

(Office Consolidation as of September 24, 2025)

Corporation of the Town of Greater Napanee

By-law No. 2023-0027

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

Originally Passed: April 11, 2023

As Amended By:

By-law Number:	Date Passed:
2023-0032	April 23, 2023
2024-0004	January 30, 2024
2024-0037	July 9, 2024
2025-0019	February 25, 2025
2025-0035	April 22, 2025
2025-0064	September 23, 2025

Note: This consolidation is provided for convenience purposes only. Every effort is made to ensure the accuracy of this information, however it is not to be used in place of actual by-laws. Users should consult the original by-laws for purposes of interpretation and application.

**The Corporation of the Town of Greater Napanee
By-law No. 2023-0027**

**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 Administrative and Finance Service Fees.
2. Schedule "B" attached hereto and forming part of this by-law details the fees or charges for Licensing Fees.
3. Schedule "C" attached hereto and forming part of this by-law details the fees or charges for Development Services Fees.
4. Schedule "D" attached hereto and forming part of this by-law details the fees or charges for Infrastructure Services Fees.
5. Schedule "E" attached hereto and forming part of this by-law details the fees or charges for Facilities and Programming Fees.
6. Schedule "F" attached hereto and forming part of this by-law details the fees or

charges for Fire Department Fees.

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. 2022-0001 be hereby repealed.
11. That this by-law shall come into force and take effect on May 1, 2023.

Read a first and second time and finally passed the 11th day of April, 2023.

Terry Richardson, Mayor

Jessica Walters, Clerk

Schedule "A" to By-law No. 2023-0027, as amended by By-law No. 2024-0037
Administration and Finance Fees

Service Provided	Fee for Service
Information Search and Record Preparation (excluding MFIPPA)	\$40.00 per hour (for any custom reports)
Duplicate Tax Receipt	\$5.00
Duplicate Tax Bill	\$10.00
Duplicate Utility Receipt	\$5.00
Duplicate Utility Bill	\$10.00
N.S.F. Cheque Administration Fee	\$25.00
Statement of Tax Account	\$10.00
Tax Certificate – Standard Service (5-7 business days)	\$60.00
Tax Certificate – Expedited Service (1-2 business days)	\$85.00
Transfer of Payment between Accounts	\$20.00
Addition of Amount to Tax Roll	\$20.00
Facility Booking Change Administration Fee	\$10.00
Commissioner for Taking Oaths and Affidavits: - To commission a prepared document - To commission multiple documents	\$10.00 \$20.00
Marriage Licence	\$125.00
Death Registration (billed annually) Standard Service (1 business day) Expedited Service (outside office hours) Stillbirth Registration	\$15.00 \$40.00 No charge
Road Closing Request:	\$500.00 application fee plus \$3,000.00 deposit against expenses
Photocopies or Document Printing Black and White Color	\$0.25/page \$0.50/page
Process Information Request under <i>Municipal Freedom of Information & Protection of Privacy (MFIPPA) Act</i>	In accordance with the fees set out in MFIPPA. \$5.00/application
Photocopies for MFIPPA Requests	\$0.25/page

Schedule "A" to By-law No. 2023-0027, as amended by By-law No. 2024-0037
Administration and Finance Fees

For manually searching a record	\$7.50 for each 15 minutes spent by any person.
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NOTE: With the exception of printing fees, fees for documents and record searches do not change based on the method the information is provided by (via fax, e-mail, or in person.)

NOTE: Per s.295(2) of the Municipal Act, there is no charge for providing a copy of the audited Financial Statements (also available electronically on the Town website).

(Schedule A replaced by By-law 2023-0032)

Schedule "B" to By-law No. 2023-0027, as amended by By-law No. 2024-0037
Licensing Fees

Service Provided	Fee for Service
Encroachment License Application	\$200.00
Noise By-law Exemption Application	\$25.00

Services Established in Other By-laws	Fee as of Apr 11, 2023
Lottery License (Per By-law 2006-17)	3% of Total Prize Value
Annual Taxi License (Per By-law 2011-0006)	
Operator License – First cab	\$150.00
Operator License – Each additional cab <i>(reduced rates for early renewal)</i>	\$30.00
Taxi Driver License <i>(reduced rates for early renewal)</i>	\$40.00
Annual Dog or Kennel License (Per By-law 2015-0067)	
Dog Tag Registration	\$20.00
Replacement Tag	\$2.00
Kennel Registration – 4-10 dogs	\$250.00
Kennel Registration – 11-25 dogs	\$400.00
Kennel Registration – 26 or more dogs <i>(reduced rates for early renewal)</i>	\$800.00
Annual Patio License (Per By-law 04-38)	\$125.00
NOTE: Rates provided for information purposes only. Refer to the current version of each applicable by-law to verify the correct fee. Where there is any variation between this by-law and the regulating by-law, the rate in the regulating by-law prevails.	

Schedule "C" to By-law No. 2023-0027, as amended by By-law No. 2024-0037
Development Services Fees

Service Provided	Fee for Service
Property Standards Certificate of Compliance	\$50.00
Zoning Compliance and Building/Work Order Letter	\$150.00
Review of Telecommunication Tower Application	\$1,500.00

Services Established in Other By-laws	Fee as of Apr 11, 2023
Sign Permit Fees (Per By-law 2011-0042)	
Ground Signs	\$250.00
Mobile Signs	\$100.00
All other Non-Exempt Signs	\$50.00
Building Permit Fees (Per By-law 2009-09, as amended)	
Demolition Permit	\$100.00
Renewal of Revoked Permit	\$100.00
Occupancy Permit	\$100.00
Change of Use Permit	\$100.00
Re-inspection Fee	\$25.00
Permit to Construct, install, alter Minimum Fee	\$100.00
Estimated Value \$0 - \$2,999,999	\$11.00 per \$1,000 value of the work
Estimated Value over \$3,000,000	\$6.00 per \$1,000 value of the work
<i>See Schedule A to By-law 2020-0045 for full details</i>	
Planning Fees (Per By-law 07-62, as amended)	
Application to Committee of Adjustment	\$500.00-\$1,000.00
Application for Zoning Amendment	\$1,000.00
Application for Official Plan Amendment	\$1,500.00
Application for Plan of Subdivision	\$2,000.00
Application for Site Plan Control Agreement	\$1,000.00-\$1,500.00
Additional deposit fees apply; rates do not include any external costs the municipality may incur to review the application	
<i>See Schedule A to By-law 2020-0046 for full details</i>	
NOTE: Rates provided for information purposes only. Refer to the current version of each applicable by-law to verify the correct fee. Where there is any variation between this by-law and the regulating by-law, the rate in the regulating by-law prevails.	

Schedule "D" to By-law No. 2023-0027, as amended by By-law No. 2024-0037
Infrastructure Services 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	\$11.50 each
Composter	\$45.00 each

Services Established in Other By-laws	Fee as of May 1, 2023
Waste Collection Fees (per By-law 06-14, as amended)	
Bag tag / sticker	\$4.00
<i>Tipping Fees at Waste Disposal and Transfer Sites</i>	
Bagged Household Waste	\$6.00 or \$2.00 plus a bag tag
Bulky Household Waste	\$0.45/ft ³
Minimum Charge	\$15.00
Large Furniture Surcharge	\$10.00
E-waste, scrap metal, leaves and yard compost, brush under 3" diameter	Free
Recycling Loads: Paper/ cardboard or metals/ plastics/ glass	\$5.00
NOTE: Rates provided for information purposes only. Refer to the current version of each applicable by-law to verify the correct fee. Where there is any variation between this by-law and the regulating by-law, the rate in the regulating by-law prevails.	

(Schedule D replaced by By-law 2024-0004)

Schedule "E" to By-law No. 2023-0027, as amended by By-law No. 2025-0064
Parks, Recreation and Culture 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)		\$237.30	
Minors (under 18 years)		\$175.35	
Non-Prime Time			
Adults (18+ years)		\$126.00	
Minors (under 18 years)		\$100.00	
Note: Arena rates include \$5.00/hour ice resurfacer replacement surcharge and \$10.00/hour ice user surcharge.			
Ice Programming			
Shinny / Shift		\$8.00	
Open Figure Skating		\$8.00	
Public Skating			
Child or Adult/Senior Senior (55+) Child under 3 yrs.	Per Skate		Punch Card
	\$3.00		\$25.00/10 visits
	\$2.50		\$20.00/10 visits
	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		Punch Card
	\$3.00		\$20.00/10 rentals

Schedule "E" to By-law No. 2023-0027, as amended by By-law No. 2025-0064
Parks, Recreation and Culture 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)		\$155.00
Picnic Shelter (1-day function)		\$100.00
Passive Park Green Space (fee per participant, per day)		
Commercial and/or Sport Use		
• Adult		\$5.00
• Senior (55+)		\$3.00
• Youth (4-17)		\$3.00
• Child (3 and under)		FREE
Boat Launches		
Daily Launch		\$2.00
Arena – Outdoor Facilities		
South Lawn (1-day function)		\$153.00

Miscellaneous Rates		Current Fee
Tables and Chairs Delivered to Function		
Approximately 20 tables and 100 chairs within Town of Greater Napanee Limits		\$130.00
Picnic Table Event Relocation (per table on Town property)		\$5.00
Market Vendor Fees indoor market – per day		\$15.00
Mobile Vendor Leased Stall – no utilities, up to 150 days		\$600.00
Mobile Vendor Leased Stall – with electricity and/or water, up to 150 days		\$800.00

Schedule "E" to By-law No. 2023-0027, as amended by By-law No. 2025-0064
Parks, Recreation and Culture Fees

Bar Prices	
Beer or Liquor	\$6.50
Coolers, Wine and Premium Beer	\$7.50

Programming Rates	Fees for Services
Pre-school Skate Lesson	\$52.00
Ball Hockey: • U5 and U7 • U10, U12, U14 and U18	\$55.00 \$65.00
Other Youth Sports and Youth Programs (per child/session depending on the sport or program)	Range from \$20.00 to \$80.00
Pickle Ball	\$3.00 per person per drop in (weekday)

Business Park Signage	Fees for Services
Advertising Sign <i>Prices do not include the manufacturing of the sign. Manufacturing costs are the buyer's responsibility</i>	\$250.00 per year

Schedule "E" to By-law No. 2023-0027, as amended by By-law No. 2025-0064
Parks, Recreation and Culture Fees

Hall Rates		
Weekday is classified as Monday to Thursday Weekend is classified as Friday to Sunday Half day is classified as 6 hours or less Price includes HST		
Rate Type	Arena Banquet Hall	Community Hall
Weekday- For Profit	\$360.00	\$270.00
Weekday- Non-Profit	\$300.00	\$200.00
Weekend- For Profit	\$800.00	\$540.00
Weekend- Non-Profit	\$540.00	\$360.00
Half Day or Less - Weekday	\$240.00	\$160.00
Half Day or Less- Weekend	\$270.00	\$200.00
Set-Up (From 12pm day before)	\$180.00	\$180.00
Clean-Up (Until 12pm day after)	\$140.00	\$140.00
Bartending Services (Half Day or Less Per Bartender)	\$100.00	\$100.00
Damage Deposit	\$100.00	\$100.00

Meeting Room Rates		
Price includes HST		
Rate Type	Arena Large Lounge	Meeting Space
2 Hour Rental	\$40.00	\$30.00
4 Hour Rental	\$70.00	\$60.00
Half Day Rental (6 Hours)	\$100.00	\$80.00
Full Day Rental (6+ Hours)	\$140.00	\$100.00
Bartending Services (Half Day or Less Per Bartender)	\$100.00	N/A

Arena Private Room Rates	
Price includes HST	
Rate Type	Current Fee
Standard Rate (annual lease)	\$7.00/ft ²
Local Youth (under 18) Organizations (annual lease)	\$6.40/ft ²

Best & Bash Arena Advertising Rates:

Arena Signage	Goodyear Rink	Home Hardware Rink
Rink Boards (800 seats) North Side (200 seats) South Side	\$400.00 \$350.00	\$350.00
Backer Panel	\$300.00	\$300.00
Penalty Boxes	\$600.00	\$500.00
Player Boxes	\$700.00	\$600.00
Ice Advertisements <i>plus production costs</i>	\$700.00	\$600.00
Score Clocks	\$850.00	\$700.00
Time Clock	\$850.00	\$700.00
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. 2023-0027, as amended by By-law No. 2025-0064
Parks, Recreation and Culture 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
Practice with Lights		\$20.00
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
Practice with Lights		\$20.00
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 "E" to By-law No. 2023-0027, as amended by By-law No. 2025-0064
Parks, Recreation and Culture Fees

Cemetery Fees

Internment Rights Sale Options				
In-Ground				
Single Plot (8'x10' or 8'x8')	Price	Contribution to Care & Maintenance Fund of 40% included in Price (no tax)	HST	Total
1 casket + 4 cremations OR 4 cremations	\$1,680.00	\$672.00	\$218.40	\$1,898.40
Cornerstones (set of 4)	\$250.00		\$32.50	\$282.50
Total				\$2,180.90
Columbarium Niches				
Columbarium (2 urns per niche)	Price	Contribution to Care & Maintenance Fund of 15% included in Price (no tax)	HST	Total
Top two rows	\$1,600.00	\$240.00	\$208.00	\$1,808.00
Third row	\$1,400.00	\$210.00	\$182.00	\$1,582.00
Bottom row	\$1,200.00	\$180.00	\$156.00	\$1,356.00

Interments – Full Burial, Cremation Burial, Niche Inurnment			
Niche Inurnment	Price	HST	Total
Weekday	\$300.00	\$39.00	\$339.00
Saturday before 1:00pm	\$350.00	\$45.50	\$395.50
Cremation Burial	Price	HST	Total
Weekday	\$740.00	\$96.20	\$836.20
Saturday before 1:00pm	\$890.00	\$115.70	\$1,005.70
Casket Burial	Price	HST	Total
Weekday	\$1,450.00	\$188.50	\$1,638.50
Saturday before 1:00pm	\$1,650.00	\$214.50	\$1,864.50
Winter Burial	Price	HST	Total
Additional Surcharge (October 31 – April 1)	\$250.00	\$32.50	\$282.50
<i>*No interments are to take place on Sundays or Holidays, except in accordance with the direction of the Medical Officer of Health</i>			

Schedule "E" to By-law No. 2023-0027, as amended by By-law No. 2025-0064
Parks, Recreation and Culture Fees

Disinterment			
Single Plot (8'x10' or 8'x8')	Price	HST	Total
Casket	\$2,240.00	\$291.20	\$2,531.20
Cremation (niche)	\$1,225.00	\$159.25	\$1,384.25
Cremation (in-ground)	\$1,625.00	\$211.25	\$1,836.25

Miscellaneous Cemetery Services			
Fee Description	Price	HST	Total
Monument / Marker Foundation (one size)	\$600.00	\$78.00	\$678.00
Vault Storage (winter months)	\$500.00	\$65.00	\$565.50
Ownership Transfer *no sales permitted	\$200.00	\$26.00	\$226.00
Monument Staking / Inspection	\$50.00	\$6.50	\$56.50
Monument Cleaning - Upright	\$75.00	\$9.75	\$84.75
Monument Cleaning – Large Flat	\$65.00	\$8.45	\$73.45
Monument Cleaning – Small Flat	\$50.00	\$6.50	\$56.50
Custom Work - Lift and Reset (Marker, Monument or Cornerstones)	\$75.00 / hour	\$9.75	\$84.75 / hour
Custom Work – Monument Repair	\$75.00 / hour	\$9.75	\$84.75 / hour

Care and Maintenance Fund Contributions for Monuments and Markers <i>(As prescribed by the Funeral, Burial & Cremation Services Act, 2002)</i>			
Size	Price	HST	Total
Flat Marker (smaller than 173 square inches)	\$0.00	\$0.00	\$0.00
Flat Marker (greater than 173 square inches)	\$100.00	\$13.00	\$113.00
Upright Monument (less than 4ft in height or length, including base)	\$200.00	\$26.00	\$226.00
Upright Monument (more than 4ft in height or length, including base)	\$400.00	\$52.00	\$452.00

Schedule "E" to By-law No. 2023-0027, as amended by By-law No. 2025-0064
Parks, Recreation and Culture Fees

Services Established in Other By-laws		Fees as at July 2023
Mobile Refreshment Vendor Fees (per By-law 2023-0066)		
Mobile Vendor License Class 1, 2, 3 & 5		\$300.00
Mobile Vendor License Class 4		\$100.00
Renewal Fee – License Class 1, 2, 3 & 5		\$150.00
Renewal Fee – License Class 4		\$50.00
NOTE: Rates provided for information purposes only. Refer to the current version of each applicable by-law to verify the correct fee. Where there is any variation between this by-law and the regulating by-law, the rate in the regulating by-law prevails.		

(Schedule E replaced by By-law 2025-0064)

Schedule "F" to By-law No. 2023-0027, as amended by By-law No. 2025-0035
Fire 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. 2023-0027, as amended by By-law No. 2025-0035
Fire 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
Access to Training House or Grounds – Available to Mutual Aid Partner Organizations Only	\$408.00 / year
Rental of Roblin Station Training Room, days and evenings.	\$183.60/day \$81.60/evenings