

**THE MUNICIPALITY OF SOUTHWEST MIDDLESEX
BY-LAW NO. 2023/085**

BEING A BY-LAW TO ESTABLISH CERTAIN USER FEES AND CHARGES

WHEREAS Section 391(1) and 391(1.1) of the *Municipal Act, 2001* (as amended by Bill 130) hereinafter “Municipal Act”, as amended, authorize a municipality and a local board to impose fees or charges on persons,

- a) For service or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) For the use of its property including property under its control.

AND WHEREAS Section 398(3) of the Municipal Act provides that costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement establishment, acquisition, and replacement of capital assets.

AND WHEREAS Section 398(1) of the Municipal Act provides that fees and charges imposed by a municipality or a local board on a person constitute a debt of the person to the municipality or local board, respectively.

AND WHEREAS Section 398(2) of the Municipal Act provides that the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality, or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

AND WHEREAS Section 7 of the *Building Code Act, 1992, S.O. 1992, c 23* as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections, and the setting and refunding of fees;

AND WHEREAS Section 69(1) of the *Planning Act, R.S.O. 1990, c.P.13*, provides the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment in respect of the processing of each type of application provided for in the tariff.

AND WHEREAS in respect to planning matters, the Council of the Corporation of the Municipality of Southwest Middlesex has deemed it appropriate that the municipality shall allow development on a full cost recovery basis. The council has set the tariff of planning fees in such a manner as the applicant on any development shall agree to pay the actual costs incurred by the municipality, where those costs exceed the tariff amount.

AND WHEREAS the Council of the Corporation of the Municipality of Southwest Middlesex deems it expedient to establish such fees and charges, and interest charges and other penalties.

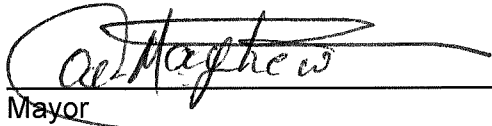
NOW THEREFORE, the Municipality of Southwest Middlesex ENACTS AS FOLLOWS;

1. That the tariff of fees and charges for the services as set out in Schedules “A-F” be adopted.
2.
 - a) For planning fees, where required, an additional review fee is required that covers the costs related to the processing of each application, as listed on Schedule “E”.
 - b) Where planning costs exceed the tariff amount, the costs to the applicant shall be the actual cost borne by the municipality on a full cost recovery basis.
 - c) Costs in excess of the tariff amount may include, but not be limited to, internal costs, Ontario Land Tribunal (OLT) hearing costs, outside consultants, associated professional fees, etc.
3. Where any costs are not paid forthwith after being invoiced, the applicant agrees that such costs may be paid by the municipality, added to their tax bill, and collected in the same

manner as taxes.

4. That interest charges, not to exceed 1.25% per month of the amount of fees and charges due and unpaid, may be imposed for the non-payment of the fees and charges in the manner specified in the by-law, but interest may not start to accrue before the first day of default.
5. The fees in this by-law take precedence over any fees listed elsewhere in Southwest Middlesex documents.
6. By-law 2022/020 passed by the Council of the Municipality of Southwest Middlesex be repealed on January 1, 2024.
7. This by-law shall come into full force and effect on January 1, 2024.

Read a first and second time this 13th day of December, 2023.

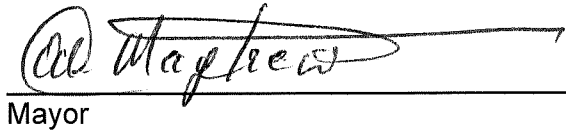


Mayor




Clerk

Read a third time and finally adopted this 13th day of December, 2023.



Mayor



Clerk

SCHEDULE 'A' - ADMINISTRATION & FINANCE

GENERAL

Item	Description of Charge	Fee Amount	Measure	Plus HST
1.1	Death Registration	\$ 20.00	per	No
1.2	Information Searches - regardless of success (excluding FOI which are billed as per FOI's most current regulations)	\$ 50.00	hour	Yes
1.3	Lottery Licenses (\$5.00 minimum)	3%	prize value	No
1.4	Marriage License	\$ 125.00	per	No
1.5	Photocopying	\$ 1.00	per page	Yes
	a) Usergroups and non-profits	\$ 0.10	per page	Yes
1.6	NSF and Returned Cheques	\$ 30.00	per	No
1.7	Late Payment Penalty (Taxes, Accounts Receivable, Utilities)	1.25%	per month	No
1.8	Additional Tax Bill/Receipt/Letter (Income Tax Purposes)	\$ 15.00	per	No
1.9	Statement Fee (All Accounts)	\$ 5.00	per	No
1.1	New Tax Account	\$ 10.00	per	No
1.11	New Water Account	\$ 25.00	per	No
1.12	Tax Registration	Cost, plus 10%		No
1.13	Additional Copy of Utility Bill	\$ 15.00	per	No
1.14	Administration Fee - transfer unpaid accounts to taxes	\$ 30.00	per	No
1.15	Credit Card Fee - Tax and Utility Payments	2%	of transaction	No
1.16	911 Numbering (landowner installation only)			
	1.16 (a) - Sign Blade	\$ 25.00	per	Yes
	1.16 (b) - Post	\$ 25.00	per	Yes

SALE OF MUNICIPAL PROMOTIONAL MATERIALS

1.17	Middlesex Map	\$ 3.00	per	Yes
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CERTIFICATES

1.18	Zoning Certificate (including work orders, building permit, and zoning information)	\$ 60.00	per	No
1.19	Septic Information Search (regardless of document availability)	\$ 40.00	per	No
1.20	Municipal Drain Certificate	\$ 40.00	per	No
1.21	Tax and Utility Certificate	\$ 60.00	per	No
	a) Tax and Utility Certificate - RUSH (Zoning is not able to be rushed)	\$ 120.00	per	No

ANIMAL CONTROL

1.22	Kennel License	\$ 150.00	per	No
1.23	Replacement Dog Tag	\$ 10.00	per	No

BUSINESS LICENSING

1.24	Salvage Yard License	\$ 50.00	per	No
1.25	Outdoor Paintball Park License	\$ 300.00	per	No
1.26	Outdoor Paintball Park License Renewal	\$ 75.00	per	No

CEMETERIES

1.27	Cost of Burial			
	1.27 (a) Interment of Ashes	\$ 450.00	per	No
	1.27 (b) Casket Interment	\$ 750.00	per	No
	1.27 (c) Weekend Premium - no Sunday burials	\$ 150.00	per	No

FENCE VIEWERS AND LIVESTOCK VALUERS

1.28	Fence Viewer Application	\$ 255.00	Deposit - includes \$75 administration fee to be deducted from costs as ordered which include fence viewer's remuneration and mileage	No
1.29	Fence Viewers	\$ 75.00	per attendance plus mileage at current rate	No
1.3	Livestock Valuers	\$ 75.00	per attendance plus mileage at current rate	No

SCHEDULE 'B' - BUILDING & BY-LAW ENFORCEMENT (NO HST)

BUILDING SERVICES

*Schedule B is to be adjusted annually based on the Consumer Price Index (CPI) available through Statistics Canada each year in January. CPI will be calculated using the average rate of the previous twelve (12) months from September to September.

A. NEW CONSTRUCTION

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
1.	Assembly Occupancies Group A	\$ 6,075.00	+	\$1.08/ft ² >10,000 ft ² for first 20,000 ft ² + \$0.54/ft2 over 20,000 ft ²

INSTITUTIONAL OCCUPANCIES

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
2.	Institutional Occupancies Group B	\$ 6,075.00	+	\$1.08/ft2 >10,000 ft2 for first 20,000 ft2 + \$0.54/ft2 over 20,000 ft2

RESIDENTIAL OCCUPANCIES

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
3.a	Single House, Semi-detached, duplex	\$ 2,664.00	+	\$1.00/ft2 > 2,000 ft2/dwelling unit
3.b	Multiple Unit Dwelling	\$ 2,546.00	+	\$1.00/ft2 > 2,000 ft2/dwelling unit
3.c	Mobile Home - Flat fee	\$ 738.00		
3.d	Residential - Major Additions and Alterations	\$ 2,047.00	+	\$1.00/ft2 > 2,000 ft2

BUSINESS/PERSONAL SERVICES OCCUPANCIES

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
4.	Business/Personal Services Occupancies	\$ 6,075.00	+	\$1.08/ft2 >10,000 ft2 for first 20,000 ft2 + \$0.54/ft2 over 20,000 ft2

MERCANTILE OCCUPANCIES

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
5.	Mercantile Occupancies - Group E	\$ 6,075.00	+	\$1.08/ft2 >10,000 ft2 for first 20,000 ft2 + \$0.54/ft2 over 20,000 ft2

INDUSTRIAL OCCUPANCIES

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
6.	Industrial Occupancies - Group F	\$ 6,075.00	+	\$1.08/ft2 >10,000 ft2 for first 20,000 ft2 + \$0.54/ft2 over 20,000 ft2

SPECIAL OCCUPANCIES

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
7.a	Agricultural Buildings	\$ 555.00	+	\$0.35/ft2 > 5,000 ft2 for first 20,000 ft2 + \$0.18/ft2 over 20,000 ft2
7.b	Manure Storage, grain bins, silos, etc - flat fee	\$ 555.00		
7.c	Tents and other temporary structures - flat fee	\$ 333.00		

ACCESSORY BUILDINGS

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
8.a	Detached garage, shed, boat house, other accessory	\$ 333.00	+	\$1.00/ft2 > 500ft2
8.b	Swimming Pool - flat fee	\$ 333.00		
8.c	Finished Basements - flat fee	\$ 333.00		
8.d	Deck - flat fee	\$ 333.00		

B. ALTERATIONS AND REPAIRS

Item	Description of Charge	Fee Amount		Plus \$/ft2 (if applicable)
1.	Interior Major Alterations, Repairs, Tenant Improvements			
1.a	Occupancies - Groups A, B, D, E, F (for additions/renovations value > \$10,000)	\$ 3,667.00	+	\$1.08/ft2 > 10,000 ft2
1.b	Residential Occupancies - Group C - Minor alterations, renovations, repairs, retrofitting	\$ 333.00	+	\$1.00/ft2 > 500ft2
1.c	Minor Alterations - Groups A, B, D, E, F (for minor additions/renovations, interior finishes, mechanical standalone value <\$10,000)	\$ 999.00		\$0.41/ft2 > 10,000 ft2
1.d	Alterations & Repairs to existing buildings or building systems not provided for above - for each \$1,000 of construction value or part thereof as determined by CBO - minimum \$50.00	\$ 10.00		
2.	Fireplace, woodstove inserts chimney. Solid fuel appliance, standalone plumbing, HVAC, or mechanical, banking machine - flat fee	\$ 333.00		
3.	Sewage Disposal System - new system - flat fee	\$ 555.00		
4.	Sewage Disposal System - repair - flat fee	\$ 333.00		
5.	Inspection of building connection to sewer, storm, or water pdc - per connection	\$ 55.00		
6.	Basic Plumbing Fee - flat fee	\$ 83.00		

C. DEMOLITION

Item	Description of Charge	Fee Amount		
1.	Residential - flat fee	\$ 333.00		
2.	Non-Residential - flat fee	\$ 765.00		

D. MISCELLANEOUS

Item	Description of Charge	Fee Amount		
1.	Change of Use - flat fee	\$ 333.00		
2.	Other Permits			
2.a	Transfer Permit - flat fee	\$ 555.00		
2.b	Conditional permit - agreement - flat fee	\$ 333.00		
3.	Alternative Solution Review - flat fee	\$ 555.00		
2.	Major Revisions to building drawings - % of original permit fee	10%		

E. ADMINISTRATIVE

Item	Description of Charge	Fee Amount		
1.	Occupant Load Inspection Report - flat fee	\$ 166.00		
2.	Re-inspect, defective and incomplete work, 3rd + additional inspections (prior to scheduling inspection)	\$ 222.00		
3.	Statement of concurrence for Telecommunications Tower - flat fee	\$ 1,110.00		

BY-LAW ENFORCEMENT

Item	Description of Charge	Fee Amount		
1.	Grass Cutting under the Weed Act, Untidy Yard By-law, Property Standards Admin fee plus contractor fee (staff time in addition)	\$ 214.00		
2.	Follow-up by-law enforcement inspectios finding continued non-compliance	\$ 107.00		
3.	Appeal to Property Standards Committee	\$ 214.00		
4.	Inspection - Building/By-law Enforcement where not covered in this by-law (hourly plus mileage)	\$ 80.00		
5.	Provide copy of building permit to individual other than property owner - flat fee	\$ 27.00		

SCHEDULE 'C' - FIRE SERVICES (NO HST)

GENERAL

Item	Description of Charge	Fee Amount	Measure
3.1	Request for Fire Reports	\$ 40.00	
3.2	Fire Search, Letters, Fire Reports and Court Time	\$ 95.00	Per person/hour inc. travel time
3.3	Inspections at request of owner or agent - including controlled burn request for demolished structures	\$ 40.00	per hour (\$40 min)
3.4	Fire crew standing watch to secure scene after the insurance company has cleared the scene	\$ 95.00	Per person/hour inc. travel time
3.5	Public Roadway Call-out (non-resident vehicle ownership - see resolution October 5, 2005)	The fee amount shall be the total of: a. *Current MTO rate per unit per hour or part thereof for each unit. b. rate per person per hour or portion thereof for each firefighter. c. other costs including but not limited to foam, metered water, air tank re-filing, cleaning equipment, DSPA or similar type units, costs to replace damaged or destroyed equipment, specialized response costs such as water bomber drops	
3.6	Private Property Call-out (non-resident vehicle ownership - see resolution October 5, 2005)	The fee amount shall be the total of: a. *Current MTO rate per unit per hour or part thereof for each unit. b. rate per person per hour or portion thereof for each firefighter. c. other costs including but not limited to foam, metered water, air tank re-filing, cleaning equipment, DSPA or similar type units, costs to replace damaged or destroyed equipment, specialized response costs such as water bomber drops	

NOTE: Southwest Middlesex billing policy (resolution of Council - December 7, 2015)

- "Owner(s)" is defined as any owner of a vehicle involved in a vehicle accident within Southwest Middlesex and who does not reside within Southwest Middlesex and who does not own property within Southwest Middlesex but does not include Southwest Middlesex council members, employees (including full-time, part-time or casual) and volunteer fire fighters who are using personal vehicles in the performance of their duties.
- The above exemptions shall be recorded in the appropriate human resource material for the municipality.
- Southwest Middlesex shall invoice the owner(s) of vehicles involved in accidents where the local fire department has been dispatched to the accident site.
- The invoicing rate per fire department response vehicle shall be established in the Southwest Middlesex fees and service charges by-law.
- This policy shall come into effect retroactively to January 1, 2015 with all invoices to date adjusted accordingly.

NOTES:

*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

Such fees shall be charged a calculated on the basis of each fire department vehicle attending, each firefighter attending and resources consumed in the attendance to the property incident. The time shall be measured from the time of departure of each unit from the fire department's facilities to the time the unit it cleared for the next call out.

FIRE DEPARTMENT SPECIFIC RESPONSE FEES

Item	Description of Charge	Fee Amount	Measure
3.7	Incidents involving road vehicles, watercraft, rail vehicles, aircraft and farm vehicles		<p>The fee amount shall be the total of:</p> <p>a. *Current MTO rate per unit per hour or part thereof for each unit.</p> <p>b. rate per person per hour or portion thereof for each firefighter.</p> <p>c. other costs including but not limited to foam, metered water, air tank re-filing, cleaning equipment, DSPA or similar type units, costs to replace damaged or destroyed equipment, specialized response costs such as water bomber drops</p>
3.8	False alarm due to accidental, malicious or preventable calls if called out again for the same reason within six (6) months.		
3.9	Brush/grass fires caused by unattended open-air burns, legal or illegal		
3.10	Standby fee for movie companies, social events, fireworks, etc.		
3.11	False alarms due to failure to properly maintain fire alarm system or contractor/service repair person working on fire system - will be charged to the property owner.		
3.12	Failure to notify fire department of testing/maintenance/drills of fire alarm system - will be charged to the property owner.		
3.13	Fire department specific response fees - Indemnification Technology NOTE: Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds the municipality or its representative.		
3.14	Administration fee of 15% will be calculated on the recoverable costs before taxes where the insurance company has requested that the file be placed on the tax roll.		

NOTES:

*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

Such fees shall be charged and calculated on the basis of each fire department vehicle attending, each firefighter attending and resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the fire department's facilities to the time the unit is cleared for the next call out.

SCHEDULE 'D' - PUBLIC WORKS, UTILITIES & DRAINAGE (NO HST)

WATER CHARGES; BULK WATER CHARGES AND WATER CONNECTION CHARGES

Item	Description of Charge	Fee Amount	Measure
4.1	SWM Distribution System	See Schedule D1	
4.2	Other Municipalities	As per agreement	
4.3	Deposit for bulk water key (Pratt Siding Station)	\$ 150.00	
4.4	Bulk Water (Pratt Siding Station)	See Schedule D1	
4.5	Bulk Water (Glencoe Water Tower)	See Schedule D1	
4.6	Water Permit - includes supply of meter, remote and appurtenances. Installation is responsibility of owner. Permit is required from Building Department.		
	a) 3/4 inch water meter	\$ 500.00	
	b) 1 inch water meter	\$ 800.00	
	c) 1 1/2 inch water meter	\$ 1,100.00	
4.7	Water Connection Fee - per individual private connection, includes installation of curb-stop only and infrastructure contribution. All plumbing on private property is the responsibility of the landowner.* Note: If property abuts waterline constructed under the Rural Waterline Policy, connection fee is based upon established rate of the policy.	\$ 8,000.00	
	a) Road Bore (for Water Connection Fee)	\$ 2,500.00	
	b) Water System Extension Fee - infrastructure contribution only. Does not include labour or materials*	\$ 8,000.00	
	c) Replacement of water meter service charge plus the actual cost of replacement (labour and materials) where original meter is damaged due to negligence, abuse or misconduct by the consumer as determined by Southwest Middlesex staff.	\$ 125.00	
	d) Inspection fee (per connection at watermain, sanitary sewer and storm sewer)	\$ 200.00	
4.8	On/Off Fees if performed during normal working hours (maximum half-hour wait)	\$ 60.00	visit
4.9	On/Off Fees if performed after normal working hours (maximum one hour wait)	\$ 200.00	visit

PENALTIES, TESTING FEES AND PARTS - WATER AND SEREW

4.10	Failure to cancel appointment with utility personnel without giving two hours' notice	\$ 50.00	
4.11	Water Meter Tampering Flat Fee plus estimated water consumption water meter replacement if required	\$ 200.00	
4.12	Unauthorized operation of a curb stop plus estimated water consumption	\$ 200.00	
4.13	Unauthorized operation of a fire hydrant plus estimated water consumption	\$ 200.00	
4.14	Meter checked for accuracy at the request of the property owner	As per collection policy	
4.15	Meter and parts	Cost + 10%	
4.16	Failure to grant access to municipal staff to service/read meter	\$ 20.00	bi-monthly

SANITARY SEWER RATES - GLENCOE

4.17	Sanitary Sewer Rates	See Schedule D1	
4.18	Sewer Connection Fee per private connection (if frontage not previously paid). Includes installation of cleanout at property line and infrastructure contribution. All plumbing on private property is the responsibility of the landowner.	\$ 7,000.00	
	a) Road Bore (for Sewer Connection Fee)	\$ 2,500.00	
	b) Where frontage charge is previously paid, landowner will be responsible for actual cost of connection and installation of cleanout.	Actual Cost	

SEPTAGE RECEIVING STATION - 3888 NEWBIGGEN DRIVE

4.19	Septage receiving station rate for licensed haulers	\$20/m3	
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SANITARY SEWER RATES - WARDSVILLE

4.20	Sanitary Sewer Rates	See Schedule D1	
4.21	Application Fee which includes determining location of SBS and if road bore is required, review of building plans regarding the location of the clarifier tank and the lot grading plan regarding elevation of clarifier tank.	\$ 150.00	
4.22	Connection Fee per private connection if road bore not required. Includes supply of clarifier tank and connection from main to clarifier tank. Connection between clarifier tank is owner's responsibility. Inspection required and application fee included in above.	\$ 8,100.00	
	a) Connection Fee per private connection if road bore is required. Includes supply of clarifier and connection from main to clarifier tank. Connection between clarifier tank and house is owner's responsibility. Inspection required and application fee included in above.	\$ 10,600.00	

LANDFILL/TRANSFER STATION TIPPING/DUMPING RATES

Note: Chargeable items only as per By-law No.2018/025

4.23	Minimum Charge	\$ 10.00	
4.24	Pickup-up (fully loaded)	\$ 30.00	
4.25	Single-Axle Trailer	\$35.00-\$50.00	
4.26	Oversize Trailer or Large Truck	\$55.00-\$150.00	

TILE LOAN AND DRAINAGE AGREEMENTS

4.27	Administration fee for loan under the Tile Drainage Act - Tile Loan Program	\$ 200.00	
4.28	Agreement Drains		
	a) Base Fee for private drain agreements	\$ 250.00	
	b) Plus legal fee per private property (searches, registration, etc)	Actual Cost	

ENTRANCE/WORK PERMIT - PLUS HST

4.29	Entrance Permit	\$ 200.00	
4.30	Road Occupancy/Work Permit	\$ 200.00	

SCHEDULE 'E' - PLANNING & DEVELOPMENT (NO HST)

PLANNING APPLICATIONS

Item	Description of Charge	Fee Amount	Measure
5.1	Consent to Sever (*additional fee for per lot basis)	\$ 1,750.00	
	a) *If more than one (1) lot created	\$ 500.00	
	b) Amending conditions of Consent	\$ 500.00	
5.2	Zoning By-law Admendment	\$ 1,800.00	
5.3	Zoning By-law Admendment for Temporary Use	\$ 1,800.00	
	a) Renewal - Zoning By-law Amendment for Temporary Use	\$ 250.00	
5.4	Minor Variance/Enlargement or other change to Non-Conforming Use	\$ 1,000.00	
5.5	Removal of Holding (H) Provision	\$ 200.00	
5.6	Official Plan Amendment	\$ 2,000.00	
5.7	Draft Plan of Subdivision or Condominium Agreement	\$ 3,000.00	
	a) Phased Subdivision Agreements	\$ 750.00	for each phase after the initial phase
	b) Amendment to Subdivision or Condominium Agreement	\$ 600.00	
	c) Redline Amendment for Subdivision or Condominium Agreement	\$500 (Major) \$350 (Minor)	
5.8	Site Plan Approval	\$ 1,500.00	
	a) Site Plan Amendment	\$ 750.00	
5.9	Pre-Consultation/Preliminary Development Proposal Meetings	\$0.00 - first meeting \$0.00 - second meeting \$1,000.00 - third meeting	
5.10	Cash-in-lieu of Parkland	5% of assessment - residential 2% of assessment - commercial	
5.11	Special Public Meeting (non-regular Council meeting)	\$ 800.00	
5.12	Drainage Apportionment (Condition of Consent to Sever)	\$ 500.00	
5.13	Septic System Inspection (Condition of Consent to Sever)	\$ 100.00	
5.14	Additional Review Fee Required (see By-law explanation, section #2)	(see By-law explanation, section #2)	
5.15	Part Lot Control	\$ 400.00	

SCHEDULE 'F' - FACILITIES, PARKS AND RECREATION

FACILITIES RENTALS

Item	Description of Charge	Fee Amount	Measure
6.1	Main Hall & Kitchen with Special Occasion Permit (SOP) - Ekfrid Community Centre, Wardsville Masonic Hall, Glencoe Arena Auditorium	Friday & Saturday - \$450/day Sunday to Thursday \$345/day	
6.2	Ekfrid Community Centre (no SOP)	Friday & Saturday - \$220/day Sunday to Thursday \$150/day for non-resident Sunday to Thursday - \$100/day for residents Hourly - \$30.0 (2 hour min.)	
6.3	Wardsville Masonic Hall (no SOP)	Friday & Saturday - \$165/day Sunday to Thursday \$120/day for non-resident Sunday to Thursday - \$80/day for residents Hourly - \$22.0 (2 hour min.)	
6.4	Glencoe Arena Auditorium (no SOP)	Friday & Saturday - \$165/day Sunday to Thursday \$120/day for non-resident Sunday to Thursday - \$80/day for residents Hourly - \$22.0 (2 hour min.)	
6.5	New Horizons Room		
	a) Daily	\$ 60.00	
	b) Hourly	\$ 22.00	
6.6	Glencoe Train Station		
	a) Daily	\$ 75.00	
	b) Hourly	\$ 22.00	
6.7	Appin Pavilion (Hydro & Water)	\$ 25.00	day
	a) Washroom Access	\$ 20.00	day
6.8	Simpson Street Park Pavilion (Hydro)	\$ 25.00	day
6.9	Wardsville Pavilion (Hydro)	\$ 25.00	day
6.10	Project 2000 Pavilion	\$ 25.00	day
	a) Washroom Access	\$ 20.00	day
6.11	Key Return (includes all facilities listed above)	\$ 250.00	if key not returned
6.12	Facility Set-Up/Take-Down (Chairs, tables, special requests)	\$ 10.00	
6.13	Additional Picnic Tables for Rental	\$ 10.00	

USER GROUPS REDUCED FACILITY RENTAL & SERVICE FEES

Item	Description of Charge	Fee Amount	Measure
6.14	SMAK Theatre Rehearsals	\$ 5.00	hour
6.15	SMAK Theatre Performance	\$ 175.00	day
6.16	Reduced Hall Rate: Personally organized/Non-Registered Fundraising Events, Non-Profit Healthcare Exercise Groups (VON, Four Counties)	50%	discount
6.17	Reduced Hall Rate: Registered Not-For-Profit Groups (Quad County), Seniors Groups (New Horizons, Heritage Fiddlers)	75%	discount
6.18	Waived Hall Rental Rate -Committees of Council, Tartan Days, Sundays at the Station, Appin Cruise Days, Meetings for Minor Sports Teams, Organized Youth Groups (Girl Guides, 4H), Registered Charities, Churches (special events only), Glencoe Horticultural Society, GDHS Alumni, Glencoe Masons, Wardsville Masons, Lions, Your Wardsville	\$ -	hour
6.19	Bereavement/Funeral Rate (booked by Funeral Home)	\$ 80.00	day

ICE & ARENA REANTALS/FEES

Item	Description of Charge	Fee Amount	Measure
6.20	Arena Ice		
	a) Minor Sports (Hockey/Figure Skating/Precision Skating)	\$ 165.00	
	b) Regular Rate	\$ 175.00	
	c) Off Time (Weekdays before 4 p.m.; not available during Christmas and March Break)	\$ 78.00	
	d) Education Rate	\$ 78.00	
	d) Dead Ice Rate (weekdays before 4 p.m.)* *cannot be booked more than 24 hours in advance, and not available during Christmas or March Break. *Certified coaches and instructors do not have to pay the \$20.00/person fee		\$20.00/person or \$78.00/hour
	e) Party Rate (Birthday, Christmas, etc)* *if adding use of auditorium to party rate		\$175.00/hour \$5.25/hour
6.21	Arena Floor (electrical drops included)	\$ 400.00	per day
	a) Previous day setup for Arena Floor/Post day cleanup for Arena Floor	\$ 200.00	per day
6.22	Skate Sharpening		
	a) Hockey Skates	\$ 5.00	
	b) Figures Skate	\$ 5.00	
	c) Custom Radius	\$ 25.00	

PARKS

Item	Description of Charge	Fee Amount	Measure
6.23	Soccer		
	a) Minor Soccer - per season, per child	\$ 16.00	
	b) Adult Soccer - per season, per team	\$ 400.00	
	c) Tournament - Minor Soccer, per day (no Canteen)	\$ 100.00	
	d) Tournament - Adult Soccer, per day	\$ 150.00	
6.24	Baseball		
	a) Minor Baseball - per season, per child (Includes diamond set-up)	\$ 16.00	
	b) Adult Baseball - per season, per team w/lights	\$ 515.00	
	c) Adult Baseball - per season, per team w/lights, and diamond setup	\$ 700.00	
	d) Adult Baseball - per season, per team w/o lights	\$ 390.00	
	e) Tournament - Minor Baseball, per day, per diamond	\$ 100.00	
	f) Tournament - Adult Baseball, per day, per diamond	\$ 200.00	
6.25	Fine - for dame to diamond, field or pavilion	\$ 125.00	
6.26	Canteen/Cafeteria Rental	\$ 150.00	
6.27	Key Return (includes all facilities)	\$ 250.00	If not returned

ADVERTISING & SPONSORSHIPS

Item	Description of Charge	Fee Amount	Measure
6.28	Arena Wall Ads - Year One, and any year where the advertisement is changed or altered	\$ 250.00	
6.29	Arena Wall Ads - Per year, after year one	\$ 150.00	
6.30	Arena Board Ads - Year One, and any year where the advertisement is changed or altered	\$ 400.00	
6.31	Arena Board Ads - Per year, after year one	\$ 300.00	
6.32	In-Ice Advertising (Ice Surface Logo) - Year One, and any year where the advertisement is changed or altered	\$ 500.00	
6.33	In-Ice Advertising (Ice Surface Logo) - Per Year, After Year One	\$ 400.00	
6.34	Public Skating Sponsorship		
	a) 1 Hour	\$ 130.00	
	b) 1.5 Hours	\$ 150.00	
	c) 2 Hours	\$ 170.00	
6.35	Flower Basket Program		
	a) Hanging Flower Baskets	\$ 80.00	
	b) Flower Planter Box - Road	\$ 90.00	
	c) Flower Basket - Winter	\$ 90.00	
	d) Three-tiered Flower Planter Box - Parkette	\$ 100.00	
6.36	Southwest Middlesex Pool Sponsorships		
	a) 2 Hour Public Swim	\$ 170.00	
	b) Glencoe Gators Swim Team per season	\$ 300.00	
6.37	Drop-In Recreational Program Sponsorship Per Class	\$ 60.00	

SWIMMING POOL

Item	Description of Charge	Early Bird	Regular Price
6.39	Regular Lessons - Parent & Tot (30 minutes)	\$ 45.00	\$ 50.00
6.40	Regular Lessons - Preschool & Swimmer 1-6 (Preschool-Swimmer 4, 30 minutes; Level 5-6, 45 minutes)	\$ 65.00	\$ 72.00
6.41	Regular Lessons-Rookie, Ranger, Star Patrol (45 minutes)	\$ 76.00	\$ 84.00
6.42	Bronze Star	\$ 76.00	\$ 84.00
6.43	Bronze Medallion	\$ 153.00	\$ 170.00
6.44	Bronze Cross	\$ 153.00	\$ 170.00
6.45	Private Lessons (1/2 hour)	\$ 105.00	\$ 116.00
6.46	Semi-private lessons (1/2 hour, per child)	\$ 95.00	\$ 106.00
6.47	Drop-in Lessons (1/2 hour)	N/A	\$ 16.00
6.48	Special Needs Swimming Lessons (1 hour)	\$ 2.00	\$ 80.00
6.49	Recreational Swim Team	\$ 53.00	\$ 62.00
6.50	Swim Team Family Rate (up to 3 members)	\$ 100.00	\$ 120.00
6.51	Passes		
	a) One-person pass (per season)	\$ 72.00	\$ 80.00
	b) Family season pass (per season)	\$ 156.00	\$ 170.00
	c) Aquafit Pass (per month)	\$ 72.00	\$ 80.00
6.52	Daily Rates		
	a) Aquafit/Lane Swim (45 minutes)	N/A	\$ 5.00
	b) Children (12 and under)	N/A	\$ 2.00
	c) Youth and Adults (13+)	N/A	\$ 3.00
	d) Seniors (65+)	N/A	\$ 2.00
	e) Family Rate (2 adults + up to 4 children)	N/A	\$ 8.00
6.53	Swimming pool rental (per hour which includes 2 lifeguards. Any additional lifeguards will be charged at an additional \$25/hour. Additional lifeguard is required if more than 25 people will be attending the rental.)		\$ 85.00

RECREATIONAL PROGRAMMING

Item	Description of Charge	Fee Amount	Measure
6.54	Drop-In Fitness Class (Yoga/Zumba/Bootcamp)	\$ 6.00	
	a) Drop-In Fitness Class Monthly Pass (Yoga/Zumba/Bootcamp)	\$ 20.00	
6.55	Drop-In Arts Program	\$ 5.00	
6.56	Drop-in Sports Program - No Instructor	\$ 3.00	
6.57	Drop-in Sports Program - Instructor Led	\$ 4.00	
6.58	Pickleball 4 Month Pass	\$ 65.00	
6.59	10 Weeks Children's Sports or Arts Program	\$ 50.00	
6.60	Adult Volleyball League (10 weeks)	\$65/individual \$560/team (8-10 people)	

ARENA PROGRAMMING

Item	Description of Charge	Fee Amount	Measure
6.61	Public Skating (1 hour)		
	a) Children (12 and under)	\$ 2.00	
	b) Youth and Adults (13+)	\$ 3.00	
	c) Family (2 adults + up to 4 children)	\$ 8.00	
6.62	Public Skating (1.5 and 2 hours)		
	a) Children (12 and under)	\$ 3.00	
	b) Youth and Adults (13+)	\$ 5.00	
	c) Family (2 adults + up to 4 children)	\$ 10.00	
6.63	Adult Only Public Skate	\$ 2.00	
6.64	Weekday Family Skate (1.5 hours)	FREE	
6.65	Kids Stick and Puck (per child)	\$ 5.00	
6.66	Skate Canada - Member's Only (per skater)	\$ 5.00	
6.67	Adult Pickup Hockey/Shinny Hockey (per person)	\$ 10.00	

CANCELLATIONS/REFUNDS

Recreation Programs

All Drop-in programs such as swims, skates, and fitness programs are non-refundable. In addition, passes are non-refundable.

If the program requires registration and is not drop-in, some programs are cancelled due to insufficient enrollment. If the municipality cancels a program, your preference of full refund, credit, or enrolment in another available program will be accommodated.

It may be necessary to cancel a course. This results from:

- Insufficient registration to run the program
- Facilities being closed/unavailable and an alternative location not being available
- The instructor has a conflict with a specific date and a replacement instructor cannot be found
- We are experiencing severe weather conditions which has resulted in road closures and the ability of the instructor or the majority of participants to travel

At the time of registration, you will be notified of the date of any known cancellations, facility closures or instructor/scheduling conflicts. In the event of road closures or emergency facility closure, participants will be contacted as soon as possible.

For programs with registration, the cancellation policy is as follows:

- Less than 24 hours - non-refundable
- 5 days prior to the program starting - full refund
- Less than 5 days' notice, but more than 24 hours notice - 50% refund
- A credit or enrollment in another program will be at no cost

Aquatic Programs

- A full refund will be issued if notification is received 5 days prior to the beginning of the season start
- After that time and up to the start of the programs:
 - Less than 5 days' notice will be a 50% refund
 - You can move your session to another session date for no charge as long as there is space(s) available or receive a credit on your account
- Within 24 hours and after the program has started, programs will be non-refundable