



## OFFICE CONSOLIDATION

### By-Law No. 29-2016

A by-law to establish Fees and Charges for services, activities, and the use of property provided by the Town of Renfrew

This by-law is printed under the authority of the Council of the Corporation of the Town of Renfrew

### AMENDMENTS

<u>DATE</u>	<u>AMENDING BY-LAW</u>	<u>AMENDMENTS</u>
April 11, 2017	By-Law No. 22-2017	Schedules A through D
May 16, 2017	By-Law No. 30-2017	Schedule D
March 27, 2018	By-Law No. 23-2018	Schedules A through D
April 23, 2019	By-Law 26-2019	Schedules C and D
June 25, 2019	By-Law 40-2019	Schedule B
July 21, 2020	By-Law 48-2020	Schedules A, C and D
December 15, 2020	By-Law 89-2020	Schedule D
August 17, 2021	By-Law 57-2021	Schedule B
May 9, 2023	By-Law 35-2023	Schedules A through E

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**Schedule "A"**  
**Corporate Services**

<b>Service or Activity</b>	<b>Fees - 2022</b>	<b>Fees - 2023</b>	<b>Notes</b>
Death Registrations: <ul style="list-style-type: none"> <li>• Renfrew Funeral Homes</li> <li>• Out-of-Town Funeral Homes</li> </ul>	\$25.00 \$35.00	\$25.00 \$35.00	
Cat Licenses	Refer to By-Law 18-2000	\$20.00 January 1 – March 31 \$25.00 April 1- December 31 Replacement Tag \$5.00	
Commissioner of Oaths/ Certifying Documents: <ul style="list-style-type: none"> <li>• Renfrew residents</li> <li>• Out-of-Town residents</li> </ul>	\$10.00 (includes HST) \$15.00 (includes HST)	\$15.00 (includes HST) \$20.00 (includes HST)	
Dog Licenses	Refer to By-Law 17-2000	\$20.00 January 1 – March 31 \$25.00 April 1 – December 31 Replacement Tag \$5.00	
Freedom of Information Requests: <ul style="list-style-type: none"> <li>• Application Fee</li> <li>• Minimum Search and Copy Fee</li> </ul>	\$5.00 (plus HST) \$25.00 (plus HST)	\$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 License: <ul style="list-style-type: none"> <li>• Renfrew residents</li> <li>• Out-of-Town residents</li> <li>• Civil Ceremonies</li> </ul>	\$125.00 \$150.00	\$125.00 \$150.00 \$250.00	Introduction of Civil Ceremonies
Refreshment Vehicles	Refer to By-Law 36-2013	Refer to By-Law 36-2013	
Taxi License	Refer to By-Law 33-2012	Refer to By-Law 33-2012	
Transient Trader License	Refer to By-Law 63-2015	Refer to By-Law 63-2015	
NSF – Returned Cheque Fee	\$40.00	\$45.00	
Photocopies	\$0.25/page (plus HST)	\$0.50/page (plus HST)	
Taxation/Water/Sewer Penalty			As per most recent rate setting by-laws and as permitted by the Municipal Act, 2001.
Tax & Water Certificates/ Inquiries	\$40.00/per certificate or inquiry	\$60.00/per certificate or inquiry	

**Schedule "A"**  
**Corporate Services**

Service or Activity	Fees - 2022	Fees - 2023	Notes
Sale of Land for Tax Arrears: <ul style="list-style-type: none"> <li>• Administration Cost</li> </ul>	\$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	Actual Costs	Actual Costs	
Tax Registration	Incurred	Incurred Actual	
	Actual Costs	Costs Incurred	
Other Costs	Incurred	Actual Costs Incurred	
Tax Sale	Actual Costs Incurred	Actual Costs Incurred	
	Actual Costs Incurred		

**Schedule "A"**  
**Corporate Services**

<b>OTTAWA VALLEY HIVE</b>	<b>Fees – 2022</b>	<b>Fees – 2023</b>	
Cubicle Rental		\$25.00/day	
Office Rental		\$45.00/day	
Hub Boardroom		\$250.00/day	
Conference Room		\$250.00/day	
Council Boardroom		\$250.00/day	
Council Chambers		\$350.00/day	

**Schedule "B"**  
**Infrastructure & Public**  
**Works**

Service or Activity	Fees - 2022	Fees - 2023	Notes
Tap-In Fees: <ul style="list-style-type: none"> <li>• Up to 2"Φ</li> <li>• Over 2"Φ</li> </ul>	\$150 plus materials (plus HST) \$250 plus materials (plus HST)	\$150 plus materials (plus HST) \$250 plus materials (plus HST)	
Turn Water On/Off: <ul style="list-style-type: none"> <li>• Water On</li> <li>• Water Off</li> <li>• On &amp; Off Simultaneously</li> <li>• After Hours request</li> </ul>	\$45 (plus HST) \$45 (plus HST) \$70 (plus HST) \$150 (plus HST)	\$65 (plus HST) \$65 (plus HST) \$75 (plus HST) \$150 (plus HST)	
Sewer Inspections: <ul style="list-style-type: none"> <li>• CCTV Inspections (Issue on Residents Side)</li> </ul>	\$100.00 (plus HST)	\$100.00 (plus HST)	
Residential Installations: <ul style="list-style-type: none"> <li>• ¾"Φ water service &amp; 4"Φ sanitary sewer service</li> <li>• 1"Φ water service &amp; 4"Φ sanitary sewer service</li> <li>• ¾" Φ water, 5" Φ sanitary &amp; 4" Φ storm services</li> <li>• ¾"Φ water service</li> <li>• 1"Φ water service</li> <li>• 4" Φ sanitary sewer service</li> </ul>	Cost based on Estimate Cost based on Estimate Cost based on Estimate Cost based on Estimate Cost based on Estimate Cost based on Estimate	Cost based on Estimate Cost based on Estimate Cost Based on Estimate Cost Based on Estimate Cost Based on Estimate Cost Bases on Estimate	
Water Meters: Replacement of Damaged Meter Relocation of Water Meter	Actual Cost Actual Cost	Actual Cost Actual Cost	First Replacement is Free

**Schedule "B"**  
**Infrastructure & Public**  
**Works**

<b>Service or Activity</b>	<b>Fees - 2022</b>	<b>Fees -2023</b>	<b>Notes</b>
Loader	\$80 per hour (including operator)	\$80 per hour (including operator)	
Backhoe	\$80 per hour (including operator)	\$100 per hour (including operator)	
Tandem Axle Dump Truck	\$80 per hour (including operator)	\$80 per hour (including operator)	
Other Equipment	Cost Per Operator + Machine Cost	Cost Per Operator + Machine Cost	
Public Works Foreman	\$55 per hour	\$85 per hour	
Public Works Machine Operator	\$36 per hour	\$50 per hour	
Public Works Water Technician	\$37 per hour	\$55 per hour	
Public Works Labourer	\$33 per hour	\$40 per hour	
Public Works Mechanic	\$38 per hour	\$55 per hour	

**Schedule "C"**  
**Parks & Recreation**

<b>Service or Activity</b>	<b>Fees - 2022</b>	<b>Fees - 2023</b>	<b>Notes</b>
<b>ICE RATES:</b>			HST INCLUDED in all rates
Schools (per hour)	\$62.50	\$65.00	
Minor Sport (per hour)	\$125.00	\$130.00	
Jr. Hockey (per hour)	\$180.00	\$185.00	
Adult (per hour)	\$195.00	\$200.00	
Shinny (per hour/person – Daytime)	\$5.00	REMOVE	
Shinny (per hour/person – Evening)	\$10.00	REMOVE	
Slab (per hour)	\$45.00	\$45.00	
Slab (per day – Receptions/Quilt Show/Etc..)	\$775.00	\$775.00	**Set up and tear down is one half the daily rates**
Slab (per day – Concerts/Shows)	\$1550.00	\$1550.00	
<b>SOCCER FIELDS:</b>			
Soccer Fields (per hour – Minor)	\$27.00	\$25.00	
Soccer Fields (per hour – Adult)	\$41.00	\$40.00	
<b>BALL DIAMONDS:</b>			
Ball Fields (per hour – Minor)	\$35.00	\$34.00	
Lit Ball Fields (per hour – Adult)	\$46.00	\$45.00	
Unlit Ball Fields (per hour – Minor)	\$29.00	\$29.00	
Unlit Ball Fields (per hour – Adult)	\$36.00	\$35.00	
Minor Tournament (per day)		\$300.00/all 3 diamonds	New Fee & Charge
Adult Tournament (per day)		\$375.00/all 3 diamonds	New Fee & Charge
<b>MISCELLANEOUS:</b>			HST INCLUDED in all rates
Kallies Pavilion (per weekend)	\$150.00	\$150.00	
Kallies Pavilion (per month) Lit	\$300.00	\$300.00	
Splash Pad	No Charge	No Charge	
Track Meets	\$250.00	\$275.00	
Football/Rugby Field Lining	\$750.00	\$750.00	
Overnight Camping (per night)	\$10.00/Day	\$10.00/Day	Rough Camping
Trails & Green Space	\$500.00/Day	\$500.00/Day	

**Schedule "C"**  
**Parks & Recreation**

<p><b>TENNIS COURTS:</b>          Junior (resident)          Junior (non-resident)          Intermediate (resident)          Intermediate (non-resident)          Adult (resident)          Adult (non-resident)          Senior (resident)          Senior (non-resident)</p>	<p>\$15.00          \$22.50          \$35.00          \$52.50          \$70.00          \$105.00          \$65.00          \$97.50</p>	<p>\$15.00          \$22.50          \$35.00          \$52.50          \$70.00          \$105.00          \$65.00          \$97.50</p>	<p>HST INCLUDED in all rates</p>
<p><b>HALL RATES:</b>           Hourly Rental (no setup)          Hourly Rental (with setup)          Minor Sport Tournaments          Standard Daily Rate          Decorating Daily Rate</p>	<p>\$25.00/hour          \$25.00/hour          \$200.00/day          \$225.00/day          \$175.00/day</p>	<p>\$25.00/hour          \$35.00/hour          \$200.00/day          \$225.00/day          REMOVE</p>	<p>HST INCLUDED in all rates</p> <p>**Should bar sales be less than \$200 the lessee is required to cover the costs of the bartenders**</p>



**Schedule "C"**  
**Parks & Recreation**

<b>Service or Activity</b>	<b>Fees - 2022</b>	<b>Fees - 2023</b>	<b>Notes</b>
<b>NEW FACILITY RATES(PREVIOUSLY RECREATION CENTRE RATES):</b>			HST INCLUDED in all rates
Gymnasium (per hour)	\$35.00	\$25.00	
Multi-Purpose Room 1 (per hour) previously Games Room (per hour)	\$20.00	\$17.50	
Multi-Purpose Room 2 (per hour) previously Conference Room (per hour)	\$15.00	\$15.00	
Multi-Purpose Room 3 (per hour) previously Hobby Room	\$15.00	\$12.50	
Dance Studio		\$20.00	New
Kitchen	\$25.00 – Flat Rate	REMOVED	
Gymnasium/Games Room/Conference Room/Kitchen (per day)	\$360.00	REMOVED	
Extra Staff (per hour)	\$30.00	\$30.00	
			*Statutory Holidays will be subject to a premium*
<b>PROGRAM RATES:</b>			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.			
<b>FITNESS CENTRE RATES:</b>			HST INCLUDED in all rates
<u>Memberships</u>	Resident/Non-Resident	Resident/Non-Resident	
One (1) Month	\$40.00 / \$60.00	\$50.00 / \$75.00	
Three (3) Months	\$80.00 / \$120.00	\$125.00 / \$187.50	
Six (6) Months	\$120.00 / \$180.00	\$225.00 / \$337.50	
One (1) Year	\$200.00 / \$300.00	\$350.00 / \$525.00	
Daily	\$10.00 / \$10.00	\$12.00 / \$18.00	
<b>VISITORS INFORMATION CENTRE RATES:</b>			HST INCLUDED in all rates
Hourly	\$30.00	REMOVE	
Half Day Rental	\$90.00	\$90.00	
Daily	\$150.00	\$150.00	

**Statutory Holidays will be subject to a premium**

**Schedule "D"**  
**Fire & Protective**  
**Services**

<b>Service or Activity</b>	<b>Fees - 2022</b>	<b>Fees – 2023</b>	<b>Notes</b>
Air Fill Cards	\$100.00/cards (12 fills) (plus HST) \$10.00/fill (plus HST)	\$100.00/12 cards (plus HST) \$10.00/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 16-2017
Fire Permit	\$100.00/Annually	\$105.00/Annually	Must be renewed every calendar year Refer to By-Law 29-2017
Bunker Gear Washing Machine	\$50/Bunker Gear Ensemble (Coat and Pants Set)	\$50/Bunker Gear Ensemble (Coat and Pants Set)	
False Alarms First Offense in Fiscal Year Second Offense in Fiscal Year Third Offense in Fiscal Year Additional Offenses in Fiscal Year Standby Fee per half hour Non-notification of Fire Alarm Work	\$0.00 \$250.00 \$500.00 \$500.00 \$250.00 \$250.00	\$0.00 \$250.00 \$500.00 \$500.00 \$250.00 \$250.00	There is an opportunity to apply to Fire Chief for refund up to half of the fees within a fiscal year if owner can provide evidence of efforts to correct issues with fire alarm system
Records Check and Fire Code Compliance Letters for all property Classifications	\$75.00 paid in advance of issuance of letter	\$100.00 paid in advance of issuance of letter	
Inspection and Compliance Letter for Multi- residential properties under 6 units	\$50.00/ hr with a minimum of two (2) hours for on duty inspections. If Inspector is required to be called, \$75.00/ hr with a minimum of two (2) hours.	\$100.00/ hr. with a minimum of two (2) hours for on duty inspections. If Inspector is required to be called, \$112.50/ hr with a minimum of two (2) hours.	If the property is non- compliant, orders for correction will be written.
Inspection and Compliance Letter for Multi-use (residential and commercial) properties with 6 or more units in total	\$75.00/ hr with a minimum of two (2) hours for on duty inspections. If Inspector is required to be called, \$112.5/ hr with a minimum of two (2) hours.	\$75.00/ hr. with a minimum of two (2) hours for on duty inspections. If Inspector is required to be called, \$112.5/ hr with a minimum of two (2) hours.	If the property is non- compliant, orders for correction will be written.

**Schedule “E”  
Development &  
Environment**

<b>Service or Activity</b>	<b>Fees – 2022</b>	<b>Fees – 2023</b>	<b>Notes</b>
Accessory Buildings Permit	\$9/\$1000 Construction Value <b>Minimum Fee \$75</b>	\$9/\$1000 Construction Value <b>Minimum Fee \$75</b>	Minimum Permit Fee of \$75 covers construction values up to \$8333
Residential and Commercial Permit: Renovations/additions	\$9/\$1000 Construction Value <b>Minimum Fee \$75</b>	\$9/\$1000 Construction Value <b>Minimum Fee \$75</b>	
New Residential Construction Permit	New Single Family Dwelling - \$3,060.00 New Townhouse Dwelling - \$2,100.00 New Semi-Detached Dwelling - \$2,100.00 New Condo Unit/Apartments - \$1,400.00 (per apartment)	New Single Family Dwelling - \$3,060.00 New Townhouse Dwelling - \$2,100.00 New Semi-Detached Dwelling - \$2,100.00 New Condo Unit/Apartments - \$1,400.00 (per apartment)	Fee not based on construction value. Flat fee set for new residential builds.
New Commercial Construction Permit	\$1.80/SQ FT Minimum Fee \$75	\$1.80/SQ FT Minimum Fee \$75	
New Clinic Construction Permit	\$1.80/SQ FT Minimum Fee \$75	\$1.80/SQ FT Minimum Fee \$75	
Change of Use Permit	\$9/\$1000 Construction Value Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Demolition Permit	\$9/\$1000 Construction Value Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Pool Permit	\$9/\$1000 Construction Value Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Porches/Decks Permit	\$9/\$1000 Construction Value Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Sign Permit	\$9/\$1000 Construction Value Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Solid Fuel Burning Appliances	\$9/\$1000 Construction Value Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Official Plan Amendment	\$1400	\$2,000	
Zoning By-law Amendment	\$1400	\$2,000	

**Schedule “E”  
Development &  
Environment**

Minor Variance	\$700	\$700	
Severance (not including retained parcel)	\$900/new lot proposed	\$900/new lot proposed	
Development Agreement	\$600	\$600	Condition of Minor Variance or Consent/Severance.
Development Charges	Refer to By-Law 77-2016	Refer to By-Law 77-2016	
Hold Zone Removals	\$900	\$700	plus legal charges
Site Plan Approval	\$1,400	\$2,000	plus legal charges
Draft Plan of Subdivision/Condominium Application		\$2,000	Introduction of fee to process applications.
Subdivision/Condominium Agreement	\$2,400	\$3,000	plus legal charges
Part Lot Control	\$400	\$400	plus legal charges
Plan of Condominium	\$2,400	REMOVED	plus legal charges
Official Plan Text & Schedule	\$60	\$60	
Zoning By-law Text & Schedule	\$60	\$60	
Zoning & Building Compliance Report	\$100	\$100	
Subdivision Compliance Report	\$100	\$100	
Lifting of One (1) Foot Reserves	\$300	\$300	
Cash-in-Lieu for Parking	\$400 plus \$1000/space	\$400 plus \$1000/space	
Encroachment Agreement	\$300	\$300	
Pre-Servicing Agreement	\$600	\$600	
Temporary Use By-Law	\$1,400	\$1,400	
Letter of Undertaking	\$300	\$300	
Multiple Applications	10% off of each	10% off of each	
Other Requests	Based on Wage Cost	Based on Wage Cost	
Recirculation Fee		50% of original prescribed fee	Additional costs to the Town for recirculation of amended applications (review of revised materials based on original proposal not included)
Legal Fees, Peer Review Fees, or Other Costs incurred for any application not otherwise noted		Actual costs – Payment required prior	

**Schedule "E"  
Development &  
Environment**

<b>Landfill Site</b>	<b>Fees - 2022</b>	<b>Fees - 2023</b>	<b>*Tipping fees will be collected at the landfill site office by the site manager.</b>
Under 200kg – Minimum Fee	\$25.00	\$25.00	
200 kg and over - \$ per tonne	\$95.00	\$95.00	
Unsorted waste - \$ per tonne	\$250.00	\$250.00	
Brush (up to 1")	No Charge	No Charge	
Refrigerated Appliances – accompanied by an ODP Sticker	No Charge	No Charge	
Scrap Metal & White Goods	No Charge	No Charge	
Household Hazardous Waste	No Charge	No Charge	
E-Waste	No Charge	No Charge	
Recycling	No Charge	No Charge	
Tires (tires will not be accepted on rims)	No Charge	No Charge	
Leaf and Yard Waste	No Charge	No Charge	
Cardboard	No Charge	No Charge	
Freon Removal	\$20.00	\$40.00	
Bag Tag – Each	\$2.00	\$3.00	
Recycling Bin (Blue Box) – each	\$10.00	\$10.00	
Compost Credit	\$30.00	\$30.00	
Landfill Opening Fee		\$100.00	New in 2023