

CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 29-2016

Being a by-Law to establish Fees and Charges for services, activities, and the use of property provided by the Town of Renfrew.

WHEREAS Section 391 of the *Municipal Act*, 2001, authorizes municipalities to impose fees or charges on persons for services or activities, for costs payable for services or activities, and for the use of property including property under its control; and

WHEREAS Section 398 of the *Municipal Act*, 2001, provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality; and

WHEREAS Subsection 398 (2) of the *Municipal Act*, 2001 provides that the Treasurer of a municipality may add fees or charges imposed by a municipality to the tax roll and collect them in the same manner as municipal taxes; and

WHEREAS Section 69 of the *Planning Act*, 1990 provides that a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS Section 7 of the *Building Act Code Act*, 1992 provides that a municipality may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

WHEREAS subsection 2(1) of the *Development Charges Act*, 1997 c. 27 provides that the council of a municipality may pass by-laws for the imposition of development charges against land for increased capital costs required because of the need for services arising from development in the area to which the by-law applies.

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:

Part I: Preamble and Defined Terms

Short Title

1. This by-law may be referred to as the "Fees and Charges By-Law".

Headings

2. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

References to Applicable Law

3. All references to applicable law are ambulatory and apply as amended from time to time.

Interpretation

4. For the purposes of this by-law:

"Municipal Act, 2001" means the Municipal Act, 2001, S.O. 2001 c. 25

"Town" means the Corporation of the Town of Renfrew

Part II: Fees and Charges

Fees and Charges set out in Schedules

5. The fees and charges for the Town services and activities and for the use of Town property set out in the following Schedules of this By-law are hereby approved and deemed to form part of this by-law:

- i. Schedule "A" Administration/Finance
- ii. Schedule "B" Development & Works
- iii. Schedule "C" Parks & Recreation
- iv. Schedule "D" Fire Department

Fees Subject to Change

6. The fees and charges approved under section 5 of this by-law are subject to any adjustment authorized by a statute, regulation or by-law.
7. Subject to section 6 of this by-law, fees and charges set out in this by-law shall continue in force until amended, repealed or replaced.

Applicable Taxes

8. All fees and charges are subject to all applicable taxes required by any act or regulation.

Late Payment

9. Late payment charges may be added to all or any portion of any fees and charges imposed by this by-law that are due and payable. On the 30th day of default, and every month thereafter, an interest charge of 1.25% (15% per annum) may be added to the outstanding amount until such time as the account is paid in full.

Dishonoured Cheques and Returned Payments

10. Payment for any fee or charge listed herein or otherwise charged by the Town that is returned by a financial institution for any reason will be subject to the "NSF – Returned Cheque Fee" set out in Schedule B.

Applications to Council

11. A person or group may apply in writing to Council to request that fees or charges be waived or reduced. At its discretion, Town of Renfrew Council may by resolution or by-law, waive or reduce an applicant's fees or charges on a one time or continuing basis.

Additional Fees or Charges

12. This by-law does not exempt a person from being subject to:
 - a. Any additional fees or charges resulting from costs incurred by the Town of Renfrew to provide services or activities, or
 - b. Fees or charges levied under the Provincial Offences Act or any other Federal or Provincial act or regulation.

Unpaid Fees or Charges

13. All unpaid fees or charges imposed by this by-law constitute a debt due to the Town and the Town may take such action as it considers necessary and as permitted by law to collect the debt.
14. Without limiting Section 13 of this by-law, where all or part of a fee or charge by this by-law remains unpaid, such fee or charge may be added to the tax roll for the property, which is owned, in whole or in part by the person upon whom the fee or charge is imposed, and shall be collected in a like manner as municipal taxes.

Part III: Conflict and Transition

Town By-Laws

15. In the event that any fee or charge set out in this by-law conflicts with any fee or charge set out in another Town by-law, the fee or charge set out in this by-law shall prevail.

Conflict

16. In the event the provisions of this by-law are inconsistent with the provisions of the *Municipal Act, 2001*, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.

Terms Servable

17. The terms and provisions of this by-law shall be severable and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.

Repeal

18. By-law Numbers 24-2002, 32-2008, 11-2009, 13-2011, 60-2013, 15-2014, 18-2014, 24-2014, and 29-2015 are hereby repealed in their entirety.

Enactment

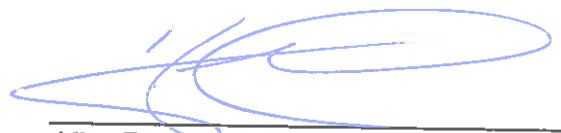
19. This by-law shall come into full force and effect upon the final passing thereof.

Read a first and second time this 10th day of May, 2016.

Read a third and final time this 10th day of May, 2016.



Don Eady, Mayor



Kim R. Bulmer, Clerk

**Schedule "A" to By-Law 29-2016
Administration/Finance**

Service or Activity	Fees - 2015	Fees - 2016	Notes
Death Registrations: <ul style="list-style-type: none"> • Renfrew Funeral Homes • Out-of-Town Funeral Homes 	\$10.00 \$20.00	\$20.00 \$30.00	
Cat Licences Commissioner of Oaths/ Certifying Documents: <ul style="list-style-type: none"> • Renfrew residents • Out-of-Town residents 	Refer to By-Law 18-2000 \$10.00 (includes HST) \$15.00 (includes HST)	Refer to By-Law 18-2000 \$10.00 (includes HST) \$15.00 (includes HST)	
Dog Licences Freedom of Information Requests: <ul style="list-style-type: none"> • Application Fee • Minimum Search and Copy Fee 	Refer to By-Law 17-2000 \$5.00 (plus HST) \$25.00 (plus HST)	Refer to By-Law 17-2000 \$5.00 (plus HST) \$25.00 (plus HST)	Fee Schedule is regulated and includes a \$7.50 charge for every 15 minutes of search/preparation time as per MFIPPA.
Marriage Licence: <ul style="list-style-type: none"> • Renfrew residents • Out-of-Town residents 	\$125.00 \$150.00	\$125.00 \$150.00	
Refreshment Vehicles Taxi Licences Transient Trader Licence	Refer to By-Law 36-2013 Refer to By-Law 33-2012 Refer to By-Law 63-2015	Refer to By-Law 36-2013 Refer to By-Law 33-2012 Refer to By-Law 63-2015	
NSF – Returned Cheque Fee Photocopies Taxation/Water/Sewer Penalty	\$20.00 \$0.25/per page (plus HST) 1.25% (15% per annum) interest charge.	\$20.00 \$0.25/page (plus HST)	
Tax & Water Certificates/Inquiries	\$40.00/per certificate or inquiry (plus HST).	\$40.00/per certificate or inquiry (plus HST).	As per most recent rate setting by-laws and as permitted by the Municipal Act, 2001.

**Schedule "A" to By-Law 29-2016
Administration/Finance**

Service or Activity	Fees - 2015	Fees - 2016	Notes
Sale of Land for Tax Arrears: <ul style="list-style-type: none"> • Administration Cost 	\$200.00 (plus HST)	\$200.00 (plus HST)	In addition to the Administration Cost, all additional actual costs incurred by the Town of Renfrew for any services and documentation under the Sale of Land for Tax Arrears proceedings will be included in the "cancellation price"; summarized as follows: Initial set-up of individual database files Title Search Preparation and Registration of Tax Arrears Certificate Corporate Search (if Registered Owner is a Corporation) Preparation and Delivery of First Notices Preparation and Delivery of Final Notices Preparation and Registration of Cancellation Certificate Preparation and Registration of Extension Agreement Preparation of Statutory Declarations Advertising Tender / Auction costs Preparation and Registration of Tax Deed Legal Fees and disbursements Survey Costs (if applicable)
Set-up			
Tax Registration			
Other Costs			
Tax Sale			

**Schedule "B" to By-Law 29-2016
Development & Works**

Service or Activity	Fees - 2015	Fees - 2016	Notes
Tap-In Fees: <ul style="list-style-type: none"> • Up to 2" Φ • Over 2" Φ 	\$100 plus materials (plus HST) Cost Estimate (plus HST)	\$100 plus materials (plus HST) Cost Estimate (plus HST)	
Turn Water On/Off: <ul style="list-style-type: none"> • Water On • Water Off • On & Off Simultaneously • After Hours request 	\$25 (plus HST) \$25 (plus HST) \$35 (plus HST) \$75 (plus HST)	\$25 (plus HST) \$25 (plus HST) \$35 (plus HST) \$75 (plus HST)	
Residential Installations: <ul style="list-style-type: none"> • $\frac{3}{4}$" Φ water service & 4" Φ sanitary sewer service • 1" Φ water service & 4" Φ sanitary sewer service • $\frac{3}{4}$" Φ water service • 1" Φ water service • 4" Φ sanitary sewer service 	\$1500 (plus HST) \$1900 (plus HST) \$950 (plus HST) \$1000 (plus HST) \$750 (plus HST)	\$1500 (plus HST) \$1900 (plus HST) \$950 (plus HST) \$1000 (plus HST) \$750 (plus HST)	
Accessory Buildings	\$8/\$1000 Construction Value Minimum Fee \$50	\$8/\$1000 Construction Value Minimum Fee \$50	Minimum Permit Fee of \$50 covers construction values up to \$6250
Building Permit: All classes, including renovations/additions	\$8/\$1000 Construction Value Minimum Fee \$50	\$8/\$1000 Construction Value Minimum Fee \$50	
Change of Use Permit	\$8/\$1000 Construction Value Minimum Fee \$50	\$8/\$1000 Construction Value Minimum Fee \$50	
Demolition Permit	\$8/\$1000 Construction Value Minimum Fee \$50	\$8/\$1000 Construction Value Minimum Fee \$50	
Pool Permit	\$8/\$1000 Construction Value Minimum Fee \$50	\$8/\$1000 Construction Value Minimum Fee \$50	
Porches/Decks	\$8/\$1000 Construction Value Minimum Fee \$50	\$8/\$1000 Construction Value Minimum Fee \$50	
Sign Permit	\$8./\$1000 Construction Value Minimum Fee \$50	\$8/\$1000 Construction Value Minimum Fee \$50	
Solid Fuel Burning Appliances	\$8/\$1000 Construction Value Minimum Fee \$50	\$8/\$1000 Construction Value Minimum Fee \$50	

**Schedule "B" to By-Law 29-2016
Development & Works**

Service or Activity	Fees - 2015	Fees - 2016	Notes
Official Plan Amendment	\$1000 (plus HST)	\$1000 (plus HST)	
Zoning By-law Amendment	\$850 (plus HST)	\$850 (plus HST)	
Minor Variance	\$500 (plus HST)	\$500 (plus HST)	
Severance (not including retained parcel)	\$400/new lot proposed (plus HST)	\$400/new lot proposed (plus HST)	
Development Agreement	\$500 (plus HST)	\$500 (plus HST)	plus legal charges
Development Charges	Refer to By-Law 46-2014	Refer to By-Law 46-2014	
Hold Zone Removals	\$600 (plus HST)	\$600 (plus HST)	plus legal charges
Site Plan – Minor	\$800 (plus HST)	\$800 (plus HST)	plus legal charges
Site Plan - Major	\$800 (plus HST)	\$800 (plus HST)	plus legal charges
Subdivision Agreement	\$1500 (plus HST)	\$1500 (plus HST)	plus legal charges
Part Lot Control	\$300 (plus HST)	\$300 (plus HST)	plus legal charges
Plan of Condominium	\$1500 (plus HST)	\$1500 (plus HST)	plus legal charges
Official Plan Text & Schedule	\$30 (plus HST)	\$30 (plus HST)	
Zoning By-law Text & Schedule	\$30 (plus HST)	\$30 (plus HST)	
Zoning & Building Compliance Report	\$50 (plus HST)	\$50 (plus HST)	
Subdivision Compliance Report	\$50 (plus HST)	\$50 (plus HST)	

**Schedule "C" to By-Law 29-2016
Parks & Recreation Department**

Service or Activity	Fees - 2015	Fees - 2016	Notes	
ICE RATES:				
Schools (per hour)	\$50.50	\$60.50	HST INCLUDED in all rates	
Minor Sport (per hour)	\$101.00	\$121.00		
Jr. B Hockey (per hour)	\$147.00	\$175.00		
Adult (per hour)	\$164.00	\$189.00		
Shinny (per hour/person – Daytime)	\$4.42	\$5.00		
Shinny (per hour/person – Evening)	\$8.85	\$10.00		
Slab (per hour)	\$31.00	\$36.00		
Slab (per day – Receptions/Quilt Show/Etc..)	\$515.00	\$600.00**		
Slab (per day – Concerts/Shows)	\$1030.00	\$1200.00**		
FIELDS AND PAVILIONS:				HST INCLUDED in all rates
Kallies Pavilion (per day – Minor)	\$155.00	\$155.00	HST INCLUDED in all rates	
Kallies Pavilion (per day – Adult)	\$310.00	\$310.00		
Soccer Fields (per hour – Minor)	\$19.00	\$23.00		
Soccer Fields (per hour – Adult)	\$32.00	\$37.00		
Lit Ball Fields (per hour – Minor)	\$26.00	\$31.00		
Lit Ball Fields (per hour – Adult)	\$36.00	\$42.00		
Unlit Ball Fields (per hour – Minor)	\$21.00	\$25.00		
Unlit Ball Fields (per hour – Adult)	\$26.00	\$32.00		
Splash Pad	No Charge	No Charge		
Volleyball Courts (per evening)	\$26.00	\$31.00		
Volleyball Courts (per day - tournaments)	\$103.00	\$120.00		
Track Meets		\$250.00		
Football Field Lining		\$750.00		
HALL RATES:				HST INCLUDED in all rates
Hourly Rental (no setup)	\$20.00	\$23.00		HST INCLUDED in all rates
Hourly Rental (with setup)	\$30.00	\$35.00		
Minor Sport Tournaments	\$150.00	\$175.00		
Standard Daily Rate	\$300.00	\$350.00		
Decorating Daily Rate	\$500.00	\$235.00		
Decorating Hourly Rate		\$23.00		

**Set up and tear down is one half the daily rates **

**Schedule "C" to By-Law 29-2016
Parks & Recreation Department**

Service or Activity	Fees - 2015	Fees - 2016	Notes
RECREATION CENTRE FACILITY RATES:			
Gymnasium (per hour)	\$26.00	\$30.00	HST INCLUDED in all rates
Games Room (per hour)	\$16.00	\$ 19.00	
Hobby Room (per hour)	\$11.00	\$13.00	
Conference Room (per hour)	\$11.00	\$13.00	
Kitchen	No Charge	No Charge	
Gymnasium/Games Room/Conference Room/Kitchen (per day)	\$310.00	\$360.00	
Extra Staff (per hour)	\$26.00	\$30.00	**STATUTORY HOLIDAYS will be subject to a premium
PROGRAM RATES:			HST INCLUDED in all rates
Based on cost recovery for Town of Renfrew, Township of Admaston/Bromley, Township of Greater Madawaska, Township of Horton and Township of McNab/Braeside residents. All other municipalities to pay a 50% premium over the cost recovery formula.			
FITNESS CENTRE RATES:			HST INCLUDED in all rates
<u>Memberships</u>		Resident / Non-Resident	
One (1) Month	\$35.40	\$30.00 / \$35.00	
Three (3) Months	\$22.12	\$60.00 / \$90.00	
Six (6) Months	\$48.67	\$95.00 / \$ 42.50	
One (1) Year	\$75.22	\$160.00 / \$240.00	
Daily	\$7.08	\$8.00 / \$8.00	
OTHER:			HST INCLUDED in all rates
Table Rental	\$8.00	\$10.00/Table	
Chair Rental	\$2.00	\$3.00/Chair	

Schedule "D" to By-Law 29-2016
Fire Department

Service or Activity	Fees - 2015	Fees - 2016	Notes
Air Fill Cards	\$70.00/12 cards (plus HST) \$7.00/card (plus HST)	\$70.00/12 cards (plus HST) \$7.00/card (plus HST)	
Bulk Water Sales	Double (2x) the current year Water Consumption Rate	Double (2x) the current year Water Consumption Rate	Refer to By-Law 12-2016