

# STAFF REPORT

Report #CAO2014-12

**To:** His Worship the Mayor and Members of Council  
**From:** Jeff Carswell, Chief Administrative Officer  
**Re:** 2014 Budget – Report #4  
**Date:** March 14, 2014

**Background:**

This is the fourth report of several related to development of the 2014 -2018 Capital Forecast and 2014 Operating Budget. This report provides detailed information on the 2014 Operating Budget for all departments.

**Discussion:**

Based on discussion at the last Council meeting, the following changes are proposed.

**Capital**

- Several areas double checked and fine-tuned (\$12,600)
- Moved Zamboni Major Maintenance and Natural Gas Overhaul from Operating to Capital and funded from Reserve (\$6,500)
- Speed Spy funded from Police Reserve (\$3,000)

Creates a small decrease in net capital of \$2,188 (0.17%) from 2013 (First draft showed a \$20,000 increase)

Summary	Total Cost	From TGGR	From Reserves	From Others	PY TGGR Change
2014	2,028,438	1,266,762	624,676	137,000	-2,188

**Operating**

- Various areas double checked and fine-tuned
- Funded ½ of the police increase from the Police Reserve – as we are not sure where police costs will go in 2015, and there is some possibility they could stabilize or decrease it would make sense to hold off on increasing this line item higher than it may go in the future. Based on the proposed formula we might see a decrease in overall

costs (based on \$370 / HH formula overall costs could be \$1,120,000 which is \$140,000 less than the 2014 estimate)

Following is a closer look at total operating revenues and expenses:

Operating Revenue up \$55,750 (4.58%)  
Operating Expenses up \$254,695 (4.72%)

While the overall levy increase is significant, when looking specifically at Operating Expenses, the increase is not unreasonable based on the programs and services the Township delivers. The 4.72% increase would include various items like wages, fuel, insurance, contracted services, etc.

Additional Taxation Required for Operating \$198,945 (4.77%)

Additional Taxation Required for Non-Departmental Areas (ie. General Grants, Interest, Bank Charges) \$199,150 (11.81%)

**Overall Impacts**

Operating .....	\$198,945	
Non Departmental.....	\$199,150	
Capital.....	(\$2,188)	
Growth .....	(\$31,000)	
Overall Township Levy Change.....	\$364,907	9.63%

County Levy Change.....	\$83,381	
Education Levy Change .....	\$12,630	
Total Levy Change.....	\$460,918	4.58%

At the last Council meeting there was discussion about the impact the OMPF decrease and OPP increase would have on the overall levy increase. Those items looked at in isolation contribute as follows towards the overall 4.58% increase:

OMPF Decrease 2.05%  
OPP Increase 0.92%

This would make the overall increase related to all other factors 1.61%.

**Tax Bill Impact**

As in past years, providing a single % change for taxation is not possible. With the phase-in program, not all properties will see the same change due to changes in assessment. As rule of thumb for 2014, the overall property

tax increase is slightly less than the assessment increase for the property. For example, if a property’s assessment increased 4%, the property tax increase is 3.7%. Following are the details on a typical residential property assessed at \$250,000 in 2013 and \$260,000 in 2014 (4% assessment increase).

<b>Year</b>	<b>Assessment</b>	<b>Township</b>	<b>County</b>	<b>Education</b>	<b>Total</b>
<b>2013</b>	\$250,000	\$1,137	\$1,115	\$530	\$2,782
<b>2014</b>	\$260,000	\$1,236	\$1,121	\$528	\$2,885
<b>\$ Change</b>	\$10,000	\$99	\$6	\$-2	\$103
<b>% Change</b>	4%	8.71%	0.54%	-0.38%	3.7%

**User Fees**

The proposed user fees for 2015 are included. There are not significant changes proposed in the user fees. Those that are proposed for changes are highlighted. There is only one new fee being proposed. This relates to FIT/Micro-FIT requests for Council resolutions. These requests require review by staff, preparation of information for Council and provision of information to the applicant. The benefits related to obtaining the Council resolution are specifically related to an individual so having a user fee to cover some of the costs is appropriate.

**Public Meeting**

The Budget and User Fee Public Meeting is scheduled for 10:30 a.m. at the April 2, 2014 Council Meeting. At that meeting, the budget is presented and those present can ask questions or make suggestions on the proposed budget. This is not the only mechanism to provide input. Budget information has been on the Township website, sent out on Keep Me Informed, Facebook and Twitter and included in Council agendas. To date there have not been any written or verbal comments submitted on the various budget documents.

**Recommendation:**

1. None at this time. For Council consideration and comment.

Report prepared  
and submitted by:

A handwritten signature in black ink that reads "Jeff Carswell". The signature is written in a cursive style with a large, stylized "J" and "C".

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Jeff Carswell, AMCT  
Chief Administrative Officer

	2013 Actual	2013 Budget	Dept 2014 Budget	CAO Revisions 2014 Budget	CAO 2nd Draft 2014 Budget	Change from 2013 Budget	
						\$	%
<b>Operating Budget Department Summary</b>							
Non Departmental	(\$1,732,036)	(\$1,685,625)	(\$1,467,625)	(\$1,486,225)	(\$1,486,475)	\$199,150	-11.81%
Council	\$128,609	\$134,200	\$133,950	\$133,800	\$133,800	(\$400)	-0.30%
General Admin Staff	\$419,972	\$426,250	\$419,750	\$419,750	\$419,750	(\$6,500)	-1.52%
Hickson Office	\$18,984	\$19,200	\$19,700	\$19,700	\$19,700	\$500	2.60%
90 Loveys Street Property	\$26,811	\$3,000	\$6,400	\$6,400	\$6,400	\$3,400	113.33%
Former Tav PUC Office	(\$1,402)	(\$1,150)	(\$1,100)	(\$1,100)	(\$1,100)	\$50	-4.35%
General Admin	\$148,695	\$147,350	\$177,100	\$169,100	\$179,100	\$31,750	21.55%
Canine Control	\$3,301	(\$5,050)	\$11,750	\$9,000	\$9,000	\$14,050	-278.22%
Livestock Claims	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000	
Fenceviewers	\$0	\$0	\$0	\$0	\$0	\$0	
Crossing Guards	\$28,148	\$28,400	\$29,200	\$29,200	\$29,200	\$800	2.82%
12th Line Baptist Cemetery	\$600	\$625	\$625	\$625	\$625	\$0	0.00%
Vandecar Cemetery	\$450	\$475	\$475	\$475	\$475	\$0	0.00%
17th Line Evangelical Cemetery	\$475	\$500	\$500	\$500	\$500	\$0	0.00%
Brickyard Cemetery Donation	\$0	\$0	\$500	\$500	\$500	\$500	
Seniors Picnic	\$1,232	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.00%
Planning & Zoning	(\$3,519)	(\$550)	(\$1,000)	(\$1,000)	(\$1,000)	(\$450)	81.82%
Economic Development	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0.00%
<b>General Admin Total</b>	<b>\$797,356</b>	<b>\$779,750</b>	<b>\$825,350</b>	<b>\$814,450</b>	<b>\$824,450</b>	<b>\$44,700</b>	<b>5.73%</b>
Hickson Park	\$16,681	\$17,500	\$18,100	\$18,100	\$18,100	\$600	3.43%
Innerkip Park	\$30,966	\$33,400	\$32,900	\$32,900	\$32,900	(\$500)	-1.50%
Innerkip Estates Park	\$1,375	\$3,000	\$3,000	\$2,500	\$2,500	(\$500)	-16.67%
Tavistock Park	\$35,948	\$29,800	\$31,420	\$31,420	\$31,420	\$1,620	5.44%
Tavistock Bender Park	\$1,297	\$2,000	\$1,995	\$1,995	\$1,995	(\$5)	-0.25%
Tavistock Memorial Hall	\$20,744	\$26,770	\$29,370	\$29,370	\$29,370	\$2,600	9.71%
Parks General	\$4,244	\$24,700	\$24,400	\$24,650	\$24,650	(\$50)	-0.20%
Innerkip Community Centre	\$11,156	\$12,700	\$14,550	\$14,550	\$14,550	\$1,850	14.57%
TDRC	\$36,032	\$10,710	\$39,860	\$39,860	\$32,560	\$21,850	204.01%
<b>Recreation Total</b>	<b>\$158,443</b>	<b>\$160,580</b>	<b>\$195,595</b>	<b>\$195,345</b>	<b>\$188,045</b>	<b>\$27,465</b>	<b>17.10%</b>
Police Services Board	\$10,629	\$13,300	\$13,300	\$13,300	\$13,300	\$0	0.00%
Police	\$1,135,272	\$1,144,510	\$1,236,965	\$1,236,965	\$1,191,965	\$47,455	4.15%
<b>Police Total</b>	<b>\$1,145,901</b>	<b>\$1,157,810</b>	<b>\$1,250,265</b>	<b>\$1,250,265</b>	<b>\$1,205,265</b>	<b>\$47,455</b>	<b>4.10%</b>
<b>Corporate Services Total</b>	<b>\$2,101,700</b>	<b>\$2,098,140</b>	<b>\$2,271,210</b>	<b>\$2,260,060</b>	<b>\$2,217,760</b>	<b>\$119,620</b>	<b>5.70%</b>
Hickson Fire	\$177,521	\$170,600	\$174,150	\$175,150	\$175,150	\$4,550	2.67%
Innerkip Fire	\$112,869	\$134,200	\$138,950	\$135,950	\$135,950	\$1,750	1.30%
Tavistock Fire	\$150,940	\$153,975	\$161,975	\$162,075	\$162,075	\$8,100	5.26%
Township Fire	\$121,464	\$149,750	\$153,400	\$147,700	\$147,700	(\$2,050)	-1.37%
CEMC	\$21,686	\$32,550	\$32,900	\$18,550	\$18,550	(\$14,000)	-43.01%
By-law	\$20,032	\$20,225	\$20,250	\$21,850	\$21,850	\$1,625	8.03%
<b>Protective Services Total</b>	<b>\$604,512</b>	<b>\$661,300</b>	<b>\$681,625</b>	<b>\$661,275</b>	<b>\$661,275</b>	<b>(\$25)</b>	<b>0.00%</b>

	2013 Actual	2013 Budget	Dept 2014 Budget	CAO Revisions 2014 Budget	CAO 2nd Draft 2014 Budget	Change from 2013 Budget	
						\$	%
Roads General	\$399,483	\$344,000	\$361,300	\$300,500	\$290,500	( \$53,500 )	-15.55%
Roads - Facilities	\$53,772	\$47,600	\$51,350	\$55,650	\$55,650	\$8,050	16.91%
Roads Maintenance	\$538,997	\$674,900	\$701,900	\$728,875	\$728,875	\$53,975	8.00%
Roads Winter	\$248,214	\$187,625	\$200,125	\$233,750	\$233,750	\$46,125	24.58%
Sidewalks	\$21,240	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0.00%
Leaf & Yard Waste	\$1	\$0	\$0	\$0	\$0	\$0	
Streetlights	\$55,955	\$42,500	\$45,500	\$45,500	\$45,500	\$3,000	7.06%
Building	\$51,768	\$75,100	\$77,000	\$94,600	\$94,600	\$19,500	25.97%
Municipal Drainage	\$23,583	\$16,975	\$16,975	\$19,175	\$19,175	\$2,200	12.96%
Tile Drainage	( \$75 )	\$400	\$400	\$400	\$400	\$0	0.00%
<b>Roads Total</b>	<b>\$1,392,938</b>	<b>\$1,414,100</b>	<b>\$1,479,550</b>	<b>\$1,503,450</b>	<b>\$1,493,450</b>	<b>\$79,350</b>	<b>5.61%</b>
<b>Total Operating - All Departments</b>	<b>\$2,367,114</b>	<b>\$2,487,915</b>	<b>\$2,964,760</b>	<b>\$2,938,560</b>	<b>\$2,886,010</b>	<b>\$398,095</b>	<b>16.00%</b>
<b>Total Capital</b>	<b>\$1,469,612</b>	<b>\$1,268,950</b>	<b>\$1,288,512</b>	<b>\$1,288,512</b>	<b>\$1,266,762</b>	<b>( \$2,188 )</b>	<b>-0.17%</b>
<b>Total - Operating &amp; Capital</b>	<b>\$3,836,726</b>	<b>\$3,756,865</b>	<b>\$4,253,272</b>	<b>\$4,227,072</b>	<b>\$4,152,772</b>	<b>\$395,907</b>	<b>10.54%</b>

Department	Category	Fee Description	Effective January 1, 2014	Effective January 1, 2015	Notes
Administration	Copying	General Copying	25¢/side	25¢/side	
Administration	Copying	Church & Charitable Groups	15¢/side	15¢/side	
Administration	Copying	Supply own paper	10¢/side	10¢/side	
Administration	Printing	Laser Printing	25¢/side	25¢/side	
Administration	Printing	Colour Laser Printing	50¢/side	50¢/side	
Administration	Laminating	Laminating Business Card	50¢	50¢	
Administration	Laminating	Laminating Badge with Clip	75¢	75¢	
Administration	Laminating	Laminating 8 1/2 X 11	\$1.00	\$1.00	
Administration	Faxes	Incoming faxes	50¢/page	50¢/page	
Administration	Faxes	Outgoing faxes	50¢/page + long distance for out-of-country	50¢/page effective on approval	
Administration	Certificates	Tax Certificate	\$45.00	\$45.00	
Administration	Certificates	Zoning Certificate	\$45.00	\$45.00	
Administration	Certificates	Local Charges Information	\$45.00	\$45.00	
Administration	Certificates	Building Work Orders	\$45.00	\$45.00	
Administration	Certificates	Tax Confirmation-requested by Bank or Trust Company	\$20/property	\$20/property	
Administration	Certificates	Burial Certificates	\$10.00	\$10.00	
Administration	Maps	Township Maps	n/c	n/c	
Administration	Maps	County Map	n/c	n/c	
Administration	Misc	Township Lapel Pins	n/c	n/c	
Administration	Misc	Township Crest-Plastic	\$5.00	\$5.00	
Administration	Misc	Township Crest-Cloth	\$20.00	\$20.00	
Administration	Cost Recovery Jobs	All Departments	Actual Job Cost + 15% overhead (\$500 max. for overhead)	Actual Job Cost + 15% overhead (\$500 max. for overhead)	
Administration	Tax Sales	Title Searching	\$110.00	\$110.00	
Administration	Tax Sales	Survey	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	Preparation & Registration of Tax Arrears Certificate	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	First Notice - preparation & mailing	\$60.00/hr	\$60.00/hr	
Administration	Tax Sales	Final Notice - preparation & mailing	\$60.00/hr	\$60.00/hr	
Administration	Tax Sales	Preparation of Extension Agreement	\$60.00/hr	\$60.00/hr	
Administration	Tax Sales	Legal Costs	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	Preparation & Registration of Cancellation Certificate	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	Costs of Sale by Tender or Auction Process:			
Administration	Tax Sales	Legal Costs	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	Advertising Costs	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	Expenses of Tender Opening or Auction	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	Professional Services	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	Mailing of Notices	\$60.00/hr	\$60.00/hr	
Administration	Tax Sales	Registration of Documents	Actual Cost + 10%	Actual Cost + 10%	
Administration	Tax Sales	Distribution of Proceeds of Sale	\$60.00/hr	\$60.00/hr	
Administration	Lotteries	Lottery Licences	2% of the prize value	2% of the prize value	

Department	Category	Fee Description	Effective January 1, 2014	Effective January 1, 2015	Notes
Waste Management	Recycling	Blue Boxes	As set by County of Oxford	As set by County of Oxford	
Waste Management	Recycling	Composters	As set by County of Oxford	As set by County of Oxford	
Waste Management	Bag Tags	Bag Tags	As set by County of Oxford	As set by County of Oxford	
Bylaw Enforcement	Canine Control	Dog Tags	\$20/tag	\$20/tag	no longer applicable
Bylaw Enforcement	Canine Control	Kennel Licence	\$60/licence	\$60/licence	
Fire & Safety	Signs	9-1-1 Post & Cap Only	\$16	\$20	
Fire & Safety	Signs	9-1-1 Blade & Hardware Only	\$35	\$40	
Fire & Safety	Signs	9-1-1 Sign - New Install by Township, incl. hardware	\$100	\$100	
Fire & Safety	Signs	Fire Route-Sign, Post, & Hardware	\$53	\$55	
Fire & Safety	Signs	Fire Route-Sign Installed by Township	cost recovery job	cost recovery job	
Fire & Safety	Fire Department	Work Orders	\$50	\$50	
Fire & Safety	Fire Department	Inspections Requested	\$200	\$200	
Fire & Safety	Fire Department	Incident Reports Requested	\$150	\$150	
Fire & Safety	Fire Department	Non Resident Motor Vehicle Accidents	Current MTO Rates + 15% overhead (\$500 max. for overhead)	Current MTO Rates + 15% overhead (\$500 max. for overhead)	
Fire & Safety	Fire Department	False Fire Alarm - 3rd+ Calls	\$500	\$500	
Fire & Safety	Fire Department	Propane Facility Fire Safety Plan Review	\$250 + Actual External Professional Costs + 15% Overhead (\$500 max, on external costs only)	\$250 + Actual External Professional Costs + 15% Overhead (\$500 max, on external costs only)	
PW	Culverts	9 m width, 300 - 400 mm (30' width, 15")	\$1,500.00	\$1,500.00	
PW	Culverts	12 m width, 300 - 400 mm (40' width, 15")	\$2,000.00	\$2,000.00	
PW	Culverts	Extensions per metre (3')(15")	\$150.00	\$150.00	
PW	Culverts	9 m width, 450 mm (30' width, 18")	\$1,600.00	\$1,600.00	
PW	Culverts	12 m width, 450mm (40' width, 18")	\$2,100.00	\$2,100.00	
PW	Culverts	Extensions per metre (3')(18")	\$200.00	\$200.00	
PW	Culverts	9 m width, over 450 mm (30' width, 18")	priced individually	priced individually	
PW	Culverts	12 m width, over 450mm (40' width, 18")	priced individually	priced individually	
PW	Culverts	Extensions per metre (3') over 450 mm	priced individually	priced individually	
PW	Culverts	Waterbreak-9 m	\$400	\$400	
PW	Culverts	Waterbreak- 12 m	\$500	\$500	
PW	Culverts	Waterbreak-extensions per metre	\$60	\$60	
PW	General	Curb Cut or relocation of existing curb(7.5m min cut)	\$50/m	\$50/m	
PW	General	Private Drain Connection	\$25 permit+ cost recovery job	\$25 permit+ cost recovery job	
PW	General	Mailbox Posts	\$75.00	\$75.00	



Department	Category	Fee Description	Effective January 1, 2014	Effective January 1, 2015	Notes
Planning	Applications	Zoning Change	\$500	\$550	
Planning	Applications	Minor Variance	\$300	\$325	
Planning	Refunds	Application Submitted-no work started	80%	80%	
Planning	Refunds	Application Submitted-surrounding property owner list created	60%	60%	
Planning	Refunds	Application Submitted-surrounding property owner list created,application circulated for agency comment	40%	40%	
Planning	Refunds	Any point after agency comment circulation	0%	0%	
Planning	Applications	Site Plan Control Agreement Application	\$315	\$350	
Planning	Deposit	Site Plan Control Agreement Deposit	\$2,000/lot(min \$1,000 to be held by Twp until agreement completed	\$2,000/lot(min \$1,000 to be held by Twp until agreement completed	
Planning	Deposit	Severance Agreement Deposit	\$2,000/lot(min \$1,000 to be held by Twp until agreement completed	\$2,000/lot(min \$1,000 to be held by Twp until agreement completed	
Planning	Grant-in-Lieu of Parkland	GIL of Parkland on Severances that create a new residential lot	\$1,250	\$1,500	increased as proposed starting in 2011
Planning	REA	Renewal Energy Projects - Municipal Consultation Costs	Actual Staff Costs + 15% Overhead (\$500 max for OH)	Actual Staff Costs + 15% Overhead (\$500 max for OH)	
Planning	REA	Renewable Energy Projects - Municipal Agreement Deposit	\$25,000 Deposit to Initiate Municipal Agreement + Additional Deposits as per the Agreement	\$25,000 Deposit to Initiate Municipal Agreement + Additional Deposits as per the Agreement	
Planning	REA	Renewable Energy Projects - Municipal Agreement Cost Recovery (Legal, Engineering, etc.)	Actual External Professional Costs + Actual Staff Costs + 15% Overhead (\$500 max for OH)	Actual External Professional Costs + Actual Staff Costs + 15% Overhead (\$500 max for OH)	
Planning	REA	Municipal Council Support Resolution Application		\$200	New fee, required for processing, reviewing and obtaining Council resolution for FIT/MicroFIT Council support resolutions effective in 2014 on approval of user fees
<b>Innerkip Community Centre - contact Barb Kelso at 519-469-3449</b>					
ICC	Hall	Hall Rental-Sun-Thurs/Fri, Sat Afternoon	\$175+HST	\$175+HST	2015 still to be reviewed by ICCBOM
ICC	Hall	Hall Rental-Fri, Sat Evening	\$400+HST	\$400+HST	
ICC	Hall	Hall Rental-40 Person Meeting	\$90+HST	\$90+HST	
ICC	Hall	Kitchen Use-Sun-Thurs/Fri,Sat Afternoon	\$90+HST	\$90+HST	
ICC	Hall	Kitchen Use-Fri,Sat Evening	\$90+HST	\$90+HST	
		Kitchen Use - 40 Person Meeting - Light Use	\$30+HST	\$30+HST	
ICC	Hall	Bar Association Fees	\$13/person/hr	\$13/person/hr	

**2015 Proposed  
CLASSES OF PERMITS AND PERMIT FEES**

Unless otherwise noted all definitions of building classifications shall be as defined in the Ontario Building Code for Major Occupancies  
For temporary buildings (greater than 10m<sup>2</sup>), alterations, additions, foundations and new buildings (greater than 10m<sup>2</sup>).  
A minimum permit fee of \$105.00 is required for all permit applications.

Construction - New Buildings, Additions, Mezzanines		2013/2014 Fees		Change from 2013/2014	
		Permit Fee (Per. Sq.Ft)	Permit Fee (Flat Fee)	Actual %	Actual \$
<b>Group A Assembly Buildings &amp; Group B Institutional Buildings &amp; Group D Business/Personal Service &amp; Group E Mercantile Buildings &amp; Group F Industrial Buildings</b>	New Construction, Additions, Renovations, Installation of Fire Alarm Systems (including Group C Buildings) and Finishes to Unfinished Space	\$0.55/sq ft or \$7.43/\$1000 Cost (Greater of the two)	\$0.25/sq ft or \$7.21/\$1000 Cost (Greater of the two)	3.00%	\$0.00
	Public Pool (outdoor), Public Patio & Exterior Ramps		\$250.00	0.00%	\$0.00
<b>Group C Residential Buildings</b>	New Townhouse & Semi Detached Unit (per unit)	\$1,400.00	\$1,250.00	12.00%	\$150.00
	New Detached Unit	\$1,700.00	\$1,600.00	6.25%	\$100.00
	Addition to Single/Semi/Town Units (without garage)	\$425.00	\$415.00	2.41%	\$10.00
	Addition to Single/Semi/Town Units (with attached garage)	\$480.00	\$465.00	3.23%	\$15.00
	Renovation to Single/Semi/Town Units	\$300.00	\$300.00	0.00%	\$0.00
	Basement Finishes for Single/Semi/Town Units	\$200.00	\$200.00	0.00%	\$0.00
	Sheds & Garages (New & Addition to)	\$205.00	\$200.00	2.50%	\$5.00
	Decks & Covered Porches (unheated and unenclosed)	\$105.00	\$105.00	0.00%	\$0.00
	Other Residential Buildings (New Construction, Additions or Renovations)	\$0.87 / sq. ft.	\$0.85 / sq. ft.	2.40%	\$0.02/sq.ft.
<b>Farm Buildings</b>	Agricultural Buildings	\$350.00 + \$0.10/sq ft	\$350.00 + \$0.10/sq ft	0.00%	\$0.00
	Silo/Storage Bins	\$220.00	\$220.00	0.00%	\$0.00
	Manure Storage (All Types)	\$500.00	\$500.00	0.00%	\$0.00
<b>Special Categories</b>	Tents (Occupying an Area Greater than 600m <sup>2</sup> )	\$250.00	\$250.00	0.00%	\$0.00
	Temporary Buildings / Portables	\$475.00	\$475.00	0.00%	\$0.00
	Change of Use	\$250.00	\$250.00	0.00%	\$0.00
<b>Miscellaneous</b>	Fireplace/Wood Stove (each)	\$150.00	\$125.00	20.00%	\$25.00
	Signs	\$105.00	New		
	Retaining Wall/Balcony Guard (per Linear Foot)	\$5.00 per linear ft	\$5.00 per linear ft	0.00%	\$0.00
	Wind Turbines	\$2,500.00	\$2,500.00	0.00%	\$0.00
	Solar Panel - Non-Residential	\$500.00		New/Change	
	Solar Panel - Residential	\$350.00	\$0.31 / sq ft	New/change	
	Designated Structures (other than listed above & Not including)	\$500.00	\$500.00	0.00%	\$0.00
	Alternate Soutlion Application	\$350.00	\$350.00	0.00%	\$0.00
	Pools (as defined under Bylaw # 2008-24, exampnt from minimum fee)	\$100.00	\$100.00	0.00%	\$0.00
	Re-inspection/Canceled Inspection Fee/ Requested inspection more than 4 years since last inspection (excluded from Minimum Permit Fee)	\$50.00	\$50.00	0.00%	\$0.00
	Requested Inspection outside normal business hours	\$150.00	\$150.00	0.00%	\$0.00
	Certificate of Permitted Use or Compliance (Building/Zoning/Site Plan)	\$50.00	\$50.00	0.00%	\$0.00
<b>Mechanical Work</b>	<i>(When HVAC Work is not Undertaken with any Other Work Requiring a Building Permit)</i>				
	HVAC Permit (space affecting)	\$0.20 / sq ft	\$0.20 / sq ft	0.00%	\$0.00
	Sprinkler System	\$250.00	\$250.00	0.00%	\$0.00
	NFPA 96 Kitchen Hood Fan	\$250.00	\$250.00	0.00%	\$0.00
<b>Plumbing/Serviceing Work</b>	<i>(When Plumbing Work is not Undertaken with any Other Work Requiring a Building Permit)</i>				
	Water & Sewer Connection	\$105.00	\$105.00	0.00%	\$0.00
	Building Services (per Linear Foot)	\$0.50	\$0.50	0.00%	\$0.00
<b>Demo</b>	Farm Buildings (Not Requiring A Permit)	\$0.00	\$0.00	0.00%	\$0.00
	Major Building	\$150.00	\$150.00	0.00%	\$0.00
	Minor Building (excluded from Minimum Permit Fee)	\$50.00	\$50.00	0.00%	\$0.00

<b>Builders Deposits</b>			
	<b>BUILDING</b>	<b>LOT GRADING</b>	<b>ENTRANCE CULVERTS</b>
<b>RESIDENTIAL TYPE</b>			
Residential Units (New)	\$1,000.00	\$1,500.00	\$1,000.00
Residential Additions	\$250.00	\$0.00	\$0.00
Construction requiring a P.Eng Commitment	\$500.00	\$0.00	\$0.00
<b>AGRICULTURAL TYPE</b>			
New Barn	\$1,000.00	\$0.00	\$1,000.00 if required
Agricultural Buildings requiring P.Eng Commitment	\$500.00	\$0.00	\$1,000.00 if required
Manure Storage	\$500.00	\$0.00	\$1,000.00 if required
<b>Commercial, Industrial, Institutional Types</b>			
New Buildings, Additions, Alterations and Renovations	\$1,250.00	As determined by Site Plan Control or Minimum \$1,500.00	As determined by Site Plan Control or Minimum \$1,000.00

NOTE 1: The Public Works Manager shall determine the amount of the deposit required for work done on entrance culvert and ditches greater than 12 meters in length.  
NOTE 2: The township will return the paid deposit to the building permit applicant within 21 days of approved Final Inspection by Chief Building Official subject to Schedule

# TAVISTOCK AND DISTRICT RECREATION CENTRE - ARENA

## 2013 & 2014 RATE SCHEDULE

Ice rates effective  
July 2013

ARENA	Detail	2013 Rates	2014 Rates
Prime Time Ice Rental ( <i>Hourly</i> )	5 pm to 10:30 pm Mon. to Fri. 8 am to 10:30 pm Sat. and Sun.,	* \$167	* \$172
Non Prime Time Ice Rental ( <i>Hourly</i> )	All Other Times (hrly)	* \$107	* \$111
Minor Sports (Hockey & Figure Skating)	Prime Time Non Prime Time	* \$129 * \$103	* \$133 * \$106
Any Time Ice Rate ( <i>Spr / Sum</i> )	Any day of the week any time of day (May, July, Aug)	* \$120	* \$125
\$10 Gap Ice Time	\$10/ person/ hrs (Only available for certain hr of day, Call for details)	* \$10	* \$10
Arena Floor ( <i>Hourly</i> )	Non Ice Season, All Times ( <i>50% of Prime Ice Rate</i> )	\$81.00	\$83.00
Arena Floor & Stands ( <i>no ice Full day</i> )	Friday and Saturday ( <i>daily 6:00 am to 3:00 am</i> ) Sunday to Thursday ( <i>daily 6:00 am to 3:00 am</i> )	\$675.00 \$335.00	\$685.00 \$340.00
Complete Facility ( <i>no ice Full day</i> )	Friday and Saturday ( <i>daily 6:00 am to 3:00 am</i> ) Sunday to Thursday ( <i>daily 6:00 am to 3:00 am</i> )	\$825.00 \$420.00	\$840.00 \$428.00
Dressing Rooms ( <i>outside use</i> )	Daily Rental Rate	\$26.00	\$26.00
Setup & Removal Fees (daily)	If facility is not rented and you wish to reserve the hall for setup or removal. This rate cannot be confirmed until 2 weeks prior to rental.	\$160.00	\$165.00
Storage (yearly)	Paid annually ( <i>Beginning of ice season</i> )	\$1.50	\$1.50
Public Skating	Pre School Public School Students & Adults Family Pass Public Skating flat rate in conjunction with renting Upper Hall	* Free * \$20 * \$3.00 * \$9.00 * \$40.00	* Free * \$2.00 * \$3.00 * \$9.00 * \$40.00
<b>ARENA UP STAIRS</b>			
Upper Hall (Includes \$20 for Bar & Kitchen)	Friday & Saturday ( <i>Prime time</i> ) ( <i>daily 6:00 am to 3:00 am</i> ) (New Years eve is Prime time) Sunday to Thursday ( <i>Non Prime</i> ) ( <i>daily 6:00 am to 3:00 am</i> ) (Boxing day is Non prime)	\$114.00 \$72.00	\$115.00 \$73.00
Hourly Upper Hall Bar & Kitchen (daily)	Hourly Rate ( <i>Hall only, excluding Bar &amp; Kitchen, any day</i> ) All days ( <i>In addition to Hrly Hall Rentals</i> )	\$20.00 \$20.00	\$30.00 \$20.00
Shuffle Board	Equipment Rental (per set per rental)	\$7.00	\$7.00
Clean up charge	At the discretion of staff on duty	\$65.00	\$65.00
Board Room (daily)	All days ( <i>6:00 am to 3:00 am</i> )	\$35.00	\$35.00
<b>CURLING CLUB</b>			
Floor Area ( <i>no ice Full day</i> )	Friday & Saturday ( <i>daily 6:00 am to 3:00 am</i> ) Sunday to Thursday ( <i>daily 6:00 am to 3:00 am</i> )	\$170.00 \$85.00	\$175.00 \$85.00

-- \* Rates take effect in July of previous year up to the end of the ice season in the spring of the year shown at top.

-- Upstairs hourly rentals are calculated from arrival time to end time, including cleanup time.

-- Regular user groups receive one free Board Room use per month; Minor Sports groups get 15 per year

-- All rates include H.S.T.

## TAVISTOCK AND DISTRICT MEMORIAL HALL & PARKS

### 2013 & 2014 RATE SCHEDULE

<b>MEMORIAL HALL</b>	<b>Detail</b>	<b>2013 Rates</b>	<b>2014 Rates</b>
Main Hall	Friday & Saturday ( <i>Prime time</i> ) (daily 6:00 am to 3:00 am) (New Years eve is Prime time)	\$490.00	\$500.00
	Sunday to Thursday ( <i>Non Prime</i> ) (daily 6:00 am to 3:00 am) (Boxing day is Non prime)	\$195.00	\$195.00
	Hourly Rate ( <i>Hall only, excluding Bar &amp; Kitchen, any day</i> )		
Upper Memorial Hall	Friday & Saturday ( <i>Prime time</i> ) (daily 6:00 am to 3:00 am) (New Years eve is Prime time)	\$90.00	\$90.00
	Sunday to Thursday ( <i>Non Prime</i> ) (daily 6:00 am to 3:00 am) (Boxing day is Non prime)	\$50.00	\$50.00
Setup & Removal Fees (daily rate)	If facility is not rented and you wish to reserve the hall for setup or removal. This rate cannot be confirmed until 2 weeks prior to rental.	\$72.00	\$73.00
Auction Sales (daily rate)	Weekday Auction Sales (setup and removal fees extra)	\$310.00	\$320.00
	Auction Sales of commercial nature (All Days)	\$1,175.00	\$1,200.00
Cleanup Charges (Hrly Rates) (Minimum charge of \$65 applies for all cleanup charges)	Minimum Cleanup charge rate, if required	\$72.00	\$74.00
	Additional cleanup charges, over the Minimum	\$31.00	\$32.00
	No confetti allowed or cleanup charge will apply	\$31.00	\$32.00
	No tape on wall or extra charge will apply	\$31.00	\$32.00
<b>PARKS</b>			
<b>PARKS</b>	<b>Detail</b>	<b>2013 Rates</b>	<b>2014 Rates</b>
Recreation Hall Area (daily)	100 x 60 East side Rec Hall area	\$ 75.00	\$ 60.00
Picnic shelter (daily)	West side picnic area, (including hydro and Picnic tables)	\$ 55.00	\$ 60.00
Kitchen Area (daily)	Kitchen access (in addition to other rentals)	\$ 20.00	\$ 20.00
Recreation Hall Area (hourly)	When booking hourly use of the Recreation Hall area	\$ 30.00	\$ 25.00
Green / Open space (daily)	Green / Open space (camping or sporting activities)	\$ 70.00	\$ 70.00
Pavilion Complete facility (daily)	Pavilion (Complete facility, when have a sale SOP)	\$ 300.00	\$ 200.00
Entire Park (daily)	Entire park (exclusive use of park no SOP)	\$ 200.00	\$ 200.00
Agricultural Pavilion (daily)	Agricultural Pavilion, (hydro included on request)	\$ 40.00	\$ 40.00
Pavilion push button lights	When booked in addition to other facility rentals	N/C	N/C
Pavilion lights	Key for lighting controls panel (available with other daily rental)	\$ 10.00	On Request
Hydro Pavilion outlets	To have additional hydro outlets turned on	\$ 10.00	On Request
Dumping Station (seasonal)	Key holder for individual seasonal use of dumping station	\$ 35.00	\$ 25.00
Ball Diamond	Bookings and Playing surface maintenance done by Minor Ball	Minor Ball	Minor Ball

-- Hall New Years eve rate is Prime time, Boxing Day rate is Non prime.

-- All rates include H.S.T.

-- SOP = Specil Occasions Permit, (Liquor Licence)