

**The Corporation of the Town of Greater Napanee
By-law No. 2022-0001**

**A By-law to Impose Fees or Charges for Services Provided, Costs Payable or Use
of Property by the Town of Greater Napanee**

WHEREAS Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act, 2001*"), authorizes a municipality to pass by-laws imposing fees or charges on any class of persons,

- (a) for services 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 any local board; and
- (c) for the use of its property including property under its control;

AND WHEREAS Section 398 of the *Municipal Act, 2001* authorizes the treasurer of a local municipality to add fees and charges imposed by the municipality to the tax roll and to collect them in the same manner as municipal taxes;

AND WHEREAS the Council of The Corporation of the Town of Greater Napanee deems it expedient to pass such a by-law to defray costs of administration of the services;

AND WHEREAS public notice of the proposed fees was provided as required by Town By-law No. 2019-0038;

NOW THEREFORE the Council of The Corporation of the Town of Greater Napanee hereby enacts as follows:

1. Schedule "A" attached hereto and forming part of this by-law details the fees or charges for the services provided by the Community & Corporate Services Department.
2. Schedule "B" attached hereto and forming part of this by-law details the fees or charges for services provided by the Financial Services Department.
3. Schedule "C" attached hereto and forming part of this by-law details the fees or charges for services provided by the Growth & Expansion Department.
4. Schedule "D" attached hereto and forming part of this by-law details the fees or charges for services provided by the Infrastructure Services Department - Public Works.
5. Schedule "E" attached hereto and forming part of this by-law details the fees or charges for services provided by the Community & Corporate Services Department

- Facilities.

6. Schedule "F" attached hereto and forming part of this by-law details the fees or charges for services provided by the Emergency Services Department.
7. That interest at the rate of 15.0% per annum (1.25% per month) shall be added to overdue accounts. The amount owing may be added by the Treasurer of the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees or charges.
8. That all fees and charges include applicable taxes unless otherwise noted.
9. That this by-law may be referred to as the "Fees for Services By-law."
10. That By-law No. 2020-0020 be hereby repealed.
11. That this by-law shall come into force and take effect on the date it is finally passed.

Read a first and second time and finally passed the 11th day of January, 2022.

DocuSigned by:

Marg Isbester

6C8E84G28A10408

Marg Isbester, Mayor

DocuSigned by:

Jessica Walters

DEEEF03AG033477

Jessica Walters, Clerk

Schedule "A" to By-law No. 2022-0001
Community & Corporate Services Department Fees

Service Provided	Fee for Service
Commissioner for Taking Oaths and Affidavits: <ul style="list-style-type: none"> • To commission a prepared document • To prepare and commission a document • To commission multiple documents 	<p>\$10.00</p> <p>\$20.00</p> <p>\$20.00</p>
To Certify Copy of Document	\$5.00
Marriage Licence	\$125.00
Birth Registration	\$10.00
Death Registration (billed annually)	\$10.00
Road Closing Request:	\$500.00 application fee plus \$3,000.00 deposit against expenses
Photocopies	\$0.25/page
Process Information Request under <i>Municipal Freedom of Information & Protection of Privacy (MFIPPA) Act</i> Photocopies for MFIPPA Requests For manually searching a record	<p>\$5.00/application</p> <p>\$0.25/page</p> <p>\$7.50 for each 15 minutes spent by any person.</p>
Market Vendor Fees: <ul style="list-style-type: none"> ▪ Seasonal Membership ▪ Casual Membership or Indoor Markets 	<p>\$250.00 for Season</p> <p>\$15.00/day</p>
Other Youth Sports and Youth Programs (per child/session depending on the sport or program)	Range from \$20.00 to \$80.00
Minor Baseball (per child/season): <ul style="list-style-type: none"> • Junior Grasshopper • Grasshopper • Mite • Squirt • Peewee • Bantam • Late Fee (after May 10th) 	<p>(all fees include 1 team t-shirt)</p> <p>\$25.00</p> <p>\$60.00</p> <p>\$60.00</p> <p>\$60.00</p> <p>\$80.00</p> <p>\$80.00</p> <p>\$10.00 (extra to each rate)</p>
Pickle Ball	<p>\$3.00 per person per drop in (weekday)</p> <p>\$5.00 per person per drop in (Saturday)</p>

Schedule "B" to By-law No. 2022-0001
Financial Services Department Fees

Service Provided	Fee for Service
Duplicate Tax Receipt	\$5.00
Duplicate Tax Bill	\$10.00
N.S.F. Cheque Administration Fee	\$25.00
Statement of Tax Account	\$10.00
Tax Account History - three years and over	\$25.00 per hour with a minimum charge of one hour
Tax Certificate	\$60.00

Schedule "C" to By-law No. 2022-0001
Growth & Expansion Department - Development Services Fees

Service Provided	Fee for Service
Copy of the Comprehensive Zoning By-law	\$50.00
Copy of the Official Plan	\$50.00
Property Standards Certificate of Compliance	\$50.00
Zoning Compliance and Building/Work Order Letter	\$100.00
Review of Telecommunication Tower Application	\$1,000.00

Schedule "D" to By-law No. 2022-0001
Infrastructure Services Department - Public Works Fees

Service Provided	Fee for Service
Replace 9-1-1 Sign	\$60.00
Municipal Easement Work Permit	\$150.00 fee plus \$2,000.00 deposit against expenses
Entrance Permit	\$225.00 fee plus total installation cost of one 9 metre culvert
Recycling Bin	\$8.50 each
Composter	\$45.00 each

Schedule "E" to By-law No. 2022-0001
Community & Corporate Services Department - Facilities Fees

Arena Rates (Hourly Rates)	Fee for Service	
Prime Time - Weekdays from 4:00 p.m. and all day Saturday and Sunday)		
Adults (18+ years)	\$223.00	
Minors (under 18 years)	\$164.00	
Non-Prime Time		
Adults (18+ years)	\$123.00	
Minors (under 18 years)	\$97.00	
Note: Arena rates include \$2.00/hour ice resurfacer replacement surcharge and \$10.00/hour ice user surcharge.		
Public Skating		
	<u>Per Skate</u>	<u>Punch Card</u>
Child or Adult/Senior	\$3.00	\$25.00/10 visits
Senior (55+)	\$2.50	\$20.00/10 visits
Child under 3 yrs.	FREE	
Slab Rentals - Daily		
Dance/Bingo/Shows	\$882.00	
Set Up/Tear Down	\$335.00	
Power Panel	\$558.00	
Slab Rentals – Hourly		
Adults (18+ years)	\$79.00	
Minors (under 18 years)	\$61.00	
Other		
Skate Rental	Per Rental \$2.50	Punch Card \$20.00/10 rentals

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Community & Corporate Services Department - Facilities Fees

Park Rates	Fee for Service
Conservation Park (daily rentals)	
Transit Docking Per Day - no shore power (includes overnight)	\$15.00
Transit Docking Per Day - with shore power (includes overnight)	\$20.00
Transit Docking (up to 2 hours)	Free
Pavilion (1-day function)	\$150.00
Boat Launches	
Daily Launch	\$2.00

**Schedule "E" to By-law No. 2022-0001
Community & Corporate Services Department - Facilities Fees**

Programming Rates	Fees for Services
4 on 4 Hockey	\$160.00
Pre-school Skate Lesson	\$52.00
Ball Hockey:	
• U5 and U7	\$55.00
• U10, U12, U14 and U18	\$65.00

Hall Rates (Rates are daily unless otherwise specified)	Fee for Service
Strathcona Paper Centre – Banquet Hall	
Monday - Thursday (business or for-profit event)	\$352.00
Monday - Thursday (social event/no general admission)	\$235.00
Friday, Saturday and Sunday (business or for-profit event)	\$792.00
Friday, Saturday and Sunday (social event/no general admission)	\$527.00
Set Up (12pm set up day before)	\$264.00
Clean Up (up until 12pm day after)	\$264.00
Half Day or Less: Monday - Thursday (8:00am to 12:00pm or 2:00pm to close)	\$176.00
Half Day or Less: Friday, Saturday and Sunday (8:00am to 12:00pm or 2:00pm to close)	\$396.00
Strathcona Paper Centre – Large Lounge	
Daily Rental	\$136.00
Half Day or Less	\$77.00
Bar Tending Services	\$51.00
Strathcona Paper Centre – Small Lounge	
Daily Rental	\$100.00
Half Day or Less	\$60.00

Schedule "E" to By-law No. 2022-0001
Community & Corporate Services Department - Facilities Fees

Hall Rates (Rates are daily unless otherwise specified)	Fee for Service
South Fredericksburgh Hall	
Sunday - Thursday	\$167.00
Friday and Saturday	\$335.00
Set Up (12pm set up day before)	\$167.00
Clean Up (up until 12pm day after)	No charge
Meeting Room	\$67.00
Half Day or Less: Sunday - Thursday (8:00am to 12:00 pm or 2:00 pm to close)	\$84.00
Half Day or Less: Friday and Saturday (8:00am to 12:00pm or 2:00pm to close)	\$167.00
Selby Hall	
Monday - Thursday (business or for-profit event)	\$263.00
Monday - Thursday (social event/no general admission)	\$175.00
Friday, Saturday and Sunday (business or for-profit event)	\$528.00
Friday, Saturday and Sunday (social event/no general admission)	\$352.00
Set Up (12pm set up day before)	\$176.00
Clean Up (up until 12pm day after)	\$176.00
Half Day or Less: Monday - Thursday (8:00am to 12:00 pm or 2:00pm to close)	\$132.00
Half Day or Less: Friday, Saturday and Sunday (8:00am to 12:00pm or 2:00pm to close)	\$264.00
Tables and Chairs Delivered to Function	
Approximately 20 tables and 100 chairs within Town of Greater Napanee Limits	\$102.00
Bar Prices	
Beer or Liquor	\$5.75
Coolers, Wine and Premium Beer	\$6.75

Schedule "E" to By-law No. 2022-0001
Community & Corporate Services Department - Facilities Fees

Strathcona Paper Centre Advertising Rates:

Arena Signage	Goodyear Rink	Home Hardware Rink
Rink Boards (800 seats) North Side (200 seats) South Side	\$350.00 \$300.00	\$300.00
Backer Panel	\$250.00	\$250.00
Penalty Boxes	\$550.00	\$450.00
Player Boxes	\$650.00	\$550.00
Ice Advertisements	\$650.00	\$550.00
Score Clocks	\$800.00	\$650.00
Time Clock	\$800.00	\$650.00
Ice Resurfacer	\$2,800.00	\$2,200.00

Conditions for Signage Advertising:

- All contracts are for 12-month duration with first option to renew.
- Rates are based on a one-year contract minimum.
- Rates shown are per 1 advertisement purchased. Discounts of 10% for multiple signages purchased.
- Prices do not include the manufacturing of the sign. Manufacturing costs are the buyer's responsibility.
- Prices do include installation and maintenance.
- Prices do not include HST.

Conditions for Ice Resurfacer Advertising:

- All contracts are for a 3-year term with first option to renew.
- Prices do not include the manufacturing of the sign. Manufacturing costs are the buyer's responsibility.
- Prices do include installation and maintenance
- Prices do not include HST.

Schedule "E" to By-law No. 2022-0001
Community & Corporate Services Department - Facilities Fees

Ball Diamond Rates		Fee for Service
Primary		
Adults - Non-Lighted		\$29.00
Adults - Lighted		\$32.00
Minors - Non-Lighted		\$24.00
Minors - Lighted		\$28.00
Adults – Tournament		\$29.00
Minors - Tournament		\$24.00
Secondary		
Adults - Non-Lighted		\$25.00
Adults - Lighted		\$29.00
Minors - Non-Lighted		\$18.00
Minors - Lighted		\$21.00
Adult - Tournament		\$25.00
Minors - Tournament		\$18.00
Soccer Pitch Rates		Fee for Service
Lighted (Hourly Rates)		
Full		\$25.00
Mini		\$17.00
Unlit (Hourly Rates)		
Full		\$20.00
Mini		\$14.00

**Schedule "F" to By-law No. 2022-0001
Emergency Services Department Fees**

Service Provided	Fee for Service
Written request for file search, for sale of property - insurance purposes or banking requests.	\$88.00
Written request for Fire Reports/Investigations - insurance and solicitors.	\$88.00
Request for Inspection plus Written Report – Residential, Daycares, Group Homes & Special Care Facilities.	\$100.00
Liquor Licensing requests – Patios, Special Occasions & Premises	\$100.00
Lock Box – supplied by Department – installed by owner	\$135.00
Filling Air Cylinders – Per cylinder	\$10.00
Additional Expenses - All costs related to but not limited to retaining a private contractor, renting special equipment and/or all consumable materials other than water and medical supplies shall be charged and recovered as a fee if it is deemed necessary to suppress or extinguish a fire, preserve property, prevent a fire from spreading or otherwise control and eliminate an emergency or hazard.	Total Cost Recovery
Responding to and providing vehicle fire extinguishment, extrication and rescue services to non-residents of the Town of Greater Napanee	\$488.40 for the first hour per piece of equipment, \$244.20 for each additional hour or part thereof per piece of equipment plus wages for all firefighters on scene at current 1 st Class Volunteer Firefighter Hourly Rate
Responding to fires set or caused by Person(s) for the purpose of burning grass, brush, rubbish or other materials requiring Fire Services to extinguish such fires.	\$488.40 for the first hour per piece of equipment, \$244.20 for each additional hour or part thereof per piece of equipment plus wages for all firefighters on scene at current 1 st Class Volunteer Firefighter Hourly Rate
Investigating and responding to a complaint made to Fire Services, which complaint results from an Unauthorized or Non-Compliant Open-Air Fire.	\$244.20
Investigating and responding to a complaint made to Fire Services, which complaint results from a Smoke	\$244.20

Schedule "F" to By-law No. 2022-0001
Emergency Services Department Fees

Service Provided	Fee for Service
and or Co Alarm Non-Compliance.	
Investigating and responding to a complaint made to Fire Services, which complaint results from an Unauthorized or Non-Compliant use of Fireworks.	\$244.20
Where a Fire Watch must be maintained following the extinguishment of a fire.	\$244.20 per hour
Where a Fire Watch must be maintained due to life safety.	\$244.20 per hour
Request for vehicle standby service for insurance, filming, company/ business requirements, etc.	\$244.20 per hour
Where Fire Services responds to false fire alarm/nuisance or faulty equipment calls in a twelve-month period to the same address.	Third Response – \$244.20 Any additional responses in the same twelve-month period – \$488.40 for the first hour per piece of equipment, \$244.20 for each additional hour or part thereof per piece of equipment plus wages for all firefighters on scene at current 1 st Class Volunteer Firefighter Hourly Rate
Supply and install a Smoke Alarm	\$25.00
Supply and Install a Carbon Monoxide Alarm	\$30.00
Supply and Install a Combination Smoke/Carbon Monoxide Alarm	\$40.00
Campfire/outdoor Fireplace Open-Air Burning Permit	\$15.00
Brush Fire Open-Air Burning Permit	\$15.00
Agricultural Open-Air Burning Permit	\$15.00
Campground Campfire/Outdoor Fireplace Open-Air Burning Permit	\$100.00
Fire Extinguisher Training	\$75.00 per hour for instructor plus \$10.00 training charge per person
Rental of Napanee Station Training Room, Saturday and Sunday days only.	\$132.60/day
Rental of Training House or Grounds	2-4 hours: \$204.00 Over 4 hours: \$408.00
Rental of Roblin Station Training Room, days and evenings.	\$183.60/day \$81.60/evenings