

By-Law No. 2020-0001

of

The Corporation of the County of Frontenac

being a By-law to Impose User Fees and Charges for Services

Whereas Sections 391 (1) and (3) of the *Municipal Act, 2001 S.O. 2001, c. 25, as amended* authorize a municipality to impose fees or charges including costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, 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 local board; and
- (c) for the use of its property including property under its control.

And Whereas Section 69 of the *Planning Act, R.S.O. 1990, c.P.13, as amended*, authorizes that the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff:

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac enacts as follows:

1. **That** Schedule A attached hereto and forming part of this by-law represents Fees for Services for County Administration and Geographic Information System (GIS) Mapping.
2. **That** Schedule B attached hereto and forming part of this by-law represents Fees for Services for Facility Rentals.
3. **That** Schedule C attached hereto and forming part of this by-law represents the Tariff of Fees for Land Use Planning.
4. **That** Schedule D attached hereto and forming part of this by-law represents the Fees for Services for Fairmount Home.
5. **That** Schedule E attached hereto and forming part of this by-law represents Fees for Services for Frontenac Paramedic Services.
6. **That** Schedule F attached hereto and forming part of this by-law represents Fees for Citizen Land Use on County Owned Property
7. **That** all fees, other than for exempt services, are subject to the applicable taxes.
8. **That** the fees for services outlined in the schedules to this by-law shall be reviewed annually.
9. **That** By-law No. 2019-0019 is hereby repealed.

10. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 15th day of January, 2020.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of January, 2020.

The Corporation of the County of Frontenac

Frances Smith, Warden

Jannette Amini, Clerk

Schedule A

Fees for Services for County Administration and Geographic Information System (GIS) Mapping

Administration

Photocopying (per copy)	\$0.25
Faxing (per page)	\$1.00
Archival Material Search – Hourly Rate	\$35.00
Document Searches (pursuant to MFIPPA) ¹ per hour	\$30.00

Geographic Information System (GIS)

And Map-Related Products

Digital True Colour Ortho-Photography for 2008 and 2014 (1km x 1km tiles - MrSID, JPEG2000, GeoTIFF);	\$50.00 per tile
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Printed Map Products

County of Frontenac Street Atlas (printed and bound)	\$50.00 per copy
Individual Township Street Atlas (printed and bound)	\$15.00 per copy
Small Basic Map (8½" x 11"; no customization)	
Black and white	\$6.00
Colour	\$8.00
Medium Basic Map (11" x 17"; no customization)	
Black and white	\$10.00
Colour	\$12.00
Large Basic Map (no customization, exceeds 11" x 17" and up to 42" wide; requires the use of large scale GIS plotter)	\$30.00

Custom Map Products

Hourly Rate (includes mapping/ analysis/ consultation; does not include printed final product or shipping charges; minimum fee of 1 hour	\$50.00
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Note: These fees are not applicable to services provided to the Townships within the County of Frontenac.

¹ – *Municipal Freedom of Information and Protection of Privacy Act*

Schedule B

Fees for Facility Rentals

Notes:

After hour charges are applicable outside of normal County hours of operation (8:30 am to 4:00 pm, Monday to Friday)

	The Bud Clayton Memorial Room	Frontenac Room	Kingston Frontenac Rotary Auditorium
County Use (includes member Townships) (Must have staff sponsor or assigned designate who will be present for the meeting and will be responsible for clean-up/close down procedures)	<ul style="list-style-type: none"> • No Charge 	<ul style="list-style-type: none"> • No Charge 	<ul style="list-style-type: none"> • No Charge *Including Fairmount Home sponsored residents/family events*
County Affiliate or Not For Profit (Must have affiliate/association sponsor who will be present for the meeting and will be responsible for clean-up/close down procedures)	<ul style="list-style-type: none"> • 50% Deposit Required (Non Refundable if cancelled within 48 hours) • \$30/half day (4 hours) • \$50/day (8 hours) • After hours charge (\$40/hr.) • Stand-by Tech Support charge is (\$40/hr.) • Damage Deposit (\$250) 	<ul style="list-style-type: none"> • 50% Deposit Required (Non Refundable if cancelled within 48 hours) • \$60/half day (4 hours) • \$100/day (8 hours) • After hours charge (\$40/hr.) • Stand-by Tech Support charge is (\$40/hr.) • Damage Deposit (\$250) 	<ul style="list-style-type: none"> • 50% Deposit Required (Non Refundable if cancelled within 48 hours) • \$120/half day (4 hours) • \$200/day (8 hours) • After hours charge (\$40/hr.) • Stand-by Tech Support charge is (\$40/hr.) • Damage Deposit (\$250)
For Profit Company	<ul style="list-style-type: none"> • 50% Deposit Required (Non Refundable if cancelled within 48 hours) • Proof of insurance required • \$45/half day (4 hours) • \$75/day (8 hours) • After hours charge (\$40/hr.) • Stand-by Tech Support charge is (\$40/hr.) • Damage Deposit (\$250) 	<ul style="list-style-type: none"> • 50% Deposit Required (Non Refundable if cancelled within 48 hours) • Proof of insurance required • \$90/half day (4 hours) • \$150/day (8 hours) • After hours charge (\$40/hr.) • Stand-by Tech Support charge is (\$40/hr.) • Damage Deposit (\$250) 	<ul style="list-style-type: none"> • 50% Deposit Required (Non Refundable if cancelled within 48 hours) • Proof of insurance required • \$150/half day (4 hours) • \$250/day (8 hours) • After hours charge (\$40/hr.) • Stand-by Tech Support charge is (\$40/hr.) • Damage Deposit (\$250)

Multiple day rates may be discounted up to 30% depending upon availability and set up/break down requirements.

No onsite catering is available. A list of recommended local caterers is available upon request.

No charge to the City of Kingston for the Kingston Frontenac Rotary Auditorium.

No charge to the City of Kingston for the Kingston Frontenac Rotary Auditorium.

Schedule C

Tariff of Fees for Land Use Planning

1. Plan of Subdivision or Plan of Condominium

Initial Application Fee

For any proposed plan of subdivision submitted to the County of Frontenac for approval:

Up to 20 developable lots/blocks/units	\$3,250
21 to 50 developable lots/blocks/units	\$4,750
More than 50 developable lots/blocks/units	\$6,250

Deposit

In addition to the Initial Application Fee, the applicant shall provide to the County of Frontenac a \$5,000 deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. Any remaining balance of the deposit will be refunded at the time of registration.

Refund

Sixty per cent (60%) of the Initial Application Fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn prior to circulation.

Major Plan Revision (re-circulation)	\$1,500
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Minor Plan Revision (no recirculation required)	\$500
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Draft Approval Extension

For each one (1) year extension beyond the usual three (3) years	\$600
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Final Plan for Registration	\$600
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Public Meeting held by Planning Advisory Committee

Outside of Major Plan Revision (re-circulation)	\$750
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2. Condominium Exemption

Application Fee	\$1,000
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For any plan of condominium submitted to the County of Frontenac for exemption under Section 50 of *The Condominium Act, R.S.O. 1990, C26, as amended*.

3. Part Lot Control

Final Approval	\$300
Payable prior to the by-law being given final approval by the Council of the County of Frontenac.	

4. Official Plan Amendment

County Official Plan Amendment	\$1,750
Deposit	

In addition to the Initial Application Fee, the applicant shall provide to the County of Frontenac a \$5,000 deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. Any remaining balance of the deposit will be refunded at the time of registration.

County or Local Official Plan Amendment Initiated by Municipality	No fee
Additional Public Meeting	\$750

5. Other Charges

The applicant shall provide the County of Frontenac, upon request, a deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. If such fees and expenses exceed the deposit, the Applicant shall pay the difference upon being billed by the County with interest at a rate of 1.25% per month on accounts overdue more than thirty (30) days.

Municipal Planning Services Fees

Preparation of all planning reports associated with a private application.

Director of Planning and Economic Development	\$96.00/hour
Manager of Community Planning	\$73.00/hour
Community Planner	\$53.00/hour

Schedule D

Fees for Services for Fairmount Home

Other Charges

Satellite Television for Residents	\$5.00/month
Telephone for Residents	\$7.00/month plus long distance charges
WiFi for Residents	\$12.00/month
	\$5.00 one-time set up fee

External Catering

See attached External Catering Form



CATERING ORDER FORM
County of Frontenac



FRONTENAC

Name of event:

Date of event:

Time of Delivery

Requested by:

Location

Telephone:

Number of staff

Number of residents

Department:

Cost Centre

Number of invitees

External billing:

Name and address for external billing must be provided by Department

ITEMS REQUESTED		ITEMS REQUESTED		Servings	Unit Cost
Beverages	Serving	Unit Cost			
Coffee, sma	Serves 8	\$ 8.00	\$ -	Buffet Trays	
Percolator/L	30-40	35.00	-	Caesar, Garden, Greek	
Thermal container, lrg		70.00	0	Salad, small	10 0
Coffee, decaffeinated		0.65	-	Salad, medium	15 0
Tea bag and hot water		1.00	-	Salad, large	25 0
Juice, bottle		1.85	-	Cheese, fruit and crackers, sm	30 0
Pop, can		1.00	-	Cheese, fruit and crackers, med	52 0
Punch bowl, 35-40		8.00	-	Cheese, fruit and crackers, lrg	70 0
Punch bowl, 50		12.00	-	Fruit tray, small	15 0
Bottled water, 330 ML		1.50	-	Fruit tray, medium	30 0
Milk, 250 ML 2%		1.00	-	Fruit tray, large	45 0
Subtotal Beverages		\$ -		sandwiches, tea cut, each	2.95 0
Bakeshop				sandwiches, gourmet, each	3.25 0
Muffins		1.20	0	Subtotal Buffet Trays	0
Baked cookies		0.60	0	Paper Products*	
Croissants		1.00	0	Paper Products*	
Squares, 2 Each		0.80	0	Plates, small, 6"	0.10 0
Cake, slab 60-80		44.00	0	Plates, large, 9"	0.05 0
Cake, 1/2 slab		22.00	0	Knives	0.03 0
Pie, fruit	Serves 8	12.00	0	Forks	0.03 0
Pie, cream..	Serves 8	10.00	0	Spoons	0.03 0
Subtotal Bakeshop			0	Napkins	- 0
Yogurt		1	-	Styrofoam cups	0.02 0
Pickle bowl		2.95	-	Straws	0.02 0
Soup of the day, bowl		1.5	-		0
Fruit, each		0.5	-	Subtotal Paper Products	0
Combined subtotals.....					
Applicable Labour					
Goods and Services Tax					
Provincial Sales Tax					
GRAND TOTAL.....					

Schedule E

Fees for Services for Frontenac Paramedic Services

Special Events

Attendance of one (1) Ambulance and Paramedic crew at Special Events

Basic Charge:

4 hours coverage minimum charge	\$800.00
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Additional Charges:

For each hour or portion thereof	\$200.00
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The deposit amount is due prior to the event and any adjustment/refund will be resolved after the special event.

Retrieving an Ambulance Call Report

Per report	\$35.00
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Schedule F

Fees for Citizen Land Use on County Owned Property

Certificate of Permission

Application and Inspection Fee \$250*

(Based upon 4 to 8 hours for pre and post inspection and administration)

License of Occupation

Application and Inspection Fee \$250*

for the duration of the agreement + \$100/year

(Based upon 4 to 8 hours for pre and post inspection and administration)

Encroachment Agreement

Application Fee \$250*

(Based upon 4 to 8 hours for pre and post inspection and administration)

Right of Way (RoW)

Application Fee \$250*

(Based upon 4 to 8 hours for pre and post inspection and administration)

Sale

Application Fee \$250*

(Based upon 4 to 8 hours for pre and post inspection and administration)

All sales in must be in accordance with the County's Sale of Real Property By-law.

* Plus related disbursements.