

DISTRICT OF CARLETON NORTH

USER FEE POLICY

POLICY NO. A 06

Category:	Finance
Policy Number:	A-06
Effective Date:	August 22, 2023
Approval by Council:	August 22, 2023
Supersedes:	June 1, 2022
Amended:	August 22, 2023

PURPOSE:

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

POLICY STATEMENT:

It is appropriate for Council to charge fees, as authorized under the Local Governance Act, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of *Schedule "A"* shall rest with the department to which a fee applies. Any additions/deletions to the *Schedule "A"* will be updated by the Town Office and approved by Council. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

OBJECTIVES:

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all fees in one document, the review will be more visible and complete.

Certification for the District of Carleton North Policy Manual:

I certify that this *Town User Fee Policy*, as indicated above was adopted by Council.

Mayor

August 22, 2023
Date of Council Resolution

Clerk

August 22, 2023
Date Policy in Effect

DISTRICT OF CARLETON NORTH

USER FEES

SCHEDULE “A”

ADMINISTRATIVE SERVICES		
SERVICE OR PRODUCT	FEE	HST STATUS
Photocopies	\$0.25/copy	HST Included
Fax	\$1.00/fax	HST Included
NSF Cheques	\$25.00	HST Exempt

BUILDINGS AND FACILITIES		
MONTHLY PROPERTY RENTALS	FEE	HST STATUS
Restaurant – Train #1	Vacant - TBD	
Inn – Train Cars #2 and #3	\$2,000/mt Jan-July \$2,025/mt Aug - Jul 2025	Plus HST
NCCC Canteen	To be determined	
DAILY RENTALS	FEE	HST STATUS
Community Hall Room	\$60.00 – daily rental \$50 refundable damage deposit (CASH ONLY) **No Charge for Community Groups /Non-Profit	HST Included
Riverside Park Gazebo	\$40.00 - daily rental \$50 refundable damage deposit (CASH ONLY) **No Charge for Community Groups / non-profit	HST Included

First Adopted by Council: February 9, 2010

Updated: August 22nd, 2023

OUTDOOR SUMMER MARKET	FEE	HST STATUS
Vendor Rate per Market	\$20.00	HST Included
Vendor Rate with Electricity per Market (one day)	\$25.00	HST Included
Vendor Season Rate – Pre-paid	\$140.00	HST Included
Vendor Season Rate with Electricity – Pre-paid	\$175.00	HST Included
OTHER FEES	FEE	HST STATUS
Cemetery Plot	\$500 for a double	HST Exempt
	\$250 for a single	
Cemetery Vault	\$100	

RECREATION DEPARTMENT		
REG ICE TIME/CIVIC CENTRE	FEE	HST STATUS
Minor Hockey	\$93.15/hr	HST Included
Minor Hockey – Tournament	\$105.80/hr	
Youth Hockey	\$98.90/hr	HST Included
Youth Hockey – Tournament	\$112.70/hr	
Adult Hockey	\$132.25/hr	HST Included
High School Hockey	\$98.90/hr – Practice	HST Included
	\$138.00/hr – Game	
EARLY ICE TIME/CIVIC CENTRE (Mid-September-Early October)	FEE	HST STATUS
Minor Hockey	\$127.65/hr	HST Included
Youth Hockey	\$133.40/hr	HST Included
Adult Hockey	\$166.75/hr	HST Included
High School Hockey	\$133.40/hr	HST Included
*Youth Hockey includes Pee Wee AAA & Bantam AAA teams		
Public Skate	FREE	

DAY CAMP	FEE	HST STATUS
Summer Day Camp	\$35/day (max 3 days/wk)	HST Exempt
	\$125/wk – 1 child	
	\$200/wk – 2 children	
	\$50 /wk for each add'l child	
COMMUNITY POOLS	FEE	HST STATUS
Public Swim	\$3.00	HST Included
Lap Swim	\$2.00	
Individual Pool Pass	\$60/yr	HST Included
Family Pool Pass	\$125/yr	HST Included
Lessons (Swimmers Level 1-4)	\$50/ Session	HST Included
Lessons (Swimmers Level 5 & Up)	\$60/ Session	HST Included
Private Rental	\$75.00/ hr	HST Included
Swim Team	\$50	HST Included
CIVIC CENTRE ADVERTISING RATES	FEE	HST STATUS
Wall Signage	\$287.50 on a 1 yr contract	HST Included
	\$517.50 on a 2 yr contract	
Rink Board	\$402.50 on a 1 yr contract	HST Included
	\$747.50 on a 2 yr contract	
Rink Floor Logo – Centre	\$690.00/season	HST Included
Ice Resurfacers (Zamboni) 3-year contract	\$1,124.70/season	HST Included
OFF SEASON CIVIC CENTRE RENTALS	FEE	HST STATUS
Rink Floor Only	\$60.00 per hr	HST Included
	\$690.00 for full day	
Entire Facility including meeting rooms, team rooms	\$862.50 per day	HST Included
Meeting Room #1	\$15 per hr	HST Included
Meeting Room # 2	\$15 per hr	HST Included

NCRC RENTAL RATES	FEE	HST STATUS
Gymnastics Facility	\$2,970.83/ month	HST Included
Gym Rentals	\$20.00/hr (non-profit)	HST Included
	\$23.00/hr Game or Tournament (non-profit)	
	\$30.00/hr	HST Included
	\$34.50 / hr Game or Tournament	
Walking Track	No Fee	
Rock Climbing Wall – Drop Ins	6 and under – FREE (must be supervised by adult – 19+)	HST Included
	Student / 55+: \$5.00	
	Adult: \$8.00	
Gym – Drop Ins	Student/ 55+: \$2.00	HST Included
	Adult: \$3.00	
	Under 6 – FREE (must be supervised by adult – 19+)	
Special Event Gym Package	\$130.00 (includes use of the gym facilities, kitchen, chairs & tables)	HST Included
Special Event Rock Climbing Wall Package	\$170.00 (includes use of the Rock-Climbing Wall, kitchen, chairs & tables)	HST Included
NCRC Community Room – Rentals	\$25.00 – 2 hours	HST Included
	\$50.00 – ½ day	HST Included
	\$100.00 – full day	HST Included
	Kitchen use - additional \$30.00	HST Included

WESTERN VALLEY MULTI-PLEX RENTAL RATES	FEE	HST STATUS
Community Room	\$500/ day (50% Deposit)	HST Included
Board Room Rentals	\$250/day	HST Included
Entire Facility	\$3,550/ day	HST Included
Weddings (includes Kitchen, table, chairs)	\$1,150	HST Included
CN Rentals	FEE	HST STATUS
Bike Rentals	\$5.00 – Kids Bike	HST Included
	\$10.00 – Adult Bike	
	\$30.00 – Group of 4	

PUBLIC WORKS DEPARTMENT		
SANITARY SEWER RATES BY-LAW	FEE	HST STATUS
BATH SEWER		
Bath Residential	\$143.00/quarterly, per unit or \$47 Fixed cost PLUS \$1.17/ Cubic meter of water used	HST Exempt
Bath Commercial/Industrial/Institutional/ Fire Department	\$148.00/ quarterly, per unit or \$47 Fixed cost PLUS \$1.52/ Cubic meter of water used	HST Exempt
Bath Sewer/ Water Meter	\$233.75	HST Exempt
CENTREVILLE SEWER		
Centreville Residential	\$360/ year OR \$90/ quarterly per unit	HST Exempt
Centreville Commercial/Industrial/Institutional	\$360/ year OR \$90/ quarterly per unit	HST Exempt
FLORENCEVILLE-BRISTOL SEWER		

Florenceville-Bristol Residential	\$155.70/semi-annually per unit	HST Exempt
Florenceville- Bristol Commercial/Industrial/Institutional	\$155.70/semi-annually per unit	HST Exempt
OTHER		
Disconnection Charge	\$500	HST Exempt
Reconnection Charge	\$500	HST Exempt

WATER RATE BY-LAW	FEE	HST STATUS
Bath Residential	\$143.00/quarterly, per unit OR \$47 Fixed cost PLUS \$1.17/ Cubic meter of water used	HST Exempt
Bath Commercial/Industrial/Institutional	\$148.00/ quarterly, per unit OR \$47 Fixed Cost PLUS \$1.52/ Cubic meter of water used	HST Exempt
Fire Department	\$1,325.00/quarterly	HST Exempt
Institutional (Manor/School)	\$148.00/ quarterly, per unit OR \$47 Fixed Cost PLUS \$1.52/ Cubic meter of water used	HST Exempt

PLANNING AND DEVELOPMENT DEPARTMENT		
PERMIT FEES	FEE	HST STATUS
Peddlers & Transient Traders Permit (annual permit expires December 31 regardless of when purchased)	\$10.00 / day	HST Exempt
	\$20.00 / wk	
	\$50.00 / mt	
	\$250.00 / yr	
Use of Town property by Peddlers & Transient Traders, subject to approval	\$10.00 / day	HST Exempt
	\$20.00 / wk	
	\$50.00 / mt	
	\$250.00 / yr	
Use of Power while on Town property by Peddlers & Transient Traders	\$10.00 / day	HST Exempt
	\$20.00 / wk	
	\$50.00 / mt	
	\$250.00 / yr	

ZONING FEES	FEE	HST STATUS
Zoning Confirmation Letter	\$100.00	HST Exempt
Zoning Compliance	\$200.00	HST Exempt
All Variances (Dimensional, temporary use, similar use)	\$250.00	HST Exempt
Documents (deeds, leases, exemptions, easements, mortgages)	\$100.00	HST Exempt
Copy of Land Use Bylaw or Municipal Plan	\$5.00	HST Exempt
Application to Amend the Zoning Bylaw (Rezoning)	\$1,500.00	HST Exempt
SUBDIVISION FEES	FEE	HST STATUS
Subdivision Type 1	\$200.00 + \$25.00/lot	HST Exempt
Subdivision Type 2 (roads or private access)	\$500.00 + \$50.00/ lot	HST Exempt
Amend Subdivision	\$200.00	HST Exempt
Parcel being added	\$200.00	HST Exempt
BUILDING PERMITS	FEE	HST STATUS
Work in an amount of \$0 - \$5,000	\$25.00	HST Exempt
Work in an amount of \$5,001 - \$15,000	\$50.00	HST Exempt
Work in an amount over \$15,001	\$50.00 plus \$5.00 per \$1,000.00	HST Exempt
Outside Centreville, Bath and Florenceville-Bristol	\$25.00 plus \$5.00 per \$1,000.00	HST Exempt
Demolition	\$25.00	HST Exempt
Electrical Waiver	\$25.00	HST Exempt
Development Permits	\$50.00	HST Exempt
Sewer Application	No Charge	
Signage Permit	\$25.00	HST Exempt

PROTECTIVE SERVICES		
ANIMAL CONTROL	FEE	HST STATUS
Tags (All dogs)	\$15/yr/dog	HST Included
Tags (Dangerous Dog)	\$200/yr/dog	HST Included
Lost Tag Replacement	\$5.00	HST Included
Boarding of Dog	\$25/day	HST Included
Dog impound/maintenance fee	Up to \$25 per day	No HST
Dog transportation fee	\$100	No HST
Non-compliance of Animal Control Bylaw:		
1st Offence	\$250	No HST
2nd Offence	\$500	No HST
3rd Offence	\$750	No HST
4th Offence	\$1,000	No HST
Non-compliance of an Animal Control Order	Up to \$10 per day the owner does not comply	No HST
Non-compliance of vaccination of dog/cat	\$100 to \$500	No HST