

TOWN OF FLORENCEVILLE-BRISTOL

USER FEE POLICY

POLICY NO. 06

Category:	Finance
Policy Number:	06
Effective Date:	June 1, 2022
Approval by Council:	July 12, 2022
Supersedes:	December 14, 2021
Amended:	July 12, 2022

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

July 12, 2022
Date of Council Resolution

Clerk

June 1, 2022
Date Policy in Effect

TOWN OF FLORENCEVILLE-BRISTOL

USER FEES

SCHEDULE "A"

ADMINISTRATIVE SERVICES		
SERVICE OR PRODUCT	FEE	HST STATUS
Photocopies	\$0.25/copy	HST Included
Fax	\$1.00/fax	HST Included
NSF Cheques	\$25.00	HST Exempt
BUILDINGS AND FACILITIES		
MONTHLY PROPERTY RENTALS	FEE	HST STATUS
Restaurant – Train #1	Vacant - TBD	Plus HST
Inn – Train Cars #2 and #3	\$2,000/mt Aug-July	Plus HST
Canteen	\$1,020/mt – Jan-Mar \$450/mt – Apr-Sept \$1,020/mt – Oct-Dec	Plus HST Plus HST Plus HST
DAILY RENTALS		
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
OTHER FEES		
Cemetery Plot	\$500 for a double \$250 for a single	HST Exempt
Cemetery Vault	\$100	HST Exempt
OUTDOOR SUMMER MARKET	RATE	HST STATUS
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

RECREATION DEPARTMENT		
REG ICE TIME/CIVIC CENTRE	RATE	HST STATUS
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
EARLY ICE TIME/CIVIC CENTRE (September-October 2, 2022)	RATE	HST STATUS
Minor Hockey	\$111.00/hr	Plus HST
Youth Hockey	\$116.00/hr	Plus HST
Adult Hockey	\$145.00/hr	Plus HST
High School Hockey	\$116.00/hr	Plus HST
<i>*Youth Hockey includes Pee Wee AAA & Bantam AAA teams</i>		
Public Skate	FREE	
DAY CAMP	RATE	HST STATUS
Summer Day Camp	\$35/day(max 3 days/wk) \$125/wk – 1 child \$200/wk – 2 children \$50 /wk for each add'l child	HST Exempt
POOL	RATE	HST STATUS
Public Swim	\$3.00	HST Included
Private Rental	\$75.00/hr	HST Included
Individual Pool Pass	\$50/yr	HST Included
Family Pool Pass	\$125/yr	HST Included
CIVIC CENTRE ADVERTISING RATES	RATE	HST STATUS
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

OFF SEASON CIVIC CENTRE RENTALS	RATE	HST STATUS
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
PLANNING AND DEVELOPMENT DEPARTMENT		
PERMIT FEES	FEE	HST STATUS
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
ZONING FEES		
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
SUBDIVISION FEES		
Application for Subdivision Approval	\$100.00 for the first new PID created, and \$50 for each PID created after that	HST Exempt
BUILDING PERMITS		
Work in an amount of \$0 - \$5,000	\$25.00	HST Exempt
Work in an amount of \$5,001 - \$15,000	\$50.00	

First Adopted by Council: February 9, 2010

Updated: June 1, 2022

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
PROTECTIVE SERVICES		
ANIMAL CONTROL	FEE	HST STATUS
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 st Offence	\$250	No HST
2 nd Offence	\$500	No HST
3 rd Offence	\$750	No HST
4 th 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

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