

THE CORPORATION OF THE TOWNSHIP OF WELLESLEY

BY-LAW NUMBER 45/2024

Being a By-law to establish the fees and charges for various services provided by the municipality and repeal By-law Number 1/2024 and any amendments thereto.

**WHEREAS** Section 391. (1) of *The Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called “the Act”) permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

**AND WHEREAS** *The Planning Act*, R.S.O. 1990, c. P . 1 3 as amended, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

**AND WHEREAS** pursuant to Section 7, *Building Code Act*, S.O. 1992, c23, as amended, provides that a Council a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits; and

**AND WHEREAS** the Council of the Corporation of the Township of Wellesley deems it necessary to periodically amend the fees and charges of the Township of Wellesley;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLESLEY ENACTS AS FOLLOWS:**

Short Title:

This By-law may be known as the “Fees & Charges By-law 2025”.

Definitions:

- 1. For the purpose of this By-law:
  - 1. **"Corporation"** means the Corporation of the Township of Wellesley
  - 2. **"Department"** means the Department of the Township of Wellesley
  - 3. **"Township"** means the Corporation of the Township of Wellesley

General:

- 1. The fees and charges for various municipal services are established as shown in the Schedules attached hereto and forming part of this By-law;
  - Schedule “A” - Building Department
  - Schedule “B” - Fire Department
  - Schedule “C” - Planning Department
  - Schedule “D” - Administration Department
  - Schedule “E” - Public Works Department
  - Schedule “F” - Recreation Department
  - Schedule “G” - Animal Control / Enforcement
- 2. No request by any person for any information, activity or use of Township property described in the Schedules to this By-law will be processed or provided by the Township, unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fees in the prescribed amount as set out in the Schedules to this By-law.

3. Any Fees and Charges or a portion thereof that remain unpaid, interest at the rate of 1.25% shall be charged on the first of each month thereafter until the account is paid in full. If the fees remain unpaid at April 1st of the year following, the fees, any interest and a transfer administration fee of \$50.00 will be added to the tax roll in the next year, on the real property of the owner.
4. That any cost associated with the collection of unpaid fees shall be charged at a rate of \$20.00 per hour.
5. The fees listed in the Schedules to this By-law will be subject to Harmonized Sales Tax (HST), where applicable.
6. A person may pay any fees and charges imposed under this By-law by cash, cheque, certified cheque or by interact banking card.
7. That the Council of the Township of Wellesley may from time to time amend the Fees and Charges in this By-law.
8. That 8% will be applied:
  - i. on all public works billing for services provided other than permit fees
  - ii. on all third party re-billing
  - iii. on all billings for hourly or contracted services provided by the Township outside of regular fees
  - iv. on all admin fees maximum \$500/invoice with invoices being prepared no more than once /month
9. All charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Wellesley owned by such person or persons and may be collected in the same manner as taxes.
1. If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

## Repealed:

By-law 1/2024 of the Township of Wellesley and all By-laws amending the same and any other By-law inconsistent with the provisions of this By-law are hereby repealed.

## Coming to Force:

This by-law shall come into force and effect on the January 1, 2025.

Read a first and second time this 26<sup>th</sup> day of November, 2024.

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Mayor Joe Nowak

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Clerk, Grace Kosch

Read a third and final time and passed this 26<sup>th</sup> day of November, 2024.

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Mayor Joe Nowak

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Clerk, Grace Kosch

# Schedule “A” to By-law 1/2024

## BUILDING DEPARTMENT

Group "A" Assembly	Fee/sq.ft.	Min/Flat	2024 Rate
Post Office/Communication Building	\$ 1.81		
Convention Centre/Exhibition	\$ 1.81		
Restaurant/Tavern/Bar/Diner/Donut Shop	\$ 1.81		
Theatre/Concert Hall/Cultural Centre	\$ 1.81		
Recreation Complex/Country Club/Arena/Pool	\$ 1.81		
Outdoor Public Pool/Bleachers/Grandstands	\$ 1.81		
Government Buildings	\$ 1.81		
Schools	\$ 1.81		
Portable Classrooms (per unit)		flat	\$ 372.00
Library/Museum/Art Gallery/Science Centre	\$ 1.81		
Buildings/Church/Temple/Synagogue	\$ 1.81		
Group "B" Institutional	Fee/sq.ft.	Min/Flat	2024 Rate
Jails/Detention Centre	\$ 2.16		
Hospitals	\$ 2.16		
Care Facilities/Nursing Home/Rest Home	\$ 2.16		
Group "C" Residential	Fee/sq.ft.	Min/Flat	2024 Rate
Single Family Dwelling	\$ 1.34	min.	\$ 1,687.35
Mobile Homes		flat	\$ 827.40
Additional Attached Dwelling Unit	\$ 1.34	min.	\$ 827.00
Cottage/Seasonal Dwellings	\$ 1.34	min.	\$ 1,405.95
Semi-Detached/Link Home	\$ 1.34	min.	\$ 1,687.35
Apartment Building/Duplex/Triplex/Quadruplex	\$ 1.34	min.	\$ 2,249.10
Townhouse/Row House	\$ 1.34	min.	\$ 2,811.90
Hotel/Motel	\$ 1.44	min.	\$ 3,373.65
Group "D" Business & Personal Services	Fee/sq.ft.	Min/Flat	2024 Rate
Office Building (Superstructure only)	\$ 1.20		
Office Building (Finished)	\$ 1.51		
Group "E" Mercantile	Fee/sq.ft.	Min/Flat	2024 Rate
Retail Store/Complex (Superstructure only)	\$ 1.20		
Retail Store (Finished)	\$ 1.51		
Group "F" Industrial	Fee/sq.ft.	Min/Flat	2024 Rate
Warehouse, manufacturing, assembly plant	\$ 0.84		
Accessory building, storage, parking garage	\$ 0.84		
Service station, repair garage etc.	\$ 0.84		
Maintenance Building / mechanical building	\$ 0.84		
Spray Booths/Dust Collectors		flat	\$ 205.80
Foundation Permit Only	Fee/sq.ft.	Min/Flat	2024 Rate
Standard - full fees apply to superstructure		17% of permit fee for floor area of the structure	
Sewage System	Fee/sq.ft.	Min/Flat	2024 Rate
New or replacement sewage system (Part 8)		flat	\$ 661.50
Replacement septic tank only		flat	\$ 436.80
Replacement leaching bed only		flat	\$ 436.80
Interior/Alterations/Renovations	Fee/sq.ft.	Min/Flat	2024 Rate
Alterations & Renovations	\$ 0.48		
Interior finishes to existing unfinished builds	\$ 0.48		
Farm Buildings	Fee/sq.ft.	Min/Flat	2024 Rate
Agricultural storage buildings	\$ 0.48		
Livestock facilities	\$ 0.48		
Silos			
A) Grain Bin		flat	\$ 180.60
B) Tower / Bunker		flat	\$ 445.20
Manure Storage Tanks (all uncovered manure storage areas)		flat	\$ 619.50
Special Categories/Services	Fee/sq.ft.	Min/Flat	2024 Rate
Air Support Structures	\$ 0.46		
Temporary Tent (over 646 sq.ft.)		flat	\$ 180.60
Relocated Building within Municipality		flat	\$ 301.35
Change of Use		flat	\$ 241.50
Alternative Solution Application		flat	\$ 232.05

Schedule continued on page 2

# Schedule “A” to By-law 1/2024

## BUILDING DEPARTMENT cont'd

Miscellaneous	Fee/sq.ft.	Min/Flat	2024 Rate
Garage / Carport	\$ 0.49		
Accessory Building / Detached Garage	\$ 0.54		
Deck / Porch / Exterior Stair / Taller Roof	\$ 0.49	min	\$ 116.00
Fireplaces / Woodstoves / Chimney		flat	\$ 116.00
Retaining Walls	\$ 0.48		
Designated Structures as per OBC (excluding solar panels)		flat	\$ 601.65
Solar Power Installations (building mounted)	\$ 0.60	max	\$ 591.15
Storefront Replacement		flat	\$ 413.70
Elevator / Escalator Lift		flat	\$ 413.70
Public and Private Swimming Pools & Spas		flat	\$ 177.45
Fire Alarm		flat	\$ 484.05
Electromagnetic Locks & Hold Open Devices (ea)		flat	\$ 137.55
Fire Reservoirs		flat	\$ 619.50
Plumbing Work Only	Fee/sq.ft.	Min/Flat	2024 Rate
Building Outside Services – SFD / Semi / Duplex		flat	\$ 59.85
Building Site Services other than SFD / Semi / Duplex		flat	\$ 117.60
Backflow Prevention Device		flat	\$ 115.50
Demolition	Fee/sq.ft.	Min/Flat	2024 Rate
Demolition of Part 9 Building		flat	\$ 130.20
Demolition of Part 3 Building ( <i>where P.Eng design work is req'd</i> )		flat	\$ 371.70
Fees for items not listed above: \$14.00 per \$1,000.00 of construction value	\$14 per	\$1,000	

**NOTES to TABLE**

1. A minimum, non-refundable fee of \$116.00 shall be charged for all permits to be paid at the time of permit application.
2. A fee of \$0.09 per square foot of floor area shall be charged for re-examination of major revisions to previously approved plans with a min. fee of \$116.
3. A minimum inspection fee of \$116.00 shall be charged for inspections not related to an active building permit.
4. A surcharge of 10% of the normal building fee shall be charged for conditional permits.
5. Mechanical penthouse, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
6. Except for interconnected floor spaces, no deductions are to be made for openings within floor areas (eg. Stairs, elevators, service shafts).
7. Unfinished basements and garages for single family dwellings (including semis, duplex and townhouses) are not included in the floor area calculations.
8. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional fee is applicable.
9. Where demolition of partitions or alterations to existing ceilings are part of an alteration or renovation permit, no additional demolition fee is applicable.
10. Corridors, lobbies, washrooms, lounges etc. are to be included as floor area and classified according to major occupancy classifications for the floor area in which it is located.
11. The classes of building permits and occupancy categories in the schedule correspond with the definitions of major occupancy classifications in the Ontario Building Code. For mixed occupancies the permit fees for each of the applicable occupancy categories will be calculated separately with the total sum used for the overall permit fee.
12. For rack storage use, apply the square footage fee that was used for the building.
13. The Chief Building Official shall determine fees for classifications of permits not described or included in this schedule.
14. An investigation fee for construction commenced without a Building Permit will be charged an additional 100% of the permit fee to a maximum of \$2,000.00 increase.
15. A refundable deposit of \$600.00 shall be collected for the following buildings: Single Family Dwelling; Duplex; Semi-Detached; Townhouse and Triplex dwelling units and shall be refunded upon completion of the final inspection clearing off any outstanding items, within 12 months of the Building Department issuing occupancy after which time the deposit is forfeited to the Building Department to cover the costs of the permit administration and archiving of the building permit. The final inspection deposit is in regard to the structure only and does not relate to lot grading.
16. Fireplaces, HVAC, electrical, plumbing and woodstoves are included in the permit fee were identified on the application for the construction of new residential additions and new dwelling units
17. HST is not applicable to any of the above noted fees of Schedule A of the fees and charges by-law

End of Schedule

Schedule “B” to By-law 45/2025

FIRE DEPARTMENT

		2025 Rate	HST Applicable Y / N
Fire Code Inspections Base Rate Mandatory, request and complaint inspections. All high-risk/commercial-zoned properties shall be subject to a mandatory inspection at the property owner's expense every 2-4 year including: 1. First inspection and re-inspection 2. Report within 2 weeks		\$130.00	N
Request Inspection Rush Rate (within 5 days)		\$190.00	N
Fire Code Re-inspection (after initial re-inspection)		\$120.00	N
Copies of Fire Reports		\$130.00	N
File Search		\$95.00	N
Open Burn Permit 30 Days *Permit shall be issued within 3 business days		\$50.00	N
Open Burn Permit Rush Rate – issued during non-business hours (evenings, weekends, and holidays) • Issued for 30 days only		\$100.00	N
Open Burn Permit – yearly rate – 365 days from date of issue		\$160.00	N
Enclosed Burn Container Yearly rate (mandatory if one is on the property)		\$160.00	N
Response to Open Burn and/or Contained Site Campfires not in compliance with Township Burn By-law. *Any of the 16 infractions in Schedule “C” of the Township Burn By-law shall be applied where applicable (\$200 each) plus.	hr/vehicle	\$565.00	Y
Response to a false alarm at the same address within 12 months of the first alarm. *First two alarms are not charged back *All false alarms within the designated time frame after the first two will be charged according to this fee schedule *False alarms include equipment malfunctions, repair, maintenance and not being taken offline for fire drills and testing *This includes malicious alarms and human error *Waiting for key holders is billed at full rate	hr/vehicle	\$565.00	Y
Response to Hazardous Material Incidents and/or technical rescue Incidents including any outside agency cost to mitigate and/or cleanup (confined space; trench rescue; high angle rescue; water rescue; dive recovery etc.)	Cost + Admin Fee	Cost + Admin Fee	Y
Response to Motor Vehicle Incidents on Township or Regional Roads for non-residents. *Cost for fire department response will be billed to non-resident insurance provider. If more than one non-resident vehicle is involved billing will be split evenly between non-residents involved *Costs are billed per truck, per hour	hr/vehicle	\$565.00	Y
Expenses incurred during response to structure fires and rescues in the Township of Wellesley. including but not limited to: use of any fire suppression device, use of firefighting foam, replacement of any damaged fire department equipment, heavy towing, excavators, cellulose insulation removal, Waterloo React (ATV, drone, lighting, Rehab)	Cost + Admin Fee	Cost + Admin Fee	Y
Fire Watch	hr/vehicle	\$565.00	Y
Malicious False Fire Alarm or Call. *Activating an alarm system maliciously *Activating fire department response for false report of fire or emergency *Activating fire department response for an open burn or contained site campfire that is clearly adhering to the by-law	hr/vehicle	\$565.00	Y
Fire Reservoir Lock		\$25.00	Y
Fire Reservoir Sign		\$45.00	Y

End of schedule

# Schedule “C” to By-law 45/2025

## PLANNING & DEVELOPMENT

PRE-SUBMISSION CONSULTATION	min/flat	2025 Rate	HST Applicable Y / N
Mandatory Pre-Submission Inquiry (for all Planning Act applications)	flat	\$165.00	N
Pre-Submission Application (if more detailed review of plans, reports or studies required)	flat	\$635.00	N
MINOR VARIANCE			
Fence Variance		\$670.00	N
Administration & Planning Fees		\$1,025.00	N
CONSENT			
Administration & Planning Fees		\$2,200.00	N
DEVELOPMENT AGREEMENT FOR CONSENT			
Deposit		\$2,845.00	N
Administration & Planning Fees		\$1,075.00	N
Certificate of Compliance		\$110.00	N
OFFICIAL PLAN AMENDMENT			
Administration & Planning Fees		\$13,000.00	N
Recirculation Fee		\$2,000.00	N
ZONE CHANGE APPLICATION			
Administration & Planning Fees		\$4,000.00	N
Amendment to Remove Holding Zone		\$1,130.00	N
Recirculation Fee		\$2,000.00	N
CONCURRENT OFFICIAL PLAN AMENDMENT & ZONE CHANGE APPLICATION			
Administration & Planning Fees		\$15,000.00	N
Recirculation Fee		\$3,000.00	N
APPEAL to the ONTARIO LAND TRIBUNAL			
OLT Appeal Package Fee		\$1,025.00	N
Deposit (for 3rd party appeals only)	Per day	\$5,690.00	N
DRAFT PLAN OF SUBDIVISION or CONDOMINIUM			
Deposit		\$10,610.00	N
Administration & Planning Fees		\$8,500.00 plus \$150 per lot to a max of \$38,500.00	N
Recirculation Fee		\$2,000.00	N
Revisions (Draft Plan Conditions or Subdivision Agreement)		\$2,000.00	N
Clearance of Draft Plan Approval Conditions		\$1,000.00	N
Registration (Single Stage) <sup>1</sup>		\$3,000.00	N
Each additional stage		\$300.00	N
Certificate of Compliance		\$155.00	N
SITE PLAN CONTROL			
Fee (major)		\$5,125.00	N
Recirculation Fee		\$500.00	N
Fee (minor)		\$2,575.00	N
Revisions (Site Plan Agreement)		\$1,000.00	N
Certificate of Compliance		\$155.00	N
TELECOMMUNICATIONS TOWERS			
Review Fee	Per request	\$2,050.00	N
CASH IN LIEU OF PARKLAND			
Residential - 5 or less new lots/units	Per lot/per unit	\$6,840.00	N
Residential - 6 or more new lots/units - 5% of appraised value - determined by developer and agreed to by Township		5% of appraised value	N
Commercial	Nil		N
Industrial	Nil		N
Institutional	Nil		N
Agricultural	Nil		N
Street Lighting Contributions (per consent to create a new lot)		\$2,255.00	N

<sup>1</sup> Plan of Subdivision and/or Condominium registration fees to come into effect only upon removal of upper-tier planning responsibilities under the Planning Act (Bill 23)

Schedule “C” to By-law 45/2025

PLANNING & DEVELOPMENT

PART LOT CONTROL	min/flat	2025 Rate	HST Applicable Y / N
For first lot to be created		\$1,280.00	N
Each additional lot created	Per Unit	\$435.00	N
PLANNING & ZONING DOCUMENT FEES			
Zoning Compliance Certificate – 2 to 10 business days		\$105.00	N
Zoning Compliance Certificate – 48 hours		\$155.00	N
Survey Copy (if available)		\$25.00	Y
Consolidated Zoning By-law (hard copy)		\$50.00	Y
Township Official Plan (hard copy)			
Black & White		\$50.00	Y
Colour		\$75.00	Y
Requests from Planning Department - labour unrelated to a Planning Act Application (research, search, copy, consultation, etc.) telephone/counter requests for written materials including copies of sections of pertinent By- laws	per hour of staff labour (HST + Admin fee applicable)	\$55.00	
MINIMUM DISTANCE SEPARATION I			
5-10 business days	Per request	\$75.00	Y

Notes:

Where a refundable deposit is due with the submission of any planning application If at any time the Deposit held on account by the Township is reduced to a value of less than \$1,500 the Township will request the Applicant to top up the Refundable Deposit to a value necessary to complete work on the file(s). All work will cease on the planning application (s) until such time as the Refundable Deposit Account is restored to a value satisfactory to the Township. All professional fees and disbursements associated with peer review or technical services associated with Legal, Engineering, Transportation, Hydrogeology, Environmental Sciences, Geotechnical, Noise & Vibration or other similar service shall be re-billed to the applicant. The Township may use the deposited funds to pay for these third party review expenses. Once all payments have been completed and the file(s) closed out, the residual of the Deposit Account will be refunded to the Applicant.

End of schedule



Schedule “D” to By-law 45/2024

ADMINISTRATION

FREEDOM OF INFORMATION		2025 Rate	HST Applicable Y / N
Application		\$5.00	N
Photocopies & computer printouts	Per page	\$1.77 (2.00 w hst)	Y
Record Search	Per hour	\$85.00	Y
Preparation of Record for Disclosure	Per hour	\$85.00	Y
GENERAL			
Commissioner of Oaths	Per 3 documents	\$25.00	N
Travel Letters	Per page	\$25.00	N
Certification of Photocopies	Per hour	\$25.00	N
Swearing an Affidavit	Per hour	\$25.00	N
NSF / Dishonoured Payment		\$45.00	N
Photocopies	“Per page”	\$1.77 (2.00 w hst)	Y
Plotter Prints	Per page	\$11.00	Y
Fax Machine	Per page	\$2.00	N
On-Line Payment Convenience Fee		\$3.25	N
Replacement A/P or Payroll Cheque		\$46.00	N
Bag Tag Program (garbage bag tags) – sold in sheets of 5 tags only (HST exempt)	Per sheet	per RoW website	N
TAXES			
Search - 4th year and prior	Per hour	\$85.00	N
Preparation of Tax Information for residents to the Provincial or Federal Governments		\$46.00	N
Duplicate Tax Receipt		\$15.00	N
Prior Year's Tax Receipt (1st year)		\$15.00	N
Tax Bill Reprint		\$15.00	N
Transfer Payment - customer error		\$25.00	N
Change Post-dated cheque on File		\$25.00	N
Transfer to Taxes for collection		\$36.00	N
Recall Pre-authorized payment		\$70.00	N
Tax Certificate		\$70.00	N
Late Statement Fee		\$0.00	N
Property Ownership Changes		\$30.00	N
Mortgage Administration Fee		\$30.00	N
Mortgage Roll Listing		\$5.00	N
SOLEMNIZATION			
Civic Ceremony		\$279.00	Y
Civic Ceremony – non-business hours		\$418.00	Y
Marriage Ceremony – non-business hours - mileage		As per current mileage rate	N
License Fee		\$144.50	Y
Witness (if required)	Per witness	\$40.00	Y
Council Chamber Rental (2hr max)		\$133.25	Y

CEMETERIES (Hawkesville & Linwood Union)	Lot	40% Care & Maintenance	TOTAL 2025 Rate	HST Applicable Y / N
Lot/Plot Fees:				
Persons eight (8) years of age and older	\$810.00 (3’x10’)	\$540.00	\$1,350.00	Y
Persons seven (7) years of age and younger	\$350.00 (3’x10’)	\$290.00	\$640.00	Y
Cremation (two (2) cremated remains are allowed to be buried on one (1) plot)	\$250.00 (3’x2’6”)	\$175.00	\$425.00	Y
Interment Fee:				
Infants under one (1) year			\$150.00	Y
Children one (1) to two (2) years				
May 1 <sup>st</sup> to November 30 <sup>th</sup>			\$583.00	Y
December 1 <sup>st</sup> to April 30 <sup>th</sup>			\$729.00	Y
Persons three (3) years and older				
May 1 <sup>st</sup> to November 30 <sup>th</sup>			\$1,250.00	Y
December 1 <sup>st</sup> to April 30 <sup>th</sup>			\$1,385.00	Y
Cremated remains			\$375.00	Y
Sunday Premium (if staff is available)			\$252.00	Y
No interments shall be made on Sunday or Statutory Holidays unless cemetery staff is available				

End of schedule



Schedule “E” to By-law 45/2025  
PUBLIC WORKS

ENGINEERING SERVICES		2025 Rate	HST Applicable Y / N
Entrance Permits		\$336.00	N
Road Work Permit		\$336.00	N
Municipal Consent (projects >\$50.000)	each	\$336.00	Y
Investigation Fee for Work Started without Permit		3x Permit Fee	N
Site Remediation Fee for work not complying with municipal requirements		Actual Cost + Admin Fee	Y
Surface Works Deposit (road damage/lot grading)			N
Full Asphalt Road	each	\$3,090.00	N
Half Asphalt Road	each	\$1,545.00	N
Full Gravel Road	each	\$1,760.00	N
Half Gravel Road	each	\$865.00	N
Sidewalk	each	\$740.00	N
Curb & Gutter	each	\$620.00	N
Driveway Ramp	each	\$620.00	N
Boulevard	each	\$370.00	N
Building permit Deposit		\$2,500.00	N
Lot Grading Review ( <i>deducted from surface works deposit or costs incurred by outside agency</i> )	Per hour	\$115.00	Y
CIVIC ADDRESSING + ADMIN FEE			
Municipal Address Sign - Replacement Sign		\$43.50	Y
Municipal Address Sign - Replacement Post		\$43.50	Y
Installation		\$63.00	Y
Creation of 911 number		\$63.00	Y
VEHICLE & EQUIPMENT + ADMIN FEE			
Pickup Truck		\$37.00	Y
Backhoe		\$80.00	Y
Grader		\$110.00	Y
Tandem Axle Dump Truck		\$80.00	Y
Payloader		\$110.00	Y
Wood Chipper		\$56.60	Y
Sweeper		\$110.00	Y
Agricultural Tractor		\$80.00	Y
Smooth Drum Packer		\$31.00	Y
Steam Generator		\$56.60	Y
Diesel Plate Tamper		\$31.00	Y
LABOUR & MATERIALS + ADMIN FEE			
Labour (per hour)	cost	cost	Y
Materials	cost	cost	Y

End of Schedule

# Schedule “F” to By-law 45/2025

## RECREATION

ARENAS / 50min		2025 Rate	HST Applicable Y / N
Prime Time- 5:00pm - 11:00pm. Mon. to Fri. & all-day Saturday and Sunday	50 mins per hour	\$223.00	Y
Non-Prime Time- Between 6:00 am & 5:00pm Mon. to Fri	50 mins per hour	\$145.00	Y
Local Minor Sports	50 mins per hour	\$145.00	Y
School board Hourly Ice rate	50 mins per hour	\$92.00	Y
Arena Floor Rental- Hourly		\$55.00	Y
Arena Floor Rental- Full Day		\$724.00	Y
Arena Floor Rental Alcohol surcharge		\$200.00	Y
Pick up Hub Rates for Drop-in sessions	Plus applicable fees	No increase at this time as price just rolled out	Y
COMMUNITY CENTRES			
Funeral Hall Rental Full day rate at any Hall	All rentals are based on availability	\$246.00	Y
Multi-Sports pad rentals <ul style="list-style-type: none"> <li>All pads in the Township are first come, first serve; however, if you are looking to secure the pad for an event, you may rent it.</li> </ul>	Per hour per court	\$25.00 per court (2 at Wellesley Township Recreation Complex)	Y
Hall & Kitchen Rentals (Dry facility)			
Full Day Hall Rental (Monday – Sunday)		\$246.00	Y
Hall & Kitchen Rentals (Non-Dry facility)			
Full Hall Day Rental **includes Hall, Kitchen and Bar** PRIME	All facilities Friday through Sunday OR weekday when 100 participants or more	\$513.00	Y
Full Hall Day Rental **includes Hall, Kitchen and Bar** NON-PRIME	All facilities Monday through Thursday with 99 participants or less; if over, PRIME rate will apply	\$246.00	Y
Linwood Small Hall Full Day Rental **No kitchen access** PRIME	Friday through Sunday. NOTE: large hall and kitchen may be rented simultaneously; Kitchen will be locked out	\$246.00	Y
Linwood Small Hall Full Day Rental **No kitchen access** NON-PRIME	Monday through Thursday NOTE: large hall and kitchen may be rented simultaneously; Kitchen will be locked out	\$195.00	Y
Kitchen Rental Full Day (Monday to Sunday)	No hall included	\$246.00	Y
Exercise/recreation Class Rate	per hour; NOT for meetings or other events	\$62.00	Y
BIRTHDAY PACKAGES			
Ice Party Package (during ice season) <ul style="list-style-type: none"> <li>Regular rental rate of ice.</li> <li>20% discount on room fee</li> <li>Must provide own food and beverages</li> </ul>	Includes 1 hour of ice and minimum of 2 hours of party room use	As per current fee schedule	Y
Gymnasium Party Package <ul style="list-style-type: none"> <li>Regular rental rate of gymnasium floor.</li> <li>20% discount on room fee</li> <li>Must provide own food and beverages</li> </ul>	Includes 1 hour of gym floor and minimum of 2 hours of party room use	As per current fee schedule	Y
Multi-sports Pad Party Package (not available during Winter) <ul style="list-style-type: none"> <li>Regular rental rate of multi-sports pad</li> <li>20% discount on room fee</li> <li>Must provide own food and beverages</li> </ul>	Includes 1 hour of multi-sports pad and minimum of 2 hours of party room use	As per current fee schedule	Y
TOWNSHIP OF WELLESLEY RECREATION COMPLEX			
Gymnasium Rental (Full Gym) NO kitchen; ONLY for Exercise classes or sports clinics	per hour	\$62.00	Y
Gymnasium Rental/Community Hall (Full Gym includes Kitchen)	per day (includes sporting events/ weddings/public events etc.)	\$667.00	Y

# Schedule “F” to By-law 45/2025

## RECREATION

Pick up Hub Rates for Drop-in Sessions	Various Gymnasium activities	No increase at this time as price just rolled out	Y
Meeting Room A Rental (Full Room) (45-55 ppl seated)	per hour	\$62.00	Y
Meeting Room A Rental (Full Room) (45-55 ppl seated)	per day	\$185.00	Y
Meeting Room B Rental (30 ppl seated)	per hour	\$31.00	Y
Meeting Room C Rental (15 ppl seated)	per hour	\$26.00	Y
Community Room (75 ppl seated)	per hour	\$62.00	Y
Community Room (75 ppl seated)	per day	\$246.00	Y
Active Living Centre (25 ppl seated) **Meeting rentals only	Per hour; based on availability	\$60.00	Y
Courtyard Rental (April-October- weather dependant)	per hour/No hall included	\$20.00	Y
Courtyard Rental (April-October- weather dependant)	per day/ No hall included	\$120.00	Y
Courtyard Rental (April-October- weather dependant)	Add-on with hall rental	\$75.00	Y
SOCCER FIELD RENTAL FEES			
St. Clements Church Field and Downtown Wellesley Fields	per hour; Lines included	\$25.00	Y
St. Clements Church Field and Downtown Wellesley Fields- Local Minor organization	per hour; Lines included	\$16.00	Y
St. Clements main Fields and Mornington Park Fields	per hour; Lines included	\$47.00	Y
St. Clements main Fields and Mornington Park Fields- Local Minor organization	per hour; Lines included	\$31.00	Y
OTHER RENTAL FEES			
Day after Clean up fee	Per day; Must be done by noon	\$170.00	Y
Extra Set up day fee	Per day	\$250.00	Y
Facility Alcohol Surcharge	Per event	\$100.00	Y
Damage Deposit Private event with alcohol	Per event	\$500.00	N
Damage Deposit Public event with alcohol	Per event	\$1,000.00	N
Damage Deposit Non-Alcohol event (at Directors discretion)	Per event	\$150.00	N
BALL DIAMONDS			
Adult Rentals per hour	per hour	\$45.00	Y
Minor Ball per hour	per hour	\$29.00	Y
Non-Local Minor Sports per hour	per hour	\$45.00	Y

BALL TOURNAMENTS **Half day rate not applicable on Saturday and Sundays**		2025 Rate	HST Applicable Y / N
Standard base rate Half Day (Per day; per diamond)		\$109.00	Y
Standard base rate Full Day (Per day; per diamond)		\$236.00	Y
Slo-pitch tier 1 add on (9-16 teams; Per day; Per Diamond)		\$100.00	Y
Slo-pitch tier 2 add on (16 + teams; Per day; Per Diamond)		TBD by Director	Y
Fast Ball tier 1 add on (8 or less teams; Per day; Per Diamond)		\$100.00	Y
Fast Ball tier 2 add on (9-16 teams; Per day; Per Diamond)		\$150.00	Y
Fast Ball tier 3 add on (16 + teams; Per day; Per Diamond)		TBD By Director	Y
Beer Garden Add on Half day		\$75.00	Y
Beer Garden Add on Full day		\$150.00	Y
PICNIC SHELTERS / PAVILIONS			
Full day Reservations		\$64.00	Y
Cancellation Fee within 30 days or once payment is made	Exception is weather	\$25.00	Y
MISCELLANEOUS FEES			
Hourly staffing rate	This fee can be applied when additional staff is required for an event or rental or if a non-urgent call out is made. Minimum of 3-hour block.	\$55.00	Y

# Schedule “F” to By-law 45/2025

## RECREATION

Filming and Photography rate <ul style="list-style-type: none"> <li>Based on locations and length of time</li> <li>Application to be completed prior to booking</li> <li>This fee applies when anyone is looking to use the Township facilities or lands for their filming and photography needs</li> <li>Based on availability</li> </ul>	Packages per hour and per day	TBD by Director	Y
Recreation Key fee (when key is dispensed)	For all rentals that require a physical key or fob.	\$2.00	N
Lost Key Fee	Fee applies when key, keycard or fob is not returned or lost	\$50.00	N
Long term Key deposit for physical keys (cash only)	deposit returned when key/fob returned	\$20.00	N
<b>CANCELLATION FEES</b>			
Ice Rentals cancelled over 15 days and paid in advance		\$25.00	N
Ice Rentals cancelled under 14 days up to 73 hours before		\$100.00	N
Ice Rentals cancelled under 72 hours	Exception is weather	Full rate of contract	Y
Ball Diamond Rentals cancelled under 72 hours	Exception is weather	Full rate of contract	Y
Ball Diamond Rentals cancelled over 72 hours and paid in advance		\$25.00	N
Community Centres cancelled over 30 days and not paid		No Charge	N
Community Centres cancelled over 30 days and paid		\$25.00	N
Community Centres cancelled under 30 days		50% of base rental	Y
Meeting rooms cancelled under 5 business days		\$ 25.00	N
<b>RENTAL LIABILITY INSURANCE</b>			
As per Gameday Rate Schedule	See Fee Schedule		N
<b>ADVERTISING/SPONSORSHIP (signs provided by advertiser)</b>			
Ball Diamonds (Linwood, Wellesley & St. Clements)		\$ 225.00	Y
· Soccer Fields (Wellesley, St Clements)		\$225.00	Y
Arena Wall or Boards – St. Clements		\$ 225.00	Y
Arena Wall – Bill Gies Recreation Centre Wall advertising		\$ 375.00	Y
· Scoreboard top band (4 sides)		\$1000.00	Y
· Scoreboard corner panels (4 corners)		\$1000.00	Y
Public Activity sponsorship per hour (insured through Township policy)	Per hour	Current hourly rate of facility	Y
Rotating Digital Media boards- Full screen base rate	Excludes Road signs; per month. Some conditions apply	\$30.00	Y
Rotating Digital Media boards- 2/3 screen base rate	Excludes Road signs; per month. Some conditions apply	\$20.00	Y
Rotating Digital Media boards- 1/3 screen base rate	Excludes Road signs; per month. Some conditions apply	\$15.00	Y
Rotating Digital Media boards- 1/6 screen base rate	Excludes Road signs; per month. Some conditions apply	\$10.00	Y
Rotating Digital Media boards- Prime Time Surcharge (Sept-April)	Per advertisement contract. Some conditions apply	\$20.00	Y
Rotating Digital Media boards- Non-Prime Time Surcharge (May-Aug)	Per advertisement contract. Some conditions apply	\$10.00	Y
Advertising Packages		10% discount for all advertising options additional to the first package purchased. Discounts applied to lower priced options.	Y

# Schedule “F” to By-law 45/2025

## RECREATION

Memberships <ul style="list-style-type: none"> <li>A student is defined as 25 yrs old and under and showing proof of enrollment in full-time education.</li> <li>Senior is defined as 55 plus</li> </ul>	Notes	2025 Rate	HST Applicable Y / N
Fitness Centre Membership 1 year Family Pass (Up to 5 members, 2 ADULTS and 3 Students, in the same house)	Fitness Centre only. No drop ins included in that rate. Key fee included. 15% discount on registered programming ONLY	\$1230.00	Y
Fitness Centre Membership Month Family Pass (Up to 5 members, 2 ADULTS and 3 Students, in the same house)	Fitness Centre only. No drop ins included in that rate. Key fee included.	\$128.00	Y
Fitness Centre Membership 1 year ADULT	Fitness Centre only. No drop ins included in that rate. Key fee included. 15% discount on registered programming ONLY	\$410.00	Y
Fitness Centre Membership 1 year SENIOR AND STUDENT	Fitness Centre only. No drop ins included in that rate; 20% Discount. Key fee included. 15% discount on registered programming ONLY	\$328.00	Y
Fitness Centre Membership 6-month ADULT	Fitness Centre only. No drop ins included in that rate. Key fee included	\$230.00	Y
Fitness Centre Membership 6-month SENIOR AND STUDENT	Fitness Centre only. No drop ins included in that rate; 20% Discount. included	\$182.00	Y
Fitness Centre Membership 1-month ADULT	Fitness Centre only. No drop ins included in that rate. Key fee extra for 1st month	\$41.00	Y
Fitness Centre Membership 1-month SENIOR AND STUDENT	Fitness Centre only. No drop ins included in that rate; 20% Discount. Key fee extra	\$33.00	Y
Fitness Centre Trial visit	No discount; one time only. Must be used during regular business hours; Must be 18+ or have orientation first.	Free	N
Fitness Centre Renewal Discount	Renew during or within 30 after expiration of 12 month packages ONLY- Not applicable on Family membership	5% off package price	Y
Single visit Fitness Centre rate	No discount: registration required; 18+ONLY **Some conditions apply**	\$5.00	Y
Walking Track	Annual membership rate	\$25.00	Y
Walking Track supplementary Cards	For additional memberships in your household	\$10.00	Y

End of Schedule

# Schedule “G” to By-law 24/2025

## ANIMAL CONTROL / BY-LAW ENFORCEMENT

ANIMAL CONTROL	2025 Rate	HST Applicable Y / N
Dog tag (male or female)		
Purchase on or before March 31st – Neutered/Spayed (proof required)	\$33.00	N
Purchase on or before March 31st – Non-Neutered/Spayed	\$50.00	N
Purchase after March 31st – Neutered/Spayed (proof required)	\$50.00	N
Purchase after March 31st – Non-Neutered/Spayed	\$66.50	N
Senior Citizen Rate	50% discount	
Service Dog		Y
Replacement tag	\$6.00	N
Kennels		
New Kennel Application	\$533.00	N
Kennel Expansion Application Fee	\$533.00	N
Conditional License Fee	\$105.00	N
1st purebred	\$210.00	N
Additional purebreds	\$26.00	N
Cross Breed dog (in kennel)	\$51.00	N
Boarding Kennel - per dog	\$32.00	
CERTIFICATE OF OCCUPANCY		
Home Occupation	\$175.00	N
Bed & Breakfast	\$175.00	N
On Farm Diversified Use	\$0.07 (min \$100 per OFDU)	
MOBILE FOOD VENDING		
Food Cart – per day	\$53.50	N
Food Cart – annual	\$319.00	N
Food Truck – per day	\$53.50	N
Food Truck - annual	\$425.00	N
BY-LAW ENFORCEMENT		
Noise By-law Exemption Permit	\$50.00 per day up to a maximum of \$1,000	