

# TOWN OF SMITHS FALLS PROPOSED USER FEES AND CHARGES

## Section 391 of The Municipal Act, 2001 as amended

### 2024 Fee Updates

(HST if applicable, included unless otherwise noted)

DESCRIPTION		CURRENT FEE (plus HST)
<b>CORPORATE SERVICES</b>		
Tax Certificate	HST Exempt	\$50.00
Tax Account Letter (Confirming Taxes of Previous Year)	HST Exempt	\$15.44
Tax Certificate Expedited (less than 48 hrs notice)	HST Exempt	\$60.00
Tax Extension Agreement	HST Exempt	Legal Costs plus \$154.35
Tax Sale	HST Exempt	Advertising Costs + Legal Cost plus \$154.35
Tax Arrears Registered Letter	HST Exempt	25.75
Final Registered Letter (before proceeding to Baliff)	HST Exempt	25.75
Commissioner of Oath Signatures-Other	HST Exempt	\$10 for residents and \$2 for signature thereafter/ \$15.00 non residents and \$2 for signature thereafter
Returned Cheques (NSF)	HST Exempt	\$41.15
Water Disconnection Notice	HST Exempt	\$10.30
Water Arrears Certificate/Hold Back Request	HST Exempt	\$50.00
Water Certificate Expedited (less then 48 hours notice)	HST Exempt	\$60.00
Water added to Taxes	HST Exempt	\$25.75
Water Account Letter (e.g. for income tax purposes/duplicate receipt)	HST Exempt	\$15.45
Property Standards added to Taxes	HST Exempt	\$25.75
Accounts Receivables Added to Taxes	HST Exempt	\$25.75
Occupancy	HST Exempt	\$30.85
Customer Pays on Taxes instead of Water and Vice Versa	HST Exempt	\$25.75
Photocopies		\$1.50 + \$0.50 per page
Transfer of Business Licence	HST Exempt	Any licence \$100.00 or greater, fee shall be \$50.00 or Any licence less that \$100.00, fee shall be \$25.00
Auctioneers	HST Exempt	Annual fee of \$100.00 for year or \$25.00 per event
Refreshment Vehicle (Motorized)	HST Exempt	\$600.00/vehicle
Refreshment Vehicle (If owner/applicant pays business tax to Town used in connection)	HST Exempt	Annual Fee of \$50.00/Vehicle
Refreshment Vehicle (Non-Motorized)	HST Exempt	\$150.00/Vehicle
Refreshment Vehicle-Non-Motorized (If owner/applicant pays business tax to Town used in connection)	HST Exempt	Annual Fee of \$50.00/Vehicle
Chip Wagon Structure Modification	HST Exempt	\$50.00/request
Charitable BBQ's		No Fee
Retail (Goods & Services)		No Fee
Salesman, Hawkers and Peddlers	HST Exempt	\$500.00 Annual Fee
Salesman, Hawkers and Peddlers (Application made by bonafide charitable organization)	HST Exempt	\$50.00 Annual Fee
Specific Location Daily Licence	HST Exempt	\$50.00/Day-Max. of 4 days

Second Hand Goods/Pawn Shops	HST Exempt	No Fee
Room Rental - Chamber		\$85.00 per day or part
Room Rental - Lounge		\$75.00 per day or part
<b>Taxis</b>		
Taxi Licences - Driver (Including Disc and Card)	HST Exempt	\$70.00
Taxi Driver Background Check (included in Initial \$70 for Driver) HST Included		\$35.00
Fingerprint Fee (Additional if required) HST Included		\$35.00
Taxi Licences - Owner (Per vehicle)	HST Exempt	\$100.00
Taxi Licences - Broker	HST Exempt	\$200.00
Taxi Licences - Change of Stand-by Driver	HST Exempt	\$30.00
Change of Stand by Driver	HST Exempt	\$30.00
Change of Vehicle	HST Exempt	\$25.00
Change of Insurance Information	HST Exempt	\$25.00
<b>Lottery Licencing</b>		
Lottery, Bingo, Nevada Licences		No Fee
<b>Vital Stats</b>		
Marriage Licences	HST Exempt	\$140.00 for Smiths Falls residents \$150.00 for non residents
Outside Death Registration	HST Exempt	\$20.00
Inside Death Registration	HST Exempt	\$10.00
<b>Planning</b>		
Development Agreement	HST Exempt	\$1,000.00
Official Plan Amendment	HST Exempt	\$2,500.00
Zoning By-law Amendment	HST Exempt	\$2,000.00
Concurrent Official Plan & Zoning Amendment	HST Exempt	\$4,000.00
Minor Variance Application	HST Exempt	\$800.00
Consent Application	HST Exempt	\$1,000.00
Minor Site Plan Control Application	HST Exempt	\$1,000.00
Major Site Plan Application	HST Exempt	\$2,000.00
Site Plan Amendments	HST Exempt	\$1,000.00
Redline Site Plan Amendments	HST Exempt	\$100.00
Subdivision Application	HST Exempt	\$3,000.00 + \$10 per lot
Condominium Application	HST Exempt	\$3,000.00 + \$10 per unit
Encroachment Application	HST Exempt	\$300.00
Zoning Compliance Certificates	HST Exempt	\$50.00
Building Work Order Compliance Letters	HST Exempt	\$50.00
Copy of the Official Plan	HST Exempt	\$75.00
Copy of Zoning By-law	HST Exempt	\$75.00
Base Admin Fee	HST Exempt	\$1,000.00
FIT Application Review	HST Exempt	\$1,000.00
Development Permit System - Class 1	HST Exempt	\$2,400.00
Cash in Lieu of Parking	HST Exempt	\$750.00
File Re-activation Fees for files closed for more than 12 months	HST Exempt	\$1,000.00
Lift of Hold Provision from Zoning	HST Exempt	\$1000.00

Road Closure	HST Exempt	\$1,000.00
Deeming By-law	HST Exempt	\$300.00
Lifting Part Lot Control	HST Exempt	\$1,000.00
Extensions of or minor amendments to Subdivision Draft Approval	HST Exempt	\$1,000.00
Validation of Title	HST Exempt	\$500.00
Temporary Use Extension	HST Exempt	\$1000.00
Amendments to Subdivision/Condominium Agreements	HST Exempt	\$1,500.00
Expedited Compliance and Certificates	HST Exempt	\$60.00
Development Permit System - Class II	HST Exempt	\$3000.00
Patio and Merchandise Display Approvals		As per Patio By-law currently in effect
Sign Permits	HST Exempt	As per Sign By-law currently in effect
<b>GARBAGE/RECYCLING/ENGINEERING</b>		
Garbage Tags	HST Exempt	\$3.00 a tag (effective February 1, 2014)
Large Items (cannot fit into a garbage bag or are 50 lbs or more) require 2 tags	HST Exempt	2 tags required
Improvement/Alteration Permit Fee	HST Exempt	\$25.00
Improvement/Alteration Inspection Fee	HST Exempt	\$75.00
Street Occupancy	HST Exempt	\$25.00/day
Hoarding/Use of Sidewalk	HST Exempt	\$25.00/day
Composters		\$45.00
Blue Box Container (recycling 22 gallon)		\$9.25
Yellow (Black) Box Container (fibers 22 gallon)		\$9.25
Blue Recycling Cart (wheeled-95 gallon)		\$145.00
Oversize Load Permit - single	HST Exempt	\$25.00
Oversize Load Permit Annual	HST Exempt	\$100.00
Water-Sewer Permit - Permit Fee	HST Exempt	\$25.00
Water-Sewer Permit - New Water/Sewer Service Inspection	HST Exempt	\$75.00
Water-Sewer Permit - Water Meter Installation Inspection	HST Exempt	\$75.00
<b>COMMUNITY SERVICES</b>		
<b>Child Development Centre</b>		
Child Development Centre Toddler (18 to 30 months)	HST Exempt	\$17.36
Child Development Centre Pre-School (2 ½ to 5 years old)	HST Exempt	\$15.33
Child Development Centre Kindergarten	HST Exempt	\$15.33
Child Development Centre School Age	HST Exempt	\$34.07
Child Development Centre Half Day with lunch	HST Exempt	\$12.00
Child Development Centre Half Day no lunch	HST Exempt	\$12.00
Child Development Centre Before School Program	HST Exempt	\$7.56
Child Development Centre After School Program	HST Exempt	\$7.56
Child Development Centre Before and After School Program	HST Exempt	\$12.00
<b>Heritage House Museum</b>		
Heritage House Museum - Adult		\$8.85

Heritage House Museum - Seniors		\$6.64
Heritage House Museum - Student/Child		\$6.64
Heritage House Museum - Membership - Single		\$25.00
Heritage House Museum - Membership - Family		\$40.00
Heritage House Museum - Children's Day Camp (Per day)		\$40.00
Heritage House Museum - Annual Art Show		\$35 hanging fee & 20% commision on sales
Heritage House Museum - Rental (Full day)		\$250
Heritage House Museum - Rental (Half day)		\$150
Heritage House Museum - After Hours Fee		\$50
Heritage House Museum - Special Occasion Private Site		\$600
Heritage House Museum - Wedding Elopment Booking (1 hour)		\$150
Heritage House Museum - Wedding Photo Booking		\$75.00
Genealogy Library Research Pass		\$5.00/day , \$50.00 per year
Research Fee		\$20.00 for the 1st hour; then \$50.00/hr after
Photocopies		\$0.25
Photo Reproduction Letter Size or Smaller		\$10.00/letter size
Photo Reproduction Ledger Size		\$15.00 /ledger size
<i>Shipping / Handling Fees</i>		As per Canada Post xpress; Handling Fee \$5.00 for first image
Group Tour Rate (Per person, minimum 10 people)		\$5.00
Childrens Party Rental Package		\$20.00 per child
Heritage Walking Tours		\$10 per adult, \$5.00 per youth
Costume Rental (Per costume)		\$30.00
<b>Arena</b>		
Recreation Facility Rentals - Ice Time - Adults - Community Centre		\$238.94
Recreation Facility Rentals - Ice Time - Adults - Youth Arena		\$185.84
Recreation Facility Rentals - Ice Time - Youth - Community Centre		\$172.57
Recreation Facility Rentals - Ice Time - Youth - Youth Arena		\$134.51
Recreation Facility Rentals - Ice Time - Non Prime Time Adults		\$159.29
Recreation Facility Rentals - Ice Time - None Prime Time Youth		\$137.17
Recreation Facility Rentals - Ice Time - Pre Season and Post Season Adult/Youth Time - July/Aug/Sept & April/May		\$238.94
Shinny Hockey (Add Shinny Hockey fee, per person)		\$4.42
Dead Ice (Hourly)		\$66.37
Recreation Facility Rentals School Programing - Non Prime		\$66.37
Public Skating Pass		\$13.27
Public Skating (Hourly)		\$2.00
Recreation Facility Rentals - Floor Rental - Licenced (Per day)		\$641.59
Recreation Facility Rentals - Floor Rental - Unlicenced (Per day)		\$451.33
Summer Floor Activity (Floor Hockey, Lacrosse) Adults (Hourly)		\$66.37
Recreation Facility Rentals (Minor Sports) (Hourly)		\$44.25
Recreation Facility Rentals - Hall Rental - Licenced Events (Hourly)		\$66.37
Recreation Facility Rentals - Hall Rental - Unlicenced (Hourly)		\$48.67
Hall Tournamnet Rental (Day rate)		\$212.39
Sports Fields - Adults (Per hour)		\$30.97

Sports Fields - Minor Sports (Per hour)		<b>\$18.30</b>
Sports Fields - Tournaments - Adults (Per facility, per day, excepting Friday)		<b>\$185.84</b>
Sports Fields - Tournaments - Minor Sports (Per facility, per day, excepting Friday)		<b>110.62</b>
School Sports Field Tournaments (Per day, per facility)		<b>\$70.80</b>
Pickleball/Tennis Courts (Per divided court, per hour)		<b>\$2.65</b>
Pickleball Tournament (Per divided court, per day)		<b>\$70.80</b>
Park Rental - Private/Not for Profit day rate		<b>\$75.22</b>
Park Rental - Corporate Day Rate		<b>\$88.50</b>
<b>Events and Festivals</b>		
Sports Field Damage Deposit (per field) (Refundable)	<b>HST Exempt</b>	<b>\$1,000.00</b>
<b>Arena and Field Advertising</b>		
Sign Board Advertising - Sports Field (Per sign, per year)		<b>\$508.85</b>
<i>The Department of Community Services Reserves the Right to sell, through a public RFP process, advertising packages ; Subject to CAO approval.</i>		
<b>Victoria Park Fees</b>		
Daily Mooring Fee		<b>\$1.85 per foot per day plus tax</b>
Early Arrival Fee ( April 26th - May 17th)		<b>\$100.00</b>
Late Departure Fee (October 14th - October 31st)		<b>\$100.00</b>
Misc. Fees - Sewage Pump Out - Boats		<b>\$35.00</b>
<b>Community Services Rentals</b>		
Table Rentals (Inside Community Centre and Youth Arena only - per table, per day)		<b>\$4.42</b>
Chair Rentals (Inside Community Centre and Youth Arena only - per 10 chairs or portion thereof, per day)		<b>\$17.70</b>
Picnic Table Rental (Per table, per day)		<b>\$8.85</b>
Bleacher Rental (Per bleacher, per day)		<b>\$101.77</b>
Additional Power - Assessed per event; to a maximum per day		<b>\$44.25</b>
Lower Reach Stage (Per event, to a maximum of 3 days or portion thereof)		<b>\$309.73</b>
Portable Stage 24'x16' including setup and take down (Per event, to a maximum of 3 days or portion thereof)		<b>\$818.58</b>
Tent 20'x20' including setup and take down (Per event, to a maximum of 3 days or portion thereof)		<b>\$309.73</b>
Tent 10'x10' including setup and take down (Per event, to a maximum of 3 days or portion thereof)		<b>\$79.65</b>
Garbage Receptacle (per receptacle, per day; not including removal)		<b>\$5.31</b>
Barricades (per barricade, per day; including drop off and pick up)		<b>\$5.31</b>
Pylons (Per 5 pylon, per day; including drop off and pick up)		<b>\$13.27</b>
Staffing Hours (Per staff person, per hour)		<b>\$40.00</b>
Delivery & Pickup of rented materials related to events (Per staff person, per hour)		<b>\$30.00</b>
<b>FIRE</b>		
Open Air Fire Permit	<b>HST Exempt</b>	<b>\$15.00 each year</b>
Fire Certificates		<b>\$50.00</b>

Filling Breathing Air Cylinder		\$10.00/cylinder with a minimum charge of \$200 per year
Emergency Response - All Motor Vehicle Collisions	HST Exempt	\$559.86 per apparatus per hour/first hour. Each subsequent half hour per apparatus at the rate of \$279.93 This charge will automatically increase when the Ministry of Transportation of Ontario send out their adjustment.
Fire and CO Alarm Permit	HST Exempt	\$15.00/year
New Home Inspections for Real Estate Agencies		\$150.00
Full Time Recruitment Written Exam Charge per Candidate		\$200.00
Response to more than 3 false alarms at the same facility and the same alarm	HST Exempt	same as MVC charge
<b>Parking</b>		
Parking - Market Street Lot - Monthly Rate		\$25.00/month
Parking - Market Street Lot - Overnight Parking Rate		\$50.00/month
Parking Space Rental - Funeral Homes		\$300.00 per year
Parking - Cash in Lieu		\$750.00 Per Space
Driveway - Access Replacement/Sidewalk Improvements		\$110.00 / m.sq.
<b>Hillcrest Cemetery</b>		
Hillcrest Cemetery - Sale of Plot to Resident - Cremation Lot 4'x4' - Holder Rights		\$315.00
Hillcrest Cemetery - Sale of Plot to Resident - Cremation Lot 4'x4' - Care & Mtce.		\$260.00
Hillcrest Cemetery - Sale of Plot to Resident - Standard Lot 4'x10' - Holder Rights		\$535.00
Hillcrest Cemetery - Sale of Plot to Resident - Standard Lot 4'x10' - Care & Mtce.		\$440.00
Hillcrest Cemetery - Sale of Plot to Non-Resident - Cremation Lot 4'x4' - Holder Rights		\$390.00
Hillcrest Cemetery - Sale of Plot to Non-Resident - Cremation Lot 4'x4' - Care & Mtce.		\$325.00
Hillcrest Cemetery - Sale of Plot to Non-Resident - Standard Lot 4'x10' - Holder Rights		\$640.00
Hillcrest Cemetery - Sale of Plot to Non-Resident - Standard Lot 4'x10' - Care & Mtce.		\$550.00
Columbarium 3 - Top Level Niche Row 5 - Holder Rights		\$2,050.00
Columbarium 3 - Top Level Niche Row 5 - Care and Maintenance		\$425.00
Columbarium 3 - Middle Level Niche row 3 & 4 - Holder Rights		\$1,875.00
Columbarium 3 - Middle Level Niche row 3 & 4 - Care and Maintenance		\$390.00
Columbarium 3 - Middle Level Niche row 2 - Holder Rights		\$1,710.00
Columbarium 3 - Middle Level Niche row 2 - Holder Rights - Care and Maintenance		\$350.00
Columbarium 3 - Middle Level Niche row 1 - Holder Rights		\$1,535.00
Columbarium 3 - Middle Level Niche row 1 - Care and Maintenance		\$315.00
Columbarium 3 Opening and Closing		\$125.00
Cemetery Service Rate - Interment of Adult		\$900.00
Cemetery Service Rate - Interment of Child		\$265.00

Cemetery Service Rate - Interment of Infant		\$122.00
Cemetery Service Rate - Interment of Cremated Remains		\$750.00
Cemetery Miscellaneous Rates - Support Services for Transfer of Remains		\$200.00
Other Administrative or Maintenance Costs		\$100.00
Resetting & repair Monument - Greater than 31" Width Base but less than 48" Height or Length		\$380.00
Resetting & Repair Monument - Up to 30" Width Base		\$280.00
Marking Fee		\$100.00
Cemetery Miscellaneous Rates - Transfer of Plot		\$125.00
Cemetery Marker Care and Maintenance - Flat Marker (173 sq.in./439.42 sq.cm.		\$100.00
Cemetery Marker Care and Maintenance - Upright Marker (4 ft. (1.22m) x 4 ft. (1.22m) long or less		\$200.00
Cemetery Marker Care and Maintenance - Upright Marker (more than 4 ft. (1.22m) x 4 ft. (1.22m) long		\$400.00
<b>Animal Tags</b>		
Dog Tag (Spayed or Neutered)	HST Exempt	\$15.00 prior to March 31 OR \$30.00 after
Dog Tag (Not Spayed or Neutered)	HST Exempt	\$30.00 prior to March 31 OR \$60.00 after
Dog Tag (Spayed or Neutered with Chip)	HST Exempt	\$5.00 OR \$10.00 after March 31
Dog Tag (Not Spayed or Neutered with Chip)	HST Exempt	\$10.00 or \$20.00 after March 31
Guide Dogs / Service Dogs	HST Exempt	\$0.00
Cat Tag (Spayed or Neutered)	HST Exempt	\$15.00 OR \$30.00 after March 31
Cat Tag (Not Spayed or Neutered)	HST Exempt	\$30.00 OR \$60.00 after March 31
Cat Tag (Spayed or Neutered with Chip)	HST Exempt	\$5.00 OR \$10.00 after March 31
Cat Tag (Not Spayed or Neutered with Chip)	HST Exempt	\$10.00 or \$20.00 after March 31
Tag for Microchipped Animals	HST Exempt	\$5.00 annually
Replacement Tags	HST Exempt	\$5.00 Each
Kennel Licence	HST Exempt	\$100.00
Impound and Daily Maintenance Fee (Dogs)	HST Exempt	\$45.00
Impound and Daily Maintenance Fee (Cats)	HST Exempt	\$10.00
<b>Building Department</b>		
Building Dept. Water/Sewer Inspection		\$150.00
Building Permits		As per Building By-law