

# TOWN OF FLORENCEVILLE-BRISTOL

## USER FEE POLICY

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### POLICY NO. 06

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<b>Category:</b>	<b>Finance</b>
<b>Policy Number:</b>	<b>06</b>
<b>Effective Date:</b>	<b>January 1, 2022</b>
<b>Approval by Council:</b>	<b>December 14, 2021</b>
<b>Supersedes:</b>	<b>December 15, 2020</b>
<b>Amended:</b>	<b>December 14, 2021</b>

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#### **PURPOSE:**

To establish a schedule of user fees for Council to review for appropriateness and to revise if necessary during the annual budgeting process.

#### **POLICY STATEMENT:**

It is appropriate for Council to charge fees, as authorized under the Local Governance Act, in the Town's Bylaws, Policies and Procedures in order to defray its administrative costs. In order to allow for a systematic and thorough evaluation of those fees, a comprehensive schedule of User Fees with applicable tax status has been established. The responsibility for the accuracy of *Schedule "A"* shall rest with the department to which a fee applies. Any additions/deletions to the *Schedule "A"* will be updated by the Town Office and approved by Council. Those fees legislated under Provincial and/or Federal Acts and Authorities will also be shown on the schedules for completeness, but will not be subject to change by Council.

#### **OBJECTIVES:**

To make the administration of the cost recovery portion of the Town's Bylaws, Policies and Procedures more efficient and to determine the impact on each year's projected revenues during the budget process. By combining all fees in one document, the review will be more visible and complete.

#### **Certification for Town of Florenceville-Bristol Policy Manual:**

I certify that this *Town User Fee Policy*, as indicated above was adopted by Council.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
December 14, 2021  
**Date of Council Resolution**

\_\_\_\_\_  
**Clerk**

\_\_\_\_\_  
January 1, 2022  
**Date Policy in Effect**

## TOWN OF FLORENCEVILLE-BRISTOL

## USER FEES

## SCHEDULE "A"

<b>ADMINISTRATIVE SERVICES</b>		
<b>SERVICE OR PRODUCT</b>	<b>FEE</b>	<b>HST STATUS</b>
Photocopies	\$0.25/copy	HST Included
Fax	\$1.00/fax	HST Included
NSF Cheques	\$25.00	HST Exempt
<b>BUILDINGS AND FACILITIES</b>		
<b>MONTHLY PROPERTY RENTALS</b>	<b>FEE</b>	<b>HST STATUS</b>
Restaurant – Train #1	Vacant - TBD	Plus HST
Inn – Train Cars #2 and #3	\$1,750/mt – Jan-July TBD – Aug-Dec	Plus HST Plus HST
Canteen	\$1,020/mt – Jan-Mar \$700/mt – Apr-Sept \$1,020/mt – Oct-Dec	Plus HST Plus HST Plus HST
<b>DAILY RENTALS</b>		
Community Hall	\$50.00/day \$50 damage deposit	Plus HST
Riverside Park without Power	\$30.00/day	Plus HST
Riverside Park with Power Use	\$40.00/day	Plus HST
<b>OTHER FEES</b>		
Cemetery Plot	\$500 for a double \$250 for a single	HST Exempt
Cemetery Vault	\$100	HST Exempt
<b>OUTDOOR SUMMER MARKET</b>	<b>RATE</b>	<b>HST STATUS</b>
Vendor Rate per Market	\$20.00	HST Included
Vendor Electricity Rate per Market	\$5.00	HST Included
Vendor Season Rate – Pre-paid	\$165.00	HST Included
Vendor Season Electricity Rate – Pre-paid	\$55.00	HST Included

<b>RECREATION DEPARTMENT</b>		
<b>ICE TIME/CIVIC CENTRE</b>	<b>RATE</b>	<b>HST STATUS</b>
Minor Hockey	\$81.00/hr	Plus HST
Minor Hockey – Tournament	\$92.00/hr	
Youth Hockey	\$86.00/hr	Plus HST
Youth Hockey – Tournament	\$98.00/hr	
Adult Hockey	\$115.00/hr	Plus HST
High School Hockey	\$86.00/hr – Practice \$120.00/hr – Game	Plus HST
<i>*Youth Hockey includes Pee Wee AAA &amp; Bantam AAA teams.</i>		
Public Skate	FREE	
<b>DAY CAMP</b>	<b>RATE</b>	<b>HST STATUS</b>
Summer Day Camp	\$25/day(max 3 days/wk) \$115/wk – 1 child \$150/wk – 2 children \$180/wk – 3 children or more	HST Exempt
<b>POOL</b>	<b>RATE</b>	<b>HST STATUS</b>
Public Swim	\$2.00	HST Included
Private Rental	\$50.00/hr	HST Included
Individual Pool Pass	\$50/yr	HST Included
Family Pool Pass	\$100/yr	HST Included
<b>CIVIC CENTRE ADVERTISING RATES</b>	<b>RATE</b>	<b>HST STATUS</b>
Wall Signage	\$250.00 on a 1 yr contract \$450.00 on a 2 yr contract	Plus HST
Rink Board	\$350.00 on a 1 yr contract \$650.00 on a 2 yr contract	Plus HST
Rink Floor Logo – Centre	\$600.00/season	Plus HST
Ice Resurfacer (Zamboni) 3-year contract	\$978.00/season	Plus HST
<b>OFF SEASON CIVIC CENTRE RENTALS</b>	<b>RATE</b>	<b>HST STATUS</b>
Rink Floor Only	\$50.00 per hr or \$600.00 for full day	Plus HST
Entire Facility including meeting rooms, team rooms	\$750.00 per day	Plus HST
Meeting room #1	\$15 per hr \$50 for 4 hrs	Plus HST
Meeting room #2	\$15 per hr \$50 for 4 hrs	Plus HST

First Adopted by Council: February 9, 2010

Updated: December 14, 2021

<b>PLANNING AND DEVELOPMENT DEPARTMENT</b>		
<b>PERMIT FEES</b>	<b>FEE</b>	<b>HST STATUS</b>
Peddlers & Transient Traders Permit (annual permit expires December 31 regardless of when purchased)	\$10.00 / day \$20.00 / wk \$50.00 / mt \$250.00 / yr	HST Exempt
Use of Town property by Peddlers & Transient Traders, subject to approval	\$10.00 / day \$20.00 / wk \$50.00 / mt \$250.00 / yr	HST Exempt
Use of Power while on Town property by Peddlers & Transient Traders	\$10.00 / day \$20.00 / wk \$50.00 / mt \$250.00 / yr	HST Exempt
<b>ZONING FEES</b>		
Zoning Confirmation Letter	\$25.00	HST Exempt
Copy of Land Use Bylaw or Municipal Plan	\$5.00	HST Exempt
Application to Amend the Zoning Bylaw (Rezoning)	\$250.00	HST Exempt
Application for a Variance, Temporary Use, Compatibility and Non-Conforming Use	\$250.00	HST Exempt
<b>SUBDIVISION FEES</b>		
Application for Subdivision Approval	\$100.00 for the first new PID created, and \$50 for each PID created after that	HST Exempt
<b>BUILDING PERMITS</b>		
Work in an amount of \$0 - \$5,000	\$25.00	HST Exempt
Work in an amount of \$5,001 - \$15,000	\$50.00	
Work in an amount over \$15,001	\$50.00 plus \$3.00 per \$1,000.00 of materials & labour or part thereof	
Demolition	\$25.00	HST Exempt
Electrical Waiver	\$25.00	HST Exempt
Sewer Application	No Charge	
Signage Permit	\$25.00	HST Exempt
Signage Variance Residential	\$50.00	HST Exempt
Signage Variance other than Residential	\$250.00	HST Exempt

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*Updated: December 14, 2021*

<b>PROTECTIVE SERVICES</b>		
<b>ANIMAL CONTROL</b>	<b>FEE</b>	<b>HST STATUS</b>
Tags (All dogs)	\$15/yr/dog	HST Included
Tags (Dangerous Dog)	\$200/yr/dog	HST Included
Lost Tag Replacement	\$5.00	HST Included
Boarding of Dog	\$20/day	No HST
Dog impound/maintenance fee	Up to \$20 per day	No HST
Dog transportation fee	\$100	No HST
Non-compliance of Animal Control Bylaw:		
1 <sup>st</sup> Offence	\$250	No HST
2 <sup>nd</sup> Offence	\$500	No HST
3 <sup>rd</sup> Offence	\$750	No HST
4 <sup>th</sup> Offence	\$1,000	No HST
Non-compliance of an Animal Control Order	Up to \$10 per day the owner does not comply	No HST
Non-compliance of vaccination of dog/cat	\$100 to \$500	No HST

<b>PUBLIC WORKS DEPARTMENT</b>		
<b>SANITARY SEWER RATES BY-LAW</b>	<b>RATE</b>	<b>HST STATUS</b>
Residential	\$155.70/bi-yearly per unit	HST Exempt
Commercial/Industrial/Institutional	\$155.70/bi-yearly per unit	HST Exempt
<b>OTHER</b>		
Disconnection Charge	\$500	HST Exempt
Reconnection Charge	\$500	HST Exempt