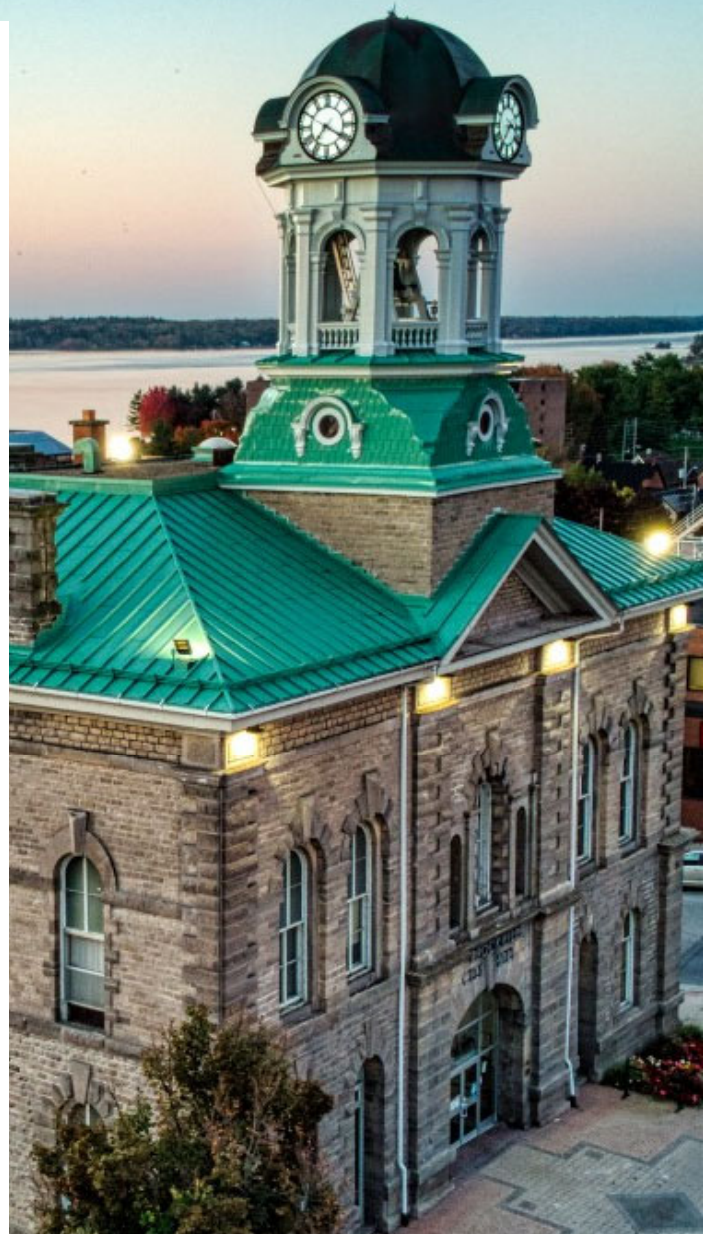


2023 Budget – User Fees



FEBRUARY 14, 2023

CITY OF BROCKVILLE

2023 User Fees

Revenue from user fees make up almost 24% of the City's annual revenue. This is second only to the tax levy which makes up 71% of the revenue required to fund the City's expenses.

User fees are fees that are charged directly to users for specific services, such as airport landing fees, or island camping fees. Any costs for those services not covered by the user fees are generally covered by the tax levy.

When reviewing user fees, historical revenue and activity, CPI, and comparator fees were taken into consideration. As such, the percentage change in the fees was not a blanket application of any single percentage. When reviewing comparator fees, the goal is to come in mid-way in the range, not too high, and not too low. While it is our intention to provide municipal comparators for all fees there may be a few departments that do not have them for 2023 but will for future years. It is normally desirable to keep the City's fees affordable, while balancing the total cost of the service and the effect on the on the general tax levy.

The final step in the user fee budget process is to relate the change in fees to the projected change in the corresponding revenues. Many factors, other than any increase in the fees, affect the level of budgeted revenues, such as, expected level of activity, experience, possible new events and even a decrease in usage due to an increase in the fees. For this reason, it is important to note that a 6% increase in a fee will not necessarily correlate to a 6% increase in the revenue.

The following charts outline the proposed 2023 user fees as well as comparators that were used in the review process.

Airport

Activity Description	2022 Rate	2023 Rate	2023 Change
Landing Fees			
Commercial Aircraft	34.25	Remove	
Tie Downs/Night	10.00	10.50	5.0%
Tie Downs/Week	50.00	52.50	5.0%
Tie Downs/Month	100.00	105.00	5.0%
Aircraft Hangar Rentals			
Annual Parking in City Hangar	2,000.00	2,530.00	26.5%
Note: rate currently varies from \$1,900 - \$2,100 depending on aircraft size			
Fuel Markups			
Jet A1 - \$0.75/L	0.75	0.75	0.0%
Resident 100LL - \$0.25/L	0.25	0.25	0.0%
Transient 100LL - \$0.47/L	0.47	0.47	0.0%

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Landing Fees	Carp Airport	Amprior Airport	Cornwall Airport		
Commercial Aircraft	-	36.00	40.00	38.00	Propose eliminating separate commercial aircraft fee once new fuel pumps installed. Define as private and commercial or non-private. Objective is to increase fuel sales as a means of revenue.
Tie Downs/Night	10.00	10.00	7.50	9.17	Brockville fees increased in line with neighbouring airports
Tie Downs/Week	70.00	50.00	52.50	57.50	
Tie Downs/Month	100.00	90.00	70.00	86.67	

Airport Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Aircraft Hangar Rentals	Kingston	Cornwall	Gatineau		
Annual Parking in City Hangar	4,800.00	4,326.96	8,760.00	5,962.32	*Transition cost from \$2000 to \$4000 over 5 years for existing (\$400+CPI)
Note: rate currently varies from \$1900 - \$2100 depending on aircraft size					
Fuel Markups					
Jet A1 - \$0.75/L	0.45	0.40	0.60	0.48	Largest markup amongst comparators for Jet Fuel
Resident 100LL - \$0.25/L	0.25	0.16	0.35	0.25	Average markup for Member Pilots
Transient 100LL - \$0.47/L	0.35	0.20	0.30	0.28	Higher than average markup for 100LL
*Will be doing local benchmarking once new system is installed and updating price weekly					

Animal Control

Activity Description	2022 Rate	2023 Rate	2023 Change
NB: Licenses are exempt from GST/HST			
Not Spayed or Neutered			
Each Male or Female Dog not spayed or neutered	52.25	55.75	6.7%
Senior Citizen Rate Dog not spayed or neutered	38.25	40.75	6.5%
Each Male or Female Dog not spayed or neutered, microchipped	26.00	27.75	6.7%
Senior Citizen Rate Dog not spayed or neutered, microchipped	19.00	20.25	6.6%
Spayed or Neutered			
Each Male or Female Dog spayed or neutered	30.75	32.75	6.5%
Senior Citizen Rate Dog spayed or neutered	23.25	24.75	6.5%
Dog spayed or neutered, microchipped	15.25	16.25	6.6%
Senior Citizen Rate Dog spayed or neutered, microchipped	11.50	12.25	6.5%
Other			
Voluntary Cat Licenses	16.00	17.00	6.3%
Replacement lost dog tags	5.75	6.00	4.3%
Service Dog License	0.00	0.00	0.0%

Animal Control

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
	Prescott	Gananoque	Kingston		
Not Spayed or Neutered					
Senior Citizen Rate Dog not spayed or neutered	20.00 2nd -dog 18.00	15.00	60.00		
Senior Citizen Rate Dog not spayed or neutered, microchipped			50.00		
Spayed or Neutered					
Each Male or Female Dog spayed or neutered			40.00		
Senior Citizen Rate Dog spayed or neutered			30.00		
Dog spayed or neutered, microchipped					
Senior Citizen Rate Dog spayed or neutered, microchipped					
Other					
Voluntary Cat Licenses					
Replacement lost dog tags	5.00		6.80		
Service Dog License					
After March		25.00			

Arenas

Activity Description	2022 Rate	2023 Rate	2023 Change
Skating - All arenas			
Public Skating - Adult & Parent/Tot	2.50	2.50	0.0%
Ice Time Classification			
Non-Prime time Ice - All Arenas - Monday to Friday (7:00 AM - 5:00 PM) - Every day (11:30 PM - 7:00 AM)			
Prime time Ice - All Arenas - Monday to Friday (5:00 PM - 11:00 PM) - Saturday & Sunday (7:00 AM - 11:00 PM)			
Memorial Centre			
Youth Prime time rate (per hour)	176.70	188.25	6.5%
Adult Prime time rate (per hour)	233.00	248.25	6.5%
Non Prime time rate (per Hour)	132.25	141.00	6.6%
Youth Arena			
Youth Prime time rate (per hour)	163.00	173.75	6.6%
Adult Prime time rate (per hour)	222.75	237.25	6.5%
Non Prime time rate (per Hour)	132.25	141.00	6.6%
Unsold prime time rate (per hour)	132.25	141.00	6.6%
Unsold non-prime time rate (per hour)	80.00	Remove	
All Ice rates effective August 1	166.50	177.50	6.6%
Arena Slab & Hall Rental Rates			
Rates are per day (10 hours). Hourly rentals will be pro-rated; costs for additional set-up/tear down requests will apply.			
Arena Concrete Slab (Indoor sports & Activities) (per hour)	82.50	88.00	6.7%
Multicultural Festival	2,691.25	2,691.25	0.0%
TIKO Dog Show	3,865.00	3,865.00	0.0%
Memorial Centre Hall - Room Rental - no set up	130.00	138.50	6.5%
Memorial Centre Hall - Room Rental - chairs	188.25	200.50	6.5%
Memorial Centre Hall - Room Rental - chairs & tables	423.75	451.25	6.5%
Memorial Centre Hall - Room Rental - chairs, tables & kitchen	749.50	798.25	6.5%
Youth Arena Hall - Room Rental - no setup	104.50	111.50	6.7%
Wi-Fi Voucher	2.50	3.00	20.0%

Arenas Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Skating - All arenas					No comparators, propose no increase over 2022
Public Skating - Adult & Parent/Tot					
Memorial Centre	Kingston	North Grenville	Cornwall		
Youth Prime time rate (per hour)	232.11	170.00	145.11	182.41	Propose increase - 6.5% CPI increase over 2022, rounded to the nearest \$0.25
Adult Prime time rate (per hour)	301.15	206.00	241.66	249.60	
Non Prime time rate (per Hour)	176.19	117.00	142.99	145.39	
Youth Arena					
Youth Prime time rate (per hour)			129.30		
Adult Prime time rate (per hour)			215.61		
Non Prime time rate (per Hour)	176.19	117.00	142.99	145.39	
Unsold prime time rate (per hour)	176.19			176.19	
Arena Slab & Hall Rental Rates	Rates are per day (10 hours). Hourly rentals will be pro-rated; costs for additional set-up/tear down requests will apply.				
	Smith Falls	North	Cornwall		
Arena Concrete Slab (Indoor sports & Activities) (per hour)	90.00	51.00		70.50	Propose increase - 6.5% CPI increase over 2022, rounded to the nearest \$0.25
Multicultural Festival					
TIKO Dog Show					
Memorial Centre Hall - Room Rental - no set up					
Memorial Centre Hall - Room Rental - chairs only					
Memorial Centre Hall - Room Rental - chairs & tables					
Memorial Centre Hall - Room Rental - chairs, tables & kitchen		979.00	467.29	723.15	
Youth Arena Hall - Room Rental - no setup					
Wi-Fi Voucher					

Brockville Arts Centre

Activity Description	2022 Rate	2023 Rate	2023 Change
Coat Check Fees	1.00	1.00	0.0%
Phone-in Surcharge	2.00	2.00	0.0%
Seat Surcharge - General	\$4.00 for seats above \$10	\$4.00 for tickets \$10 and over	
Seat Surcharge - General	\$1.00 for seats below \$10	\$1.00 for seats below \$10	
Seat Surcharge - Movies	1.00	Remove	
Seat Surcharge - Summer Theatre	4.00	Remove	
Seat Surcharge - BAC Shows	4.00	Remove	
On-Line Ticketing Fee - General/BAC Shows	2.00	2.00	0.0%
Offsite Ticket Fee	1.00	2.00	100.0%
Mailing fee, per piece of mail	2.00	5.00	150.0%
Ticket Exchange fee, per ticket	2.00	3.00	50.0%
Visual Arts Revenue:			
Single Display Case, cost per month	30.00	Remove	
Double Display Case, cost per month	61.00	Remove	
Lobby Gallery Walls, cost per month	163.75	163.75	0.0%
Memberships	50.00	50.00	0.0%
Facility Rental Fees:			
Performance Non Profit - base fee vs 10% of gross sales, whichever is greater	650.00	650.00	0.0%
Performance Non Profit/Non ticketed (no fee) community programming	New	425.00	
Performance Non Profit - 50% off rental rate for second performance (or 10%)	325.00	325.00	0.0%
Performance Commercial - base fee or 10% of gross sales, whichever is greater	975.00	1,000.00	2.6%
Performance Commercial - 50% off for second performance (or 10%)	487.50	500.00	2.6%
Auditorium Rental for Church Service	600.00	Remove	
Auditorium Rental for 2 Church Services per day	895.00	Remove	
Commercial Rehearsal - (8 hrs)	503.00	800.00	59.0%
Commercial Rehearsal - (4 hrs)	60.00	400.00	566.7%
Lobby (8 hrs)	305.00	400.00	31.1%
Lobby (4 hrs)	205.00	Remove	
Musi Theatre Full Day (8 hrs)	147.50	400.00	171.2%
Musi Theatre Half Day (4 hrs)	73.25	200.00	173.0%

Brockville Arts Centre Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Operatic Society - Musi-theatre rent	5,892.29	Remove	
Theatre Guild - Musi-theatre rent	5,892.29	Remove	
Telethon	2,085.00	Remove	
Rental for Dance Competition/day	8,750.00	8,750.00	0.0%
Rental set-up (8 hr minimum day)	New	2,000.00	
Movie Tickets:			
Adult	7.85	Remove	
Child	3.43	Remove	
Production Charges:			
Front of House Fee	90.00	120.00	33.3%
Piano surcharge with one tuning	150.00	175.00	16.7%
Haze Machine Rental (day)	20.00	30.00	50.0%
Fog Machine Rental (day)	20.00	30.00	50.0%
BAC Crew/hour (Minimum 3 hour call)	25.00	27.50	10.0%
Sound Technician/hour	40.00	50.00	25.0%
Light Technician/hour	40.00	50.00	25.0%
House Technician Overage (Cost /hour over 8 hours during rental)	40.00	50.00	25.0%
Merchandise Table \$50.00 or 15% of gross sales	50.00	50.00	0.0%
Box Office Fees:			
Box Office Charge 3.5% of gross ticket sales			
Set-up and event marketing (1 complimentary e-blast)	New	125.00	
Additional e-blasts	New	75.00	
Custom seating chart/scale per hour	New	40.00	
Ticket Printing Fee/ticket printed	0.10	0.15	50.0%
Credit Card Recovery Fee 3.5% from all credit card transactions			

Brockville Arts Centre Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
	Burlington Performing Arts Centre	Kingston Grand Theatre	Oakville Centre for the Performing Arts		
Coat Check Fees					
Phone-in Surcharge	2.50	3.76 +	134.00/ performance plus 0.70 / tickets		
Seat Surcharge - General		2.79 *capital improvement	10% to max 1.00 / ticket CIF		
Seat Surcharge - General	1.50 or 20% of rental rate* capital improvement	2.79			
Seat Surcharge - Movies					
Seat Surcharge - Summer Theatre					
Seat Surcharge - BAC Shows					
On-Line Ticketing Fee - General/BAC Shows	2.50	3.76	134.00 / performance plus 0.70 / tickets		
Offsite Ticket Fee					
Mailing fee, per piece of mail		3.76			
Ticket Exchange fee, per ticket	0.50		4.25		
Visual Arts Revenue:					
Single Display Case, cost per month					
Double Display Case, cost per month					
Lobby Gallery Walls, cost per month					
Memberships					
Facility Rental Fees:					
Performance Non Profit - base fee vs 10% of gross sales, whichever is greater	1,815.00	1,098.00	1,449.00		

Brockville Arts Centre Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Facility Rental Fees:					
Performance Non Profit/Non ticketed (no fee) community programming					
Performance Non Profit - 50% off rental rate for second performance (or 10%)		598.00			
Performance Commercial - base fee or 10% of gross sales, whichever is greater	3,100.00	2,284.00	2,554.00		
Performance Commercial - 50% off for second performance (or 10%)		1,141.00			
Auditorium Rental for Church Service					
Auditorium Rental for 2 Church Services per day					
Commercial Rehearsal - (8 hrs)	3,100.00	1,141.00 / 1,713.00 * premium in the weekend			
Commercial Rehearsal - (4 hrs)	1,815.00				
Lobby (8 hrs)		125.00 - 241.00 / hr	121.00 - 146.00 / hr		
Lobby (4 hrs)					
Musi Theatre Full Day (8 hrs)	800.00	913.00	886.00		
Musi Theatre Half Day (4 hrs)	500.00	685.00	\$150/hr		
Operatic Society - Musi-theatre rent					
Theatre Guild - Musi-theatre rent					
Telethon					
Rental for Dance Competition/day					
Rental set-up (8 hr minimum day)					

Brockville Arts Centre Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Movie Tickets:					
Adult					
Child					
Production Charges:					
Front of House Fee	25.00 / hr		46.00 / hr		
	175.00	288.00 -	199.00		
Piano surcharge with one tuning		418.00 *NP / commercial			
Haze Machine Rental (day)	25.00	30.00	61.00		
Fog Machine Rental (day)	25.00	Cost plus 10%	61.00		
BAC Crew/hour (Minimum 3 hour call)	45.00 / hr	40.00 / hr	51.25		
Sound Technician/hour	45.00 / hr	40.00 / hr	51.25		
Light Technician/hour	45.00 / hr	40.00 / hr	51.25		
House Technician Overage (Cost /hour over 8 hours during rental)	45.00 / hr	40.00 / hr	51.25		
Merchandise Table \$50.00 or 15% of gross sales			15-20%		
Box Office Fees:					
Box Office Charge 3.5% of gross ticket sales					
Set-up and event marketing (1 complimentary e-blast)	100.00	515.00	121.00		
Additional e-blasts		515.00	50.00		
Custom seating chart/scale per hour					
Ticket Printing Fee/ticket printed	0.50		0.70		
Credit Card Recovery Fee 3.5% from all credit card transactions	0.05	0.04	0.05		

Cemetery

Activity Description	2022 Rate	2023 Rate	2023 Change
Interment Rights			
Burial Plots - North Side	763.85	809.68	6.0%
Burial Plots - South Side	954.81	1,012.10	6.0%
Burial Plots - Child	190.96	202.42	6.0%
Cremation Plots - North Side	413.75	438.58	6.0%
Cremation Plots - South Side	463.50	491.31	6.0%
Columbarium A (OPC Section 35) - Single	1,149.75	1,218.73	6.0%
Columbarium A (OPC Section 35) - Double (Sold Out)	1,871.16	1,983.43	6.0%
Columbarium B (OPC Section 12) - Single	1,352.65	1,433.81	6.0%
Columbarium B (OPC Section 12) - Double	2,254.41	2,389.68	6.0%
Columbarium C (OPC Section 12) - Single	New	1,433.81	
Columbarium C (OPC Section 12) - Double	New	2,389.68	
Care & Maintenance			
Burial Plots - North Side	509.23	539.79	6.0%
Burial Plots - South Side	636.54	674.73	6.0%
Burial Plots - Child	154.50	175.00	13.3%
Cremation Plots - North Side	275.83	292.38	6.0%
Cremation Plots - South Side	309.00	327.54	6.0%
Columbarium A (OPC Section 35) - Single	202.90	215.07	6.0%
Columbarium A (OPC Section 35) - Double (Sold Out)	330.21	350.02	6.0%
Columbarium B (OPC Section 12) - Single	238.70	253.02	6.0%
Columbarium B (OPC Section 12) - Double	397.84	421.71	6.0%
Columbarium C (OPC Section 12) - Single	New	253.02	
Columbarium C (OPC Section 12) - Double	New	421.71	
Columbarium Lettering			
Single Niche - OPC Section 35 & Section 12	230.00	243.80	6.0%
Double Niche - OPC Section 35 & Section 12	400.00	424.00	6.0%
Scattering Rights			
Scattering Right	344.79	365.48	6.0%
Care & Maintenance	30.00	30.00	0.0%
Interment			
Casket Burials			
Monday to Friday	1,007.86	1,068.33	6.0%
Weekday after 3:00 pm	1,113.95	1,180.78	6.0%
Saturday or Sunday (to Noon)	1,326.13	1,405.69	6.0%
Saturday or Sunday (Noon to 3:30 pm)	1,432.22	1,518.15	6.0%
Cremation (in ground)			
Monday to Friday	503.93	534.16	6.0%
Weekday after 3:00 pm	610.02	646.62	6.0%
Saturday or Sunday (to Noon)	742.63	787.19	6.0%
Saturday or Sunday (Noon to 3:30 pm)	875.24	927.76	6.0%

Cemetery Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Interment Cont'd			
Cremation (columbarium) - charged per cremation urn			
Monday to Friday	424.36	449.82	6.0%
Weekday after 3:00 pm	530.45	562.28	6.0%
Saturday or Sunday (to Noon)	636.54	674.73	6.0%
Saturday or Sunday (Noon to 3:30 pm)	742.63	787.19	6.0%
Infant Burial	212.18	224.91	6.0%
Child Burial (up to age 14)	318.27	337.37	6.0%
Winter Surcharge (Nov 1 to Apr 30)	198.00	209.88	6.0%
Scattering of Cremated Remains - only permitted within Oakland Protestant Scattering Garden	New	30.00	
Assisted Services - Burial Plot & Interment			
Casket Burial Lot (including opening/closing)			
Interment Rights	690.26	690.26	0.0%
Care & Maintenance	460.18	460.18	0.0%
Cremation Burial Lot (including opening/closing)			
Interment Rights	309.74	309.74	0.0%
Care & Maintenance	132.74	132.74	0.0%
Foundations			
Up to 400 sq inches (dug and poured by Cemetery staff below frost line)	530.45	562.28	6.0%
Over 400 sq inches - charged per square foot	1.33	1.50	12.9%
Foundation removal	318.27	375.00	17.8%
Disinterment - includes Cemetery personnel & equipment usage only.			
Casketed remains (adult) - with vault or outer container	2,300.00	2,438.00	6.0%
Casketed remains (adult) - without vault or outer container	New	2,800.00	
Casketed remains (child/infant) - with vault or outer container	1,000.00	1,060.00	6.0%
Casketed remains (child/infant) - without vault or outer container	New	1,500.00	
Cremated remains (in-ground burial) - with vault or outer container	750.00	795.00	6.0%
Cremated remains (in-ground burial) - without vault or outer container	New	1,000.00	
Cremated remains (Niche)	750.00	795.00	6.0%
Cremated remains (Niche) - Temporary disinterment to accommodate the inurnment of a second	New	150.00	

Cemetery Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Additional Charges for Interment			
Extra Depth Burial - for extra depth burials that were purchased prior to January 1, 2021	1,007.86	1,068.33	6.0%
Indoor winter storage (casket) - Invoiced monthly. Minimum storage fee of 1 month.	371.32	250.00	-32.7%
Cemetery Personnel acting as Pall Bearers (Per staff member)	New	90.00	
Removal of earth from burial site	New	250.00	
Casket Interment Scheduled with less than 3 business days notice - contact Cemetery Office for additional information	New	75.00	
Opening/Closing of Private Mausoleum or Crypt	By Quotation Only		
Memorialization - Care & Maintenance Fees			
Flat ground level marker - less than 173 square inches	-	-	
Flat ground level marker - greater than 173 square inches	100.00	100.00	0.0%
Marker or monument - less than 4 feet tall	200.00	200.00	0.0%
Marker or monument - greater than 4 feet tall	400.00	400.00	0.0%
Monuments & Markers - Setting & Re-Setting Fees			
Marker Setting or Re-Setting Fee - charged per marker; includes flat or pillow markers. Subject to approval of Cemetery Operator	New	125.00	
Monument Setting or Re-setting Fee - charged per upright monument (< 4 feet tall)	New	150.00	
Monument Setting or Re-setting Fee - charged per upright monument (over 4 feet tall)	New By Quotation Only		
Corner Marker Setting or Re-Setting Fee - up to 4 markers	New	150.00	
Maintenance Services - beyond C&M standard			
Site Mark outs (Charged for each mark out of a burial site and/or installation site for a marker, monument, or other memorialization items. Includes 1 Cemetery Staff and necessary equipment. Cost of re-survey or additional equipment is extra. Charged per hour.	New	30.00	
Re-seeding of a single grave (beyond Care & Maintenance requirements)	New	150.00	
Fee for installing a shrub - charged per shrub, subject to Cemetery By-law 042-2021 & Cemetery Operator approval	New	50.00	
Maintenance to trees or shrubs not installed by the Brockville Cemetery	New By Quotation Only		
Removal of shrub or tree (up to 36 inches tall)	-	100.00	
Removal of shrub or tree (over 36 inches tall)	New By Quotation Only		

Cemetery Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Administrative Fees			
Transfer of Interment Rights (Current or Descendants of Interment Rights Holders)	106.09	125.00	17.8%
Genealogical Searches (Up to 5 names per request. Fee charged per hour of Staff time required.)	New	25.00	
Amend Cemetery Records - including updating personal information & Re-Issue of Certificate of Interment Rights	New	25.00	
Duplicate or Re-Issue of Certificate of Interment Rights	New	10.00	
St. Francis Xavier - Overtime Fee			
Applies to all interments for weekend & after hour burials.	New	327.54	6.0%
Gilmour Memorial Chapel			
Rental (2 Hour Minimum) - Includes basic cleaning.	New	325.00	
Rental (per hour over the minimum)	New	150.00	
Insurance Fee - Minimum is \$5 per day for non-sporting events where alcohol is not served. Rates are subject to change. Please contact Cemetery Office.	5.00	By Quotation Only	
Memorial Programs			
Memorial tree - tree type subject to City of Brockville Tree By-law. Location of tree to be determined by Cemetery Staff - all trees planted between 2023 - 2033 will be areas where trees have been removed. Includes 40% (\$480) Care & Maintenance contribution.	New	1,200.00	
Plaque for Memorial Tree Donations	New	450.00	
Memorial bench with customized 6" x 8" plaque - Placement of bench subject to the approval of Cemetery Staff. No more than two benches can be ordered in any given calendar year. Families can request to take the bench after 5 years. No Care & Maintenance contribution included in the purchase price.	New	2,450.00	

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Interment Rights	Roselawn	Beechwood	Cataraqui		
Burial Plots - North Side	915.00	3,690.00	1,320.00	1,975.00	
Burial Plots - South Side	915.00	3,000.00	1,680.00	1,865.00	
Burial Plots - Child	-	1,608.00	480.00	696.00	
Cremation Plots - North Side	480.00	2,642.00	900.00	1,340.67	
Cremation Plots - South Side	480.00	2,642.00	3,000.00	2,040.67	
Columbarium A (OPC Section 35) - Single	-	-	-	-	
Columbarium A (OPC Section 35) - Double (Sold Out)	1,275.00	7,463.00	3,655.00	4,131.00	
Columbarium B (OPC Section 12) - Single	-	-	-	-	
Columbarium B (OPC Section 12) - Double	1,738.25	7,463.00	4,420.00	4,540.42	
Columbarium C (OPC Section 12) - Single	-	-	-	-	Same pricing as existing Columbarium B (same section)
Columbarium C (OPC Section 12) - Double	1,738.25	7,463.00	4,420.00	4,540.42	
Care & Maintenance					
Burial Plots - North Side	610.00	2,460.00	880.00	1,316.67	
Burial Plots - South Side	610.00	2,000.00	1,120.00	1,243.33	
Burial Plots - Child	-	1,072.00	320.00	464.00	Adjustment to meet requirements of O. Reg. 30/11

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Care & Maintenance					
Cremation Plots - North Side	320.00	17.68	600.00	312.56	
Cremation Plots - South Side	320.00	17.68	2,000.00	779.23	
Columbarium A (OPC Section 35) - Single	-	-	-	-	
Columbarium A (OPC Section 35) - Double (Sold Out)	225.00	1,317.00	645.00	729.00	
Columbarium B (OPC Section 12) - Single	-	-	-	-	
Columbarium B (OPC Section 12) - Double	306.75	1,317.00	780.00	801.25	
Columbarium C (OPC Section 12) - Single	-	-	-	-	Same pricing as existing Columbarium B (same section)
Columbarium C (OPC Section 12) - Double	306.75	1,317.00	780.00	801.25	
Columbarium Lettering					
Single Niche - OPC Section 35 & Section 12	-	-	-	-	
Double Niche - OPC Section 35 & Section 12	475.00	450.00	310.00	411.67	
Scattering Rights					
Scattering Right	-	-	-	-	
Care & Maintenance	-	-	-	-	Set Care & Maintenance fee for scattering with no rights

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Interment					
Casket Burials					
Monday to Friday	1,095.00	1,520.00	1,200.00	1,271.67	
Weekday after 3:00 pm	1,445.00	1,520.00	1,420.00	1,461.67	
Saturday or Sunday (to Noon)	1,545.00	2,020.00	1,575.00	1,713.33	
Saturday or Sunday (Noon to 3:30 pm)	1,745.00	2,270.00	1,850.00	1,955.00	
Cremation (in ground)					
Monday to Friday	575.00	825.00	615.00	671.67	
Weekday after 3:00 pm	925.00	825.00	835.00	861.67	
Saturday or Sunday (to Noon)	925.00	1,325.00	990.00	1,080.00	
Saturday or Sunday (Noon to 3:30 pm)	1,225.00	1,575.00	1,265.00	1,355.00	
Cremation (columbarium) - charged per cremation urn					
Monday to Friday	475.00	650.00	415.00	513.33	
Weekday after 3:00 pm	825.00	650.00	635.00	703.33	
Saturday or Sunday (to Noon)	825.00	1,150.00	790.00	921.67	
Saturday or Sunday (Noon to 3:30 pm)	1,125.00	1,400.00	1,065.00	1,196.67	
Infant Burial	-	-	-		

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Interment					
Child Burial (up to age 14)	-	-	550.00	550.00	
Winter Surcharge (Nov 1 to Apr 30)	550.00	-	-	550.00	
Scattering of Cremated Remains - only permitted within Oakland Protestant Scattering Garden	-	-	-	-	Cover cost of personnel time. Member of staff to be present during the scattering of cremated
Assisted Services - Burial Plot & Interment					
Casket Burial Lot (including opening/closing)					
Interment Rights	-	-	375.00	375.00	No changes in pricing. O. Reg. 284/12 allows for up to \$1300 for casket burials to be paid to Cemeteries.
Care & Maintenance	-	-	250.00	250.00	No changes in pricing. O. Reg. 284/12 allows for up to \$1300 for casket burials to be paid to Cemeteries.
Cremation Burial Lot (including opening/closing)					
Interment Rights	-	-	-	-	No changes in pricing. O. Reg. 284/12 allows for up to \$500 for cremation burials to be paid to Cemeteries.

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Assisted Services - Burial Plot & Interment					
Care & Maintenance	-	-	-	-	No changes in pricing. O. Reg. 284/12 allows for up to \$500 for cremation burials to be paid to Cemeteries.
Foundations					
Up to 400 sq inches (dug and poured by Cemetery staff below frost line)	-	820.00	430.00	625.00	
Over 400 sq inches - charged per square foot	-	2.00	1.60	1.80	
Foundation removal	-	-	430.00	430.00	Adjustment to include increased operating costs for equipment
Disinterment - includes Cemetery personnel & equipment usage only.					
Casketed remains (adult) - with vault or outer container	3,800.00	-	3,500.00	3,650.00	
Casketed remains (adult) - without vault or outer container	-	-	By Quotation Only	-	
Casketed remains (child/infant) - with vault or outer container	-	-	By Quotation Only	-	

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Foundations					
Casketed remains (child/infant) - without vault or outer container	-	-	By Quotation Only	-	
Cremated remains (in-ground burial) - with vault or outer container	1,500.00	-	825.00	1,162.50	
Cremated remains (in-ground burial) - without vault or outer container	-	-	825.00	825.00	
Cremated remains (Niche)	1,500.00	-	600.00	1,050.00	
Cremated remains (Niche) - Temporary disinterment to accommodate the interment of a second	-	-	285.00	285.00	
Additional Charges for Interment					
Extra Depth Burial - for extra depth burials that were purchased prior to January 1, 2021	-	1,868.00	By Quotation Only	1,868.00	
Indoor winter storage (casket) - Invoiced monthly. Minimum storage fee of 1 month.	-	-	-	-	Change fee from yearly to per month. Invoiced at the 1st of each month.

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Additional Charges for Interment					
Cemetery Personnel acting as Pall Bearers (Per staff member)	-	115 per staff	75.00	95.00	
Removal of earth from burial site	-	-	375.00	375.00	
Casket Interment Scheduled with less than 3 business days notice - contact Cemetery Office for additional information	-	-	130.00	130.00	
Opening/Closing of Private Mausoleum or Crypt					
Memorialization - Care & Maintenance Fees					
Flat ground level marker - less than 173 square inches	-	-	-	-	Provincial minimum for Care & Maintenance. Mandated by FBCSA
Flat ground level marker - greater than 173 square inches	100.00	100.00	100.00	100.00	Provincial minimum for Care & Maintenance. Mandated by FBCSA
Marker or monument - less than 4 feet tall	200.00	200.00	200.00	200.00	Provincial minimum for Care & Maintenance. Mandated by FBCSA

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Memorialization - Care & Maintenance Fees					
Marker or monument - greater than 4 feet tall	400.00	400.00	400.00	400.00	Provincial minimum for Care & Maintenance. Mandated by FBCSA
Monuments & Markers - Setting & Re-Setting Fees					
Marker Setting or Re-Setting Fee - charged per marker; includes flat or pillow markers. Subject to approval of Cemetery Operator	-	185.00	160.00	172.50	
Monument Setting or Re-setting Fee - charged per upright monument (< 4 feet tall)	-	185.00	-	185.00	
Monument Setting or Re-setting Fee - charged per upright monument (over 4 feet tall)	-	By Quotation Only	-	-	
Corner Marker Setting or Re-Setting Fee - up to 4 markers	-	195.00	216 (54 each)	205.50	

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Maintenance Services - beyond C&M standard					
Site Mark outs (Charged for each mark out of a burial site and/or installation site for a marker, monument, or other memorialization items. Includes 1 Cemetery Staff and necessary equipment. Cost of re-survey or additional equipment is extra. Charged per hour.					Cover staff time associated with locating markers to complete site mark outs. Some mark outs do require additional resources to completed, especially within the older sections of the Cemetery.
Re-seeding of a single grave (beyond Care & Maintenance requirements)	-	250.00	By Quotation Only	250.00	
Fee for installing a shrub - charged per shrub, subject to Cemetery By-law 042-2021 & Cemetery Operator approval	-	80.00	By Quotation Only	80.00	
Maintenance to trees or shrubs not installed by the Brockville Cemetery	-	-	By Quotation Only	-	
Removal of shrub or tree (up to 36 inches tall)	-	-	150.00	150.00	

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Maintenance Services - beyond C&M standard					
Removal of shrub or tree (over 36 inches tall)	-	-	By Quotation Only	-	
Administrative Fees					
Transfer of Interment Rights (Current or Descendants of Interment Rights Holders)	200.00	145.00	350.00	231.67	
Genealogical Searches (Up to 5 names per request. Fee charged per hour of Staff time required.)	-	16.50	By Quotation Only	16.50	Cover administrative time dedicated to research.
Amend Cemetery Records - including updating personal information & Re-Issue of Certificate of Interment Rights	-	-	100.00	100.00	
Duplicate or Re-Issue of Certificate of Interment Rights	-	-	50.00	50.00	
St. Francis Xavier - Overtime Fee					
Applies to all interments for weekend & after hour burials.					

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Gilmour Memorial Chapel					
Rental (2 Hour Minimum) - Includes basic cleaning.	395.00	1,260.00	-	827.50	Minimum rental fee for setting up Chapel. In 2021 it was \$309.
Rental (per hour over the minimum)	-	-	-	-	Additional rental fee for services that may go over two hours.
Insurance Fee - Minimum is \$5 per day for non-sporting events where alcohol is not served. Rates are subject to change. Please contact Cemetery Office.	-	-	-	-	Insurance required for all City facilities. By quotation only in case of changes to insurance program in 2023.
Memorial Programs					
Memorial tree - tree type subject to City of Brockville Tree By-law. Location of tree to be determined by Cemetery Staff - all trees planted between 2023 - 2033 will be areas where trees have been removed. Includes 40% (\$480) Care & Maintenance contribution.	-	3,500.00	-	3,500.00	Offer similar memorial tree program as Parks Department. \$300 for tree + \$300 for installation. 40%

Cemetery Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Memorial Programs					
Plaque for Memorial Tree Donations					
Memorial bench with customized 6" x 8" plaque - Placement of bench subject to the approval of Cemetery Staff. No more than two benches can be ordered in any given calendar year. Families can request to take the bench after 5 years. No Care & Maintenance contribution included in the purchase price.	-	4,480.00	-	4,480.00	Offer similar memorial bench program as Parks Department. With a Care & Maintenance contribution fee would become \$3500 (\$2450 for bench/tax/shipping/plaque + \$875 C/M + \$175 revenue)

Clerk

Activity Description	2022 Rate	2023 Rate	2023 Change
Encroachment agreements (including HST)	225.00	225.00	0.0%
Sidewalk Patio Application (including HST)	100.00	100.00	0.0%
Renewal (including HST)	45.00	45.00	0.0%
Transient Trader:			
/day	120.00	125.00	4.2%
/3 days	300.00	315.00	5.0%
Door to Door Sales (/day)	105.06	110.00	4.7%
Busker	79.56	85.00	6.8%
Refreshment Cart License:			
Municipal Property	565.00	580.00	2.7%
Private Property	226.00	235.00	4.0%
Bingo License (pooling hall)	2% of prize board	2% of prize board	0.0%
Bingo License (non-pooling)	2% of prize board	2% of prize board	0.0%
Nevada License	3% of prize board	3% of prize board	0.0%
Raffle License	3% of prize board	3% of prize board	0.0%
Catch the Ace Lottery	1% of price to max \$500	1% of price to max \$500	0.0%
Registration - Deaths	25.00	26.25	5.0%
Marriage License	150.00	150.00	0.0%
Wedding Ceremonies - during business hours (including HST)	325.00	325.00	0.0%

Engineering

Activity Description	2022 Rate	2023 Rate	2023 Change
Printing Fees	10.00	12.00	20.0%
CLI - ECA Sanitary Sewer Review	New	1,000.00	
CLI - ECA Storm Sewer Review	New	1,000.00	
MECP Form 1 - Watermain Design Review	New	1,000.00	
Site Plan review <10 parking spaces	280.00	290.00	3.6%
Site Plan review >10 parking spaces	490.00	500.00	2.0%
Site Plan review - Commercial/Industrial/Institutional	490.00	500.00	2.0%
Site Plan - Stormwater Management Review	420.00	430.00	2.4%
Site Plan Review - Each Additional Resubmission	150.00	155.00	3.3%
Minor change to Site Plan Control Agreement - Building	70.00	75.00	7.1%
Minor change to Site Plan Control Agreement - All Other	175.00	180.00	2.9%
Subdivision review <10 dwelling units	490.00	500.00	2.0%
Subdivision review >10 dwelling units	770.00	800.00	3.9%
Subdivision Review - Stormwater Management	420.00	430.00	2.4%
Subdivision Review - Each Additional Resubmission	210.00	215.00	2.4%
Lot grading review - resubmissions	150.00	155.00	3.3%
Municipal Consent	150.00	155.00	3.3%

Engineering Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Printing Fees	17.21				Cost recovery of paper / printer / ink costs.
CLI - ECA Sanitary Sewer Review					12 hour review
CLI - ECA Storm Sewer Review					12 hour review
MECP Form 1 - Watermain Design Review					12 hour review
Site Plan review <10 parking spaces	1,021.60				4 hour review
Site Plan review >10 parking spaces	1,021.60				6 hour review
Site Plan review - Commercial/Industrial/Institutional	1,021.60				7 hour review
Site Plan - Stormwater Management Review	N/A				6 hour review
Site Plan Review - Each Additional Resubmission	1,021.60				2 hour review
Minor change to Site Plan Control Agreement - Building	122.45				1 hour review
Minor change to Site Plan Control Agreement - All Other	N/A				2.5 hour review
Subdivision review <10 dwelling units	5,463.65				7 hour review
Subdivision review >10 dwelling units	10,927.25				11 hour review
Subdivision Review - Stormwater Management	N/A				6 hour review
Subdivision Review - Each Additional Resubmission	1,021.60				3 hour review
Lot grading review - resubmissions	205.55				2 hour review
Municipal Consent	521.90				2 hour review

Finance

Activity Description	2022 Rate	2023 Rate	2023 Change
Tax Certificate	70.00	70.00	0.0%
Administration Charge for new tax accounts	33.00	35.00	6.1%
Returned cheques	45.00	45.00	0.0%
Administration Charge for Pre-Authorized Payment	8.50	Remove	
Verbal Information Requests	35.00	35.00	0.0%
Various Fees			
Historical Research			
Tax or Accounts Receivable - Price per year	10.00	10.00	0.0%
Computerized "hard copies" of Account or confirmation letter <i>by owner</i>	9.00	9.50	5.6%
Gross Lease Calculations	-	-	
Duplicate receipts	-	-	
Verbal Information Requests			
(Property searches, roll #'s, legal description, verification of ownership, tax levies, tax arrears)			
Transfers from water or accounts receivable to the tax roll	27.00	30.00	11.1%
OPTA/Capping reports provided to Tax Agents			
Mortgage Company Overpayments or incorrect Accts Refunds	27.50	30.00	9.1%
Collection Letters-for 2nd and 3rd year arrears calculations	8.35	8.50	1.8%
Commissioner of Oaths fee (including HST)	20.00	25.00	25.0%
Commissioner of Oaths fee - Pension Forms (including HST)	5.25	5.25	0.0%
Travel Letter (including HST)	20.50	20.50	0.0%

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Tax Certificate	\$50.00 (Belleville)	\$77.60 (Kingston)	\$50 (North Grenville)	\$59.20	Generally above average for similar sized municipalities
Rush Tax Certificate					
Administration Charge for new tax accounts	\$50 (Belleville)	\$33.90 (Kingston)	\$73 (Ottawa)	\$52.30	Below average for similar sized/ close proximity municipalities
Returned cheques	\$45 (Belleville)	\$40.45 (Kingston)	\$45 (Elizabethtown)	\$43.48	Recoup bank charges for returned payments
Administration Charge for Pre-Authorized Payment	\$0 (Belleville)	\$0 (Kingston)	\$0 (Prescott)	\$0	Most similar sized municipalities do not charge a fee for being on PAP. Also do not want to discourage residents from signing up

Finance Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Verbal Information Requests	\$16.60 (Kingston)	\$10 (Napanee)	\$5 (North Grenville)	\$10.53	
Various Fees					
Historical Research					
Tax or Accounts Receivable - Price per year	\$25/hour (Napanee)	\$5 (North Grenville)	\$50/hour (South Dundas)	\$26.67	Propose we change to an hourly rate rather than a flat rate of \$10
Computerized "hard copies" of Account or confirmation letter <i>by owner</i>	\$10 (Napanee)	\$39 (Ottawa)	\$0 (Kingston)	\$24.50	Recommend a slight increase. We want to encourage residents to keep their paperwork
Gross Lease					
Duplicate receipts					
Verbal Information Requests					
(Property searches, roll #'s, legal description, verification of ownership, tax levies, tax arrears)					
Transfers from water or accounts receivable to the tax roll	\$33.90 (Kingston)	\$20 (Belleville)	\$49 (Ottawa)	\$34.30	Water transfers are done frequently and can be time consuming
OPTA/Capping reports provided to Tax Agents					
Mortgage Company Overpayments or incorrect Accts Refunds	\$30 (Belleville)	\$33.90 (Kingston)	\$30 (Ottawa)	\$31.30	Increase to be more inline with comparators
Collection Letters- for 2nd and 3rd year arrears calculations	\$45 (Belleville)	\$0 (Kingston)	\$0 (North Grenville)	\$45	Most municipalities do not have a fee for collection
Commissioner of Oaths fee (including HST)	\$30 (Belleville)	\$39.45 (Kingston)	\$20 (Prescott)	\$29.81	Can be time consuming. Propose we bring up this fee to be more inline with other municipalities
Commissioner of Oaths fee - Pension Forms (including HST)					Unable to locate another municipality that has 2 different fees
Travel Letter (including HST)					

Finance Water

Activity Description	2022 Rate	2023 Rate	2023 Change
Shut off/on - House	68.00	70.00	2.9%
Shut off/on - Curb	90.00	90.00	0.0%
New Account Administration Fee	33.00	35.00	6.1%
Tenant Security Deposit - Residential	300.00	300.00	0.0%
Tenant Security Deposit - Commercial & Industrial	Based on historic consumption	Based on historic consumption	
New Replacement Meter			
5/8" meter	Meter/ERT	Meter/ERT	
Larger than 5/8" meter	Meter/ERT	Meter/ERT	
Water Arrears Certificates	40.00	40.00	0.0%
Elizabethtown Customers			
Charged the same rates as City Fees			

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Shut off/on - House	\$40 (Belleville)	\$104 (Ottawa)	\$75 (North Grenville)	73.00	Propose an increase to be more inline other municipalities
Shut off/on - Curb	\$40 (Belleville)	\$75 (North Grenville)	\$0 (Ottawa)	57.50	Current rate is on the higher end for similar municipalities
New Account Administration Fee	\$15 (Kingston)	\$36.77 (Napane)	\$77 (Ottawa)	42.92	Increase should match NOM for taxes
Tenant Security Deposit - Residential	\$250 (Belleville)	\$200 (South Dundas)	\$0 (Kingston)	225.00	
New Replacement Meter					
Water Arrears Certificates	\$73 (Ottawa)	\$0 (Belleville)	\$0 (Kingston)	73.00	
Elizabethtown Customers					
Charged the same rates as City Fees					

Fire Department

Activity Description	2022 Rate	2023 Rate	2023 Change
ADMINISTRATION			
Fire Report Fees	83.00	88.73	6.9%
Inspection Report Copies	83.00	88.73	6.9%
File Search	83.00	88.73	6.9%
Costs incurred by the fire department related to activities undertaken associated with the application of the Fire Protection & Prevention Act 1997 Section 21 (2)(b) whereby the inspector causes the land of premises to be closed immediately and persons on the premises to be removed.			
FIRE PREVENTION INSPECTIONS			
Under 600 sq. metres, not to exceed 2 hours	166.00	177.45	6.9%
600-2000 sq. metres, not to exceed 3 hours	249.00	266.18	6.9%
Over 2000 sq. metres, not to exceed 4 hours	332.00	354.91	6.9%
Additional hourly rate (when standard times are exceeded)	83.00	88.73	6.9%
Occupant Load Determination/Recalculation	83.00	88.73	6.9%
LICENSE/COMPLIANCE INSPECTIONS			
Compliance Letter/LLBO Inspection/Special Occasion Permit Inspection (per hour rate)	83.00	88.73	6.9%
Licensed Day Care Inspection	83.00	88.73	6.9%
Outdoor Fireplace Inspection/Permit	41.00	43.83	6.9%
NON-EMERGENCY RESPONSES			
Smoke and/or Carbon Monoxide Alarm(s), including installation	100% Cost Recovery	100% Cost Recovery	
EMERGENCY RESPONSES			
Cost to secure vacant building	100% Cost Recovery	100% Cost Recovery	
Motor vehicle collision involving non-residents on municipal controlled lands or highways.	Current M.T.O. rate*	Current M.T.O. rate*	
Full cost recovery of all third-party services contracted to determine cause, suppress or extinguish, preserve property, prevent spread, clean up or otherwise mitigate an incident.	100% Cost Recovery	100% Cost Recovery	
FALSE ALARM RESPONSE			
Non notification of work on fire alarm system	256.00	273.66	6.9%
First false alarm in fiscal year	Warning letter	Warning letter	
Second false alarm in fiscal year	Warning letter	Warning letter	
Third false alarm in fiscal year	Current M.T.O. rate*	Current M.T.O. rate*	
Additional offences in fiscal year	Current M.T.O. rate*	Current M.T.O. rate*	
FACILITY USE			
Tower Use Per Day	350.00	374.15	6.9%
SCBA Bottle Refill	9.00	9.62	6.9%
Extinguisher Training	165.00	176.39	6.9%
Confined Space Facility Per Day	205.00	300.00	46.3%

Fire Department Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
USER FEES FOR ST. LAWRENCE COLLEGE			
Building and Training Room	150.00	200.00	33.3%
Pumper	385.00	543.03	41.0%
Aerial/Ladder truck	New	1,000.00	
SCBA Bottle Refill	7.00	8.00	14.3%
THIRD PARTY AGREEMENTS			
Indemnification Technology – Fire Marque (2)	Current MTO rate per apparatus and personnel/hour plus any additional costs to the Brockville Fire Department, or City of Brockville for each response	Current MTO rate per apparatus and personnel/hour plus any additional costs to the Brockville Fire Department, or City of Brockville for each response	
Alarm Monitoring	134.00	143.25	6.9%

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
	Cornwall	Belleville 2021	Smith Falls 2022		
ADMINISTRATION					
Fire Report Fees	84.75	75.00	50.00	69.92	
Inspection Report Copies	84.75	75.00	50.00	69.92	
File Search	84.75	75.00	50.00	69.92	
Costs incurred by the fire department related to activities undertaken associated with the application of the Fire Protection & Prevention Act 1997 Section 21 (2)(b) whereby the inspector causes the land of premises to be closed immediately and persons on the premises to be removed.					
FIRE PREVENTION INSPECTIONS					
Under 600 sq. metres, not to exceed 2 hours	169.50	175.00	-	114.83	
600-2000 sq. metres, not to exceed 3 hours	254.25	175.00	-	143.08	
Over 2000 sq. metres, not to exceed 4 hours	339.00	225.00	-	188.00	
Additional hourly rate (when standard times are exceeded)	100.00	75.00	-	58.33	
Occupant Load Determination/Recalculation	100.00		-	50.00	

Fire Department Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
	Cornwall	Belleville 2021	Smith Falls 2022		
LICENSE/COMPLIANCE INSPECTIONS					
Compliance Letter/LLBO Inspection/Special Occasion Permit Inspection (per hour rate)	169.50	75.00		122.25	
Licensed Day Care Inspection	100.57	85.00		92.79	
Outdoor Fireplace Inspection/Permit	40.00	25.00	25.00	30.00	
NON-EMERGENCY RESPONSES					
Smoke and/or Carbon Monoxide Alarm(s), including installation	1st hr = 459.89		-	-	
EMERGENCY RESPONSES					
Cost to secure vacant building			100% Cost Recovery		
Motor vehicle collision involving non-residents on municipal controlled lands or highways.			Current M.T.O. rate		
Full cost recovery of all third-party services contracted to determine cause, suppress or extinguish, preserve property, prevent spread, clean up or otherwise mitigate an incident.					
FALSE ALARM RESPONSE					
Non notification of work on fire alarm system	-				
First false alarm in fiscal year	-	200.00		100.00	
Second false alarm in fiscal year	-	300.00		150.00	
Third false alarm in fiscal year	229.29	488.40		358.85	
Additional offences in fiscal year	229.29	Subject to Review		229.29	
FACILITY USE					
Tower Use Per Day					
SCBA Bottle Refill					
Extinguisher Training	180.80			180.80	
Confined Space Facility Per Day					
USER FEES FOR ST. LAWRENCE COLLEGE					
Building and Training Room	339.00			339.00	
Pumper	543.03			543.03	
Aerial/Ladder truck					
Alarm Monitoring					

GIS

Activity Description	2022 Rate	2023 Rate	2023 Change
Data release and GIS related work for external agencies (per hour)	57.29	59.00	3.0%

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Data release and GIS related work for external agencies (per hour)	90.09				Based on hourly rate of GIS staff.

Museum

Activity Description	2022 Rate	2023 Rate	2023 Change
General Interest Programs:			
Walking Tour	\$10/person	\$10/person	
Private Walking Tour	\$75 or \$10/person which ever is greater	\$75 or \$10/person which ever is greater	
Talk & Tea	\$5/person	\$5/person	
Lecture Series:	\$8-\$50/person TBD	\$8-\$50/person TBD	
Adult Workshops	\$10-\$40/person	\$10-\$40/person	
Speaking Engagement	\$50 (+ mileage if outside of Brockville)	\$50 (+ mileage if outside of Brockville)	
Senior's Programs:			
Virtual Presentation	35.00	35.00	0.0%
In-Person Presentation	\$40 (+ mileage if outside of Brockville)	\$40 (+ mileage if outside of Brockville)	
Mini-Muse Rental	35.00	35.00	0.0%
Group Tours:			
On-Bus	\$75/bus	\$75/bus	
Self-Guided	\$50 or \$3.50/person which ever is greater	\$50 or \$3.50/person which ever is greater	
Group Lecture	\$50 or \$5/person which ever is greater	\$50 or \$5/person which ever is greater	

Museum Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Youth Programs:			
Virtual Field Trip	75.00	75.00	0.0%
Mini-Muse Rental with Activities	75.00	75.00	0.0%
In-Person	\$50 or \$3.00-\$6.00/person which ever is greater	\$50 or \$3.00-\$6.00/person which ever is greater	
Surcharges (cost recovery)			
Staffing Surcharge	\$25/hour	\$25/hour	
Mileage	City rate	City rate	
Museum-Fees & S/C -Hall/Room			
Base Rate			
Meeting Room < 3 hours	75.00	75.00	0.0%
Meeting Room 3-7 hours	145.00	145.00	0.0%
Patio	\$10/hour	\$10/hour	
Patio + Lobby	\$20/hour	\$20/hour	
Carriage Hall	\$250/hour	\$250/hour	
Surcharges (cost recovery)			
Carriage Hall Admin Fee	100.00	100.00	0.0%
Staffing Surcharge	\$50/hour	\$50/hour	
Table & Chair Rental	\$10/hour	\$10/hour	
Table & Chair Handling Fee	50.00	50.00	0.0%
Kitchen Fee #1	10.00	10.00	0.0%
Kitchen Fee #2	50.00	50.00	0.0%
Coffee Service	50.00	50.00	0.0%
Dish Rental #1	25.00	25.00	0.0%
Table Cloth Rental	\$8/ea	\$8/ea	
Misc.			
Non-Profit/Government Discount	-20%	-20%	
Genealogical Society Rent	0.00	0.00	
Research Fees:			
Research Request	\$30/hour pro-rated	\$30/hour pro-rated	
In-person Research	\$10 per visit	\$10 per visit	
Photocopy Fees:			
8.5x11 to 8.5x14	0.25/side (black & white)	0.25/side (black & white)	
8.5x11 to 8.5x14	0.50/side (colour)	0.50/side (colour)	
11x17	0.50/side (black & white)	0.50/side (black & white)	
11x17	\$1.00/side (colour)	\$1.00/side (colour)	
Digital scan (PDF emailed)	0.25/page (up to 10 pages)	0.25/page (up to 10 pages)	
Digital scan (PDF emailed)	0.15/page (for automatic feed 10+ page)	0.15/page (for automatic feed 10+ page)	

Museum Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Photograph/Document Reproduction:			
Standard Image (already scanned)	\$10/image	\$10/image	
Custom Image	\$30/image	\$30/image	
Digitization Fee	\$40-\$80/item	\$40-\$80/item	
Standard Document	\$10/item (up to 5 pages)	\$10/item (up to 5 pages)	
Oversized Document	\$20/item	\$20/item	
Publication Fees:			
Commercial Use	\$50 (plus applicable reproduction fees)	\$50 (plus applicable reproduction fees)	
Bulk publication	\$150 for first 1000 copies; \$50 for every 1000 thereafter	\$150 for first 1000 copies; \$50 for every 1000 thereafter	
Website - non-profit	100.00	100.00	0.0%
Website - commercial	250.00	250.00	0.0%
Gift Shop:			
Brockville Voices II	26.00	26.00	0.0%

Parking

Activity Description	2022 Rate	2023 Rate	2023 Change
ALL Parking Fees include HST			
Lots with Parking Passes at \$55 per month			
Market St. West			
Water Street			
One month	55.00	60.00	9.1%
Three months	165.00	180.00	9.1%
Six months	330.00	360.00	9.1%
One year	660.00	720.00	9.1%
Lots with Parking passes at \$50 per month			
Home Street			
George Street			
Reynolds Park - only open in summer months			
Buell Street			
John Street			
one month	50.00	55.00	10.0%
three months	150.00	165.00	10.0%
six months	300.00	330.00	10.0%
one year	600.00	660.00	10.0%
Parking Lot Meters - per hour	1.25	1.50	20.0%
Charging of personal electric vehicles - per day	1.25	1.25	0.0%
Street Meter Fees - per hour	1.00	1.00	0.0%
Meter Bag rentals - per day	10.00	12.00	20.0%
Contribution to BMAAC from fines for Accessible parking infractions			
Administration fee for refunds of parking	12.00	15.00	25.0%
Boat Ramp Fees			
/day (to 11pm)	9.00	10.00	11.1%
/24 hours	22.00	22.00	0.0%
/season	250.00	275.00	10.0%

Parking Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
ALL Parking Fees include HST					
Lots with Parking Passes at \$55 per month					
Market St. West					
Water Street	General comparator permit costs for lots, garages				
One month	\$83.28 (Cornwall)	\$86.75- \$149.25 (Kingston) location dependant	\$65 (Belleville) \$30 (Owen Sound)		Very high demand
Three months	\$208.20 (Cornwall)				No breaks on multi months
Six months	\$364.34 (Cornwall)				
One year	\$676.65 (Cornwall)	\$300 (Owen Sound)			
Lots with Parking passes at \$50 per month					
Home Street					
George Street					
Reynolds Park - only open in summer months					
Buell Street					
John Street					
one month					No breaks on multi months
three months					
six months					
one year					
Parking Lot Meters - per hour	\$1.50- \$2.00/hour (Kingston)	\$1.00/hour (Belleville)	2 hr. free time limit (Owen Sound)		
Charging of personal electric vehicles - per day	\$1.50/hour (Kingston)	\$1.50/hour (Cornwall)			
Street Meter Fees - per hour	\$1.5-\$2.00/hour (Kingston)	\$1.00/hour (Belleville)	2 hr. free time limit (Owen Sound)		
Meter Bag rentals - per day					
Contribution to BMAAC from fines for Accessible parking infractions					
Administration fee for refunds of parking passes					
Boat Ramp Fees					
/day (to 11pm)	\$10 (Cornwall)				
/24 hours	\$40 (Cornwall)				
/season	\$100 (Cornwall)				(May to Sept 5 months x 55 = 275.00)

Parks

Activity Description	2022 Rate	2023 Rate	2023 Change
Ball Fields - Adult Use			
Softball fields w/lights & no maint.	30.00	Remove	
Softball fields w/o lights & no maint.	19.00	23.00	
Softball Fields - Lighting Fee	New	13.00	
Tournaments per day/field	146.75	177.00	20.6%
Hard Ball Fields	16.50	16.50	0.0%
Soccer Fields			
Rental with Lights	29.75	Remove	
Soccer Field - Rental without Lights	18.25	20.00	
Soccer Fields - Lighting Fee	New	13.00	
Non-resident user fee	166.50	177.50	6.6%
St. Lawrence Park			
Daily Camping - seniors with power	39.75	42.50	6.9%
Daily Camping - seniors without power	32.50	34.75	6.9%
Daily Camping - with power	45.50	48.50	6.6%
Daily Camping - without power	39.50	42.25	7.0%
Daily Camping - self supported cyclists	14.50	15.50	6.9%
Weekly Camping - seniors with power	241.00	256.75	6.5%
Weekly Camping - seniors without power	199.00	212.00	6.5%
Weekly Camping - with power	287.50	306.25	6.5%
Weekly Camping - without power	227.50	242.25	6.5%
Canoes & Kayaks only			
Day Use	7.50	8.00	6.7%
Seasonal Day Use Beaching Pass	60.00	64.00	6.7%
Dive Charters			
Seasonal Docking - per foot	81.00	86.50	6.8%
Pickup/Drop off			
Seasonal (per foot)	37.00	39.50	6.8%
Island Camping			
Daily Camping (incl. dock)	38.00	40.50	6.6%
Booking Admin Fee	1.00	1.00	
Seasonal Camping- non-resident (incl. dock)	1,491.00	1,588.00	6.5%
Seasonal Camping - resident (incl. dock)	1,277.00	1,360.00	6.5%

Parks Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Island Mooring			
Seasonal Island Mooring Pass - per ft. (Day & Overnight Use)	13.00	14.00	7.7%
Seasonal Island Day Use Pass - per ft. (Day Use only)	7.50	8.00	6.7%
Day Use - per ft.	1.25	1.50	20.0%
Day & Overnight Use - per ft.	1.50	1.75	16.7%
Kayak Paddle In/Out	20.75	22.25	7.2%
Booking Admin Fee	1.00	1.00	0.0%
Tunnel Bay & EFQ Harbours			
All fees per foot of boat based on LOA, unless otherwise stated			
Seasonal Docking (May 15-Oct 15)	69.25	81.00	17.0%
Modifier for High Power Slips (2x30 amps)		16.20	
Transient Docking May - Oct			
Day Use - per hour	7.50	8.00	6.7%
Max charge per day, Max stay 3PM peak season (June 20-Aug 11)	18.00	19.25	6.9%
Nightly Docking - with power (Per foot)	2.75	3.00	9.1%
Nightly Docking - without power (Per foot)	2.00	Remove	
Weekly Docking - with power (Per foot)	12.00	12.75	6.3%
Weekly Docking - without power (Per foot)	11.50	Remove	
Off Season - monthly rate (per foot) (May & After Labour Day)	19.00	20.25	6.6%
Personal Water Craft Slips (Currently 6)	550.00	585.75	6.5%
Wi-Fi Voucher	2.75	3.00	9.1%
Commemorative Tree and Bench Program			
Planted tree w/ 6"x8" Customized plaque	985.00	1,200.00	21.8%
Park Bench w/ (8"x6" Oval) Customized Plaque - New Bench	2,245.00	2,450.00	9.1%
Park Bench w/ (8"x6" Oval) Customized Plaque - Refurbished Bench	1,520.00	Remove	

Parks Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Ball Fields - Adult Use	Kingston	North Grenville	Comwall		All cost rounded up to the nearest \$0.25
Softball fields w/lights & no maint.	51.65	37.00	46.81	45.15	Suggest gradual 5 Year increase to match comparators (\$6/yr or approx. 25%)
Softball fields w/o lights & no maint.	18.54		29.22	23.88	Suggest gradual 5 Year increase to match comparators (\$2.50/yr approx. 19%)
Softball Fields - Lighting Fee					
Tournaments per day/field	290.31	267.00	170.00	242.44	Suggest gradual 5 Year increase to match comparators (\$27/yr approx. 22.5%)
Hard Ball Fields	7.78	9.00	29.22	15.33	No increase based on comparators
Soccer Fields					
Rental with Lights	31.36	46.00	57.65	45.00	Suggest a gradual 5 year increase to match comparators (1.75/yr approx. 6%)
Soccer Field - Rental without Lights	20.55	12.00	35.94	22.83	Suggest a gradual 2 year increase to match comparators (1.75/yr approx. 10%)
Soccer Fields - Lighting Fee					
Non-resident user fee					No comparators. Propose no increase over 2022 by CPI, rounded to the nearest \$0.25

Parks Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
St. Lawrence Park	Iroquois	Coburg	Meaford		
Daily Camping - seniors with power					6.5% CPI increase over 2022, rounded to the nearest \$0.25
Daily Camping - seniors without power					
Daily Camping - with power	46.50	47.00	50.00	47.83	6.5% CPI increase over 2022, rounded to the nearest \$0.25
Daily Camping - without power	36.00	43.00		39.50	6.5% CPI increase over 2022, rounded to the nearest \$0.25
Weekly Camping - with power	280.00	282.00	350.00	304.00	6.5% CPI increase over 2022, rounded to the nearest \$0.25
Weekly Camping - without power	200.00	258.00		229.00	6.5% CPI increase over 2022, rounded to the nearest \$0.25
Tunnel Bay & EFQ Harbours	Gananoque	Prescott	Kingston		
All fees per foot of boat based on LOA, unless otherwise stated					
Seasonal Docking (May 15-Oct 15)	62.94	61.00	82.35	68.76	EFQ was \$76/ft in 2022. Tunnel bay to match EFQ when new docks installed. Increase proposed at CPI 6.5% for 2023. \$76 increased to \$81
Transient Docking May - Oct					
Nightly Docking - with power (Per foot)	2.21	2.30	2.26	2.26	6.5% CPI increase over 2022, rounded to the nearest \$0.25
Weekly Docking - with power (Per foot)	10.79	10.50	9.37	10.22	6.5% CPI increase over 2022, rounded to the nearest \$0.25
Off Season - monthly rate (per foot)	19.30	22.00	24.24	21.85	6.5% CPI increase over 2022, rounded to the nearest \$0.25

Building Department

Activity Description	2022 Rate	2023 Rate	2023 Change
All Building Fees are Tax Exempt			
Class 1			
New single unit dwelling	2,484.00	2,655.00	6.9%
	plus \$0.78 per sq. ft. in excess of 2000 sq. ft. (total living area excluding garage, carport, porches, decks, etc.)	plus \$0.83 per sq. ft. in excess of 2000 sq. ft. (total living area excluding garage, carport, porches, decks, etc.)	6.4%
Class 2			
New semi detached, duplex or link dwelling	2,484.00	2,655.00	6.9%
	plus \$0.78 per sq. ft. in excess of 2000 sq. ft. (total living area excluding garage, carport, porches, decks, etc.)	plus \$0.83 per sq. ft. in excess of 2000 sq. ft. (total living area excluding garage, carport, porches, decks, etc.)	6.4%
Class 3			
New triplex or townhouse dwelling	2,484.00	2,655.00	6.9%
	plus \$0.78 per sq. ft. in excess of 2000 sq. ft. (total living area excluding garage, carport, porches, decks, etc.,)	plus \$0.83 per sq. ft. in excess of 2000 sq. ft. (total living area excluding garage, carport, porches, decks, etc.)	6.4%
Class 4			
New multiple unit dwelling	2,068.00	2,210.00	6.9%
	/unit plus \$0.78 per sq. ft. in excess of 1200 sq. ft.	/unit plus \$0.83 per sq. ft. in excess of 1200 sq. ft.	6.4%
Class 5			
Alterations and repairs - for single unit, duplex or semi-detached dwelling	The greater of \$358.00 or \$0.78 per square foot	The greater of \$382.00 or \$0.83 per square foot	6.7%
Class 6			
Additions to s.u./duplex/semis	The greater of \$609.00 or \$0.78 per square foot	The greater of \$651.00 or \$0.83 per square foot	6.9%

Building Department Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Class 7			
Residential accessory buildings	The greater of \$358.00 or \$0.78 per square foot	The greater of \$382.00 or \$0.83 per square foot	6.7%
Class 8			
Decks	The greater of \$198.00 or \$0.42 per square foot	The greater of \$212.00 or \$0.45 per square foot	7.1%
Enclosed Porches	The greater of \$198.00 or \$0.78 per square foot	The greater of \$212.00 or \$0.45 per square foot	7.1%
Class 9			
Additions to multiple unit dwellings	The greater of \$609.00 or \$0.78 per square foot	The greater of \$651.00 or \$0.83 per square foot	6.9%
Alterations or repairs to multiple unit dwellings	The greater of \$358.00 or \$0.78 per square foot	The greater of \$382.00 or \$0.83 per square foot	6.7%
Class 10			
New industrial (Fees for new freestanding industrial structures on green filed sites are waived.)	The greater of \$935.00 or	The greater of \$999.00 or	6.8%
	\$0.78 per square foot (for first 50,000 sq. ft.)	\$0.83 per square foot (for first 50,000 sq. ft.)	6.4%
	\$0.52 per square foot (above 50,000 sq. ft.)	\$0.55 per square foot (above 50,000 sq. ft.)	5.8%
New public or commercial buildings	The greater of \$935.00 or \$0.78 per square foot	The greater of \$999.00 or \$0.83 per square foot	6.8%
Class 11			
Additions to industrial buildings	The greater of \$935.00 or	The greater of \$999.00 or	6.8%
	\$0.52 per square foot (for first 50,000 sq. ft.)	\$0.55 per square foot (above 50,000 sq. ft.)	5.8%
	\$0.26 per square foot (above 50,000 sq. ft.)	\$0.28 per square foot (above 50,000 sq. ft.)	7.7%
Additions to public or commercial buildings	The greater of \$935.00 or \$0.78 per square foot	The greater of \$999.00 or \$0.83 per square foot	6.8%
Alterations to industrial buildings	The greater of \$609.00 or \$0.78 per square foot	The greater of \$651.00 or \$0.83 per square foot	6.9%

Building Department Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Class 11			
Alterations to public or commercial buildings	The greater of \$609.00 or \$0.78 per square foot	The greater of \$651.00 or \$0.83 per square foot	6.9%
Class 12			
Industrial, public or commercial accessory buildings	The greater of \$609.00 or \$0.78 per square foot	The greater of \$651.00 or \$0.83 per square foot	6.9%
Class 13			
Demolition of a building	224.00	240.00	7.1%
Class 14			
Occupancy Permit	325.00	347.00	6.8%
New: Residential Occupancy Permit	85.00	91.00	7.1%
Class 15			
Renewal of Permit	Permit fee as calculated (Permit Class 1-12) or \$427.00 whichever is less	Permit fee as calculated (Permit Class 1-12) or \$456.00 whichever is less	6.8%
Class 16			
Transfer of Permit	235.00	251.00	6.8%
Class 17			
Change of Use Permit	235.00	251.00	6.8%
Conditional Permit agreement	20% of permit fee - minimum \$235.00	20% of permit fee - minimum \$251.00	6.8%
Class 18 - Plumbing			
New single unit dwelling, semi-detached dwelling, duplex dwelling or row house dwelling.	335.00	358.00	6.9%
Repair, alteration or addition single family dwelling, semi-detached dwelling, duplex dwelling or row house dwelling	80.00	85.00	6.3%
New commercial	256.00	272.00	6.3%
	plus \$10.20/fixture or appliance	plus \$10.90/fixture or appliance	
Commercial, repair, alteration or addition	144.00	153.00	6.3%
	plus \$10.20/fixture or	plus \$10.90/fixture or	
New Industrial	630.00	673.00	6.8%
	plus \$10.20/fixture or appliance	plus \$10.90/fixture or appliance	

Building Department Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Industrial repair, alteration or addition	171.00	183.00	7.0%
	plus \$10.20/fixture or appliance	plus \$10.90/fixture or appliance	
New public	256.00	273.00	6.6%
	plus \$10.20/fixture or appliance	plus \$10.90/fixture or appliance	
Public repair, alteration or addition of appliance	144.00	153.00	6.3%
	plus \$10.20/fixture or appliance	plus \$10.90/fixture or appliance	
New apartment buildings	432.00	461.00	6.7%
	plus \$20.40 per unit	plus \$21.80 per unit	
	plus \$10.20/fixture or appliance	plus \$10.90/fixture or appliance	6.9%
Apartment buildings additions	256.00	273.00	6.6%
	plus \$10.20/fixture or appliance	plus \$10.90/fixture or appliance	
Apartment buildings, repair or alterations	171.00	183.00	7.0%
	plus \$10.20/fixture or appliance	plus \$10.90/fixture or appliance	6.9%
Commercial air conditioning (per unit)	171.00	183.00	7.0%
Industrial air conditioning (per unit)	305.00	326.00	6.9%
Sewer connections and replacements - sanitary	80.00	85.00	6.3%
- storm	80.00	85.00	6.3%
Water Service connections and replacements	80.00	85.00	6.3%
Hot water or steam heating in single family, semi-detached duplex or row house dwellings (per unit)	256.00	272.00	6.3%
Hot water or steam heating in public, commercial or industrial buildings (per unit)	256.00	272.00	6.3%
Installation of backflow preventers (per unit)	80.00	85.00	6.3%
Installation of water softeners:			
Residential (per unit)	80.00	85.00	6.3%
Commercial/Industrial/Public Bldg. (per unit)	171.00	183.00	7.0%

Building Department Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Class 19 - Other			
Signs	85.00	91.00	7.1%
Awning Permits	85.00	91.00	7.1%
Banner Permits	85.00	91.00	7.1%
Swimming Pool Permits	187.00	199.00	6.4%
Tent Permit	134.00 - up to 225 sq.m. in ground area	143.00 - up to 225 sq.m. in ground area	6.7%
	374.00 - over 225 sq.m. in ground area	399.00 - over 225 sq.m. in ground area	6.7%
Note: Tent installations for charitable events are exempt from fees			
Inspection fee for work commenced without a permit for Industrial, Commercial, Institutional, New Residential	427.00	456.00	6.8%
All Other Residential	187.00	199.00	6.4%
Re-inspection Fee where more than 2 inspections are required for same stage of construction	214.00	228.00	6.5%
Confirmation of outstanding work orders	64.00	68.00	6.3%
Change of Municipal Address	374.00	399.00	6.7%
Class 20 - Sewage System Permits			
Class 2 sewage system (greywater pit)	721.00	770.00	6.8%
Class 3 sewage system (cesspool)	721.00	770.00	6.8%
Class 4 sewage system (leaching bed) 4500 litres per day or less	798.00	853.00	6.4%
Class 4A sewage system (leaching bed) greater than 4500 litres per day	798.00	853.00	6.4%
Class 5 sewage system (holding tank) 4500 litres per day or less	721.00	770.00	6.8%
Class 5A sewage system (holding tank) greater than 4500 litres per day	721.00	770.00	6.8%
Additional Inspections and Changes of Installers	206.00	220.00	6.4%
Septic Tank Installation only	306.00	327.00	6.4%
Performance review for building renovations or additions	206.00	220.00	6.4%
Performance review for adding a pool, shed or garage	206.00	220.00	6.4%
Minor variance or zoning bylaw amendment	206.00	220.00	6.4%

Building Department Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Class 20 - Sewage System Permits			
Minor variance or zoning bylaw amendment with performance review	206.00	220.00	6.4%
Subdivision or condominium applications	200.00 per lot up to a max fee of 5,000.00 + 13% HST	214.00 per lot up to a max fee of 5,000.00 + 13% HST	7.0%
Severance or lot addition applications	443.00 plus 180.00/additional application submitted at the same time	473.00 plus 180.00/additional application submitted at the same time	6.8%
Certificate of approval renewals	62.00	66.00	6.1%
Sewage System file searches	103.00	110.00	6.4%

Planning

Activity Description	2022 Rate	2023 Rate	2023 Change
All Planning Fees are Tax Exempt			
Tariff of fees for Official Plan and Zoning By-law Amendments			
Fees for applications	2,615.00	2,795.00	6.9%
Official Plan	2,615.00	2,795.00	6.9%
Concurrent applications (Official Plan and Zoning Amendments)	3,870.00	4,135.00	6.8%
Appeal (deposit)	1,800.00	1,925.00	6.9%
Removal of Holding symbol	440.00	470.00	6.8%
Extension of Temporary Use	1,710.00	1,825.00	6.7%
Copies of Official Plan & Zoning By-laws	77.00	82.00	6.5%
Zoning Map	38.50	41.00	6.5%
Modifications to an Application for OP or Zoning By-law Amendment requiring a second or subsequent public meeting	711.00	760.00	6.9%
Tariff of fees for Community Improvement Plan Amendments			
Fees for application	1,265.00	1,352.00	6.9%
Tariff of fees for processing Cash In-Lieu of Parking Agreements			
Section 40 Cash in Lieu of Parking*	625.00	668.00	6.9%
*Plus Registration Fee (Refundable if registered by applicant)	120.00	130.00	8.3%

Planning Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Tariff of fees for Site Plan Control Submissions*			
Parking lots only	525.00	560.00	6.7%
All other Site Plan Control Applications:	\$1,060.00 + \$52/dwelling unit or \$0.52/sq.m. (maximum of \$3,200.00)	\$1,130 + \$55/dwelling unit or \$0.55/sq.m. (maximum of \$3,400.00)	6.9%
Reactivation of application	1,035.00	1,106.00	6.9%
Approval of Minor Change	195.00	208.50	6.9%
Amendment to Site Plan Control Agreement*	325.00	347.50	6.9%
*Plus Registration Fee (Refundable if registered by applicant)	120.00	130.00	8.3%
Tariff of fees for Subdivision and Condominium Approvals			
Subdivision applications*	\$3,880.00, plus 78.00/lot; 260.00/block	\$4,140.00 plus \$83.00/lot; 278.00/block	6.9%
Appeal (deposit)	1,800.00	1,925.00	6.9%
Condominium applications and conversions*	3,845.00	4,110.00	6.9%
Exemptions from Planning Act Approval - Condominiums	1,800.00	1,925.00	6.9%
Amendment to Subdivision or Condominium Agreement*	566.00	605.00	6.9%
Modifications to an Application for Subdivision requiring a second or subsequent public meeting	764.00	815.00	6.7%
Extension of Draft Plan Approval	438.50	470.00	7.2%
Amendment to Draft Plan Conditions/Red Line Changes	567.00	606.00	6.9%
Lot releases - Subdivision Agreements*	133.75	143.00	6.9%
Removal of Part Lot Control*	520.00	556.00	6.9%
Deeming of a Plan of Subdivision or part thereof*	566.50	605.00	6.8%
Development Charge Deferral Agreements*	\$235.00, plus \$26.00 per lot/per unit	\$250.00, plus \$27.50 per lot/per unit	6.9% approx.
Lot Releases - Development Charge Deferral Agreements*	133.50	142.75	6.9%
Certificate of Validation*	417.00	445.75	6.9%
Section 51 Servicing and Development*	1,200.00	1,283.00	6.9%

Planning Cont'd

Activity Description	2022 Rate	2023 Rate	2023 Change
Tariff of fees for Subdivision and Condominium Approvals			
*Plus Registration Fee (Refundable if registered by applicant)	120.00	130.00	8.3%
Tariff of fees for amendment to City Sign By-law	658.00	700.00	6.4%
Tariff of fees for Planning Information			
Confirmation of Zoning By-Law and/or OP (no location survey)	65.00	70.00	7.7%
Confirmation of Zoning By-Law and/or OP (with location survey)	75.00	80.00	6.7%
Confirmation of status of any agreement (fee/agreement)	145.00	155.00	6.9%
Confirmation of Zoning By-Law and/or OP (within (5) business days)	85.00	92.00	8.2%
Any other request not noted above	65.00	70.00	7.7%
Tariff of fee for Group Home Regulations/Renewals	70.00	75.00	7.1%
Tariff of Fee for Request for Exemption to Noise By-law			
Single Day Event or Activity (circulation not required)	65.00	69.50	6.9%
Single Day Event or Activity (circulation required)	155.50	166.00	6.8%
Multiple Day Event or Activity:			
not exceeding 3 months (circulation not required)	90.50	96.75	6.9%
not exceeding 3 months (circulation required)	155.00	165.50	6.8%
Multiple Day Event or Activity - exceeding 3 months	241.00	257.50	6.8%
Appeal to Refusal to Grant	118.00	126.00	6.8%

Planning Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	Comparator 4
	Elizabethtown (*)(**)	Leeds & 1000 Islands (*)	Augusta (*)	North Grenville(*)
Population (2021)	9,854	9,804	7,386	17,964
Official Plan and Zoning By-Law				
Zoning By-law Amendment	2,100.00	1,500.00	2,000.00	2,000.00 - Major 1,000.00 - Minor
Official Plan Amendment	2,100.00 (*)	1,500.00 (*)	3,000.00 (*)	2,500.00 (*)
Concurrent Application (OP/ZBL)	3,150.00	1,800.00 - 2,310.00	N/A (no discount for concurrent)	
Appeal (deposit)		As per LPAT	2,000.00 (plus, if Township agrees, fee for the services of in-house staff is 500.00 per day or partial day of the OLT hearing)	All legal fees associated with processing any application shall be charged in addition to the application fee. It may be necessary to require a deposit to be filed with each application from which legal fees will be paid. This may require a separate administration fee (e.g. 10%) for managing the deposits
Removal of Holding Symbol	600.00	300.00	500.00	1,000.00
Extension of Temporary Use		1,500.00	1,000.00	

Planning Cont'd

Activity Description	Comparator 5	Comparator 6	Comparator 7	Comparator 8
	UCLG	Prescott	Perth (***)	Smiths Falls
Population (2021)		4,222	6,469	9,254
Official Plan and Zoning By-Law				
Zoning By-law Amendment	Commenting Only	1,500.00	1,221.23	2,000.00
Official Plan Amendment	2,500.00 (for UCLG) plus 1,000.00 (for local)	2,000.00	1,828.17 (***)	2,500.00
Concurrent Application (OP/ZBL)			2,437.49	4,000.00
Appeal (deposit)	5,000.00	2,000.00		N/A
Removal of Holding Symbol		500.00	121.87	1,000.00
Extension of Temporary Use		1,000.00		1,000.00

Planning Cont'd

Activity Description	Comparator 9	Comparator 10	Comparator 11
	Cornwall	Port Hope	Belleville
Population (2021)	47,845	17,294	55,071
Official Plan and Zoning By-Law			
Zoning By-law Amendment	5,020.00 plus 200.00/hectare	5,700.00 - Major 3,700.00 - Minor	6,200.00 - Major 2,750.00 - Minor
Official Plan Amendment	3,850.00 plus 150.00/hectare	9,250.00 - Major 5,600.00 - Minor	8,400.00 - Major 6,300.00 - Minor
Concurrent Application (OP/ZBL)	7,870.00 plus 175.00/hectare	OPA fee plus 50% of ZBL fee	13,300.00 - Major 10,750.00 - Minor
Appeal (deposit)	1,500.00		
Removal of Holding Symbol	2,300.00	850.00	1,300.00
Extension of Temporary Use		650.00	3,400.00

Planning Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	Comparator 4
Official Plan and Zoning Bylaw				
Copies of OP/ZBL	As per cost to Elizabethtown	0.50 per page (colour)	N/A (not currently in fee B/L)	50.00 - OP 75.00 - Zoning
Zoning Map	As per cost to Elizabethtown		N/A (not currently in fee B/L)	9.00
Zoning Map (Colour)	As per cost to Elizabethtown		N/A (not currently in fee B/L)	9.00
Modifications to an application (OP/ZBL) requiring a second Public Meeting			No additional fee	N/A
Community Improvement Plan Amendments				
Fees for Application			No current/active CIP	
Cash-in-lieu of Parking Agreement				
Section 40 Cash in Lieu of Parking				
Registration Fee for any document			Cost recovery only, as billed by our solicitor	Fees invoiced to applicant
Site Plan				
Parking Lot only				
All Other	700.00 (plus any additional billed costs or legal fees)	550.00 to 2,500.00	750.00 (minor); 1,500.00 (major)	2,000.00 - Greenfield 900.00 - Minor Site Plan
Reactivation of Application				

Planning Cont'd

Activity Description	Comparator 5	Comparator 6	Comparator 7	Comparator 8
Official Plan and Zoning Bylaw				
Copies of OP/ZBL	\$0.50 pg. colour			75.00
Zoning Map	15.00			Included above
Zoning Map (Colour)	15.00			N/A
Modifications to an application (OP/ZBL) requiring a second Public Meeting	No fee			N/A
Community Improvement Plan Amendments				
Fees for Application				
Cash-in-lieu of Parking Agreement				
Section 40 Cash in Lieu of Parking				750.00
Registration Fee for any document				
Site Plan				
Parking Lot only	Commenting Body			1,000.00
All Other	Commenting Body	750.00 - 1,500.00	1,096.88	2,000.00
Reactivation of Application	Commenting Body			1,000.00

Planning Cont'd

Activity Description	Comparator 9	Comparator 10	Comparator 11
Official Plan and Zoning Bylaw			
Copies of OP/ZBL			
Zoning Map			
Zoning Map (Colour)			
Modifications to an application (OP/ZBL) requiring a second Public Meeting			
Community Improvement Plan Amendments			
Fees for Application			
Cash-in-lieu of Parking Agreement			
Section 40 Cash in Lieu of Parking	2,000.00		
Registration Fee for any document			
Site Plan			
Parking Lot only			
All Other	1,800.00 plus 350.00/hectare	4,000.00 - 5,500.00 plus 600.00 per submission	5,000.00 (Residential) or 5,000.00 (Commercial and Industrial) - additions of 20m2 to 70m2 2,700.00
Reactivation of Application		800.00	

Planning Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	Comparator 4
Site Plan				
Approval of a minor Change		300.00 - 800.00	N/A (no provision in B/L for this, would require an amendment)	100.00
Amendment to a Site Plan Control Agreement		300.00 - 800.00	750.00 (unless deemed a significant change)	100.00
Registration Fee			Onus of registration on proponent/by their solicitor (otherwise, if registered by Township, cost recovery as billed by our solicitor)	Fees invoiced
Subdivision/Condo				
Subdivision/Condo				
Subdivision Applications	5,000.00 (*)	1,270.00 plus 50.00/lot (*)	Township review fee (plus County fee): Application: 2,000.00 per application up to 5 lots; plus an additional fee of 100.00 per lot for each lot over and above 5 lots.	3,500.00 + 50.00 per lot (*)

Planning Cont'd

Activity Description	Comparator 5	Comparator 6	Comparator 7	Comparator 8
Site Plan				
Approval of a minor Change	Commenting Body		609.32	100.00
Amendment to a Site Plan Control Agreement	Commenting Body			1,000.00
Registration Fee				
Subdivision/Condo				
Subdivision/Condo	<20 lots / blocks / units 3,000.00 21-50 lots / blocks / units 5,000.00 >50 lots / blocks / units 7,000.00			
Subdivision Applications	5,000.00	2,000.00 plus 100.00 per lot > 5(*)	1,828.17 plus Lanark County Fee***	3,000.00 + 10.00 per lot

Planning Cont'd

Activity Description	Comparator 9	Comparator 10	Comparator 11
Site Plan			
Approval of a minor Change		600.00	1,350.00 - 2,250.00
Amendment to a Site Plan Control Agreement	1,500.00 plus 300.00/hectare		1,350.00
Registration Fee			
Subdivision/Condo			
Subdivision/Condo			
Subdivision Applications	9,150.00 plus 350.00/hectare	12,500.00 <= 20, 10,000.00 plus 120.00 per lot/unit > 20	6,400.00

Planning Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	Comparator 4
Subdivision/Condo				
Appeal (deposit)				All legal fees associated with processing any application shall be charged in addition to the application fee. It may be necessary to require a deposit to be filed with each application from which legal fees will be paid. This may require a separate administration fee (e.g. 10%) for managing the deposits
Condo Application and conversions	5,000.00 (*)	1,270.00 plus 50.00 /unit (*)	Township review fee (in addition to County fee): Application: 2,000.00 per application up to 5 new units; plus an additional fee of 100.00 per unit for each unit over and above 5 new lots. (*)	2,500.00 (*)

Planning Cont'd

Activity Description	Comparator 5	Comparator 6	Comparator 7	Comparator 8
Subdivision/Condo				
Appeal (deposit)	<20 lots / blocks / units 3,000.00 21-50 lots / blocks /units 5,000.00 >50 lots / blocks / units 7,000.00	2,000.00		
Condo Application and conversions	1,000.00	2,000.00 plus 100.00 per unit >5 (*)	1,218.85 plus Lanark County Fee***	3,000.00 plus 10.00 per lot/unit

Planning Cont'd

Activity Description	Comparator 9	Comparator 10	Comparator 11
Subdivision/Condo			
Appeal (deposit)		2,000.00	
Condo Application and conversions	2,200.00 plus 180.00/unit - Standard 4,130.00 plus 180.00/unit - Conversion		6,400.00 (application) or 5,000.00 plus 500.00 per lot/unit (conversion)

Planning Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	Comparator 4
Subdivision/Condo				
Exemptions from Planning Act Approval - Condo	(*)	1,270.00 plus 50.00 / unit (*)	1,500.00 (*)	2,500.00 plus 30.00 / unit (*)
Amendment to Subdivision or Condominium Agreement	700.00 (plus any additional billed costs)	760.00	N/A (not included in current fee B/L)	1,500.00
Modifications to an Application for Subdivision requiring a second or subsequent public meeting			N/A (not included in current fee B/L)	N/A
Extension of Draft Plan Approval			N/A (not included in current fee B/L)	N/A
Amendment to Draft Plan Conditions/Red Line Changes		510.00	N/A (not included in current fee B/L)	N/A
Lot releases - Subdivision Agreements*			N/A (not included in current fee B/L)	N/A
Removal of Part Lot Control*		340.00 plus 50.00 /lot	N/A (not included in current fee B/L)	600.00
Deeming of a Plan of Subdivision or part thereof*	650.00 (plus any additional billed costs)		N/A (not included in current fee B/L)	N/A
Development Charge Deferral Agreements*			Currently no Development Charge	Administrative Costs are identified in the agreement

Planning Cont'd

Activity Description	Comparator 5	Comparator 6	Comparator 7	Comparator 8
Subdivision/Condo				
Exemptions from Planning Act Approval - Condo		1,500.00 (*)		
Amendment to Subdivision or Condominium Agreement	No fee			1,500.00
Modifications to an Application for Subdivision requiring a second or subsequent public meeting	600.00 / year (only issued annually)			N/A
Extension of Draft Plan Approval	Major - 2,000.00 Minor - 600.00			N/A
Amendment to Draft Plan Conditions/Red Line Changes				N/A
Lot releases - Subdivision Agreements*	600.00 (Final approval for the municipalities only)			
Removal of Part Lot Control*	N/A			1,000.00
Deeming of a Plan of Subdivision or part thereof*	N/A			1,000.00
Development Charge Deferral Agreements*	N/A			N/A

Planning Cont'd

Activity Description	Comparator 9	Comparator 10	Comparator 11
Subdivision/Condo			
Exemptions from Planning Act Approval - Condo	2,200.00 - Draft Plan Exemption	1,500.00 plus 60.00 per unit	5,000.00
Amendment to Subdivision or Condominium Agreement	12,500 - Amendment for prior "Draft" Plan Approval		
Modifications to an Application for Subdivision requiring a second or subsequent public meeting			
Extension of Draft Plan Approval		3,500.00	2,500.00
Amendment to Draft Plan Conditions/Red Line Changes		1,500.00 - 4,500.00	1,500.00 - 2,550.00
Lot releases - Subdivision Agreements*			
Removal of Part Lot Control*	1,650.00 plus 200.00 /lot	1,500.00	750.00
Deeming of a Plan of Subdivision or part thereof*			2,100.00
Development Charge Deferral Agreements*			

Planning Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	Comparator 4
Subdivision/Condo				
Lot Releases - Development Charge Deferral Agreements*			Currently no Development Charge	N/A
Certificate of Validation*			N/A	350.00
Section 51 Servicing and Development*			N/A	N/A
Registration Fee			N/A	Administrative Costs are identified in the agreement
Pre-servicing Agreement				
Sign By-law Amendment			N/A (Township does not have a Sign B/L)	N/A
Planning Information				
Planning Information				
Confirmation of Zoning By-Law and/or OP (no location survey)	60.00	100.00	100.00	100.00
Confirmation of Zoning By-Law and/or OP (with location survey)	60.00	100.00	100.00	100.00
Confirmation of status of any agreement (fee/agreement)	60.00	100.00	N/A Township does not confirm status of Agreements / Site Plans	N/A
Confirmation of Zoning By-Law and/or OP (within (5) business days)	60.00	100.00	100.00	N/A

Planning Cont'd

Activity Description	Comparator 5	Comparator 6	Comparator 7	Comparator 8
Subdivision/Condo				
Lot Releases - Development Charge Deferral Agreements*	800.00			N/A
Certificate of Validation*	N/A			500.00
Section 51 Servicing and Development*	N/A			1,500.00
Registration Fee				N/A
Pre-servicing Agreement				
Sign By-law Amendment		500.00		
Planning Information				
Planning Information	No fee (but not formal)			
Confirmation of Zoning By-Law and/or OP (no location survey)	N/A	50.00	30.47	50.00
Confirmation of Zoning By-Law and/or OP (with location survey)	N/A	50.00	48.75	Included above
Confirmation of status of any agreement (fee/agreement)	N/A	50.00		Included above
Confirmation of Zoning By-Law and/or OP (within (5) business days)	N/A	50.00		60.00

Planning Cont'd

Activity Description	Comparator 9	Comparator 10	Comparator 11
Subdivision/Condo			
Lot Releases - Development Charge Deferral Agreements*			
Certificate of Validation*	900.00	1,500.00	1,250.00
Section 51 Servicing and Development*		3,000.00	
Registration Fee			
Pre-servicing Agreement			2,650.00
Sign By-law Amendment	1,650.00		
Planning Information			
Planning Information			
Confirmation of Zoning By-Law and/or OP (no location survey)	300.00	125.00	75.00
Confirmation of Zoning By-Law and/or OP (with location survey)	300.00	125.00	75.00
Confirmation of status of any agreement (fee/agreement)		100.00	75.00
Confirmation of Zoning By-Law and/or OP (within (5) business days)	450.00	175.00	75.00

Planning Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	Comparator 4
Planning Information				
Any other request not noted above	60.00	100.00		N/A
Group Home Renewals			N/A	N/A
Noise By-law - Exemptions				
Noise By-law - Exemptions				
Single Day Event or Activity (circulation not required)			N/A (no noise B/L currently)	N/A
Single Day Event or Activity (circulation required)			N/A	N/A
Multiple Day Event or Activity:				
not exceeding 3 months (circulation not required)			N/A	N/A
not exceeding 3 months (circulation required)			N/A	N/A
Multiple Day Event or Activity - exceeding 3 months			N/A	N/A
Appeal to Refusal to Grant Exemption			N/A	N/A

Planning Cont'd

Activity Description	Comparator 5	Comparator 6	Comparator 7	Comparator 8
Planning Information				
Any other request not noted above		50.00		Included in base fee
Group Home Renewals				
Noise By-law - Exemptions				
Noise By-law - Exemptions	N/A			
Single Day Event or Activity (circulation not required)	N/A			
Single Day Event or Activity (circulation required)				
Multiple Day Event or Activity:				
not exceeding 3 months (circulation not required)	N/A			
not exceeding 3 months (circulation required)	N/A			
Multiple Day Event or Activity - exceeding 3 months	N/A			
Appeal to Refusal to Grant Exemption				

Planning Cont'd

Activity Description	Comparator 9	Comparator 10	Comparator 11
Planning Information			
Any other request not noted above		100.00	75.00
Group Home Renewals			
Noise By-law - Exemptions			
Noise By-law - Exemptions			
Single Day Event or Activity (circulation not required)			
Single Day Event or Activity (circulation required)			
Multiple Day Event or Activity:			
not exceeding 3 months (circulation not required)			
not exceeding 3 months (circulation required)			
Multiple Day Event or Activity - exceeding 3 months			
Appeal to Refusal to Grant Exemption			

Planning Cont'd

Notes:	
*United Counties Fees are also payable	
** E-town has additional fees per hour and also charges the application for all advertising costs.	
*** Lanark County Fees for Subdivision and Condo	
1 to 19 lots or units	2500
20 to 49 lots or units	4500
50 + lots or units	6000

Committee of Adjustment

Activity Description	2022 Rate	2023 Rate	2023 Change
All Planning Fees are Tax Exempt			
Minor Variance	765.00	815.00	6.5%
Consent	765.00	815.00	6.5%
Concurrent Applications for Consent and Minor Variance	1,200.00	1,285.00	7.1%
Modifications to an Application for Consent or Minor Variance requiring a second or subsequent public meeting	438.00	465.00	6.2%
Request to Change Conditions of Provisional Consent	245.00	260.00	6.1%

Committee of Adjustment Cont'd

Activity Description	Comparator 1	Comparator 2	Comparator 3	Comparator 4
	Elizabethtown (*)(**)	Leeds & 1000 Islands (*)	Augusta (*)	North Grenville(*)
Committee of Adjustment				
Minor Variance	600.00	760.00	1,000.00	650.00
Consent	600.00 (plus 800.00 UCLG fee)	355.00 plus 800.00 (UCLG Fee)	Township review fee (in addition to County fee): Application: 500.00, plus and additional 300.00 for each lot to be processed at the same time and on the same lot	350.00
Concurrent Applications for Consent and Minor Variance			N/A (no discount for concurrent)	N/A
Modifications to an Application for Consent or Minor Variance requiring a second or subsequent public meeting		255.00	N/A (not included in current fee B/L)	N/A
Request to Change Conditions of Provisional Consent		355.00	N/A (not included in current fee B/L)	N/A

Committee of Adjustment Cont'd

Activity Description	Comparator 5	Comparator 6	Comparator 7	Comparator 8
	UCLG	Prescott	Perth (***)	Smiths Falls
Committee of Adjustment				
Minor Variance	1,000.00	500.00	733.67	800.00
Consent	N/A	500.00 plus 300.00 per lot	365.72 plus Lanark County Fee	1,000.00
Concurrent Applications for Consent and Minor Variance	250.00			1,800.00
Modifications to an Application for Consent or Minor Variance requiring a second or subsequent public meeting				N/A
Request to Change Conditions of Provisional Consent				N/A

Committee of Adjustment Cont'd

Activity Description	Comparator 9	Comparator 10	Comparator 11
	Cornwall	Port Hope	Belleville
Committee of Adjustment			
Minor Variance	580.00 - Minor (Land Use) 2,250.00 - Major (Land Use) 500.00 - Minor (Signage / Fence) 1,875.00 - Major (Signage / Fence)	1,500.00	1,150.00
Consent	1,650.00 (lease, lot addition, etc.) to 1,925.00 (new lot) plus 550.00 (stamping)	1,500.00 - 3,000.00	1,400.00 - 2,500.00
Concurrent Applications for Consent and Minor Variance			2,050.00 - 3,150.00
Modifications to an Application for Consent or Minor Variance requiring a second or subsequent public meeting			
Request to Change Conditions of Provisional Consent		500.00	550.00

Public Works

Activity Description	2022 Rate	2023 Rate	2023 Change
Banners - Cross Roads:			
Permit fee	503.00	950.00	88.9%
Installation by Public Works	New	85.00	
Excavation Permits:			
Permit fee	129.00	85.00	-34.1%
Permit extension for unfinished restorations	New	85.00	
Reinspection fee	New	175.00	
Dumpster/Scaffold/Other Encroachments:			
Application for Permit	New	85.00	
Daily occupancy fee	New	30.00	
Encroachment agreement	New	200.00	
Additional Fees:			
Management staff per hour	New	135.00	
All other staff per hour	New	85.00	
Movement of Structures & Oversize or Overweight Loads			
Application for Permit	New	85.00	
Escort fees per hour, per person	New	105.00	
Annual permit application fee	New	400.00	
Road Closure Fee:	271.00	226.50	-16.4%
Repair Costs:			
** Charges for customer service will be assessed on time and material costs through the delegated authority of the Director of Operations or designate			

Railway Tunnel

Activity Description	2022 Rate	2023 Rate	2023 Change
Wedding Ceremonies - Tunnel/Plaza	201.25	214.50	6.6%
Special Events - Tunnel/Plaza	201.25	214.50	6.6%
Guided Tours (one guide) 1 hr - Groups of 25 and under	151.00	161.00	6.6%
Guided Tours (two guides) 1 hr - Groups over 25	201.25	214.50	6.6%
Tunnel Rental-Weekday-per hour	50.50	53.75	6.4%
Tunnel Rental-Weekday-per day	503.00	535.75	6.5%
Tunnel Rental-Weekend/holiday per hour	100.75	107.25	6.5%
Tunnel Rental-Weekend/holiday per day	1,006.00	1,071.50	6.5%

Solid Waste

Activity Description	2022 Rate	2023 Rate	2023 Change
All Solid Waste fees are Tax Exempt			
Bag Tag Fees	3.00	3.00	0.0%
Large Item Tag Fees	10.00	10.00	0.0%
Compost Sales			
Car/Pick-up/Van OR Trailer	25.00	25.00	0.0%
Car/Pick-up/Van/Trailer WITH Trailer	40.00	40.00	0.0%
Single Axle Dump Truck	100.00	100.00	0.0%
Double Axle Dump Truck	200.00	200.00	0.0%
Brush Removal			
Car	3.00	3.00	0.0%
Truck or Trailer < 10' long	6.00	6.00	0.0%
Car and Trailer < 10' long	8.00	8.00	0.0%
Truck and Trailer < 10' long	11.00	11.00	0.0%
Trailer > 10' and/or Tandem Axle	20.00	20.00	0.0%

Transit

Activity Description	2022 Rate	2023 Rate	2023 Change
Transit Fees			
Cash fare	2.50	2.50	0.0%
Book of 10 tickets	20.50	21.00	2.4%
Monthly pass	60.75	62.00	2.1%
40 ride pass	72.25	75.00	3.8%
Student Semester pass (trial basis until June 2020)	150.00	150.00	0.0%
Para Transit			
Cash fare	2.50	2.50	0.0%
Book of 10 tickets	20.50	21.00	2.4%
40 Ride Pass	72.25	75.00	3.8%
<p>Keeping fare rates the same for 2022. Look at 8 comparators annually. Brockville is on the low end of the comparator average for Cash and Tickets, higher end for monthly passes. Should consider a reduced rate for a digital pass once developed to encourage further movement away from cash payments.</p>			

Activity Description	Comparator 1	Comparator 2	Comparator 3	AVG. Comparator	Rationale
Transit Fees					
	Kingston	Cornwall	Cobourg		
Cash fare	3.25	3.00	2.00	2.75	Increase based on comparators. Rounded up to the nearest \$0.25
Book of 10 tickets	22.50	25.00	20.00	22.50	
Monthly pass	59.50	65.00	60.00	61.50	
40 ride pass					No Comparators. Increase proportionally to single fare. Rounded up to the nearest \$0.25
Student Semester pass	119.00	150.00	200.00	156.33	
Para Transit					
Cash fare	3.00	3.00	2.00	2.67	Equivalent to Transit Fees
Book of 10 tickets	22.50	25.00	20.00	22.50	Equivalent to Transit Fees
40 Ride Pass					
<p>Keeping fare rates the same for 2022. Look at 8 comparators annually. Brockville is on the low end of the comparator average for Cash and Tickets, higher end for monthly passes. Should consider a reduced rate for a digital pass once developed to encourage further movement away from cash payments.</p>					