

BY-LAW NO. 74-2024

As amended by BY-LAW NO. 49-2025

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 That any fees and charges inconsistent with this by-law shall be superseded with the fees and charges included in this by-law.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, 2025.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF OCTOBER, 2024.

Toby Randell, Mayor

Diane Smithson, CAO/Deputy Clerk

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

POLICE	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• False Alarm	• ----- \$300.00

ADMINISTRATION	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Payment with credit card (for payment of taxes, user fees, permits and licenses)	• ----- 2.4% service charge
• Affidavits	• ----- \$20.00
• Lottery licence	• ----- 3% of total amount
• Code of Conduct-Formal Complaint	• ----- \$150.00
• Photocopies	• ----- \$0.50 per copy
• Annual Temporary Patio License	• ----- \$50.00
Marriage License (non-refundable)	
• Resident	• ----- \$140.00
• Non-Resident	• ----- \$160.00
Civil Marriage Ceremony	
• After hours at 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	• ----- \$0.20 (per page)
• Computer programming time	• ----- \$30.00 (per ½ hr)
• Other fees (e.g. courier costs)	• ----- as invoiced
• Fees estimated over \$100.00	• ----- 50% deposit
• Digital media	• ----- \$10.00/USB
Death Certificate	
• In-town	• ----- \$10.00
• Out-of-town	• ----- \$20.00
• Preparation after hours	• ----- \$60.00
Peddler & Salesperson	
• Annual fee	• ----- \$650.00
• Monthly fee	• ----- \$175.00
• Processing of application	• ----- \$30.00
• Farmer's Market	• ----- \$100.00
• Application fee	• ----- \$30.00
• Transfer fee	• ----- \$30.00
• Relocation fee	• ----- \$10.00
• Pet shop licence	• ----- \$385.00
Taxi Licence	
• Operator	• ----- \$100.00
• Driver	• ----- \$30.00
• Vehicle	• ----- \$100.00
• Replace vehicle fee	• ----- \$15.00

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

• Replacement license fee	• ----- \$5.00
• Driver transfer (to another company)	• ----- \$10.00
Administrative Monetary Penalties	
• Late Payment of Administrative Fee Screening	• ----- \$50.00
• Screening No Show	• ----- \$100.00
• Hearing No Show	• ----- \$200.00
• Hearing Review Adjudication Fee	• ----- \$50.00
Refreshment Vehicles	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Class 1 – Stationary Refreshment Vehicle - Annual	• ----- \$575.00
• Class 1 – Stationary Refreshment Vehicle - Late Season (August 1 to December 31)	• ----- \$290.00
• Class 1 – Stationary Refreshment Vehicle - Monthly (Valid for one (1) calendar month)	• ----- \$145.00
• Class 1 – Stationary Refreshment Vehicle - Single Day (Valid for a specific date)	• ----- \$65.00
• Class 2 – Mobile Refreshment Vehicle - Annual	• ----- \$600.00
• Class 2 – Mobile Refreshment Vehicle-Late Season (August 1 to December 31)	• ----- \$300.00
• Class 2 – Mobile Refreshment Vehicle - Monthly (Valid for one (1) calendar month)	• ----- \$150.00
• Class 2 – Mobile Refreshment Vehicle - Single Day (Valid for a specific date)	• ----- \$75.00
• Class 3 – Non-Motorized-Annual	• ----- \$315.00
• Class 3 – Non-Motorized-Late Season (August 1 to December 31)	• ----- \$160.00
• Class 3 – Non-Motorized-Monthly (Valid for one (1) calendar month)	• ----- \$80.00
• Class 3 – Non-Motorized-Single Day (Valid for a specific date)	• ----- \$40.00
Refreshment Vehicles-Other Fees	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Application Processing Fee - First Time License	• ----- \$100.00
• Renewal Fee - Previous Licence Holders	• ----- \$40.00
• Licence Amendment Fee	• ----- \$100.00

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

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
Toddler (18 - 30 months)					
Full day	\$54.40	\$108.80	\$163.20	\$217.60	\$272.00
Preschool (2.5 - 5 years)					
Full day	\$52.30	\$104.60	\$156.90	\$209.20	\$261.50
Nursery School (2.5 – 5 yrs)					
Morning session (9:15 am – 12:00 pm)	\$21.60	\$43.20	\$64.80	\$86.40	\$108.00
JK/SK (CWELCC Eligible) ⁶					
Full day (Carambeck or Francis)	\$45.30	\$90.60	\$135.90	\$181.20	\$226.50
Before OR after school (Carambeck)	\$16.32	\$32.64	\$48.96	\$65.28	\$81.60
Before AND after school (Carambeck)	\$32.64	\$65.28	\$97.92	\$130.56	\$163.20
JK/SK(over 6 years old as of June 30th) ⁶ (Effective June 1, 2025)					
Full day (including summer camp)	\$50.68	\$101.36	\$152.04	\$202.72	\$253.40
Before OR after school	\$15.92	\$31.84	\$47.76	\$63.68	\$79.60
Before AND after school	\$31.84	\$63.68	\$95.52	\$127.36	\$159.20
School Age- (grade 1 & eligible for CWELCC*)					
Full Day	\$42.84	\$85.68	\$128.52	\$171.36	\$214.20
Before OR after school	\$16.32	\$32.64	\$48.96	\$65.28	\$81.60
Before AND after school	\$32.64	\$65.28	\$97.92	\$130.56	\$163.20
School Age (Grade 1 and up)					
Full day (including summer camp)	\$42.84	\$85.68	\$128.52	\$171.36	\$214.20
Before OR after school	\$16.32	\$32.64	\$48.96	\$65.28	\$81.60
Before AND after school	\$32.64	\$65.28	\$97.92	\$130.56	\$163.20
Junior School Age Program (9-12 years)					
Full day	\$42.84	\$85.68	\$128.52	\$171.36	\$214.20
Before OR after school	\$16.32	\$32.64	\$48.96	\$65.28	\$81.60
Before AND after school	\$32.64	\$65.28	\$97.92	\$130.56	\$163.20
Summer Camp					
JK/SK (Eligible for CWELCC*)	\$45.30	N/A	N/A	N/A	\$226.50

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

JK/SK (Not Eligible for CWELCC*)	\$50.68	N/A	N/A	N/A	\$253.40
School Age & Junior School Age	\$42.84	N/A	N/A	N/A	\$214.20

ADDITIONAL CHILD CARE RATES – Effective June 1, 2025

Over 10 hours of care- ALL AGES	• ----- \$3.00 per ½ hour
Late Pick-up Fees per Child – ALL AGES	
1 minute – 15 minutes	• ----- \$15.00
16 minutes – 30 minutes	• ----- \$45.00
31 minutes – 60 minutes	• ----- \$75.00
61 minute – 90 minutes	• ----- \$105.00

NOTES:

1. Summer camp prices align with full day fees for each applicable age group. Children are required to be enrolled for a full week. There are no options to choose for less than a full week of attendance. The weekly fee for each age group is determined by multiplying the daily rate by 5 days except for where there is a statutory holiday. In weeks when there is a statutory holiday the weekly fee will only be multiplied by 4 days as the as the centre is not open on stat days.
2. Video surveillance at the childcare facility can be reviewed to determine parent’s arrival time should there be a dispute.
3. A parent’s FOB will **NOT** open the door after 6:00 pm.
4. All charges are clearly laid out in the “Parent Handbook”.
5. A “Not Sufficient Funds” (NSF) fees of \$50.00 will be charged for each NSF item that is returned as NSF from the bank.
6. Canada-Wide Early Learning Child Care Agreement (CWELCC) Parameters -
The Town of Carleton Place participates in the CWELCC, and the percentage of the program fees covered by this program are determined by the Province from time-to-time. The Parental Portion is capped at \$22.00 for children eligible for CWELCC.

Eligible children are defined as:

- Any child 0-5 years of age
- Any child that turns 6 years of age from January 1st - June 30th is eligible up until June 30th
- Any child that turns 6 years of age from July 1st – December 31st is eligible up until the last day of the month that the child turns 6 years of age

FIRE

GENERAL

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• 3 false alarms per calendar year	• ----- MTO Rates
• Charge per alarm after 3 occurrences in any calendar year	• ----- MTO Rates
• Compliance letters	• ----- \$85.00
• Extrication	• ----- MTO Rates
• Environmental spills	• ----- MTO Rates
• Hazardous materials incidents	• ----- Total cost of clean-up

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

• Fire Origin & Cause	• -----Total cost of equipment required to determine cause
• Uncontrolled or prohibited burning	• ----- MTO Rates
• Vehicle fires & danger of fires	• ----- MTO Rates

REQUESTED INSPECTIONS

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• 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

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Compliance report	• ----- \$85.00
• Complaint inspection report	• ----- \$85.00
• Certificate of completion	• ----- \$85.00

BUILDING DEPARTMENT

Minimum permit fee = \$130.00

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL & LARGE SCALE RESIDENTIAL (Apartments, Condos Hotels Etc.)

CONSTRUCTION TYPE	AMOUNT OF FEE OR CHARGE
• New Building Construction • Additions • Renovations & interior fit-ups • Repairs • Alterations • Accessory Structures	2.6 % of the value of construction for the first \$500,000 plus 1.3% for all valuation thereafter
• Non-Housing application review fee at discretion of Chief Building Official (CBO)	Fee to be determined by Chief Building Official at time of application but shall not exceed \$5,000.00 amount required will be deducted from final payment of the permit fee

NEW HOUSING FEES AND NEW ADDITIONAL DWELLING UNITS

CONSTRUCTION TYPE	FEE/m ² of Finished Area
• New House (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee for one dwelling unit, additional dwellings charged separately.	<div style="text-align: right;"> $<140 \text{ m}^2 = \\$3,000.00$ $140\text{m}^2 - <160 \text{ m}^2 = \\$3,200.00$ $160 \text{ m}^2 - <180 \text{ m}^2 = \\$3,400.00$ $180 \text{ m}^2 - <200 \text{ m}^2 = \\$3,600.00$ $200 \text{ m}^2 - <220 \text{ m}^2 = \\$3,800.00$ </div>

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<ul style="list-style-type: none"> Area includes all floors above grade measured between the outside surfaces of exterior walls and the centre line of party walls, whether finished or unfinished, but does not include garages or below grade. Openings between storeys below are not deducted from the floor area. Any proposed finished below grade is charged separately as a finished basement fee. 	<p>220 m² – <240 m² = \$4,000.00 240 m² – <260 m² = \$4,200.00 ≥ 260 m² = \$4,400.00</p>
<ul style="list-style-type: none"> Any additional dwelling unit in a house or residential accessory structure. 	<ul style="list-style-type: none"> -----\$500.00 Flat Fee (each unit additional on top of base house fee noted above)
Application Review Fee for New Housing – \$1,000.00 provided at time of application per house, this application deposit fee will be deducted from the final permit fee.	
ACCESSORY STRUCTURES AND RENOVATION AND DEMOLITION FEES	
CONSTRUCTION TYPE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> Additions, Renovations, and Repairs/Alterations where not noted below 	<ul style="list-style-type: none"> ----- 2.6% of value of construction
<ul style="list-style-type: none"> Finished Basement (not serving as an additional dwelling unit noted above) 	<ul style="list-style-type: none"> ----- \$250.00 flat fee
<ul style="list-style-type: none"> Small Landings (max 2.32m² in floor area) with no roof 	<ul style="list-style-type: none"> ----- Minimum permit fee
<ul style="list-style-type: none"> Accessory Structure (deck, shed, garage etc.) with no foundation below grade (floating and detached) 	<ul style="list-style-type: none"> ----- \$160.00 flat fee
<ul style="list-style-type: none"> Accessory Structure (deck, shed, garage etc.) with a foundation below grade 	<ul style="list-style-type: none"> ----- \$200.00 flat fee
<ul style="list-style-type: none"> Foundation repairs 	<ul style="list-style-type: none"> ----- Minimum permit fee
<ul style="list-style-type: none"> Solid wood burning appliance installation/replacement (wood stove, furnace etc.) 	<ul style="list-style-type: none"> ----- Minimum permit fee
<ul style="list-style-type: none"> Water Service or sewer service replacement or installation per house 	<ul style="list-style-type: none"> ----- Minimum permit fee
<ul style="list-style-type: none"> Sea container (accessory storage use >15m² in area) 	<ul style="list-style-type: none"> ----- Minimum permit fee for each container installed
DEMOLITION	
<ul style="list-style-type: none"> Demolition permit (no significant construction required) 	<ul style="list-style-type: none"> ----- Minimum permit fee

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

ADMINISTRATIVE FEES	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> Conditional permit agreement (housing) 	<ul style="list-style-type: none"> \$330.00 per building (house, townhouse block, semi block) plus all development charges for project are due at conditional permit issuance
<ul style="list-style-type: none"> Conditional permit (non-housing) 	<ul style="list-style-type: none"> \$1,100.00 plus all development charges for project are due at conditional permit issuance
<ul style="list-style-type: none"> Partial permit (foundation only) 	<ul style="list-style-type: none"> ----- Minimum permit fee (per each dwelling unit)
<ul style="list-style-type: none"> Change of use permit (no construction proposed/required) 	<ul style="list-style-type: none"> ----- Minimum permit fee
<ul style="list-style-type: none"> Revision to permit 	<ul style="list-style-type: none"> -----Minimum permit fee and at the discretion of the Chief Building Official staff time at a rate of \$60.00/hr where applicable
<ul style="list-style-type: none"> Construction or Demolition without a permit (at discretion of the CBO) 	<ul style="list-style-type: none"> ----- If no order required-required permit fee x up to 50% ----- If order required-required permit fee x up to 100%
<ul style="list-style-type: none"> Additional inspection fee (for 3rd or more inspections of a prescribed inspection) at the discretion of the Chief Building Official 	<ul style="list-style-type: none"> ----- Minimum permit fee (payment is required prior to inspection taking place)
<ul style="list-style-type: none"> Alternative solution proposal 	<ul style="list-style-type: none"> -----\$330.00 flat fee (per proposal) plus any third-party review costs as noted below
<ul style="list-style-type: none"> Third Party Review Costs 	<ul style="list-style-type: none"> -----Applicant to pay all costs associated with the third-party review, with receipts provided to applicant to justify third-party costs
<ul style="list-style-type: none"> Orders registered on title 	<ul style="list-style-type: none"> -----Owner responsible to pay all registration costs plus 10% administration fee with receipts provided to applicant to justify all registration costs
<ul style="list-style-type: none"> Orders removed from title 	<ul style="list-style-type: none"> -----Owner responsible to pay all registration costs plus 10% administration fee with receipts provided to applicant to justify all registration costs
<ul style="list-style-type: none"> AGCO Clearance Requests 	<ul style="list-style-type: none"> ----- Minimum permit fee

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

<ul style="list-style-type: none"> Building Compliance Report – For the following items related only to the Ontario Building Code Act: <ul style="list-style-type: none"> Unresolved Orders Open Permits Outstanding Inspections 	<ul style="list-style-type: none"> ----- Minimum permit fee
<ul style="list-style-type: none"> Request for copies or scans of individual permit records (not required to be an FOI request) for each 	<ul style="list-style-type: none"> ----- Minimum permit fee per individual permit + scanning or printing costs, where applicable, of \$0.50 per page of 11x17 or less in size, and \$1.00 / page larger than 11 x17
<ul style="list-style-type: none"> Transfer of permit 	<ul style="list-style-type: none"> ----- Minimum permit fee
<ul style="list-style-type: none"> Limiting distance agreement 	<ul style="list-style-type: none"> ----- \$330.00 flat fee

NOTES:

- Decks, porches, landings, and verandahs are all measured for floor area to the outside plane of walls of the platform.
- No permit fee shall be less than the minimum fee.
- There are no refunds for amounts less than the minimum permit fee.
- The building permit rates may be adjusted annually by Council on, and effective the 1st of January based upon the previous year's 2nd quarter Building Construction Price Index by utilizing the lower rate between Non-Residential Cost Index and Residential Cost Index for the Ottawa Area. Where such index indicates negative growth, the fees shall remain at the level established for the prior year.

REFUND FOR CANCELLED PERMITS AND APPLICATIONS

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> 75% refund of permit fees 	<ul style="list-style-type: none"> ----- No review functions have been performed
<ul style="list-style-type: none"> 50% refund of permit fees 	<ul style="list-style-type: none"> -- Permit is filed, and administrative and planning/engineering functions have been performed & plans examination completed
<ul style="list-style-type: none"> 25% refund of permit fees, minus 5% for each inspection that has been conducted 	<ul style="list-style-type: none"> -----Permit has been issued

POOL & HOT TUB ENCLOSURE PERMITS

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> Enclosures serving private pools or hot tub required by the Pool Enclosure By-Law 	<ul style="list-style-type: none"> ----- Minimum permit fee

SIGN REMOVAL AND/OR STORAGE

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
<ul style="list-style-type: none"> Sign Removal (Town Staff) 	<ul style="list-style-type: none"> ----- \$100.00 Flat Fee
<ul style="list-style-type: none"> Sign Removal (Requiring 3rd Party Removal) 	<ul style="list-style-type: none"> ----All associated costs determined by invoice from the 3rd Party
<ul style="list-style-type: none"> Sign Storage Fee by Town (days 1-14) 	<ul style="list-style-type: none"> ----- \$5.00/day
<ul style="list-style-type: none"> Sign Storage Fee by Town (days 15-30) 	<ul style="list-style-type: none"> ----- \$10.00/day

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

• Sign Storage Fee by Third Party	• ----All associated costs determined by invoice from the 3rd Party
• Sign Retrieval Fee	• -----\$25.00 Flat Fee
• Disposal of Sign if not Retrieved	• ----All associated costs determined by invoice to be paid by the Owner
• Submittal for approval of Council under section 7 of By-law 28-2024 (For Profit)	• -----\$250.00
• Submittal for approval of Council under section 7 of By-law 28-2024 (Not For Profit)	• ----- No Charge

PLANNING DEVELOPMENT RELATED FEES	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Official Plan Amendment (OPA)	• -----\$5,500.00
• Development Permit Amendment (DPA)	• -----\$5,500.00
• Combined OPA/DPA	• -----\$8,500.00
• Modifications to OPA/DPA requiring a subsequent public meeting	• -----\$2,000.00
DEVELOPMENT PERMIT (DP) APPLICATIONS	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Class 1	• ----- \$350.00
• Class 1-new residential builds within a plan of subdivision	• ----- \$1,000.00
• Class 1A	• ----- \$2,500.00
• Class 2	• ----- \$4,500.00
• Class 3	• ----- \$6,500.00
• File reactivation (inactive for more than 12 months)	• ----- 50% of the current activation fee
• Revision during development permit application process (where new circulation is required)	• ----- 50% of the applicable DP application fee
CONDOMINIUMS & SUBDIVISIONS	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Condominium exemption fee	• ----- \$1,000.00
• Extension of draft conditions for subdivisions and condominiums	• ----- \$1,500.00
• Subdivision draft approval	• ----- \$5,000.00
• Condominium draft approval	• ----- \$5,000.00
• Major amendment after draft approval	• ----- \$7,500.00
• Minor amendment	• ----- \$3,000.00
• Execution of subdivision or condominium agreement	• ----- \$5,000.00 plus 1% value of works
• Lifting one foot reserve (per reserve)	• ----- \$2,500.00
• Amendment to subdivision, condominium, or development agreement	• ----- \$2,500.00
GENERAL	

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Deeming Bylaw	• ----- \$2,500.00
• Consent applications	• ----- \$2,500.00
Part Lot Control (per block)	
• Minor (creating individual housing ownerships)	• ----- \$2,500.00
• Major (revisions to signed subdivision plans)	• ----- \$4,000.00
• Encroachment agreement with Town	• ----- \$3,000.00
• Compliance report	• ----- \$200.00
Additional consultation meetings (in person, email, or phone) are as follows at a cost of \$50.00/hours:	
• Pre-consultation stage	• ----- Two (2) pre-consults; charges begin after second pre-consult
• Application circulation stage	• ----- Four (4) consultations; charges begin after fourth consult
• Drafting of agreement stage	• ----- Two (2) consultations; charges begin after second consult
• Cash in lieu of parking	• ----- \$6,000.00
ENGINEERING DEVELOPMENT-RELATED FEES	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Development Approval and Agreement	• ----- \$1% value of works
• CLI ECA Form	• ----- \$1,000 per form
• Inspection Services	• ----- \$95.00/hour
• Subdivision approval agreement	• ----- \$1% value of works
• Condominium approval and agreement	• ----- \$1,000.00 + \$1,500.00 deposit for costs
• Additional consultation meetings (in person, email, or phone) *after 2-pre-cons: 4 application reviews; 2 agreement consults	• ----- \$250.00
• Third party peer review	• ----- Cost to be borne 100% by Developer
• Project Management Fee	• ----- \$150.00/hour
• Pre-servicing agreement	• ----- \$3,000.00
• Municipal Drinking Water Form 1 or 2	• ----- \$350.00

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

NOTES:

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

PUBLIC WORKS	
GENERAL	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Turn on water supply (including new services)	• ----- \$125.00
• Excavation permit	• ----- \$100.00
ENTRANCES	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
Create New Entrance	
• Single to double (curb only)	• ----- \$909.00
• Single to double (curb & sidewalk)	• ----- \$2,087.00
Relocate Entrance (includes restoring existing entrance)	
• Single width (curb only)	• ----- \$1011.00
• Single width (curb & sidewalk)	• ----- \$2,646.00
• Double width (curb only)	• ----- \$1,269.00
• Double width (curb & sidewalk)	• ----- \$4082.00
• Servicing report	• ----- \$42.00

WATER AND SEWER USAGE CHARGES			
Domestic Water and Sewer – Water Rates (Quarterly)			
Sewer Rates are 100% of Water Rates			
Description	Full Service	Less Outside Tap	Private Swimming Pool
• 1 or 2 persons	\$128.75	\$115.33	\$146.79
• 3, 4 or 5 persons	\$135.24	\$121.85	\$153.29
• 6, 7 or 8 persons	\$141.80	\$128.45	\$159.85
• 9 or 10 persons	\$146.09	\$132.60	\$164.13
• Additional Persons	\$3.06	\$3.06	\$3.06

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

OTHER WATER AND SEWER FEES	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
Commercial, Industrial and/or Institutional Water & Sewer Billing <ul style="list-style-type: none"> Base billing (includes 5 employees working 60 hours per week) Each additional employee Each additional hour of operation Minimum quarterly billing (plus meter rental) For the first 45,000 gallon For the next 45,000 gallon For the next 765,000 gallon Additional over 810,000 gallons 	<ul style="list-style-type: none"> -----\$104.90 ----- \$7.39 per billing period ----- \$0.15 x total number of employees ----- \$87.17 ----- \$6.299 per 1,000 gal. ----- \$5.684 per 1,000 gal. ----- \$5.022 per 1,000 gal. ----- \$3.793 per 1,000 gal.
Meter Rentals Quarterly Net <ul style="list-style-type: none"> 5/8" or less 3/4" or less 1" or less 1.5" or less 2" or less 3" or less 4" or less Over 4" 	<ul style="list-style-type: none"> ----- \$17.79 ----- \$22.18 ----- \$27.53 ----- \$57.14 ----- \$74.33 ----- \$120.56 ----- \$206.08 ----- \$420.15
Quarterly Fees for Additional Water Meters (Commercial, Industrial or Residential Consumers) <ul style="list-style-type: none"> 2nd unit 3rd unit 4th unit and over 	<ul style="list-style-type: none"> -----\$68.044 ----- \$45.00 ----- \$34.04
<ul style="list-style-type: none"> Swimming Pools (flat rate) 	<ul style="list-style-type: none"> -----\$72.16 per year
<ul style="list-style-type: none"> Late penalty 	<ul style="list-style-type: none"> ----- 10% applied after due date
<ul style="list-style-type: none"> Summer service (in advance) 	<ul style="list-style-type: none"> -----\$482.91
<ul style="list-style-type: none"> Summer service (pool) 	<ul style="list-style-type: none"> -----\$122.56
Hauled Sewage <ul style="list-style-type: none"> Per load (maximum of 3,000 gallons) 	<ul style="list-style-type: none"> -----\$160.55
Installation of Services <ul style="list-style-type: none"> Single pipe Water & sewer Water, sewer & storm 	<ul style="list-style-type: none"> ----- \$8,295.00 ----- \$8,711.00 ----- \$8,956.00
NOTES: <ol style="list-style-type: none"> 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. If a property's water supply has been turned on by anyone other than municipal staff, a fine of \$500.00 shall apply and water billing will begin immediately. 	

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

4. 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.
5. 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.
6. 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.
7. Property owners may request their water be shut off at no cost, regular billing shall continue throughout this period, however, once water has been turned back on a fee of \$125.00 will apply and regular billing will continue.

RECREATION

ARENA HALLS (All rates include HST)

Non-Resident

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

Large Hall (capacity 405 persons)

- | | |
|---|----------------------------------|
| • Sunday – Thursday | • ----- \$46.75/hour |
| • Friday & Saturday–Licensed event (includes clean-up by staff) | • ----- \$756.50(minimum charge) |
| • Friday & Saturday–Non-licensed event | • ----- \$416.75(minimum charge) |

Small Hall (capacity 125 persons)

- | | |
|---|----------------------------------|
| • Sunday – Thursday | • ----- \$46.75/hour |
| • Friday & Saturday–Licensed event (includes clean-up by staff) | • ----- \$364.75(minimum charge) |
| • Friday & Saturday–Non-licensed event | • ----- \$248.25(minimum charge) |

Board Room

(capacity 45 persons)

- | | |
|---------|------------------|
| • ----- | \$35.00 per hour |
|---------|------------------|

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)

Large Hall (capacity 405 persons)

- | | |
|---|----------------------------------|
| • Sunday – Thursday | • ----- \$31.25 per hour |
| • Friday & Saturday–Licensed event (includes clean-up by staff) | • ----- \$535.00(minimum charge) |
| • Friday & Saturday–Non-licensed event | • ----- \$349.75(minimum charge) |

Small Hall (capacity 125 persons)

- | | |
|---|----------------------------------|
| • Sunday – Thursday | • ----- \$31.25 per hour |
| • Friday & Saturday–Licensed event (includes clean-up by staff) | • ----- \$296.25(minimum charge) |
| • Friday & Saturday–Non-licensed event | • ----- \$203.25(minimum charge) |

Board Room (capacity 45 persons)

- | | |
|--------------|--------------------------|
| • Commercial | • ----- \$24.25 per hour |
| | • ----- No charge |

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

<ul style="list-style-type: none"> • 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"> • ----- \$24.25 per hour (minimum 2-hour rental)
Residential-Adult Charitable (Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in possession of a valid donation registration # issued by the Federal Government)	
Large Hall (capacity 405 persons) <ul style="list-style-type: none"> • Sunday – Thursday • Friday & Saturday-Licensed event (includes clean-up by staff) • Friday & Saturday-Non-licensed event 	<ul style="list-style-type: none"> • ----- \$18.75 per hour • ----- \$535.00 (minimum charge) • ----- \$349.75
Small Hall (capacity 125 persons) <ul style="list-style-type: none"> • Sunday – Thursday • Friday & Saturday-Licensed event (includes clean-up by staff) • Friday & Saturday-Non-licensed event 	<ul style="list-style-type: none"> • ----- \$18.75 per hour • ----- \$296.25 (minimum charge) • ----- \$203.25 (minimum charge)
Board Room (capacity 45 persons) <ul style="list-style-type: none"> • 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"> • ----- No charge • ----- \$24.25 per hour (minimum 2-hour rental)
Residential-Minor Charitable (Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in possession of a valid donation registration # issued by the Federal Government)	
Large Hall (capacity 405 persons) <ul style="list-style-type: none"> • Sunday – Thursday • Friday & Saturday-Non-licensed event 	<ul style="list-style-type: none"> • ----- \$18.75 per hour • ----- \$349.75 (minimum charge)
Small Hall (capacity 125 persons) <ul style="list-style-type: none"> • Sunday – Thursday • Friday & Saturday-Non-licensed event 	<ul style="list-style-type: none"> • ----- \$18.75 per hour • ----- \$203.25 (minimum charge)
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"> • ----- \$18.75 per hour • ----- No charge • ----- \$24.25 per hour (minimum 2-hour rental)

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

GENERAL (Applies to all events-includes HST)	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
Hourly Rate Per Staff for Set-up/Clean-up	
• Resident	• ----- \$34.25
• Non-Resident	• ----- \$51.50
NOTES: <ol style="list-style-type: none"> 1. All rentals are own set-up and clean-up unless specified on contract. There is a mandatory staff clean-up fee for all licensed rentals. 2. All minimum charges will be waived should a booking be made less than 21 days prior to the event. 3. Table and chairs are available for all bookings. 	
OWN SET UP AND OWN CLEAN UP STANDARDS <u>Doing your own set-up means:</u> <ul style="list-style-type: none"> • Setting up all tables and chairs as required • Putting all decorations up yourself (with masking tape only) • Any additional set-up as required for your event <u>Doing your own clean-up means:</u> <ul style="list-style-type: none"> • Wiping down all tables and chairs that were used • Returning tables and chairs to their original location • Placing all garbage & recycling in their appropriate containers • Light sweeping as required • Removing all decorations 	
TOWN HALL \$100.00 surcharge for all licensed events (All rates include HST)	
Non-Resident Any individual or organization, minor or adult outside the Town of Carleton Place	
Auditorium (Capacity 240 persons)	
• Sunday–Thursday-Licensed event	• ----- \$82.25 per hour plus \$51.50 per hour for staff clean-up
• Sunday–Thursday-Non-licensed event	• ----- \$49.75 per hour
• Friday & Saturday-Licensed event	• ----- \$1,323.50(minimum charge) plus \$51.50 per hour for staff clean-up
• Friday & Saturday-Non-licensed event	• ----- \$572.50(minimum charge)
Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18)	
Auditorium (capacity 240 persons)	
• Sunday – Thursday-Licensed event	• ----- \$65.25 per hour plus \$34.25 per hour for staff clean-up
• Sunday – Thursday-Non-licensed event	• ----- \$32.50 per hour

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

<ul style="list-style-type: none"> Friday & Saturday-Licensed event Friday & Saturday-Non-licensed event 	<ul style="list-style-type: none"> --- \$1,148.50(minimum) plus \$34.25 per hour for staff clean-up -----\$389.25(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"> Sunday – Thursday-Licensed event Sunday – Thursday-Non-licensed event Friday & Saturday-Licensed event Friday & Saturday-Non-licensed event 	<ul style="list-style-type: none"> ----- \$49.75 per hour plus \$34.25 per hour for staff clean-up ----- \$25.00 per hour -----\$389.25(minimum charge) plus \$34.25 per hour for staff clean-up -----\$389.25(minimum charge)
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 and in possession of a valid donation registration # issued by the Federal Government)	
Auditorium (capacity 204 persons) <ul style="list-style-type: none"> Sunday – Thursday-Non-licensed event Friday & Saturday-Non-licensed event 	<ul style="list-style-type: none"> ----- \$25.00 -----\$389.25(minimum charge)
GENERAL (Applies to all events-includes HST)	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
Hourly Rate Per Staff for Set-up/Clean-up <ul style="list-style-type: none"> Resident Non-Resident 	<ul style="list-style-type: none"> ----- \$34.25 ----- \$51.50
NOTES: <ol 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. Minimum rental charge of \$389.25 on Friday & Saturday No kitchen facilities available Tables and chairs are available OWN SET UP AND OWN CLEAN UP STANDARDS <u>Doing your own set-up means:</u> <ul style="list-style-type: none"> Setting up all tables and chairs as required Putting all decorations up yourself (with masking tape only) Any additional set-up as required for your event <u>Doing your own clean-up means:</u> <ul style="list-style-type: none"> Wiping down all tables and chairs that were used Returning tables and chairs to their original location 	

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

- 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 hours) | • ----- \$188.00 |
| • Full day (no more than 9 hours) | • ----- \$291.75 |

Market Square Slab & Parking Lot

- | | |
|-----------------------------------|------------------|
| • Half day (no more than 5 hours) | • ----- \$253.00 |
| • Full day (no more than 9 hours) | • ----- \$356.50 |

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 hours) | • ----- \$110.00 |
| • Full day (no more than 9 hours) | • ----- \$187.50 |

Market Square Slab & Parking Lot

- | | |
|-----------------------------------|------------------|
| • Half day (no more than 5 hours) | • ----- \$168.50 |
| • Full day (no more than 9 hours) | • ----- \$252.75 |

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 hours) | • ----- \$65.00 |
| • Full day (no more than 9 hours) | • ----- \$129.50 |

Market Square Slab & Parking Lot

- | | |
|-----------------------------------|------------------|
| • Half day (no more than 5 hours) | • ----- \$65.00 |
| • Full day (no more than 9 hours) | • ----- \$129.50 |

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 non-profit community group)

Market Square Slab

- | | |
|-----------------------------------|------------------|
| • Half day (no more than 5 hours) | • ----- \$65.00 |
| • Full day (no more than 9 hours) | • ----- \$129.50 |

Market Square Slab & Parking Lot

- | | |
|-----------------------------------|------------------|
| • Half day (no more than 5 hours) | • ----- \$65.00 |
| • Full day (no more than 9 hours) | • ----- \$129.50 |

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

GENERAL (Applies to all events-includes HST)	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
Hourly Rate Per Staff for Set-up/Clean-up <ul style="list-style-type: none"> Resident Non-Resident 	<ul style="list-style-type: none"> ----- \$34.25 ----- \$51.50
NOTES: <ol 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 is 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 or the Township of Beckwith)	
<ul style="list-style-type: none"> Baseball Diamonds Summer Ice Slab Parks: <ul style="list-style-type: none"> Hourly Daily 	<ul style="list-style-type: none"> ----- \$40.75 per hour ----- \$54.50 per hour ----- \$43.50 ----- \$541.00 per day
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"> Baseball Diamonds Baseball Tournament Batting Cage Summer Ice Slab Parks: <ul style="list-style-type: none"> Hourly Daily 	<ul style="list-style-type: none"> ----- \$27.00 per hour ----- \$172.25 per hour ----- \$13.50 per hour ----- \$39.50 per hour ----- \$27.00 per hour ----- \$378.75 per 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 or the Township of Beckwith 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"> ----- \$17.25 per hour ----- \$27.00 per hour ----- \$13.50 per hour

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

MISCELLANEOUS	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Refreshment Vehicle-Riverside Park	• ----- \$180.25 per month
BOAT LAUNCH	
Resident (Any individual or organization, minor or adult who is a resident of the Town of Carleton Place)	
• Season pass	• ----- \$82.00
• Daily pass	• ----- \$10.50
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place)	
• Season pass	• ----- \$154.50
• Daily pass	• ----- \$10.50

ICE RENTAL (All rates include HST)	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
Non-Contributing Adult	
• Prime time	• ----- \$316.50
• Non-prime time	• ----- \$280.75
Resident Adult	
• Prime time	• ----- \$245.50
• Non-prime time	• ----- \$210.50
Resident Minor	
• Prime time	• ----- \$179.50
• Non-prime time	• ----- \$141.50
Non-Contributing Minor	
• Prime time	• ----- \$248.50
• Non-prime time	• ----- \$208.75
Resident Stand-by Ice Time (booked 48 hours or less in advance)	
• Friday, Saturday & Sunday evenings	• ----- \$123.50
• Monday – Friday. 8:00 AM-4:00 PM-Only when school is in and not on holidays	• ----- \$94.50
Non-Contributing Stand-by Ice Time (booked 48 hours or less in advance)	
• Friday, Saturday & Sunday evenings	• ----- \$190.50
• Monday – Friday. 8:00 AM-4:00 PM (Only when school is in and not on holidays)	• ----- \$161.00
Resident Off Hours	
• School in, not on holidays Monday-Friday 8:00 AM-4:00 PM	• ----- \$123.50
Non-Contributing Off Hours	
• School in, not on holidays Monday-Friday 8:00 AM-4:00 PM	• ----- \$161.00

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

School Bookings <ul style="list-style-type: none"> School in, not on holidays Monday-Friday 7:00 AM-4:00 PM 	<ul style="list-style-type: none"> ----- \$66.00
NOTES: 1. Prime time is defined as ice time hours rented: a. Monday-Friday 6:00 PM-11:00 PM b. Saturday and Sunday 7:00 AM-10:00 PM 2. All unused prime time hours will be subject to a \$30/hour surcharge at the end of the season.	

CANOE CLUB Capacity 210 persons (All rates include HST)	
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place or the Township of Beckwith)	
<ul style="list-style-type: none"> Sunday-Thursday licensed event Sunday-Thursday non-licensed event Friday & Saturday licensed event Friday & Saturday non-licensed event 	<ul style="list-style-type: none"> ----- \$79.75/hour plus \$51.50/hour for staff clean up ----- \$49.75/hour ----- \$1,323.50(flat rate) includes staff clean up ----- \$572.50(minimum charge)
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"> Sunday-Thursday licensed event Sunday-Thursday non-licensed event Friday & Saturday licensed event Friday & Saturday non-licensed event 	<ul style="list-style-type: none"> ----- \$65.25/hour plus \$34.25/hour for staff clean up ----- \$32.50/hour ----- \$1,148.50(flat rate) includes staff clean up ----- \$389.25 (minimum)
Resident Charitable-Adult (Any group of individuals where the age of the participants in mainly over the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government)	
<ul style="list-style-type: none"> Sunday-Thursday licensed event Sunday-Thursday non-licensed event Friday & Saturday licensed event Friday & Saturday non-licensed event 	<ul style="list-style-type: none"> ----- \$65.25/hour plus \$34.25/hour for staff clean up ----- \$32.50/hour ----- \$1,148.50(flat rate) includes staff clean up ----- \$389.25(minimum charge)

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

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"> Sunday-Thursday non-licensed event Friday & Saturday non-licensed event 	<ul style="list-style-type: none"> ----- \$32.50/hour ----- \$389.25(minimum charge)
GENERAL (Applies to all events-includes HST)	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
Hourly Rate Per Staff for Set-up/Clean-up <ul style="list-style-type: none"> Resident Non-Resident 	<ul style="list-style-type: none"> ----- \$34.25 ----- \$51.50
NOTES: <ol style="list-style-type: none"> Minimum charge of 4 hours 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 minimum weekday rental required. Tables and chairs are available. Includes kitchen facilities. 	

CARAMBECK COMMUNITY CENTRE	
GYMNASIUM (All rates include HST)	
Gymnasium Capacity: Number of non-fixed seating only-385 Number of non-fixed seating with tables-304 Number of standing space-480	
Resident Charitable-Minor/Senior (Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)	
<ul style="list-style-type: none"> Weekday hourly rate Evening hourly rate Weekend hourly rate 	<ul style="list-style-type: none"> ----- \$20.00 ----- \$17.00 ----- \$30.75
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)	
<ul style="list-style-type: none"> Weekday hourly rate Evening hourly rate Weekend hourly rate 	<ul style="list-style-type: none"> ----- \$25.50 ----- \$25.50 ----- \$30.75
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place)	
<ul style="list-style-type: none"> Weekday hourly rate Evening hourly rate Weekend hourly rate 	<ul style="list-style-type: none"> ----- \$36.50 ----- \$36.50 ----- \$42.50

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

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	• ----- \$17.00
• Evening hourly rate	• ----- \$17.00
• Weekend hourly rate	• ----- \$30.75
• No show fee (48-hour cancellation notice required)	• ----- \$17.00 per hour

Resident-Adult

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

• Weekday hourly rate	• ----- \$20.00
• Evening hourly rate	• ----- \$20.00
• Weekend hourly rate	• ----- \$30.75

Non-Resident

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

• Weekday Hourly Rate	• ----- \$30.75
• Evening Hourly Rate	• ----- \$30.75
• Weekend Hourly Rate	• ----- \$42.50

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	• ----- \$30.75

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	• ----- \$17.00
• Evening Hourly Rate	• ----- \$17.00
• Weekend Hourly Rate	• ----- \$30.75

Non-Resident

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

• Weekday Hourly Rate	• ----- \$25.50
• Evening Hourly Rate	• ----- \$25.50
• Weekend Hourly Rate	• ----- \$42.50

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

GENERAL

(Applies to all events-includes HST)

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
Hourly Rate Per Staff for Set-up/Clean-up	
• Resident	• ----- \$34.25
• Non-Resident	• ----- \$51.50

NOTES:

1. Weekend Rentals:
 - **Gymnasium**- Minimum charge of \$167.50. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
 - **Carambeck Library Meeting Room**-Minimum charge of \$83.50. This excludes days when staff are already in the building due to a rental. For current staffing availability, please call the office.
 - **Meeting Room**-Minimum charge of \$83.50. This excludes days when staff are already in the building due to a rental. For current staffing availability, please call the office.
2. Gymnasium, Library Meeting Room and Classroom rentals are not available in the daytime during holidays, PA days, or summer months due to the occupancy of the Carleton Place Childcare Services Daycare Program.
3. Should a user group require use of the gymnasium as well as a Community Room, the “Weekday” rate shall apply to the Community Room.
4. Meeting Room “No-Show” fee-Minor/Charitable/Senior user groups will be required to pay the hourly fee of \$17.00 for any rental in the Meeting Room that is not utilized without a 48-hour cancellation notice.
5. All rentals are own set-up and own clean-up unless specified on contract.
6. Tables and chairs are available.
7. The Town of Carleton Place reserves the right to cancel bookings. In the event that this occurs, four (4) weeks’ notice will be given prior to the booking.

OWN SET UP AND OWN CLEAN UP STANDARDS

Doing your own set-up means:

- Setting up all tables and chairs as 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 location
- Placing all garbage & recycling in their appropriate containers
- Light sweeping as required
- Removing all decorations

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

THE STATION-ACTIVE LIVING CENTER	
(All rates include HST)	
MEMBERSHIPS	
Non-Resident	
(Any individual that resides outside the Town of Carleton Place)	
• Annual fee	• ----- \$42.75
Resident	
(Any individual that resides inside the Town of Carleton Place)	
• Annual fee	• ----- \$26.50

POOL	
(All rates include HST)	
CONTRIBUTING SWIM FEES	
Drop-in	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$4.00
• Youth 13-17 years	• ----- \$4.00
• Adult 18 years and over	• ----- \$7.50
• Seniors 65 years and over	• ----- \$4.00
• Family maximum	• ----- \$18.00
• Daycamp/Daycare/Groups	• ----- \$4.50
• Aquatic staff	• ----- Free
NON-CONTRIBUTING SWIM FEES	
Drop-in	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$6.50
• Youth 13-17 years	• ----- \$6.50
• Adult 18 years and over	• ----- \$11.25
• Seniors 65 years and over	• ----- \$6.50
• Family maximum	• ----- \$28.00
• Daycamp/Daycare/Groups	• ----- \$6.75
• Aquatic staff	• ----- Free
CONTRIBUTING SWIM FEES	
10 Visit Cards	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$36.00
• Youth 13-17 years	• ----- \$36.00
• Adult 18 years and over	• ----- \$67.50
• Seniors 65 years and over	• ----- \$36.00
• Family maximum	• ----- \$162.00
NON-CONTRIBUTING SWIM FEES	
10 Visit Cards	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$58.50
• Youth 13-17 years	• ----- \$58.50
• Adult 18 years and over	• ----- \$101.25

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

• Seniors 65 years and over	• ----- \$58.50
• Family maximum	• ----- \$252.00
CONTRIBUTING SWIM FEES	
20 Visit Cards	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$72.00
• Youth 13-17 years	• ----- \$72.00
• Adult 18 years and over	• ----- \$135.00
• Seniors 65 years and over	• ----- \$72.00
• Family maximum	• ----- \$324.00
NON-CONTRIBUTING SWIM FEES	
20 Visit Cards	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$116.00
• Youth 13-17 years	• ----- \$116.00
• Adult 18 years and over	• ----- \$199.25
• Seniors 65 years and over	• ----- \$116.00
• Family maximum	• ----- \$500.50
CONTRIBUTING SWIM FEES	
30 Visit Cards	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$103.00
• Youth 13-17 years	• ----- \$103.00
• Adult 18 years and over	• ----- \$186.75
• Seniors 65 years and over	• ----- \$103.00
• Family maximum	• ----- \$450.50
NON-CONTRIBUTING SWIM FEES	
30 Visit Cards	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$159.00
• Youth 13-17 years	• ----- \$159.00
• Adult 18 years and over	• ----- \$278.50
• Seniors 65 years and over	• ----- \$159.00
• Family maximum	• ----- \$696.25
CONTRIBUTING SWIM FEES	
40 Visit Cards	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$131.75
• Youth 13-17 years	• ----- \$131.75
• Adult 18 years and over	• ----- \$239.00
• Seniors 65 years and over	• ----- \$131.75
• Family maximum	• ----- \$576.75
NON-CONTRIBUTING SWIM FEES	
40 Visit Cards	
• Children under 2 years	• ----- Free
• Children 2-12 years	• ----- \$203.75
• Youth 13-17 years	• ----- \$203.75

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

• Adult 18 years and over	• ----- \$356.50
• Seniors 65 years and over	• ----- \$203.75
• Family maximum	• ----- \$891.25
CONTRIBUTING SWIM MEMBERSHIP	
• Swim Fees Adult – 18 years and over	• ----- \$448.00 per year
• Swim Fees Seniors – 65 years and over	• ----- \$370.00 per year
NON-CONTRIBUTING SWIM MEMBERSHIP	
• Swim Fees Adult – 18 years and over	• ----- \$668.50 per year
• Swim Fees Seniors – 65 years and over	• ----- \$589.00 per year
CONTRIBUTING AQUAFIT Drop-In	
• Youth 13-17 years	• ----- \$10.25
• Adult 18 years and over	• ----- \$11.75
• Seniors 65 years and over	• ----- \$10.25
NON-CONTRIBUTING AQUAFIT Drop-In	
• Youth 13-17 years	• ----- \$16.00
• Adult 18 years and over	• ----- \$18.50
• Seniors 65 years and over	• ----- \$16.00
CONTRIBUTING AQUAFIT 10 Visit Card	
• Youth 13-17 years	• ----- \$92.25
• Adult 18 years and over	• ----- \$105.75
• Seniors 65 years and over	• ----- \$92.25
NON-CONTRIBUTING AQUAFIT 10 Visit Card	
• Youth 13-17 years	• ----- \$144.00
• Adult 18 years and over	• ----- \$166.50
• Seniors 65 years and over	• ----- \$144.00
CONTRIBUTING AQUAFIT 20 Visit Card	
• Youth 13-17 years	• ----- \$184.50
• Adult 18 years and over	• ----- \$211.50
• Seniors 65 years and over	• ----- \$184.50
NON-CONTRIBUTING AQUAFIT 20 Visit Card	
• Youth 13-17 years	• ----- \$287.50
• Adult 18 years and over	• ----- \$333.75
• Seniors 65 years and over	• ----- \$287.50
CONTRIBUTING AQUAFIT 30 Visit Card	
• Youth 13-17 years	• ----- \$257.50
• Adult 18 years and over	• ----- \$296.00
• Seniors 65 years and over	• ----- \$257.50

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

NON-CONTRIBUTING AQUAFIT	
30 Visit Card	
• Youth 13-17 years	• ----- \$397.75
• Adult 18 years and over	• ----- \$464.00
• Seniors 65 years and over	• ----- \$397.75
CONTRIBUTING AQUAFIT	
40 Visit Card	
• Youth 13-17 years	• ----- \$329.50
• Adult 18 years and over	• ----- \$379.00
• Seniors 65 years and over	• ----- \$329.50
NON-CONTRIBUTING AQUAFIT	
40 Visit Card	
• Youth 13-17 years	• ----- \$509.25
• Adult 18 years and over	• ----- \$594.00
• Seniors 65 years and over	• ----- \$509.25
CONTRIBUTING AQUAFIT MEMBERSHIP	
• Aquafit Adult – 18 years and over	• ----- \$710.00 per year
• Aquafit Seniors – 65 years and over	• ----- \$618.00 per year
NON-CONTRIBUTING AQUAFIT MEMBERSHIP	
• Aquafit Adult – 18 years and over	• ----- \$1,114.00 per year
• Aquafit Seniors – 65 years and over	• ----- \$954.75 per year
Notes: "Contributing or Resident" means: Any resident of the Town of Carleton Place or the Township of Beckwith "Non-Contributing" means: Any resident not residing in the Town of Carleton Place or the Township of Beckwith	
SWIM LESSONS	
(All rates include HST)	
CHILDREN'S LESSONS	
Parent and Tot	
• Resident	• ----- \$86.75
• Non-contributing	• ----- \$134.00
Preschool	
• Resident	• ----- \$107.75
• Non-contributing	• ----- \$167.00
Swimmer 1,2,3	
• Resident	• ----- \$107.75
• Non-contributing	• ----- \$167.00
Swimmer 4-6	
• Resident	• ----- \$101.25
• Non-contributing	• ----- \$155.75
Rookie, Ranger, Star Patrol	
• Resident	• ----- \$101.25
• Non-contributing	• ----- \$155.75

SCHEDULE “A” TO BY-LAW 74-2024 FEES AND CHARGES

SWIM LESSONS (All rates include HST)	
Adult Lessons	
• Resident	• ----- \$129.75
• Non-contributing	• ----- \$201.50
Seniors 65 years and over	
• Resident	• ----- \$129.75
• Non-contributing	• ----- \$201.50
Private/Semi-Private: Two people	
• Resident	• ----- \$43.50
• Non-contributing	• ----- \$67.50
Private/Semi-Private: Adults	
• Resident	• ----- \$49.25
• Non-contributing	• ----- \$75.00
UCDSB Lessons (6x45 min classes)	
• Resident	• ----- \$38.75
• Non-contributing	• ----- \$60.00
Separate School Lessons (6x45 min classes)	
• Resident	• ----- \$55.75
• Non-contributing	• ----- \$86.50
LSS ADVANCED LESSONS BRONZE PROGRAMS	
Bronze Star/Basic First Aid	
• Resident	• ----- \$163.00
• Non-contributing	• ----- \$251.75
Bronze Med/Emergency First Aid	
• Resident	• ----- \$163.00
• Non-contributing	• ----- \$251.75
Bronze Cross	
• Resident	• ----- \$163.00
• Non-contributing	• ----- \$251.75
ADVANCED PROGRAMS	
National Lifeguard Service	
• Resident	• ----- \$282.00
• Non-contributing	• ----- \$435.75
NLS-Waterfront (21 hours)	
• Resident	• ----- \$188.75
• Non-contributing	• ----- \$291.00
NLS-Recertification	
• Resident	• ----- \$96.75
• Non-contributing	• ----- \$150.00
Adult Combined-BM/EF/BX	
• Resident	• ----- \$302.25
• Non-contributing	• ----- \$466.75

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

Swim Instructor/Advanced Swim Instructor	
• Resident	• ----- \$373.25
• Non-contributing	• ----- \$593.75
Combined Swim Instructor	
• Resident	• ----- \$373.25
• Non-contributing	• ----- \$593.75
ADVANCED-EXAM ONLY	
Bronze Med/Emergency First Aid	
• Resident	• ----- \$101.00
• Non-contributing	• ----- \$156.00
Bronze Cross	
• Resident	• ----- \$101.00
• Non-contributing	• ----- \$156.00
NLS-Any option	
• Resident	• ----- \$101.00
• Non-contributing	• ----- \$156.00
GROUPS	
Standard First Aid, CPR, AED	
Standard First Aid/CPR/AED	
• Resident	• ----- \$159.75
• Non-contributing	• ----- \$246.75
Standard First Aid/CPR/AED Recertification	
• Resident	• ----- \$85.75
• Non-contributing	• ----- \$132.50
STAFF	
• Standard First Aid/CPR/AED	• ----- \$141.50
• Recertification	• ----- \$105.00
POOL RENTALS	
CLUBS/CPWD	
Prime Time Rate	
• Resident	• ----- \$90.50
• Non-contributing	• ----- \$139.75
Non-Prime Time Rate	
• Resident	• ----- \$60.00
• Non-contributing	• ----- \$92.75
Swim Meet Rate	
• Resident	• ----- \$90.25
• Non-contributing	• ----- \$139.75
Rental Lifeguard	
• Resident	• ----- \$38.00
• Non-contributing	• ----- \$59.00
2/3 Pool Time Rate	
• Resident	• ----- \$75.50
• Non-contributing	• ----- \$116.50

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

1/3 Pool Time Rate	
• Resident	• ----- \$60.00
• Non-contributing	• ----- \$92.75
FACILITY RENTAL	
Main Pool <u>OR</u> Hot Pool-1 hour 2 lifeguards (up to 25 people)	
• Resident	• ----- \$225.00
• Non-contributing	• ----- \$347.50
Main Pool <u>AND</u> Hot Pool-1 hour 3 lifeguards (up to 25 people)	
• Resident	• ----- \$264.25
• Non-contributing	• ----- \$408.50
Main Pool <u>OR</u> Hot Pool-hourly rate 3 lifeguards (up to 75 people)	
• Resident	• ----- \$264.25
• Non-contributing	• ----- \$408.50
Main Pool <u>AND</u> Hot Pool hourly rate 4 lifeguards (up to 75 people)	
• Resident	• ----- \$303.75
• Non-contributing	• ----- \$469.50
Lifeguard Instructor-hourly rate	
• Resident	• ----- \$38.00
• Non-contributing	• ----- \$59.00

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
• Legal Demand Letter Fee (prior to tax registration)	• ----- \$250.00
• Tax registration fee	• ----- \$2,500.00
• Garbage stickers	• ----- \$3.00 each
• Outstanding accounts receivable invoices	• ----- Interest of 1.25% per month. Balance greater than 90 days will be transferred to customer's tax account where possible
• NSF/Dishonoured payment	• ----- \$50.00
• Refund requests	• ----- \$25.00
• Transfer unpaid amounts to taxes	• ----- \$25.00
• Transfer requests	• ----- \$25.00
• Request to transfer payments between accounts	• ----- \$25.00
• Tax certificate – RUSH within 24 hours	• ----- \$100.00

SCHEDULE "A" TO BY-LAW 74-2024 FEES AND CHARGES

• Mortgage company confirmation fee	• ----- \$50.00
• Mortgage company processing fee	• -----\$10/bill or statement
• Re-printing of the following:	
○ Tax Bill/Statement	• -----\$25.00/bill or statement
○ Water Bill/Statement	• -----\$25.00/bill or statement
• Backyard hen application fee (initial application)	• -----\$100.00
• Annual renewal fee (existing licence in previous year)	• ----- \$35.00
• Waste collection fee	• -----\$100.00
Parking Lot Permit	
• 1 year	• -----\$200.00
• 6 months	• -----\$150.00
• 1 month	• ----- \$50.00
• 1 day	• ----- \$12.00

PET TAGS	
DOGS	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Guide/Service Dogs	• -----No charge
• Dog Tags Valid for 1 (one) year from date of purchase	• ----- \$25.00 annually
CATS	
• Spayed or Neutered (One-time fee valid for life of cat)	• ----- \$25.00
• Not Spayed or Neutered	• ----- \$70.00/annually
MISCELLANEOUS	
• All other pets (except hens)	• ----- \$25.00
• Replacement for lost tags	• ----- \$6.00