



THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 063-2016

A BY-LAW TO ADOPT A FEES AND CHARGES SCHEDULE FOR THE TOWN OF COBOURG.

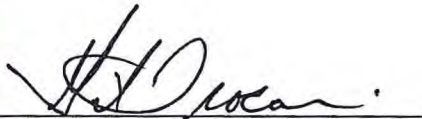
WHEREAS pursuant to *Municipal Act S.O. 2001, c.25* Section 391 provides in part that a municipality may pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it and for the use of its property including property under its control;

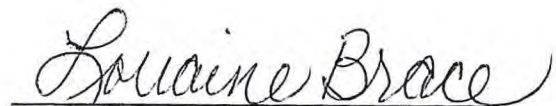
AND WHEREAS Council passed a motion authorizing preparation of a by-law to establish an updated Fees and Charges Schedule at the Committee of the Whole meeting held on July 11, 2016;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. That the schedule of fees and charges attached hereto as Schedule "A" for the Town of Cobourg's programs, services, facilities and equipment be established.
2. THAT the Fees and Charges Schedule be reviewed and amended each year at the time of approval of the annual Town Budget to ensure that it is kept up to date and is coordinated with the revenue amounts included in the Budget.

READ a first, second and third time and finally passed in Open Council this 8th day of August, 2016.


MAYOR


MUNICIPAL CLERK

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
BUILDING STANDARDS		
Building Permits	Refer to the Cobourg Building By-law	Refer to the Cobourg Building By-law
Plumbing Permits	Refer to the County Plumbing By-law	Refer to the County Plumbing By-law
BUILDING STANDARDS – Property Standard Inspection Fees		
1- Initial inspection where property deficiencies or by-law violations are observed	No Charge Owners of Property Inspected	No Charge Owners of Property Inspected
2- Each subsequent inspection where the violations noted in the previous inspection have not been corrected	\$150 Owners of Property Inspected	\$150 Owners of Property Inspected
3- Certificate of Compliance	\$200.00	\$200.00
BUILDING STANDARDS – Miscellaneous		
Fence Viewing Fee	\$750.00	\$750.00
Hot Tubs	\$100.00	\$100.00
Install or Modify Septic System	\$800.00	TO BE REMOVED
Liquor Licence Letter	\$100.00	\$100.00
Permit to Move A Wide Load	\$250.00	\$300.00
Security Deposit Re: Wide Load	\$2,500.00 cash or certified cheque	\$2,500.00 cash or certified cheque
Snow and Ice from Roofs	n/a	Cost + Admin.
Swimming Pool Permits	\$175.00	\$250.00
Weed Cutting	Cost + Administration*	Cost + Administration*
* Administration Cost: - 15% of cost up to \$1,000.00 - 10% of cost over \$1,000.00		
BUILDING STANDARDS – Sign Permits		
Fascia or Free Standing Sign	\$175.00	\$250.00
Portable Sign Fee	\$40.00 per 4 weeks	\$50.00 per 4 weeks
Real Estate Development Signs	n/a	\$25.00 per sign
Sandwich Board Sign	\$40.00 per year	\$50.00 per year

DEPARTMENT / ITEM	2015-2016 Local Fees	2016-2017 Local Fees	2015-2016 Non-Local Fees	2016-2017 Non-Local Fees
CCC – Advertising Signs				
Board Ads	\$550.00 per year	\$550.00 per year	As per local +25%	As per local +25%
Zamboni Signs	\$1,250.00 per year	\$1,250.00 per year	As per local +25%	As per local +25%
CCC – Ice Rental Prime Time				
Adults	\$166.50 per hour	\$171.50 per hour	As per local +25%	As per local +25%
Children	\$141.50 per hour	\$146.50 per hour	As per local +25%	As per local +25%
Corporate Rate (Applicable prime & non-prime hours)	\$166.50 per hour	\$171.50 per hour	As per local +25%	As per local +25%
Hockey Canada High School Program	\$50.00 per hour	\$50.00 per hour	As per local +25%	As per local +25%
CCC – Ice Rental Off Time				
Rental fee	\$85.00 per hour	\$90.00 per hour	As per local +25%	As per local +25%

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	2015-2016 Local Fees	2016-2017 Local Fees	2015-2016 Non-Local Fees	2016-2017 Non-Local Fees
CCC – Floor Rentals				
Adults	\$75.00 per hour	\$75.00 per hour	As per local +25%	As per local +25%
Younths	\$50.00 per hour	\$50.00 per hour	As per local +25%	As per local +25%
Arena per day	\$1,500.00	\$1,500.00	As per local +25%	As per local +25%
Arena per day – ticketed event	\$2,500.00	\$2,500.00	As per local +25%	As per local +25%
Both Arenas per day	\$3,000.00	\$3,000.00	As per local +25%	As per local +25%

DEPARTMENT / ITEM	2015-2016	2016-2017
CCC – Event Rates		
Cleaning Fine	\$100.00	\$100.00
Kitchen Rental	\$30.00 / day	\$30.00 / day
Lighting	\$250.00	\$250.00
Pipe & Drape Rental 3ft high	\$1.50 / foot	\$1.50 / foot
Pipe & Drape Rental 8ft high	\$3.00 / foot	\$3.00 / foot
Pipe & Drape Rental 10ft x 6ft booth	\$45 each	\$45 each
Small riser stage (Max. 8ft x 8ft x 1.5f)	\$65.00	\$65.00
Sound & Lighting Technician	\$25.00 / hour	\$25.00 / hour
Sound System – One Mic & 1-2 speakers	\$75.00	\$75.00
Sound System – Full	\$125.00	\$125.00
Stage	\$400.00	\$400.00
Video Scoreboard Operator	\$20.00 / hour	\$25.00
CCC – Birthday Party Packages		
1 hour in ½ gym + 2 hours in a multi-purpose room	\$75.00	\$75.00
1 hour on ice + 1 hour in room	\$161.50	\$166.50
Additional hour in gym or room	\$20.00 / hour	\$20.00 / hour

DEPARTMENT / ITEM	2015-2016				2016-2017			
	Non-profit	Non-profit Day	Standard	Standard Day	Non-profit	Non-profit Day	Standard	Standard Day
CCC – Meeting Rooms / GYM								
½ of Single Gym	\$20.00	\$100.00	\$30.00	\$200.00	\$20.00	\$100.00	\$30.00	\$200.00
Hall / Double Gym	\$50.00	\$400.00	\$80.00	\$600.00	\$50.00	\$400.00	\$80.00	\$600.00
Meeting Room, Tournament Room **	\$15.00	\$60.00	\$20.00	\$120.00	\$15.00	\$60.00	\$20.00	\$120.00
Multi Use Rooms - Single	\$20.00	\$100.00	\$25.00	\$150.00	\$20.00	\$100.00	\$25.00	\$150.00
Multi Use Rooms A,B,C – 2 or more	\$40.00	\$150.00	\$45.00	\$270.00	\$40.00	\$150.00	\$45.00	\$270.00
Program Coordinator Assistance	\$20.00	-	\$20.00	-	\$20.00	-	\$20.00	-
Running Track Rental	\$45.00	\$200.00	\$45.00	\$200.00	\$45.00	\$200.00	\$45.00	\$200.00
Single Gym	\$25.00	\$200.00	\$50.00	\$300.00	\$25.00	\$200.00	\$50.00	\$300.00

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	2015	2016
DRESSLER HOUSE - SPECIAL EVENTS – Filming General Fees		
Downtown Businesses	To be negotiated with owners.	To be negotiated with owners.
On Site Staff Liaison	\$50 per hour	\$50 per hour
Parking Lots	To be negotiated with Engineering Department.	To be negotiated with Engineering Department.
Residences	To be negotiated with owners. Surrounding Streets may be subject to additional costs if traffic is potentially disrupted.	To be negotiated with owners. Surrounding Streets may be subject to additional costs if traffic is potentially disrupted.
Streets	\$500.00 / day + Paid Duty Police @ \$60.68 / hour	\$500.00 / day + Paid Duty Police @ \$67.66 / hour + 10% Administration Fees (Minimum 4 Hours)
DRESSLER HOUSE - SPECIAL EVENTS – Filming Waterfront		
Bandshell	\$500.00 per day	\$500.00 per day
Beach	\$500.00 per day	\$500.00 per day
Marina	\$500.00 per day	\$500.00 per day
Piers	\$500.00 per day	\$500.00 per day
Trailer Park	\$500.00 per day	\$500.00 per day
DRESSLER HOUSE - SPECIAL EVENTS – Filming Victoria Hall		
Art Gallery	To be negotiated with the Director of the Art Gallery of Northumberland	To be negotiated with the Director of the Art Gallery of Northumberland
Court Room	\$500.00 per day	\$500.00 per day
Council Chambers	\$500.00 per day	\$500.00 per day
Concert Hall and Dressing Rooms	\$325.00 per day (Weekdays) \$650.00 per day (Weekends)	\$325.00 per day (Weekdays) \$650.00 per day (Weekends)
Outside Grounds	\$500.00 per day	\$500.00 per day
DEPARTMENT / ITEM	2015	2016
DRESSLER HOUSE - SPECIAL EVENTS – Filming Parks		
Coverdale Park	\$500.00 per day	\$500.00 per day
Donegan Park	\$500.00 per day	\$500.00 per day
James Cockburn Park	\$500.00 per day	\$500.00 per day
Legion Fields Sports Complex	\$500.00 per day	\$500.00 per day
Sinclair Park	\$500.00 per day	\$500.00 per day
Victoria Park	\$500.00 per day	\$500.00 per day
* Rental of Town properties may be subject to additional clean-up costs. Rental of Town owned properties maybe subject to additional sundry costs. Any Town vehicles required will be assessed a fee. All staffing fees conform to a collective agreement It should be noted that a filing permit will be processed so that all matters can be pre-determined and understood by all parties concerned.		
DRESSLER HOUSE – EVENT PERMIT FEES		
Event with Under 100 in attendance	\$50.00	\$50.00
Event with 101 to 500 in attendance	\$75.00	\$75.00
Event with Over 500 in attendance	\$100.00	\$100.00
Beach Use	\$150.00 per day (Event Based)	\$150.00 per day (Event Based)
Bandshell	\$200.00 (Unless Charitable Registration Number)	\$200.00 (Unless Charitable Registration Number)
Picnic Tables (For events)	\$3.00 per tables	\$3.00 per tables
Refreshment Tent Permit	\$50.00	\$50.00

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	2015	2016
DRESSLER HOUSE – SOUVENIRS (All prices include taxes)		
T-Shirt	\$15.00	\$15.00
Golf Shirt	\$30.00	\$30.00
Long Sleeve T-Shirts	\$20.00	\$20.00
Sweat Shirt	\$38.00	\$38.00
Women's Grey T	\$17.00	\$17.00
Women's Blue Ringer	\$17.00	\$17.00
London Cobourg T-Shirt	\$18.00	\$18.00
London Cobourg Sweat Shirt	\$27.00	\$27.00
Bucket Hat	\$18.00	\$18.00
Ball Hat	\$12.00	\$12.00
Tote Bag	\$20.00	\$20.00
Mug	\$8.00	\$8.00
License Plate Cover	\$5.00	\$5.00
Tumbler	\$9.00	\$9.00
Cobourg 175 Years	\$30.00	\$30.00
DRESSLER HOUSE – ECONOMIC DEVELOPMENT		
Business Directory	\$45.00+HST	\$45.00+HST

DEPARTMENT / ITEM	CURRENT FEES (2015)	PROPOSED FEES
ENVIRONMENTAL – Waste Processing Charges ⁽³⁾ (IMPORTED) (Sewer and Tipping Fees)		
Abnormal waste requiring special pre-treatment (SBR)	\$35.00	\$35.00
Building Sewers & Connections	\$300.00 Maximum	\$300.00 Maximum
Discharge of Sewage	\$300.00 Maximum	\$300.00 Maximum
Drying Bed Disposals	\$106.00 / m3	\$115/1000 kg
High Strength Septic / Industrial Waste Processing ⁽¹⁾	\$24.23	\$24.45
Laboratory Analysis (eg. BOD ⁽³⁾ , TSS, P, COD)*	\$35.00 / Test	\$35.00 / Test
Sanitary Sewer Inspection	Cost Plus Overhead	Cost Plus Overhead
Sanitary Sewer Lateral Cleaning	Cost Plus Overhead	Cost Plus Overhead
Septic Tank / Holding tank / Portable Toilet Waste	\$12.48	\$12.59
Septic Waste Hauler Administration Charge (First Application)	\$150.00	\$150.00
Septic Waste Hauler Administration Charge (Renewal)	\$25.00	\$25.00
Sewage Surcharge	Formula per Agreement	Formula per Agreement
Waste Received after Hours ⁽²⁾	\$ Applicable Rate / m ³ * 100%	\$ Applicable Rate / m ³ * 100%
TIPPING FEES		
Heavy Building Materials	\$60.00 / m3	\$60.00 / m3
Other material	\$40.00 / m3 - \$10.00 minimum	\$40.00 / m3 - \$10.00 minimum
Other Non Curbside Collectibles	\$40.00 / m3 - \$10.00 minimum	\$40.00 / m3 - \$10.00 minimum
White Goods / Metal	\$8.00	\$8.00
* All prices are plus HST		
(1) High Strength Waste is defined as any discharged material with a component parameter (eg. BOD, TSS, TP, and Ammonia) that exceed the Town's Sewer use Bylaw Limit.		
(2) Normal hours of operation are those where Plant Operators are on duty.		
(3) All imported waste is subject to acceptance by the Town. Special rates and / or Surcharge Agreements may be required for waste having a typical concentration, volumes or other such physical, chemical or biological attributes.		

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
FINANCE		
Non-Payment of Accounts Receivable	1.25% per month	1.25% per month
Non-Payment of Current Taxes	1.25% per month	1.25% per month
Tax Certificate	\$35.00	\$35.00
Tax Sale Costs	\$350.00 Before Advertising \$700.00 After Advertising (Option to charge actual costs)	\$350.00 Before Advertising \$700.00 After Advertising (Option to charge actual costs)

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
FIRE – Compliance Inspection		
Out of Town	Two Times Payroll Plus Travel	Two Times Payroll Plus Travel
FIRE - Operations		
Air Bottle Refill	\$5.00 per cylinder	\$5.00 per cylinder
Automatic Aid	\$750.00	\$750.00
Burning Permit Fee Residential	\$75.00	\$75.00
Burning Permit Fee Commercial	\$200.00	\$200.00
Copies of Reports	\$75.00	\$75.00
Emergency Response to Hazardous materials Incident	MTO Rates	MTO rates
False Alarms (After 3)	\$300.00	\$300.00
File Search & Letter	\$75.00	\$85.00
Fire Safety Plan Development	\$45.00 / hour	\$50.00 / person / hour
Fire Watch	\$65.00 / person / hour	\$65.00 / person / hr
Meeting Room Rental	\$50.00 per day	60.00 per day
Re-Inspections	\$95.00	\$100.00
Requested Inspections	\$95.00	\$100.00
Response to Unapproved Open Air burning	\$410.00 + costs	\$425.00 + Costs
Stand-by (Film Production / Special events)	\$65.00 / person / hour	Current MTO Rate

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
GENERAL – Business Licences (Victoria Hall)		
Itinerant Vendor Full Year Licence	\$500.00	\$500.00
Itinerant Vendor Half Year (6 Months) Licence	n/a	\$300.00
Itinerant Vendor Transfer	n/a	\$100.00
Horse Drawn Carriage Licence	\$100.00 p.a.	\$100.00 p.a.
Refreshment Vehicle	\$500.00 p.a.	\$500.00 p.a.
Second Hand Goods – Annual Renewal	\$50.00	\$50.00
Second Hand Goods – New	\$500.00	\$500.00
Youth Summer Business (Victoria Beach)	n/a	\$500.00

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
GENERAL – Clerk (Victoria Hall)		
Closed Meeting Investigator, Integrity Commissioner or Ombudsman Request	\$25.00	\$50.00 + Costs
Commission of Oath	\$5.00	\$5.00
Death Certificate In Town	n/a	\$10.00
Death Certificate Out of Town	\$10.00	\$15.00
Freedom of Information CD's with records	n/a	\$10.00 / disk
Freedom of Information Fees estimated over \$100	n/a	50% of deposit
Freedom of Information Other fees charged i.e. courier	n/a	As invoiced
Freedom of Information Photocopy	n/a	\$0.20 / page
Freedom of Information and Routine Disclosure Prep for disclosure, incl. serving a part of the records	n/a	\$7.50 / 15 minutes
Freedom of Information and Routine Disclosure Record Prep and Research	n/a	\$7.50 / 15 minutes
Freedom of Information and Routine Disclosure Requests	\$5.00 + Costs	Prescribed fees and form as authorized by the Province and Town Policies
Marriage Licence	\$125.00	\$125.00
Marriage Solemnization At Victoria Hall	\$300.00 at Victoria Hall	\$300.00
Marriage Solemnization Offsite	\$350.00 Offsite	\$350.00
Marriage Solemnization On Saturday	n/a	\$400.00
Photocopying / Fax	\$1.00 per page	\$1.00 per page
General – Dog Tags (Victoria Hall)		
Natural – Before March 1 st	\$15.00	\$15.00
Natural – After March 1 st	\$20.00	\$20.00
Neutered / Spayed – Before March 1 st	\$10.00	\$10.00
Neutered / Spayed – After March 1 st	\$15.00	\$15.00
Order to Restrain Appeal Hearing Fee	n/a	\$50.00 (For dogs and cats)
Kennel Licence	\$100.00	\$100.00
Replacement Tag	\$5.00	\$5.00
GENERAL- Other (Victoria Hall)		
Business Directory on Disk	\$45.00 plus HST	\$45.00 plus HST
Novelty Items	Cost + 25%	Cost + 25%

Requesting Party	Type of Data Requested	2013	2016
GIS			
Consultant working for the Town with a data sharing agreement	Digital, Hardcopy or Tabular Data	No Cost	No Cost
General	Digital Vectors / Tabular Data	\$50.00 / layer with GIS Coordinator's approval	\$50.00 / layer with GIS Coordinator's approval
General	2006 10 cm orthophotos or DEM Clip	\$50.00 / TILE	\$50.00 / TILE
General	2009 & 2013 20 cm orthophotos	\$25.00 / TILE	\$25.00 / TILE
General – Town Property Map	Hardcopy E-size or PDF	\$15.00	\$15.00
General – Personal Use Map, No Customization	Hardcopy 8.5 x 11 or PDF	\$10.00	\$10.00
General – Personal Use Map, No Customization	Hardcopy 11 x 17 or PDF	\$15.00	\$15.00
General – Personal Use Map, No Customization	Hardcopy E-size or PDF	\$50.00	\$50.00
Mapping Solutions Companies with a data sharing agreement	Digital Vectors	\$500.00 / layer minimal attributes	\$500.00 / layer minimal attributes
Partner Agencies working with the Town with a data sharing agreement	Digital, Hardcopy or Tabular Data	No Cost	No Cost
General – Map with customization		n/a	\$50.00/hr, minimum charge of 1 hour
General – GIS Analysis or data creation		n/a	\$50.00/hr, minimum charge of 1 hour

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2015)	PROPOSED FEES
MARINA		
Seasonal Serviced (Existing Docks)	\$58.00	\$59.00
Seasonal Serviced (New Docks)	\$62.00	\$63.00
Seasonal Un Serviced (Limited)	\$54.00	\$55.00
Seasonal Premium F Dock (Extra Wide)	n/a	\$65.00
Seasonal Catamarans, Trimarans	1.5 Times Rate P.F.	1.5 Times Rate P.F.
Rafting, After Marina is Full	\$14.00	\$14.25
Anchoring, After Marina is Full	\$14.00	\$14.25
Minimum Charge for transient	\$22.00	\$22.00
Daily Serviced	\$1.65	\$1.70
Daily Unserviced	\$1.45	\$1.50
Daily Wall	\$1.45	\$1.50
Weekly	Daily Rate Times 6	Daily Rate Times 6
Monthly (One month only)	Daily Rate Times 20	Daily Rate Times 20
Commercial	Regular Rate +25%	Regular Rate +25%
Seasonal Pumpout	\$9.25	\$9.50
Service Pumpout	\$18.50	\$19.00
Season Launch Ramp	\$72.50	\$74.00
Daily Launch Ramp (Includes Parking)	\$8.25	\$8.50
STORAGE WINTER (Nov 1. To May 1):		
Storage Under 30ft	\$500.00	\$565.00
Storage Over 30ft	\$530.00	\$595.00
Storage Catamarans (1.5 x width)	\$750.00	\$765.00
STORAGE SUMMER:		
Storage Seasonal for Summer	Same as Winter	Same as Winter
Storage Daily	\$10.00 / Day	\$10.00 / Day
Storage Weekly	\$50.00 / Week	\$50.00 / Week
Storage Monthly	\$200.00 / Month	\$200.00 / Month
Storage Cradle / Trailer	\$125.00 / Summer	\$125.00 / Summer
Compound Move	\$80.00 / Hr (1hr Min.)	\$80.00 / Hr (1hr Min.)
On Water Tow (In Harbor)	\$60.00 / Hr (1hr Min.)	\$60.00 / Hr (1hr Min.)
Blocking Material (For boats not stored....)	\$5.00 / BLOCK	\$5.00 / BLOCK
Reservation Fee (New)	n/a	11.50 / Reservation
* All prices are plus HST. Seasonal Docking Rates to be charged on the greater of the length overall of the boat or length of the dock.		
** Proposed 2016 Marina Winter storage rates based on boater request for addition of surveillance equipment to be added to storage compound.		
*** Reservation fee proposed to help cover the cost of administering a reservation program for the marina. This is consistent with the approved reservation fee for the Campground.		
MARINA – Trailer Park – Miscellaneous		
Reservation Fee	\$11.00	\$11.50
Fire Wood	\$10.00	\$11.99
Sanitary Dumping Fee *	\$15.00	\$15.50
* Register Campers are to be permitted one Sanitary Dump at the end of their stay or end of each week for multiple week stays at no charge. Dumping Fees would be charged for any other use of Sanitary Dumping station at the proposed rate. This proposed fee structure is consistent with industry practices.		
** All price are plus HST.		
MARINA – Trailer Park – Seasonal Lots		
Waterfront (Applicable to new seasonal waterfront rentals only)	\$3,050.00	\$3,150.00
Non-Waterfront	\$2,850.00	\$2,950.00
** All price are plus HST.		

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2015)	PROPOSED FEES
MARINA – Trailer Park - Daily		
Unserviced or tent area	\$38.00	\$39.00
Interior Hydro & Water	\$42.00	\$43.00
Waterfront Hydro & Water	\$44.00	\$45.00
Interior Hydro, Water & Sewer	\$44.00	\$45.00
Waterfront Hydro, Water & Sewer	\$46.00	\$47.00
** All price are plus HST.		
MARINA – Trailer Park - Weekly		
Daily rate time six	Daily rate time six	Daily rate time six
** All price are plus HST.		
MARINA – Trailer Park - Monthly		
Unserviced	\$910.00	\$935.00
Interior Hydro & Water	\$1,000.00	\$1,025.00
Waterfront Hydro & Water	\$1,055.00	\$1,080.00
Interior Hydro, Water & Sewer	\$1,055.00	\$1,080.00
Waterfront Hydro, Water & Sewer	\$1,100.00	\$1,130.00
** All price are plus HST.		

DEPARTMENT / ITEM	2015-2016 Local Fees	2016-2017 Local Fees	2015-2016 Non-Local Fees	2016-2017 Non-Local Fees
MEMORIAL ARENA – Advertising Signs				
Board Ads	\$550.00 per year	\$550.00 per year	As per local +25%	As per local +25%
Zamboni Signs	\$1,250.00 per year	\$1,250.00 per year	As per local +25%	As per local +25%
MEMORIAL ARENA – Ice Rental Prime Time				
Adults	\$166.50 per hour	\$171.50 per hour	As per local +25%	As per local +25%
Children	\$141.50 per hour	\$146.50 per hour	As per local +25%	As per local +25%
Corporate Rate (Applicable prime & non-prime hours)	\$166.50 per hour	\$171.50 per hour	As per local +25%	As per local +25%
Hockey Canada High School Program	\$50.00 per hour	\$50.00 per hour	As per local +25%	As per local +25%
MEMORIAL ARENA – Ice Rental Off Time				
Rental fee	\$85.00 per hour	\$90.00 per hour	As per local +25%	As per local +25%
MEMORIAL ARENA – Floor Rentals				
Adults	\$75.00 per hour	\$75.00 per hour	As per local +25%	As per local +25%
Younths	\$50.00 per hour	\$50.00 per hour	As per local +25%	As per local +25%
Arena per day	\$950.00	\$950.00	As per local +25%	As per local +25%

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
OPERATIONS : Miscellaneous		
Advertising Signs on Town Property	\$250.00 per year	\$250.00 per year
Curb Cuts	Cost + Administration *	Cost + Administration *
Outdoor Patios	\$250.00	\$250.00
Sidewalk Displays	\$250.00 per year	\$250.00 per year
Sidewalk Reconstruction	Cost + Administration *	Cost + Administration *
Snow Clearing - Sidewalks	Cost + Administration *	Cost + Administration *
Transit Exterior Advertising	Per contract	Per contract
OPERATIONS : Subdivision Review and Approval		
Consent to Server Application	\$50.00 Minimum	\$50.00 Minimum
Curb Cut Permit Fee	As per other permit process	As per other permit process
Demolition Inspection Fee	\$200.00	\$200.00
Design Guidelines Copy	\$25.00 per copy	\$25.00 per copy
Entrance Culvert Permit Fee	As per other permit process	As per other permit process
Entrance Permit	\$100.00**	\$100.00**
Lot Grading Compliance Fee	\$150.00 / lot	\$150.00 / lot
Minor Variance Application	\$50.00 Minimum	\$50.00 Minimum
Official Plan Amend. Detail Review + Approval Fee	\$200.00 Minimum	\$200.00 Minimum
Plan of Subdivision Administration Fee		
1. <.5 M	1. 2.50%	4. 2.50%
2. .5 M to 1.5 M	2. 2.00%	5. 2.00%
3. 1.5 M	3. 1.50%	6. 1.50%
Private Sweeping	Equipment time + material + 25%	Equipment time + material + 25%
ROW Review Permit	\$100.00 ** + 7,500.00 refundable deposit	\$100.00 ** + 7,500.00 refundable deposit
Servicing Inspection Fee	\$100.00 per visit	\$100.00 per visit
Site Plan Review (Minor) Admin and Records Fee	\$200.00	\$200.00
Site Plan Review (Major) Admin and Records Fee	Time + material + 25% (min \$200.00)	Time + material + 25% (min \$200.00)
Winter Maintenance Unassumed Roads	Equipment time + material + 25%	Equipment time + material + 25%
Zoning By-law Amend. Detail Review + Approval Fee	\$100.00 Minimum	\$100.00 Minimum
<p>* Administration Cost 15% of cost up to \$1,000.00 10% of cost over \$1,000.00 ** Not applicable where other charges apply, i.e.: Application to be charged only one of curb cut permit, entrance permit, work in ROW permit.</p>		
DEPARTMENT / ITEM	CURRENT FEES (2015)	PROPOSED FEES
PARKS – Bandshell Fees		
Charitable Fund Raising Events and Approved Community Events	Free	\$10.00
All others	\$200.00 per day	\$55.00 / 4 hours \$125.00 / days
* All prices are plus HST		
PARKS – Beach Fees		
Beach use for events	\$150.00 per day	**
Beach Volleyball - Adult	\$400.00 per league for season	1 st year: \$2.00 / Court
Beach Volleyball - Youth	\$150.00 per league for season	2 nd year: \$3.00 / Court 3 rd year: \$3.75 / Court
*All price are plus HST ** Events subject to applicable permit fees		

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2015)	PROPOSED FEES
PARKS – Lions / Lioness Picnic Pavillon		
Charitable Fund Raising Events and Approved Community Events	Free (Hydro, water, extra tables if required)	\$10.00
All others	\$50.00 booking fee / 4 hours plus extras	\$55.00 / 4 hours
All others	\$100.00 Full day	\$125.00 Full day
Extra - Hydro – Unlock and Securing	\$25.00	\$35.00
Extra – Additional Picnic Tables (Over 10 Tables) Both include delivery and p/u.	\$2.50 per table	\$2.50 per table for Charity \$3.50 per table
*All price are plus HST		
PARKS – Refreshment Tent		
Refreshment Tent Permit in Parks	\$50.00 (2013)	\$50.00
*All price are plus HST		
PARKS – Softball / Baseball User Fees		
DONEGAN PARK		
Adult	\$25.00 / diamond / game	\$27.00
Minor	\$2.00 / diamond / game	\$10.00
Lights	\$25.00 / night	\$30.00
LEGION FIELDS		
Adult	\$25.00 / diamond / game \$40.00 / double header	\$27.00 / diamond / game \$40.00 / double header
Minor	\$5.00 / diamond / game	\$10.00
Lights	\$25.00 / night	\$30.00
* All prices are plus HST		
PARKS – SOFTBALL / BASEBALL / SOCCER USER FEES		
OTHER PARKS		
Adult	\$22.00 / diamond / game (2013)	\$25.00
Minor	\$2.00 / diamond / game	-
Lights	\$25.00 / night	-
SOCCER		
Adult	\$25.00 /game	Practice \$9.00
Minor	\$2.00 / diamond / game	Practice \$6.00
Lights	\$25.00 / night	Practice \$30.00
* All prices are plus HST		
PARKS - TENNIS		
Tennis	\$0.00	\$300.00 / year
PARKS – TOURNAMENTS		
LEGION FIELDS + DONEGAN		
Adult	\$175.00 / diamond game	\$175.00
Minor	\$100.00 / diamond / game	\$125.00
OTHER PARKS		
Adult	\$125.00 / diamond / game	\$125.00 / Diamond / Day
Minor	\$75.00 / diamond / game	\$75.00 / Diamond / Day
* Refreshment tent \$400.00 set-up, tear down & cleanup		
** All prices are plus HST		

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2015)	PROPOSED FEES
PUBLIC WORKS - EQUIPMENT TIME INCLUDING OPERATORS (Hourly Rate)		
7' Mower	\$50.00	\$50.00
½ Ton	\$50.00	\$50.00
1 Ton	\$60.00	\$60.00
4 Ton Dump	\$70.00	\$70.00
5 Ton Dump	\$75.00	\$75.00
10 Ton Dump	\$85.00	\$85.00
Backhoe	\$95.00	\$95.00
Bucket Truck	\$75.00	\$75.00
C.C.T.V. Inspection Unit (Includes Operator)	\$135.00	\$135.00
Chipper	\$65.00	\$65.00
Flush & Vacuum Combination Unit	\$220.00	\$220.00
Grader	\$125.00	\$125.00
Lateral Sewer Camera	\$45.00	\$65.00
Loader	\$115.00	\$125.00
Sanitary Sewer Roding Machine	\$65.00	\$65.00
Sidewalk Machine	n/a	\$75.00
Skid Steer	n/a	\$75.00
Small Equipment	\$25.00	\$25.00
Sweeper (includes Operator)	\$125.00	\$135.00

DEPARTMENT / ITEM	CURRENT FEES (2015)	PROPOSED FEES
TAXI LICENSING (Victoria Hall)		
Calibration Fee	n/a	\$25.00 *
Taxi Driver	40.00\$	40.00\$
Owner	\$125.00	\$150.00 **
Vehicle Transfer Fee	\$80.00 / Transfer	\$85.00
* To cover cost of sending By-law Officers to conduct individual calibrations separate from regularly scheduled Licence renewals.		
** To cover additional administration (Maxama Officer Contract) and calibration staff time processing costs Based on original 11 comparator municipalities survey conducted in 2011 median fee at that time was \$132.00/licence)		

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
TRANSIT - Disabled Fares		
Within Town One Way	\$2.00	\$2.00
Book of 10	\$16.00	\$16.00

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
TRANSIT - Fares		
Pre-Schoolers	Free	Free
Adults	\$2.00	\$2.00
Students	\$2.00	\$2.00
Seniors	\$2.00	\$2.00
Book of 10	\$16.00	\$16.00
Monthly Pass – Adults	\$60.00	\$60.00
Monthly Pass – Students	\$50.00	\$50.00
Monthly Pass – Seniors	\$30.00	\$30.00
After School Student Monthly Pass (After 3:30 pm weekdays & all day on weekends)	\$15.00	\$15.00

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
VICTORIA HALL – Equipment Rentals (FULL DAY = More than 3hrs 8:30am - 4:30 pm//SHORT TERM = Less than 3hr 8:30am - 4:30 pm)		
Chairs (For Foyer only)	n/a	\$1.00 / Chair *
Conference Call / Phone	n/a	\$15.00 + long distance charges
Easels (6 available)	n/a	\$2.00 / Easel *
Portable Microphone / Podium or Council Sound System	n/a	\$25.00 (Full Day) \$15.00 (Short Term)
Projector Team Board	n/a	\$25.00 (Full Day) \$15.00 (Short Term)
Tablecloths	n/a	Local Rental Fees Apply
Tables (For Foyer only)	n/a	\$3.00 / Table *
Wi-Fi	n/a	Upon approval by IT staff – no fee
* New offering & Assists with cost of set up.		

VICTORIA HALL – Market Building Rental (FULL DAY = More than 3hrs 8:30am - 4:30 pm//SHORT TERM = Less than 3hr 8:30am - 4:30 pm)		
Damage Deposit and Cleaning Fee	\$200.00	\$200.00 to \$500.00 ** As per signed agreement
Multiple Rental User (Min. 4 rentals / year booked and paid for in advance)	\$55.00	\$150.00 (Full Day) * \$95.00 (Short Term) *
Non-Profit Group	\$55.00	\$150.00 (Full Day) * \$95.00 (Short Term) *
One Time Rental Fee	\$125.00 (Saturday evening)	\$200.00 (Full Day) * \$135.00 (Short Term) *
Replacement Key Fee	n/a	\$85.00 ***
Set up Fee	n/a	\$25.00 ****
Tables / Chairs / Television	No charge	No Charge applied

* Increase to reflect true cost of maintenance, recent renovations (Painting, improvements), bookings and administration.

** Building rented in clean and maintained condition. Damage / Cleaning Fee would be included in signed agreement for minor repairs or damage. Major damage would be charge at cost for repair.

*** To cover cost of specialized keys not returned to office after booking.

**** Staff cost for set up and break down of tables / chairs upon request.

FEES & CHARGES SCHEDULE 2016

DEPARTMENT / ITEM	CURRENT FEES (2013)	PROPOSED FEES
VICTORIA HALL – Room Rentals (FULL DAY = More than 3hrs 8:30am - 4:30 pm // SHORT TERM = Less than 3hr 8:30am - 4:30 pm)		
Board Room	\$50.00 + Security Charge *	\$50.00 (Full Day)* \$25.00 (Short Term)*
Committee Room	\$50.00 + Security Charge *	\$50.00 (Full Day)* \$25.00 (Short Term)*
Council Chambers	\$75.00 + Security Charge *	\$75.00 (Full Day)* \$40 (Short Term)*
Conference Room (Not available after 4:30 p.m. Monday to Friday and not available Saturday or Sunday)	\$50.00	\$50.00 (Full Day) \$25.00 (Short Term)
Court Room (Weddings)	\$175.00 + Security Charge * \$200.00 Damage Deposit	\$300.00 (Full day Until Midnight) \$200.00 (Short Term)
Lenah Field Fisher Foyer (Victoria Hall Foyer)	\$50.00 + Security Charge *	\$75 (Full day Until Midnight)* \$40 (Short Term Until Midnight)*
* Security Charges will be applied at the rate of \$16.00 per hour		
*Security Charges will be applied at a minimum of 3 hours.		
*Security Charges after / prior to hours of 8:30 a.m. to 4:30 p.m. and at all time Saturday, Sunday and Holidays.		

FEES & CHARGES SCHEDULE 2016

As Passed in By-law No. 030.2016

Type of Application / Service	Existing Fee (2008)	Proposed Fee 2016	Proposed Fee 2017	Proposed Fee 2018	Proposed Fee 2019	Proposed Fee 2020	Explanatory Notes
Official Plan Amendment (OPA)	\$5,000.00 \$7,500.00 \$3,500.00	\$7,000.00 \$10,000.00 \$4,000.00	\$7,500.00 \$11,000.00 \$4,500.00	\$8,000.00 \$12,000.00 \$5,000.00	\$8,500.00 \$13,000.00 \$5,500.00	\$9,000.00 \$14,000.00 \$6,000.00	Major Residential ¹ Major Commercial ² Other
Zoning By-law Amendment (ZBA)	\$3,500.00 \$3,500.00 \$2,500.00	\$5,000.00 \$5,000.00 \$3,000.00	\$6,000.00 \$6,000.00 \$3,500.00	\$7,000.00 \$7,000.00 \$4,000.00	\$8,000.00 \$8,000.00 \$4,500.00	\$9,000.00 \$9,000.00 \$5,000.00	Major Residential ¹ Major Commercial ² Other
Combined OPA/ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	OPA fee + 50% of ZBA	Accounts for some overlap in process and services rendered
Draft Plan Review of Plan of Subdivision / Condominium / Condominium Conversion	\$3,000.00 + \$30.00 per lot, block or unit (in the case of a condominium conversion) to a maximum of \$7,500.00 (based on 150 lots, blocks, or units)	\$5,000.00 + \$35.00 per lot or unit (in the case of a condominium conversion) to a maximum of \$15,000.00	\$5,500.00 + \$40.00 per lot or unit (in the case of a condominium conversion) to a maximum of \$17,000.00	\$6,000.00 + \$45.00 per lot or unit (in the case of a condominium conversion) to a maximum of \$19,000.00	\$6,500.00 + \$50.00 per lot or unit (in the case of a condominium conversion) to a maximum of \$21,000.00	\$7,000.00 + \$55.00 per lot or unit (in the case of a condominium conversion) to a maximum of \$23,000.00	Includes "one-window" processing of the draft plan, application and reports, circulation, review, analysis, discussions, preparation of memoranda, reports, and public notices, and formulation of draft conditions and attendance at meetings.
Changes to draft Plan / Conditions of Draft Approval	\$2,000.00	\$3,000.00	\$3,500.00	\$4,000.00	\$4,500.00	\$5,000.00	Major draft plan changes/re-design and /or significant changes to a condition requiring re-circulation, analysis, reports and/or public notice, draft conditions and attendance at meeting.
	\$500.00	\$750.00	\$1,000.00	\$1,250.00	\$1,500.00	\$1,750.00	Minor "re-line" adjustments to a draft plan and/or changes to draft conditions, analysis and reports.
Clearance of Draft Conditions of Approval and Final Approval of a Plan of Subdivision	\$1,500.00 +\$30.00 per lot, block or unit to a maximum of \$6,000.00 (based on 150 lots, blocks or units)	\$5,000.00 +\$35.00 per lot or unit +\$500.00 per submission >= 3 rd submission (NEW)	\$5,500.00 +\$40.00 per lot or unit +\$600.00 per submission >= 3 rd submission (NEW)	\$6,000.00 +\$45.00 per lot or unit +\$700.00 per submission >= 3 rd submission (NEW)	\$6,500.00 +\$50.00 per lot or unit +\$800.00 per submission >= 3 rd submission (NEW)	\$7,000.00 +\$55.00 per lot or unit +\$900.00 per submission >= 3 rd submission (NEW)	Includes general processing of the detailed engineering drawings, plans and reports, plans review, discussions, preparation of memoranda and / or reports, attendance at meetings, review of draft conditions, compilation of clearances preparation of Subdivision Agreement, review and approval of M-Plan, and subdivision monitoring.
Extension to Draft Plan Approval	N/A	\$2,000.00 (NEW)	\$2,250.00	\$2,500.00	\$2,750.00	\$3,000.00	Includes analysis of conditions, circulation and preparation of a planning report for Council approval and attendance at meetings.
Condominium Exemption and Final Approval of Plan of Condominium	\$500.00 + \$30.00 per unit to a maximum of \$2,000.00	\$750.00 +\$35.00 per unit	\$1,000.00 +\$40.00 per unit	\$1,250.00 +\$45.00 per unit	\$1,500.00 +\$50.00 per unit	\$1,750.00 +\$55.00 per unit	Includes processing of application, review of draft and final condominium plans and related documentation, attendance at meetings and execution of documents.
Par Lot Control By-law Exemptions	\$500.00 + \$30.00 per part lot	\$750.00 +\$35.00 per part lot	\$1,000.00 +\$40.00 per part lot	\$1,250.00 +\$45.00 per part lot	\$1,500.00 +\$50.00 per part lot	\$1,750.00 +\$55.00 per part lot	Includes processing of Block and/or R-Plans, review discussions, preparation of memoranda and/or reports, attendance at meetings, and registration of By-law.

FEES & CHARGES SCHEDULE 2016

Type of Application / Service	Existing Fee (2008)	Proposed Fee 2016	Proposed Fee 2017	Proposed Fee 2018	Proposed Fee 2019	Proposed Fee 2020	Explanatory Notes
Removal of Holding (H) Symbol	\$500.00	\$550.00	\$600.00	\$650.00	\$700.00	\$750.00	Includes preparation and circulation of notices, by-laws, reports and attendance at meetings.
Site Plan Approval	\$1,500.00 +\$30.00 per unit	\$3,000.00 +\$35.00 per unit	\$3,500.00 +\$40.00 per unit	\$4,000.00 +\$45.00 per unit	\$4,500.00 +\$50.00 per unit	\$5,000.00 +\$55.00 per unit	Major Residential
	\$3,500.00	\$4,500.00	\$5,000.00	\$5,500.00	\$6,000.00	\$6,500.00	Major Commercial
	\$750.00	No Fee	No Fee	No Fee	No Fee	No Fee	Industrial
	\$1,000.00	\$1,100.00	\$1,200.00	\$1,300.00	\$1,400.00	\$1,500.00	Site Plan Amendment (Excluding Major Residential and Major Commercial)
	\$2,000.00	\$2,500.00	\$2,750.00	\$3,000.00	\$3,250.00	\$3,500.00	Other
		+\$500.00 per submission >= 3 rd submission (NEW)	+\$600.00 per submission >= 3 rd submission	+\$700.00 per submission >= 3 rd submission	+\$800.00 per submission >= 3 rd submission	+\$900.00 per submission >= 3 rd submission	
Consents for Severance	\$1,000.00 per new lot	\$1,500.00 per new lot	\$1,750.00 per new lot	\$2,000.00 per new lot	\$2,250.00 per new lot	\$2,500.00 per new lot	Includes general processing of the application and plans, review, discussions, preparation of memoranda, reports, and notices, attendance at meetings, formulation of decisions, administration of conditions, and review and approval of legal title documentation.
		+\$500.00 per Consent Certificate (NEW)	+\$500.00 per Consent Certificate	+\$500.00 per Consent Certificate	+\$500.00 per Consent Certificate	+\$500.00 per Consent Certificate	
	\$200.00	\$250.00	\$300.00	\$350.00	\$400.00	\$450.00	Easements, rights-of-way, leases, lot line adjustments, etc.
Minor Variance	\$500.00	\$600.00	\$700.00	\$800.00	\$900.00	\$1,000.00	Includes general processing of the application and plans, review, discussions, preparation of memoranda, reports, and notices, attendance at meetings, formulation of decisions, and administration of conditions.
Compliance Letters (Building, zoning, vehicle inspection, chip trucks, etc.)	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	Includes general review of planning records, zoning, agreements, and preparation of correspondence.
Pre-consultation	N/A	\$500.00 per pre-consultation (NEW)	\$550.00 per pre-consultation	\$600.00 per pre-consultation	\$650.00 per pre-consultation	\$700.00 per pre-consultation	Includes general planning review of development concepts, reports, application and plans, discussions, preparation fo memoranda, reports, and/or correspondence, and discussions in advance of formal submission of planning applications (s) – the fee will be credited to applicant if/when formal application si submitted within 6 months of the first pre-consultation, to a maximum of 2 pre-consultations (ie. Credit does not apply to any pre-consultations after the second.

FEES & CHARGES SCHEDULE 2016

Type of Application	Service Rendered	Existing Refund	Proposed
<p align="center">Official Plan amendments, Zoning By-law Amendments, Plans of Subdivision, and Site Plan Approval</p>	<p align="center">If an application has been submitted to the Planning Department but no administrative functions have been performed</p>	90%	90%
	<p align="center">If a report has been prepared and /or other administrative functions have been performed on application, but the application has not been considered by the Planning and Sustainability Advisory Committee</p>	50%	30%
	<p align="center">If the application and report has been considered by the Planning and Sustainability Advisory Committee but has not proceeded to Council and / or a Public Meeting</p>	40%	20%
	<p align="center">If the application and report have been considered by Council and / or a Public Meeting has been held</p>	25%	10%
	<p align="center">If Council has passed an implementing By-law</p>	No Refund	No Refund
<p align="center">Consents, Minor Variances</p>	<p align="center">If an application has been submitted but no administrative functions have been performed</p>	90%	90%
	<p align="center">If a report has been prepared and/or other administrative functions have been performed on an application, but the application has not been considered by the Committee of Adjustment</p>	50%	30%
	<p align="center">If the application and report have been considered by the Committee of Adjustment</p>	No Refund	No Refund