

BY-LAW NO. 114-2020
As amended by:
25-2021 (Building Fees)
45-2021 (Backyard Hens)
35-2021 (Waste Collection)

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 That any fees and charges inconsistent with this by-law shall be superseded with the fees and charges included in this by-law.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
• 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	6:01p.m.-6:15p.m.	6:16p.m-6:30p.m.	6:31p.m.-7:00p.m.	7:01p.m.-7:30p.m.
		\$15.00	\$45.00	\$75.00
Notes:				
<ul style="list-style-type: none"> • 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

MINIMUM PERMIT FEE = \$115.00

PERMIT & CONSTRUCTION TYPE	PERMIT FEE
COMMERCIAL/INDUSTRIAL/ INSTITUTIONAL & RESIDENTIAL (Apartments, Condos, Hotels, Etc.)	
New Building Construction <ul style="list-style-type: none"> • Value for first \$500,000 • Value for all valuation thereafter 	<ul style="list-style-type: none"> • 2.31% • 1.15%
Projects Covered: Additions, Renovations & Interior Fit Ups, Repairs, Alterations, New Accessory Apartments & Dwelling Units <ul style="list-style-type: none"> • Value for first \$500,000 • Value for all valuation thereafter plus • Per fixture/unit 	<ul style="list-style-type: none"> • 2.31% • 1.15% • \$11.25
Sea Container (Commercial, Industrial, Institutional storage use only)	<ul style="list-style-type: none"> • Minimum permit fee for each individual container, or minimum permit fee per grouping of max four (4) sea containers- whichever applies
Large Projects Deposit (Commercial, Industrial, Institutional projects) at discretion of Chief Building Official	<ul style="list-style-type: none"> • \$5,000.00 Flat Fee (Deducted from final permit cost)

NEW RESIDENTIAL CONSTRUCTION

Projects Covered: Single Detached Dwelling Unit, Semi-Detached Dwelling Unit

Prices Indicated include the following:

- 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

<ul style="list-style-type: none"> • <100 m² Total Finished Area • 100 m²–119 m² Total Finished Area • 120 m² – 139 m² Total Finished Area • 140 m²-159 m² Total Finished Area • 160 m²-179 m² Total Finished Area • 180 m²-199 m² Total Finished Area • 200 m²-219 m² Total Finished Area • 220 m²-239 m² Total Finished Area • 240 m²-259 m² Total Finished Area • 260 m²-279 m² Total Finished Area • 280 m²-299 m² Total Finished Area • 300 m²-319 m² Total Finished Area • 320 m²-399 m² Total Finished Area • 340 m²-359 m² Total Finished Area • 360 m² + 	<ul style="list-style-type: none"> • \$2,300.00 • \$2,400.00 • \$2,500.00 • \$2,650.00 • \$3,100.00 • \$3,200.00 • \$3,400.00 • \$3,700.00 • \$3,950.00 • \$4,100.00 • \$4,550.00 • \$4,650.00 • \$4,750.00 • \$4,850.00 • \$5,000.00 <p style="text-align: center;"><i>All decimals rounded accordingly to fall into specific category. Units with only one Garage Bay (15m² or less) Deduct \$115.00 from fee above. Any finished basement area added after the original permit issued is charged out at \$13.63/m²</i></p>
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Projects Covered:
Townhouse Dwelling Unit

Prices Indicated include the following:

- Attached Garage (max 2 bays)
- Builder's rear deck/landing (at time of application)
- HVAC system
- Plumbing Fixtures
- Up to 3 Storeys Building Height
- All finished Area

<ul style="list-style-type: none"> • <100 m² Total Finished Area • 100 m²–119 m² Total Finished Area • 120 m² – 139 m² Total Finished Area • 140 m²-159 m² Total Finished Area • 160 m²-179 m² Total Finished Area • 180 m²-199 m² Total Finished Area • 200 m²-219 m² Total Finished Area • 220 m²-239 m² Total Finished Area • 240 m²-259 m² Total Finished Area • 260 m²-279 m² Total Finished Area • 280 m²-299 m² Total Finished Area • 300 m² + 	<ul style="list-style-type: none"> • \$2,100.00 • \$2,200.00 • \$2,500.00 • \$2,700.00 • \$2,800.00 • \$2,900.00 • \$3,200.00 • \$3,650.00 • \$3,800.00 • \$4,000.00 • \$4,200.00 • \$4,400.00 <p style="text-align: center;"><i>All decimals rounded accordingly to fall into specific category. Any finished basement area added after the original permit issued is charged out at \$13.63/m².</i></p>
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MINOR RESIDENTIAL PERMIT FEES

Landing Permit (Max 2.2 m ² in floor area) Serving a dwelling)	• Minimum Permit Fee
Landing Permit w/Roof (Max 2.2 m ² in floor area) Serving a dwelling)	• \$125.00 Flat Fee
Deck Permit - Floating	• \$150.00 Flat Fee
Deck Permit – With foundations	• \$175.00 Flat Fee
Deck Permit – With roof or second level	• \$200.00 Flat Fee
Accessory Shed (Wooden floor and/or no door over 6ft wide)	• \$150.00 Flat Fee
Accessory Garage (With slab and unheated)	• \$175.00 Flat Fee
Accessory Garage (With slab and heated)	• \$200.00 Flat Fee
Foundation Repair (Membrane application only)	• Minimum Permit Fee
Foundation Repair (Structural & Membrane)	• \$150.00 Flat Fee
Solid Wood Burning Appliance Install/Replacement (Wood stove, furnace, etc.)	• Minimum Permit Fee
Water Line or Sewer Line Replacement or Installation	• Minimum Permit Fee
Installing New Plumbing DWV Piping or Alteration Plumbing Only	• Minimum Permit Fee
Exterior Insulation and Cladding Installation (on existing building)	• Minimum Permit Fee
Plumbing Fixture Cost (where applicable)	• \$11.25 per Fixture
Sea Container (Storage use only)	• Minimum Permit Fee per building or group up to four (4)

ADDITION TO A DWELLING UNIT

Addition to a Dwelling Unit	<ul style="list-style-type: none"> • 2.31 % of the value of construction + \$11.25/fixture
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DEMOLITION PERMITS

Demolition Permit (Shed, accessory building, porches, etc.)	<ul style="list-style-type: none"> • Minimum Permit Fee
Demolition Permit (Houses, commercial, industrial, institutional)	<ul style="list-style-type: none"> • 2.31% of the value of demolition

POOL & HOT TUB PERMITS

Private Pool Installation	<ul style="list-style-type: none"> • Minimum Permit Fee
Public Pool Installation (Physical pool & all pool related code requirements)	<ul style="list-style-type: none"> • 2.31% of the value of construction for the first \$500,000 & 1.15 % for all valuation thereafter
Private Hot Tub Installation	<ul style="list-style-type: none"> • Minimum Permit Fee

ADMINISTRATIVE PERMITS

Conditional Permit (Housing)	<ul style="list-style-type: none"> •\$300.00 per building (house, townhouse block, semi block) + All development charges for project are due at conditional permit issuance
Conditional Permit (Commercial, institutional Industrial & large residential)	<ul style="list-style-type: none"> •\$1000.00 + All development charges for project are due at conditional permit issuance
Partial Permit (Foundation only)	<ul style="list-style-type: none"> • Minimum Permit Fee (per each dwelling unit)
Change of Use Permit (No construction proposed/required)	<ul style="list-style-type: none"> • Minimum Permit Fee
Revision to Permit	<ul style="list-style-type: none"> • Minimum Permit Fee (due prior to any review taking place)
Building Without a Permit-New Construction of a Building (At discretion of the Chief Building Official) <ul style="list-style-type: none"> • No Order Required • After Order Posted 	<ul style="list-style-type: none"> • Required Permit Fee x up to 50% • Required Permit Fee x up to 100%
Additional Inspection Fee (For 3rd or more inspections of a prescribed inspection)	<ul style="list-style-type: none"> • Minimum Payment Fee Payment is required prior to inspection taking place
Alternative Solution Proposal Review	<ul style="list-style-type: none"> •\$300.00 Flat Fee (per proposal) +any third-party review costs that may be necessary (receipts to be provided to applicant to show breakdown of any third-party costs)

Orders Registered on Title	• Owner responsible to pay all registration costs (receipts provided + 10% administrative fee)
Orders Removed from Title	• Owner responsible to pay all registration costs (receipts provided + 10% administrative fee)
Agency Letter of Approval	• Minimum Permit Fee
Building Compliance Report	• Minimum Permit Fee
Transfer of Permit	• Minimum Permit Fee
Limiting Distance Agreement	• \$300 Flat Fee
Deposits (Residential housing)	• \$1000.00 Flat Fee

General Notes:

1. Finished area is measure to the outside of the exterior wall or to the center line of a fire separation/firewall.
2. Finished area for mezzanines 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 \$115.00 noted above.
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 \$115.00.
8. All fees contained herein shall be increased by CPI index yearly where required.

**REFUND AMOUNT
WORK COMPLETED ON APPLICATION**

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.

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

<ul style="list-style-type: none"> • Class 1 • Class 1 – New Residential Builds within a Plan of Subdivision • Class 1A • Class 2 • Class 3 • File reactivation (inactive for more than 12 months) 	<ul style="list-style-type: none"> • \$350.00 • \$1,000.00 • \$2500.00 • \$3,000.00 • \$5,000.00 • 50% of the current activation fee
<ul style="list-style-type: none"> • Minor Revision During Development Permit Application Process (1 minor amendment permitted at no charge) 	<ul style="list-style-type: none"> • 25% of the applicable DP application fee
<ul style="list-style-type: none"> • Major Revision During Development Permit Application Process 	<ul style="list-style-type: none"> • 75% of the applicable DP application fee

CONDOMINIUM & SUBDIVISIONS

<ul style="list-style-type: none"> • Condominium Exemption fee 	<ul style="list-style-type: none"> • \$1,000.00
<ul style="list-style-type: none"> • Extension of Draft Conditions for Subdivisions/Condominiums 	<ul style="list-style-type: none"> • \$1,500.00
<ul style="list-style-type: none"> • Subdivision Approval and Agreement 	<ul style="list-style-type: none"> • \$5,000.00
<ul style="list-style-type: none"> • Condominium Approval and Agreement 	<ul style="list-style-type: none"> • \$5,000.00
<ul style="list-style-type: none"> • Major Amendment (>10% change in unit count) to Subdivision/Condominium requiring a public meeting 	<ul style="list-style-type: none"> • \$7,500.00
<ul style="list-style-type: none"> • Minor Amendment (<10% change in unit count) to Subdivision/Condominium Agreements 	<ul style="list-style-type: none"> • \$3,000.00
<ul style="list-style-type: none"> • Execution of Subdivision or Condominium Agreement 	<ul style="list-style-type: none"> • \$5,000 + 1% value of works
<ul style="list-style-type: none"> • Lifting One Foot Reserve 	<ul style="list-style-type: none"> • \$2,500.00
<ul style="list-style-type: none"> • Amendment to Subdivision or Condominium Agreement 	<ul style="list-style-type: none"> • \$2,500.00
<ul style="list-style-type: none"> • Amendment to Condominium Agreement 	<ul style="list-style-type: none"> • \$2,500.00

GENERAL

<ul style="list-style-type: none"> • Consent Applications 	<ul style="list-style-type: none"> • \$1,500.00
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<ul style="list-style-type: none"> • Part Lot Control <ul style="list-style-type: none"> ○ Minor (creating individual housing ownerships) ○ Major (revisions to signed subdivision plans) 	<ul style="list-style-type: none"> • \$1,000.00 • \$4,000.00
<ul style="list-style-type: none"> • Encroachment Agreement with Town 	<ul style="list-style-type: none"> • \$1,000.00
<ul style="list-style-type: none"> • Compliance Report (Minor) 	<ul style="list-style-type: none"> • \$100.00
<ul style="list-style-type: none"> • Compliance Report (Major) More than 1 property or commercial, industrial or residential properties with multiple units 	<ul style="list-style-type: none"> • \$500.00
Additional consultation meetings (in person, email or phone) as follows at a cost of \$50.00/hour: <ul style="list-style-type: none"> • Pre-consult Stage • Application Circulation Stage • Drafting of Agreement Stage • Cash in lieu of parking 	<ul style="list-style-type: none"> •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 • \$3,500.00/parking space
ENGINEERING DEVELOPMENT-RELATED FEES	
<ul style="list-style-type: none"> • Subdivision Approval Agreement 	<ul style="list-style-type: none"> • 1% value of works
<ul style="list-style-type: none"> • Condominium Approval and Agreement 	<ul style="list-style-type: none"> • \$1,000.00 + \$1,500.00 deposit for costs
<ul style="list-style-type: none"> • Development Permit Class 2 Application (DP2) 	<ul style="list-style-type: none"> • \$1,000.00 + \$1,500.00 deposit for costs
<ul style="list-style-type: none"> • Development Permit Class 3 Application (DP3) 	<ul style="list-style-type: none"> • \$1,000.00 + \$1,500.00 deposit for costs
<ul style="list-style-type: none"> • Additional pre-consultation meetings (additional meetings after the second in person, email or phone meetings) 	<ul style="list-style-type: none"> • \$50.00/hour; Minimum ½ hour fee per employee
<ul style="list-style-type: none"> • Third Party Peer Reviews 	<ul style="list-style-type: none"> •Cost to be borne 100% by Developer
<ul style="list-style-type: none"> • Project Administration Fee 	<ul style="list-style-type: none"> • 2% value of works
<ul style="list-style-type: none"> • Pre-Servicing Agreement 	<ul style="list-style-type: none"> • \$3,000.00
Notes: <ul style="list-style-type: none"> • 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 (LPAT)

PUBLIC WORKS

PIPE INSTALLATION

TYPE OF FEE OR CHARGE	AMOUNT
<ul style="list-style-type: none"> • Single Pipe • (main to lot line) 	• \$3,996.30
<ul style="list-style-type: none"> • Water & Sewer • (main to lot line) 	• \$4,446.75
<ul style="list-style-type: none"> • Water, Sewer & Storm • (main to lot line) 	• \$5,026.35
<ul style="list-style-type: none"> • Water Off/On 	• \$92.53

ENTRANCES

Create New Entrance	
<ul style="list-style-type: none"> • Single to double (curb only) 	• \$778.00
<ul style="list-style-type: none"> • Single to double (curb & sidewalk) 	• \$1,788.00

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

**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) 	<ul style="list-style-type: none"> • \$97.10
<ul style="list-style-type: none"> • Each additional employee 	<ul style="list-style-type: none"> • \$6.84 per quarter
<ul style="list-style-type: none"> • Each additional hour of operation 	<ul style="list-style-type: none"> • \$0.12 x total number of employees

Residential, Commercial & Industrial Metered Water & Sewer Services

<ul style="list-style-type: none"> • Minimum Quarterly Billing (plus meter rental) 	<ul style="list-style-type: none"> • \$80.68
<ul style="list-style-type: none"> • For the first 45,000 gal. 	<ul style="list-style-type: none"> • \$5.832 per 1,000 gal.
<ul style="list-style-type: none"> • For the next 45,000 gal. 	<ul style="list-style-type: none"> • \$5.261 per 1,000 gal.
<ul style="list-style-type: none"> • For the next 360,000 gal. 	<ul style="list-style-type: none"> • \$4.649 per 1,000 gal.
<ul style="list-style-type: none"> • For the next 360,000 gal. 	<ul style="list-style-type: none"> • \$4.649 per 1,000 gal.
<ul style="list-style-type: none"> • Additional over 810,000 gal. 	<ul style="list-style-type: none"> • \$3.507 per 1,000 gal.

**Meter Rentals
Quarterly Net**

<ul style="list-style-type: none"> • 5/8" or less 	<ul style="list-style-type: none"> • \$16.41
<ul style="list-style-type: none"> • 3/4" or less 	<ul style="list-style-type: none"> • \$20.53
<ul style="list-style-type: none"> • 1" or less 	<ul style="list-style-type: none"> • \$25.48
<ul style="list-style-type: none"> • 1.5" or less 	<ul style="list-style-type: none"> • \$52.90
<ul style="list-style-type: none"> • 2" or less 	<ul style="list-style-type: none"> • \$68.81
<ul style="list-style-type: none"> • 3" or less 	<ul style="list-style-type: none"> • \$111.59
<ul style="list-style-type: none"> • 4" or less 	<ul style="list-style-type: none"> • \$190.76

**Quarterly Fees for
Additional Water
Meters
(Commercial,
Industrial or
Residential
Consumers)**

<ul style="list-style-type: none"> • 2nd unit 	<ul style="list-style-type: none"> • \$62.98
<ul style="list-style-type: none"> • 3rd unit 	<ul style="list-style-type: none"> • \$41.66
<ul style="list-style-type: none"> • 4th + unit 	<ul style="list-style-type: none"> • \$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
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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) |

Small Hall (Capacity 125 persons)

- | | |
|---|----------------------------|
| • Sun – Thurs | • \$29.25/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)

- | | |
|---|--|
| • Commercial | • \$22.75/hr |
| • Non-commercial for non-profit organizations provided the building is staffed and no outside catering is being served during operational hours | • no charge |
| • Non-commercial for non-profit organizations staffed during non-operational hours | • Minimum 2 hr. rental at \$22.75/hr |

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.

Large Hall (Capacity 405 persons) <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)
Small Hall (Capacity 125 persons) <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)
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.

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)

<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.
--	--

**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
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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.
- 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.

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 surcharge for all licensed events
 (All rates include HST)

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

<p>Auditorium (Capacity 240 persons)</p> <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)
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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)

- | | |
|--------------------------------|---|
| • Sun-Thurs-Licensed event | •..... \$58.50/hr+\$33.25/hr for staff clean up |
| • Sun-Thurs-Non-Licensed event | •..... \$29.25/hr |
| • Fri & Sat- Licensed event | •..... \$366.75 (minimum)+\$33.25/hr for staff clean up |
| • Fri & Sat-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)

- | | |
|--------------------------------|---|
| • Sun-Thurs-Licensed event | •..... \$46.75/hr+\$33.25/hr for staff clean up |
| • Sun-Thurs-Non-Licensed event | •..... \$23.50/hr |
| • Fri & Sat- Licensed event | •..... \$366.75 (minimum)+\$32.25/hr for staff clean up |
| • Fri & Sat-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 Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.

Auditorium (Capacity 240 persons)

- | | |
|--------------------------------|---------------------------|
| • Sun-Thurs-Non-Licensed event | •..... \$23.50/hr |
| • Fri & Sat-Non-Licensed event | •..... \$366.75 (minimum) |

Additional Charges

(Applies to all events-HST included in pricing)

- | | |
|-----------------------------|----------------|
| • Hourly Rate per staff for | •..... \$33.25 |
| • set-up/clean-up | |

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 STANDARDSDoing 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

- | | | |
|---------------------------------|---------|----------|
| • Half Day (no more than 5 hrs) | • | \$158.75 |
| • Full Day (no more than 9 hrs) | • | \$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

- | | | |
|---------------------------------|---------|----------|
| • Half Day (no more than 5 hrs) | • | \$61.25 |
| • Full Day (no more than 9 hrs) | • | \$122.25 |

Market Square Slab & Parking Lot

- | | | |
|---------------------------------|---------|----------|
| • Half Day (no more than 5 hrs) | • | \$61.25 |
| • Full Day (no more than 9 hrs) | • | \$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	
• Half Day (no more than 5 hrs)	• \$61.25
• Full Day (no more than 9 hrs)	• \$122.25
Market Square Slab & Parking Lot	
• Half Day (no more than 5 hrs)	• \$61.25
• Full Day (no more than 9 hrs)	• \$122.25
Additional Charges-Applies to All Events (HST included in all pricing)	
• Hourly Rate per staff for set-up/clean up	• \$33.25
Note:	
<ul style="list-style-type: none"> • 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)	
• Baseball Diamonds	• \$38.25/hr
• Summer Ice Slab	• \$51.25/hr
• Parks	
○ Hourly	• \$41.00/hr
○ Daily	• \$510.00/day
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)	
• Baseball Diamonds	• \$25.50/hr
• Baseball Tournament	• \$162.50/hr
• Batting Cage	• \$12.75/hr
• Summer Ice Slab	• \$37.25/hr
• Parks	
○ Hourly	• \$25.50/hr
○ Daily	• \$357.00/day
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)	
• Baseball Diamonds	• \$16.25/hr
• Summer Ice Slab	• \$25.50/hr

• Batting Cage	• \$12.75/hr
MISCELLANEOUS	
Refreshment Vehicle-Riverside Park • Per month	• \$150.00/month
Boat Launch Resident (Any individual or organization, minor or adult who is a resident of the Town of Carleton Place) • Season Pass • Daily Pass	• \$49.00 • \$10.00
Boat Launch Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place) • Season Pass • Daily Pass	• \$89.25 • \$10.00

ICE RENTAL (All rates include HST)	
Out of Town • Prime Time • Non-Prime Time (Minor Only)	• \$240.50 • \$154.25
Resident Adult • Prime Time • Non-Prime Time (Minor Only)	• \$218.50 • \$187.50
Resident Minor • Prime Time • Non-Prime Time (Minor Only)	• \$159.75 • \$125.75
Stand-by Ice Time (Booked 48 hours or less in advance) • 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	• \$110.00 • \$84.25
Off Hours • School in, not on holidays Monday to Friday 8:00 a.m. to 4:00 p.m.	• \$110.00
School Bookings • School in, not on holidays Monday to Friday 7:00 a.m. to 4:00 p.m.	• \$57.00

Notes:

- Ice rental rates are effective January 1, 2021 to September 5, 2021
- Prime Time is defined as ice time hours rented:
 - 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)

- | | |
|--------------------------------|---|
| • Sun-Thurs-Licensed event | •..... \$77.50/hr+\$33.25/hr for staff clean up |
| • Sun-Thurs-Non-Licensed event | •..... \$45.25/hr |
| • Fri & Sat- Licensed event | •..... \$1,245.00 (flat rate) includes staff clean up |
| • Fri & Sat-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)

- | | |
|--------------------------------|---|
| • Sun-Thurs-Licensed event | •..... \$61.25/hr+\$33.25/hr for staff clean up |
| • Sun-Thurs-Non-Licensed event | •..... \$30.50/hr |
| • Fri & Sat- Licensed event | •..... \$1,082.00 (flat rate) includes staff clean up |
| • Fri & Sat-Non-Licensed event | •.....\$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)

- | | |
|--------------------------------|---|
| • Sun-Thurs-Licensed event | •..... \$61.25/hr+\$33.25/hr for staff clean up |
| • Sun-Thurs-Non-Licensed event | •..... \$30.50/hr |
| • Fri & Sat- Licensed event | •..... \$1,082.00 (flat rate) includes staff clean up |
| • Fri & Sat-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)

- | | |
|--------------------------------|--------------------------|
| • Sun-Thurs-Non-Licensed event | •..... \$30.50/hr |
| • Fri & Sat-Non-Licensed event | •.....\$336.00 (minimum) |

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)

• 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 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)

• 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
• 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

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 daytime 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
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place.)	
• Hourly Rate	• \$44.00
MEMBERSHIPS	
Non-Resident (Any individual that resides outside the Town of Carleton Place)	
• Annual Fee	• \$40.00
Resident (Any individual that resides inside the Town of Carleton Place)	
• Annual Fee	• \$25.00
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
• Non-Resident Surcharge	• \$163.25
SILVER MEMBERSHIP All rates include HST	
• Family – lessons only	• \$934.50
• Non-Resident Surcharge	• \$104.75
• Upgrade to include a family swim membership	• \$72.50
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
• 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
• Backyard Hen Application Fee (Initial Application)	• \$100.00
• Annual Renewal Fee (Existing Licence in Previous Year)	• \$30.00

<ul style="list-style-type: none"> • Waste Collection Administration Fee 	<ul style="list-style-type: none"> • \$100.00
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PET TAGS

DOGS
Expires annually on December 31st

GUIDE DOGS	<ul style="list-style-type: none"> • NO CHARGE
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SPAYED OR NEUTERED <ul style="list-style-type: none"> • Until Feb 15 or within 30 days of moving to town or up to 6 months old • Feb 15-April 30 • After April 30 	<ul style="list-style-type: none"> • \$15.00 • \$20.00 • \$25.00
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NOT SPAYED OR NEUTERED <ul style="list-style-type: none"> • Until Feb 15 or within 30 days of moving to Town or up to 6 months old • Feb 15-April 30 • After April 30 	<ul style="list-style-type: none"> • \$20.00 • \$30.00 • \$40.00
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AGGRESSIVE ANIMAL <ul style="list-style-type: none"> • Until Feb 15 or within 30 days of moving to Town or up to 6 months old • Feb 15-April 30 • After April 30 	<ul style="list-style-type: none"> • \$1,000.00 • \$1,000.00 • \$1,000.00
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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