

**The Corporation of the Town of Greater Napanee
By-law No. 2018-0028**

**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. 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 - Parks and Recreation.

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. 2017-0029 is 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 8th day of May, 2018.



Gordon Schermerhorn, Mayor



Susan Beckel, Clerk

Schedule "A" to By-law No. 2018-0028
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 	\$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: (for the Clerk's, Building/Planning and Public Works Departments to review the request and make a recommendation to Council)	\$100.00
Photocopies	\$0.25/page
Process Information Request under <i>Municipal Freedom of Information & Protection of Privacy (MFIPPA) Act</i>	\$5.00/application
Photocopies for MFIPPA Requests For manually searching a record	\$0.20/page \$7.50 for each 15 minutes spent by any person.
Market Vendor Fees: <ul style="list-style-type: none"> ▪ Seasonal Membership ▪ Casual Membership or Indoor Markets 	\$110.00 for Season \$15.00/day
P.A. Day Camp (per child) <ul style="list-style-type: none"> • Before and After Care 	\$25.00 \$2.00 for Before Care \$2.00 for After Care
March Break Camp (per child) Winter Break Camp (per child))(pro-rated depending on number of days)	\$135.00/week (includes 1 t-shirt)
Day Camp - Regular Weeks (per child) <ul style="list-style-type: none"> • First Week Registration • Additional Weeks • Family Discount for 3rd & Additional Child • Additional Weeks • Leader in Training (L.I.T.) 	\$145.00/week (includes t-shirts) \$135.00/week \$87.00/week (includes t-shirts) \$81.00/week \$45.00 for 3 weeks
Before and After Care	\$15.00 for Before Care/Week \$15.00 for After Care/Week

Schedule "A" to By-law No. 2018-0028
Community & Corporate Services Department Fees

<p>Day Camp - Pro-Rated Weeks (per child)</p> <ul style="list-style-type: none"> • First Week Registration • Additional Weeks • Family Discount for 3rd & Additional Child • Additional Weeks <p>Before and After Care</p>	<p>\$116.00/week (includes t-shirts) \$108.00/week \$69.60/week (includes t-shirts) \$64.80/week</p> <p>\$12.00 for Before Care/Week \$12.00 for After Care/Week</p>
<p>Youth Sports and Youth Programs (per child/session depending on the sport or program)</p>	<p>Range from \$20.00 to \$80.00</p>
<p>Minor Baseball (per child/season):</p> <ul style="list-style-type: none"> • Junior Grasshopper • Grasshopper • Mite • Squirt • Peewee • Bantam • Late Fee (after May 15th) 	<p>(all fees include 1 team t-shirt)</p> <p>\$25.00 \$45.00 \$55.00 \$55.00 \$70.00 \$70.00 \$10.00 (extra to each rate)</p>
<p>Pickle Ball</p>	<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. 2018-0028
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	\$50.00

Schedule "C" to By-law No. 2018-0028
Infrastructure Services 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 Letter	\$75.00
Building and Work Order Information	\$75.00
Review of Telecommunication Tower Application	\$2,600.00

Schedule "D" to By-law No. 2018-0028
Infrastructure Services Department - Public Works Fees

Service Provided	Fee for Service
Replace 9-1-1 Sign	\$60.00
Cut Permit Deposit	\$1,000.00
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. 2018-0028
Infrastructure Services Department - Parks and Recreation 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)	\$214.00	
Minors (under 18 years)	\$157.00	
Non-Prime Time		
Adults (18+ years)	\$118.00	
Minors (under 18 years)	\$93.00	
Note: Arena rates include \$2.00/hour ice resurfacer replacement surcharge and \$10.00/hour ice user surcharge.		
Public Skating		
Child/Adult/Senior Children Under 3 yrs.	<u>Per Skate</u> \$3.00 FREE	<u>Punch Card</u> \$25.00/10 visits
Slab Rentals - Daily		
Dance/Bingo/Shows	\$848.00	
Set Up/Tear Down	\$321.00	
Power Panel	\$536.00	
Slab Rentals – Hourly		
Adults (18+ years)	\$75.00	
Minors (under 18 years)	\$58.00	
Other		
Skate Rental	<u>Per Rental</u> \$2.50	<u>Punch Card</u> \$20.00/10 rentals

Schedule "E" to By-law No. 2018-0028
Infrastructure Services Department - Parks and Recreation 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. 2018-0028
 Infrastructure Services Department - Parks and Recreation Fees

Hall Rates (Rates are daily unless otherwise specified)	Fee for Service
Strathcona Paper Centre – Lafarge Banquet Hall	
Sunday-Thursday	\$225.00
Friday & Saturday	\$506.00
Set Up (12pm set-up day before)	\$113.00
Large Lounge	\$130.00
Half Day or Less	\$ 73.00
Small Lounge	\$ 96.00
Half Day or Less	\$ 57.00
South Fredericksburgh Hall	
Sunday - Thursday	\$160.00
Friday /Saturday	\$321.00
Set Up and Tear Down	\$ 54.00
Meeting Room	\$ 64.00
Selby Hall	
Sunday - Thursday	\$168.00
Friday - Saturday	\$338.00
Set Up and Tear Down	\$ 57.00
Bar Prices	
Beer or Liquor	\$5.25
Coolers or Wine	\$6.25

Schedule "E" to By-law No. 2018-0028
Infrastructure Services Department - Parks and Recreation Fees

BALL DIAMOND RATES		FEE FOR SERVICE
Primary		
Adults - Non Lighted		\$27.00
Adults - Lighted		\$30.00
Minors - Non Lighted		\$22.00
Minors - Lighted		\$26.00
Adults - Tournament		\$27.00
Minors - Tournament		\$22.00
Secondary		
Adults - Non Lighted		\$23.00
Adults - Lighted		\$27.00
Minors - Non Lighted		\$16.00
Minors - Lighted		\$19.00
Adult - Tournament		\$23.00
Minors - Tournament		\$16.00
SOCCER PITCH RATES		FEE FOR SERVICE
Lighted (Hourly Rates)		
Full		\$23.00
Mini		\$15.00
Unlit (Hourly Rates)		
Full		\$ 18.00
Mini		\$ 12.00

Schedule "F" to By-law No. 2018-0028
Emergency Services Department Fees

SERVICE PROVIDED	FEE FOR SERVICE
Providing inspection reports or fire reports to solicitors & insurance companies	\$75.00
Performing special inspection requests (i.e. property resale, mortgage renewal for residential type buildings)	\$60.00/hour
Inspection of private Home Day Care facilities or Group Homes with three (3) or fewer residents	\$60.00/hour
Inspection of Group Homes with more than three (3) residents	\$60.00/hour
Requested inspections for premises or buildings not mentioned elsewhere: <ul style="list-style-type: none"> • Single occupancy up to 2,000 m² • Each additional 100 m² or part thereof • Multiple occupancy up to 2,000 m² • Each additional 100 m² or part thereof 	\$60.00/hour
Two unit residential inspection for compliance with Section 9.8 of the Fire Code	\$60.00/hour
Institutional inspection (on request)	\$60.00/hour
Residential inspection for compliance with Section 9.5 of the Fire Code	\$60.00/hour
Liquor Licensing requests: <ul style="list-style-type: none"> • Patios • Special Occasions • Premises 	\$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
Responding to & providing vehicle fire extinguishment & extrication services to owners/drivers who are non-residents of the Town of Greater Napanee (based on MTO rates)	\$465.42 for first hour per piece of equipment, \$232.72 for each additional hour or part thereof per piece of equipment

Schedule "F" to By-law No. 2018-0028
Emergency Services Department Fees

SERVICE PROVIDED	FEE FOR SERVICE
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.	\$465.42 for first hour per piece of equipment, \$232.72 for each additional hour or part thereof per piece of equipment plus current hourly wage of firefighters
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.	\$465.42 for first hour per piece of equipment, \$232.72 for each additional hour or part thereof per piece of equipment plus current hourly wage of firefighters
Supply and Install a Smoke Alarm	\$20.00
Supply and Install a Carbon Monoxide Alarm	\$30.00
Supply and Install a Combination Smoke/Carbon Monoxide Alarm	\$50.00
Providing the service of refilling air bottles	\$8.00/bottle
Providing the service of refilling large storage tanks	\$20.00/bottle
Rental of Napanee Station Training Room including set up and tear down	\$100.00/day \$50 per ½ day or evening
Rental of Training House or Grounds	2-4 Hours \$200.00 Over 4 hours \$400.00
Rental of Roblin Station Training Room including set up and tear down	\$150.00/day \$75 per ½ day or evening
Rental of Dorland Station Training Room including set up and tear down	\$100.00/day \$50 per ½ day or evening