

**BY-LAW NO. 120-2021**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO ESTABLISH FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN.**

**WHEREAS** Section 391 of the Municipal Act, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

**WHEREAS** the Planning Act, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

**WHEREAS** pursuant to the Building Code Act, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

**WHEREAS** the Corporation of the Town of Carleton Place deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Town of Carleton Place;

**NOW THEREFORE** the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. That Schedule "A" attached to this by-law sets out the fees and charges for the Corporation of the Town of Carleton Place and forms part of this by-law.
2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. That any fees and charges inconsistent with this by-law shall be superseded with the fees and charges included in this by-law.
6. That this by-law shall be commonly referred to as the "Fees and Charges By-law"
7. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on January 1, 2022.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 26<sup>TH</sup> DAY OF OCTOBER, 2021.

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Doug Black, Mayor

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Stacey Blair, Clerk

**SCHEDULE "A" TO BY-LAW 120-2021  
FEES AND CHARGES**

<b>POLICE</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• False Alarm	• ----- \$250.00

<b>ADMINISTRATION</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Payment with credit card (for payment of taxes, user fees, permits and licenses)	• ----- 3% service charge
<b>Parking Pass</b>	
• 1 year	• ----- \$150.00
• 6 months	• ----- \$100.00
• 1 month	• ----- \$50.00
• 1 day	• ----- \$12.00
<b>Marriage License (non-refundable)</b>	
• Resident	• ----- \$140.00
• Non-Resident	• ----- \$160.00
<b>Civil Marriage Ceremony</b>	
• After hours at municipal office or off-site	• ----- \$400.00
• Cancellation of ceremony booking. Non-refundable service fee	• ----- \$100.00
<b>Freedom of Information Requests (fees regulated by Province)</b>	
• Application fee	• ----- \$5.00
• Record preparation & search time	• ----- \$7.50 per ¼ hr)
• Photocopies	• ----- \$0.25 (per page)
• Computer programming time	• ----- \$60.00 (per ½ hr)
• CDs	• ----- \$10.00 (per storage device)
• Other fees (e.g. courier costs)	• ----- as invoiced
• Fees estimated over \$100.00	• ----- 50% deposit
• Affidavits	• ----- \$15.00
• Lottery licence	• ----- 3% of total amount
• Town pin	• ----- \$2.00
<b>Death Certificate</b>	
• In-town	• ----- \$10.00
• Out-of-town	• ----- \$20.00
• Preparation after hours	• ----- \$60.00
• Photocopies	• ----- \$0.25 (per page)
• Code of Conduct-Formal Complaint	• ----- \$150.00
<b>Peddler &amp; Salesperson</b>	
• Annual fee	• ----- \$650.00
• Monthly fee	• ----- \$150.00
• Processing of application	• ----- \$30.00
• Farmer's Market	• ----- \$80.00
• Application fee	• ----- \$30.00
• Transfer fee	• ----- \$30.00
• Relocation fee	• ----- \$10.00
• Pet shop licence	• ----- \$385.00

<b>Refreshment Vehicles</b>	
• Application fee	• ----- \$100.00
• Renewal fee-existing licence	• ----- \$40.00
• Mobile wagon refreshment vehicle	• ----- \$556.00
• Mobile wagon refreshment vehicle (in Riverside Park)	• ----- \$620.00
• Refreshment vehicle (mobile canteen)	• ----- \$540.00
• Refreshment vehicle (cart)	• ----- \$300.00
• Licence amendment fee	• ----- \$260.00
<b>Taxi Licence</b>	
• Operator	• ----- \$100.00
• Driver	• ----- \$30.00
• Vehicle	• ----- \$100.00
• Replace vehicle fee	• ----- \$15.00
• Replacement license fee	• ----- \$5.00
• Driver transfer (to another company)	• ----- \$10.00

<b>CHILD CARE</b>					
<b>Age Group</b>	<b>Per day</b>	<b>2 days</b>	<b>3 days</b>	<b>4 days</b>	<b>Weekly</b>
<b>Infants (0 - 18 mnths)</b>					
Full day	\$80.80	\$161.60	\$242.40	\$323.20	\$404.00
Half day	\$75.80	\$151.60	\$227.40	\$303.20	\$379.00
<b>Toddler (18 - 30 mnths)</b>					
Full day	\$54.40	\$108.80	\$163.20	\$217.60	\$172.00
Half day with lunch (6:30 am – 12:30 pm)	\$36.60	\$73.20	\$109.80	\$146.40	\$183.00
Half day without lunch (6:30 am – 11:30 am)	\$32.00	\$64.00	\$96.00	\$128.00	\$160.00
<b>Preschool (2.5 - 5 yrs)</b>					
Full day	\$52.30	\$104.60	\$156.90	\$209.20	\$261.50
Half day with lunch (6:30 am – 12:30 pm)	\$34.60	\$69.20	\$103.80	\$138.40	\$173.00
Half day without lunch (6:30 am – 11:30 am)	\$30.00	\$60.00	\$90.00	\$120.00	\$150.00
<b>JK/SK</b>					
Full day (Carambeck or Francis)	\$45.30	\$90.60	\$135.90	\$181.20	\$226.50
JK/SK before <u>or</u> after school (Carambeck)	\$14.60	\$29.20	\$43.80	\$58.40	\$73.00
JK/SK before <u>&amp;</u> after school (Carambeck)	\$29.20	\$58.40	\$87.60	\$116.80	\$146.00
<b>Nursery School</b> Pre-school morning session (9:15 am – 12:00 pm)	\$21.60	\$43.20	\$64.80	\$86.40	\$108.00
<b>School Age (Grade 1 and up)</b>					
Full day	\$36.50	\$73.00	\$109.50	\$146.00	\$182.50
Before <u>or</u> after school	\$13.90	\$27.80	\$41.70	\$55.60	\$69.50
Before <u>&amp;</u> after school	\$27.80	\$55.60	\$82.20	\$111.20	\$139.00

<b>Junior School Age Program</b>					
Full day	\$36.50	\$73.00	\$107.40	\$146.00	\$182.50
Before <u>or</u> after school	\$13.90	\$27.80	\$41.70	\$55.60	\$69.50
Before <u>&amp;</u> after school	\$27.80	\$55.60	\$82.20	\$111.20	\$139.00
<b>Summer Camp</b>					
JK/SK (6:30 am – 6:00 pm)	\$45.30	\$90.60	\$135.90	\$181.20	\$226.50
JK/SK (7:30 am – 4:45 pm)	\$40.70	\$81.40	\$122.10	\$162.80	\$203.50
School Age & Junior (6:30 am – 6:00 pm)	\$36.50	\$73.00	\$109.50	\$146.00	\$182.50
School Age & Junior (7:30 am – 4:45 pm)	\$32.50	\$65.00	\$97.50	\$130.00	\$162.50
<b>Childcare Late Fees</b>					
• 6:01 pm – 6:15 pm	•	-----			\$15.00
• 6:16 pm – 6:30 pm	•	-----			\$45.00
• 6:31 pm – 7:00 pm	•	-----			\$75.00
• 7:01 pm – 7:30 pm	•	-----			\$105.00

**NOTES:**

1. Late fee charges are cumulative.
2. Video surveillance at childcare facility can be reviewed to determine parent's arrival time should there be a dispute.
3. A parent's FOB will not open the door until after 6:00 pm.
4. All charges are clearly laid out in the "Parent Handbook".

<b>FIRE</b>	
<b>GENERAL</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• 3 false alarms per calendar year	• ----- MTO Rates
• Charge per alarm after 3 occurrences in any calendar year	
• Compliance letters	• ----- \$85.00
• Extrication	• ----- MTO Rates
• Environmental spills	• ----- MTO Rates
• Hazardous materials incidents	• ----- Total cost of clean-up
• Fire Inspection	• ----- Total cost of equipment required to determine cause
• Uncontrolled or prohibited burning	• ----- MTO Rates
• Vehicle fires & danger of fires	• ----- MTO Rates
<b>REQUESTED INSPECTIONS</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• 2 <sup>ND</sup> & subsequent re-inspections of building	• ----- \$85.00/hr.-minimum of 1 hour
• Apartments (3-5 units)	• ----- \$100.00
• Apartments (6-10 units)	• ----- \$120.00
• Apartments (11-15 units)	• ----- \$175.00
• Apartments (15 + units)	• ----- \$225.00
• Duplexes	• ----- \$100.00

• Licence for liquor sales	• ----- \$85.00
• Refreshment vehicles	• ----- \$100.00
• Routine inspections	• ----- N/C
• Single family homes	• ----- \$85.00
• Special occasion permits	• ----- \$85.00
<b>BY-LAW OFFICE</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Compliance report	• ----- \$85.00
• Complaint inspection report	• ----- \$85.00
• Certificate of completion	• ----- \$85.00

<b>BUILDING DEPARTMENT</b> Minimum permit fee = \$127.00	
<b>COMMERCIAL/INDUSTRIAL/INSTITUTIONAL &amp; RESIDENTIAL</b> (Apartments, Condos Hotels Etc.)	
PERMIT & CONSTRUCTION TYPE	AMOUNT OF FEE OR CHARGE
• New Building Construction	• ----- 2.54 % of the value of construction for the first \$500,000 plus 1.27% for all valuation thereafter
<b>Projects Covered</b> • Additions • Renovations & interior fit-ups • Repairs • Alterations • New accessory apartments & dwelling units	• ----- 2.54 % of the value of construction for the first \$500,000 plus 1.27% for all valuation thereafter plus \$12.00/new plumbing fixture unit
• Sea container (commercial, industrial, institutional storage use only)	• ----- Minimum permit fee - maximum grouping of four (4) sea containers acting as one contiguous structure
• Large projects deposit (commercial, industrial, institutional projects) at discretion of Chief Building Official (CBO)	• ----- \$5,000.00 deposit fee required at discretion of CBO (deducted from final permit fee)
<b>NEW RESIDENTIAL CONSTRUCTION</b>	
PERMIT & CONSTRUCTION TYPE	AMOUNT OF FEE OR CHARGE
<b>Projects Covered</b> • Single detached dwelling unit • Semi-detached dwelling unit <b>Prices indicated include the following</b> • Attached garage (max 3 bays) • Builder's rear deck/landing (at time of application) • HVAC system • Plumbing fixtures • Up to 3 storeys building height • All finished area	<120 m <sup>2</sup> Total Finished Area = \$2,642.00 120m <sup>2</sup> –139 m <sup>2</sup> Total Finished Area = \$2,753.00 140 m <sup>2</sup> – 159 m <sup>2</sup> Total Finished Area = \$2,918.00 160 m <sup>2</sup> -179 m <sup>2</sup> Total Finished Area = \$3,413.00 180 m <sup>2</sup> -199 m <sup>2</sup> Total Finished Area = \$3,523.00 200 m <sup>2</sup> -219 m <sup>2</sup> Total Finished Area = \$3,743.00 220 m <sup>2</sup> -239 m <sup>2</sup> Total Finished Area = \$4,074.00 240 m <sup>2</sup> -259 m <sup>2</sup> Total Finished Area = \$4,349.00 260 m <sup>2</sup> -359 m <sup>2</sup> Total Finished Area = \$4,514.00 360 m <sup>2</sup> + = \$5,505.00 <i>All decimals rounded accordingly to fall into specific category.</i>
<b>Projects Covered</b> • Townhouse dwelling unit <b>Prices indicated include the following</b>	<120 m <sup>2</sup> Total Finished Area = \$2,422.00 120m <sup>2</sup> –139 m <sup>2</sup> Total Finished Area = \$2,753.00 140 m <sup>2</sup> – 159 m <sup>2</sup> Total Finished Area = \$2,973.00

<ul style="list-style-type: none"> <li>• Attached garage (max 2 bays)</li> <li>• Builder's rear deck/landing (at time of application)</li> <li>• HVAC system</li> <li>• Plumbing fixtures</li> <li>• Up to 3 storeys building height</li> <li>• All finished area</li> </ul>	<p>160 m<sup>2</sup>-179 m<sup>2</sup> Total Finished Area = \$3,083.00  180 m<sup>2</sup> - 199 m<sup>2</sup> Total Finished Area = \$3,193.00  200 m<sup>2</sup> -219 m<sup>2</sup> Total Finished Area = \$3,523.00  220 m<sup>2</sup>-299 m<sup>2</sup> Total Finished Area = \$4,019.00  300 m<sup>2</sup> + = \$4,404.00</p> <p><i>All decimals rounded accordingly to fall into specific category.</i></p>
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### MINOR RESIDENTIAL PERMIT FEES

PERMIT & CONSTRUCTION TYPE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> <li>• Deck permit-landing (max 2.32m<sup>2</sup> in floor area) <i>with no roof</i></li> </ul>	<ul style="list-style-type: none"> <li>• -----Minimum permit fee</li> </ul>
<ul style="list-style-type: none"> <li>• Deck permit-floating</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$165.00 flat fee</li> </ul>
<ul style="list-style-type: none"> <li>• Deck permit-with foundations</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$193.00 flat fee</li> </ul>
<ul style="list-style-type: none"> <li>• Deck permit-with roof or second level</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$220.00 flat fee</li> </ul>
<ul style="list-style-type: none"> <li>• Detached garage or shed-unheated</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$193.00 flat fee</li> </ul>
<ul style="list-style-type: none"> <li>• Detached garage or shed-heated</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$220.00 flat fee</li> </ul>
<ul style="list-style-type: none"> <li>• Foundation repair (membrane application only)</li> </ul>	<ul style="list-style-type: none"> <li>• -----Minimum permit fee</li> </ul>
<ul style="list-style-type: none"> <li>• Foundation repair (structural &amp; membrane)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$165.00 flat fee</li> </ul>
<ul style="list-style-type: none"> <li>• Solid wood burning appliance installation/replacement (wood stove, furnace etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• -----Minimum permit fee</li> </ul>
<ul style="list-style-type: none"> <li>• Water line or sewer line replacement or installation</li> </ul>	<ul style="list-style-type: none"> <li>• -----Minimum permit fee</li> </ul>
<ul style="list-style-type: none"> <li>• Installing new plumbing DWV piping or alteration of plumbing only</li> </ul>	<ul style="list-style-type: none"> <li>• -----Minimum permit fee</li> </ul>
<ul style="list-style-type: none"> <li>• Exterior installation &amp; cladding installation (on existing building)</li> </ul>	<ul style="list-style-type: none"> <li>• -----Minimum permit fee</li> </ul>
<ul style="list-style-type: none"> <li>• Plumbing fixture cost (where applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$12.00/fixture</li> </ul>
<ul style="list-style-type: none"> <li>• Sea container (storage use only)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- Minimum permit fee per building or group up to four (4)</li> </ul>

### ADDITION TO DWELLING UNIT

PERMIT & CONSTRUCTION TYPE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> <li>• Includes but is not limited to projects such as an addition to dwelling unit, new attached garage, and a finished basement</li> </ul>	<ul style="list-style-type: none"> <li>• -----2.54% of value of construction plus \$12.00/new plumbing fixture</li> </ul>
<ul style="list-style-type: none"> <li>• Demolition permit (shed, accessory building, porches etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• -----Minimum permit fee</li> </ul>
<ul style="list-style-type: none"> <li>• Demolition permit (houses, commercial, industrial, institutional)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- 2.5% of the value of construction for the first \$500,000 plus 1.27% for all valuation thereafter</li> </ul>

### POOL & HOT TUB PERMITS

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> <li>• Private pool installation</li> </ul>	<ul style="list-style-type: none"> <li>• -----Minimum permit fee</li> </ul>

• Public pool installation (physical pool & all related code requirements)	• ---2.54% of the value of construction for the first \$500,000 plus 1.27% for all valuation thereafter
• Private hot tub installation	• -----Minimum permit fee

**ADMINISTRATIVE PERMITS**

<b>TYPE OF FEE OR CHARGE</b>	<b>AMOUNT OF FEE OR CHARGE</b>
• Conditional permit (housing)	• ----- \$330.00 per building (house, townhouse block, semi block) plus all development charges for project are due at conditional permit issuance
• Conditional permit (commercial, institutional, industrial, & large residential)	• ----- \$1,100.00 plus all development charges for project are due at conditional permit issuance
• Partial permit (foundation only)	• -----Minimum permit fee (per each dwelling unit)
• Change of use permit (no construction proposed/required)	• -----Minimum permit fee
• Revision to permit	• -----Minimum permit fee (due prior to any review taking place)
• Building without a permit-new construction of a building (at discretion of the CBO)	• --- No order required-required permit fee x up to 50% • --- No order required-required permit fee x up to 100%
• Building without a permit-renovation of existing building (at discretion of the CBO)	• --- No order required-required permit fee x up to 50% • --- No order required-required permit fee x up to 100%
• Additional inspection fee (for 3 <sup>rd</sup> or more inspections of a prescribed inspection)	• ----- Minimum permit fee (payment is required prior to inspection taking place)
• Alternative solution proposal	• -----\$330.00 flat fee (per proposal) plus any third-party review costs that may be necessary (receipts to be provided to applicant to show breakdown of any third-party costs)
• Required peer review of technical documents due to conflict with designer	• ----- Applicant to pay review costs (receipts to be provided to applicant to show breakdown of any third-party costs)
• Orders registered on title • Orders removed from title	• ----- Owner responsible to pay all registration costs plus 10% administration fee (receipts provided)
• Agency letter of approval	• -----Minimum permit fee
• Building compliance report	• -----Minimum permit fee
• Transfer of permit	• -----Minimum permit fee
• Limiting distance agreement	• ----- \$330.00 flat fee
• Deposits (residential housing)	• ----- \$1,000.00 flat fee
• Minimum permit fee	• ----- \$127.00

**NOTES:**

1. Finished area is measured to the outside of the exterior wall or to the center line of a fire separation/wall.
2. Finished area for a mezzanine is measured to the outside edge of the mezzanine floor.

3. Openings to storeys below are not deducted from finished floor area.
4. Decks, porches, landings, and verandahs are all measured for floor area to the outside plane of walls of the platform.
5. No permit fee shall be less than the minimum fee of \$127.00.
6. All refund requests must be in writing to the Chief Building Official and will be evaluated and returned in compliance with the refund table below.
7. There are no refunds for amounts less than \$127.00.
8. The building permit rates shall be adjusted annually on, and effective the 1<sup>st</sup> of January based upon previous year's 2<sup>nd</sup> quarter Building Construction Price Index by utilizing the lower rate between Non-Residential Cost Index and Residential Cost Index for the Ottawa Area. Where such index indicates a negative growth, the fees shall remain at the level established for the prior year. In all situations no amendment to the by-law shall be required to give effect to the fee changes.

**REFUND AMOUNT  
WORK COMPLETED ON APPLICATION**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• 80% refund of permit fees	• ----Permit is filed, and no processing or review functions have been performed
• 70% refund of permit fees	• ----Permit is filed, and administrative and zoning/engineering functions have been performed
• 45% refund of permit fees	• ----Permit is filed, and administrative and zoning/engineering functions have been performed & plans examination completed
• 35% refund of permit fees	• --- Permit has been issued & no field inspections have been performed
• 5% reduction of permit fees	• ----- To be taken for each inspection completed prior to refund of permit fees being requested

**Please note that all online payments made via credit card that are subject to additional fees or processing charges are payable by the applicant making payment for the permit and are not the responsibility of the Municipality.**

**PLANNING DEVELOPMENT RELATED FEES**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Official Plan Amendment (OPA)	• ----- \$5,500.00
• Development Permit Amendment (DPA)	• ----- \$5,500.00
• Combined OPA/DPA	• ----- \$8,500.00
• Modifications to OPA/DPA requiring a subsequent public meeting	• ----- \$2,000.00

**DEVELOPMENT PERMIT (DP) APPLICATIONS**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Class 1	• ----- \$350.00
• Class 1-new residential builds within a plan of subdivision	• ----- \$1,000.00
• Class 1A	• ----- \$2,500.00
• Class 2	• ----- \$4,500.00
• Class 3	• ----- \$6,500.00
• File reactivation (inactive for more than 12 months)	• ----- 50% of the current activation fee

• Revision during development permit application process (where new circulation is required)	• ----- 50% of the applicable DP application fee
<b>CONDOMINIUMS &amp; SUBDIVISIONS</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Condominium exemption fee	• ----- \$1,000.00
• Extension of draft conditions for subdivisions and condominiums	• ----- \$1,500.00
• Subdivision draft approval	• ----- \$5,000.00
• Condominium draft approval	• ----- \$5,000.00
• Major amendment after draft approval	• ----- \$7,500.00
• Minor amendment	• ----- \$3,000.00
• Execution of subdivision or condominium agreement	• ----- \$5,000.00 plus 1% value of works
• Lifting one foot reserve (per reserve)	• ----- \$2,500.00
• Amendment to subdivision, condominium, or development agreement	• ----- \$2,500.00
<b>GENERAL</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Consent applications	• ----- \$1,500.00
<b>Part Lot Control</b> (per block)	
• Minor (creating individual housing ownerships)	• ----- \$1,000.00
• Major (revisions to signed subdivision plans)	• ----- \$4,000.00
• Encroachment agreement with Town	• ----- \$3,000.00
• Compliance report	• ----- \$200.00
Additional consultation meetings (in person, email, or phone) as follows at a cost of \$50.00/hours	
• Pre-consultation stage	• ----- Two (2) pre-consults; charges begin after second pre-consult
• Application circulation stage	• ----- Four (4) consultations; charges begin after fourth consult
• Drafting of agreement stage	• ----- Two (2) consultations; charges begin after second consult
• Cash in lieu of parking	• ----- \$3,500.00
<b>ENGINEERING DEVELOPMENT-RELATED FEES</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Subdivision approval agreement	• ----- \$1% value of works
• Condominium approval and agreement	• ----- \$1,000.00 + \$1,500.00 deposit for costs
• Additional pre-consultation meetings (additional meetings after the second in person, email or phone meeting)	• ----- \$50.00/hour; minimum ½ hour fee per employee
• Third party peer review	• ----- Cost to be borne 100% by Developer
• Project administration fee	• ----- 2% value of works

• Pre-servicing agreement	• ----- \$3,000.00
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**NOTES:**

1. In addition to these fees, legal fees regarding registration of agreement will apply.
2. The Engineering Manager shall have the delegated authority to waive respective engineering fees if no engineering work is associated with a development application.
3. Should a subdivision application require more than three design submissions, the Developer may be required at the discretion of the Engineering Manager to pay an additional lump sum fee of \$1,000 for each subsequent submission.
4. The project administration fee shall apply to development related construction projects that are administered by the Town.
5. Processing of planning applications occurs on a cost recovery basis. Expenses incurred by the Town in reviewing the application including but not limited to those related to legal and professional fees will be invoiced to the applicant at 100% of the value. These expenses may also include legal fees associated with the defense of an application at the Local Planning Appeal Tribunal (LPAT)

**PUBLIC WORKS**

**GENERAL**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Turn on water supply	• ----- \$96.22
• Excavation permit	• ----- \$100.00

**ENTRANCES**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<b>Create New Entrance</b>	
• Single to double (curb only)	• ----- \$794.00
• Single to double (curb & sidewalk)	• ----- \$1,824.00
<b>Relocate Entrance</b> (includes restoring existing entrance)	
• Single width (curb only)	• ----- \$883.00
• Single width (curb & sidewalk)	• ----- \$2,312.00
• Double width (curb only)	• ----- \$1,108.00
• Double width (curb & sidewalk)	• ----- \$3,566.00
• Servicing report	• ----- \$41.00

**WATER AND SEWER USAGE CHARGES**

**Domestic Water and Sewer – Water Rates (Quarterly)**  
Sewer Rates are 100% of Water Rates

Description	Full Service	Less Outside Tap	Private Swimming Pool
• 1 or 2 persons	\$119.18	\$106.76	\$135.88
• 3, 4 or 5 persons	\$125.17	\$112.79	\$141.89
• 6, 7 or 8 persons	\$131.26	\$118.90	\$147.96
• 9 or 10 persons	\$135.24	\$122.74	\$151.93
• Additional Persons	\$2.82	\$2.82	\$2.82

**OTHER WATER AND SEWER FEES**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<b>Commercial, Industrial and/or Institutional Water &amp; Sewer Billing</b>	
• Base billing (includes 5 employees working 60 hours per week)	• ----- \$97.10

<ul style="list-style-type: none"> <li>• Each additional employee</li> <li>• Each additional hour of operation</li> <li>• Minimum quarterly billing (plus meter rental)</li> <li>• For the first 45,000 gallon</li> <li>• For the next 45,000 gallon</li> <li>• For the next 360,000 gallon</li> <li>• For the next 360,000 gallon</li> <li>• Additional over 810,000 gallons</li> </ul>	<ul style="list-style-type: none"> <li>• -----\$6.84 per billing period</li> <li>• --\$0.12 x total number of employees</li> <li>• ----- \$80.68</li> <li>• -----\$5.832 per 1,000 gal.</li> <li>• -----\$5.261 per 1,000 gal.</li> <li>• -----\$4.649 per 1,000 gal.</li> <li>• -----\$4.649 per 1,000 gal.</li> <li>• -----\$3.507 per 1,000 gal.</li> </ul>
<b>Meter Rentals Quarterly Net</b> <ul style="list-style-type: none"> <li>• 5/8" or less</li> <li>• 3/4" or less</li> <li>• 1" or less</li> <li>• 1.5" or less</li> <li>• 2" or less</li> <li>• 3" or less</li> <li>• 4" or less</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$16.41</li> <li>• ----- \$20.53</li> <li>• ----- \$25.48</li> <li>• ----- \$52.90</li> <li>• ----- \$68.81</li> <li>• ----- \$111.59</li> <li>• ----- \$190.76</li> </ul>
<b>Quarterly Fees for Additional Water Meters (Commercial, Industrial or Residential Consumers)</b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> unit</li> <li>• 3<sup>rd</sup> unit</li> <li>• 4<sup>th</sup> unit and over</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$62.98</li> <li>• ----- \$41.68</li> <li>• ----- \$31.50</li> </ul>
<ul style="list-style-type: none"> <li>• Swimming Pools (flat rate)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$66.80 per year</li> </ul>
<ul style="list-style-type: none"> <li>• Late penalty</li> </ul>	<ul style="list-style-type: none"> <li>• ----- 10% applied after due date</li> </ul>
<ul style="list-style-type: none"> <li>• Summer service (in advance)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$447.00</li> </ul>
<ul style="list-style-type: none"> <li>• Summer service (pool)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$113.45</li> </ul>
<b>Hauled Sewage</b> <ul style="list-style-type: none"> <li>• Per load (maximum of 3,000 gallons)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- 148.62</li> </ul>
<b>Installation of Services</b> <ul style="list-style-type: none"> <li>• Single pipe</li> <li>• Water &amp; sewer</li> <li>• Water, sewer &amp; storm</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$7,109.00</li> <li>• ----- \$7,465.00</li> <li>• ----- \$7,676.00</li> </ul>

**NOTES:**

1. In all cases meters will be supplied by and remain the property of the Corporation of the Town of Carleton Place.
2. Meters must be installed by a municipal employee, or a plumber authorized by the Town of Carleton Place.
3. The cost of meter installation is the responsibility of the customer but the cost of any required maintenance as a result of normal wear and tear will be borne by the Municipality.
4. Costs incurred in repairing a meter where damage was caused from the meter having been hit or otherwise subjected to misuse or abuse, will be the responsibility of the customer concerned.
5. In cases where more than one meter is used to supply one customer, the total water consumption as registered on all meters, will be used in calculating the quarterly billing.

## RECREATION

### ARENA HALLS

(All rates include HST)

#### Non-Resident

(Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith or the Municipality of Mississippi Mills)

##### Large Hall (capacity 405 persons)

- Sunday – Thursday
- Friday & Saturday–Licensed event (includes clean-up by staff)
- Friday & Saturday–Non-licensed event

- ----- \$44.00/hour
- ----- \$504.25 (minimum)
- ----- \$329.50

##### Small Hall (capacity 125 persons)

- Sunday – Thursday
- Friday & Saturday–Licensed event (includes clean-up by staff)
- Friday & Saturday–Non-licensed event

- ----- \$44.00/hour
- ----- \$279.00 (minimum)
- ----- \$191.00 (minimum)

##### Board Room (capacity 45 persons)

- ----- \$33.00 per hour

#### Resident-Adult

(Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills where the age of the participants are mainly over the age of 18)

##### Large Hall (capacity 405 persons)

- Sunday – Thursday
- Friday & Saturday–Licensed event (includes clean-up by staff)
- Friday & Saturday–Non-licensed event

- ----- \$29.25 per hour
- ----- \$504.25 (minimum)
- ----- \$329.50 (minimum)

##### Small Hall (capacity 125 persons)

- Sunday – Thursday
- Friday & Saturday–Licensed event (includes clean-up by staff)
- Friday & Saturday–Non-licensed event

- ----- \$29.25 per hour
- ----- \$279.00 (minimum)
- ----- \$191.50 (minimum)

##### Board Room (capacity 45 persons)

- Commercial
- Non-commercial for non-profit organizations, provided the building is staffed and no outside catering is being served during operational hours
- Non-commercial for non-profit organizations, staffed during non-operational hours

- ----- \$22.75 per hour
- ----- No charge
- ----- \$22.75 per hour (minimum 2-hour rental)

#### Residential-Adult Charitable

(Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place, the Town of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government)

##### Large Hall (capacity 405 persons)

- Sunday – Thursday
- Friday & Saturday–Licensed event (includes clean-up by staff)
- Friday & Saturday–Non-licensed event

- ----- \$17.50 per hour
- ----- \$504.25 (minimum)
- ----- \$329.50

<b>Small Hall</b> (capacity 125 persons) <ul style="list-style-type: none"> <li>• Sunday – Thursday</li> <li>• Friday &amp; Saturday-Licensed event (includes clean-up by staff)</li> <li>• Friday &amp; Saturday-Non-licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$17.50 per hour</li> <li>• -----\$279.00 (minimum)</li> <li>• -----\$191.50 (minimum)</li> </ul>
<b>Board Room</b> (capacity 45 persons) <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Non-commercial for non-profit organizations, provided the building is staffed and no outside catering is being served during operational hours</li> <li>• Non-commercial for non-profit organizations, staffed during non-operational hours</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$17.50 per hour</li> <li>• ----- No charge</li> <li>• ----- \$22.75 per hour (minimum 2-hour rental)</li> </ul>

**Residential-Minor Charitable**  
(Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place, the Town of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government)

<b>Large Hall</b> (capacity 405 persons) <ul style="list-style-type: none"> <li>• Sunday – Thursday</li> <li>• Friday &amp; Saturday-Non-licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$17.50 per hour</li> <li>• ----- \$329.50 (minimum)</li> </ul>
--	--

<b>Small Hall</b> (capacity 125 persons) <ul style="list-style-type: none"> <li>• Sunday – Thursday</li> <li>• Friday &amp; Saturday-Non-licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$17.50 per hour</li> <li>• ----- \$191.50 (minimum)</li> </ul>
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<b>Board Room</b> (capacity 45 persons) <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Non-commercial for non-profit organizations, provided the building is staffed and no outside catering is being served during operational hours</li> <li>• Non-commercial for non-profit organizations, staffed during non-operational hours</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$17.50 per hour</li> <li>• ----- No charge</li> <li>• ----- \$22.75 per hour (minimum 2-hour rental)</li> </ul>
---	---

**GENERAL**  
(Applies to all events-includes HST)

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> <li>• Hourly rate per staff for set-up/clean-up</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$33.25</li> </ul>

**NOTES:**

1. All rentals are own set-up and clean-up unless specified on the contract. There is a mandatory staff clean-up fee for all licensed rentals.
2. Maximum of \$500 per day for licensed events if the ice surface is rented in conjunction with upper hall usage and provided no additional staff are required.
3. All minimum charges will be waived should a booking be made less than 21 days prior to the event.
4. Table and chairs are available for all bookings.

**OWN SET UP AND OWN CLEAN UP STANDARDS**  
Doing your own set-up means:

- Setting up all tables and chairs as per required
- Putting all decorations up yourself (with masking tape only)
- Any additional set-up as required for your event

Doing your own clean-up means:

- Wiping down all tables and chairs that were used
- Returning tables and chairs to their original spot
- Placing all garbage & recycling in their appropriate containers
- Light sweeping as required
- Removing all decorations

**TOWN HALL**

\$100.00 surcharge for all licensed events  
(All rates include HST)

**Non-Resident**

(Any individual or organization, minor or adult outside the Town of Carleton Place)

**Auditorium** (Capacity 240 persons)

- |  |   |
|--|---|
| • Sunday – Thursday-Licensed event     | • ----- \$77.50 per hour plus \$33.25 per hour for staff clean-up   |
| • Sunday – Thursday-Non-licensed event | • ----- \$46.75 per hour  |
| • Friday & Saturday-Licensed event     | • ----- \$366.75 (minimum) plus \$33.25 per hour for staff clean-up |
| • Friday & Saturday-Non-licensed event | • ----- \$366.75 (minimum)  |

**Resident-Adult**

(Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18)

**Auditorium** (capacity 240 persons)

- |  |   |
|--|---|
| • Sunday – Thursday-Licensed event     | • ----- \$58.50 per hour plus \$33.25 per hour for staff clean-up   |
| • Sunday – Thursday-Non-licensed event | • ----- \$29.25 per hour  |
| • Friday & Saturday-Licensed event     | • ----- \$366.75 (minimum) plus \$33.25 per hour for staff clean-up |
| • Friday & Saturday-Non-licensed event | • ----- \$366.75 (minimum)  |

**Resident-Adult Charitable**

(Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place and in possession of a valid donation registration # issued by the Federal Government)

**Auditorium** (capacity 240 persons)

- |  |   |
|--|---|
| • Sunday – Thursday-Licensed event     | • ----- \$46.75 per hour plus \$33.25 per hour for staff clean-up   |
| • Sunday – Thursday-Non-licensed event | • ----- \$23.50 per hour  |
| • Friday & Saturday-Licensed event     | • ----- \$366.75 (minimum) plus \$33.25 per hour for staff clean-up |
| • Friday & Saturday-Non-licensed event | • ----- \$366.75 (minimum)  |

**Resident-Minor Charitable**

(Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith or the Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government)

**Auditorium** (capacity 204 persons)

- |  |                            |
|--|----------------------------|
| • Sunday – Thursday-Non-licensed event | • ----- \$23.50            |
| • Friday & Saturday-Non-licensed event | • ----- \$366.75 (minimum) |

## GENERAL

(Applies to all events-includes HST)

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> <li>• Hourly rate per staff for set-up/clean-up</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$33.25</li> </ul>

**NOTES:**

1. All rentals are own set-up and own clean-up unless specified on contract. There is a mandatory staff clean-up fee for all licensed rentals.
2. Minimum rental charge of \$349.00 on Friday & Saturday
3. No kitchen facilities available
4. Tables and chairs are available

**OWN SET UP AND OWN CLEAN UP STANDARDS**

Doing your own set-up means:

- Setting up all tables and chairs as per required
- Putting all decorations up yourself (with masking tape only)
- Any additional set-up as required for your event

Doing your own clean-up means:

- Wiping down all tables and chairs that were used
- Returning tables and chairs to their original spot
- Placing all garbage & recycling in their appropriate containers
- Light sweeping as required
- Removing all decorations

## MARKET SQUARE

**The Market Square Parking Lot can only be booked provided the slab is booked**  
(All rates include HST)

**Non-Resident**

(Any individual or organization, minor or adult outside the Town of Carleton Place)

<b>Market Square Slab</b>	
<ul style="list-style-type: none"> <li>• Half day (no more than 5 hours)</li> <li>• Full day (no more than 9 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$177.25</li> <li>• ----- \$275.00</li> </ul>
<b>Market Square Slab &amp; Parking Lot</b>	
<ul style="list-style-type: none"> <li>• Half day (no more than 5 hours)</li> <li>• Full day (no more than 9 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$238.50</li> <li>• ----- \$336.00</li> </ul>

**Resident-Adult**

(Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18)

<b>Market Square Slab</b>	
<ul style="list-style-type: none"> <li>• Half day (no more than 5 hours)</li> <li>• Full day (no more than 9 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$103.75</li> <li>• ----- \$177.25</li> </ul>
<b>Market Square Slab &amp; Parking Lot</b>	
<ul style="list-style-type: none"> <li>• Half day (no more than 5 hours)</li> <li>• Full day (no more than 9 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$158.75</li> <li>• ----- \$238.50</li> </ul>

**Resident-Minor**

(Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly under the age of 18)

<b>Market Square Slab</b>	
<ul style="list-style-type: none"> <li>• Half day (no more than 5 hours)</li> <li>• Full day (no more than 9 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$61.25</li> <li>• ----- \$122.25</li> </ul>

<b>Market Square Slab &amp; Parking Lot</b>	
<ul style="list-style-type: none"> <li>• Half day (no more than 5 hours)</li> <li>• Full day (no more than 9 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$61.25</li> <li>• ----- \$122.25</li> </ul>
<b>Non-Profit/Charitable Organization</b> (Any organization in possession of a valid donation registration # issued by the Federal Government where 100% of the profit directly benefits the organization or non-profit community group)	
<b>Market Square Slab</b>	
<ul style="list-style-type: none"> <li>• Half day (no more than 5 hours)</li> <li>• Full day (no more than 9 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$61.25</li> <li>• ----- \$122.25</li> </ul>
<b>Market Square Slab &amp; Parking Lot</b>	
<ul style="list-style-type: none"> <li>• Half day (no more than 5 hours)</li> <li>• Full day (no more than 9 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$61.25</li> <li>• ----- \$122.25</li> </ul>
<b>GENERAL</b> (Applies to all events-includes HST)	
<b>TYPE OF FEE OR CHARGE</b>	<b>AMOUNT OF FEE OR CHARGE</b>
<ul style="list-style-type: none"> <li>• Hourly rate per staff for set-up/clean-up</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$33.25</li> </ul>
<b>NOTES:</b>	
<ol style="list-style-type: none"> <li>1. The BIA will be permitted to sell advertising on the Market Square roof and are responsible to ensure that all signs remain in good condition.</li> <li>2. The BIA must ensure that any vandalism/graffiti to the signs be rectified in a reasonable amount of time.</li> <li>3. The installation and maintenance of the signs is the responsibility of the BIA.</li> </ol>	
<b>SPRING/SUMMER SPORTS FACILITIES</b> (All rates include HST)	
<b>Non-Resident</b> (Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith, or Municipality of Mississippi Mills)	
<ul style="list-style-type: none"> <li>• Baseball Diamonds</li> <li>• Summer Ice Slab</li> <li>• Parks: <ul style="list-style-type: none"> <li>○ Hourly</li> <li>○ Daily</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$38.25 per hour</li> <li>• ----- \$51.25 per hour</li> <li>• ----- \$41.00</li> <li>• ----- \$510.00 per day</li> </ul>
<b>Resident-Adult</b> (Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith, or the Municipality of Mississippi Mills where the age of the participants are mainly over the age of 18)	
<ul style="list-style-type: none"> <li>• Baseball Diamonds</li> <li>• Baseball Tournament</li> <li>• Batting Cage</li> <li>• Summer Ice Slab</li> <li>• Parks <ul style="list-style-type: none"> <li>○ Hourly</li> <li>○ Daily</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$25.50 per hour</li> <li>• ----- \$162.50 per hour</li> <li>• ----- \$12.75 per hour</li> <li>• ----- \$37.25 per hour</li> <li>• ----- \$25.50 per hour</li> <li>• ----- \$357.00 per day</li> </ul>
<b>Minor/Charitable</b> (Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith, or the Municipality of Mississippi Mills or any organization in the possession of a valid donation registration # issued by the Federal Government)	
<ul style="list-style-type: none"> <li>• Baseball Diamonds</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$16.25 per hour</li> </ul>

<ul style="list-style-type: none"> <li>• Summer Ice Slab</li> <li>• Batting Cage</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$25.50 per hour</li> <li>• ----- \$12.75 per hour</li> </ul>
<b>MISCELLANEOUS</b>	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> <li>• Refreshment Vehicle-Riverside Park</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$150.00 per month</li> </ul>
<b>BOAT LAUNCH</b>	
<b>Resident</b>	
(Any individual or organization, minor or adult who is a resident of the Town of Carleton Place)	
<ul style="list-style-type: none"> <li>• Season pass</li> <li>• Daily pass</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$75.00</li> <li>• ----- \$10.00</li> </ul>
<b>Non-Resident</b>	
(Any individual or organization, minor or adult outside the Town of Carleton Place)	
<ul style="list-style-type: none"> <li>• Season pass</li> <li>• Daily pass</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$150.00</li> <li>• ----- \$10.00</li> </ul>

<b>ICE RENTAL</b>	
(All rates include HST)	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<b>Non-Contributing Adult</b>	
<ul style="list-style-type: none"> <li>• Prime time</li> <li>• Non-prime time (minor only)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$281.50</li> <li>• ----- \$249.50</li> </ul>
<b>Resident Adult</b>	
<ul style="list-style-type: none"> <li>• Prime time</li> <li>• Non-prime time (minor only)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$225.00</li> <li>• ----- \$193.00</li> </ul>
<b>Resident Minor</b>	
<ul style="list-style-type: none"> <li>• Prime time</li> <li>• Non-prime time (minor only)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$164.50</li> <li>• ----- \$129.50</li> </ul>
<b>Non-Contributing Minor</b>	
<ul style="list-style-type: none"> <li>• Prime time</li> <li>• Non-prime time (minor only)</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$221.00</li> <li>• ----- \$186.00</li> </ul>
<b>Stand-by Ice Time</b>	
(booked 48 hours or less in advance)	
<ul style="list-style-type: none"> <li>• Friday, Saturday &amp; Sunday evenings</li> <li>• Monday – Friday. 8:00 AM-4:00 PM-Only when school is in and not on holidays</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$113.00</li> <li>• ----- \$86.75</li> </ul>
<b>Non-Contributing Stand-by Ice Time</b>	
(booked 48 hours or less in advance)	
<ul style="list-style-type: none"> <li>• Friday, Saturday &amp; Sunday evenings</li> <li>• Monday – Friday. 8:00 AM-4:00 PM-Only when school is in and not on holidays</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$169.50</li> <li>• ----- \$143.25</li> </ul>
<b>Off Hours</b>	
<ul style="list-style-type: none"> <li>• School in, not on holidays Monday-Friday 8:00 AM-4:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$113.00</li> </ul>
<b>Non-Contributing Off Hours</b>	
<ul style="list-style-type: none"> <li>• School in, not on holidays Monday-Friday 8:00 AM-4:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$143.25</li> </ul>
<b>School Bookings</b>	
<ul style="list-style-type: none"> <li>• School in, not on holidays Monday-Friday 7:00 AM-4:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$58.50</li> </ul>

**NOTES:**

1. Ice rental rates are effective September 6<sup>th</sup>, 2021, to September 4<sup>th</sup>, 2022.
2. Prime time is defined as ice time hours rented:
  - a. Monday-Friday 6:00 PM-11:00 PM
  - b. Saturday and Sunday 7:00 AM-10:00 PM
3. All unused prime time hours will be subject to a \$20/hour surcharge at the end of the season.

**CANOE CLUB**  
**Capacity 210 persons**  
 (All rates include HST)

**Non-Resident**

(Any individual or organization, minor or adult outside the Town of Carleton Place or the Township of Beckwith)

• Sunday-Thursday licensed event	• -----\$77.50/hour plus \$33.25/hour for staff clean up
• Sunday-Thursday non-licensed event	• ----- \$45.25
• Friday & Saturday licensed event	• ----- \$1,245.00 (flat rate) includes staff clean up
• Friday & Saturday non-licensed event	• ----- \$387.00 (minimum)

**Resident-Adult**

(Any individual or organization who is a resident of the Town of Carleton Place or the Township of Beckwith where the age of the participants are mainly over the age of 18)

• Sunday-Thursday licensed event	• -----\$61.25/hour plus \$33.25/hour for staff clean up
• Sunday-Thursday non-licensed event	• ----- \$30.50/hour
• Friday & Saturday licensed event	• ----- \$1,082.00 (flat rate) includes staff clean up
• Friday & Saturday non-licensed event	• ----- \$336.00 (minimum)

**Resident Charitable-Adult**

(Any group of individuals where the age of the participants in mainly over the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government)

• Sunday-Thursday licensed event	• -----\$61.25/hour plus \$33.25/hour for staff clean up
• Sunday-Thursday non-licensed event	• ----- \$30.50/hour
• Friday & Saturday licensed event	• ----- \$1,082.00 (flat rate) includes staff clean up
• Friday & Saturday non-licensed event	• ----- \$336.00 (minimum)

**Resident Charitable-Minor**

(Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government)

• Sunday-Thursday non-licensed event	• ----- \$30.50/hour
• Friday & Saturday non-licensed event	• ----- \$336.00 (minimum)

**NOTES:**

1. Minimum charge of \$336.00 for non-liquor events on weekends.

2. All rentals are own set-up and own clean-up unless specified on contract. There is a mandatory staff clean-up fee for all licensed rentals.
3. 2-hour minimum weekday rental required.
4. Tables and chairs are available.
5. Includes kitchen facilities.

**CARAMBECK COMMUNITY CENTRE**

**GYMNASIUM**

(All rates include HST)

**Gymnasium Capacity:**  
 Number of non-fixed seating only-385  
 Number of non-fixed seating with tables-304  
 Number of standing space-480

**Resident Charitable-Minor/Senior**  
 (Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

• Weekday hourly rate	• -----	\$18.50
• Evening hourly rate	• -----	\$16.00
• Weekend hourly rate	• -----	\$28.75

**Resident-Adult**  
 (Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

• Weekday hourly rate	• -----	\$24.00
• Evening hourly rate	• -----	\$24.00
• Weekend hourly rate	• -----	\$28.75

**Non-Resident**  
 (Any individual or organization, minor or adult outside the Town of Carleton Place)

• Weekday hourly rate	• -----	\$34.25
• Evening hourly rate	• -----	\$34.25
• Weekend hourly rate	• -----	\$39.50

**CARAMBECK LIBRARY MEETING ROOM**

(All rates include HST)

**Resident Charitable-Minor/Senior**  
 (Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

• Weekday hourly rate	• -----	\$16.00
• Evening hourly rate	• -----	\$16.00
• Weekend hourly rate	• -----	\$28.75
• No show fee (48-hour cancellation notice required)	• -----	\$16.00 per hour

**Resident-Adult**  
 (Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

• Weekday hourly rate	• -----	\$18.50
• Evening hourly rate	• -----	\$18.50
• Weekend hourly rate	• -----	\$28.75

**Non-Resident**  
 (Any individual or organization, minor or adult outside the Town of Carleton Place)

• Weekday Hourly Rate	• -----	\$28.75
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• Evening Hourly Rate	• ----- \$28.75
• Weekend Hourly Rate	• ----- \$39.50

**MEETING ROOM**  
(All rates include HST)

**Resident Charitable-Minor/Senior**  
(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

• Weekday Hourly Rate	• -----No charge if during staffing hours
• Evening Hourly Rate	• -----No charge if during staffing hours
• Weekend Hourly Rate	• ----- \$28.75

**Resident-Adult**  
(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

• Weekday Hourly Rate	• ----- \$16.00
• Evening Hourly Rate	• ----- \$16.00
• Weekend Hourly Rate	• ----- \$28.75

**Non-Resident**  
(Any individual or organization, minor or adult outside the Town of Carleton Place)

• Weekday Hourly Rate	• ----- \$24.00
• Evening Hourly Rate	• ----- \$24.00
• Weekend Hourly Rate	• ----- \$39.50

- NOTES:**
1. Weekend Rentals:
    - **Gymnasium-** Minimum charge of \$157.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
    - **Carambeck Library Meeting Room-**Minimum charge of \$78.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
    - **Meeting Room-**Minimum charge of \$78.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
  2. Gymnasium, Library Meeting Room and Classroom rentals are not available in the daytime during holidays, PA days, or summer months due to the occupancy of the Carleton Place Childcare Services Daycare Program.
  3. Should a user group require use of the gymnasium as well as a Community Room, the “Weekday” rate shall apply to the Community Room.
  4. Meeting Room “No-Show” fee-Minor/Charitable/Senior user groups will be required to pay the hourly fee of \$16.00 for any rental in the Meeting Room that is not utilized without a 48-hour cancellation notice.
  5. All rentals are own set-up and own clean-up unless specified on contract.
  6. A staffing charge of \$33.25/hour will be added should set-up or clean-up be required.
  7. Tables and chairs are available.
  8. The Town of Carleton Place reserves the right to cancel bookings. In the event that this occurs, four (4) weeks’ notice will be given prior to the booking.

**OWN SET UP AND OWN CLEAN UP STANDARDS**

Doing your own set-up means:

- Setting up all tables and chairs as per required
- Putting all decorations up yourself (with masking tape only)

- Any additional set-up as required for your event
- Doing your own clean-up means:
- Wiping down all tables and chairs that were used
  - Returning tables and chairs to their original spot
  - Placing all garbage & recycling in their appropriate containers
  - Light sweeping as required
  - Removing all decorations

**THE STATION-ACTIVE LIVING CENTER**  
(All rates include HST)

**ROOM RENTAL**

**Resident Charitable-Minor/Senior**  
(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 years and are residents of the Town of Carleton Place and in possession of a valid donation registration # issued by the Federal Government)

• Hourly rate	• ----- \$30.50
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**Resident-Adult**  
(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

• Hourly rate	• ----- \$44.00
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**Non-Resident**  
(Any individual or organization, minor or adult outside the Town of Carleton Place)

• Hourly rate	• ----- \$44.00
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**MEMBERSHIPS**

**Non-Resident**  
(Any individual that resides outside the Town of Carleton Place)

• Annual fee	• ----- \$40.00
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**Resident**  
(Any individual that resides inside the Town of Carleton Place)

• Annual fee	• ----- \$25.00
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**NOTES:**  
1. Rates are effective January 1, 2022 to December 31, 2022.

**POOL**  
(All rates include HST)

**NON-CONTRIBUTING SWIM FEES**  
Drop-in

• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$5.75
• Youth 13-17 years	• ----- \$8.75
• Adult 18 years and over	• ----- \$10.00
• Seniors 55 years and over	• ----- \$8.75
• Family maximum	• ----- \$24.75
• Daycamp/Daycare/Groups	• ----- \$6.00
• Aquatic staff	• ----- Free

**NON-CONTRIBUTING SWIM FEES**  
10 Visit Cards

• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$51.75
• Youth 13-17 years	• ----- \$78.75

• Adult 18 years and over	• ----- \$90.00
• Seniors 55 years and over	• ----- \$78.75
• Family maximum	• ----- \$222.75
<b>NON-CONTRIBUTING</b>	
Aquafit Drop-In	
• Youth 13-17 years	• ----- \$14.25
• Adult 18 years and over	• ----- \$16.50
• Seniors 55 years and over	• ----- \$14.25
<b>NON-CONTRIBUTING</b>	
Aquafit 10 Visit Card	
• Youth 13-17 years	• ----- \$128.25
• Adult 18 years and over	• ----- \$148.50
• Seniors 55 years and over	• ----- \$128.25
<b>SWIM LESSONS</b> (All rates include HST)	
<b>CHILDREN'S LESSONS</b>	
<b>Parent and Tot</b>	
• Resident	• ----- \$79.50
• Non-contributing	• ----- \$119.25
<b>Preschool</b>	
• Resident	• ----- \$99.00
• Non-contributing	• ----- \$148.50
<b>Swimmer 1,2,3</b>	
• Resident	• ----- \$99.00
• Non-contributing	• ----- \$148.50
<b>Swimmer 4-6</b>	
• Resident	• ----- \$92.75
• Non-contributing	• ----- \$138.50
<b>Rookie, Ranger, Star Patrol</b>	
• Resident	• ----- \$92.75
• Non-contributing	• ----- \$138.50
<b>SWIM LESSONS</b> (All rates include HST)	
<b>Adult Lessons</b>	
• Resident	• ----- \$119.00
• Non-contributing	• ----- \$179.25
<b>Seniors 55 years and over</b>	
• Resident	• ----- \$119.00
• Non-contributing	• ----- \$179.25
<b>Private/Semi-Private: One person</b>	
• Resident	• ----- \$40.00
• Non-contributing	• ----- \$60.00
<b>Private/Semi-Private: Two people</b>	
• Resident	• ----- \$40.00
• Non-contributing	• ----- \$60.00
<b>Private/Semi-Private: Adults</b>	
• Resident	• ----- \$45.00
• Non-contributing	• ----- \$67.50

<b>UCDSB Lessons (6x45 min classes)</b>	
• Resident	• ----- \$35.50
• Non-contributing	• ----- \$53.25
<b>Separate School Lessons (6x45 min classes)</b>	
• Resident	• ----- \$51.25
• Non-contributing	• ----- \$77.00
<b>LSS ADVANCED LESSONS BRONZE PROGRAMS</b>	
<b>Bronze Star/Basic First Aid</b>	
• Resident	• ----- \$149.50
• Non-contributing	• ----- \$224.25
<b>Bronze Med/Emergency First Aid</b>	
• Resident	• ----- \$149.50
• Non-contributing	• ----- \$224.25
<b>Bronze Cross</b>	
• Resident	• ----- \$149.50
• Non-contributing	• ----- \$224.25
<b>ADVANCED PROGRAMS</b>	
<b>National Lifeguard Service</b>	
• Resident	• ----- \$258.50
• Non-contributing	• ----- \$387.75
<b>NLS-Waterfront (21 hours)</b>	
• Resident	• ----- \$173.00
• Non-contributing	• ----- \$259.50
<b>NLS-Recertification</b>	
• Resident	• ----- \$88.75
• Non-contributing	• ----- \$133.25
<b>Adult Combined-BM/EF/BX</b>	
• Resident	• ----- \$277.00
• Non-contributing	• ----- \$415.50
<b>Combined Swim Instructor</b>	
• Resident	• ----- \$342.00
• Non-contributing	• ----- \$528.50
<b>ADVANCED-EXAM ONLY</b>	
<b>Bronze Med/Emergency First Aid</b>	
• Resident	• ----- \$92.50
• Non-contributing	• ----- \$138.75
<b>Bronze Cross</b>	
• Resident	• ----- \$92.50
• Non-contributing	• ----- \$138.75
<b>NLS-Any option</b>	
• Resident	• ----- \$92.50
• Non-contributing	• ----- \$138.75
<b>Red Cross Instructors</b>	
• Resident	• ----- \$92.50
• Non-contributing	• ----- \$138.75

<b>SPECIALIZED</b>	
<b>Regular Emergency First Aid/CPR B</b>	
• Resident	• ----- \$78.25
• Non-contributing	• ----- \$117.50
<b>Standard First Aid/CPR</b>	
• Resident	• ----- \$189.75
• Non-contributing	• ----- \$284.00
<b>Recertification</b>	
• Resident	• ----- \$110.00
• Non-contributing	• ----- \$165.00
<b>CPR C (minimum of 4)</b>	
• Resident	• ----- \$78.25
• Non-contributing	• ----- \$117.50
<b>Recertification (maximum of 16)</b>	
• Resident	• ----- \$78.25
• Non-contributing	• ----- \$117.50
<b>AED</b>	
• Resident	• ----- \$117.50
• Non-contributing	• ----- \$176.25
<b>GROUPS</b>	
<b>FIRST AID, CPR, AED</b>	
<b>NO CHARGE OF FACILITY</b>	
<b>MAX 1:12 RATIO</b>	
<b>Emergency First Aid/CPR B</b>	
• Resident	• ----- \$61.75
• Non-contributing	• ----- \$96.75
<b>Standard First Aid/CPR C</b>	
• Resident	• ----- \$146.25
• Non-contributing	• ----- \$219.50
<b>Standard First Aid/CPR C Recertification</b>	
• Resident	• ----- \$78.50
• Non-contributing	• ----- \$117.75
<b>CPR C</b>	
• Resident	• ----- \$63.75
• Non-contributing	• ----- \$95.75
<b>CPR C Recertification</b>	
• Resident	• ----- \$63.75
• Non-contributing	• ----- \$95.75
<b>AED</b>	
• Resident	• ----- \$86.50
• Non-contributing	• ----- \$129.75
<b>STAFF</b>	
<b>FIRST AID, CPR, AED</b>	
• Standard First Aid/CPR C	• ----- \$125.75
• Recertification	• ----- \$93.50
<b>BOAT</b>	
<b>Full Course</b>	
• Resident	• ----- \$108.75
• Non-contributing	• ----- \$163.25
<b>Challenge Exam</b>	

• Resident	• -----	\$33.75
• Non-contributing	• -----	\$50.75
<b>POOL RENTALS</b>		
<b>CLUBS/CPWD</b>		
<b>Prime Time Rate</b>		
• Resident	• -----	\$83.00
• Non-contributing	• -----	\$124.50
<b>Non-Prime Time Rate</b>		
• Resident	• -----	\$55.00
• Non-contributing	• -----	\$82.50
<b>Swim Meet Rate</b>		
• Resident	• -----	\$83.00
• Non-contributing	• -----	\$124.50
<b>Staff Rental/Lifeguard</b>		
• Resident	• -----	\$35.00
• Non-contributing	• -----	\$52.50
<b>2/3 Pool Time Rate</b>		
• Resident	• -----	\$69.25
• Non-contributing	• -----	\$104.00
<b>1/3 Pool Time Rate</b>		
• Resident	• -----	\$55.00
• Non-contributing	• -----	\$82.50
<b>FACILITY RENTAL</b>		
<b>Main Pool <u>OR</u> Hot Pool-1 hour 2 lifeguards (up to 25 people)</b>		
• Resident	• -----	\$206.25
• Non-contributing	• -----	\$309.50
<b>Main Pool <u>AND</u> Hot Pool-1 hour 3 lifeguards (up to 25 people)</b>		
• Resident	• -----	\$242.25
• Non-contributing	• -----	\$363.50
<b>Main Pool <u>OR</u> Hot Pool-hourly rate 3 lifeguards (up to 75 people)</b>		
• Resident	• -----	\$242.25 per hour
• Non-contributing	• -----	\$363.50 per hour
<b>Main Pool <u>AND</u> Hot Pool-hourly rate 4 lifeguards (up to 75 people)</b>		
• Resident	• -----	\$278.50 per hour
• Non-contributing	• -----	\$417.75 per hour
<b>Lifeguard Instructor-hourly rate</b>		
• Resident	• -----	\$35.00 per hour
• Non-contributing	• -----	\$52.50 per hour

<b>TREASURY</b>	
<b>ADMINISTRATION FEES</b>	
Administrative fees apply to all departments All rates include HST	
<b>TYPE OF FEE OR CHARGE</b>	<b>AMOUNT OF FEE OR CHARGE</b>
• Tax certificates	• ----- \$50.00
• Tax sale registration	• ----- \$2,000.00

• Garbage stickers	• ----- \$3.00 each
• Outstanding accounts receivable invoices	• ----- Interest of 1.25% per month. Balance greater than 90 days will be transferred to customer's tax account where possible
• NSF/Dishonoured payment	• ----- \$45.00
• Refund requests	• ----- \$25.00
• Transfer unpaid amounts to taxes	• ----- \$25.00
• Transfer requests	• ----- \$25.00
• Request to transfer payments between accounts	• ----- \$14.50
• Post-dated payments	• ----- \$15.00
• Backyard hen application fee (initial application)	• ----- \$100.00
• Annual renewal fee (existing licence in previous year)	• ----- \$30.00
• Waste collection fee	• ----- \$100.00

### PET TAGS

#### DOGS

Expires annually on December 31<sup>st</sup>

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Guide dogs	• ----- No charge
<b>Spayed or Neutered</b>	
• Until February 15 <sup>th</sup> or within 30 days of moving to town or up to 6 months old	• ----- \$15.00
• February 15 <sup>th</sup> – April 30 <sup>th</sup>	• ----- \$20.00
• After April 30 <sup>th</sup>	• ----- \$25.00
<b>Not Spayed or Neutered</b>	
• Until February 15 <sup>th</sup> or within 30 days of moving to town or up to 6 months old	• ----- \$20.00
• February 15 <sup>th</sup> – April 30 <sup>th</sup>	• ----- \$30.00
• After April 30 <sup>th</sup>	• ----- \$40.00
<b>Aggressive Animal</b>	
• Until February 15 <sup>th</sup> or within 30 days of moving to town or up to 6 months old	• ----- \$1,000.00
• February 15 <sup>th</sup> – April 30 <sup>th</sup>	• ----- \$1,000.00
• After April 30 <sup>th</sup>	• ----- \$1,000.00

#### CATS

One-time fee valid for life of cat

<b>Spayed or Neutered</b>	
• Until February 15 <sup>th</sup> or within 30 days of moving to town or up to 6 months old	• ----- \$15.00
• February 15 <sup>th</sup> – April 30 <sup>th</sup>	• ----- \$20.00
• After April 30 <sup>th</sup>	• ----- \$25.00
<b>Not Spayed or Neutered</b>	

<ul style="list-style-type: none"> <li>• Until February 15<sup>th</sup> or within 30 days of moving to town or up to 6 months old</li> <li>• February 15<sup>th</sup> – April 30<sup>th</sup></li> <li>• After April 30<sup>th</sup></li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$60.00</li> <li>• ----- \$80.00</li> <li>• ----- \$100.00</li> </ul>
<b>MISCELLANEOUS</b>	
<ul style="list-style-type: none"> <li>• All other pets</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$15.00</li> </ul>
<ul style="list-style-type: none"> <li>• Replacement for lost tags</li> </ul>	<ul style="list-style-type: none"> <li>• ----- \$2.00</li> </ul>