

**The Corporation of the Town of Greater Napanee  
By-law No. 2019-0024**

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

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**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. 07-58;

**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 Infrastructure Services Department - Development Services.
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 Infrastructure 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. 2018-0028 and By-law No. 2018-0033 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 26th day of March, 2019.

  
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Marg Isbester, Mayor

  
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Susan Beckel, Clerk

Schedule "A" to By-law No. 2019-0024  
Community & Corporate Services Department Fees

Service Provided	Fee for Service	
<b>Commissioner for Taking Oaths and Affidavits:</b> <ul style="list-style-type: none"> <li>• To commission a prepared document</li> <li>• To prepare and commission a document</li> <li>• To commission multiple documents</li> </ul>	\$10.00 \$20.00 \$20.00	
To Certify Copy of Document	\$5.00	
Marriage Licence	\$110.00	
Birth Registration	\$10.00	
Death Registration (billed yearly)	\$10.00	
Road Closing Request:	\$200.00 application fee plus \$2,000.00 deposit against expenses	
Photocopies	\$0.25/page	
Process Information Request under <i>Municipal Freedom of Information &amp; Protection of Privacy (MFIPPA) Act</i> Photocopies for MFIPPA Requests For manually searching a record	\$5.00/application  \$0.20/page \$7.50 for each 15 minutes spent by any person.	
<b>Market Vendor Fees:</b> <ul style="list-style-type: none"> <li>▪ Seasonal Membership</li> <li>▪ Casual Membership or Indoor Markets</li> </ul>	\$110.00 for Season \$15.00/day	
<b>P.A. Day Camp (per child)</b> <ul style="list-style-type: none"> <li>• Before and After Care</li> </ul>	\$25.00/day \$2.00 for Before Care \$2.00 for After Care	
<b>March Break or Winter Break Camp (per child)</b> <b>Family Discount for 3<sup>rd</sup> &amp; Additional Child</b> <ul style="list-style-type: none"> <li>• Before and After Care</li> </ul>	\$145.00/week  \$87.00/week \$2.00- Before Care \$2.00- After Care	\$25.00/day  \$2.00- Before Care \$2.00 - After Care
Other Youth Sports and Youth Programs (per child/session depending on the sport or program)	Range from \$20.00 to \$80.00	

Schedule "A" to By-law No. 2019-0024  
Community & Corporate Services Department Fees

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Service Provided	Fee for Service
<b>Minor Baseball (per child/season):</b> <ul style="list-style-type: none"><li>• Junior Grasshopper</li><li>• Grasshopper</li><li>• Mite</li><li>• Squirt</li><li>• Peewee</li><li>• Bantam</li><li>• Late Fee (after May 10<sup>th</sup>)</li></ul>	(all fees include 1 team t-shirt) \$25.00 \$45.00 \$55.00 \$55.00 \$70.00 \$70.00 \$10.00 (extra to each rate)
Pickle Ball	\$3.00 per person per drop in (weekday)  \$5.00 per person per drop in (Saturday)

Schedule "B" to By-law No. 2019-0024  
Financial Services Department Fees

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<b>Service Provided</b>	<b>Fee for Service</b>
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	\$50.00

Schedule "C" to By-law No. 2019-0024  
Infrastructure Services Department - Development Services Fees

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<b>Service Provided</b>	<b>Fee for Service</b>
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 Letter	\$75.00
Building and Work Order Information	\$75.00
Review of Telecommunication Tower Application	\$1,000.00

Schedule "D" to By-law No. 2019-0024  
Infrastructure Services Department - Public Works Fees

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Service Provided	Fee for Service
Replace 9-1-1 Sign	\$60.00
Cut Permit Deposit	\$2,000.00
Entrance Permit	\$50 plus total installation cost of one 9 metre culvert
Recycling Bin	\$8.50 each
Composter	\$45.00 each

Schedule "E" to By-law No. 2019-0024  
Infrastructure Services Department - Facilities Fees

Arena Rates (Hourly Rates)	Fee for Service	
<b>Prime Time - Weekdays from 4:00 p.m. and all day Saturday and Sunday)</b>		
Adults (18+ years)	\$219.00	
Minors (under 18 years)	\$161.00	
<b>Non-Prime Time</b>		
Adults (18+ years)	\$121.00	
Minors (under 18 years)	\$95.00	
<b>Note:</b> Arena rates include \$2.00/hour ice resurfacer replacement surcharge and \$10.00/hour ice user surcharge.		
<b>Public Skating</b>		
	<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	
<b>Slab Rentals - Daily</b>		
Dance/Bingo/Shows	\$865.00	
Set Up/Tear Down	\$328.00	
Power Panel	\$547.00	
<b>Slab Rentals – Hourly</b>		
Adults (18+ years)	\$77.00	
Minors (under 18 years)	\$60.00	
<b>Other</b>		
Skate Rental	Per Rental \$2.50	Punch Card \$20.00/10 rentals



Schedule "E" to By-law No. 2019-0024  
Infrastructure Services Department - Facilities Fees

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<b>Park Rates</b>	<b>Fee for Service</b>
<b>Conservation Park (daily rentals)</b>	
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
<b>Boat Launches</b>	
Daily Launch	\$2.00

Schedule "E" to By-law No. 2019-0024  
Infrastructure Services Department - Facilities Fees

<b>Hall Rates</b> (Rates are daily unless otherwise specified)	<b>Fee for Service</b>
<b>Strathcona Paper Centre – Banquet Hall</b>	
Monday - Thursday (business or for-profit event)	\$345.00
Monday - Thursday (social event/no general admission)	\$230.00
Friday, Saturday and Sunday (business or for-profit event)	\$776.00
Friday, Saturday and Sunday (social event/no general admission)	\$517.00
Set Up (12pm set up day before)	\$259.00
Clean Up (up until 12pm day after)	\$259.00
Half Day or Less: Monday - Thursday (8:00am to 12:00pm or 2:00pm to close)	\$173.00
Half Day or Less: Friday, Saturday and Sunday (8:00am to 12:00pm or 2:00pm to close)	\$388.00
<b>Strathcona Paper Centre – Large Lounge</b>	
Daily Rental	\$133.00
Half Day or Less	\$75.00
Bar Tending Services	\$50.00
<b>Strathcona Paper Centre – Small Lounge</b>	
Daily Rental	\$98.00
Half Day or Less	\$59.00
<b>South Fredericksburgh Hall</b>	
Sunday - Thursday	\$164.00
Friday and Saturday	\$328.00
Set Up (12pm set up day before)	\$164.00
Clean Up (up until 12pm day after)	No charge
Meeting Room	\$66.00

Schedule "E" to By-law No. 2019-0024  
Infrastructure Services Department - Facilities Fees

<b>South Fredericksburgh Hall</b>	
Half Day or Less: Sunday - Thursday (8:00am to 12:00 pm or 2:00 pm to close)	\$82.00
Half Day or Less: Friday and Saturday (8:00am to 12:00pm or 2:00pm to close)	\$164.00
<b>Selby Hall</b>	
Monday - Thursday (business or for-profit event)	\$258.00
Monday - Thursday (social event/no general admission)	\$172.00
Friday, Saturday and Sunday (business or for-profit event)	\$518.00
Friday, Saturday and Sunday (social event/no general admission)	\$345.00
Set Up (12pm set up day before)	\$173.00
Clean Up (up until 12pm day after)	\$173.00
Half Day or Less: Monday - Thursday (8:00am to 12:00 pm or 2:00pm to close)	\$129.00
Half Day or Less: Friday, Saturday and Sunday (8:00am to 12:00pm or 2:00pm to close)	\$259.00
<b>Tables and Chairs Delivered to Function</b>	
Approximately 20 tables and 100 chairs within Town of Greater Napanee Limits	\$100.00
<b>Bar Prices</b>	
Beer or Liquor	\$5.75
Coolers, Wine and Premium Beer	\$6.75

Schedule "E" to By-law No. 2019-0024  
Infrastructure Services Department - Facilities Fees

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<b>BALL DIAMOND RATES</b>		<b>FEE FOR SERVICE</b>
<b>Primary</b>		
Adults - Non Lighted		\$28.00
Adults - Lighted		\$31.00
Minors - Non Lighted		\$23.00
Minors - Lighted		\$27.00
Adults – Tournament		\$28.00
Minors - Tournament		\$23.00
<b>Secondary</b>		
Adults - Non Lighted		\$24.00
Adults - Lighted		\$28.00
Minors - Non Lighted		\$17.00
Minors - Lighted		\$20.00
Adult - Tournament		\$24.00
Minors - Tournament		\$17.00
<b>SOCCER PITCH RATES</b>		<b>FEE FOR SERVICE</b>
<b>Lighted (Hourly Rates)</b>		
Full		\$24.00
Mini		\$16.00
<b>Unlit (Hourly Rates)</b>		
Full		\$19.00
Mini		\$13.00

Schedule "F" to By-law No. 2019-0024  
Emergency Services Department Fees

SERVICE PROVIDED	FEE FOR SERVICE
Providing inspection reports or fire reports to solicitors & insurance companies	\$75.00
<p>For:</p> <ul style="list-style-type: none"> <li>(i) Performing special inspection requests (i.e. property resale, mortgage renewal for residential type buildings); or</li> <li>(ii) Inspection of private Home Day Care facilities or Group Homes with three (3) or fewer residents; or</li> <li>(iii) Inspection of Group Homes with more than three (3) residents; or</li> <li>(iv) Requested inspections for premises or buildings not mentioned elsewhere: <ul style="list-style-type: none"> <li>• Single occupancy up to 2,000 m<sup>2</sup></li> <li>• Each additional 100 m<sup>2</sup> or part thereof</li> <li>• Multiple occupancy up to 2,000 m<sup>2</sup></li> <li>• Each additional 100 m<sup>2</sup> or part thereof;</li> </ul> </li> <li>or</li> <li>(v) Two-unit residential inspection for compliance with Section 9.8 of the Fire Code; or</li> <li>(vi) Institutional inspection (on request); or</li> <li>(vii) Residential inspection for compliance with Section 9.5 of the Fire Code; or</li> <li>(viii) Liquor Licensing requests: <ul style="list-style-type: none"> <li>• Patios</li> <li>• Special Occasions</li> <li>• Premises</li> </ul> </li> </ul>	\$60.00/hour
Inspection of Open Air Burn Location, Special Occasion Open Air Burning Location or Fireworks Location	\$60.00
Specialized equipment and/or resources to control or minimize loss (not provided by Fire Department)	Total cost recovery for specialized equipment/resources

Schedule "F" to By-law No. 2019-0024  
Emergency Services Department Fees

SERVICE PROVIDED	FEE FOR SERVICE
Responding to and providing vehicle fire extinguishment, extrication and rescue services to non-residents of the Town of Greater Napanee (based on MTO rates)	\$477.00 for first hour per piece of equipment, \$238.50 for each additional hour or part thereof per piece of equipment
For: (i) Person(s) setting fires for the purposes of burning grass, brush, rubbish or other such material or burning in barrels or drums may be charged when Emergency Services is required to respond and extinguish such fires.  (ii) Where there has been more than three (3) false fire alarms/faulty equipment calls or more than two (2) nuisance calls in a twelve month period to the same address.	\$477.00 for first hour per piece of equipment, \$238.50 for each additional hour or part thereof per piece of equipment plus current hourly wage of firefighters
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
Providing the service of refilling air bottles	\$8.00/bottle
Providing the service of refilling large storage tanks	\$40.00
Rental of Napanee Station Training Room, Saturday and Sunday days only and all evening	\$125.00/day \$65.00/evening
Rental of Training House or Grounds	2-4 hours: \$200.00 Over 4 hours: \$400.00
Rental of Roblin Station Training Room, days and evenings	\$175.00/day \$75/evening