		\$14.09 - \$39.25	Yes	Fee + HST

Artificial Turf Field Rental	Artificial Turf field rentals hourly rates			\$74-\$160	Yes	Fee + HST
	Artificial Turf field rentals half day rates			\$250-\$550	Yes	Fee + HST
	Artificial Turf field rentals full day rates			\$600-\$1,200	Yes	Fee + HST

Town of Caledon 2019 Proposed User Fees By-law

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Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

Beach Volleyball	Resident	Per time slot	\$5.18	\$5.28	Yes	Fee + HST
	Non-Resident/Commercial	Per time slot	\$6.22	\$6.34	Yes	Fee + HST
Wedding Photos			\$51.94	\$52.98	Yes	Fee + HST
Parking Lot	Subsidized/Not-For-Profit / Booking	Per time slot	\$261.64	\$266.87	Yes	Fee + HST
	Commercial / Booking	Per time slot	\$784.92	\$800.62	Yes	Fee + HST
Farmers Market	Category A / Booking	Per time slot	\$81.18	\$81.18	Yes	Fee + HST
	Category B / Booking	Per time slot	\$56.81	\$56.81	Yes	Fee + HST
	Eligible Farmers Market meeting the following criteria may have a fee of nil: - Do not require additional Town staff resources on a weekly basis to operate - Located in areas or parks where a weekly market does not conflict with other uses/user groups - 100% of the vendors, including artists and crafters, are primary producers: those who sell products which they have grown/produced. An exception is standard practice for growers who supplement their supply with other Ontario grown products, as specified in their Market agreements - Operate on a regular schedule, to a maximum of two days per week - Member of the Farmers' Markets Ontario - Enter into a contract with the Town including indemnification and a certificate of insurance naming the Corporation of the Town of Caledon as "additional insured".	Per time slot	\$0.00	\$0.00		\$0.00
Flat Rate rental for Campus rentals Caledon East	Outside organizations to rent the entire facility or trade shows or special events			\$5,000.00	Yes	Fee + HST
Flat Rate rental for Campus rentals Mayfield	Outside organizations to rent the entire facility or trade shows or special events			\$4,000.00	Yes	Fee + HST

SPORT AND PASSIVE PARK RENTALS - PLUS PARK AMENITIES

Park Amenities	i) Barricades (10 per load) with other deliveries; or	10 per load	\$40.61	\$41.42	Yes	Fee + HST
	i) Barricades per load if ordered separately - delivery	10 per load	\$127.57	\$130.12	Yes	Fee + HST
	ii) Beer garden (staff set-up)		\$563.09	\$574.35	Yes	Fee + HST
	iii) Extra picnic tables (7 per load) - delivery fee	7 per load	\$147.58	\$150.53	Yes	Fee + HST
	iv) Portolet (regular or deluxe) / Handwash Stations		Cost Recovery + Admin.	Cost Recovery + Admin.	Yes	Fee + HST
	v) Lights - Ball Diamond - Soccer Field	Baseball/hr	\$16.77	\$17.11	Yes	Fee + HST
		Soccer/hr	\$20.99	\$21.41	Yes	Fee + HST
	vi) Event support (for tournaments and large events)					
	- First day	per day	\$117.07	\$119.41	Yes	Fee + HST
	- Each additional day	per day	\$87.01	\$88.75	Yes	Fee + HST
	viii) Hourly onsite event support (minimum 3 hours)	per hour	\$121.62	\$124.05	Yes	Fee + HST
	ix) Use of washrooms only (Caledon Fairgrounds)		\$32.59	\$33.24	Yes	Fee + HST
	x) Use of snack bar (where available)		\$26.52	\$27.05	Yes	Fee + HST
	xi) Security Deposit (for park amenity use, refundable after event and site inspection)		\$20.00 - \$50.00	\$20.00 - \$50.00		Fee

PROGRAMS

AQUATICS

Public Swim	Ranges depending on age, type of activity and length of program		\$2.65 - \$9.98	\$2.65 - \$9.98	Yes	Fee + HST
Swim Lessons	Swim kids - Leaders courses Leadership workbooks/materials	(No taxes for ages 14 years & under)	\$51.68 - \$265.49	\$51.68 - \$306	Yes	Fee + HST
2% increase in fees. Effective September 1, 2019 - August 31, 2020						

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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

ARENAS

Public Skating	Rates vary based on age and family size, includes shinny and ticket ice		\$2.65 - \$7.52	\$2.65 - \$7.52	Yes	Fee + HST
Skating Lessons	Learn to Skate	(No taxes for ages 14 years & under)	\$48.42 - \$185.65	\$48.42 - \$199	Yes	Fee + HST
2% increase in fees. Effective September 1, 2019 - August 31, 2020						

CAMPS

Various weekly camps	Ages 14 and under		\$40.80 - \$377.40	\$40.80 - \$384.95		Fee
Increase in fees. Effective September 1, 2019 - August 31, 2020						
	Ages 15 and over		\$40.80 - \$321.30	\$40.80 - \$384.95	Yes	Fee + HST
Extended camp fees	Ages 13 and under		\$5.10 - \$50.00	\$2.80 - \$51.00		Fee
2% increase in fees. Effective September 1, 2019 - August 31, 2020						
Support Worker fees			\$90.00 - \$450.00	\$90.00 - \$612.00		Fee
Increase in fees. Effective September 1, 2019 - August 31, 2020						

FITNESS & LIFESTYLE

Memberships			\$22.30 - \$575.22	\$22.30 - \$575.22	Yes	Fee + HST
	Non-resident additional charge for fitness membership		5% - 10% of base fee	5% - 20% of base fee	Yes	Fee + 5% to 20% + HST
	Pre Authorized Payment Plan		\$15.30	\$15.30	Yes	Fee + HST
	Membership Card Replacement		\$5.10	\$5.10	Yes	Fee + HST
	Medical Holds and Withdrawal Fee		\$25.50	\$25.50	(When applicable)	Fee + HST
Pay as You Go / Services	Fitness/Gymnasium/Youth Centre		\$2.65 - \$12.30	\$2.65 - \$12.30	Yes	Fee + HST
	Childminding		\$5.88 - \$889.90	\$1.87 - \$889.90	Yes	Fee + HST
	Personal Training		\$40.80 - \$3,489.42	\$19.66 - \$3,489.42	Yes	Fee + HST
	Snoezelen		\$5.00 - \$427.38	\$5.00 - \$427.38	Yes	Fee + HST
	Equipment Rental		\$1.99 - \$5.00	\$1.99 - \$5.00	Yes	Fee + HST

Youth fieldhouse orientation			\$20.00 - \$20.40	\$20.00 - \$21.05	Yes	Fee + HST
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Special Event			\$6.00 - \$7,500.00	\$6.00 - \$7,500.00		Fee
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Registered Program Fees	Pre-registered Programs		\$2.35 - \$321.30	\$2.35 - \$327.73	(When applicable)	Fee + HST (HST where applicable)
	Non-resident additional charge per program		5% - 35% of base fee	5% - 35% of base fee	(When applicable)	Fee + 5% to 35% + HST
2% increase in fees. Effective September 1, 2019 - August 31, 2020	Refund Fee		\$15.00 - \$50.00	\$15.00 - \$50.00	(When applicable)	Fee + HST

Caledon 55+ Games	Flat participation rate for all activities organized under the Caledon 55+ Games.					
	Registration > Caledon 55+ Games > Resident		\$13.27	\$13.27	Yes	Fee + HST
	Registration > Caledon 55+ Games > Non-Resident		\$17.70	\$17.70	Yes	Fee + HST

NOTE: For specific rates at each facility consult the appropriate facility office.

Cancellation/Changes	Room rentals and programs		\$10.50 - \$1,500.00	\$10.50 - \$1,500.00		Fee
	Ice rentals with less than 14 days notice		No refund	No refund		No refund

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SCHEDULE B

COMMUNITY SERVICES DEPARTMENT

CONCESSIONS

Point of Sale Items		\$0.25 - \$75.00	\$0.25 - \$75.00	Yes	Fee + HST
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ADVERTISING

Facility Advertising	Advertising Sales using Recreation Assets		\$255.00 - \$3,978.00	\$163.20 - \$125,000	Yes	Fee + HST
Brochure Advertising			\$163.20 - \$3,421.28	\$163.20 - \$3,421.28	Yes	Fee + HST

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE C

CORPORATE SERVICES DEPARTMENT

LEGAL SERVICES

AGREEMENTS

Any Type of agreement ¹	Standard: - easement/lease/license - encroachment - release or waiver of all or part of registered agreement	+ Costs	\$1,400.00	\$1,430.00	\$185.90	\$1,615.90
	Non-Standard: - easement/lease/license - encroachment - release or waiver of all or part of registered agreement	+ Costs	\$3,650.00	\$3,725.00	\$484.25	\$4,209.25
¹ Includes agreement or amendment to an executed agreement with the exception of agreements for subdivisions, site plans, grading, servicing and other development agreements.						
Development Charge Credit or Front-Ending Financing	Standard Development charge credit agreement or front-ending financing agreement	+ Costs	\$5,150.00	\$5,300.00	\$689.00	\$5,989.00
	Non-Standard Development charge credit agreement or front-ending financing agreement	+ Costs	\$7,400.00	\$7,550.00	\$981.50	\$8,531.50
Cash-in-lieu of Parking Agreement/Cash-in-lieu of Parkland Dedication Agreement	Cash-in-lieu of Parking Agreement/Cash-in-lieu of Parkland Dedication Agreement (non-routine) <i>Non-routine agreement requiring more than 7.5 hours of work (inclusive of both law clerk and solicitor time)</i>	+ Costs	\$500 minimum Plus \$50 per hour for time of law clerk beyond 7.5 hours Plus \$100 per hour for time of solicitor beyond 7.5 hours Plus costs*	\$500 minimum Plus \$50 per hour for time of law clerk beyond 7.5 hours Plus \$100 per hour for time of solicitor beyond 7.5 hours Plus costs*	Yes	Fee + HST
Application for Executed DCCA	Processing of application for copy of executed development charges credit agreement (including copying)	+ Costs	\$130.00	\$135.00	\$17.55	\$152.55

MISCELLANEOUS

Teraview Document	Preparation of any Teraview document, including a legal document for conveyancing purposes not otherwise listed herein	+ Costs	\$520.00	\$530.00	\$68.90	\$598.90
Search and Registration fees	Cost Recovery related to Corporate/Teraview searches and registration	Cost Recovery	Cost Recovery	Cost Recovery	Yes	Fee + HST
Compliance Letter	Compliance letters including letters relating to first application, assumption of subdivisions and similar inquiry letters.		\$120.00	\$125.00	\$16.25	\$141.25
Subsequent Disclosure Package	Subsequent copy of Disclosure Package for POA related offences		\$20.00	\$20.00	\$2.60	\$22.60
Consent	Consent to Transfer/Charge		\$75.00 plus costs*	\$100 plus costs*	Yes	Fee + HST
	Consent to Transfer/Charge (Same day requests)		\$150.00 plus costs*	\$175 plus costs*	Yes	Fee + HST

* "Plus Costs" include Registry Office Fees, External Counsel Fees, and Disbursements (inclusive of HST)

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE C

CORPORATE SERVICES DEPARTMENT

REPORTS AND BY-LAWS

Assumption By-Law	Assumption By-law (except an assumption by-law which is part of a subdivision application)	+ Costs	\$250.00	\$255.00	\$33.15	\$288.15
Reports and By-Laws	Preparation of reports and by-law for a private purpose or interest	+ Costs	\$950.00	\$970.00	\$126.10	\$1,096.10
Disclosure request	Processing of replacement of a completed disclosure request - copying charge		Cost Recovery	Cost Recovery		Fee + HST

APPLICATION TO PURCHASE TOWN LAND

Processing Fee	Processing fee for request to purchase Town land, for an easement over Town land, for an encroachment onto Town land, or similar document. Additional fees may apply if the request is approved as per the fees by-law.	+ Costs*	\$250.00	\$255.00	\$33.15	\$288.15
Processing Fee	Processing fee for request to purchase Town land, for an easement over Town land, for an encroachment onto Town land, or similar document. Additional fees may apply if the request is approved as per the fees by-law.	+ Costs*	\$500.00	\$510.00	\$66.30	\$576.30
	Non-refundable filing fee for a hearing		\$200.00	\$205.00		\$ 205.00

*Costs include but are not limited to the cost of an appraisal report, letter of opinion and cost of a reference plan.

PROVINCIAL OFFENCES ADMINISTRATION

Fine	Defaulted Provincial Offences fine collection administration Fee		\$20.00	\$20.00		\$20.00
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APPEAL HEARING TRIBUNAL

	Non-refundable filing fee for an Appeal		\$200.00	\$200.00		\$200.00
	Non-refundable filing fee for a Property Standards Appeal			\$200.00		\$200.00

LOTTERIES

			3% of prize value	3% of prize value		3% of prize value
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CERTIFYING AND COMMISSIONING

	Burial Permit		\$20.00	\$20.00		\$20.00
	Certifying of document - 1 to 3 documents	Resident of Town of Caledon	\$30.00	\$30.00	\$3.90	\$33.90
	Certifying of document - 4 documents or more	Resident of Town of Caledon	\$51.00	\$51.00	\$6.63	\$57.63
	Commissioning document - 1 to 3 documents	Resident of Town of Caledon	\$30.00	\$30.00	\$3.90	\$33.90
	Commissioning document - 4 document or more	Resident of Town of Caledon	\$51.00	\$51.00	\$6.63	\$57.63

MARRIAGE

	Marriage licence		\$150.00	\$150.00		\$150.00
	Replacement marriage licence		\$50.00	\$50.00		\$50.00
	Civil marriage ceremony	In Town Hall	\$300.00	\$300.00	\$39.00	\$339.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE C CORPORATE SERVICES DEPARTMENT

LIQUOR LICENCE						
	Permanent Liquor Licence Fee (includes inspection fees) ¹		\$554.00	\$554.00	\$25.22	\$579.22
	Liquor Licence Extension (includes inspection fees) ¹		\$274.00	\$274.00	\$16.12	\$290.12
	Special Occasion Permits		\$150.00	\$150.00		\$150.00
	Special Occasion Permit - Municipal Designation Request (initial request)		\$200.00	\$200.00		\$200.00
	Special Occasion Permit - Municipal Designation Request (subsequent requests)		\$150.00	\$150.00		\$150.00

*Exempted for events at Town owned facilities and / or affiliated groups approved by the Parks & Recreation Department

¹ HST not applicable on whole fee

LICENSES

Adult Store						
	i) Application for owner		\$625.00	\$625.00		\$625.00
	ii) Application for each operator		\$100.00	\$100.00		\$100.00

Buses

Owner	Initial licence first vehicle	Original	\$1,000.00	\$1,000.00		\$1,000.00
	Initial licence first vehicle	Renewal	\$600.00	\$600.00		\$600.00
	Each additional vehicle	Original & Renewal	\$600.00	\$600.00		\$600.00
Other	Fee for missed inspection appointment		\$75.00	\$75.00		\$75.00
	Replacement fee for owner's licence		\$65.00	\$65.00		\$65.00
	Replacement fee for owner's plate		\$65.00	\$65.00		\$65.00
	Registration of replacement vehicle (must be identical ownership)		\$300.00	\$300.00		\$300.00
	Late Renewal Fee (if inspection required)		\$50.00	\$50.00		\$50.00

REFRESHMENT VEHICLE

Operator	Refreshment Vehicle Operator Licence	Original & Renewal	\$150.00	\$150.00		\$150.00
Owner	Motorized Refreshment Vehicle Owner Licence	Original & Renewal	\$250.00	\$250.00		\$250.00
	Non-motorized Refreshment Vehicle Owner Licence	Original & Renewal	\$250.00	\$250.00		\$250.00
Other	Replacement fee for driver's photo identification card		\$65.00	\$65.00		\$65.00
	Replacement fee for driver's or owner's licence		\$65.00	\$65.00		\$65.00
	Replacement fee for owner's plate		\$65.00	\$65.00		\$65.00
	Registration of replacement vehicle (must be identical ownership)		\$300.00	\$300.00		\$300.00
	Change of information	per licence	\$30.00	\$30.00		\$30.00
	Missed or additional vehicle inspection		\$60.00	\$60.00		\$60.00
	Corporate search		\$60.00	\$60.00		\$60.00
	Business name search		\$60.00	\$60.00		\$60.00
	Late Renewal Fee (if inspection required)		\$50.00	\$50.00		\$50.00

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE C CORPORATE SERVICES DEPARTMENT

TAXICAB OR LIMOUSINE LICENCES

Broker/Owner	Taxicab broker's licence	Original & Renewal	\$400.00	\$400.00		\$400.00
	Taxicab owner's licence	Original	\$425.00	\$425.00		\$425.00
	Taxicab owner's licence	Renewal	\$325.00	\$325.00		\$325.00
	Limousine owner's licence	Original	\$400.00	\$400.00		\$400.00
	Limousine owner's licence	Renewal	\$325.00	\$325.00		\$325.00
	Accessible taxicab licence	Original - 1st Vehicle	\$400.00	\$400.00		\$400.00
	Accessible taxicab licence	Original - Subsequent Vehicle	\$325.00	\$325.00		\$325.00
	Accessible taxicab licence	Renewal	\$325.00	\$325.00		\$325.00
	Extension of vehicle model year	Original	\$115.00	\$115.00		\$115.00
Driver	Taxicab driver or limousine driver	Renewal	\$125.00	\$125.00		\$125.00
	Taxicab driver or limousine driver	New Licence	\$125.00	\$125.00		\$125.00
Other	Replacement fee for driver's photo identification card		\$65.00	\$65.00		\$65.00
	Replacement fee for driver's or owner's licence		\$65.00	\$65.00		\$65.00
	Replacement fee for owner's plate		\$65.00	\$65.00		\$65.00
	Registration of replacement vehicle (must be identical ownership)		\$225.00	\$225.00		\$225.00
	Change of information	per licence	\$120.00	\$120.00		\$120.00
	Missed or additional vehicle inspection		\$60.00	\$60.00		\$60.00
	Corporate Search		\$30.00	\$30.00		\$30.00
	Business name search		\$30.00	\$30.00		\$30.00
	Late renewal fee (if inspection required)		\$50.00	\$50.00		\$50.00
	Additional Driver's Test	each subsequent test	\$115.00	\$115.00		\$115.00

TOW TRUCK LICENCES

Owner	Initial licence first vehicle	Original	\$425.00	\$425.00		\$425.00
	Initial licence subsequent vehicle(s)	Original	\$400.00	\$400.00		\$400.00
	Vehicle - Renewal (prior to May 1 of the year the licence is set to expire)	Renewal	\$350.00	\$350.00		\$350.00
	Vehicle - Renewal (on or after May 1 of the year the licence is set to expire)	Renewal	\$400.00	\$400.00		\$400.00
Driver	New and Renewal	Original & Renewal	\$150.00	\$150.00		\$150.00
	Renewal (prior to May 1 of the year the licence is set to expire)	Renewal	\$100.00	\$100.00		\$100.00
Other	Replacement fee for driver or owner's licence		\$65.00	\$65.00		\$65.00
	Replacement fee for owner's plate		\$65.00	\$65.00		\$65.00
	Registration of replacement vehicle (must be identical ownership)		\$560.00	\$560.00		\$560.00
	Missed or additional vehicle inspection		\$60.00	\$60.00		\$60.00
	Late Renewal Fee (if inspection required)		\$50.00	\$50.00		\$50.00

DONATION BOX LICENCES

	Initial Donation box licence	per location	\$150.00	\$150.00		\$150.00
	Donation box licence annual renewal	per location	\$75.00	\$75.00		\$75.00
	Donation box licence annual renewal for Charities that have a Charitable registration number issued by the Canada Revenue Agency	per location	\$35.00	\$35.00		\$35.00

PARKING

	Process application for private property owners to administer parking enforcement			\$150.00		\$150.00
	To appoint Private Parking Enforcement Officer after application is approved			\$200.00		\$200.00

Town of Caledon 2019 Proposed User Fees By-law

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FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE C

CORPORATE SERVICES DEPARTMENT

PROPERTY STANDARDS

Compliance

	Completion of work contained in an order, Notice to Comply, etc. and administration fee		Cost Recovery + 20% Admin.	Cost Recovery + 20% Admin.	Yes	Fee + HST
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Fill By-law

Fill permit application	i) Application process administration fee (non-refundable)	flat fee	\$510.00	\$510.00		\$510.00
	ii) For fill up to 10,000 cubic metres in volume -payment due at time of application and is refunded if permit is denied -standard permit processing time is 14 business days - Fill Permit application fee of \$2 per cubic meter is waived for topsoil fill relating to sod-farm operations, greenhouse and horticultural nurseries.	per cubic metre	\$2 per cubic meter + Flat Fee of \$510.00	\$2 per cubic meter + Flat Fee of \$510.00		\$2 per cubic meter + Flat Fee of \$510.00
	iii) Permit is submitted after on-site work has started (non-refundable)		\$200.00	\$200.00		\$200.00

Sign By-law

Sign Permit Application	Process application for a mobile sign (30 day limit)		\$75.00	\$75.00		\$75.00
	Sign redemption fee	per sign, per day	\$65.00	\$65.00		\$65.00

Fence By-law

Fence Variance Application	Process application (Non-refundable)		\$500.00	\$500.00	\$65.00	\$565.00
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Woodlands By-law

	Process application		\$250.00	\$250.00	\$32.50	\$282.50
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Application for Exemption from By-law

	Process application (for By-laws without a variance or exemption provision (non-refundable)		\$625.00	\$625.00	\$81.25	\$706.25
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ANIMAL SERVICES

ANIMAL SHELTER

Redemption Fees - Cats	Cats - on each occasion		\$20.00	\$20.00	\$2.60	\$22.60
	In addition to above for each day or part thereof during which the cat remains at shelter		\$5.00	\$5.00	\$0.65	\$5.65
Adoption Fees	Senior Dog (8+ years)		\$100.00	\$100.00	\$13.00	\$113.00
	Senior Cat (8+ years)		\$30.00	\$30.00	\$3.90	\$33.90
	Dog - spayed/neutered, vaccinated		\$200.00	\$200.00	\$26.00	\$226.00
	Cat - spayed/neutered, vaccinated		\$105.00	\$105.00	\$13.65	\$118.65
	Puppies - under 6 months (not spayed/neutered)		\$150.00	\$150.00	\$19.50	\$169.50
	Kittens - not spayed/neutered due to age, vaccinated		\$75.00	\$75.00	\$9.75	\$84.75
	Other small animals		\$10.00	\$10.00	\$1.30	\$11.30

Town of Caledon 2019 Proposed User Fees By-law

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Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE C

CORPORATE SERVICES DEPARTMENT

Surrender Fees	Surrendering dog for subsequent adoption to new owner where dog is spayed or neutered and vaccinated		\$54.00	\$54.00	\$7.02	\$61.02
	Surrendering cat for subsequent adoption to new owner where cat is spayed or neutered and vaccinated		\$27.00	\$27.00	\$3.51	\$30.51
	Surrendering dog for subsequent adoption to new owner where dog is not spayed or neutered and vaccinated		\$100.00	\$100.00	\$13.00	\$113.00
	Surrendering cat for subsequent adoption to new owner where cat is not spayed or neutered and vaccinated		\$50.00	\$50.00	\$6.50	\$56.50
Other Fees	Microchip Implantation		\$22.12	\$22.12	\$2.88	\$25.00
	Rabies Vaccination		\$22.12	\$22.12	\$2.88	\$25.00
	Personalized Pet Identification Tag service		\$13.27	\$13.27	\$1.73	\$15.00

ANIMAL SHELTER

Redemption Fees - Dogs	i) Dog without identification including owner contact information		\$100.00	\$100.00	\$13.00	\$113.00
	ii) Dog without up-to-date identification		\$100.00	\$100.00	\$13.00	\$113.00
	iii) Dog with valid identification first redemption		\$25.00	\$25.00	\$3.25	\$28.25
	iv) Dog with valid identification each subsequent redemption		\$50.00	\$50.00	\$6.50	\$56.50
	in addition to i), ii), iii) and iv) above, for each day or part thereof during which the dog is impounded (excluding the first day the dog is impounded)		\$20.00	\$20.00	\$2.60	\$22.60
	Where dog has been quarantined at shelter					
	i) First day of quarantine		\$59.00	\$59.00	\$7.67	\$66.67
	ii) For each subsequent day of the quarantine period		\$23.00	\$23.00	\$2.99	\$25.99
	After Hours Service					
	In addition to the applicable redemption fee where the impounded dog was retrieved by the animal control officer outside the usual business hours of the Town		\$80.00	\$80.00	\$10.40	\$90.40
Disposal of Animal	Small Animal (rabbit, ferret, kitten, etc.)		\$20.00	\$20.00	\$2.60	\$22.60
	Cat / Small Dog Disposal - Less than 20 lbs.		\$30.00	\$30.00	\$3.90	\$33.90
	Dog Disposal - Medium (20-50 lbs.)		\$50.00	\$50.00	\$6.50	\$56.50
	Dog Disposal - Large (50 + lbs.)		\$75.00	\$75.00	\$9.75	\$84.75
	Dog Disposal - X Large (100 + lbs.)		\$100.00	\$100.00	\$13.00	\$113.00
Impound fee for large animals other than dogs	For each animal other than a dog or cat for each day or part thereof during which such animal is impounded.		Cost Recovery	Cost Recovery	Yes	Fee + HST

Town of Caledon 2019 Proposed User Fees By-law

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FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE D

FINANCE AND INFRASTRUCTURE SERVICES DEPARTMENT

TAX COLLECTION

Arrear Notice - for each notice done 3 times a year (does not apply to first annual arrears notice)		\$5.00	\$6.00		\$6.00
Change of Ownership - for any changes to the tax rolls		\$35.00	\$35.00		\$35.00
Duplicate tax bill		\$18.00	\$20.00		\$20.00
Mortgage Company Fee - per transaction cost for all payment submitted by mortgage companies		\$7.00	\$7.50		\$7.50
Municipal tax sales - process and documents		Fees and costs incurred	Fees and costs incurred		Fees and costs incurred
Tax sale administration fee		\$1,000.00	\$1,000.00		\$1,000.00
Tax sale extension agreement fee		\$1,200.00	\$1,200.00		\$1,200.00
Tax sale payment into court fee		\$250.00 plus costs incurred	\$250.00 plus costs incurred		\$250.00 plus costs incurred
Post Dated Cheque Retrieval		\$18.00	\$18.00		\$18.00
Statement of Account - up to 2 years of history		\$18.00	\$20.00		\$20.00
Statement of Account - more than 2 years of history		\$18.00	\$20.00		\$20.00
Tax certificate		\$52.00	\$60.00		\$60.00
Tax certificate - Fast track		\$75.00	\$85.00		\$85.00
Written request for search of tax assessment rolls to provide information in respect of ownership and tax status		\$35.00	\$35.00		\$35.00
Title search fee		\$112.00	\$125.00		\$125.00
Tax registration administration fee		\$300.00	\$300.00		\$300.00
Local improvement fee		\$20.00	\$20.00		\$20.00
Collection fee		\$50.00	\$50.00		\$50.00
Account Refund Fee - property owner requesting a refund due to overpayment on account (excludes refunds due to rebates or appeals)			\$35.00		\$35.00

Municipal Tax Sales	Tender Documents		\$15.00	\$15.00	\$1.95	\$16.95
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PURCHASING

Standard Tender/Request for Proposal Documents on-line fee		\$15 plus applicable on-line bidding fees	\$15 plus applicable on-line bidding fees	Yes	Fee + HST
Complex Tender/Request for Proposal Documents on-line fee		\$55 plus applicable on-line bidding fees	\$55 plus applicable on-line bidding fees	Yes	Fee + HST
Large Construction Tender/Request for Proposal Documents on-line fee		\$100 plus applicable on-line bidding fees	\$100 plus applicable on-line bidding fees	Yes	Fee + HST
Standard Tender/Request for Proposal Documents pick up at Town Hall fee		\$28.32	\$28.32	\$3.68	\$32.00
Complex Tender/Request for Proposal Documents pick up at Town Hall fee		\$63.72	\$63.72	\$8.28	\$72.00
Large Construction Tender/Request for Proposal Documents pick up at Town Hall fee		\$137.17	\$137.17	\$17.83	\$155.00
All other procurement document fees		Cost Recovery + 15% Admin.	Cost Recovery + 15% Admin.	Yes	Fee + HST

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SCHEDULE D

FINANCE AND INFRASTRUCTURE SERVICES DEPARTMENT

Risk Management						
	Recover costs for damage to municipal property and other claims made by the Town		Cost Recovery + 15% Admin.	Cost Recovery + 15% Admin.	\$ -	Fee + HST
	All costs related to investigation and settlement of claims		Cost Recovery + 15% Admin.	Cost Recovery + 15% Admin.	\$ -	Fee + HST
OPERATIONS						
	Snow clearing on Unassumed roads	per lane km minimum charge 1/4 km	\$2,500.00	\$2,500.00	\$325.00	\$2,825.00
Culvert applications	i) Application fee		\$3,750.00	\$3,750.00		\$3,750.00
	ii) Rush fee for processing of applications submitted with less than 48 hours notice		\$4,310.00	\$4,310.00		\$4,310.00
	iii) Rush fee if permit application is received after on-site work has started if no prior permit obtained for culvert installation		\$4,870.00	\$4,870.00		\$4,870.00
Road closure permits	i) Intermittent stoppage permit	per day	\$390.00	\$390.00		\$390.00
	ii) Rush fee (in addition to permit fee) for intermittent stoppage applications submitted with less than 48 hours notice	per day	\$470.00	\$470.00		\$470.00
	iii) Additional fee if no prior permit obtained for intermittent road stoppage	per day	\$550.00	\$550.00		\$550.00
	iv) Full closure permit	per day	\$750.00	\$750.00		\$750.00
	v) Rush fee (in addition to permit fee) for full closure applications submitted with less than 48 hours notice	per day	\$990.00	\$990.00		\$990.00
	vi) Additional fee if no prior permit obtained for full road closure	per day	\$1,230.00	\$1,230.00		\$1,230.00
Right of Way Occupancy Permit	i) Right of way occupancy permit (soft scape)		\$110.25	\$110.25		\$110.25
	ii) Right of way occupancy permit (hard scape)		\$300.00	\$300.00		\$300.00
	iii) Rush fee (in addition to permit fee) for right of way occupancy applications submitted with less than 48 hours notice		\$395.00	\$395.00		\$395.00
	iv) Additional fee if no prior permit obtained for right of way occupancy		\$490.00	\$490.00		\$490.00
Fill-Heavy Truck Load-Caledon Road Use	Heavy Truck Load - Caledon Road Use permit (Fees not applicable to Town of Caledon vehicles or approved Town contractors)	per load per km	\$2.00	\$2.00		\$2.00
Municipal Numbering By-law	Purchase of a municipal number		\$50.00	\$50.00		\$50.00
	Purchase of a pole		\$50.00	\$50.00	\$6.50	\$56.50
	Installation only		\$300.00	\$300.00	\$39.00	\$339.00
	Address numbering alterations resulting from a development plan change	per unit	\$250.00	\$250.00		\$250.00
Where the Town performs the work upon the failure of the owner to do so,						
	i) Removal of sign and relocation of sign		\$350.00	\$350.00		\$350.00
	ii) Removal of sign and installation of replacement sign		\$350.00	\$350.00		\$350.00
	iii) Installation of sign		\$350.00	\$350.00		\$350.00
	iv) PLUS the costs of all materials required for the work described in i), ii) and iii)				Yes	Fee + HST
Streetlight Connection Costs	Streetlight connection costs for new developments		Cost Recovery + 15% Admin Fee	Cost Recovery + 15% Admin Fee		Fee

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE D

FINANCE AND INFRASTRUCTURE SERVICES DEPARTMENT

Damage to Town Assets	Damage to Town assets as a result of traffic incidents		Cost Recovery + 15% Admin Fee	Cost Recovery + 15% Admin Fee		Fee
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Engineering

Copies of Engineering drawings	per drawing	\$100.00	\$100.00	\$13.00	\$113.00
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Benchmark	Horizontal & Vertical	per plan (horizontal & vertical)	\$2,700.00	\$2,700.00	\$351.00	\$3,051.00
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Engineering Drawing Management	per km of road Minimum of \$330	\$530.00	\$530.00	\$68.90	\$598.90
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Plan of Subdivision and Plan of Condominium Engineering Fees			6% of the approved estimated cost of Town Works. 3% collected at first engineering submission with balance due upon registration of the plan of subdivision or plan of condominium	6% of the approved estimated cost of Town Works. 3% collected at first engineering submission with balance due upon registration of the plan of subdivision or plan of condominium	Yes	Fee + HST
i)	Residential or non-residential plan of subdivision or plan of condominium 3% estimated cost of Town Works, due at time of first Engineering submission with balance due upon registration.					
ii)	The effective date for determining the amount of the engineering fees to be paid for a plan of subdivision or plan of condominium is the date of the registration of the plan of subdivision or plan of condominium, regardless of the date of the submission of the draft plan of subdivision or draft plan of condominium or the date of the submission of any engineering drawings.					
iii)	Engineering fees paid at the time of the registration of the plan of subdivision or condominium shall be adjusted in accordance with the following protocol.					
a.	The adjustment shall take place prior to the issuance of Final Acceptance of the Town Works in a plan of subdivision or equivalent services in a plan of condominium.					
b.	If the variance is less than \$500, no adjustment will be made.					
c.	The adjustment shall be based upon the actual certified cost of the Town Works in a plan of subdivision or the equivalent services in a plan of condominium, as certified by the consulting engineer.					
d.	Final Acceptance adjustment of fees shall be based upon the fees contained in the Municipal Fees by-law in effect at the date of the registration of the plan of subdivision or the plan of condominium.					
e.	Additional amounts owing to the Town of Caledon as a result of the adjustment shall be paid within 30 days of demand by the Town.					
Any refund owed by the Town as a result of the adjustment shall be made within 30 days of agreed upon adjustments.						

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE D

FINANCE AND INFRASTRUCTURE SERVICES DEPARTMENT

Non-Compliance Fee	Investigating a complaint or inspection where work is found to be non-compliant with approved plans or specifications	Per occurrence	\$500.00	\$500.00	\$65.00	\$565.00
Inspection Fee	Engineering Inspection for Partial Assumptions	Per assumption	\$5,000.00	\$5,000.00	\$650.00	\$5,650.00

ENERGY AND ENVIRONMENT

Electric Vehicle Charging Fees	Electric Vehicle Charging Fee (Level 3 charging stations) for a successful charge	Per minute	\$0.15	\$0.18	\$0.02	\$0.20
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Traffic Operations

Traffic Data Requests	Turning Movement Count - per intersection		\$320.00	\$360.00		\$360.00
	Average Annual Daily Traffic - per location per year (if data has already been collected)		\$126.00	\$28.00		\$28.00
	Average Annual Daily Traffic - per location per year (if data has not already been collected)		\$163.00	\$170.00		\$170.00
	Signal Timing - per intersection		\$63.00	\$55.03		\$55.03

Town of Caledon 2019 Proposed User Fees By-law

Schedule A to Staff Report 2019-005

FEES BY-LAW (Effective Date: Feb 1, 2019)

Proposed new changes

2018 Fee (Excl. Taxes)	2019 Fee (Excl. Taxes)	HST	Total Fee
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SCHEDULE E

STRATEGIC INITIATIVES DEPARTMENT

LIBRARY SERVICES

CIRCULATION - FINES

	Adult overdue - (applies to books, compact discs and talking books)	Per day	\$0.25 (Max. \$10.00)	\$0.25 (Max. \$10.00)		\$0.25 (Max. \$10.00)
	Child overdue materials borrowed on child card	Per day	\$0.05 (Max. \$5.00)	\$0.05 (Max. \$5.00)		\$0.05 (Max. \$5.00)
	Video Games, DVDs, Fast Lane Print Titles and Special Collections - overdues	Per day	\$1.00 (Max. \$10.00)	\$1.00 (Max. \$10.00)		\$1.00 (Max. \$10.00)
	Fast Lane DVD Titles and Hotspots overdues	Per day	\$2.00 (Max. \$10.00)	\$2.00 (Max. \$10.00)		\$2.00 (Max. \$10.00)
	Replacement library cards		\$3.00	\$3.00		\$3.00

Default replacement cost of lost materials - used only if actual value not available	Per adult catalogued book		\$30.00	\$30.00		\$30.00
	Per juvenile catalogued book		\$25.00	\$25.00		\$25.00
	Per un-catalogued book		\$10.00	\$10.00		\$10.00
	Per magazine		\$5.00	\$5.00		\$5.00
	Per comic book		\$3.00	\$3.00		\$3.00
	Per compact disc (includes talking books)		\$20.00	\$20.00		\$20.00
	Per digital video disc		\$25.00	\$25.00		\$25.00
	Per Hotspot			\$200.00		\$200.00
	Per ChromeBook			\$450.00		\$450.00
	Per Launch pad			\$225.00		\$225.00
	Per Special Collection - various collections			\$100.00		\$100.00

CIRCULATION - SERVICES

	Non-resident membership fee	Per year	\$25.00	\$25.00		\$25.00
	Photocopies - black and white	Per page	\$0.22	\$0.21	\$0.03	\$0.24
	Photocopies - colour	Per page	\$0.44	\$0.43	\$0.06	\$0.49
	Fax - any location	Per page	\$0.88	\$0.87	\$0.12	\$0.99

PROGRAMS

Workshops	Other programs		Fee based on cost recovery	Fee based on cost recovery		Fee
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ADMINISTRATIVE

	Service charge for invoice / lost item processing fee		\$3.00	\$3.00		\$3.00
	NSF Cheque	Per cheque	\$46.00	\$46.00		\$46.00