

The Corporation Of The City Of Quinte West

By-Law Number 23-057

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 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 any local 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;

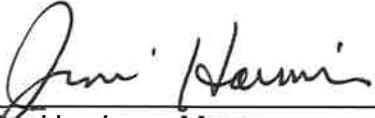
Now Therefore Be It Enacted By The Council Of The Corporation Of The City Of Quinte West As Follows:

- (1) This by-law shall be known as the “**2023-2024 Consolidated Fees and Charges By-Law.**”
- (2) Council hereby establishes the fees and charges as set out in Schedules “A to J” 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) 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.
- (7) 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).
- (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, 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.
- (9) 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.

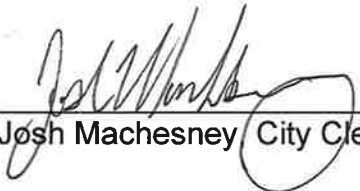
(10) That By-law Numbers 20-099, 21-126, 22-001, 22-021, 22-040, 22-117 are hereby repealed.

(11) This By-law shall come into force and take effect on the date of passing thereof.

Read A First, Second And Third Time And Finally Passed This 5th Day Of April, 2023.



Jim Harrison, Mayor



Josh Machesney City Clerk

Consolidated Fees & Charges By-Law 23-057

- **Schedule A – Building Permit Fees**
- **Schedule B – Facilities, Parks & Programs Fees**
- **Schedule C – General Fees & Charges**
- **Schedule D – IT/GIS Services Fees**
- **Schedule E – Licence Fees**
- **Schedule F – Planning & Development Fees**
- **Schedule G – Protective Services (Fire) Fees**
- **Schedule H – Public Works Fees**
- **Schedule I – Sign Fees**
- **Schedule J – Marina Fees**

TYPE OF FEE	2023	2024	HST
BUILDING PERMIT FEES			
Building Permits			
Residential Occupancies per sq. metre	\$11.83	\$12.66	Exempt
Assembly Occupancies, Business, Personal Services Occupancies and Mercantile Occupancies per sq. metre of floor area	\$11.83	\$12.66	Exempt
Business, Personal Services Occupancies and Mercantile Occupancies (shell only rate) per sq. metre of floor area	\$7.10	\$7.60	Exempt
Business, Personal Services Occupancies and Mercantile Occupancies (interior shell building fit-up only rate) per sq. metre of floor area	\$4.73	\$5.06	Exempt
Institutional Occupancies per sq. metre	\$13.03	\$13.94	Exempt
Industrial Occupancies per sq. metre	\$5.73	\$6.13	Exempt
Unserviced industrial Occupancies per sq. metre	\$3.34	\$3.58	Exempt
Farm buildings per sq. metre	\$3.34	\$3.58	Exempt
Parking Garages, Unfinished Basements & Service Floors (new structures) per sq. metre	\$5.14	\$5.50	Exempt
Parking Garages, Unfinished Basements & Service Floors (repairs) per sq. metre	\$2.57	\$2.75	Exempt
Minor Residential Structures (eg. decks, gazebos, wood stoves)	\$140.00	\$150.00	Exempt
Minor Non-Residential Structures (eg. school portables, temporary tents)	\$265.00	\$284.00	Exempt
Alterations to Existing Buildings (per \$1,000.00 of construction value)	\$15.76	\$16.86	Exempt
Wind Turbine Generators & Solar Panels (up to \$100,000.00 value)	\$393.00	\$421.00	Exempt
Wind Turbine Generators & Solar Panels (\$100,000.00 - \$250,000.00 value)	\$651.00	\$697.00	Exempt
Wind Turbine Generators & Solar Panels (over \$250,000.00 value)	\$1,301.00	\$1,392.00	Exempt
Plumbing	\$140.00	\$150.00	Exempt
Residential Site Servicing (detached, semi-detached, townhouse) per service per unit	\$140.00	\$150.00	Exempt
Site Servicing (non-residential) per sq. metre gross Building Area	\$0.30	\$0.32	Exempt
Sewage System Permit - New (Class 2,3,4&5)	\$900.00	\$1,000.00	Exempt
Sewage System Permit - Addition/Repair (Class 2,3,4&5)	\$450.00	\$500.00	Exempt
Back Flow Prevention Device - New or Replacement (each)	\$140.00	\$150.00	Exempt
Occupancy Permit per unit	\$140.00	\$150.00	Exempt

Demolition Permits (per 100 sq. metres of floor area)	\$13.03	\$13.94	Exempt
Alternative Solution (flat fee + third party review at cost)	\$578.00	\$618.00	Exempt
Conditional and Part Permit Fees in addition to normal fee	10%	10%	Exempt
Administrative Fee - building without a permit	15%	15%	Exempt
Administrative Fee - building without a permit - order issued	25%	25%	Exempt
Revisions to Plans After Permit Issued (residential)	\$140.00	\$150.00	Exempt
Revisions to Plans After Permit Issued (non-residential) per sq metre of revised building area	\$1.16	\$1.24	Exempt
Transfer of Permit to New Owner	\$140.00	\$150.00	Exempt
Work Order Searches (Written Process)	\$82.00	\$88.00	Exempt
Work Order Searches (Internet Process)	\$82.00	\$88.00	Exempt
File Search (Septic Permits)	\$46.00	\$49.00	Exempt
Severance Applications - per lot (Septic Review)	\$379.00	\$406.00	Exempt
Rezoning & Minor Variance Applications (Septic Review)	\$379.00	\$406.00	Exempt
<u>NOTE: Minimum Fee</u>	\$140.00	\$150.00	Exempt

TYPE OF FEE	2023	2024	HST	
FACILITIES, PARKS, PROGRAMS				
GATHERING HALLS				
Batawa Community Centre				
Non-Profit (Hourly)	\$56.00	\$58.00	HST INCL	
Commercial (Hourly)	\$71.00	\$73.00	HST INCL	
Non-Profit (Daily)	\$517.00	\$533.00	HST INCL	
Commercial (Daily)	\$588.00	\$606.00	HST INCL	
NOTE: Seniors Unlimited are provided with meeting space at no charge.				
Centennial Hall				
Non-Profit (Hourly)	\$38.00	\$39.00	HST INCL	
Commercial (Hourly)	\$56.00	\$58.00	HST INCL	
Non-Profit (Daily)	\$261.00	\$269.00	HST INCL	
Commercial (Daily)	\$404.00	\$416.00	HST INCL	
Community Gardens - Auditorium				
Non-Profit (Hourly)	\$39.00	\$40.00	HST INCL	
Commercial (Hourly)	\$56.00	\$58.00	HST INCL	
Non-Profit (Daily)	\$346.00	\$356.00	HST INCL	
Commercial (Daily)	\$510.00	\$525.00	HST INCL	
Kinsmen Bingo (Tuesdays)	\$257.00	\$265.00	HST INCL	
Dr. McMullen Community Centre – Centennial Room				
Non-Profit (Hourly)	\$38.00	\$39.00	HST INCL	
Commercial (Hourly)	\$38.00	\$39.00	HST INCL	
Non-Profit (Daily)	\$117.00	\$121.00	HST INCL	
Commercial (Daily)	\$174.00	\$179.00	HST INCL	
ARENAS				
Quinte West Arena Ice Rentals				
Hourly Rates				
Prime Time - Monday to Friday after 4:00 pm and Saturday and Sundays	\$175.00	\$180.00	HST INCL	*
Non-Prime Time - Monday to Friday before 4:00 pm	\$134.00	\$138.00	HST INCL	*

Summer Ice June 1st - August 31st.	\$221.00	\$228.00	HST INCL	*
Non Prime Per Person – per hour	\$26.00	\$27.00	HST INCL	*
Non Prime Per Small Group Per hour - Maximum 10 people	\$81.00	\$83.00	HST INCL	*
Quinte West Minor Hockey	\$147.00	\$151.00	HST INCL	*
Quinte West Figure Skating (Trenton Club and Frankford Club)	\$147.00	\$151.00	HST INCL	*
Schools	\$108.00	\$111.00	HST INCL	*
School Approved Curriculum for Hockey for Life	\$32.00	\$33.00	HST INCL	*
Minor Hockey Tournaments – over 100 hours	\$138.00	\$142.00	HST INCL	*
Floor Rentals (No ice) - Hourly				
Non-Profit	\$81.00	\$83.00	HST INCL	*
Commercial	\$139.00	\$143.00	HST INCL	*
Floor Rentals (No ice) - Daily				
Non-Profit	\$819.00	\$844.00	HST INCL	*
Commercial (minimum)	\$1,804.00	\$1,858.00	HST INCL	*
Dry Floor Covering Surcharge	\$557.00	\$574.00	HST INCL	*
NOTE: One hour of ice includes 50 minutes of ice time and 10 minutes for ice resurfacing.				
PARKS & OPEN SPACES				
Amphitheatre				
BUILDING AND GROUNDS ONLY				
Non Profit - hourly	\$40.00	\$41.00	HST INCL	*
Non Profit - daily	\$363.00	\$374.00	HST INCL	*
Commercial - hourly	\$75.00	\$77.00	HST INCL	*
Commercial - daily	\$729.00	\$751.00	HST INCL	*
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				
Small Park Areas	\$126.00	\$130.00	HST INCL	*
Large Park Area - day for Non-Profit	\$411.00	\$423.00	HST INCL	*
Carnivals/Events i.e. Amphitheatre to Marina building-Day for Commercial	\$819.00	\$844.00	HST INCL	*

Centennial Closure for event (Non-Profit) - Day	\$1,636.00	\$1,685.00	HST INCL	*
Centennial Closure for event (Commercial) - Day	\$2,392.00	\$2,464.00	HST INCL	*
Fraser Park Gazebo (excluding DBIA – Agreement with City)	\$85.00	\$88.00	HST INCL	*
Riverfront Square Stage	\$85.00	\$88.00	HST INCL	*
<i>Camping Frankford Tourist Park - 10% Discount for 6 or more sites</i>				
Camping Frankford Tourist Park - Per Night - Unserviced	\$41.00	\$42.00	HST INCL	*
Camping Frankford Tourist Park - Per Night - Unserviced - Seniors Rate (65 & Ove	\$38.00	\$39.00	HST INCL	*
Camping Frankford Tourist Park - Per Night - Serviced	\$58.00	\$60.00	HST INCL	*
Camping Frankford Tourist Park - Per Night - Serviced - Seniors Rate (65 & Over)	\$51.00	\$53.00	HST INCL	*
Camping Frankford Tourist Park - Seasonal (May 25-Thanksgiving Weekend)	\$2,310.00	\$2,379.00	HST INCL	*
Frankford Tourist Park Pavillion - Day	\$123.00	\$127.00	HST INCL	*
Frankford Tourist Park Pavillion - Hour	\$55.00	\$57.00	HST INCL	*
Centennial Park Pavillion - Day	\$123.00	\$127.00	HST INCL	*
Centennial Park Pavillion - Hour	\$55.00	\$57.00	HST INCL	*
Fencing of Park Area - Per Foot	\$0.53	\$0.55	HST INCL	*
Services				
Activity				
Special Events - per staff hour	\$46.00	\$47.00	HST INCL	*
Special Events - per truck per hour	\$55.00	\$57.00	HST INCL	*
Quinte West Pop-Ups				
Centennial Park - Seasonal Vendor Fee	\$800.00	\$800.00	plus HST	
Centennial Park - Transient Vendor Fee (2 weeks)	\$200.00	\$200.00	plus HST	
Frankford Tourist Park - Seasonal Vendor Fee	\$500.00	\$500.00	plus HST	
Frankford Tourist Park - Transient Vendor Fee (2 weeks)	\$200.00	\$200.00	plus HST	
Sports Field User Rates				
FIELD CLASSIFICATION				
"A" ADULT / GAME	\$43.00	\$44.00	HST INCL	*
"A" YOUTH / GAME	\$25.00	\$26.00	HST INCL	*
"B" ADULT / GAME	\$29.00	\$30.00	HST INCL	*
"B" YOUTH / GAME	\$17.00	\$18.00	HST INCL	*
"C" ADULT / GAME	\$21.00	\$22.00	HST INCL	*
"C" YOUTH / GAME	\$14.00	\$14.00	HST INCL	*
FIELD LIGHTS				
Ball Diamond Lights - per night	\$30.00	\$31.00	HST INCL	*

Soccer Pitch Lights - per night	\$41.00	\$42.00	HST INCL	*
Tournament / Day Rates				
Ball/Soccer -with field lining and Includes first lining of the day only				
Adults - per day + Lights	\$151.00	\$156.00	HST INCL	*
Youth - per day + Lights	\$85.00	\$88.00	HST INCL	*
Ball / Soccer - without field lining				
Adults - per day + Lights	\$102.00	\$105.00	HST INCL	*
Youth - per day + Lights	\$36.00	\$37.00	HST INCL	*
FIELD CLASSIFICATIONS				
"A"				
BAIN # 1 (Lights)				
BAIN # 2 (Lights)				
CENTENNIAL SOCCER # 1 (Lights) , #2 (1/2 Lights), #3-11				
BAYSHORE HARDBALL FIELD (Lights)				
BAIN SOCCER FIELD (Lights)				
DEN OGDEN				
"B"				
SIDNEY (LIT)				
WOOLER # 1(Lights)				
FRANKFORD BALL DIAMOND (Lights)				
"C"				
WOOLER # 2				
WOOLER SOCCER PITCH				
ELKS LODGE SOCCER				
*indicates mid-year change to 2023 rate, Bylaw 20-099 repealed				
***All increases will be effective January 1st except for in-season ice rental fees which will take effect August 1st of every year.				

TYPE OF FEE	2023	2024	HST	
GENERAL FEES & CHARGES				
Finance Services				
Tax Certificate	\$50.00	\$55.00	Exempt	
Water Certificate	\$25.00	\$27.50	Exempt	
Water/Wastewater Paper Billing Surcharge (per monthly bill)	\$1.00	\$1.00	Exempt	
Statement of Account for Income Tax Purposes	\$10.00	\$10.00	Exempt	
Mortgage Company Account Fee	\$12.00	\$13.50	Exempt	
Returned Payment (NSF)	\$35.90	\$40.00	Exempt	
Tax Reminder Fee (per notice)	\$4.00	\$5.00	Exempt	
Tax Account Name Change (per change)	\$30.00	\$30.00	Exempt	
Tax Account Set up Fee (per new account)	\$30.00	\$30.00	Exempt	
Tax Sale Admin Fee (per account)	\$376.00	\$402.00	Exempt	
Parking Permit (monthly)	\$116.00	\$116.00	HST incl	*
Parking Meter Fee (per hour)	\$1.00	\$1.00	HST incl	*
Noise Exemption Fee	\$120.00	\$120.00	Exempt	
Farmer's Market Seasonal	\$180.00	\$185.00	HST incl	
Farmer's Market Daily	\$20.00	\$22.00	HST incl	
Printed Tender Documents (to be determined by management)	\$10 - \$150	\$10 - \$150	HST incl	
Photocopies - No Colour	\$0.25	\$0.25	HST incl	
Photocopies - With Colour	\$0.50	\$0.50	HST incl	
Electric Vehicle Charging Station Fee (per hour)	\$1.50	\$1.60	Exempt	
City Momentos (Not to exceed full recovery)				
Administrative Research Fee - (Staff hourly rate plus benefits, not to exceed full cost)				
Online Payment service charges will be set at a rate that ensures cost recovery				
Clerks Department				
Administering Oaths/Affidavits/Declarations - Residents	\$10.00	\$25.00	Exempt	
Administering Oaths/Affidavits/Declarations - Non-Residents	\$15.00	\$25.00	Exempt	
Administering Oaths/Affidavits/Declarations - Pension/Government Documents for Residents	\$0.00	\$0.00	Exempt	
Civil Ceremony	\$400.00	\$450.00	HST incl	
Civil Ceremony Cancellation Fee	\$50.00	\$75.00	HST incl	
Burial Permit (out of town)	\$12.00	\$12.00	Exempt	
Cemetery Plot	\$847.50	\$847.50	HST incl	
Cemetery Cremation	\$508.50	\$508.50	HST incl	
Cemetery Interment	\$847.50	\$847.50	HST incl	

Cemetery Vault Storage	\$237.30	\$237.30	HST incl	
Cemetery Niche	\$2,090.50	\$2,090.50	HST incl	
Cemetery Niche Open/Close	\$395.50	\$395.50	HST incl	
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	Exempt	
Municipal Information Form/Letter - New Liquor Licence or Addition of Outdoor Area (AGCO)	\$25.00	\$25.00	Exempt	
Road Allowance Closure				
Non-refundable Application Fee	\$600.00	\$600.00	HST incl	
Plus costs, which may include (but are not limited to) legal, appraisal, survey, land costs (Not to exceed full cost recovery)			Exempt	
Encroachment Agreements				
Non-refundable Application Fee	\$250.00	\$250.00	HST incl	
Plus costs, which may include (but are not limited to) legal, registration (Not to exceed full cost recovery)			Exempt	
*indicates mid-year change to 2023 rate, Bylaw 20-099 repealed				

TYPE OF FEE	2023	2024	HST
IT/GIS SERVICES			
IT/GIS Services			
Event AV Setup (Choice of: Mic, Speakers, Projector)	\$552.00	\$591.00	HST incl
Professional GIS Design Services (Per Hour)	\$221.00	\$236.00	HST incl
Planning Maps - Large	\$78.00	\$83.00	HST incl
Planning Maps - Medium	\$39.00	\$42.00	HST incl
Planning Maps - Small	\$29.00	\$31.00	HST incl
Aerial Photos - Letter size	\$61.00	\$65.00	HST incl
Aerial Photos - Large - 3 ft by 4 ft approx.	\$221.00	\$236.00	HST incl
Aerial Photos - 11 x 17 sheet	\$78.00	\$83.00	HST incl
IT/GIS Technical Support (Per Hour)	\$221.00	\$236.00	HST incl
Cancellation Penalty	\$221.00	\$236.00	HST incl
GIS / IT Consulting (not related to Maintenance Agreement) (Per Hour)	\$221.00	\$236.00	HST incl

TYPE OF FEE	2023	2024	HST
LICENCE FEES			
Licences			
Marriage Licence	\$150	\$160	Exempt
Temporary Vendors (per event)	\$1,300	\$1,400	Exempt
Mobile Canteen - Annual	\$325	\$350	Exempt
Stationary Canteen - Annual	\$260	\$375	Exempt
Mobil Cart - Annual	\$28	\$30	Exempt
Mobile Cart Broker - Annual	\$400	\$450	Exempt
Special Sale - (maximum 7 days)	\$325	\$350	Exempt
Hen Coop Licences			
New Application - Annual	\$65	\$70	Exempt
Renewal - Annual	\$32.50	\$35.00	Exempt
Penalty	\$13.25	\$15.00	Exempt
Kennel Licences			
Breeder - Annual	\$130.00	\$150.00	Exempt
Recreation - Annual	\$65.00	\$75.00	Exempt
Penalty	\$65.00	\$75.00	Exempt
Dog Licence - Annual	\$25.00	\$25.00	Exempt
Dog Licence - Late Fee	\$12.50	\$12.50	Exempt
Dog Licence - Replacement Tag	\$5.00	\$5.00	Exempt
Recovery of Animal from Animal Shelter	\$100.00	\$100	Exempt
Appeals under Section 3.11	\$100.00	\$100	Exempt
Lodging House Licences			
New Application - Annual	\$330.00	\$350	Exempt
Renewal - Annual	\$130.00	\$150	Exempt
Penalty	\$65.00	\$75	Exempt
After 30 days - new licence fee	\$330.00	\$350	Exempt
Lottery Licences			
Raffle	3% of	3% of	Exempt
Bingo	2 % of	2 % of	Exempt
Bazaar (Per Wheel1)	\$10.00	\$10.00	Exempt
Break-Open Ticket (Nevada)	\$25.00	\$25.00	Exempt

TYPE OF FEE	2023	2024	HST
PLANNING & DEVELOPMENT FEES			
Note: Applications designated as "Potential Refund" may have the stated refund amount returned, upon the pre-approved withdrawal of the application, or upon non- approval of the application by the City or Ontario Land Tribunal (OLT). It is noted that all fees are non-refundable once the application has been accepted for processing and/or receipted.			
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 review fees. Refer to "Other Fees" below for additional fees if applicable.	\$3,900	\$4,173	Exempt
Potential Refund	\$1,061	\$1,135	
Zoning By-law Amendment			
Application for Amendment to the current Comprehensive Zoning By-law including Temporary Uses. Includes Conservation Authority & Public Works review fees. Refer to "Other Fees" below for additional fees if applicable.	\$2,726	\$2,917	Exempt
Potential Refund	\$817	\$874	
Application for Removal of Holding Symbol / Provisions	\$2,272	\$2,431	Exempt
Oak Lake Drainage Basin Consolidated Application for Removal of Holding Symbol, Zoning By-law Amendment and/or Site Plan Control Agreement	\$2,726	\$2,917	Exempt
Potential Refund	\$817	\$874	
Site Plan Control - Fees listed plus legal & other fees as applicable.			
NOTE: For all Site Plan Control Applications a trust deposit is required. Legal, Public Works, Conservation Authority and Municipal Plan Review fees are charged at Actual Cost. Refer to "Trust Deposits" below. Trust Deposits may also be used for minor applications to cover costs including planners hours. Refer to "Other Fees" and			
Application with Registered Agreement (Standard)	\$2,865	\$3,066	Exempt
Application with Agreement (Not Registered, Minor, as determined by City staff)	\$1,560	\$1,669	Exempt
Application to Amend an Existing Site Plan Control Agreement	\$2,149	\$2,299	Exempt
Plan of Subdivision / Condominium - Fees listed plus legal & other fees as applicable			
NOTE: For all Subdivision / Condominium applications a trust deposit is required. Legal, Public Works, Conservation Authority and Municipal Plan Review Fees associated with an application for Draft Plan of Subdivision / Condominium / Part Lot Control Exemption are charged at Actual Cost. Refer to "Trust Deposits" below.			
Application for Draft Plan of Subdivision / Condominium / Part Lot Control Exemption	\$3,571	\$3,821	Exempt
Application for Preparation of Subdivision Agreement	\$717	\$767	Exempt
Application to Amend Draft Plan Approval / Conditions (Red Line Amendment). Fee is deducted from Developer's Trust Deposit (refer to "Trust Deposits" below).	\$717	\$767	Exempt
Application for Final Approval of Draft Plan of Subdivision / Condominium / Condominium Exemption. Fee is deducted from Trust Deposit (refer to "Trust Deposits" below).	\$717	\$767	Exempt
Committee of Adjustment			
Application for Consent to sever land to create a new lot. Includes Conservation Authority & Public Works review fees as well as Certificate of Official fees. Refer to "Other Fees" below for additional fees that may be applicable.	\$2,345	\$2,509	Exempt
Potential Refund	\$700	\$749	
Application to Amend Conditions of Consent	\$318	\$340	Exempt
Application for Technical Consent (ie: Lot Additions, R.O.W., Easements, Long Term Lease, Foreclosure and Exercise Power of Sale, Mortgage and Partial Discharge of Mortgage). Refer to "Other Fees" below for additional fees if applicable.	\$1,443	\$1,544	Exempt
Potential Refund	\$435	\$465	
Re-Application for Lapsed Consent within one year from lapsing date	\$717	\$767	Exempt
Application for Validation of Title	\$717	\$767	Exempt
Application for Minor Variance	\$971	\$1,039	Exempt

Application for Minor Variance for waterfront properties & properties with environmental issues. Refer to "Other Fees" below for additional fees if applicable.	\$1,104	\$1,181	Exempt
Application For Certificate of Cancellation	\$717	\$767	Exempt
Certificate of Official For Retained Lands	\$200	\$214	Exempt
Planning Administration Fees			
Tabling of a Planning Application (initiated by Applicant) requiring a second or subsequent public meeting	\$711	\$761	Exempt
Ontario Land Tribunal (OLT) - Initial deposit towards OLT hearing expenses. Any additional OLT cost above the initial deposit shall also be paid by the applicant.	\$6,526	\$6,983	Exempt
Compliance Letter - Agreements (Subdivision / Site Plan Control) - Written Process	\$82	\$88	Exempt
Compliance Letter - Zoning - Written Process	\$82	\$88	Exempt
Documents: Comprehensive Zoning By-law, Official Plan, Secondary Plans, etc. - Hardcopy printed & bound	\$148	\$158	HST incl
Documents: Schedules / Maps to Comprehensive Zoning By-law, Official Plan, Secondary Plans, etc - tabloid 11x17 print, per schedule	\$6	\$6	HST incl
Documents: Schedules / Maps to Comprehensive Zoning By-law, Official Plan, Secondary Plans, etc. - prepared by GIS Division, see "Schedule D - IT/GIS Services" of this consolidated fee by-law for available sizing and current fees.	\$0	\$0	HST incl
Zoning Information Letter - Internet process (plus e-commerce processing fees)	\$82	\$88	Exempt
Zoning Information Letter - Motor Vehicle license, propane cylinder exchange - Written Process. Opinion as to compliance not included.	\$82	\$88	Exempt
Property Standards			
Property Standards - Certificate of Compliance - Non-Residential Units, 0.22 per sq m (0.02 per sq ft), minimum charge	\$99	\$106	Exempt
Property Standards - Certificate of Compliance - Residential Units, \$25 per suite, minimum charge	\$99	\$106	Exempt
Yard Maintenance Administration fee set per Yard Maintenance By-law #16-044	\$0	\$0	Exempt
Planning Service Fees			
The following tariff of fees shall apply for the provision of planning services provided by Staff in the Planning & Development Services Department. These fees are applicable for any work rendered on Plan of Subdivision or Condominium applications, Official Plan Amendment applications and Site Plan Control applications after the application has received first approval and works other than that necessary for planning approval.			
Director of Planning & Development Services (per hour)	\$148	\$158	HST incl
Manager of Planning Services (per hour)	\$117	\$125	HST incl
Area Planner and/or Policy Planner (per hour)	\$94	\$101	HST incl
Executive Assistant (per hour)	\$72	\$77	HST incl
Trust Deposits			
A deposit, as determined by the Director of Planning & Development Services or Manager of Planning Services, in an amount of \$10,000 shall be submitted to the City to be held in trust for all Draft Plans of Subdivision / Condominium and Part Lot Control Exemption applications at the time of application. A deposit, as determined by the Director of Planning & Development Services or Manager of Planning Services, in an amount of up to \$5,000 (minimum \$2,000) shall be submitted to the City to be held in trust for all Site Plan Control applications at the time of application if so deemed. The deposits shall 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 \$2,000 is to be maintained in the Trust Deposit account for Plans of Subdivision / Condominium and Part Lot Control Exemption applications and a balance of \$750 is to be maintained for all other applications. If there is a balance remaining in the Trust Deposit account once all conditions of the agreement have been met and the file is closed, it will be refunded to the applicant. Refer to "Other Fees" below for additional fees if applicable.			
Administration of Trust Fund Deposits			

<p>The City of Quinte West 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. The Director of Planning & Development Services or Manager of Planning Services shall administer and review said funds as follows:</p> <p>(i) The Director of Planning & Development Services or Manager of Planning Services is hereby authorized to transfer the administration fee from the established trust fund general ledger account to revenue funds for each planning process 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 established trust fund general ledger account for costs incurred in processing said applications; and</p> <p>(iii) Upon completion of the procedures and requirements set out in the applicable application agreement, any portion of funds deposited in trust for the applicant and remaining shall be refunded to the applicant.</p>			
Other Fees			
<p>Unless otherwise noted, fees required by other City Departments, Lower Trent Conservation, Quinte Conservation, Haliburton, Kawartha, Pine Ridge Health Unit or any other agency are required in addition to the fees detailed in this by-law.</p>			

TYPE OF FEE	2023	2024	HST
PROTECTIVE SERVICE FEES			
Quinte West Fire Fees	Minimum Charge Based on \$60.00 Per Hr	Minimum Charge Based on \$60.00 Per Hr	HST incl
Information			
File Searches	\$65.00	\$75.00	HST incl
Copy of Reports	\$65.00	\$75.00	HST incl
Fire regulation compliance letter	\$65.00	\$75.00	HST incl
Compliance letter (no inspection required)	\$65.00	\$75.00	HST incl
Lawyers Letters	\$65.00	\$75.00	HST incl
Burn Permits - per year and not per hour	\$25.00	\$25.00	Exempt
Inspections (Upon Request)			
Single residential per Unit	\$80.00	\$90.00	HST incl
Multi Unit & Apartment Houses (2 Units) More than 2 but less than 10	\$160.00	\$180.00	HST incl
More than 2 but less than 10 - (per unit)	\$32.00	\$40.00	HST incl
Multi Unit - Multi -Storey (more than 3 storey) (per floor)	\$200.00	\$215.00	HST incl
Multi Unit Walk Up Apt. - less than 4 storey (per unit)	\$32.00	\$37.00	HST incl
Compliance Inspection	\$80.00	\$90.00	HST incl
Hotel- Motel			
1-10 Units	\$330.00	\$380.00	HST incl
More than 10 Units (per unit)	\$32.00	\$37.00	HST incl
Commercial - Industrial			
Less than 10,000 sq ft or any part thereof	\$165.00	\$190.00	HST incl
Every Additional 5,000 sq ft or part thereof	\$32.00	\$37.00	HST incl
Private Home Day Care			
Private Home Day Care	\$80.00	\$90.00	HST incl
Accreditation Inspection			
Nursing homes	\$160.00	\$180.00	HST incl
Retirement home	\$160.00	\$180.00	HST incl
Day care and Group homes	\$95.00	\$110.00	HST incl
Other accredited inspection	\$95.00	\$110.00	HST incl
LLBO			
All Inspections	\$65.00	\$75.00	HST incl
Liquor Licence	\$165.00	\$190.00	HST incl

Propane			
Level 1 & 2 plus cost	\$65.00	\$75.00	HST incl
Oxygen Inspection	\$37.00	\$40.00	HST incl
Fire Extinguisher Training			
Fire Extinguisher Training, Evacuation Drills, Air Pak, Industrial, Institutional or Commercial Fire Safety (1-9 persons)	\$83.00	\$95.00	HST incl
Fire Extinguisher Training, Evacuation Drills, Air Pak, Industrial, Institutional or Commercial Fire Safety (10 to 24 persons)	\$165.00	\$190.00	HST incl
Fire Extinguisher Training, Evacuation Drills, Air Pak, Industrial, Institutional or Commercial Fire Safety (25 to 49 persons)	\$245.00	\$280.00	HST incl
Fire Extinguisher Training, Evacuation Drills, Air Pak, Industrial, Institutional or Commercial Fire Safety (50 +) (per person)	\$4.25	\$5.00	HST incl
Motor Vehicles, Water Craft, Recreational Vehicle Responses (spills, fires, accidents or rescues for non-residents of Quinte West)	MTO Rates	MTO Rates	Exempt
Fireworks Permits (Commercial)	\$75.00	\$90.00	Exempt
Fireworks Inspection	\$85.00	\$100.00	HST incl
Refreshment Vehicle Permits			
Initial applications on site inspection	\$75.00	\$90.00	Exempt
Annual Permit Issue Inspection	\$45.50	\$50.00	HST incl
False Alarms Residential & Commercial			
First (Fire Prevention to investigate)	\$35.00	\$40.00	Exempt
Second (Fire Prevention to advise with letter and potential costs	\$70.00	\$80.00	Exempt
Third (final notice by Registered Mail	\$145.00	\$170.00	Exempt
Fourth	\$425.00	\$500.00	Exempt
Fifth	\$560.00	\$650.00	Exempt
Sixth	\$690.00	\$800.00	Exempt
Progressive increases per incident (over 6)	\$145.00	\$170.00	Exempt
Elevator Responses			
After 2 responses per calendar year	MTO Rates	MTO Rates	Exempt
Acts of Negligence (2016 rate is \$450)	MTO Rates	MTO Rates	Exempt
Unauthorized Burning			
1st offence	Written Warning	Written Warning	
All subsequent offences	MTO Rates	MTO Rates	Exempt

TYPE OF FEE	2023	2024	HST	
PUBLIC WORKS FEES				
ROW (Right of Way) Individual Permit	\$500	\$500	Exempt	*
ROW (Right of Way) Street block Permit	\$3,000	\$3,000	Exempt	*
Legal Enquiries	\$32	\$37	HST incl	
Entrance Permit	\$550	\$550	Exempt	*
curb cuts - basic charge	\$400	\$400	Exempt	*
curb cuts - per lineal foot cost	\$150	\$150	Exempt	*
Clearance - Consent	\$370	\$425	Exempt	
Culvert Installation 30'	\$3,500	\$3,500	Exempt	*
Culvert Installation (longer than 30' or larger than 18" diameter) (Full Cost Recovery)				
Oversized Load Permits				
Monthly Permit	\$64	\$75	Exempt	
Annual Permit	\$255	\$300	Exempt	
Subdivision Development Fees				
Up to \$250,000 Construction Costs	3%	3%	HST incl	
Over \$250,000 Construction Costs	4%	4%	HST incl	
Plan Review Comments				
Site Alteration Fee (less than 2.0 hectares)	\$1,000	\$1,000	HST incl	*
Site Alteration Fee (more than 2.0 hectares)	\$3,500	\$3,500	HST incl	*
Park Benches - Steel (incl plaque and install)	\$2,810	\$3,200	HST incl	
Park Benches - Wood (incl plaque and install)	\$1,275	\$2,000	HST incl	
Park Memorial Tree	\$530	\$1,500	HST incl	
Park Memorial Plaque	\$450	\$800	HST incl	
Garbage Bag Tags (ea)	\$3.00	\$3.00	Exempt	*
Blue Box	\$8.00	\$10.00	Exempt	
Farm 911 Sign	\$50.00	\$55.00	Exempt	
Large & Bulky Items				
Freon Item	\$37.80	\$45.00	Exempt	

2023-2024 Fees and Charges

Public Works -H

Non Freon Item (white goods)	\$27.30	\$32.00	Exempt	
Large Furniture	\$15.00	\$18.00	Exempt	
Small Furniture	\$10.00	\$12.00	Exempt	
*indicates mid-year change to 2023 rate, Bylaw 20-099 repealed				

TYPE OF FEE	2023	2024	HST
SIGN FEES			
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	\$196	\$225	Exempt
Canopy Sign	\$96	\$110	Exempt
Construction / Development Promotional	\$96	\$110	Exempt
Electronic Message Display Sign	\$196	\$225	Exempt
Fascia Sign	\$96	\$110	Exempt
Flashing Sign	\$96	\$110	Exempt
Ground Sign	\$96	\$110	Exempt
General Advertising Sign	\$196	\$225	Exempt
Illuminated Sign	\$96	\$110	Exempt
Local Advertising Sign	\$96	\$110	Exempt
Mechanical Sign	\$196	\$225	Exempt
Projecting Sign	\$96	\$110	Exempt
Pylon Sign	\$96	\$110	Exempt
MOBILE SIGNS			
Mobile Sign (per installation)	\$64	\$75	Exempt
Variance to this By-law	\$318	\$370	Exempt
*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			

TYPE OF FEE		2023	2024	HST		
		Marina Fees				
The fees applicable at the Marina of the Corporation of the City of Quinte West shall be as follows:						
MARINA FEES						
Seasonal slips - 30 foot docks, 30 amp power	per foot	\$61.85	\$64.94	+ HST	*	
Seasonal slips - 36 foot docks, 30 amp power	per foot	\$61.85	\$64.94	+ HST	*	
Seasonal slips - 36 foot docks, dual 30 amp power	per foot	\$63.84	\$67.03	+ HST	*	
Seasonal slips - 46 foot docks, 50 amp service	per foot	\$63.84	\$67.03	+ HST	*	
PWC Docks		\$640.00	\$650.00	+ HST	*	
Transient slips - daily, 30 amp power	per foot	\$2.21	\$2.32	+ HST	*	
Transient slips - daily, dual 30 or 50 amp power	per foot	\$2.42	\$2.54	+ HST	*	
Transient slips - weekly, 30 amp power	per foot	\$11.34	\$11.91	+ HST	*	
Transient slips - weekly, dual-30 or 50 amp power	per foot	\$11.76	\$12.35	+ HST	*	
Transient slips - monthly, 30 amp power	per foot	\$30.45	\$31.97	+ HST	*	
Transient slips - monthly, dual-30 or 50 amp power	per foot	\$31.71	\$33.30	+ HST	*	
Pump Out Seasonal		\$171.36	\$179.93	HST Incl.	*	
Pump Out Individual		\$28.72	\$30.15	HST Incl.	*	
Pump Out Portable		\$75.00	\$75.00	HST Incl.	*	
Pro-rating Incentive (September/October)						
Any new seasonal boater renting a slip from September 1 onwards in the current year will receive a rate that is 50% of the full seasonal rate, with a non-refundable \$400 deposit on a slip for the following year.						
STORAGE FEES						
Summer Storage - Car (per week)		\$30.00	\$31.50	+ HST	*	
Summer Storage - Car (per month)		\$90.00	\$94.50	+ HST	*	
Summer Storage - Trailer (per week)		\$30.00	\$31.50	+ HST	*	
Summer Storage - Trailer (per month)		\$90.00	\$94.50	+ HST	*	
Summer Storage - Trailer (per season)		\$220.00	\$231.00	+ HST	*	
Summer Storage - Car & Trailer (per week)		\$40.00	\$42.00	+ HST	*	
Summer Storage - Car & Trailer (per month)		\$120.00	\$126.00	+ HST	*	
Winter Storage - based on overall length (inc Trailer)	per foot	\$15.00	\$15.75	+ HST	*	
Marina Gathering Hall Rental Fees						
1/2 Day Bookings (available Sunday through Thursday)						
1/2 Day - Up to 6 hours		\$450.00	\$472.50	+ HST	*	
Additional Hours (per hour or part thereof)		\$127.05	\$133.40	+ HST	*	
Staffed Bar per Hour (min. 3 hrs & 2 bartenders) **		\$46.00	\$48.30	+ HST	*	
Full Day Bookings (required Fridays, Saturdays and Sundays)						
Full Day - Up to 12 hours		\$750.00	\$787.50	+ HST	*	
Additional Hours (per hour or part thereof)		\$127.05	\$133.40	+ HST	*	
Staffed Bar per Hour (min. 3 hrs & 2 bartenders) **		\$46.00	\$48.30	+ HST	*	
WEDDINGS (1 or 3 Days Including Outdoor Park Area + Bar and Caterer Fee, Set-up & Tear-down)						
1st day 6 hrs up to 6pm, 2nd day up to 12am, 3rd day 4 hrs up to 2pm		\$2,500	\$2,625	+HST	*	
1 day from 8:30am-12am May-October or 12 hrs up to 12am November - April		\$1,500	\$1,575	+HST	*	

ADDITIONAL FEES (Mandatory when using bar or caterer)					
Bar Fees		\$100	\$105	+HST	*
Catering Clean-up Fee		\$100	\$105	+HST	*
** 15% Service Charge applied to Bar Tabs					
*indicates mid-year change to 2023 rate, Bylaw 20-099 repealed					