

BY-LAW NO. 114-2020

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 That any fees and charges inconsistent with this by-law shall be superseded with the fees and charges included in this by-law.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, 2021.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 8TH DAY OF DECEMBER, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

SCHEDULE "A" TO BY-LAW 114-2020

FEE AND CHARGES

LIBRARY				
MATERIAL TYPE	LOAN PERIOD	OPTIONAL RENEWALS	FINES PER DAY	MAX FINE PER ITEM
Adult & Young Adult Books	21 days	3	\$0.20	\$7.00
Inter-library Loan Materials	21 days	No Renewals	\$0.20	\$7.00
Children's Books	21 days	3	\$0.10	\$7.00
Audio Books	21 days	3	\$0.20	\$7.00
Magazines	21 days	3	\$0.20	\$7.00
Adult DVDs	7 days	3	\$0.20	\$7.00
Children's DVDs	7 days	3	\$0.20	\$7.00
Inter-library Loan DVDs	7 days	No Renewals	\$0.20	\$7.00
Museum Passes	4 days	No Renewals No Holds	\$5.00	\$30.00
Kill-a-watt meter	7 days	3	\$0.20	\$7.00
Digital Projector *in-library use only	11 hours	No Renewals	\$1.00	\$7.00
Victor Reader	21 days	3	\$0.20	\$7.00
TYPE OF FEE OR CHARGE		AMOUNT OF FEE OR CHARGE		
• Lost or Damaged Materials	• List price of item			
• Lost or Damaged Interlibrary Loan Materials	• Charges determined by lending library			
• Room Rental Fee	• \$45/booking. Not to exceed 4 hours. Includes HST			
• Printing/Photocopy Fee	• \$0.25 per black and white page • \$1.00 per colour page			
• Exam Proctoring	• \$20 per exam. Includes HST • \$15 additional fee if exam requires shipping			
Non-Resident Fees				
A non-resident is anyone who does not live in or pay municipal taxes to the Town of Carleton Place, the Township of Beckwith or the Municipality of Mississippi Mills.				
• Single Membership Rate	• \$30.00			
• Family Rate	• \$55.00 (Valid for 2 adults and up to 4 children. Immediate family only)			

POLICE

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Freedom of Information (FOI)	• \$ 5.00
• False Alarm	• \$ 250.00

ADMINISTRATION

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Affidavits	• \$ 15.00
Marriage License (non-refundable)	
• Resident	• \$ 140.00
• Non-Resident	• \$ 160.00
Civil Marriage Ceremony	
• After hours municipal office or off-site	• \$400.00
• Cancellation of ceremony booking. Non-refundable service fee	• \$100.00
Freedom of Information Requests (fees regulated by Province)	
• 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
• Lottery Licence	• 3% of total amount
• Town Pin	• \$ 2.00
• Town Flag	• \$ 30.00
Death Certificate	
• 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
Peddler & Salesperson	
• 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
Refreshment Vehicles	
• Application Fee	• \$ 100.00
• Renewal Fee-existing Licence	• \$35.00
• Mobile Wagon	• \$ 540.00
• Mobile Wagon in Riverside Park	• \$ 600.00
• Located Wagon	• \$ 528.00
• Located Wagon Amendment Fee	• \$ 250.00
• Mobile Canteen	• \$ 525.00
• Refreshment Cart	• \$290.00
• Licence Amendment Fee	• \$250.00
• Payment with Credit Card	• . \$ 3% service charge to use credit cards for payment of taxes, user fees, permits, fines and licences.
Taxi Licence	
• Operator	• \$ 100.00
• Driver	• \$ 30.00
• Vehicle	• \$ 100.00
• Replace Vehicle Fee	• \$ 15.00
• Replacement License Fee	• \$ 5.00
• Driver Transfer Fee (to another company)	• \$ 10.00

CHILD CARE					
Age Group	Per day	2 days	3 days	4 days	Weekly
Infants (0 - 18 months)					
Full day	\$80.80	\$161.60	\$242.40	\$323.20	\$404.00
Half day rate	\$75.80	\$151.60	\$227.40	\$303.20	\$379.00
Toddlers (18 - 30 months)					
Full day	\$54.40	\$108.80	\$163.20	\$217.60	\$272.00

Half day with lunch (6:30 a.m. – 12:30 p.m.)	\$36.60	\$73.20	\$109.80	\$146.40	\$183.00
Half day no lunch (6:30 a.m. – 11:30 a.m.)	\$32.00	\$64.00	\$96.00	\$128.00	\$160.00
Preschooler (2.5 - 5 yrs)					
Full day	\$52.30	\$104.60	\$156.90	\$209.20	\$261.50
Half day with lunch (6:30 a.m. – 12:30 p.m.)	\$34.60	\$69.20	\$103.80	\$138.40	\$173.00
Half day no lunch (6:30 a.m. – 11:30 a.m.)	\$30.00	\$60.00	\$90.00	\$120.00	\$150.00
JK/SK					
Full day (Carambeck or Francis)	\$45.30	\$90.60	\$135.90	\$181.20	\$226.50
JK/SK Before or After School (Carambeck)	\$14.60	\$29.20	\$43.80	\$58.40	\$73.00
JK/SK Before & After School (Carambeck)	\$29.20	\$58.40	\$87.60	\$116.80	\$146.00
Nursery School					
Pre-school morning session (9:15 a.m. – 12:00 p.m.)	\$21.60	\$43.20	\$64.80	\$86.40	\$108.00
School age (Grade 1 and up)					
Full day	\$36.50	\$73.00	\$109.50	\$146.00	\$182.50
Before or After School	\$13.90	\$27.80	\$41.70	\$55.60	\$69.50
Before & After School	\$27.80	\$55.60	\$83.40	\$111.20	\$139.00
Junior School Age Program					
Full day	\$36.50	\$73.00	\$107.40	\$146.00	\$182.50
Before or After School	\$13.90	\$27.80	\$41.10	\$55.60	\$69.50
Before and After School	\$27.80	\$55.60	\$82.20	\$111.20	\$139.00
Summer Camp					
JK/SK (6:30 a.m.–6:00 p.m.)	\$45.30	\$90.60	\$135.90	\$181.20	\$226.50
JK/SK (7:30 a.m.- 4:45 p.m.)	\$40.70	\$81.40	\$122.10	\$162.80	\$203.50
School Age & Junior (6:30 a.m.– 6:00 p.m.)	\$36.50	\$73.00	\$109.50	\$146.00	\$182.50
School Age & Junior (7:30 a.m.– 4:45 p.m.)	\$32.50	\$65.00	\$97.50	\$130.00	\$162.50

Daycare Late Fees	6:01 p.m.-6:15 p.m.	6:16 p.m-6:30 p.m.	6:31 p.m.-7:00 p.m.	7:01 p.m.-7:30 p.m.
	\$15.00	\$45.00	\$75.00	\$105.00

Notes:

- Late fee charges are cumulative.
- Video surveillance at daycare can be reviewed to determine parent's arrival time should there be a dispute.
- A parent's FOB will not open the door after 6:00 p.m.
- All charges are clearly laid out in the Parent Handbook.

FIRE

GENERAL

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• 3-False Alarms (Charge per alarm after the 3rd alarm)	• MTO Rates
• Compliance Letters	• \$85.00
• Extrication	• MTO Rates
• Environment Spills	• MTO Rates
• Hazardous Material Incidents	• Total Cost of Clean-Up
• Fire Investigation	• Total Cost of equipment required to determine cause
• Uncontrolled or Prohibited Burning	• MTO Rates
• Vehicle Fires & Danger of Fire	• MTO Rates

REQUESTED INSPECTIONS

• 2nd & 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
BY-LAW OFFICE	
• Compliance Report	• \$85.00
• Complaint Inspection Report	• \$85.00
• Certificate of Completion	• \$85.00

BUILDING DEPARTMENT

PERMIT & CONSTRUCTION TYPE	PERMIT FEE
COMMERCIAL/INDUSTRIAL/ INSTITUTIONAL	
New Construction <ul style="list-style-type: none"> • Value for first \$500,000 • Value for > \$500,000 	<ul style="list-style-type: none"> • 2.27% • 1.13%
Additions, Renovations, Alterations or Repairs (not mentioned elsewhere) <ul style="list-style-type: none"> • Value for first \$500,000 • Value for > \$500,000 • Per plumbing fixture 	<ul style="list-style-type: none"> • 2.27% • 1.13% • \$11.26
RESIDENTIAL	
New Construction <ul style="list-style-type: none"> • Per m² of finished area • Per plumbing fixture • Unfinished basement • Extra garage bay 	<ul style="list-style-type: none"> • \$13.30 • \$11.25 • \$227.35 • \$113.70
Addition <ul style="list-style-type: none"> • Value for first \$500,000 • Value for > \$500,000 • Per plumbing fixture • If unfinished basement has plumbing rough-in • Per garage bay (up to 15m²) 	<ul style="list-style-type: none"> • 2.27% • 1.14% • \$11.25 • \$227.40 • \$113.70
Renovation, Alterations, or Repairs (not mentioned elsewhere) <ul style="list-style-type: none"> • Value for first \$500,000 • Value for > \$500,000 • Per plumbing fixture 	<ul style="list-style-type: none"> • 2.27% • 1.13% • \$13.30
BUILDING - MISCELLANEOUS	
Accessory Buildings <ul style="list-style-type: none"> • Decks and Porches 	<ul style="list-style-type: none"> • 2.27% of valuation
Pools <ul style="list-style-type: none"> • Permit Fee 	<ul style="list-style-type: none"> • \$100.00

<p>Solid Fuel Burning</p> <ul style="list-style-type: none"> • Wood stoves, etc. 	<ul style="list-style-type: none"> • \$113.70
<p>Demolition</p> <ul style="list-style-type: none"> • Basic Demolition • Demolition requiring Engineer's Review (sub-section 1.2.3.2 Div. C of OBC) • See notes 1,2 & 3 	<ul style="list-style-type: none"> • \$113.70 • \$568.45
<p>Conditional</p> <ul style="list-style-type: none"> • See notes 1, 2 & 3 	<ul style="list-style-type: none"> • \$568.45
<p>Partial Permit</p> <ul style="list-style-type: none"> • See note 1 	<ul style="list-style-type: none"> • \$113.70
<p>Change of Use</p> <ul style="list-style-type: none"> • no construction proposed or required per Building Code • Where plans review of above stated application determines construction is required per Building Code 	<ul style="list-style-type: none"> • \$113.70 • Apply all applicable project fees listed in this Schedule
BUILDING ADMINISTRATIVE FEES	
<p>Revision to Permit or Request to Review Alternative Solution Proposal</p> <ul style="list-style-type: none"> • See note 3 	<ul style="list-style-type: none"> • \$341.05
<p>Re-inspections under valid permit</p> <ul style="list-style-type: none"> • Any outstanding fees shall be paid in full to the Town prior to the issuance of a Certificate of Occupancy or a final Inspection report 	<ul style="list-style-type: none"> • \$113.70 per re-inspection.
<p>Investigations</p> <ul style="list-style-type: none"> • Construction of New Buildings and Structures, commencing prior to the issuance of a Building Permit • See notes 3, 4 & 5 	<ul style="list-style-type: none"> • \$113.70 per site inspection to review status of non-compliance

Investigation of Demolitions <ul style="list-style-type: none"> • Renovations/repairs, additions, or change of use • See notes 3, 4 & 5 	<ul style="list-style-type: none"> •\$113.70 per site inspection to review status of non-compliance
Agency Letter of Approval	<ul style="list-style-type: none"> • \$33.80
Building Compliance Report <ul style="list-style-type: none"> • Building Information Report 	<ul style="list-style-type: none"> • \$33.80
Transfer/Renewal of Permit	<ul style="list-style-type: none"> • \$113.70
Refund of Permit Fees <ul style="list-style-type: none"> • Prior to permit for issuance • Following release of permit • Minimum • See notes 8, 9 & 10 	<ul style="list-style-type: none"> • 75% • 50% • \$113.70
MINIMUM FEES	
<ul style="list-style-type: none"> • Any project not listed elsewhere in this chart • Renovations • Accessory building or deck to single dwelling • Solid Fuel Appliance (Wood stove) • Change of use-no construction • Demolition 	<ul style="list-style-type: none"> • \$113.70 • \$113.70 • \$113.70 • \$113.70 • \$113.70 • \$113.70
<ul style="list-style-type: none"> • Addition to building • Creation of a new suite or unit 	<ul style="list-style-type: none"> • \$568.40 • \$568.40
New Building <ul style="list-style-type: none"> • < 300m² of gross floor area (not listed elsewhere) • > 300m² of gross floor area (not listed elsewhere) • > 600m² of gross floor area (not listed elsewhere) 	<ul style="list-style-type: none"> • \$1,136.90 • \$2,272.70 • \$5,568.25

NOTES:**General:**

1. Applicable Development Permit, Building Permit fees and Development Charges shall be collected at issuance of first permit
2. Security fee deposit at Chief Building Official's discretion
3. All Legal or third-party consultant fees incurred by Town
4. Prior to the issuance of any Order issued pursuant to the Building Code Act. The value of the normal permit fee shall be multiplied by 0.5 to determine the administrative fee portion of the total fee
5. After the issuance of any Order issued pursuant to the Building Code Act, the value of the normal permit fee amount shall be doubled (maximum \$15,589.60).
6. The Building Permit Rates shall be adjusted annually on and effective the 1st of February based upon the previous year's 3rd quarter Statistics Canada Non-Residential Cost Index: Ottawa. Where such index indicates 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.
7. Registration of an Agreement or an Order on title and removal of an Order from Title-full cost recovery by the property owner based on proof of costs incurred by the Town
8. 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.
9. 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.

Alternate Fee Calculations:

10. Structures that are of an unusual shape, or where projects are unique in nature, and where the application fees set out in this Schedule is not possible, or would be impractical, the Chief Building Official, at his discretion, may determine the value of the Permit Fee. The Chief Building Official may utilize some, all, or a combination thereof, of the following criteria to determine the Permit Fee:
 - a. Inspection and revision review fees listed in this Schedule may be used to calculate a Permit Fee based upon an estimation of staff time that may be spent on the file.
 - b. Apply a fee, or combination of fees listed in this schedule that in the judgment of the Chief Building Official, most closely reflects the proposed project.

Determination of Floor Area:

11. The following method establishing the total floor area shall be used:
 - a. Each floor area shall be measured between the outside surfaces of exterior walls, or between the outside surfaces of exterior walls and the centre line of firewalls or party walls. For structures like, mezzanines, decks/porches, and loading docks the area shall be measured between the platform edge to the platform edge, or between the platform edge to an abutting wall face. The summation of these calculations shall be considered the total gross floor area.
 - b. A residential basement or a crawlspace contained in whole below grade, and with no interior finishes installed, or where no use is proposed shall not be calculated as part of the total gross floor area.
 - c. Notwithstanding the above, all walkout basements in dwellings shall have half of their total floor area calculated to the total gross floor area.
 - d. No deductions shall be made for openings within a floor, i.e. stairwells, elevator shafts, service shafts (ducts, etc.). A horizontal plane may be projected over sloping and stepped floors to determine floor area in lieu of actual surface area.

Refund of Permit Fees

12. Refunds of fees collected under the authority of this Schedule, shall be provided in accordance with other provisions of this Part, where the;
 - a. Building permits have been issued, but no construction has commenced
 - b. Building permits have not been revoked
 - c. Building permit applications have not expired

13. Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of fees, if any, that may be refunded.
14. The amount of fees refundable shall be calculated based on the total of fees collected under the authority of this Schedule and provisions listed in Part 7 of the Building By-law.

PLANNING DEVELOPMENT-RELATED FEES

• 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

• Class 1	• \$350.00
• Class 1 – New Residential Builds within a Plan of Subdivision	• \$1,000.00
• Class 1A	• \$2500.00
• Class 2	• \$3,000.00
• Class 3	• \$5,000.00
• File reactivation (inactive for more than 12 months)	• 50% of the current activation fee
• Minor Revision During Development Permit Application Process (1 minor amendment permitted at no charge)	• 25% of the applicable DP application fee
• Major Revision During Development Permit Application Process	• 75% of the applicable DP application fee

CONDOMINIUM & SUBDIVISIONS

• Condominium Exemption fee	• \$1,000.00
• Extension of Draft Conditions for Subdivisions/Condominiums	• \$1,500.00
• Subdivision Approval and Agreement	• \$5,000.00
• Condominium Approval and Agreement	• \$5,000.00
• Major Amendment (>10% change in unit count) to Subdivision/ Condominium requiring a public meeting	• \$7,500.00
• Minor Amendment (<10% change in unit count) to Subdivision/	• \$3,000.00

Condominium Agreements	
• Execution of Subdivision or Condominium Agreement	• \$5,000 + 1% value of works
• Lifting One Foot Reserve	• \$2,500.00
• Amendment to Subdivision or Condominium Agreement	• \$2,500.00
• Amendment to Condominium Agreement	• \$2,500.00
GENERAL	
• Consent Applications	• \$1,500.00
• Part Lot Control <ul style="list-style-type: none"> ○ Minor (creating individual housing ownerships) ○ Major (revisions to signed subdivision plans) 	• \$1,000.00 • \$4,000.00
• Encroachment Agreement with Town	• \$1,000.00
• Compliance Report (Minor)	• \$100.00
• Compliance Report (Major) More than 1 property or commercial, industrial or residential properties with multiple units	• \$500.00
• Additional consultation meetings (in person, email or phone) <ul style="list-style-type: none"> ○ Pre-consult Stage ○ Application Circulation Stage ○ Drafting of Agreement Stage 	• \$50.00/hour; Minimum ½ hour fee per employee • Two (2) pre-consults; charges begin after second pre-consult • Four (4) consultation; charges begin after fourth consult • Two (2) consultations; charges begin after second consult
• Cash in lieu of parking	• \$3,500.00/parking space
ENGINEERING DEVELOPMENT-RELATED FEES	
• Subdivision Approval Agreement	• 1% value of works
• Condominium Approval and Agreement	• \$1,000.00 + \$1,500.00 deposit for costs
• Development Permit Class 2 Application (DP2)	• \$1,000.00 + \$1,500.00 deposit for costs
• Development Permit Class 3 Application (DP3)	• \$1,000.00 + \$1,500.00 deposit for costs

• Additional pre-consultation meetings (additional meetings after the second in person, email or phone meetings)	• \$50.00/hour; Minimum ½ hour fee per employee
• Third Party Peer Reviews	• Cost to be borne 100% by Developer
• Project Administration Fee	• 2% value of works
• Pre-Servicing Agreement	• \$3,000.00

Notes:

- In addition to these fees, legal fees regarding registration of agreement will apply.
- The Engineering Manager shall have the delegated authority to waive respective Engineering Fees if no engineering work is associated with a development application.
- 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.
- The Project Administration Fee shall apply to development related construction projects that are administered by the Town.
- 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.

PUBLIC WORKS

PIPE INSTALLATION

TYPE OF FEE OR CHARGE	AMOUNT
• Single Pipe • (main to lot line)	• \$3,996.30
• Water & Sewer • (main to lot line)	• \$4,446.75
• Water, Sewer & Storm • (main to lot line)	• \$5,026.35
• Water Off/On	• \$92.53

ENTRANCES

Create New Entrance	
• Single to double (curb only)	• \$778.00
• Single to double (curb & sidewalk)	• \$1,788.00

Relocate Entrance (includes restoring existing entrance) <ul style="list-style-type: none"> • Single Width (curb only) • Single Width (curb & sidewalk) • Double Width (curb only) • Double Width (curb & sidewalk) 	<ul style="list-style-type: none"> • \$866.00 • \$2,267.00 • \$1,086.00 • \$3,496.00
Servicing Report	<ul style="list-style-type: none"> • \$41.00

WATER AND SEWER USAGE CHARGES

Domestic Water & Sewer - Water Rates (Quarterly). Sewer Rates are 100% of Water Rates	Full Service	Less Outside Tap	Private Swimming Pool
<ul style="list-style-type: none"> • 1 or 2 persons • 3, 4 or 5 persons • 6, 7 or 8 persons • 9 or 10 persons • Additional persons 	<ul style="list-style-type: none"> \$119.18 \$125.17 \$131.26 \$135.24 \$2.82 	<ul style="list-style-type: none"> \$106.76 \$112.79 \$118.90 \$122.74 \$2.82 	<ul style="list-style-type: none"> \$135.88 \$141.89 \$147.96 \$151.93 \$2.82

Commercial, Industrial and/or Institutional Water & Sewer Billing (Flat Rate) <ul style="list-style-type: none"> • Base billing (includes 5 employees working 60 hours per week) • Each additional employee • Each additional hour of operation 	<ul style="list-style-type: none"> • \$97.10 • \$6.84 per quarter • \$0.12 x total number of employees
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Residential, Commercial & Industrial Metered Water & Sewer Services <ul style="list-style-type: none"> • Minimum Quarterly Billing (plus meter rental) • For the first 45,000 gal. • For the next 45,000 gal. • For the next 360,000 gal. • For the next 360,000 gal. • Additional over 810,000 gal. 	<ul style="list-style-type: none"> • \$80.68 • \$5.832 per 1,000 gal. • \$5.261 per 1,000 gal. • \$4.649 per 1,000 gal. • \$4.649 per 1,000 gal. • \$3.507 per 1,000 gal.
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Meter Rentals Quarterly Net	
• 5/8" or less	• \$16.41
• 3/4" or less	• \$20.53
• 1" or less	• \$25.48
• 1.5" or less	• \$52.90
• 2" or less	• \$68.81
• 3" or less	• \$111.59
• 4" or less	• \$190.76
Quarterly Fees for Additional Water Meters (Commercial, Industrial or Residential Consumers)	
• 2nd unit	• \$62.98
• 3rd unit	• \$41.66
• 4th + unit	• \$31.50
• Swimming Pools (Flat Rate)	• \$66.80 per year
• Late Penalty	• 10% applied after due date
• Turn on Water Supply	• \$94.33
• Summer Service (in advance)	• \$447.00
• Summer Service (Pool)	• \$113.45
Hauled Sewage	
• Per load (maximum of 3,000 gallons)	• \$148.62
Installation of Services	
• Single pipe	• \$6,970
• Water & sewer	• \$7,319
• Water, sewer & storm	• \$7,525
GENERAL	
• Excavation Permit	• \$100.00
PARKING FEES	
Parking Passes for Municipal Parking Lots	
• 1 year	• \$100.00
• 6 months	• \$50.00
• 1 day	• \$10.00
• Guest Parking	• No charge

NOTES:

- In all cases meters will be supplied by and remain the property of the Corporation of the Town of Carleton Place.
- Meters must be installed by a municipal employee or a plumber authorized by the Town of Carleton Place.
- 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.
- 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.
- 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 Municipality of Mississippi Mills)

Large Hall (Capacity 405 persons)

- | | |
|---|---------------------------|
| • Sun – Thurs | •..... \$44.00/hr |
| • Fri & Sat-Licensed event-Includes clean up by staff | •..... \$504.25 (minimum) |
| • Fri & Sat-Non-Licensed event | •..... \$329.50 |

Small Hall (Capacity 125 persons)

- | | |
|---|---------------------------|
| • Sun – Thurs | •..... \$44.00/hr |
| • Fri & Sat-Licensed event-Includes clean up by staff | •..... \$279.00(minimum) |
| • Fri & Sat-Non-Licensed event | •..... \$191.50 (minimum) |

Board Room (Capacity 45 persons)

- | | |
|--------|------------|
| •..... | \$33.00/hr |
|--------|------------|

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)

- | | |
|---|---------------------------|
| • Sun – Thurs | •..... \$29.25/hr |
| • Fri & Sat-Licensed event-Includes clean up by staff | •..... \$504.25 (minimum) |
| • Fri & Sat-Non-Licensed event | •..... \$329.50(minimum) |

<p>Small Hall (Capacity 125 persons)</p> <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat-Licensed event-Includes clean up by staff • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •..... \$29.25/hr •..... \$279.00(minimum) •..... \$191.50 (minimum)
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<p>Board Room (Capacity 45 persons)</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> •..... \$22.75/hr •..... no charge •.....Minimum 2 hr. rental at \$22.75/hr
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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, the Township of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.

<p>Large Hall (Capacity 405 persons)</p> <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat-Licensed event-Includes clean up by staff • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •..... \$17.50/hr •..... \$504.25 (minimum) •..... \$329.50(minimum)
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<p>Small Hall (Capacity 125 persons)</p> <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat-Licensed event-Includes clean up by staff • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •..... \$17.50/hr •..... \$279.00(minimum) •..... \$191.50 (minimum)
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<p>Board Room (Capacity 45 persons)</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> •..... \$17.50/hr •..... no charge •.....Minimum 2 hr. rental at \$22.75/hr.
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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, the Township 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) <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> • \$17.50/hr • \$329.50(minimum)
Small Hall (Capacity 125 persons) <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> • \$17.50/hr • \$191.50 (minimum)
Board Room (Capacity 45 persons) <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • \$17.50/hr • no charge • Minimum 2 hr. rental at \$22.75/hr.
Additional Charges (Applies to all events-Includes HST)	
<ul style="list-style-type: none"> • Hourly Rate per staff for set-up/clean up 	<ul style="list-style-type: none"> • \$33.25
<p>Note:</p> <ul style="list-style-type: none"> • 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. • 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 is required. • All minimum charges will be waived should booking be made less than 21 days prior to the event. • Table and chairs are available for all bookings. <p>OWN SET UP AND OWN CLEAN UP STANDARDS</p> <p><u>Doing Your Own Set Up Means</u></p> <ul style="list-style-type: none"> • 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. <p><u>Doing Your Own Clean Up Means</u></p> <ul style="list-style-type: none"> • 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. 	
<p>TOWN HALL</p> <p>\$100 surcharge for all licensed events (All rates include HST)</p>	
<p>Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place)</p>	

Auditorium (Capacity 240 persons) <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •..... \$77.50/hr+\$33.25/hr for staff clean up •..... \$46.75/hr •..... \$366.75 (minimum)+\$33.25/hr for staff clean up •..... \$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) <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •..... \$58.50/hr+\$33.25/hr for staff clean up •..... \$29.25/hr •..... \$366.75 (minimum)+\$33.25/hr for staff clean up •..... \$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) <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •..... \$46.75/hr+\$33.25/hr for staff clean up •..... \$23.50/hr •..... \$366.75 (minimum)+\$32.25/hr for staff clean up •..... \$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 Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.	
Auditorium (Capacity 240 persons) <ul style="list-style-type: none"> • Sun-Thurs-Non-Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •..... \$23.50/hr •..... \$366.75 (minimum)
Additional Charges (Applies to all events-HST included in pricing)	
<ul style="list-style-type: none"> • Hourly Rate per staff for • set-up/clean-up 	<ul style="list-style-type: none"> •..... \$33.25

Note:

- 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.
- Minimum rental charge of \$349.00 on Friday & Saturday.
- No kitchen facilities available
- 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)

Market Square Slab

- Half Day (no more than 5 hrs) \$177.25
- Full Day (no more than 9 hrs) \$275.00

Market Square Slab & Parking Lot

- Half Day (no more than 5 hrs) \$238.50
- Full Day (no more than 9 hrs) \$336.00

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)

Market Square Slab

- Half Day (no more than 5 hrs) \$103.75
- Full Day (no more than 9 hrs) \$177.25

Market Square Slab & Parking Lot	
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$158.75 • \$238.50

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)

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

Market Square Slab & Parking Lot	
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$61.25 • \$122.25

Non-Profit/Charitable Organization
 (Any organization in possession of a valid donation registration # issued by the Federal Government where 100% of the profit directly benefits the organization or a non-profit community group)

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

Market Square Slab & Parking Lot	
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$61.25 • \$122.25

Additional Charges-Applies to All Events
 (HST included in all pricing)

<ul style="list-style-type: none"> • Hourly Rate per staff for set-up/clean up 	<ul style="list-style-type: none"> • \$33.25
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Note:

- 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.
- The BIA must ensure that any vandalism/graffiti to the signs be rectified in a reasonable amount of time.
- The installation and maintenance of the signs is the responsibility of the BIA.

SPRING/SUMMER SPORTS FACILITIES
 (All rates include HST)

Non-Resident
 (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"> • Baseball Diamonds • Summer Ice Slab • Boat Launch-Season Pass 	<ul style="list-style-type: none"> • \$38.25/hr • \$51.25/hr
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<ul style="list-style-type: none"> • Parks <ul style="list-style-type: none"> ○ Hourly ○ Daily 	<ul style="list-style-type: none"> • \$89.25 • \$41.00/hr •\$510.00/day
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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)

<ul style="list-style-type: none"> • Baseball Diamonds • Baseball Tournament • Batting Cage • Summer Ice Slab • Boat Launch-Season Pass • Boat Launch-Daily Pass • Parks <ul style="list-style-type: none"> ○ Hourly ○ Daily 	<ul style="list-style-type: none"> • \$25.50/hr • \$162.50/hr • \$12.75/hr • \$37.25/hr • \$49.00 • \$10.00 • \$25.50/hr •\$357.00/day
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Minor/Charitable

(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 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"> • Baseball Diamonds • Summer Ice Slab • Batting Cage 	<ul style="list-style-type: none"> • \$16.25/hr • \$25.50/hr • \$12.75/hr
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MISCELLANEOUS

Refreshment Vehicle-Riverside Park

<ul style="list-style-type: none"> • Per month 	<ul style="list-style-type: none"> •\$150.00/month
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ICE RENTAL

(All rates include HST)

Out of Town

<ul style="list-style-type: none"> • Prime Time • Non-Prime Time (Minor Only) 	<ul style="list-style-type: none"> • \$240.50 • \$154.25
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Resident Adult

<ul style="list-style-type: none"> • Prime Time • Non-Prime Time (Minor Only) 	<ul style="list-style-type: none"> • \$218.50 • \$187.50
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Resident Minor

<ul style="list-style-type: none"> • Prime Time • Non-Prime Time (Minor Only) 	<ul style="list-style-type: none"> • \$159.75 • \$125.75
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Stand-by Ice Time (Booked 48 hours or less in advance) <ul style="list-style-type: none"> Friday, Saturday, & Sunday and evenings Monday to Friday 8:00 a.m. to 4:00 p.m. - Only when school is in and not on holidays 	<ul style="list-style-type: none"> • \$110.00 • \$84.25
Off Hours <ul style="list-style-type: none"> School in, not on holidays Monday to Friday 8:00 a.m. to 4:00 p.m. 	<ul style="list-style-type: none"> • \$110.00
School Bookings <ul style="list-style-type: none"> School in, not on holidays Monday to Friday 7:00 a.m. to 4:00 p.m. 	<ul style="list-style-type: none"> • \$57.00
Notes: <ul style="list-style-type: none"> Ice rental rates are effective January 1, 2021 to September 5, 2021 Prime Time is defined as ice time hours rented: <ul style="list-style-type: none"> Monday – Friday 6:00 p.m. – 11:00 p.m. Saturday and Sunday 7:00 a.m. – 10:00 p.m. All unused prime time hours will be subject to a \$20/hour surcharge at the end of the ice 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)	
<ul style="list-style-type: none"> Sun-Thurs-Licensed event Sun-Thurs-Non-Licensed event Fri & Sat- Licensed event Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> • \$77.50/hr+\$33.25/hr for staff clean up • \$45.25/hr • \$1,245.00 (flat rate) includes staff clean up • \$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)	
<ul style="list-style-type: none"> Sun-Thurs-Licensed event Sun-Thurs-Non-Licensed event Fri & Sat- Licensed event Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> • \$61.25/hr+\$33.25/hr for staff clean up • \$30.50/hr • \$1,082.00 (flat rate) includes staff clean up • \$336.00 (minimum)
Resident Charitable-Adult (Any group of individuals where the age of the participants is 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)	

<ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •.....\$61.25/hr+\$33.25/hr for staff clean up •..... \$30.50/hr •..... \$1,082.00 (flat rate) includes staff clean up •.....\$336.00 (minimum)
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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)

<ul style="list-style-type: none"> • Sun-Thurs-Non-Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •..... \$30.50/hr •.....\$336.00 (minimum)
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Note:

- Minimum charge of \$336.00 for non-liquor events on weekends
- 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-hour weekday minimum rental required
- Tables and chairs are available
- Includes kitchen facilities

CARAMBECK COMMUNITY CENTRE

GYMNASIUM

(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)

<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> •..... \$18.50 •..... \$16.00 •..... \$28.75
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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)

<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> • \$24.00 • \$24.00 • \$28.75
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Non - Resident

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

<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> •..... \$34.25 •..... \$34.25 •..... \$39.50
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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)

• Week Day Hourly Rate	•.....	\$16.00
• Evening Hourly Rate	•.....	\$16.00
• Weekend Hourly Rate	•.....	\$28.75
• No Show Fee (48 hr cancellation notice)	•.....	\$16.00/hr

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)

• Week Day 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.)

• Week Day Hourly Rate	•.....	\$28.75
• 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)

• Week Day 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)

• Week Day 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.

• Week Day Hourly Rate	•.....	\$24.00
• Evening Hourly Rate	•.....	\$24.00
• Weekend Hourly Rate	•.....	\$39.50

Note:

- **Weekend Rentals:**
 - **Gymnasium-** Minimum charge \$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 \$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 \$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.
- Gymnasium, Library Meeting Room 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.
- Should a user group require the use of gymnasium as well as a Community Room; the Weekday rate shall apply to the Community Room
- 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.
- All rentals are own set up and own clean up unless specified on contract
- A staffing charge of \$33.25/hr will be added should set up or cleanup be required
- Tables and chairs are available.
- 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.

FACILITY DESCRIPTION:

GYMNASIUM

Capacity:

Number of Non-Fixed Seating Only: 385

Number of Non-Fixed Seating with Tables: 304

Number of Standing Space: 480

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 and are residents of the Town of Carleton Place and in the 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	•..... \$30.50
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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:

- Rates are effective January 1, 2020 to December 31, 2020

POOL

GOLD MEMBERSHIP

Lessons/Swims/Aquafit plus \$10 off specialized programs and pool rentals

All rates include HST

• Family	•..... \$1,377.50
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• Non-Resident Surcharge	•..... \$163.25
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SILVER MEMBERSHIP

All rates include HST

• Family – lessons only	•..... \$934.50
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• Non-Resident Surcharge	•..... \$104.75
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• Upgrade to include a family swim membership	•..... \$72.50
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BRONZE MEMBERSHIP	
All rates include HST	
• Family	•..... \$854.00
• Individual Adult	•..... \$622.75
• Individual Senior	•..... \$594.25
• Non-Resident Surcharge	•..... \$67.75
SWIMS UNLIMITED	
All rates include HST	
• Children Under 2	•..... FREE
• Children 2-12 years	•..... \$169.50
• Youth 13-17 years	•..... \$267.25
• Adult – 18 years and over	•..... \$404.25
• Seniors 55 years and over	•..... \$267.25
• Family maximum	•..... \$634.00
• Group discount (must be 10 or more people)	•..... \$267.25
• Non-Resident Surcharge	•..... \$66.00
SWIM UNLIMITED – 6 MONTHS	
One payment only	
All rates include HST	
• Adult – 18 years and over	•..... \$262.75
• Seniors 55 years and over	•..... \$173.75
AQUAFIT ONLY (Unlimited Membership)	
All rates include HST	
• Youth 13-17 Years	•..... \$512.75
• Adult – 18 years and over	•..... \$606.50
• Seniors 55 years and over	•..... \$512.75
• Evening Memberships	•..... \$286.75
• Non-Resident Surcharge	•..... \$65.25
AQUAFIT ONLY – 6 MONTHS	
One payment only	
All rates include HST	
• Adult – 18 years and over	•..... \$386.50
• Seniors 55 years and over	•..... \$326.75
ARTHRITIS ONLY	
All rates include HST	
• Annual Membership	•..... \$432.50
ARTHRITIS ONLY – 6 MONTHS	
All rates include HST	
• 6 Months	•..... \$281.00
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

• 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	•..... \$9.50/\$85.50
• Adult – 18 years and over	•..... \$11.00/\$99.00
• Seniors 55 years and over	•..... \$9.50/\$85.50
• Aquatic Staff	•.....FREE

SWIM LESSONS – Children’s Lessons
9 classes – includes evening, weekend, morning and homeschool
All rates include HST

• Parent and Tot	•..... \$77.25
• Preschool	•..... \$96.25
• Swimmer 1, 2, 3	•..... \$96.25
• Swimmer 4-6	•..... \$89.75
• Rookie, Ranger, Star Patrol	•..... \$89.75
• Non-Resident Surcharge	•..... \$26.50

SWIM LESSONS – Adult Lessons
All rates include HST

• Adults	•..... \$115.50
• Seniors 55 years and over	•..... \$115.50
• Non-Resident Surcharge	•..... \$26.50

SWIM LESSONS – Private / Semi-Private
All rates include HST

• One person	•..... \$38.75
• Two people	•..... \$38.75
• Non-Resident Surcharge	•..... \$26.50
• Adults	•..... \$43.75
• UCDSB Lessons (6 x 45 min classes)	•..... \$34.50
• Separate Schools (6 x 45 min classes)	•..... \$49.75

LSS ADVANCED LESSONS
BRONZE PROGRAMS
All rates include HST

• Bronze Star / Basic First Aid	•..... \$145.00
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• Bronze Med / Emergency First Aid	•	\$145.00
• Bronze Cross	•	\$145.00
• Non-Resident Surcharge	•	\$26.50
ADVANCED PROGRAMS		
All rates include HST		
• National Lifeguard Service	•	\$251.00
• NLS Waterfront (21 hours)	•	\$168.00
• NLS Recertification	•	\$86.25
• Adult Combined BM/EF/BX	•	\$269.00
• Combined Swim Instructor	•	\$342.00
• Non-Resident Surcharge	•	N/A
ADVANCED EXAM ONLY		
All rates include HST		
• Bronze Med / Emergency First Aid	•	\$89.75
• Bronze Cross	•	\$89.75
• NLS any option	•	\$89.75
• Red Cross Instructors	•	\$89.75
SPECIALIZED		
All rates include HST		
• Regular Emergency First Aid / CPR B	•	\$76.00
• Standard First Aid / CPR C	•	\$183.75
• Recertification	•	\$107.00
• CPR C (minimum of 4)	•	\$76.00
• Recertification (maximum of 16)	•	\$76.00
• AED	•	\$114.25
GROUPS		
First Aid, CPR, AED		
No charge of facility max 1:12 ratio		
All rates include HST		
• Emergency First Aid / CPR B	•	\$60.00
• Standard First Aid / CPR C	•	\$142.00
• Recertification	•	\$76.25
• CPR C	•	\$62.00
• Recertification	•	\$62.00
• AED	•	\$84.00
STAFF		
First Aid, CPR, AED		
All rates include HST		
• Standard First Aid / CPR C	•	\$122.25
• Recertification	•	\$90.75
BOAT		
All rates include HST		
• Full Course	•	\$105.50
• Challenge Exam	•	\$32.75
STAFF TRAINING PROGRAMS		
All rates include HST		
• Advanced instructors	•	\$84.00

• Examiners Standards Clinic	•	\$84.00
• Aquatic Supervisor Training	•	\$144.25
POOL RENTALS		
CLUBS/CPWD		
All rates include HST		
• Prime Time Rate	•	\$80.75
• Non-Prime Time Rate	•	\$53.50
• Swim Meet Rate	•	\$80.75
• Staff Rental / Lifeguard	•	\$34.50
• 2/3 Pool Time Rate	•	\$67.25
• 1/3 Pool Time Rate	•	\$53.50
FACILITY RENTAL		
All rates include HST		
• Main Pool OR Hot Pool - 1 hour 2 lifeguards (up to 25 people)	•	\$200.25
• Main Pool AND Hot Pool 1 hour 3 lifeguards (up to 25 people)	•	\$235.25
• Main Pool OR Hot Pool per hour 3 lifeguards (up to 75 people)	•	\$235.25
• Main Pool AND Hot Pool per hour 4 lifeguards (up to 75 people)	•	\$270.50
LIFEGUARD INSTRUCTOR		
All rates include HST		
• Per Hour	•	\$34.50

TREASURY

ADMINISTRATION FEES

Administrative fees apply to all departments
All rates include HST

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Tax Certificates	• \$50.00
• Garbage Stickers	• \$3.00 each
• Outstanding Accounts Receivable Invoices	• Interest of 1.25% per month. Balances 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
• Requests to Transfer Payments between Accounts	• \$14.50
• Post-dated Payments	• \$15.00

PET TAGS

DOGS
Expires annually on December 31st

GUIDE DOGS • NO CHARGE

SPAYED OR NEUTERED

- Until Feb 15 or within 30 days of moving to town or up to 6 months old • \$15.00
- Feb 15-April 30 • \$20.00
- After April 30 • \$25.00

NOT SPAYED OR NEUTERED

- Until Feb 15 or within 30 days of moving to Town or up to 6 months old • \$20.00
- Feb 15-April 30 • \$30.00
- After April 30 • \$40.00

AGGRESSIVE ANIMAL

- Until Feb 15 or within 30 days of moving to Town or up to 6 months old • \$1,000.00
- Feb 15-April 30 • \$1,000.00
- After April 30 • \$1,000.00

CATS
One-time fee valid for life of cat

SPAYED OR NEUTERED

- Until Feb 15 or within 30 days of moving to Town or up to 12 weeks old • \$15.00
- Feb 15-April 30 • \$20.00
- After April 30 • \$25.00

NOT SPAYED OR NEUTERED

- Until Feb 15 or within 30 days of moving to Town or up to 12 weeks old • \$60.00
- Feb 15-April 30 • \$80.00
- After April 30 • \$100.00

MISCELLANEOUS

All other pets	•	\$15.00
Replacement for lost tags	•	\$2.00