

BY-LAW NO. 46-2018

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

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 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 Town 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 this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on September 1, 2018.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 8th DAY OF MAY, 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

SCHEDULE "A" TO BY-LAW 46-2018

FEE AND CHARGES

| ADMINISTRATION | |
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| VITAL STATISTICS | |
| Civil Ceremony | <ul style="list-style-type: none"> •Municipal Office during business hours.....\$300.00 •after-hours / off-site.....\$400.00 |

| CARAMBECK COMMUNITY CENTRE | |
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| GYMNASIUM | |
| All rates include HST | |
| Minor/Charitable/Senior | |
| Week Day Hourly Rate | •..... \$17.00 |
| Evening Hourly Rate | •..... \$15.00 |
| Weekend Hourly Rate | •..... \$26.50 |
| Resident - Adult | |
| Week Day Hourly Rate | •..... \$22.00 |
| Evening Hourly Rate | •..... \$22.00 |
| Weekend Hourly Rate | •..... \$26.50 |
| Non - Resident | |
| Week Day Hourly Rate | •..... \$31.50 |
| Evening Hourly Rate | •..... \$31.50 |
| Weekend Hourly Rate | •..... \$36.50 |
| LIBRARY | |
| All rates include HST | |
| Minor/Charitable/Senior | |
| Week Day Hourly Rate | •..... \$15.00 |
| Evening Hourly Rate | •..... \$15.00 |

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|-------------------------|----------------|
| Weekend Hourly Rate | •..... \$26.50 |
| Resident - Adult | |
| Week Day Hourly Rate | •..... \$17.00 |
| Evening Hourly Rate | •..... \$17.00 |
| Weekend Hourly Rate | •..... \$26.50 |
| Non-Resident | |
| Week Day Hourly Rate | •..... \$26.50 |
| Evening Hourly Rate | •..... \$26.50 |
| Weekend Hourly Rate | •..... \$36.50 |

MEETING ROOM
All rates include HST

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|--------------------------------|---|
| Minor/Charitable/Senior | |
| Week Day Hourly Rate | •..... No charge if during staffing hours |
| Evening Hourly Rate | •..... No charge if during staffing hours |
| Weekend Hourly Rate | •..... \$26.50 |

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|-------------------------|----------------|
| Resident - Adult | |
| Week Day Hourly Rate | •..... \$15.00 |
| Evening Hourly Rate | •..... \$15.00 |
| Weekend Hourly Rate | •..... \$26.50 |

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| Non-Resident | |
| Week Day Hourly Rate | •..... \$22.00 |
| Evening Hourly Rate | •..... \$22.00 |
| Weekend Hourly Rate | •..... \$36.50 |

NOTES:
Weekend Rentals - Please note: minimum six-hour rentals on Saturday & Sunday. This excludes days in which staffing is already in the building due to a rental. For current staffing availability, please call the office.

Meeting Room 'No Show' Fee- *Minor/Charitable/Senior User Groups will be required to pay the hourly fee of \$15.00 for any rental in the Meeting Room that is not utilized without a 48-hour cancellation notice.*

The Town of Carleton Place reserves the right to cancel bookings. In the event that this occurs, four weeks notice will be given prior to the booking.

Gymnasium, Library, and Classroom rentals are not available in the day time during holidays, PA days, or summer months due to the occupancy of the Carleton Place Child Care Services Day Care Program.

GYMNASIUM

Capacity:

Number of Nonfixed Seating Only 385

Number of Non-Fixed Seating with Tables 304

Number of standing space 480

- All rentals are own set up and own clean up unless specified on contract
- A staffing charge of \$31.50/hr will be added should set up or cleanup be required
- Weekend rentals require a minimum six hour rental
- Should a User Group require the use of gymnasium as well as a Community Room; the Weekday rate shall apply to the Community Room.
- Tables and chairs are available.

LIBRARY

- All rentals are own set up and own clean up unless specified on contract
- A staffing charge of \$31.50/hr will be added should set up or cleanup be required
- Weekend rentals require a minimum charge of \$75.00
- 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. If you have any questions; please feel free to ask staff on duty.

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.

POOL

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| GOLD MEMBERSHIP | |
| Lessons/Swims/Aquafit plus \$10 off specialized programs and pool rentals | |
| All rates include HST | |
| Family | •\$1,317.75 |
| Non-Resident Surcharge | •\$153.75 |
| SILVER MEMBERSHIP | |
| All rates include HST | |
| Family – lessons only | •\$880.75 |
| Non-Resident Surcharge | •\$98.75 |
| Upgrade to include a family swim membership | •\$68.25 |
| BRONZE MEMBERSHIP | |
| All rates include HST | |
| Family | •\$804.75 |
| Individual Adult | •\$586.75 |
| Individual Senior | •\$560.25 |
| Non-Resident Surcharge | •\$291.00/booking |
| SWIMS UNLIMITED | |
| All rates include HST | |
| Children Under 2 | • free |
| Children 2-12 years | •\$159.75 |
| Youth 13-17 years | •\$252.00 |
| Adult – 18 years and over | •\$381.00 |
| Seniors 55 years and over | •\$252.00 |
| Family maximum | •\$597.00 |
| Group discount (must be 10 or more people) | •\$252.00 |
| Non-Resident Surcharge | •\$62.00 |
| AQUAFIT ONLY (Unlimited Membership) | |
| All rates include HST | |
| Youth 13-17 Years | •\$488.00 |
| Adult – 18 years and over | •\$577.00 |
| Seniors 55 years and over | •\$488.00 |
| Evening Memberships | •\$273.00 |
| Non-Resident Surcharge | •\$62.00 |
| ARTHRITIS ONLY | |
| All rates include HST | |
| Annual Membership | •\$420.00 |
| SWIM FEES | |
| Drop in | |
| All rates include HST | |
| Children Under 2 | • Free |
| Children 2-12 years | •\$3.75 |
| Youth 13-17 years | •\$5.75 |
| Adult – 18 years and over | •\$6.75 |

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| Seniors 55 years and over | • \$5.75 |
| Family maximum | • \$16.50 |
| Daycamp / Daycare Groups | • \$4.00 |
| Aquatic Staff | • Free |
| Non-Resident Surcharge | • Free |
| SWIM FEES | |
| 10 VISIT CARDS (10 visits for the price of 9) | |
| All rates include HST | |
| Children Under 2 | • Free |
| Children 2-12 years | • \$33.75 |
| Youth 13-17 years | • \$51.75 |
| Adult – 18 years and over | • \$60.75 |
| Seniors 55 years and over | • \$51.75 |
| Family maximum | • \$148.50 |
| AQUAFIT | |
| DROP IN / 10 VISIT CARDS | |
| All rates include HST | |
| Youth 13-17 years | • \$9.25/\$83.25 |
| Adult – 18 years and over | • \$10.75/\$96.75 |
| Seniors 55 years and over | • \$9.25/\$83.25 |
| Aquatic Staff | • Free |
| SWIMS LESSONS – Children’s Lessons | |
| 9 classes – includes evening, weekend, morning and homeschool | |
| All rates include HST | |
| Parent and Tot | • \$72.75 |
| Preschool | • \$90.75 |
| Swimmer 1, 2, 3 | • \$90.75 |
| Swimmer 4-6 | • \$84.75 |
| Rookie, Ranger, Star Patrol | • \$82.25 |
| Non-Resident Surcharge | • \$25.00 |
| SWIM LESSONS – Adult Lessons | |
| All rates include HST | |
| Adults | • \$108.75 |
| Seniors 55 years and over | • \$108.75 |
| Non-Resident Surcharge | • \$25.00 |
| SWIM LESSONS – Private / Semi-Private | |
| All rates include HST | |
| One person | • \$36.25 |
| Two people | • \$36.25 |
| Non-Resident Surcharge | • \$25.00 |
| UCDSB Lessons (6 x 45 min classes) | • \$32.50 |
| Separate Schools (6 x 45 min classes) | • \$46.75 |
| LSS ADVANCED LESSONS | |
| BRONZE PROGRAMS | |
| All rates include HST | |
| Bronze Star / Basic First Aid | • \$136.75 |

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| Bronze Med / Emergency First Aid | • | \$136.75 |
| Bronze Cross | • | \$136.75 |
| Non-Resident Surcharge | • | \$25.00 |
| LSS ADVANCED LESSONS | | |
| All rates include HST | | |
| National Lifeguard Service | • | \$236.75 |
| NLS Waterfront (21 hours) | • | \$158.25 |
| NLS Recertification | • | \$81.25 |
| Adult Combined BM/EF/BX | • | \$253.50 |
| Combined Swim Instructor | • | \$322.25 |
| Non-Resident Surcharge | • | N/A |
| ADVANCED EXAM ONLY | | |
| All rates include HST | | |
| Bronze Med / Emergency First Aid | • | \$84.75 |
| Bronze Cross | • | \$84.75 |
| NLS any option | • | \$84.75 |
| Red Cross Instructors | • | \$84.75 |
| SPECIALIZED | | |
| Regular First Aid, CPR, AED (Minimum of 4; Maximum of 16) | | |
| All rates include HST | | |
| Emergency First Aid / CPR B | • | \$71.50 |
| Standard First Aid / CPR C | • | \$173.00 |
| Recertification | • | \$100.75 |
| CPR C | • | \$71.50 |
| Recertification | • | \$71.50 |
| AED | • | \$107.75 |
| SPECIALIZED | | |
| First Aid, CPR, AED (No Charge for facility max of 1:12 ratio) | | |
| All rates include HST | | |
| Emergency First Aid / CPR B | • | \$56.25 |
| Standard First Aid / CPR C | • | \$133.75 |
| Recertification | • | \$71.75 |
| CPR C | • | \$58.25 |
| Recertification | • | \$58.25 |
| AED | • | \$79.00 |
| STAFF | | |
| First Aid, CPR, AED | | |
| All rates include HST | | |
| Standard First Aid / CPR C | • | \$115.25 |
| Recertification | • | \$85.50 |
| BOAT | | |
| All rates include HST | | |
| Full Course | • | \$99.50 |
| Challenge Exam | • | \$30.75 |
| STAFF TRAINING PROGRAMS | | |
| All rates include HST | | |
| Advanced instructors | • | \$79.00 |

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| Examiners Standards Clinic | • | \$79.00 |
| Aquatic Supervisor Training | • | \$136.00 |
| POOL RENTALS – CLUBS CPWD | | |
| All rates include HST | | |
| Prime Time Rate | • | \$76.25 |
| Non-Prime Time Rate | • | \$50.50 |
| Swim Meet Rate | • | \$76.25 |
| Staff Rental / Lifeguard | • | \$32.50 |
| 2/3 Pool Time Rate | • | \$63.25 |
| 1/3 Pool Time Rate | • | \$50.50 |
| FACILITY RENTAL | | |
| All rates include HST | | |
| Main Pool or Hot Pool per hour – 2 lifeguards (up to 25 people) | • | \$188.75 |
| Main Pool and Hot Pool per hour – 3 lifeguards (up to 25 people) | • | \$221.75 |
| Main Pool or Hot Pool per hour – 3 lifeguards (up to 75 people) | • | \$221.75 |
| Main Pool and Hot Pool per hour – 4 lifeguards (up to 75 people) | • | \$254.75 |
| LIFEGUARD INSTRUCTOR | | |
| All rates include HST | | |
| Per Hour | • | \$32.50 |
| ADMINISTRATION FEES | | |
| All rates include HST | | |
| NSF Cheques | • | \$43.00 |
| Refund Requests | • | \$14.50 |
| Transfer Requests | • | \$14.50 |
| Post-dated Payments | • | \$14.50 |