

THE CORPORATION OF THE CITY OF QUINTE WEST

BY-LAW NUMBER 11-39

BEING A BY-LAW TO CONSOLIDATE AND REGULATE PAYMENT OF VARIOUS FEES AND CHARGES WITHIN THE CITY OF QUINTE WEST.

WHEREAS Section 391 of the Municipal Act, S.O. 2001, c.25, as amended 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 board; and
- (c) for the use of its property including property under its control;

AND WHEREAS the Council of the Corporation of the City of Quinte West deems it expedient to pass a consolidated by-law;

NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE CITY OF QUINTE WEST AS FOLLOWS:

- (1) This by-law shall be known as the **“2011 CONSOLIDATED FEES AND CHARGES BY-LAW.”**
- (2) Council hereby establishes the fees and charges as set out in Schedules “A to L” hereinafter referred to as “Schedules” of this By-law.
- (3) All fees and charges as listed in the attached Schedules shall be subject to Harmonized Sales Tax (HST) where applicable.
- (4) No request by any person for any information, service, activity or use of City property described in the Schedules will be processed or provided by any City official unless and until the person requesting the information, service, activity or use of City property has paid the applicable fee or charge to the City in the prescribed amount as set out in the Schedules.
- (5) Notwithstanding Section (4) of this by-law, the payment of fees and charges for certain requests for information, service, activity or use of City property described in the Schedules may be made upon receipt of an invoice issued by the City of Quinte West, the receipt of which may post date the provision of the requested information, service, activity or use of the City property.
- (6) In the event that any information, service, activity or use of City property is requested by a person, and a fee or charge for such information, service, activity or use of City property has not been specifically provided for in this By-law or any other By-law, a fee or charge shall be calculated by City staff utilizing the formula described in Schedule “L” attached hereto and forming part of this By-law, and such fee or charge shall be deemed to be a fee or charge established and adopted by Council and shall be deemed to be included in the Schedules.
- (7) Unless otherwise prescribed and where facilities are available, the fees and charges established by this By-law may be payable to the City of Quinte West by cash, money order, certified cheque, cheque, or debit card when due.
- (8) Fees and charges that have been imposed in accordance with this By-law that remain unpaid after the date on which they are due shall be subject to interest at a rate of 15% per annum (1.25% per month).

- (9) Fees and charges that have been imposed in accordance with this By-law that remain unpaid after the date on which they are due, including any interest charges, may be added by the Treasurer of the municipality to the tax roll for any property for which any or all of the owners are responsible for paying the fees and charges.
- (10) In the event that any part of this By-law, including any part of the Schedules is determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law, including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.
- (11) That By-law Number 10-85 or any other fee in any By-law inconsistent with these fees and charges are hereby repealed.
- (12) This By-law shall come into force and take effect on May 1, 2011.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY
PASSED THIS 21st DAY OF MARCH, 2011**



John R. Williams, Mayor



DonnaLee Craig, City Clerk

BY-LAW 11-39

- **SCHEDULE A – BUILDING PERMIT FEES**
- **SCHEDULE B – FACILITIES, PARKS & PROGRAMS FEES**
- **SCHEDULE C – GENERAL FEES & CHARGES**
- **SCHEDULE D – GOLF COURSE FEES**
- **SCHEDULE E – IT/GIS SERVICES FEES**
- **SCHEDULE F – LICENCE FEES**
- **SCHEDULE G – PLANNING & DEVELOPMENT FEES**
- **SCHEDULE H – PROTECTIVE SERVICES (FIRE) FEES**
- **SCHEDULE I – PROTECTIVE SERVICES (O.P.P.) FEES**
- **SCHEDULE J – PUBLIC WORKS FEES**
- **SCHEDULE K – SIGN FEES**
- **SCHEDULE L – FEES AND CHARGES COST ESTIMATE**

**BY-LAW 11-39
SCHEDULE A**

BUILDING PERMIT FEES	2010 FEES	2011 FEES	HST
Building Permits			
Assembly Occupancies per sq. metre of floor area	\$9.00	\$9.00	N
Institutional Occupancies per sq. metre	\$10.00	\$10.00	N
Residential Occupancies (apartment buildings) per sq. metre	\$7.00	\$7.00	N
Residential Occupancies (detached, semi-detached & townhouse dwellings) per sq. metre	\$9.00	\$9.00	N
Business & Personal Service Occupancies (single storey business plazas) per sq. metre	\$9.00	\$9.00	N
Business & Personal Service Occupancies (multi-storey office buildings) per sq. metre	\$8.00	\$8.00	N
Mercantile Occupancies (single storey buildings) per sq. metre	\$9.00	\$9.00	N
Mercantile Occupancies (multi-storey buildings) per sq. metre	\$8.00	\$8.00	N
Industrial Occupancies (farm buildings & unserviced storage buildings) per sq. metre	\$2.50	\$2.50	N
Other Industrial Buildings per sq. metre	\$4.50	\$4.50	N
Parking Garages, Unfinished Basements & Service Floors (new structures) per sq. metre	\$4.00	\$4.00	N
Parking Garages, Unfinished Basements & Service Floors (repairs) per sq. metre	\$2.00	\$2.00	N
Minor Residential Structures (eg. decks, gazebos, woodstoves)	\$100.00	\$100.00	N
Minor Non-Residential Structures (eg. school portables, temporary tents)	\$200.00	\$200.00	N
Plumbing Only	\$100.00	\$100.00	N
Alterations to Existing Buildings (per \$1,000.00 of construction value)	\$12.00	\$12.00	N
Wind Turbine Generators & Solar Panels (up to \$100,000.00 value)	\$300.00	\$300.00	N
Wind Turbine Generators & Solar Panels (\$100,000.00 - \$250,000.00 value)	\$500.00	\$500.00	N
Wind Turbine Generators & Solar Panels (over \$250,000.00 value)	\$1,000.00	\$1,000.00	N
Demolition Permits (per 100 sq. metres of floor area)	\$10.00	\$10.00	N
Work Order Searches (Written Process)	\$40.00	\$40.00	N
Work Order Searches (Internet Process)	\$30.00	\$30.00	N
NOTE: Minimum Fee for any Building Permit	\$100.00	\$100.00	N

**BY-LAW 11-39
SCHEDULE B**

FACILITIES, PARKS, PROGRAMS	2010 FEES	2011 FEES	HST
Batawa Community Centre			
Hourly Rentals			
Non-Profit	\$36.00	\$36.00	Y
Commercial	\$47.50	\$47.50	Y
NOTE: Seniors Unlimited are provided with meeting space at no charge.			
Function Rentals			
Main Hall			
No Kitchen (or limited use)	\$404.00	\$404.00	Y
With Kitchen	\$522.00	\$522.00	Y
Previous Day Setup - Per Hour	\$36.00	\$36.00	Y
Centennial Hall			
Hourly Rentals			
Non-Profit	\$24.50	\$24.50	Y
Commercial	\$36.00	\$36.00	Y
Function Rentals			
Non-Profit Now charging \$177 due to reduced size	\$177.00	\$177.00	Y
Commercial	\$350.00	\$350.00	Y
Extra Setup Rate Per Hour			
Non-Profit	\$24.50	\$24.50	Y
Commercial	\$36.00	\$36.00	Y
North Community Centre (Wooler)			
Function Rate	\$116.00	\$116.00	Y
Hourly Rate	\$24.50	\$24.50	Y
NOTE: Wooler Women's Institute and Wooler and District Recreation Association are provided with meeting space at no charge.			
Community Gardens - Auditorium			
Function Rate	\$346.00	\$346.00	Y
Hourly Rate	\$24.50	\$24.50	Y
Kinsmen Bingo (Tuesdays)	\$173.00	\$173.00	Y
Dr. McMullen Community Centre – Centennial Room			
Function Rate	\$116.00	\$116.00	Y
Hourly Rate	\$24.50	\$24.50	Y

Quinte West Arena Ice Rentals				
Hourly Rates				
Prime Time - Monday to Friday after 4:00 pm and Saturday and Sundays	\$115.04	\$115.04	Y	
Non-Prime Time - Monday to Friday before 4:00 pm	\$85.84	\$85.84	Y	
Summer Ice (August / September) - Monday to Friday before 4:00 pm	\$91.15	\$91.15	Y	
Non Prime Per Person – per hour	\$15.04	\$15.04	Y	
Non Prime Per Small Group Per hour - Maximum 10 people	\$50.44	\$50.44	Y	
Minor Hockey	\$93.80	\$93.80	Y	
Figure Skating	\$93.80	\$93.80	Y	
Schools	\$87.61	\$87.61	Y	
Silverpuck / Snowball Express Tournaments – over 100 hours	\$87.61	\$87.61	Y	
Public Skating – per person	\$1.77	\$1.77	Y	
Floor Rentals (No ice) - Hourly				
Non-Profit	\$50.44	\$50.44	Y	
Commercial	\$88.49	\$88.49	Y	
Floor Rentals (No ice) - Daily				
Non-Profit	\$526.55	\$526.55	Y	
Commercial (minimum)	\$1,159.29	\$1,159.29	Y	
NOTE: One hour of ice includes 50 minutes of ice time and 10 minutes for ice resurfacing.				
Kinsmen Sign				
Per Side (east or west) and per Period maximum 4 lines of 16 characters	-	\$21.50	\$21.50	Y
Display Periods: Monday A.M. – Wednesday P.M. Wednesday P.M. – Friday P.M. Friday P.M. – Monday A.M.				
Amphitheatre				
BUILDING AND GROUNDS ONLY				
Non Profit - hourly	\$24.50	\$24.50	Y	
Non Profit - daily	\$231.50	\$231.50	Y	
Commercial - hourly	\$47.50	\$47.50	Y	
Commercial - daily	\$464.00	\$464.00	Y	
Park Rentals				
NOTE: Rental Fees are based on use of the Park Area as is and does not include extra services. Rental fees include time for setup and take down to be finalized by Department Staff upon confirmation of booking.				

Area			
Large Park Area - day for Non-Profit	\$263.00	\$263.00	Y
Carnivals/Events i.e. Amphitheatre to Marina building-Day for Commercial	\$525.50	\$525.50	Y
Centennial Closure for event (Non-Profit) - Day	\$1,051.00	\$1,051.00	Y
Centennial Closure for event (Commercial) - Day	\$1,530.00	\$1,530.00	Y
Small Park Areas(washrooms, hydro, water and site check)	\$79.00	\$79.00	Y
Fraser Park Gazebo (excluding DBIA – Agreement with City)	\$53.00	\$53.00	Y
Camping Frankford Tourist Park - Per Night - Unserviced	\$25.50	\$25.50	Y
Camping Frankford Tourist Park - Per Night - Serviced		\$35.00	Y
Frankford Tourist Park Pavillion - Day	\$79.00	\$79.00	Y
Centennial Park Pavillion - Day			
Fencing of Park Area - Per Foot	\$0.30	\$0.30	Y
Services			
Activity			
Special Events - per staff hour	\$28.00	\$28.00	Y
Special Events - per truck per hour	\$33.00	\$33.00	Y
Sports Field User Rates			
FIELD CLASSIFICATION			
"A" ADULT / GAME	\$27.00	\$27.00	Y
"A" YOUTH / GAME	\$14.00	\$14.00	N
"B" ADULT / GAME	\$16.50	\$16.50	Y
"B" YOUTH / GAME	\$8.50	\$8.50	N
"C" ADULT / GAME	\$11.50	\$11.50	Y
"C" YOUTH / GAME	\$6.00	\$6.00	N
FIELD LIGHTS			
Ball Diamond Lights - per night	\$17.50	\$17.50	Y
Soccer Pitch Lights - per night	\$25.50	\$25.50	Y
Tournament / Day Rates			
Ball/Soccer -with field lining and Includes first lining of the day only			
Adults - per day + Lights	\$95.00	\$95.00	Y
Youth - per day + Lights	\$53.00	\$53.00	N
Ball / Soccer - without field lining			
Adults - per day + Lights	\$63.50	\$63.50	Y
Youth - per day + Lights	\$21.50	\$21.50	N

FIELD CLASSIFICATIONS

"A"

BAIN # 1
 BAIN # 2
 CENTENNIAL # 3
 COSMO DECLERQ SOCCER PITCH
 CENTENNIAL PARK PREMIER SOCCER FIELD

"C"

DUFFERIN
 ST. MARY'S # 1
 ST. MARY'S # 2
 PRINCE CHARLES
 QUEEN ELIZABETH
 NORTH TRENTON
 COLLEGE STREET
 CENTENNIAL SOCCER PITCHES
 # 2 THROUGH #9
 ST. PAULS SOCCER PITCH
 TRENTON HIGH SCHOOL
 SOCCER PITCH

"B"

SIDNEY (LIT)
 WOOLER (LIT)
 FRANKFORD (LIT)
 CENTENNIAL # 1
 CENTENNIAL SOCCER PITCH #1
 WOOLER SOCCER PITCH
 TRENTON COLD STORAGE SOCCER
 PITCHES

Youth Programs			
Day Camp – per week	\$105 .00	\$105 .00	N
Specialty Camp – per week	\$125 .00	\$125 .00	N
March Break - per week	\$105 .00	\$105 .00	N
Ballroom Dance	\$110.00	\$110.00	N
Aerobics	\$29.00	\$29.00	N
Aerobics	\$58.00	\$58.00	N
Aeorbics	\$78.50	\$78.50	N
Discounts			
25 % for Seniors 65 + upon request			
15 % for Day Camp – 2 nd Child and any additional children			

**BY-LAW 11-39
SCHEDULE C**

TYPE OF FEE	2010 FEES	2011 FEES	HST
GENERAL FEES & CHARGES			
Finance Services			
Tax Certificate- On line	\$40.00	\$40.00	N
Tax Certificate - Manual	\$40.00	\$40.00	N
Water Certificate	\$15.00	\$15.00	N
Statement of Account for Income Tax Purposes	\$5.00	\$5.00	N
Mortgage Company Account Fee	\$10.00	\$10.00	N
Returned Payment (NSF)	\$25.00	\$25.00	N
Garbage Bag Tags (ea)	\$2.50	\$2.50	N
Parking Permit (monthly)	\$40.00	\$40.00	Y
Parking Meter Fee (per hour)	\$0.50	\$0.50	N
Farmer's Market	\$0.00	\$0.00	Y
Tax Reminder Fee (per notice)	\$3.25	\$3.25	N
Tax Account Name Change (per change)	\$25.00	\$25.00	N
Tax Account Set up Fee (per new account)	\$25.00	\$25.00	N
Tax Sale Admin Fee (per account)	\$260.00	\$275.00	N
Photocopies - No Colour	\$0.25	\$0.25	Y
Photocopies - With Colour	\$0.40	\$0.40	Y
City Momentos (Not to exceed full recovery)			
Administrative Research Fee - Less than 2 hours	No Fee	No Fee	
Administrative Research Fee - More than 2 hours (Staff hourly rate plus benefits, not to exceed full cost)			
Clerks Department			
Administering Oaths/Affidavits/Declarations - Residents	\$10.00	\$10.00	N
Administering Oaths/Affidavits/Declarations - Non-Residents	\$15.00	\$15.00	N
Administering Oaths/Affidavits/Declarations - Pension/Government Documents for Residents	No Fee	No Fee	N/A
Marriage Licence	\$125.00	\$125.00	N
Civil Ceremony	\$250.00	\$250.00	Y
Burial Permit (out of town)	\$10.00	\$10.00	N
Cemetery Plot - Mount Zion, Mount Carmel Cemeteries	\$400.00	\$400.00	Y
Freedom of Information Request (F.O.I \$5.00 as set out in Municipal Freedom of Information and Protection of Privacy Act)	as per MFIPPA	as per MFIPPA	N
Municipal Information Form/Letter - New Liquor Licence or Addition of Outdoor Area (AGCO)	\$20.00	\$20.00	N
Road Allowance Closure			
Non-refundable Application Fee	\$450.00	\$450.00	N
Plus costs, which may include (but are not limited to) legal, appraisal, survey, land costs (Not to exceed full cost recovery)			
Encroachment Agreements			
Non-refundable Application Fee	\$200.00	\$200.00	N
Plus costs, which may include (but are not limited to) legal, registration (Not to exceed full cost recovery)			

**BY-LAW 11-39
SCHEDULE D**

GOLF COURSE	2010 FEES	2011 FEES	HST
Golf Course			
Memberships			
Adult - Weekday Use	\$269.91	\$269.91	Y
Adult - Unlimited Use	\$327.88	\$327.88	Y
Junior Weekday Use	\$167.70	\$167.70	Y
Junior Unlimited Use	\$204.87	\$204.87	Y
Family Membership Weekday Use	\$697.79	\$697.79	Y
Family Membership Unlimited Use	\$791.15	\$791.15	Y
Green Fees			
Weekdays (excluding holidays)			
Adult - 9 Holes	\$12.39	\$12.39	Y
Adult - 18 Holes	\$18.14	\$18.14	Y
Seniors - 9 Holes	\$12.39	\$12.39	Y
Seniors 18 Holes	\$18.14	\$18.14	Y
Juniors - 9 Holes	\$12.39	\$12.39	Y
Juniors 18 Holes	\$18.14	\$18.14	Y
Weekends and Holidays			
Adult - 9 Holes	\$14.16	\$14.16	Y
Adult - 18 Holes	\$19.91	\$19.91	Y
Seniors - 9 Holes	\$14.16	\$14.16	Y
Seniors - 18 Holes	\$19.91	\$19.91	Y
Juniors - 9 Holes	\$14.16	\$14.16	Y
Juniors - 18 Holes	\$19.91	\$19.91	Y
TOURNAMENTS (30 PEOPLE) Discount per Person	\$1.00	\$1.00	
Club House Rental			
Per Use	\$61.50	\$61.50	Y
Hourly	\$24.50	\$24.50	Y
Note: Special Marketing Promotions will also be offered based upon time within season.			
Program Fee Schedule			

**BY-LAW 11-39
SCHEDULE E**

IT/GIS SERVICES	2010 FEES	2011 FEES	HST
IT/GIS Services			
E-Commerce Convenience Fee (Per Transaction IT/GIS Services)	\$2.00	\$2.00	Y
GIS Listing Location, photo - Initial Fee	\$100.00	\$100.00	Y
GIS Listing Location, photo - Annual Fee	\$50.00	\$50.00	Y
GIS Listing Location (photo, website, PDF file, if applicable) - Initial Fee	\$150.00	\$150.00	Y
GIS Listing Location (photo, website, PDF file, if applicable) - Annual Fee	\$100.00	\$100.00	Y
GIS Development illustration (listing, location, website, photo(s) PDF file) - Initial Fee	\$500.00	\$500.00	Y
GIS Development illustration (listing, location, website, photo(s) PDF file) - Annual Fee	\$400.00	\$400.00	Y
GIS Government Agencies/Associations (listing, location, website)	No Fee	No Fee	NA
GIS - Clubs, Non-Profit Organizations (listing, location, website, photo, PDF file) Initial Fee	\$30.00	\$30.00	Y
GIS - Clubs, Non-Profit Organizations (listing, location, website, photo, PDF file) Final Fee	\$30.00	\$30.00	Y
GIS - Special Events (Non-City Sponsored)	No Fee	No Fee	NA
GIS - Private Land Sale listing (vacant residential and agricultural land) (listing, location, photo, PDF file) Initial Fee	\$100.00	\$100.00	Y
GIS - Private Land Sale listing (vacant residential and agricultural land) (listing, location, photo, PDF file) Annual Fee	\$50.00	\$50.00	Y
GIS - Real Estate Agency Membership Initial Fee	\$200.00	\$200.00	Y
GIS - Real Estate Agency Membership Annual Fee	\$150.00	\$150.00	Y
GIS - Real Estate Agency Individual listings (listing, location, photo, PDF file) Initial Fee	\$25.00	\$25.00	Y
GIS - Real Estate Agency Individual listings (listing, location, photo, PDF file) Annual Fee	\$25.00	\$25.00	Y
Professional Quinte West GIS Membership (additional database access) Initial Fee	\$500.00	\$500.00	Y
Professional Quinte West GIS Membership (additional database access) Annual Fee access to the Professional Quinte West GIS Membership is at the complete discretion of the City of Quinte West.	\$500.00	\$500.00	Y
Professional GIS Design Services (Per Hour)	\$100.00	\$100.00	Y
Planning Maps - Large	\$25.00	\$25.00	Y
Planning Maps - Medium	\$15.00	\$15.00	Y
Planning Maps - Small	\$10.00	\$10.00	Y
Aerial Photos - Letter size	\$20.00	\$20.00	Y
Aerial Photos - Large - 3 ft by 4 ft approx.	\$100.00	\$100.00	Y
Aerial Photos - 11 x 17 sheet	\$25.00	\$25.00	Y
Computer Lab Fees - 1/2 day (minimum)	\$200.00	\$200.00	Y
Computer Lab Fees - Full day	\$350.00	\$350.00	Y
IT/GIS Technical Support (Per Hour)	\$100.00	\$100.00	Y
Cancellation Penalty	\$100.00	\$100.00	Y
PRISM Program			
Full PRISM Program Licence (PRISM GIS and PRISM 911)	\$25,000.00	\$25,000.00	Y
PRISM GIS Licence (GIS application only)	\$5,000.00	\$5,000.00	Y
PRISM GIS (Multi Location Licence) per location	\$1,000.00	\$1,000.00	Y
Included in the PRISM Program prices noted above: - One (1) year full warranty - One (1) year support Maintenance Agreement (includes access to the PRISM "on-line help desk" All PRISM Program and PRISM GIS upgrades			

Fees not included in PRISM Program prices noted above:			
Program Installation and Training	\$2,500.00	\$2,500.00	Y
PRISM Back up System (web or stand alone system)	TBD	TBD	Y
Licence, Support and Maintenance Contract The first year (year one) is included in the PRISM base application fee of both the Full PRISM Program and PRISM GIS options.			
Full PRISM Program - Licence / Maintenance Fee - Annual	\$5,000.00	\$5,000.00	Y
Full PRISM Program - Extended 2 Year Licence / Maintenance Contract (includes Year 1 and Years 2 and 3)	\$8,000.00	\$8,000.00	Y
PRISM GIS - Licence / Maintenance Fee - Annual	\$3,000.00	\$3,000.00	Y
PRISM GIS - Extended 2 Year Licence / Maintenance Contract (Included Year 1 and Years 2 and 3)	\$4,000.00	\$4,000.00	Y
PRISM Network Membership - Annual	\$2,000.00	\$2,000.00	Y
GIS / IT Consulting (not related to Maintenance Agreement) (Per Hour)	\$100.00	\$100.00	Y
MPT Calculator	\$700.00	\$700.00	Y
MPT Calculator - Annual Renewal	\$200.00	\$200.00	Y
MPT Estimator	\$700.00	\$700.00	Y
MPT Estimator - Annual Renewal	\$200.00	\$200.00	Y

**BY-LAW 11-39
SCHEDULE F**

LICENCE FEES	2010 FEES	2011 FEES	HST
Licences			
Temporary Vendors (per event)	\$1,000.00	\$1,000.00	N
Mobile Canteen - Annual	\$250.00	\$250.00	N
Stationary Canteen - Annual	\$200.00	\$200.00	N
Mobil Cart - Annual	\$20.00	\$20.00	N
Mobile Cart Broker - Annual	\$300.00	\$300.00	N
Hawker - Annual	\$250.00	\$250.00	N
Hawker - Monthly	\$50.00	\$50.00	N
Special Sale - (maximum 7 days)	\$250.00	\$250.00	N
Home Occupation Licences			
New Application - Annual	\$250.00	\$250.00	N
Renewal - Annual	\$100.00	\$100.00	N
Penalty	\$50.00	\$50.00	N
After 30 days - new licence fee	\$250.00	\$250.00	N
Kennel Licences			
Breeder - Annual	\$100.00	\$100.00	N
Recreation - Annual	\$50.00	\$50.00	N
Penalty	\$50.00	\$50.00	N
Dog Licence - Annual	\$15.00	\$20.00	N
Dog Licence - Late Fee	\$5.00	\$10.00	N
Recovery of Animal from Animal Shelter	\$75.00	\$75.00	N
Appeals under Section 3.11	\$75.00	\$75.00	N
Dog Owners' Liability Act Offences	50%	50%	N
Lodging House Licences			
New Application - Annual	\$250.00	\$250.00	N
Renewal - Annual	\$100.00	\$100.00	N
Penalty	\$50.00	\$50.00	N
After 30 days - new licence fee	\$250.00	\$250.00	N
Body Rub Parlour Licences			
Body Rub Parlour Licence - Annual	\$1,500.00	\$1,500.00	N
Operator Licence - Annual	\$250.00	\$250.00	N
Attendant Licence - Annual	\$100.00	\$100.00	N
Updated Attendant Licence	\$25.00	\$25.00	N
Replacement Licence	\$25.00	\$25.00	N
Lottery Licences			
Raffle	3% of prize	3% of prize	N
Bingo	2 % of prize	2 % of prize	N
Bazaar (Per Wheel1)	\$10.00	\$10.00	N
Break-Open Ticket (Nevada)	3 % of prize	3 % of prize	N

**BY-LAW 11-39
SCHEDULE G**

PLANNING & DEVELOPMENT FEES		2010 FEES	2011 FEES	HST
OFFICIAL PLAN AMENDMENT				
Application for amendment to the current Official Plan for the City of Quinte West inclusive of Secondary Plans. Includes Conservation Authority & Public Works fees. Refer to "Other Fees" below for additional fees if applicable.		\$2,750.00	\$2,750.00	N
When application submitted	\$1,750.00			
When adopting by-law passed	\$1,000.00			
ZONING BY-LAW AMENDMENT				
Application for approval of a temporary use By-law and an amendment to the current Comprehensive Zoning By-law of Ward 1 (Trenton), Ward 2 (Sidney), Ward 3 (Murray), Ward 4 (Frankford). Includes Conservation Authority & Public Works fees. Refer to "Other Fees" below for additional fees if applicable.		\$2,000.00	\$2,000.00	N
When application submitted	\$1,300.00			
When adopting by-law passed	\$700.00			
Application for amendment to remove "Holding Provision"		\$1,650.00	\$1,650.00	N
PLAN OF SUBDIVISION				
Application for Draft Plan of Subdivision / Condominium / Part Lot Control Exemption. Refer to "Other Fees" below for additional fees if applicable.		\$2,750.00	\$2,750.00	N
Application for Preparation of Subdivision Agreement		\$550.00	\$550.00	N
Legal, Public Works, Conservation Authority and Municipal Plan Review Fees associated with application for Draft Plan of Subdivision / Condominium / Part Lot Control Exemption. Refer to "Trust Deposits" below.		Actual Cost	Actual Cost	
Application to amend Draft Plan approval / conditions (Red line amendment). Fee is deducted from Developer's Trust Deposit. Refer to "Trust Deposits" below.		\$550.00	\$550.00	N
Application for Final Approval of Draft Plan of Subdivision / Condominium / Condominium Exemption. Fee is deducted from Developer's Trust Deposit. Refer to "Trust Deposits" below.		\$550.00	\$550.00	N
SITE PLAN CONTROL				
Application for Site Plan Control Agreement. Fees listed plus legal fees. NOTE: A trust deposit may also be required in addition to Legal, Public Works, Conservation Authority and Municipal Plan Review Fees as noted in "Trust Deposits" below. Refer to "Other Fees" and "Trust Deposits" below. "Trust Deposits" may also be used for minor applications to cover costs including planners hours.				
Development Application (Minor) with no Registered Agreement		\$550.00	Delete	N
Application with no Registered Agreement		\$1,000.00	\$1,000.00	N
Amending Agreement		\$1,650.00	\$1,650.00	N
Application with Registered Agreement (Minor, Pre-Servicing, Model Home)		\$1,650.00	Delete	N
Application with Registered Agreement (Complex)		\$2,200.00	\$2,200.00	N
OAK LAKE DRAINAGE BASIN CONSOLIDATION APPLICATION				
Application for Removal of Holding Symbol, Zoning By-law Amendment and /or Site Plan Control		\$1,600.00	\$2,000.00	N
When application submitted	\$1,300.00			
When adopting by-law passed	\$700.00			
COMMITTEE OF ADJUSTMENT				
Application for Consent to sever land to create a new lot. Includes Certificate of Official fees. Includes Conservation Authority & Public Works fees. Refer to "Other Fees" below for additional fees if applicable.		\$1,550.00	\$1,800.00	N
When application submitted	\$1,000.00			
When consent approved	\$800.00			
Application to amend condition(s) of Consent		\$250.00	\$250.00	N
Application for Technical Consent (ie: Lot Additions, R.O.W., Easements, Long Term Lease, Foreclosure and Exercise of Power of Sale, Mortgage and Partial Discharge of Mortgage. Refer to "Other Fees" below for additional fees if applicable.		\$1,100.00	\$1,100.00	N
When application submitted	\$550.00			

When consent approved	\$550.00		
Re-Application for lapsed consent within one year from lapsing date		\$550.00	\$550.00 N
Application for Validation of Title		\$550.00	\$550.00 N
Application for Minor Variance		\$750.00	\$750.00 N
Application of Minor Variance for waterfront properties and properties with environmental issues. Refer to "Other Fees" below for additional fees if applicable.		\$850.00	N
ONTARIO MUNICIPAL BOARD (OMB)			
Initial Deposit towards OMB Hearing expenses. Any additional OMB cost above the initial deposit shall also be paid by the applicant.		\$3,000.00	\$5,000.00 Y
PLANNING ADMINISTRATION FEES			
Tabling of an application requiring a second or subsequent public meeting (initiated by applicant)		\$550.00	\$550.00 N
Planning Documents			
Agendas: Planning Advisory Committee / Committee of Adjustment (prepared and mailed)			
Agendas - Each		\$27.00	\$30.00 N
Agendas - Annually		\$350.00	\$350.00 N
Comprehensive Zoning By-laws, Official Plans, Secondary Plans, etc.		\$75.00	\$75.00 Y
Maps (colour - small) to Planning Documents as noted, each		\$10.00	\$10.00 Y
Planning Compliance letter, written process (Subdivision, Site Plan Control)		\$60.00	\$60.00 N
Zoning Compliance letter, written process		\$60.00	\$60.00 N
Zoning Compliance letter, Internet process (plus \$2 convenience fee)		\$40.00	\$40.00 N
Zoning Information Request letter including Motor Vehicle license, propane cylinder exchange compliance, per request. Opinion as to compliance <u>not</u> included		\$40.00	\$40.00 N
Zoning Information Request annual fee per individual. Opinion as to compliance <u>not</u> included. NOTE: Professionals in Real Estate may opt to pay the annual fee rather than the per request fee.		\$1,100.00	\$1,100.00 N
PROPERTY STANDARDS: CERTIFICATE OF COMPLIANCE			
Residential Units - \$25.00 per suite, minimum charge		\$75.00	\$75.00 N
Non-Residential Units - 0.22 per sq M (0.02 per sq ft), minimum charge		\$75.00	\$75.00 N
Yard Maintenance Administration		\$75.00	\$75.00 N
TRUST DEPOSITS			
<p>A deposit, as determined by the Director of Planning & Development Services or Manager of Planning Services, in the amount of up to \$10,000 (minimum \$5,000) shall be submitted to the City of Quinte West to be held in trust for all Draft Plans of Subdivision / Condominium and Part Lot Control Exemption applications. Staff may require a deposit, as determined by the Director of Planning & Development or assigned staff, in the amount of up to \$5,000 (minimum \$2,000) for all other types of applications if so deemed. The deposits will cover such items as planning reviews, legal fees, technical review fees and other fees incurred by the City through the processing of an application. A minimum balance of \$1,000.00 is to be maintained in the Trust Deposit account for Plan of Subdivision, Condominium and Part Lot Control Exemption applications and a balance of \$500 for all other applications. If there is any balance remaining in the Trust Deposit account once the file is closed, it will be refunded to the application. Refer to "Other Fees" below for additional fees if applicable.</p>			
<p>Administration of Trust Fund Deposits - The Director of Planning & Development Services or Manager of Planning Services shall maintain the trust funds deposited by applicants in a consolidated trust fund bank account and shall maintain a separate trust account on the general ledger for the City of Quinte West for each application who has deposited funds:</p> <p>(i) The Director of Planning & Development Services or Manager of Planning is hereby authorized to transfer the administration fee from trust fund to revenue fund for each planning process in Section which requires a deposit; and</p> <p>(ii) The Director of Planning & Development Services or Manager of Planning Services is authorized to make disbursements from the trust accounts for costs incurred in processing said applications; and</p> <p>Upon completion of the procedures set out in this Schedule, any portion of funds deposited in trust for the applicant shall be refunded to the applicant.</p>			

PLANNING SERVICE FEES			
The following tariff of fees shall apply for the provision of planning services provided by Staff in the Planning and Development Services Department. These fees are applicable for any work rendered on Plan of Subdivision and Condominium applications and Official Plan Amendment applications.			
Director of Planning & Development Services (per hour)	\$100.00	\$100.00	Y
Manager of Planning Services (per hour)	\$80.00	\$80.00	Y
Area Planner and/or Policy Planner (per hour)	\$65.00	\$65.00	Y
Executive Assistant (per hour)	\$50.00	\$50.00	Y
TIERED FEES			
For those fees that are tiered, the applicant will be required to submit two (2) cheques at the time of application with the second tier of the fee to be held until such time as Council for the City of Quinte West has passed a by-law in support of the application. It is noted that all fees are non-refundable once application has been accepted for processing and / or receipted.			
OTHER FEES			
Unless otherwise noted, fees required by Lower Trent Conservation, Haliburton, Kawartha, Pine Ridge Health Unit, or other City Departments or any other agency are required in addition to the fees required in this by-law.			

**BY-LAW 11-39
SCHEDULE H**

PROTECTIVE SERVICES FEES - FIRE	2010 FEES	2011 Fees	HST
Quinte West Fire Fees		Minimum Charge Based on \$45 Per Hr	
Information			
File Searches	\$40.00	\$45.00	Y
Copy of Reports	\$40.00	\$45.00	Y
Fire regulation compliance letter	\$40.00	\$45.00	Y
Compliance letter (no inspection required)	\$40.00	\$45.00	Y
Lawyers Letters	\$40.00	\$45.00	Y
Inspections (Upon Request)			
Single residential per Unit	\$50.00	\$55.00	Y
Multi Unit & Apartment Houses (2 Units) More than 2 but less than 10	\$100.00	\$110.00	Y
More than 2 but less than 10 - (per unit)	\$20.00	\$22.00	Y
Multi Unit - Multi -Storey (more than 3 storey) (per floor)	\$125.00	\$137.50	Y
Multi Unit Walk Up Apt. - less than 4 storey (per unit)	\$20.00	\$22.00	Y
Compliance Inspection	\$50.00	\$55.00	Y
Hotel- Motel			
1-10 Units	\$200.00	\$225.00	Y
More than 10 Units (per unit)	\$20.00	\$22.50	Y
Commercial - Industrial			
Less than 10,000 sq ft or any part thereof	\$100.00	\$112.50	Y
Every additional 5,000 sq ft or part thereof	\$20.00	\$22.50	Y
Private Home Day Care			
Private Home Day Care	\$50.00	\$56.25	Y
Accreditation Inspection			
Nursing homes	\$100.00	\$112.50	Y
Retirement home	\$100.00	\$112.50	Y
Day care and Group homes	\$50.00	\$67.50	Y
Other accredited inspection	\$50.00	\$67.50	Y
LLBO			
All Inspections	\$40.00	\$45.00	Y
Liquor Licence			
	\$100.00	\$112.50	Y

Propane			
Level 1 & 2 plus costs (New in 2011)	\$0.00	\$45.00	Y
Oxygen Inspection			
	\$25.00	\$25.00	Y
Fire Extinguisher Training			
Fire Extinguisher Training, Evacuation Drills, Air Pak, Industrial, Institutional or Commercial Fire Safety (1-9 persons)	\$50.00	\$56.25	Y
Fire Extinguisher Training, Evacuation Drills, Air Pak, Industrial, Institutional or Commercial Fire Safety (10 to 24 persons)	\$100.00	\$112.50	Y
Fire Extinguisher Training, Evacuation Drills, Air Pak, Industrial, Institutional or Commercial Fire Safety (25 to 49 persons)	\$150.00	\$168.75	Y
Fire Extinguisher Training, Evacuation Drills, Air Pak, Industrial, Institutional or Commercial Fire Safety (50 +) (per person)	\$2.99	\$2.99	Y
Motor Vehicles, Water Craft, Recreational Vehicle Responses (spills, fires, accidents or rescues for non-residents of Quinte West)			
	MTO Rates	MTO Rates	N
Fire Works Permits (Commercial)			
	\$50.00	\$56.25	Y
Fireworks Inspection			
	\$50.00	\$56.25	Y
Refreshment Vehicle Permits			
Initial applications on site inspection	\$50.00	\$56.25	Y
Annual Permit Issue Inspection	\$25.00	\$28.00	Y

False Alarms Residential & Commercial			
First (Fire Prevention to investigate)	\$25.00	\$27.50	Y
Second (Fire Prevention to advise with letter and potential costs	\$50.00	\$55.00	Y
Third (final notice by Registered Mail	\$100.00	\$110.00	Y
Fourth	\$300.00	\$330.00	Y
Fifth	\$400.00	\$440.00	Y
Sixth	\$500.00	\$550.00	Y
Progressive increases per incident (over 6)	\$100.00	\$110.00	Y
Elevator Responses			
After 2 responses per calendar year (New in 2011)	\$0.00	MTO Rates	Y
Unauthorized Burning			
1st offence	Written Warning	Written Warning	Y
All subsequent offences	MTO Rates	MTO Rates	Y
Burn Permits - per year and not per hour			
	\$17.70	\$17.70	Y

**BY-LAW 11-39
SCHEDULE I**

PROTECTIVE SERVICES FEES - OPP	2010 FEES	2011 Fees	HST
Quinte West O.P.P. Fees			
Criminal Record Checks (Employment)	\$25.00	\$25.00	N
Duplicate Copy of Criminal Record Check Certificate (New Fee)	\$4.43	\$4.43	Y
Criminal Record Checks (Volunteer)	N/C	N/C	
Fingerprints	\$23.45	\$23.45	Y
Traffic Reports	\$37.39	\$37.39	Y
Incident Reports	\$37.39	\$37.39	Y
Statements	\$37.39	\$37.39	Y
Technical Traffic Collision Reports	\$500.00	\$500.00	Y
Reconstructionist Report	\$1,000.00	\$1,000.00	Y
Paid Duty - Administrative Fee (note 1)	\$60.62	\$60.62	Y
Paid Duty - Hourly Vehicle Usage fee (note 1)	\$25.00	\$25.00	Y
Note 1: HST related to the Paid Duty Administrative and Vehicle usage fees is invoiced and remitted to Ontario Shared Services via instructions on Accounts Receivable Invoice Forms.			

**BY-LAW 11-39
SCHEDULE J**

PUBLIC WORKS FEES	2010 FEES	2011 FEES	HST
Work PerIt on Road Allowance	\$100.00	\$100.00	N
Legal Enquiries	\$22.12	\$22.12	Y
Access Permit	\$132.74	\$132.74	Y
Culvert Installation 30'	\$1,250.00	\$1,250.00	N
Culvert Installation (longer than 30' or larger than 18" diameter) (Full Cost Recovery)			
Oversized Load Permits			
Single Permit	\$50.00	\$50.00	N
Annual Permit	\$200.00	\$200.00	N
Subdivision Development Fees			
Up to \$250,000 Construction Costs	3%	3%	
Over \$250,000 Construction Costs	4%	4%	
Plan Review Comments			
Minimum Site Plans	\$100.00	\$100.00	N
Average Site Plans	\$200.00	\$200.00	N
Large Site Plans	\$300.00	\$300.00	N
Site Alteration Fee	\$150.00	\$150.00	N
Park Benches - Steel (full cost recovery)	\$1,800.00	\$2,200.00	incl
Park Benches - Wood (full cost recovery)	\$800.00	\$1,000.00	incl

**BY-LAW 11-39
SCHEDULE K**

SIGN FEES	2010 FEES	2011 FEES	HST
The fee applicable for any sign requiring a permit within the boundaries of the Corporation of the City of Quinte West shall be in accordance with the following:			
Billboard Sign	\$150.00	\$150.00	N
Canopy Sign	\$75.00	\$75.00	N
Construction / Development Promotional	\$75.00	\$75.00	N
Electronic Message Display Sign	\$150.00	\$150.00	N
Fascia Sign	\$75.00	\$75.00	N
Flashing Sign	\$75.00	\$75.00	N
Ground Sign	\$75.00	\$75.00	N
General Advertising Sign	\$150.00	\$150.00	N
Illuminated Sign	\$75.00	\$75.00	N
Local Advertising Sign	\$75.00	\$75.00	N
Mechanical Sign	\$150.00	\$150.00	N
Projecting Sign	\$75.00	\$75.00	N
Pylon Sign	\$75.00	\$75.00	N

MOBILE SIGNS			
Mobile Sign (per installation)	\$100.00	\$100.00	N
Mobile Sign Contractor (MSC) (Annual Fee + Per Installation)			
MSC - Annual Fee	\$1,000.00	\$1,000.00	N
MSC - Per Installation	\$10.00	\$10.00	N

Variance to this By-law	\$500.00	\$500.00	N
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***In the event that more than one category of sign shall apply, the fee shall be determined by the type of sign having the greater fee**

**BY-LAW 11-39
SCHEDULE L**

Fees and Charges Cost Estimate

Service/Activity

Cost	Description of Service	Required Info
<u>Direct Cost</u>		
Direct Labour Cost	# of Staff * # of Hours * Hourly Rate	
Direct Labour Benefits	City's Average Benefit Percentage	25%
Supervisory Costs	# of Hours * Hourly Rate	
Supervisory Benefits	City's Average Benefit Percentage	25%
Equipment Charge	Charge Out Rate * # of Hours	
Supplies	List & Separately Cost all req'd materials	
Staff Inspection Costs	# of Staff * # of Hours * Hourly Rate	
Staff Inspection Benefits	City's Average Benefit Percentage	
Filing Costs	Internal Copying and Filing	
Mailing Costs	Postage & Envelope	
Other	List and Separately Cost all req'd materials	

Indirect Cost

Department Overhead Allocation	% of above based on (IT support, paper, supplies, etc)	
15%		
City General Admin Overhead	% of above based on (Council, Clerk, etc)	
15%		

Total Costs

Less Offsetting Revenues

Calculated User Fee

Recommended Fee

Direct Labour Costs include time for all the following:

- Time to sort and open incoming envelopes from lawyers
- Time to input Lawyer info into the tax system
- Time to input individual roll information into the tax system
- Time to complete the running of the process and printing of certificates in Tax system
- Time to process payment through cash system
- Time to copy and file our copy of the certificate
- Time to address envelop and mail back certificate to the lawyer
- Time to answer any initial questions as well as any follow up from the layers office

Supervisor Labour Costs include time for all of the following:

- Time to review each certificate and ensure that all info is present
- For example property on tax sale, water arrears, etc.