



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

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Schedule "A"
Administration/Finance

Service or Activity	Fees - 2019	Fees - 2020	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:
Set-up	Actual Costs Incurred	Actual Costs Incurred	Initial set-up of individual database files
Tax Registration	Actual Costs Incurred	Actual Costs Incurred	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
Other Costs	Actual Costs Incurred	Actual Costs Incurred	Preparation and Registration of Cancellation Certificate Preparation and Registration of Extension Agreement Preparation of Statutory Declarations
Tax Sale	Actual Costs Incurred	Actual Costs Incurred	Advertising Tender / Auction costs Preparation and Registration of Tax Deed Legal Fees and disbursements Survey Costs (if applicable)

Schedule "B"
Development & Works

Service or Activity	Fees - 2019	Fees - 2020	Notes
Tap-In Fees: <ul style="list-style-type: none"> Up to 2"Φ Over 2"Φ 	\$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"> Water On Water Off On & Off Simultaneously After Hours request 	\$45 (plus HST) \$45 (plus HST) \$70 (plus HST) \$150 (plus HST)	\$45 (plus HST) \$45 (plus HST) \$70 (plus HST) \$150 (plus HST)	
Sewer Inspections: <ul style="list-style-type: none"> CCTV Inspections (Issue on Residents Side) 	\$100.00 (plus HST)	\$100.00 (plus HST)	
Residential Installations: <ul style="list-style-type: none"> ¾"Φ water service & 4"Φ sanitary sewer service 1"Φ water service & 4"Φ sanitary sewer service ¾" Φ water, 5" Φ sanitary & 4" Φ storm services ¾"Φ water service 1"Φ water service 4" Φ sanitary sewer service 	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 based on Estimate	
Water Meters: Replacement of Damaged Meter Relocation of Water Meter	Actual Cost Actual Cost	Actual Cost Actual Cost	First Replacement is Free
Accessory Buildings Permit	\$9/\$1000 Construction Value Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	Minimum Permit Fee of \$75 covers construction values up to \$8333
Residential and Commercial Permit: Renovations/additions	\$9/\$1000 Construction Value Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
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.

Schedule "B"
Development & Works

Service or Activity	Fees - 2019	Fees - 2020	Notes
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	\$1.80/SQ FT Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$750	
Demolition Permit	\$1.80/SQ FT Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Pool Permit	\$1.80/SQ FT Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Porches/Decks Permit	\$1.80/SQ FT Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Sign Permit	\$1.80/SQ FT Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Solid Fuel Burning Appliances	\$1.80/SQ FT Minimum Fee \$75	\$9/\$1000 Construction Value Minimum Fee \$75	
Official Plan Amendment	\$1300	\$1300	
Zoning By-law Amendment	\$1100	\$1100	
Minor Variance	\$700	\$700	
Severance (not including retained parcel)	\$700/new lot proposed	\$700/new lot proposed	
Development Agreement			
Development Charges	Refer to By-Law 77-2016	Refer to By-Law 77-2016	
Hold Zone Removals	\$600	\$600	plus legal charges
Site Plan – Minor Site Plan - Major	\$1100	\$1100	plus legal charges
Subdivision Agreement	\$2000	\$2000	plus legal charges
Part Lot Control	\$300	\$300	plus legal charges
Plan of Condominium	\$2000	\$2000	plus legal charges
Official Plan Text & Schedule	\$35	\$35	
Zoning By-law Text & Schedule	\$55	\$55	
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	

**Schedule “B”
Development & Works**

Service or Activity	2019	2020	Notes
Encroachment Agreement	\$300	\$300	
Pre-Servicing Agreement	\$350	\$350	
Temporary Use By-Law	\$900	\$900	
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	
Landfill Site	Effective July 1, 2019	Effective January 1, 2020	*Tipping fees will be collected at the landfill site office by the site manager.
Under 200kg – Minimum Fee	\$20	\$20.00	
200 kg and over - \$ per tonne	\$85.00	\$90.00	
Unsorted waste - \$ per tonne	\$200.00	\$225.00	
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	\$20.00	
Bag Tag – Each	\$2.00	\$2.00	
Recycling Bin (Blue Box) – each	\$10.00	\$10.00	
Compost Credit	\$30.00	\$30.00	

Schedule "C"
Parks, Recreation & Facilities Department

Service or Activity	Fees - 2019	Fees - 2020	Notes
ICE RATES:			HST INCLUDED in all rates
Schools (per hour)	\$62.50	\$62.50	
Minor Sport (per hour)	\$125.00	\$125.00	
Jr. B Hockey (per hour)	\$180.00	\$180.00	
Adult (per hour)	\$195.00	\$195.00	
Shinny (per hour/person – Daytime)	\$5.00	\$5.00	
Shinny (per hour/person – Evening)	\$10.00	\$10.00	
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	
FIELDS AND PAVILIONS:			HST INCLUDED in all rates
Kallies Pavilion (per day – Minor)	\$155.00	\$155.00	
Kallies Pavilion (per day – Adult)	\$310.00	\$310.00	
Soccer Fields (per hour – Minor)	\$26.00	\$27.00	
Soccer Fields (per hour – Adult)	\$40.00	\$41.00	
Lit Ball Fields (per hour – Minor)	\$34.00	\$35.00	
Lit Ball Fields (per hour – Adult)	\$45.00	\$46.00	
Unlit Ball Fields (per hour – Minor)	\$28.00	\$29.00	
Unlit Ball Fields (per hour – Adult)	\$35.00	\$36.00	
Splash Pad	No Charge	No Charge	
Volleyball Courts (per evening)	\$40.00	\$40.00	
Volleyball Courts (per day - tournaments)	\$150.00	\$150.00	
Track Meets	\$250.00	\$250.00	
Football Field Lining	\$750.00	\$750.00	
HALL RATES:			HST INCLUDED in all rates
Hourly Rental (no setup)	\$25.00	\$25.00	
Hourly Rental (with setup)	\$35.00	\$35.00	
Minor Sport Tournaments	\$200.00	\$200.00	
Standard Daily Rate	\$225.00	\$225.00	
Decorating Daily Rate	\$175.00	\$175.00	**Should bar sales be less than \$200 the leasee is required to cover the costs of the bartenders**

Schedule "C"
Parks, Recreation & Facilities Department

Service or Activity	Fees - 2019	Fees - 2020	Notes
OVERNIGHT CAMPING:			
Overnight camping rate		\$10.00/Night	Rough Camping
RECREATION CENTRE FACILITY RATES:			HST INCLUDED in all rates
Gymnasium (per hour)	\$35.00	\$35.00	
Games Room (per hour)	\$25.00	\$20.00	
Conference Room (per hour)	\$20.00	\$15.00	
Kitchen	\$25.00 – Flat Rate	\$25.00 – Flat Rate	
Gymnasium/Games Room/Conference Room/Kitchen (per day)	\$360.00	\$360.00	
Extra Staff (per hour)	\$30.00	\$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	Resident/Non-Resident	
One (1) Month	\$35.00 / \$50.00	\$40.00 / \$60.00	
Three (3) Months	\$70.00 / \$100.00	\$80.00 / \$120.00	
Six (6) Months	\$110.00 / \$160.00	\$120.00 / \$180.00	
One (1) Year	\$180.00 / \$260.00	\$200.00 / \$300.00	
Daily	\$8.00 / \$8.00	\$10.00 / \$10.00	
VISITORS INFORMATION CENTRE RATES:			HST INCLUDED in all rates
Hourly		\$30.00	
Half Day Rental	\$90.00	\$90.00	
Daily	\$150.00	\$150.00	*Max 20 person setup*

Statutory Holidays will be subject to a premium

Schedule "D"
Fire Department

Service or Activity	Fees - 2019	Fees - 2020	Notes
Air Fill Cards	\$100.00/12 cards (plus HST) \$10.00/card (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	\$100.00/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	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	
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.	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.	If the property is non- compliant, orders for correction will be written.

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 1: 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