



**City of Kingston
Report to Council
Report Number 21-025**

To:	Mayor and Members of Council
From:	Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff:	Lana Foulds, Director, Financial Services Scarlet Eyles, Manager, Financial Planning
Date of Meeting:	December 15, 2020
Subject:	Annual Amendment to Fees and Charges By-Law 2005-10

Council Strategic Plan Alignment:

Theme: Policies & by-laws

Goal: See above

Executive Summary:

The *Municipal Act, 2001* authorizes a municipality to impose fees for services. Fees charged to users for various services are a primary source of municipal revenue, representing approximately 15% of the City's total municipal revenue budget. In most cases, services that have fees associated with them are also subsidized in various proportions by taxation revenues and therefore it is important that fee adjustments are reviewed on an annual basis and in conjunction with a review of respective service costs to ensure that the proportion of user fees and taxation subsidy is maintained. If fees are not adjusted appropriately, the result will be increased pressure on tax increases to subsidize the costs of providing the service.

In that regard, the City's policy dictates that fees and charges be reviewed and adjusted annually by the Consumer Price Core Index of the third quarter of the prior year plus 1% for capital purposes, where feasible, or by an amount that will recover, at a minimum, respective service, administration and capital costs.

As part of the annual budget process Financial Services reviews, in conjunction with City departments, all fees and charges to ensure that they are being applied in accordance with

December 15, 2020

Page 2 of 15

policy and strategic direction. Fee changes will be incorporated into the draft 2021 operating budget. An amendment to the By-Law is being recommended to Council to reflect the annual changes.

In light of COVID-19 and additional pressures that it has created on the most vulnerable population in the community, City staff are proposing a new approach through the fees and charges by-law to increase access to people with lower incomes. In order to continue to support more access and encourage more physical activities for people with lower incomes, staff are recommending that as a pilot year, all recreation services that have unlimited participation such as gym fitness memberships, open skating and swimming, etc. be provided at no cost for all individuals that qualify for the Municipal Financial Assistance Program (MFAP). Typically, Ontario Works clients, Ontario Disability Support Program clients and low-income working individuals qualify for MFAP. As these programs are open and do not have limited numbers, except for COVID-19 restrictions, staff are not anticipating that there will be significant impacts on revenues. Furthermore, the City will continue to provide financial assistance through the Subsidy Program for Affordable Recreation in Kingston (SPARK) to support access to other programs that have limited registration such as swimming classes, fitness classes and aquafit classes. The annual \$117k allocated to the SPARK program will be able to reach more individuals/families in the community that qualify through the Municipal Fee Assistance Program (MFAP) process.

Recommendation:

That a by-law be presented to Council for all three readings to amend By-Law Number 2005-10, "A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston", as amended, attached as Exhibit A to Report Number 21-025, in order to establish fees and charges for the 2021 fiscal year.

December 15, 2020

Page 3 of 15

Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF FINANCIAL
OFFICER & CITY TREASURER

**Desiree Kennedy, Chief
Financial Officer & City
Treasurer**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Interim Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services

Peter Huigenbos, Commissioner, Business, Environment & Projects

Brad Joyce, Commissioner, Corporate Services

Jim Keech, President & CEO, Utilities Kingston

Not required

Sheila Kidd, Commissioner, Transportation & Public Works

December 15, 2020

Page 4 of 15

Options/Discussion:

By-Law Number 2005-10, "A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston", as amended, provides authorization in a consolidated fashion for the purposes of establishing fees and charges in a fiscal year. The By-Law allows for fees and charges to be adjusted annually, on January 1, as approved by Council, as follows:

- By the Consumer Price Core Index of the third quarter of the prior year plus 1% for capital purposes, where feasible;
- By a cumulative adjustment for past years where the fee is not adjusted by the Consumer Price Index in one year; and
- By an amount that will recover, at a minimum, respective service, administration and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.

The Consumer Price Index (CPI) is the accepted measure for the rate of inflation in Canada. Despite the common use of the term CPI to mean a single measure of inflation, there is more than one way to use the CPI to calculate inflation. The Consumer Price Core Index is the escalator prescribed in this By-Law to be used as a proxy for inflation estimates. This indicator is based on the average of three specific measures of core inflation used by the Bank of Canada in order to filter out volatile price movements that can be caused by factors specific to certain components.

The By-Law provides for adjustments to fees for services, in comparison to the related costs of providing the respective service, which becomes an important strategy in maintaining appropriate levels of cost recovery. Services that have fees associated with them are, in most cases, are also subsidized in various proportions by taxation revenues and therefore it is important that fee adjustments are reviewed on an annual basis and in conjunction with a review of respective service costs to ensure that the proportion of user fees and taxation subsidy is maintained. In addition to taxation and provincial grant revenues, fees charged to users for various services are a primary source of municipal revenue, representing approximately 15% of the City's total annual municipal revenue budget.

The Consumer Price Core Index average was 1.7% as at the end of the third quarter of 2020 and the Bank of Canada continues to utilize fiscal policy that targets inflation at 2%. In cases where fee adjustments have been made to account for inflation, fee increases represent up to 2% escalation, in addition to the 1% for capital purposes, in order to reflect an average inflationary adjustment required to cover total expected costs of services in 2021, as permitted by the By-Law.

For the majority of recommended fees, an increase of up to 2% escalation plus 1% for capital purposes has been applied, effective January 1, 2021. Some fees have been adjusted slightly more or less than this amount as a result of rounding in order to maintain even dollar amounts

December 15, 2020

Page 5 of 15

after tax for ease of cash handling or to maintain amounts that support the constraints of respective cash collection equipment.

For ease of review, the section references below provide further detail and explanation for fee changes detailed on Exhibit A to Council Report Number 21-025 where changes are other than the annual inflationary adjustments noted above. The majority of these changes reflect one of the following strategies:

- Maintaining fee levels where the charge is currently sufficient to cover the full cost of the good or service;
 - Setting fees to reflect an appropriate market rate based on market analysis;
 - Minimizing fee increases to encourage increased use of a good or service;
 - Setting fees to support harmonization efforts or consistency of fees for similar services across different departments;
 - Setting fees in accordance with Council-approved strategies;
 - Addition of new fees, as required;
 - Providing free access to gym memberships, open pool swims, and open public skating for those qualifying for the Municipal Fee Assistance Program.
-

Other Fees & Charges

Finance and Clerk's Departments

- No change to fees that are established in accordance with relevant legislation or where fees are sufficient to recover costs:
 - Affidavits for Non-Profit Housing Matters
 - Document Searches (pursuant to MFIPPA)
 - Photocopies of Documents, including by-laws
- Photocopies or Printing of Documents – Colour increased by slightly more than an inflationary measure for cash management purposes.

Legal

- Changed descriptions on Half Day and Full Day fees from “Attend Ontario Municipal Board (OMB) on Behalf of Applicant to Defend Decision of Committee of Adjustment /

December 15, 2020

Page 6 of 15

Attend OMB on Behalf of Owner In Defence of Zoning By-law” to “Attend Court or Local Planning Appeal Tribunal (LPAT) in support of Applicant on Decision of Staff or Committee under Delegated Authority / Council / Committee of Adjustment / in Zoning By-law matters, Heritage By-Law matters or other proceeding”.

Museums:

- COVID-related pricing has been introduced in 2021 to reflect changes in how programming is being provided to Provincial directives. This pricing will remain in effect until pandemic-related restrictions are removed. If the restrictions are lifted prior to the end of the year, a fees and charges amendment will be brought to council for approval.
-

Grand Theatre:

- Pricing for Kingston Non-Profit category expanded to include Artists.
 - COVID-related pricing has been introduced in 2021 to reflect changes in service levels required in response to Provincial directives. The following rental rates will remain in effect until pandemic-related restrictions are removed. If the restrictions are lifted prior to the end of the year, a fees and charges amendment will be brought to council for approval.
 - Regina Rosen Auditorium, Non-Performance Use rate introduced to encourage local artists, non-profits and community groups to use the space to rehearse and/or create new work in keeping with Provincial directives and guidelines.
 - Baby Grand, 18-24 Seats depending on set-up rate introduced to reflect limited audience sizes allowed under Provincial directives and guidelines.
 - Equipment and Staffing Piano Per Week rate for Kingston Non-Profit was reduced slightly to ensure fee harmonization between Non-Profit and Community Group rates.
 - The following fees increased by slightly more or less than an inflationary measure for cash management purposes:
 - Security Commissionaire fees
 - Ticket Office Charges to Renter
 - Ticket Office Service Charges to Ticket Buyer
 - Subscription Handling Charge – (per Subscription)
 - Capital Improvement Surcharges
-

December 15, 2020

Page 7 of 15

Recreation & Leisure:

Rates, previously effective April 1, 2020 to March 31, 2021, are now effective for the calendar year.

Fitness Centres (INVISTA Fitness Centre and Artillery Park)

- Pool or Gym Membership (Cardio, Weight Room, Gym) includes new footnote to remove fees for Municipal Fee Assistance program (MFAP) users.
- Some fees were adjusted slightly more or less than an inflationary measure for cash management purposes, in order to maintain an appropriate fee structure in proportion to adult rates and/or to harmonize with other fees:
 - Pool or Gym Membership (Cardio, Weight Room, Gym)
 - Wellness Membership (Artillery Park – Pool, Gym, Cardio/ Weight Room) (INVISTA Fitness Centre – Public Skating, Fitness Classes, Weight/Cardio Equipment)
 - Startup Membership Incentive Discount, All Inclusive Annual Membership – Fit Pass
- Removed the All Inclusive 6 Month Membership – SPARK reference to reflect changes to the Municipal Fee Assistance program and SPARK eligibility.

Training

- Per Visit 1 Hour – Personal Training (2nd Person Rate) increased by slightly more than an inflationary measure for cash management purposes.
- New footnote to remove fees for Municipal Fee Assistance program (MFAP) users.

Outdoor Aqua Park

- Drop In Day Pass, Drop in Evening Pass, 12 Visit Day Pass and Camp Fees per Visit rates remained the same to encourage use and to remain competitive.
- Drop In Passes for the Outdoor Aqua Park includes new footnote to remove fees for Municipal Fee Assistance program (MFAP) users.

Other Fees

- No change to per visit (swim, skate, gymnasium and shower) and 10 visit (skate or swim) for ease of cash management and promotion.

December 15, 2020

Page 8 of 15

- Membership card replacement increased slightly more than an inflationary measure for ease of cash management.
- Birthday Party – Add a Child and Add a Caregiver fees were adjusted by more than an inflationary measure to reflect an appropriate fee structure in proportion to adult rates and to harmonize with other fees.
- Skate rentals – no fee change or minor adjustment from an inflationary measure for ease of cash management.
- New footnote added for Toonie Swim, Skate or Gymnasium to remove fees for Municipal Fee Assistance program (MFAP) users

Events & Programs

- These fees are normally adjusted in range of inflation with consideration for ease of cash handling and harmonization between categories. The following represent fee adjustments that are other than the usual range of inflation.
- Increased Fitness – 2 days per week per class rate by more than an inflationary measure to gradually align with 1 day per week rate.
- Camp Extended Supervision (per day/10-day program) rate increased by 15% to harmonize with Camp Daily Extended Supervision (per day) fee which remained at 2020 levels.
- Public skating fees adjusted for ease of cash handling - fees held constant for Adult and Senior and Youth - remaining fees increased greater than an inflationary measure to ensure appropriate fee structure between categories.
- New footnote added for public skating fees to remove fees for Municipal Fee Assistance program (MFAP) users.

Artillery Park Programs

- Increased fees for Swim Lessons, Youth Levels 5-8 and Adult by slightly more than an inflationary measure for ease of fee collection.

Rental Rates:

Other Fees

- Staffing – Usher/Ticket Takers (Part Time Arena Operators) hourly rate increased by 75% in order to sufficiently recover respective staffing costs.

December 15, 2020

Page 9 of 15

Rideaucrest Catering:

- Some fees remained the same as they are sufficient to recover respective costs and, due to the size of the fees, will only be adjusted periodically by a multi-year increase.
-

Arenas:

- Arenas fees are effective July 1, 2021.
 - Fees remained the same to encourage use and remain competitive.
-

Sports Fields:

- Increased fees for ball diamonds and soccer fields by 20% to reflect revised phase in of fee adjustments to acceptable market recovery levels.
-

Belle Park:

- Some fees adjusted by more or less than an inflationary measure for simplified cash handling.
-

Marinas:

- No change to fees for Seasonal Mooring (per foot) to better align with market prices and remain competitive.
- The following fees increased less than an inflationary measure for cash handling purposes and/or to maintain harmonization of daily, weekly, and monthly fees. The monthly rate reflects a factor of 3 times the weekly rate and the weekly rate reflects 5 times the daily rate.
 - Monthly and Weekly Rates – May, June, September and October (per foot)
 - Monthly and Weekly Rates – July & August (per foot)
 - Daily Rates – Unserviced Wall or Dock – (July, August, per foot)
 - Daily Rates – Serviced Wall or Dock (May, June, September, October, per foot)

December 15, 2020

Page 10 of 15

- Daily Rates – Serviced Wall or Dock (July, August, per foot)
 - Overnight Mooring – Preferred Rate (per foot) and Regular Rate (per foot)
 - No change to Hourly Rate for Day Docks at Confed or corresponding maximum daily fee to harmonize with on-street parking rates in the area.
 - No change to fees for Ice as fee is sufficient to recover respective cost.
-

Airport:**Passenger Facility Fee (Per Departing Passenger)**

- Passenger Facility Fee (per departing passenger) were reduced to 2019 rates in order to align with similar airports and remain competitive.
- **Surcharges** - No change to AVGAS Fuel Surcharge (per litre) and Turbine Fuel Surcharge (per litre). Fees continue to be sufficient to recover respective costs.

Motor Vehicle Parking Fees

- Short-term parking fees increased by slightly less than an inflationary measure for ease of cash management.
-

Planning:**Heritage Planner**

- Removed fee for Heritage Information – Confirmation Letter (Heritage Status) and replaced with Heritage Permit Application fee to better reflect services provided and recover respective costs.

Other Miscellaneous Committee of Adjustment Fees

- Notice to Cancel Public Hearing and Recirculation of Public Hearing Notice Fees decreased slightly to align with Remailing of Public Notice Fee.

Miscellaneous Fees

- No change to Photocopies or Printing of Documents – Black and White as fee remains sufficient to recover respective costs.
- Photocopies or Printing of Documents – Colour increased by slightly more than an inflationary measure for ease of cash management.

December 15, 2020

Page 11 of 15

- Revised Footnote 1 item (iii) wording from “Covered or uncovered porches, deck and stairs from 0 m to 1.2 m in height from finished garage to finished floor” to “Covered or uncovered porches, deck and stairs”.
 - Revised Footnote 3 wording from “planning fees” to “planning fees, engineering fees and legal fees”.
-

Engineering & Transportation Services:

The description for this group of fees has been changed from “Engineering” to “Engineering and Transportation Services” fees to more accurately describe the nature of fees collected and several fees have been reorganized or renamed to provide clarity and/or simplify the overall Engineering and Transportation Services fee structure.

Parking:

The following fees remained the same in accordance with the pricing framework to ensure parking management objectives for the City:

- On Street Parking:
 - Meters and Pay and Display
 - Residential On Street Permits (in valid on-street residential permit areas):
 - Residential Permit Parking
 - Residential Permit Parking-No Driveway
 - On-Street Residential Accessible Parking Permit
 - Other Rates by Lot
- Hourly Rates by Lot
- Event Rates by Lot

Residential On Street Permits (in valid on-street residential permit areas)

- Added fee for Residential Visitor Permit Per Week.

Hourly Rates by Lot

- Removed Chown Memorial Garage and Hanson Memorial Garage from Hourly Rates by Lot and Event Rates by Lot and added to Other Rates by Lot to allow for varying fees depending on time of day and to add a lost ticket charge to the schedule.

Parking Space Rental Fees

- Added Per Hour rate for Contractors, Movers, Producers - Construction Projects, moving of furniture or goods, filming or other legitimate projects’ as follows: 25%, 50% or 100%

December 15, 2020

Page 12 of 15

rounding up on the daily meter rate in the area, per space, based on occupancy in the area.

Electrical Vehicle Charging Stations

- Level 2 and 3 Charging Station per hour rates remain the same as they are consistent with local and provincial market rates for L2 and L3 charging.
-

Transit:

Transit rates have remained the same in accordance with the Kingston Transit Business Plan as outlined in Council Report Number 16-304. Rates are recommended to be reviewed and increased every three years. Transit rates were increased in 2020 and are due for review for 2023.

Building & Licensing:

Building Permit and Related Fees

- As per recommendations outlined in Administrative Policies Committee Report Number AP-20-028 (October 8, 2020), new Sewage System Permit Fees have been added in order for the City to adopt KFL&A Public Health's fee schedule and cover operating costs related to enforcement of sewage systems through permits and inspections.
- The following fees remain unchanged as they are sufficient to recover respective costs:
 - Conditional Permit Fee - Minimum
 - Fence and Sign By-law Appeal (each)
 - Alternative Solution Proposal (per hour) and Minimum
 - Construction Prior to Permit Issuance and Minimum
 - Photocopies or printing of documents including Freedom of Information, per side, plus search fees
- The following fees increased by more than an inflationary measure for cash management purposes:
 - Demolitions (each)
 - Photocopies or printing of documents – colour

December 15, 2020

Page 13 of 15

Animal Registration

- No fee changes to animal registration fees to encourage licensing activities.

Other Animal Related Fees

- No change to Bylaw & DOLA – Additional Fee for Convicted Owner, as current fee continues to be appropriate to recover respective cost.

Business Licences

- Added new fees for Pay Day Loans – Initial Licensing and Pay Day Loans- Annual Renewal in order to establish regulations for the licensing of payday loan establishments, in accordance with newly enacted provincial legislation.

Administrative Monetary Penalties

- The following fees were added:
 - Screening officer appeal fee
 - Hearing officer appeal fee
-

Solid Waste:**Garbage**

- Garbage Bag Tags (each) have remained at \$2.00 in order to encourage proper disposal.

Disposal Fees

- No change to disposal fees for aerosol containers, fluorescent lamps, oil per litre, miscellaneous organics and petroleum distillates/light fuels in order to encourage proper disposal; fees are sufficient to cover respective costs of disposal.
 - Disposal fees for liquid industrial waste, compact fluorescent lamps (each), inorganic oxidizers, and pesticides increased by slightly more or less than an inflationary measure to maintain rounded dollar amounts for cash management purposes.
-

Fire and Rescue:**Reports & Records**

- Photographs per copy (print or digital) increased by slightly more than an inflationary measure for cash management purposes.

December 15, 2020

Page 14 of 15

False Alarms

- No changes as fees are currently aligned with Ontario Ministry of Transportation (MTO) rates.

Unauthorized Burning

- Per Unit for each response rate increased by 15% to align with MTO rates.

Non-Resident Responses

- Per Unit for first hour or part thereof and Per Unit for each additional half hour rates increased by 15% in order to align with MTO rates.

Existing Policy/By-Law:

[By-Law Number 2005-10](#) “A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston”, as amended.

Notice Provisions:

None

Accessibility Considerations:

The City’s [Accessibility Standards Policy](#) indicates that the City of Kingston shall, upon request, and in consultation with the person making the request, provide or make arrangements to provide accessible formats and communication supports for persons with disabilities.

Exhibit ‘A’ to this report is system generated or derived from the extensive spreadsheets used to develop and maintain the City’s budgets. Exhibit ‘A’ to this report will be provided in an alternate format upon request.

Financial Considerations:

Financial considerations are included within the body of the report.

Contacts:

Lana Foulds, Director, Financial Services, 613-546-4291 extension 2209

Scarlet Eyles, Manager, Financial Planning, 613-546-4291 extension 2262

Other City of Kingston Staff Consulted:

Applicable municipal departments

December 15, 2020

Page **15** of **15**

Exhibits Attached:

Exhibit A - Draft by-law to amend By-Law 2005-10, "A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston", as amended, including Schedule 'A'.

By-Law Number 2021-XX

A By-Law to Amend By-Law Number 2005-10, "A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston, as Amended."

Passed: December 15, 2020

Be it resolved that the Council of the Corporation of the City of Kingston hereby enacts as follows:

1. By-Law 2005-10, being "A By-Law To Establish Fees and Charges to be Collected by The Corporation of the City of Kingston", as amended, is hereby further amended as follows:
 - a. Schedule A of By-Law 2005-10 is hereby deleted in its entirety and replaced with Schedule A attached hereto.
2. This By-Law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: December 15, 2020

John Bolognone
City Clerk

Bryan Paterson
Mayor

	2021 Fees	HST
Other Fees & Charges		
Finance		
Tax Certificate / Statement per Section 352, <i>Municipal Act, 2001</i>	\$75.35	No
Returned or Dishonoured Payment	\$39.25	No
New Owner / New Roll Setup	\$32.90	No
Additional Charges Added to Tax Bill	\$32.90	No
Refund of Payments on Overpaid Taxes	\$32.90	No
Transfer of Payments Between Tax Accounts	\$21.85	No
Tax Payer's Account Information / Statement; Letter for Income Tax, per tax year	\$16.10	No
Administering Oaths or Declarations	\$38.30	No
Marriage Licence	\$167.40	No
Burial Permit	\$41.10	No
Affidavits for Non-Profit Housing Matters	\$10.00	No
Clerk's Department		
Document Searches (pursuant to MFIPPA) ¹ per hour	\$30.00	No
Document Searches (other) ² per hour	\$50.09	Yes
Photocopies of Documents, including by-laws	\$0.31	Yes
Photocopies or Printing of Documents - Colour	\$1.15	Yes
Packages of Council / Council of the Whole Agendas and Minutes (if picked up)	\$218.85	Yes
Packages of Council / Council of the Whole Agendas and Minutes (if mailed)	\$419.34	Yes
Request for attendance of fence viewers	\$291.73	Yes
Daily Rate of Remuneration per Fence Viewer	\$185.66	Yes
¹ MFIPPA - <i>Municipal Freedom of Information and Privacy Protection Act</i>		
² Other searches may be tax exempt if they fall under Part VI of Schedule V of the ETA, paragraphs 20 (b)(d)(e)(f) .		
Human Resources & Organization Development		
Corporate Training Workshops - per participant (Full Day)	\$157.39	Yes
Corporate Training Workshops - per participant (Half Day)	\$83.27	Yes
Administrative Search and Record Preparation (Hourly)	\$56.46	Yes
Information Systems - Geographic Information Systems		
GIS Specialist Rate for Custom Mapping per Hour	\$87.48	Yes
Legal		
Subdivision Agreement	\$1,895.84	Yes
Site Plan Control Agreement	\$623.85	Yes
Construction Lien Search	\$112.55	No
Pre-Servicing and Model Home Agreements	\$623.85	Yes
Construction Agreements	\$623.85	Yes
Road Closures	\$623.85	Yes
Simple Agreements: COA Agreement; Granny Suite / Garden Suite, Encroachment Agreements and Release Agreements from Title	\$542.12	Yes

	2021 Fees	HST
Other Fees & Charges		
Legal continued		
Complex Agreements: Front-End Agreements; Cost Sharing Agreements; Development Agreements; and Utility Agreements	\$1,415.27	Yes
Amending Subdivision Agreement and Site Plan Control Agreements	\$623.85	Yes
Registering By-Laws / Documents on Title: Part Lot Control By-Laws; Other Documents	\$362.83	Yes
Consent to Applications to First Registration in Land Titles	\$218.54	Yes
Attend Court or Local Planning Appeal Tribunal (LPAT) in support of Applicant on Decision of Staff or Committee under Delegated Authority / Council / Committee of Adjustment / in Zoning By-law matters, Heritage By-Law matters or other proceeding (Half Day)	\$4,681.77	Yes
Attend Court or Local Planning Appeal Tribunal (LPAT) in support of Applicant on Decision of Staff or Committee under Delegated Authority / Council / Committee of Adjustment / in Zoning By-law matters, Heritage By-Law matters or other proceeding (Full Day)	\$8,263.32	Yes
Recovery from the Debtor (Defendant) of Actual Costs, Not to Exceed 20%, Paid by the City to the Collection Agency to Collect Defaulted <i>Provincial Offences Act</i> (POA) Fines	20%	Yes
Legal Services - Other agreements – cost recovery as per agreement including 10% administration fee	Cost Recovery	Yes
Provincial Offenses Room Rentals		
Courtroom - per hour	\$43.76	Yes
Meeting Room - per hour	\$12.65	Yes
Interview Room - per hour	\$12.65	Yes
Real Estate & Land Development		
Property Disposition Request Initiated by External Party ^{1,2}	\$705.97	Yes
¹ Plus all associated costs including but not limited to legal fees, disbursements, appraisals, surveys, registration costs. ² Excludes Employment Land Sales.		
Public Works - Commemorations¹		
10 Year Commemoration on Bench	\$950.00	Yes
10 Year Extension to Commemoration on Bench	\$633.41	Yes
Commemorative Tree	\$546.37	Yes
Note 1: Fee Charged to users shall be based on cost of material and/or time, through the delegated authority of the Operations Managers of Public Works		

		2021 Fees		HST
Museums				
Season Pass (Plus Applicable Taxes)				
Children (3-14 Years)		\$5.25		No
Youth (15-24 Years) & Seniors (65+ years)		\$12.70		Yes
Adult		\$15.04		Yes
Family (max 2 adults and their children/youth)		\$36.99		Yes
Admissions (Plus Applicable Taxes)				
Children (3-14 Years)		\$1.95		No
Youth (15-24 Years) & Seniors (65+ years)		\$4.87		Yes
Adult		\$5.80		Yes
Family (max 2 adults and their children/youth)		\$13.85		Yes
Tour Programs (Plus Applicable Taxes) (COVID-19)*				
Children (Up to 4 guests)		\$20.00		No
Children (5-9 guests)		\$30.00		No
General (45-Minute Program, 1-3 guests)		\$15.00		Yes
General (45-Minute Program, 4-9 guests)		\$25.00		Yes
Walking Tours (per person)		\$5.00		Yes
*Fees related to these programs will remain in affect until restrictions related to the pandemic change				
	Kingston Non-Profit	Out of Town Non-Profit	Commercial	HST
Pump House Steam Museum and MacLachlan Woodworking Museum - Venue Rental Rates				
Engineerium - Pump House Steam Museum				
Weekday Hourly Rate	\$75.58	\$86.90	\$173.76	Yes
Weekend and Evening (after 6:00 p.m.)	\$88.23	\$101.50	\$203.01	Yes
Full Day Rental	\$544.03	\$625.62	\$1,251.24	Yes
Gordon C. Leitch Discovery Centre - Pump House Steam Museum				
Weekday Hourly Rate	\$67.21	\$77.26	\$154.60	Yes
Weekend and Evening (after 6:00 p.m.)	\$76.24	\$87.70	\$175.35	Yes
Full Day Rental	\$483.81	\$556.42	\$1,109.03	Yes
Entire Museum				
Weekday Hourly Rate	\$83.67	\$96.28	\$192.52	Yes
Weekend and Evening (after 6:00 p.m.)	\$100.22	\$115.31	\$230.53	Yes
Full Day Rental	\$601.81	\$693.10	\$1,386.19	Yes
Museum spaces cannot be reserved for less than 2 hours. All time blocks must be inclusive of all pre- and post-event preparation time.				
	Kingston Non-Profit	Out of Town Non-Profit	Commercial	HST
Pump House Steam Museum - Equipment				
House Sound System - Engineerium				
Full PA System (per Space Rental)	\$17.92	\$20.62	\$23.27	Yes
Additional Rental Equipment and Furniture Arranged by Pump House Steam Museum	COST + 10%	COST + 10%	COST + 10%	Yes

	2021 Fees			HST
	Kingston Non-Profit (Artists*)	Kingston Community Groups	Commercial	
Grand Theatre				
Performance Lease Rates				
Regina Rosen Auditorium, Non-Performance use (COVID-19)*				
Full Day	\$203.05	\$319.88	N/A	Yes
Full Week (6 Days)	\$1,106.95	\$1,743.38	N/A	Yes
*These rental rates are only available to Kingston area artists, non-profit and community groups for the purpose of residencies and will remain in effect until restrictions related to the pandemic change				
Baby Grand, 18-24 Seats depending on set-up (COVID-19)*				
Full Day	\$57.38	\$80.40	\$430.50	Yes
Half Day or Additional Same Day Performance	\$42.53	\$59.40	\$323.00	Yes
Full Week (6 Days)	\$189.75	\$265.30	\$1,507.00	Yes
*These rental rates are only available to Kingston area artists, non-profit and community groups for the purpose of residencies and will remain in effect until restrictions related to the pandemic change				
Non Performance Lease Rates (Meeting, Conferences etc.)				
Davies Lounge (only available when Regina Rosen Auditorium is not booked)				
Minimum 1/2 day (3 hours = 3 x hourly rate)	\$116.00	\$122.00	\$227.75	Yes
Baby Grand				
Minimum 1/2 day (3 hours = 3 x hourly rate)	\$52.25	\$55.00	\$307.75	Yes
Non Performance Lease Rates (Meeting, Conferences etc.) continued				
Non performance spaces cannot be reserved for less than 3 hours. All time blocks must be inclusive of all pre- and post-event preparation time.				
Equipment and Staffing				
House Sound System - Regina Rosen Auditorium				
Full PA System (per Performance)	\$271.75	\$285.25	\$521.50	Yes
Full System with On-Stage Monitoring and Monitor Console (per Performance)	\$437.00	\$459.50	\$710.25	Yes
Weekly Rental (per Single Performance Rate)	2.5 Times	2.5 Times	2.5 Times	Yes
Rental Equipment Arranged by Grand Theatre	Cost + 10%	Cost + 10%	Cost + 10%	Yes
Piano				
Per Use	\$266.25	\$280.25	\$394.00	Yes
Per Week	\$666.50	\$700.00	\$1,015.00	Yes
Tunings	at cost	at cost	at cost	Yes
Drum Kit				
House	\$79.00	\$82.75	\$111.00	Yes
Bass Amplifier				
House	\$39.25	\$41.00	\$72.00	Yes

	2021 Fees			HST
	Kingston Non-Profit (Artists*)	Kingston Community Groups	Commercial	
Grand Theatre				
Projector and Screen				
Regina Rosen Auditorium	\$174.00	\$182.00	\$290.00	Yes
Production Personnel Costs - Regular*				
House Technician (Lighting and Sound)	\$38.75	\$38.75	\$38.75	Yes
Regular Stage Hands	\$37.00	\$37.00	\$37.00	Yes
*Rates applied as per the IATSE Agreement				
Security				
Commissionaire	\$29.00	\$29.00	\$29.00	Yes
Ticket Office Charges to Renter				
Service Fees to Lessee (per Ticket, Regina Rosen Auditorium)	\$1.55	\$1.55	\$1.55	Yes
Service Fees to Lessee (per Ticket, Baby Grand)	\$1.19	\$1.24	\$1.55	Yes
Service Fees to Lessee (per Ticket, School performances in Regina Rosen Auditorium or tickets sold under \$10)	\$1.19	\$1.19	\$1.19	Yes
Credit Card Fees to Renter	4%	4%	4%	No
Ticket Office Service Charges To Ticket Buyer				
On Line, Phone and Counter Sales Service Charge (per Ticket)	\$3.56	\$3.56	\$3.56	Yes
Subscription Handling Charge - (per Subscription)	\$12.00	\$12.00	N/A	Yes
Capital Improvement Surcharge				
Per Seat Sold	\$2.61	\$2.61	\$2.61	Yes
Per Seat Sold (Student Performances Tickets)	\$1.19	\$1.19	\$1.19	Yes
Per Seat Sold (Baby Grand Performances)	\$1.19	\$1.19	\$1.19	Yes

	2021 Fees				
	Child (3-14 Years) **	Youth (15-24 Years) ** Senior (65+ years)	Adult (25-64 Years)	Child(ren) & Parent(s) (minimum 1 adult, maximum 2 with their children 24 years and under)	HST
Recreation & Leisure					
Fitness Centres (INVISTA Fitness Centre and Artillery Park)					
Pool or Gym Membership (Cardio, Weight Room, Gym) ³					
Per Visit (Pool - Swim / Sauna Only) - inclusive of taxes	\$3.50	\$5.00	\$6.00	\$3.75	Yes
12 Visits -- inclusive of taxes	\$38.50	\$55.00	\$66.00	N/A	Yes
1 Month	\$22.00	\$29.00	\$36.00	\$72.00	Yes
6 Month	\$89.00	\$118.00	\$148.00	\$278.00	Yes
Annual	\$146.00	\$199.00	\$248.00	\$475.00	Yes
Note: Child & Parent rate for pool or gymnasium only. Does not include access to Cardio/Weight Room					
Training					
Fitness Orientation ³	\$18.50	\$18.50	\$18.50	\$18.50	Yes
Per Visit 45 Minutes - Team Circuit Training	\$92.00	N/A	N/A	N/A	Yes
Per Visit 1 Hour - Personal Training ¹	N/A	\$68.00	\$68.00	N/A	Yes
Personal Training Start Up 3 Session package (1 hour assessment/3 hours training)	N/A	\$227.00	\$227.00	N/A	Yes
Personal Training Start Up 5 Session package (1 hour assessment/5 hours training)	N/A	\$376.00	\$376.00	N/A	Yes
Personal Training Start Up 10 Session package (1 hour assessment/10 hours training)	N/A	\$680.00	\$680.00	N/A	Yes
Personal Training Start Up 15 Session package (1 hour assessment/15 hours training)	N/A	\$970.00	\$970.00	N/A	Yes
Per Visit 1 Hour - Personal Training (2nd Person Rate) ²	N/A	\$51.00	\$51.00	N/A	Yes
Notes:					
1. Discounts - 3 hours-3%, 5 hours-5%, 10 hours-8%, 15 hours-10%					
2. 25% discount for 2nd person					
3. No fee for Municipal Fee Assistance program users (MFAP)					
Wellness Membership (Artillery Park - Pool, Gym, Cardio / Weight Room) (INVISTA Fitness Centre - Public Skating, Fitness Classes, Weight / Cardio Equipment)					
Per Visit, Per Person-- inclusive of taxes	\$6.25	\$9.00	\$11.00	\$7.00	Yes
12 Visit for Price of 11 -- inclusive of taxes	\$68.75	\$99.00	\$121.00	N/A	Yes
1 Month	\$32.00	\$42.00	\$54.00	\$108.00	Yes
6 Month	\$153.00	\$206.00	\$256.00	\$460.00	Yes
Annual	\$270.00	\$359.00	\$450.00	\$719.00	Yes

All fees are listed exclusive of applicable taxes ³ unless otherwise noted.

**HST does not apply on fitness and recreation membership fees for children aged 14 and under.

	2021 Fees					HST
	Child (3-14 Years) **	Youth (15-24 Years) ** Senior (65+ years)	Adult (25-64 Years)	Child(ren) & Parent(s) (minimum 1 adult, maximum 2 with their children 24 years and under)		
Recreation & Leisure						
Startup Membership Incentive Discount						
Annual Discount (13 Month)	\$270.00	\$359.00	\$450.00	\$719.00		Yes
All Inclusive Annual Membership - Fit Pass						
Fit Pass - Access to Artillery Park Aquatic Centre, Fitness Centre at INVISTA Centre, and Outdoor Aqua Park for Recreational Swims, Fitness Equipment, Member Fitness Classes. Includes Public Skating at Arena Facilities and 5 large buckets of balls at Belle Park Driving Range	\$345.00	\$461.00	\$579.00	\$999.00		Yes
Outdoor Aqua Park						
Season Pass	\$131.00	\$131.00	\$131.00	\$261.00		Yes
Drop In Day Pass (11:30 AM - 4:00 PM) per Person - Inclusive Of Tax ¹	\$3.75	\$3.75	\$3.75	\$3.75		Yes
Drop In Evening Pass (5:00 PM - 8:00 PM) per Person -- Inclusive Of Tax ¹	\$2.50	\$2.50	\$2.50	\$2.50		Yes
12 Visit Day Pass -- Inclusive Of Tax	\$41.25	\$41.25	\$41.25	N/A		Yes
Camp Fees Per Visit (group of 10 or more)	\$2.50	N/A	N/A	N/A		Yes

¹ No fee for Municipal Fee Assistance program users (MFAP)

All fees are listed exclusive of applicable taxes unless otherwise noted.

**HST does not apply on fitness and recreation membership fees for children aged 14 and under.

	2021 Fees	HST
Recreation & Leisure Continued		
Other Fees		
Toonie Swim, Skate or Gymnasium -- inclusive of taxes ¹	\$2.00	Yes
Halloween Skate or Swim booklets, 10 visits - child	\$10.00	No
Camp Swim Rate (per Child) -- inclusive of taxes	\$2.50	No
Shower (per Visit) -- inclusive of taxes	\$3.75	Yes
Membership Card Replacement -- inclusive of taxes	\$7.00	Yes
Membership Hold Fee (1-3 Months)	\$17.00	Yes
Lifeguards	\$24.50	Yes
Instructors	\$24.50	Yes
Report Cards and Badges	\$3.60	Yes
Birthday Party:		
Pool, Public - Artillery Park	\$126.00	Yes
Pool, Private - Artillery Park	\$239.00	Yes
Gym - Artillery Park	\$211.00	Yes
Outdoor Pool - Outdoor Aqua Park	\$127.00	Yes
Skate, Public - INVISTA	\$119.00	Yes
Skate, Private - INVISTA	\$452.00	Yes
Skate, Public - Memorial Centre	\$121.00	Yes
Skate, Public - Centre 70	\$135.00	Yes
Add a Child	\$3.50	No
Add a Caregiver	\$3.50	Yes
Karaoke Machine	\$20.00	Yes
Skate Rental:		
Child -- inclusive of taxes	\$2.75	No
Senior/Youth -- inclusive of taxes	\$4.00	Yes
Adult -- inclusive of taxes	\$5.50	Yes
Group (maximum 5)	\$11.00	Yes

¹ No fee for Municipal Fee Assistance program users (MFAP)

	2021 Fees	HST
Recreation & Leisure Continued		
Events & Programs		
Coed Recreational Beach Volleyball	\$47.00	Yes
Fitness - Wellness - 1 day per week	\$8.35	Yes
Fitness - Pilates per class	\$13.50	Yes
Fitness - 2 days per week per class	\$6.40	Yes
Fitness - Specialty	\$8.65	Yes
Camp Grass Creek / Camp Cat - 5 day week	\$172.00	No
Camp Holiday / PA Day Camps, per day	\$41.00	No
Camp Holiday / PA Day, Plus Climbing Gym per day	\$58.00	No
Camp Sports of All Sorts	\$172.00	No
Camp Theatre - 10 days	\$420.00	No
Camp Extended Supervision (per day/10 day program)	\$7.50	No
Camp Extended Supervision (per day)	\$7.50	No
Leader-In-Training	\$111.00	Yes
Leisure Connections, per month	\$7.50	No
Outdoor Golf Lessons (5 classes)	\$93.00	Yes
Power Skating - 10 Classes	\$221.00	No
Power Skating - 5 Classes	\$117.00	No
Learn To Skate - 10 Classes	\$115.00	No
Learn To Skate - 5 Classes	\$66.00	No
Learn To Skate - Adult (8 weeks)	\$147.00	Yes
Public Skating - Adult -- Inclusive of taxes ¹	\$4.75	Yes
Public Skating - Senior and Youth -- Inclusive of taxes ¹	\$4.00	Yes
Public Skating - Child ¹	\$3.00	No
Public Skating - Child(ren) & Parent(s) (each) ¹ -- inclusive of taxes	\$3.25	Yes
Public Skating - 12 Visit for 11 - Adult -- Inclusive of taxes ¹	\$52.25	Yes
Public Skating - 12 Visit for 11 - Senior/Youth ¹ -- Inclusive of taxes	\$44.00	Yes
Public Skating - 12 Visit for 11 - Child ¹	\$33.00	No
Shinny Hockey - Adult -- Inclusive of taxes	\$9.25	Yes
Shinny Hockey - Adult - 12 Visit for 11 -- Inclusive of taxes	\$101.75	Yes
Shinny Hockey - Youth	\$7.75	No
Tennis Lessons - Adult	\$89.00	Yes
Tennis Lessons - Youth	\$84.00	No
Recreational Badminton/Volleyball - 2 hours/10 week program	\$67.00	Yes

¹ No fee for Municipal Fee Assistance program users (MFAP)

	2021 Fees	HST
Recreation & Leisure Continued		
Artillery Park Programs		
Swim Lessons, Youth Level 9 - 10	\$101.00	No
Swim Lessons, Youth Level 5 - 8	\$87.00	No
Swim Lessons, Youth Level 1 - 4	\$80.00	No
Swim Lessons, Preschool	\$80.00	No
Swim Lessons, Adult	\$87.00	Yes
Swim Lessons, Private	\$214.00	Yes
Swim Lessons, Private maximum 2 per person	\$164.00	Yes
Low Ratio Swim Lessons, Preschool	\$111.00	No
Low Ratio Swim Lessons, Level 1 - 4	\$112.00	No
Low Ratio Swim Lessons, Level 5 - 8	\$121.00	No
Low Ratio Swim Lessons, Level 9 - 10	\$127.00	No
Swim To Survive - 3 Classes	\$39.00	No
Bronze Star	\$115.00	No
Bronze Medallion (+ Emergency First Aid)	\$191.00	Yes
Bronze Cross	\$197.00	Yes
National Lifeguard Service	\$329.00	Yes
National Lifeguard Service Recertification	\$93.00	Yes
Standard First Aid	\$123.00	No
Standard First Aid Recertification	\$96.00	No
Water Safety Instructor	\$387.00	Yes
Water Safety Instructor Recertification	\$93.00	Yes

	2021 Fees	HST
Recreation & Leisure Continued		
Springer Market Square - Basic Lease Rate		
First Row Corner	\$916.59	Yes
First Row	\$841.37	Yes
Second Row Corner	\$841.37	Yes
Second Row	\$770.35	Yes
Third Row Corner	\$841.37	Yes
Third Row	\$700.88	Yes
Market Street Stall 67 to 78 - Parking Provided	\$700.88	Yes
Market Street Stall 67 to 78 - Parking Not Provided	\$424.16	Yes
Springer Market Square - Daily Rates		
Casual - Produce	\$48.76	Yes
Casual - Craft	\$48.76	Yes
Advertising	\$17.17	Yes
Additional Fees		
Jury Fees	\$25.62	Yes
Sabbatical Leave	\$142.60	No
Leave Of Absence	\$142.60	No

	2021 Fees	
	Hourly	HST
Rental Rates		
Other Fees		
Commercial/Profit Surcharge on all rates	20%	Yes
Arena Floor No Ice - Activity Rental	\$76.46	Yes
Arena Floor No Ice - Show or Booth	\$136.06	Yes
Special Event Concession Commission	15%	Yes
Parking Lot (Truck and Trailer per day)	\$139.07	Yes
Vending Rate (10' by 10' booth)	\$61.46	Yes
Bar (For Licensed Events)	\$111.05	No
Staffing - Usher/Ticket Takers (Part Time Arena Operators)	\$39.46	Yes
Ticketed Event Surcharge (per event)	\$169.60	Yes
Note: Additional costs may be applied to any and all rentals and will be on a charge back basis.		
Rideaucrest		
Boardroom	\$38.05	Yes
Multi-Purpose Servery	\$38.05	Yes
Courtyard Use	\$38.05	Yes
Conference Room B	\$43.76	Yes
Conference Room C	\$43.76	Yes
Conference Room BC	\$50.31	Yes
Portsmouth Olympic Harbour		
Lobby Lounge/Area	\$38.10	Yes
Front Lounge	\$43.76	Yes
Press Lounge	\$50.27	Yes
The Sailroom	\$112.96	Yes
Artillery Park Aquatic Centre		
Meeting Room A - Boardroom	\$38.05	Yes
Meeting Room B - Poolside Room	\$43.76	Yes
Meeting Room C - Multi-Purpose Room	\$50.27	Yes
Gymnasium	\$57.88	Yes
Pool - Leisure	\$62.57	Yes
Pool - Tank (Vicki Keith Pool)	\$71.86	Yes
Pool - Leisure & Tank (Vicki Keith Pool)	\$109.29	Yes
Outdoor Aqua Park		
Entire Facility	\$181.11	Yes
Party - Patio and Pool Access	\$133.67	Yes

	2021 Fees	
	Hourly	HST
Rental Rates		
Rideau Heights Community Centre		
Hotelling Office	\$16.37	Yes
Sound Room	\$21.86	Yes
Kitchen	\$27.30	Yes
Youth/Senior one room (A, B or C)	\$38.05	Yes
Youth/Senior two rooms (AB, BC or CA)	\$43.76	Yes
Youth/Senior three rooms (ABC)	\$50.27	Yes
Multi-Purpose Room	\$43.76	Yes
Large Hall	\$50.27	Yes
Half Gymnasium	\$50.31	Yes
Gymnasium	\$57.88	Yes
INVISTA Centre		
Boardroom	\$38.05	Yes
Fitness Studio	\$43.76	Yes
Meeting Room A	\$43.76	Yes
Meeting Room B	\$43.76	Yes
Meeting Room AB	\$50.27	Yes
Meeting Room C	\$50.27	Yes
Kingston Memorial Centre		
Barn	\$38.05	Yes
Rotunda	\$43.76	Yes
Special Event - Minimum 8 hour booking	\$314.82	Yes
Cataraqui Community Centre		
Conference Room	\$43.76	Yes
Cloverdale and Sunnyside Halls	\$50.27	Yes
Centre 70		
Reddendale Hall	\$50.27	Yes
Community Centres		
Woodbine Park, others as applicable	\$38.05	Yes

		2021 Fees	
		Hourly	HST
Rental Rates			
City Hall			
Heritage Resource Centre		\$38.05	Yes
Councillors Lounge		\$38.05	Yes
Stationview Room		\$38.05	Yes
Council Chambers		\$43.76	Yes
Memorial Hall		\$50.27	Yes
Shoal Tower Room		\$12.70	Yes
Custodian Fee - Regular Hours		\$34.60	Yes
Custodian Fee - Weekday After Hours		\$51.86	Yes
Custodian Fee - Saturday (4 Hour Minimum)		\$52.04	Yes
Custodian Fee - Sunday (4 Hour Minimum)		\$69.16	Yes
Commissionaire Fee - Saturday (4 Hour Minimum)		\$23.58	Yes
Commissionaire Fee - Sunday (4 Hour Minimum)		\$23.58	Yes
Mobile Stage			
Mobile Stage Per Day		\$1,957.17	Yes
Deck Extension Or Sound Wing Deck		\$130.44	Yes
Set up, Take Down, and Monitoring (Flat Rate)		\$887.96	Yes
Movie Screen & Projector*			
Screen, Sound, Projector (3.5 Hrs)		\$130.44	Yes
*Note: Set up, take down and monitoring costs are not included in this rental and will be applied on a charge back basis.			
		2020 Fees	HST
Equipment Rentals (Where Available)			
Coffee Per Cup (Minimum 12 Cup Pot)		\$1.15	Yes
Large Screen TV (52")		\$81.68	Yes
Flip Chart (Each)		\$23.76	Yes
Markers (Box Of Four)		\$23.76	Yes
Powerpoint Projector, Overhead Projector And Screen		\$38.01	Yes
Podium		\$15.00	Yes
TV		\$16.02	Yes
DVD		\$16.02	Yes
Tablecloths (Each)		\$15.97	Yes
Easel		\$8.05	Yes
Sound System		\$31.37	Yes
Telephone Line (POH Only)		\$157.96	Yes
Additional Chairs (20) and Tables (5) for Meeting Room		\$13.45	Yes

	2021 Fees	HST
Rideaucrest Catering		
Beverages		
Coffee (small pot - serves 8)	\$3.94	Yes
Percolator / Urn (serves 30-40)	\$14.65	Yes
Tea Bag (each) (plus pot of water)	\$0.62	Yes
Hot Chocolate (packages)	\$0.66	Yes
Juice, Bottle	\$0.80	Yes
Pop	\$0.80	Yes
Water (jug)	\$0.33	Yes
Punch Bowl, Small (serves 35-40)	\$12.04	Yes
Punch Bowl, Large (serves 50)	\$14.69	Yes
Bakeshop		
Muffins	\$0.97	Yes
Gourmet Baked Cookies	\$0.49	Yes
Scones/Biscuits	\$0.66	Yes
Squares, Tea cut (per piece)	\$0.93	Yes
Buffet Trays		
Salad, small (5 people)	\$10.75	Yes
Salad, medium (10 people)	\$20.80	Yes
Salad, large (15 people)	\$29.38	Yes
Vegetables and Dip (10 people)	\$25.09	Yes
Cheese, Fruit and Crackers (10 people)	\$47.92	Yes
Fruit, Tray (10 people)	\$32.65	Yes
Tea Cut Sandwich	\$1.90	Yes
Gourmet Sandwich	\$3.27	Yes
Other Fees		
Lunch Service (hot meal, beverage, dessert)	\$11.33	Yes
Plates, large (9")	\$0.15	Yes
Plates, small (6")	\$0.10	Yes
Knives	\$0.05	Yes
Forks	\$0.05	Yes
Spoons	\$0.05	Yes
Styro cups	\$0.05	Yes
Napkins	\$0.05	Yes
Straws	\$0.05	Yes
Guest Meal	\$8.58	Yes
Special Event Meal	\$18.41	Yes
Labour surcharge	32%	Yes

	2021 Fees	
	Hourly	HST
Arenas		
Regular Ice	Effective July 1, 2021	
School Board Ice Monday to Friday (9:00 a.m. to 4:30 p.m.)	\$68.00	Yes
Morning Ice open - 8:00 a.m. or 8:30 a.m. on rinks booked on 1/2 hour to close	\$133.30	Yes
Non Prime Refer to Ice Allocation Policy for designated times	\$176.19	Yes
Prime (Youth) Refer to Ice Allocation Policy for designated times	\$232.10	Yes
Adult Tournament Rate (September to March, 16 hour minimum at the designated tournament center)	\$232.10	Yes
Prime (Adult) Refer to Ice Allocation Policy for designated times	\$301.15	Yes
Note: Some charges may be tax exempt (e.g. supervised programs for children 14 years of age and under).		

	2021 Fees	
	Hourly	HST
Parks		
Parks		
Parks Rental (picture taking)	\$17.35	Yes
Parks Rental (1-99 attendees)	\$17.35	Yes
Parks Rental (100-249 attendees)	\$32.39	Yes
Parks Rental (250 - 499 attendees)	\$48.81	Yes
Parks Rental (500 - 999 attendees)	\$60.97	Yes
Parks Rental (1,000 - 2,499 attendees)	\$76.24	Yes
Parks Rental (2,500 + attendees)	\$114.34	Yes
	Per Event	HST
Special Events		
Special Event Park Rental - Half-Day	\$395.22	Yes
Special Event Park Rental - Full Day	\$564.60	Yes
Large Scale Event Park Rental - Half-Day	\$549.20	Yes
Large Scale Event Park Rental - Full Day	\$769.91	Yes
Mega Event Park Rental - Half-Day	\$703.19	Yes
Mega Event Park Rental - Full Day	\$975.22	Yes
Set-up / Tear Down Daily Rate	\$256.64	Yes
Commercial Surcharge 20% on all rates	20%	Yes
Daily Event Camping Fees - Lake Ontario Park		
Site Fee	\$27.08	Yes
Site Fee with services (electricity, water)	\$32.17	Yes
Refreshment Vehicles in Parks		
Class A/B - Approved Parks (1 month)	\$394.20	Yes
Class A/B - Approved Parks (12 months)	\$3,784.60	Yes
Class C/D - Confederation Park (12 months)	\$3,784.60	Yes
Class C/D - Other Approved Parks (1 month)	\$196.46	Yes
Class C/D - Other Approved Parks (12 months)	\$1,885.97	Yes
Class E - Approved Parks (per day)	\$131.42	Yes
Non vehicle - Self contained food and beverage	\$4,730.75	Yes

	2021 Fees	HST
	Hourly	
Sports Fields		
Baseball & Softball Diamonds (Youth)		
Major	\$9.05	Yes
Major - lighted	\$27.50	Yes
Minor	\$5.75	Yes
Tournament - half day	\$98.20	Yes
Tournament - full day	\$150.95	Yes
Baseball & Softball Diamonds (Adult)		
Major	\$21.60	Yes
Major - lighted	\$60.20	Yes
Minor	\$13.40	Yes
Tournament - half day	\$220.10	Yes
Tournament - full day	\$338.20	Yes
Soccer Fields (Cricket / Frisbee / Lacrosse) (Youth)		
Major	\$36.55	Yes
Major - lighted	\$95.75	Yes
Minor	\$23.95	Yes
Soccer Fields (Cricket / Frisbee / Lacrosse) (Adult)		
Major	\$91.75	Yes
Major - lighted	\$187.85	Yes
BMX Track (Youth)		
Rental	\$9.82	Yes
All - Security Deposit (Seasonal Users Partner Groups)	\$2,002.39	Yes
BMX Track (Adult)		
Rental	\$23.72	Yes
All - Security Deposit (Seasonal Users Partner Groups)	\$2,002.39	Yes

	2021 Fees	HST
	Hourly	
Artificial Fields		
CaraCo Home Field and John Machin Field Prime (Youth)		
Entire Facility	\$106.24	Yes
Track or Field	\$85.00	Yes
High Jump or Pole Vault	\$39.87	Yes
Long Jump, Shot Put, Discus, Javelin, Hammer	\$26.59	Yes
CaraCo Home Field and John Machin Field Prime (Adult)		
Entire Facility	\$141.73	Yes
Track or Field	\$113.36	Yes
High Jump or Pole Vault	\$53.14	Yes
Long Jump, Shot Put, Discus, Javelin, Hammer	\$35.44	Yes
CaraCo Home Field and John Machin Field Non-Prime (Youth & Adult)		
Entire Facility	\$85.00	Yes
Track or Field	\$68.05	Yes
High Jump or Pole Vault	\$25.53	Yes
Long Jump, Shot Put, Discus, Javelin, Hammer (Clubs Only)	\$17.04	Yes
CaraCo Home Field and John Machin Field Other Fees (Youth & Adult)		
Lights	\$35.53	Yes
Specialty Sports Camps	\$85.00	Yes
Special Events	\$85.00	Yes
Commercial/Profit Surcharge	20%	Yes
Notes		
Specialty Sports Camps are defined as non-profit / operated by the City of Kingston or one of its partner groups		
Special Event is defined as a Community or School Event		
Commercial/Profit is a for Profit Sport, Camp or other event		
Prime Time: Monday - Friday 6 p.m. to 11 p.m. and Saturday and Sunday - 6 a.m. to 11 p.m.		

	2021 Fees	HST
Belle Park		
Seasonal Memberships ^{1 2}		
Driving Range - inclusive of tax	\$254.00	Yes
Driving Range (Half Season) - inclusive of tax	\$165.00	Yes
Driving Range (Monthly) - inclusive of tax	\$68.00	Yes
Other Services		
Driving Range - Large Bucket - inclusive of tax	\$11.00	Yes
Driving Range - Small Bucket - inclusive of tax	\$7.50	Yes
Locker (Junior, Student, Intermediate) - inclusive of tax	\$31.50	Yes
Locker (Adult, Senior) - inclusive of tax	\$82.50	Yes
Notes:		
¹ Seasonal Memberships purchased after September 1st are eligible for the remainder of the current year in addition to the applicable season		
² Half season memberships only available after July 15th		

	2021 Fees		HST
	Confed	POH	
Marinas			
Seasonal Rates¹			
Seasonal Mooring (per foot)	\$82.35	\$77.35	Yes
Add Power: 15 Amp	\$282.26		Yes
Add Power: 30 Amp	\$491.73		Yes
Add Power: 50 Amp	\$718.85		Yes
Pump Out	N/A	\$200.22	Yes
Sea-Doo Seasonal (flat fee)*	\$513.27	\$461.95	Yes
* Sea-Doo's can be parked behind vessel in slip or at sea doo dock by arrangement.			
Monthly Rate²			
May, June, September and October (per foot)	\$29.20	\$24.24	Yes
July & August (per foot)	\$33.85	\$28.10	Yes
Add Power: 15 Amp	\$77.70		Yes
Add Power: 30 Amp	\$139.20		Yes
Add Power: 50 Amp	\$211.02		Yes
Weekly Rate			
May, June, September and October (per foot)	\$9.73	\$8.08	Yes
July & August (per foot)	\$11.28	\$9.37	Yes
Add Power: 15 Amp	\$19.42		Yes
Add Power: 30 Amp	\$34.78		Yes
Add Power: 50 Amp	\$52.79		Yes
Daily Rates²			
Unserviced Wall or Dock - (May, June, September, October, per foot)	\$1.77		Yes
Unserviced Wall or Dock - (July, August, per foot)	\$1.95		Yes
Serviced Wall or Dock (May, June, September, October, per foot)	\$1.95		Yes
Serviced Wall or Dock (July, August, per foot)	\$2.26		Yes
Add Power: 15 Amp	\$3.58		Yes
Add Power: 30 Amp	\$9.91		Yes
Add Power: 50 Amp	\$14.16		Yes
Hourly Rates			
Day Docks - per hour (maximum \$15.00)	\$2.00	N/A	Yes
Storage			
Winter (per foot)	N/A	\$31.69	Yes
Mast Storage (per foot)	N/A	\$2.26	Yes
Cradle Storage (collapsible)	N/A	\$139.15	Yes
Cradle Storage (non-collapsible)	N/A	\$208.72	Yes
¹ Seasonal Memberships paid in full between October 1 and December 31 for the following year will lock in the current year's rate			
² Monthly rates are based on a calendar month or 30 days			

	2021 Fees		HST
	Confed	POH	
Marinas			
Other Fees			
Ice	\$3.54	\$3.54	Yes
Pump Out - per service	N/A	\$23.10	Yes
Stands - 24" and smaller (each)	N/A	\$40.76	Yes
Stands - 25" and larger (each)	N/A	\$83.03	Yes
Commercial Crafts: Surcharge	20%	20%	Yes
Administration Fee (including tax) - Cancelled Booking	\$33.60	\$33.60	Yes
Site Crain - Manual Chain	N/A	\$44.53	Yes
Trailer or Boat Relocation on site	N/A	\$92.24	Yes
Dock Step Rental	\$61.49	\$61.49	Yes
Dock Box Platform Rental	\$75.41	\$75.41	Yes
Note: Additional costs may be applied to any and all services and will be on a charge back basis			
Launch Ramp			
One Time	N/A	\$17.88	Yes
Five Times	N/A	\$62.58	Yes
Ten Times	N/A	\$125.15	Yes
Parking (per day) car and trailer	N/A	\$9.29	Yes
Season Unlimited	N/A	\$150.71	Yes
Regatta Clinic			
Dry Sail per night	N/A	\$3.54	Yes
Wet Berth per night	\$9.19	\$9.14	Yes
	2020 Fees		HST
	Crawford Wharf		
Crawford Wharf Cruise Ships (tendering per day)	\$359.29		Yes
Overnight Mooring			
Preferred Rate (per foot)*	\$2.04		Yes
Regular Rate (per foot)	\$2.30		Yes
* Preferred rate applies to vessels staying more than 15 nights			

	2021 Fees		HST
Airport			
Landing Of Aircraft In Excess Of 2,270 kg (5,000 lbs)	Domestic	Inter'nl	
Minimum for Jet and Turbine Aircraft	\$25.04	\$35.00	Yes
Minimum for Commercial Rotary Wing	\$14.03	\$20.88	Yes
Per 1,000 kg or Fraction for Jet Aircraft: not more than 21,000 kg	\$7.61	\$10.62	Yes
Per 1,000 kg or Fraction for Jet Aircraft: 21,000 to 45,000 kg	\$9.91	\$13.85	Yes
Per 1,000 kg or Fraction for Jet Aircraft: more than 45,000 kg	\$11.55	\$16.11	Yes
Per 1,000 kg or Fraction for Turbo / Piston Powered Aircraft: not more than 21,000 kg	\$6.95	\$9.47	Yes
Per 1,000 kg or Fraction for Turbo / Piston Powered Aircraft: 21,000 to 45,000 kg	\$8.45	\$11.77	Yes
Per 1,000 kg or Fraction for Turbo / Piston Powered Aircraft: more than 45,000 kg	\$10.09	\$14.07	Yes
Note: Exemptions to Landing Fees:			
1) Where any Canadian Air Carrier licensed pursuant to Part II of the National Transportation Act, 1987, of an aircraft on a flight conducted exclusively for the purpose of improving the skill and knowledge of the aircrew personnel of the Air Carrier, and where arrangements are made in advance with the airport manager, the landing charge for each such landing is 20 percent of the applicable charge prescribed below.			
2) Exemption for landing fees only: All military aircraft and any aircraft used in Search & Rescue missions will be exempt.			
Air Terminal Facility Fees, etc. (per incoming flight)	Domestic	Inter'nl	
Scheduled Passenger Aircraft 1 - 9 Seats	\$17.21	\$39.60	Yes
Scheduled Passenger Aircraft 10 - 15 Seats	\$34.07	\$52.08	Yes
Scheduled Passenger Aircraft 16 - 19 Seats	\$48.45	\$112.21	Yes
Scheduled Passenger Aircraft 20 - 25 Seats	\$66.37	\$188.18	Yes
Scheduled Passenger Aircraft 26 - 45 Seats	\$108.76	\$233.45	Yes
Scheduled Passenger Aircraft 46 - 60 Seats	\$155.31	\$328.58	Yes
Scheduled Passenger Aircraft 61 - 89 Seats	\$248.19	\$525.88	Yes
Scheduled Passenger Aircraft 90 - 125 Seats	\$342.17	\$723.14	Yes
Scheduled Passenger Aircraft over 125 Seats	\$404.34	\$854.56	Yes
Passenger Facility Fee (Per Departing Passenger)	Domestic	Inter'nl	
Passenger Facility Fee (per departing passenger)	\$20.00	\$20.00	Yes
Aircraft Ground Power Per Use	Domestic	Inter'nl	
Aircraft Ground Power and Heating / Start	\$8.85	\$8.85	Yes
Surcharges	Domestic	Inter'nl	
AVGAS Fuel Surcharge (per litre)	\$0.05	\$0.05	Yes
Turbine Fuel Surcharge (per litre)	\$0.05	\$0.05	Yes
Flying Surcharge (per revenue hour)	\$1.64	\$1.64	Yes

	2021 Fees		HST
Airport			
Land Lease Rates Per Year Per m²			
Sites Under 200 M ² (per m ²)	to be negotiated		Yes
Sites Between 200 and 1,000 m ² (per m ²)	to be negotiated		Yes
Sites Between 1,000 and 10,000 m ² (per m ²)	to be negotiated		Yes
Sites Over 10,000 m ²	to be negotiated		Yes
All sites under 1,000 m ² should have a minimum rent of \$500.00.			
Hangar Storage	Per Day	Per Month	HST
Aircraft Storage	\$61.68	\$351.24	Yes
Airside or Apron Storage per m ²	N/A	\$43.85	Yes
Aircraft Parking			
Aircraft of less than 2,000 kg	\$13.76	\$104.47	Yes
Aircraft from 2,000 to 5,000 kg	\$13.76	\$104.47	Yes
Aircraft from 5,000 to 10,000 kg	\$24.34	\$483.63	Yes
Aircraft from 10,000 to 30,000 kg	\$45.04	\$918.98	Yes
Aircraft from 30,000 to 60,000 kg	\$69.82	\$1,450.93	Yes
Aircraft of 60,000 kg or more	\$105.35	\$2,128.10	Yes
Annual Aircraft Parking	Per Year		HST
Aircraft of less than 2,000 kg	\$677.17		Yes
Aircraft from 2,000 to 5,000 kg	\$791.50		Yes
Note: Aircraft Parking			
1) Parking fees will apply for any 6-hour period, per calendar day.			
2) Double billing for overnight (2 calendar days) will not apply if the aircraft departs prior to 0900 hours.			
3) For Aircraft requiring tie-downs for more than seven days and up to one month, monthly rate will apply.			
Air Terminal Building Fees			
Counter Space (per m ²)	to be negotiated		Yes
Queuing Area (per m ²)	to be negotiated		Yes
Baggage Area (per m ²)	to be negotiated		Yes
Office, Storage, Washroom Areas (per m ²)	to be negotiated		Yes
Ramp Storage Area (subject to a licence fee)	to be negotiated		Yes
Public Address System (subject to a licence fee)	to be negotiated		Yes
If power is required	to be negotiated		Yes

	2021 Fees	HST
Airport		
Inside Tenants - Exclusive Use Area:		
1) All costs for materials and installation to be paid for by the tenant.		
2) All modifications and advertising to be subject to the airport manager's or designate's approval.		
Outside Tenants - Exclusive Use Area:		
1) All costs for materials and installation to be paid for by the client.		
2) All modifications and advertising to be subject to the airport manager's or designate's approval.		
3) All fixed materials to become the property of the airport unless otherwise negotiated.		
Motor Vehicle Parking Fees (are inclusive of HST)		
Short term (maximum 2 hours) (inclusive of applicable taxes)	\$2.17	Yes
Per day (inclusive of applicable taxes)	\$8.67	Yes
Per 7 days (inclusive of applicable taxes)	\$43.23	Yes
Per 14 days (inclusive of applicable taxes)	\$84.38	Yes
Per 21 days (inclusive of applicable taxes)	\$125.44	Yes
Per 35 days (inclusive of applicable taxes)	\$136.33	Yes
Property Maintenance		
Natural Growth Trimming and/or Removal	Note: Property Maintenance	Yes
Note: Property Maintenance:		
Fee to remove natural growth (e.g. trees) that violates the Federal Airport Zoning Regulations - Actual costs and disbursements incurred by the City.		

	2021 Fees	HST
Planning³		
Heritage Planner		
Heritage Permit Application	\$300.00	No
Volumes - Buildings of Architectural Significance	\$72.04	Yes
Public Meeting Notice (PMN)		
Concurrent Applications PMN (per Application Deposit)	\$367.85	No
Notice to Cancel Public Meeting	\$445.05	No
Remailing of PMN	\$445.05	No
Public Notice (PN)	\$241.65	No
Public Notice - Committee of Adjustment	\$145.10	No
Official Plan (OP) Amendment		
Official Plan (OP) Amendment	\$7,472.45	No
Developments in excess of 3,000 m ² of floor area or 50 dwelling units (plus PN or PMN)	\$12,919.90	No
Letter of Compliance	\$112.50	No
Zoning By-Law Amendment		
Minor Application (plus PN or PMN)	\$3,682.10	No
Basic Fee (plus PN or PMN)	\$7,472.45	No
Developments in excess of 3,000 m ² of floor area or 50 dwelling units (plus PN or PMN)	\$12,200.35	No
Application Submitted Concurrently with an OP Amendment (plus PN or PMN)	\$3,682.10	No
Removal of 'H' Holding Symbol: Basic Fee	\$2,274.30	No
Temporary Use By-Law		
Basic Fee (plus PN or PMN)	\$7,472.45	No
Developments in excess of 3,000 m ² of floor area or 50 dwelling units (plus PN or PMN)	\$11,501.75	No
Applications to Extend Approval (plus PN or PMN)	\$2,166.10	No
Plan of Subdivision		
Removal of Part Lot Control: Basic Fee	\$3,357.25	No
Draft Approval: less than 50 units (plus PN or PMN)	\$5,750.60	No
Plus per unit or lot	\$124.10	No
Draft Approval: 50 units or more (plus PN or PMN)	\$10,073.00	No
Plus per unit or lot	\$138.45	No
Request to Amend Conditions of Draft Approval	\$1,940.35	No
Subdivision Agreement	\$12,865.00	No
Request to Amend Subdivision Agreement	\$2,166.10	No
Request for Pre-Servicing Agreement	\$2,166.10	No
Request for Model Home Agreement	\$649.85	No
Letter of Compliance	\$112.50	No

	2021 Fees	HST
Planning³		
Plan of Condominium		
Draft Approval: less than 50 units (plus PN or PMN)	\$4,288.95	No
Plus per unit	\$84.85	No
Draft Approval: 50 units or more (plus PN or PMN)	\$5,750.10	No
Plus per unit	\$108.20	No
Request to Amend Conditions of Draft Approval	\$2,166.10	No
Final Plan and Condominium Agreement	\$4,288.95	No
Request to Amend Condominium Agreement	\$2,166.10	No
Request to Amend Condominium Description and/or Declaration	\$505.00	No
Letter of Compliance	\$112.50	No
Site Plan Control		
Minor Site Plan Control Application (1 and 2 family dwellings, group homes, and applications with less than 300 square metres of floor area that result from an approval of a rezoning request)	\$1,029.60	No
Modification to Minor Application	\$422.75	No
Site Plan Control Multi-Residential		
Residential Development: 3 - 10 units	\$3,032.30	No
Residential Development: 11 - 50 Units	\$4,007.00	No
Plus per unit	\$108.20	No
Residential Development: over 50 Units	\$4,548.65	No
Plus per unit	\$118.80	No
Site Plan Control Other		
All Other Development (less than 3,000 sq. m. of floor area)	\$4,007.00	No
Plus per 100 sq. m. of gross floor area	\$124.10	No
All Other Development (in excess of 3,000 sq. m. of floor area)	\$4,548.65	No
Plus per 100 sq. m. of gross floor area	\$130.75	No
Modification to Plans, Conditions or Agreements (Amending Agreement Required)	\$2,121.80	No
Modification to Plans, Conditions or Agreements (No Amending Agreement Required)	\$758.30	No
Letter of Compliance (per Agreement)	\$112.50	No
Above ground utilities infrastructure containing less than 300 metres squared floor area (plus PN)	\$2,057.90	No
Request for Security Reduction/Release	\$530.45	No
Radiocommunication Facilities		
Review of radiocommunication facilities (plus third party review fees charged by CRINS-SINRC)	\$2,057.90	No

	2021 Fees	HST
Planning³		
Committee of Adjustment: Consents		
Technical Consent (plus PN)	\$2,035.60	No
Consent Filed Concurrently with a Minor Variance (plus PN)	\$1,082.90	No
All Other Consents (plus PN)	\$2,652.25	No
Resubmission of Application within 3 months of lapsing	\$1,246.05	No
Change Conditions of Consent (plus Recirculation Fee)	\$617.20	No
Minor Variances		
All Other Minor Variances (plus PN) - Category 1	\$2,166.10	No
Minor Variances (plus PN) - Category 2 ¹	\$430.45	No
Other Miscellaneous Committee of Adjustment Fees		
Notice to Cancel Public Hearing	\$445.05	No
Recirculation of Public Hearing Notice	\$445.05	No
Letter of Compliance	\$112.50	No
Community Improvement Plans		
Basic Fee (plus PN or PMN) – New Area or Project Plan	\$12,919.90	No
Community Improvement Plan Amendment	\$7,472.45	No
Deeming By-Law		
Deeming By-Law: Basic Fee	\$2,143.80	No
Cash In Lieu Of Parking		
Cash in Lieu of Parking: Basic Fee	\$2,143.80	No
Civic Addressing and Road Naming		
Civic Address Change	\$411.10	No
Change of Assigned Road Name (not including administration fees and road signage preparation and installation fees as determined by Public Works)	\$3,090.00	No
Miscellaneous Fees		
Administration Fee	\$433.35	No
Photocopies or Printing of Documents - Black and White	\$0.31	Yes
Photocopies or Printing of Documents - Colour	\$1.15	Yes
Information Search (per hour)	\$82.25	No
Site Alteration Permit	\$424.12	Yes
Site Alteration Permit (Renewal) ²	\$211.37	Yes

¹ Category 2 Fee will be applicable for the following minor variance applications:

- (i) Urban Residential - Accessory Uses (i.e. swimming pools, sheds, detached garages, air conditioners, pool equipment). Permission to vary the height, setbacks, lot coverage, and floor area.
- (ii) Rural - Accessory Uses to a principal use (i.e. storage barn, drive shed, detached garage). Permission to vary the height, setbacks, lot coverage, and floor area.
- (iii) Covered or uncovered porches, deck and stairs.

² Renewal fee valid only if a Site Alteration Permit is renewed thirty (30) days before the original expiry date.

³ All planning fees, engineering fees and legal fees would be waived for not-for-profit housing providers that submit development proposals which include affordable units. All planning fees, engineering fees and legal fees would be waived for private affordable housing development units at 80% or less of CMHC rental rate. This waiving of fees would apply to the rental market only. If a development includes a number of affordable units, the planning fees, engineering fees and legal fees will be reduced based on the percentage of affordable units included within the overall development.

	2021 Fees	HST
Planning		
Tree Permit Fee (includes Administrative Fee and 3 Hours of Staff Review / Inspection)		
1 - 5 Trees	\$103.40	No
6 - 15 Trees	\$206.90	No
More than 15 Trees	\$413.50	No
Tree Permit Renewal Fee (Valid Only If A Tree Permit Is Renewed 30 Days Before Original Expiry Date)		
1 - 5 Trees	\$34.20	No
6 - 15 Trees	\$68.95	No
More than 15 Trees	\$137.65	No
Pre-Application Fee		
Pre-Application Fee	\$318.25	No
Notes		
<p>The term "Minor Application" shall apply to: (i) the rezoning of a residential building with four units or less which conforms to the Official Plan and will be contained within the walls of an existing structure; or, (ii) the rezoning involving a change in non-residential use which conforms to the Official Plan and will be contained within the walls of an existing structure.</p>		
<p>The term "Minor Site Plan Control Application" shall include applications regarding 1 or 2 unit dwellings, group homes and applications with less than 300 square metres of floor area that result from an approval of an application for a zoning by-law amendment.</p>		
<p>The term "Technical Consent" shall apply to: (i) an application for the creation of a new lot, which complies with the zoning by-law and Official Plan; or (ii) an application along a common party wall of an existing building provided non minor variances are required; or (iii) an application to create or extend a right-of-way or easement; or (iv) an application to adjust a lot boundary or facilitate a simple lot addition; or (v) an application for consent to a power of sale or mortgage; or (vi) an application for consent to a lease in excess of 21 years; and (vii) an application for validation of title.</p>		
<p>Dormant Files that have remained inactive for three years will be deemed closed. In the event that a request is made to reactivate a closed file, the applicant shall pay the full existing fee for planning services regardless of any fees paid in the past.</p>		
<p>Engineering Review Fees will be charged as per the Engineering Fee Schedule according to the individual application requirements and payment is required at the time of application submission.</p>		
<p>Legal Fees will be invoiced at the time documentation is executed.</p>		
<p>Peer Review - Fee to be paid by the applicant prior to staff authorizing the consultant to commence work.</p>		

	2021 Fees	HST
Engineering & Transportation Services		
Development Application Review		
Additional hourly rates may apply in addition to those noted below.		
Committee of Adjustment Review (all submissions)	\$118.90	No
Official Plan Amendment Review (all submissions)	\$118.90	No
Zoning By-Law Amendment Review	\$118.90	No
Site Plan Control Review: Minor Application (including modifications)	\$118.90	No
Site Plan Control Review: Major Application (including modifications)	\$991.85	No
Plan of Subdivision: Construction cost of less than \$300,000 (Deposit) Final fees calculated as per Subdivision Agreement	\$5,304.50	No
Plan of Subdivision: Construction cost of more than \$300,000 (Deposit) Final fees calculated as per Subdivision Agreement	\$10,609.00	No
Resubmitted Lot Grading Certificate: Previously Rejected	\$199.55	No
Resubmitted Plot Plan: Previously Rejected	\$118.90	No
Design Revision of Subdivisions including Part Lot Lift	\$991.85	No
Renewable Energy Projects - Completion Of Municipal Consultation Form		
Projects 10 kw and less	\$195.66	Yes
Projects greater than 10 kw and less than 1mw	\$1,029.47	Yes
Projects 1 mw and greater	\$4,548.45	Yes
Plus per 1 mw	\$130.53	Yes
Corridor Control Permits		
Entrance Permit	\$151.28	Yes
Cut Permits	\$260.95	No
Municipal Utility Consents	\$260.95	No
Temporary Street Closure	\$315.13	Yes
Permanent Encroachment on City Highway Application Fee (includes 1.5 hours of staff time; additional hours will be charged at the rate noted below for Professional Engineer or Technologist)	\$135.71	Yes
Permanent Encroachment on City Highway Per Annum on Taxes of Subject Property	\$42.30	Yes
Temporary Encroachment on City Highway per Day Application Fee (includes 1.5 hours of staff time; additional hours will be charged at the rate noted below for Professional Engineer or Technologist)	\$135.71	Yes
Plus per day rate which can include cost for use of metered parking spaces	VARIABLE	Yes
Long Duration Temporary Encroachment Permit	VARIABLE	Yes
Street Banners (to City) Application Fee (includes 1.5 hours of staff; additional hours will be charged at the rate noted below for Professional Engineer or Technologist)	\$135.71	Yes
Street Banners (Installation Fee to Utilities Kingston)	\$645.09	Yes
Application For Use of City of Kingston Roadways (Moving of Excess Load Permits, Oversized Loads)		
Escort Fee	\$90.75	Yes
Single Trip Permit	\$135.71	Yes
Annual Permit	\$473.10	Yes

	2021 Fees	HST
Engineering & Transportation Services		
Patio Permit		
Application Fee	\$126.80	No
Application Deposit (non-refundable)	\$475.35	No
Amendment to Existing Permit	\$236.10	No
Zone A (per square meter)	\$89.70	No
Zone B (per square meter)	\$80.75	No
Zone C (per square meter)	\$62.95	No
Zone D (per square meter)	\$44.85	No
Non-Serving Patio Permit	\$179.55	No
Rain Screen (per square meter)	\$10.60	No
Parking Meter/Stall Displacement (per meter/per month)	\$205.30	No
Fixed Site Location Permit for Seasonal Applicants	\$2,421.06	Yes
Other		
Fee for Professional Engineer Services per hour	\$189.51	Yes
Fee for Engineering Technologist Services per hour	\$112.83	Yes
Legal Compliance Letter and/or Request for Lot Grading Certificate Information	\$112.50	No
Drawing (Printed)	\$16.73	Yes
Municipal Addressing Blades	\$83.98	Yes
Detailed Traffic Count	\$167.96	Yes
Traffic Sign/Post	Note 1	Yes
Note 1: Fee charged to users shall be based on cost of material and/or time, through the delegated authority of the Operations Manager of Public Works		

		2021 Fees				
Parking (Inclusive of Applicable Taxes)						
		Per Hour	Daytime Max	Per Month	Event Rate	HST
On Street Parking (Zone information reference Bylaw 2010-128 "Regulate Parking")						
Meters and Pay and Display:						
Schedule A-1: Zone 1		\$2.00	N/A	N/A	N/A	Yes
Schedule A-1: Zone 2		\$1.50	N/A	N/A	N/A	Yes
Schedule A-1: Zone 3		\$1.50	N/A	N/A	N/A	Yes
Schedule A-1: Zone 4		\$1.50	N/A	N/A	N/A	Yes
Schedule A-1: Zone 5		\$2.00	N/A	N/A	N/A	Yes
Schedule A-1: Zone 6		\$1.00	\$5.00	N/A	N/A	Yes
Schedule A-1: Zone 7		\$2.00	N/A	N/A	N/A	Yes
Schedule A-1: Zone 8		\$2.00	N/A	N/A	N/A	Yes
Schedule A-1: Zone 9		\$1.50	N/A	N/A	N/A	Yes
Schedule A-1: Zone 10		\$2.00	N/A	N/A	N/A	Yes
Schedule A-2: Accessible Parking Meter Zones		\$1.50	N/A	N/A	N/A	Yes
Schedule A-3: Tour Bus Parking Meter Zones		\$2.00	N/A	N/A	N/A	Yes
On Street Permits:						
Permit Parking - MO-1		N/A	N/A	\$81.80	N/A	Yes
Permit Parking - MO-2		N/A	N/A	\$94.00	N/A	Yes
Permit Parking - MO-3		N/A	N/A	\$112.50	N/A	Yes
Permit Parking - MO-4		N/A	N/A	\$140.75	N/A	Yes
Residential On Street Permits (in valid on-street residential permit areas):						
Residential Permit Parking		N/A	N/A	\$25.00	N/A	Yes
Residential Permit Parking-No Driveway		N/A	N/A	\$12.00	N/A	Yes
On-Street Residential Accessible Parking Permit		N/A	N/A	\$12.00	N/A	Yes
		Per 2 Weeks	Per Month	Per 4 Months	Per Year	HST
Residential Contractor Permit		\$25.50	\$51.00	\$171.75	\$496.50	Yes
		Per Week	Per Month	Per 4 Months	Per Year	HST
Residential Visitor Permit		\$12.75	N/A	N/A	N/A	Yes

		2021 Fees				
Parking (Inclusive of Applicable Taxes)						
Hourly Rates by Lot:		\$ 1.50	\$ 2.00	Flat Rate \$12.25	HST	
Angrove Lot		X				Yes
Armstrong Memorial Lot		X				Yes
Barrack Lot		X				Yes
Frontenac County Court House Lot			X			Yes
Crawford Wharf Lot				X		Yes
Drury Lot		X				Yes
Frontenac Lot		X				Yes
Gorsline Lot		X				Yes
King/Queen Lot		X				Yes
Kingston Frontenac Public Library Lot		X				Yes
Lower Robert Bruce Memorial Lot		X				Yes
McKee Memorial Lot		X				Yes
Ordnance Lot		X				Yes
Pump House Lot (Steam Museum)		X				Yes
Richardson Beach Lot (Macdonald/Memorial Park)			X			Yes
Richardson Beach South Lot (Macdonald/Memorial Park)			X			Yes
Springer Memorial Lot		X				Yes
Upper Robert Bruce Memorial Lot		X				Yes
Waterfront Lot (KGH) (Macdonald/Memorial Park)			X			Yes
Other Rates by Lot:						
		Mon-Sat 0700-1659		Mon-Sat 1700-0659	Sun 0700-Mon 0659	
		Per 1/2 hour	Daily Max	Flat Rate	Flat Rate	HST
Ontario/Brock Lot (May 1 - Nov 30)		\$1.50	\$15.00	\$5.00	\$5.00	Yes
Ontario/Brock Lot (Dec 1 - Apr 30)		\$1.25	\$10.00	\$4.00	\$4.00	Yes
		Mon-Fri 0800-1459	Mon-Thurs 1500-0759	Fri-Mon 1500-0759	Monthly Family Permit Rate	
		Per 1/2 hour	Flat Rate	Flat Rate	Flat Rate	HST
Rideaucrest Lot		\$1.50	\$3.00	\$3.00	\$47.80	Yes
		Mon-Sat 0600-1759	Mon-Sat 1800-0559	Sun 0600-Mon 0559	Lost Ticket Charge	HST
Chown Memorial Garage		\$1.50	\$3.00	\$3.00	\$18.00	Yes
Hanson Memorial Garage		\$1.50	\$3.00	\$3.00	\$18.00	Yes

		2021 Fees				
Parking (Inclusive of Applicable Taxes)						
Monthly Permits by Lot:						
Monthly Permit Category ML-1					\$81.80	Yes
Monthly Permit Category ML-2					\$94.00	Yes
Monthly Permit Category ML-3					\$112.50	Yes
Monthly Permit Category ML-4					\$140.75	Yes
	ML-1	ML-2	ML-3	ML-4	HST	
Anglin Lot		X				Yes
Armstrong Memorial Lot		X				Yes
Barrack Lot		X				Yes
Byron Lot		X				Yes
Chown Memorial Garage				X		Yes
Frontenac County Court House Lot			X			Yes
Doug Fluhrer Lot	X					Yes
Frontenac Lot		X				Yes
Gorsline Lot		X				Yes
Hanson Memorial Garage				X		Yes
McKee Memorial Lot		X				Yes
Ordnance Lot		X				Yes
Pump House Lot (Steam Museum)		X				Yes
Four Points Sheraton Lot				X		Yes
Rideaucrest Lot						Yes
Springer Memorial Lot			X			Yes
Event Rates by Lot:	\$ 3.00	\$ 4.00	\$ 5.00	\$ 6.00	HST	
Anglin Lot			X			Yes
Angrove Lot			X			Yes
Barrack Lot				X		Yes
Drury Lot				X		Yes
Frontenac Lot				X		Yes
King/Queen Lot				X		Yes
Lower Robert Bruce Memorial Lot		X				Yes
Springer Memorial Lot		X				Yes
Upper Robert Bruce Memorial Lot		X				Yes

		2021 Fees		
Parking (Inclusive of Applicable Taxes)				
		Per Hour	Per Year	HST
Parking Space Rental Fees				
Application Fee, if applicable (including HST, based on 1.5 hours staff time). Additional time charged at hourly rate listed below		\$75.50	N/A	Yes
Staff Rate per hour (including HST)		\$50.50	N/A	Yes
Setup Fee		\$46.00	N/A	Yes
Churches - Weddings and Funerals 6 Spaces - from one hour prior to service to end of service		N/A	\$130.50	Yes
Funeral Homes - Funerals 6 Spaces - from one hour prior to service to end of service		N/A	\$130.50	Yes
Contractors, Movers, Producers - Construction Projects, moving of furniture or goods, filming or other legitimate projects		25%, 50% or 100% rounding up on the daily meter rate in the area, per space, based on occupancy in the area	\$63.25 Deposit per sign, meter hood, barricade \$32.00 Deposit per pylon	Yes
Electrical Vehicle Charging Stations				
Level 2 Charging Station per hour		\$1.50	N/A	No
Level 3 Charging Station per hour		\$17.00	N/A	No

		2021 Fees	HST
Transit			
Cash Fares			
Single Cash Fare - Adult ¹		\$3.25	No
Single Cash Fare - Youth/Senior ¹		\$3.25	No
Single Cash Fare - CNIB Cardholder		\$0.10	No
Multi-Ride			
6 Ride Card - Adult ¹		\$16.50	No
6 Ride Card - Youth/Senior ¹		\$13.50	No
Passes			
Commuter - 5 consecutive weekdays		\$22.25	No
Weekly - 7 Consecutive Days - Adult ¹		\$29.25	No
Weekly - 7 Consecutive Days - Youth/Senior ¹		\$21.00	No
Monthly Commuter		\$68.75	No
Monthly Pass - Adult ¹		\$80.00	No
Monthly Pass - Youth/Senior ¹		\$59.50	No
Affordable Transit Pass - Adult ¹		\$40.00	No
Affordable Transit Pass - Youth/Senior ¹		\$29.75	No
Day Pass - Single		\$8.25	No
Conference and Event Pass		\$8.75	No
Annual Pass - CNIB Cardholder		\$25.00	No
Smart Cards - reloadable		\$3.00 Initial & Replacement	No
St. Lawrence College Post- Secondary ²		\$119 per academic term (4 months)	No
Queen's University Post- Secondary ³		\$119 per academic term (4 months)	No
Employer Group Pass			
0 - 10 Employees enrolled		\$68.75	No
11 - 25 Employees enrolled		\$66.25	No
26 - 100 Employees enrolled		\$63.00	No
101 - 250 Employees enrolled		\$58.75	No
250 + Employees enrolled		\$55.25	No

¹The following categories apply to Kingston Transit Fares

- Child ages 14 and under ride for free
- Youth ages 15 - 24
- Adult ages 25 - 64
- Senior ages 65+

²St. Lawrence College Post-Secondary Student Pass is available to the following students:

- i) all full-time undergraduate day students at St. Lawrence College, Kingston Campus
- ii) part-time students at St. Lawrence College, Kingston Campus, who are enrolled in a minimum of three (3) full academic courses totaling one hundred and thirty-five (135) hours per term
- iii) students at St. Lawrence College, Kingston Campus designated as eligible by a Special Needs Counselor

³Queen's University Post-Secondary Student Pass is available to the following students:

- i) all full-time undergraduate and graduate students of Queen's University

	2021 Fees		HST
Building & Licensing			
Building Permit And Related Fees	Permit Fee (\$ per m²)	Flat Fee (\$)	HST
Minimum Fee (all permits)		\$131.10	No
Group A: Assembly Buildings			
Shell Permit	\$22.45		No
New and Additions	\$28.70		No
Alterations and Renovations	\$6.30		No
Group B: Institutional Buildings			
Shell Permit	\$22.70		No
New and Additions	\$28.95		No
Alterations and Renovations	\$6.30		No
Group C: Residential Buildings			
New and Additions (Single Detached, Semi-Detached and Row House)	\$12.90		No
New and Additions (Multi-Unit Buildings, Motels, Hotels)	\$15.15		No
Alterations and Renovations	\$4.10		No
Secondary Suites (Single-Detached, Semi-Detached and Row House)	\$4.10		No
Swimming Pool Enclosures		\$217.45	No
Accessory Structures (Garage/Carport, Shed)		\$217.45	No
Solar Panels (any area)		\$292.90	No
Group D: Business and Personal Services Buildings			
Shell Permit	\$13.95		No
New and Additions	\$20.20		No
Alterations and Renovations	\$6.30		No
Group E: Mercantile Buildings			
Shell Permit	\$10.85		No
New and Additions	\$17.15		No
Alterations and Renovations	\$6.30		No
Group F: Industrial and Agricultural Buildings			
Shell Permit	\$7.10		No
New and Additions	\$13.40		No
Alterations and Renovations	\$6.30		No
Other Permit Classes			
Decks/Patios (each)		\$217.45	No
Solar Panels (Non-Residential) - per application		\$585.60	No
Temporary Structures - per application		\$217.45	No
Demolitions (each)	\$1.00		No
Wood Burning Appliances (each)		\$217.45	No
Designated Structures (each)		\$415.25	No
Signs - per application		\$218.55	No

	2021 Fees		HST
Building & Licensing			
Building Permit And Related Fees - Continued...	Permit Fee (\$ per m²)	Flat Fee (\$)	HST
Mechanical and Fire Protection Systems (independent of Building Permit)			
HVAC Permit (Residential and Non-Residential per suite)		\$217.45	No
New and Alterations to Sprinkler System, Standpipe System, or Fire Suppression System		\$554.00	No
Commercial Kitchen Exhaust Systems, Spray Booths, Dust Collectors		\$393.35	No
New and Alterations to Fire Alarm System		\$217.45	No
Electromagnetic Locks, Hold Open Devices, Emergency Lighting - per application		\$217.45	No
Plumbing Permits (independent of Building Permit)			
New and Alterations (Residential per fixture)		\$10.90	No
New and Alterations (Non-Residential per fixture)		\$13.10	No
Backflow Prevention Devices - per application		\$131.10	No
Sewer Lateral (each)		\$217.45	No
Back Water Valve (each)		\$131.10	No
Sewage System Permits			
Class 2 (greywater pit) Sewage Systems and Class 3 (cesspool) Sewage Systems		\$950.00	No
Class 4 (leaching bed) Sewage Systems (4500 litres per day or less)		\$950.00	No
Class 4A (leaching bed) Sewage System (greater than 4500 litres per day)		\$1,050.00	No
Class 5 (holding tank) Sewage Systems (4500 litres per day or less)		\$950.00	No
Class 5A (holding tank) Sewage System (greater than 4500 litres per day)		\$1,050.00	No
Additional Inspections and Changes of Installers		\$250.00	No
Septic Tank Installation only		\$750.00	No
Performance Review for Renovations or Building Additions		\$500.00	No
Performance Review for Adding a Pool, Shed or Garage		\$250.00	No
Minor Variances or Zoning Bylaw Amendments		\$450.00	No
Minor Variances or Zoning Bylaw Amendments with Performance Review		\$700.00	No
Subdivision or Condominium Applications (per lot)		\$500.00	No
Severance or Lot Addition Applications (per lot)		\$500.00	No
Certificate of Approval Renewals		\$150.00	No
File Searches		\$150.00	No

	2021 Fees		HST
Building & Licensing			
Building Permit And Related Fees - Continued...	Permit Fee (\$ per m ²)	Flat Fee (\$)	HST
Administrative Fees			
Conditional Permit Fee		10% of required permit fee	No
- Minimum		\$300.00	No
Pre Inspection (prior to permit issuance) or Re-Inspection Fee (per inspection or suite)		\$54.65	No
Expedited Plan Review (per hour)		\$100.80	No
Fence and Sign By-law Appeal (each)		\$309.00	No
Alternative Solution Proposal (per hour)		\$300.00	No
- Minimum		\$2,000.00	No
Preliminary Project Review and Revisions to an Issued Permit (per hour)		\$100.80	No
Limiting Distance Agreement (each)		\$327.80	No
Change of Use Permit (no construction)		\$327.80	No
Construction Prior to Permit Issuance		40% of required permit fee	No
- Minimum		\$200.00	No
Failure to Obtain a Portable Sign or Sandwich Board Sign Permit - Administrative Fee		\$133.70	No
Property Standards/Yards Re-Inspection Fee (After First Inspection to Confirm Compliance of any Order)		\$55.15	No
Sign Permit For Portable Sign, per month		\$70.05	No
Sign Permit "A" Frame or Sandwich Board, per year		\$83.80	No
Sign Permit, Boulevard Sign, per week		\$54.15	No
Written Request for Bylaw and / or Work Orders and/or Compliance Letters		\$112.50	No
Photocopies or printing of documents including Freedom of Information, per side, plus search fees		\$0.31	Yes
Photocopies or printing of documents - colour		\$1.15	Yes
Property Standards Application for Appeals		\$111.40	No
Property Standards/Yards - Charges for Administration of Remedial Work and Repairs		\$129.40	No
Administrative Penalty Fee - Screening No-Show		\$51.50	No
Administrative Penalty Fee - Hearing Appeal No-Show		\$103.00	No
Administrative Penalty Fee - Delinquent Payment of Fine		\$25.75	No

	2021 Fees	HST
Building & Licensing		
Rules for Determining Permit Fees:		
<ul style="list-style-type: none"> • Floor area of the proposed work is to be measured to the outer face of exterior walls (excluding residential attached garages) and to the centre line of party walls, firewalls or demising walls. • In the case of interior finishes, alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite. • Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations. • Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.). • Unfinished basements for single detached dwellings, semi-detached dwellings and townhouses are not included in the floor area. • Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation Permit, no additional charge is applicable. • Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located. • The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the Permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area. 		
Animal Registration		Flat Fee (\$)
Dogs (See Notes 1 & 2)		
Intact (No Microchip)		\$60.00
Intact (Microchip)		\$50.00
Spayed/Neutered (No Microchip) - Cost per dog - first 2 dogs		\$40.00
Spayed/Neutered (No Microchip) - Cost per dog - each additional dog		\$15.00
Spayed/Neutered (Microchip) - Cost per dog - first 2 dogs		\$30.00
Spayed/Neutered (Microchip) - Cost per dog - each additional dog		\$10.00
Cats (See Notes 1 & 2)		
Cats - Intact (No Microchip)		\$30.00
Cats - Intact (Microchip)		\$20.00
Spayed/neutered (No Microchip) - Cost per cat - first 2 cats		\$15.00
Spayed/neutered (No Microchip) - Cost per cat - each additional cat		\$5.00
Spayed/neutered (Microchip) - Cost per cat - first 2 cats		\$13.00
Spayed/neutered (Microchip) - Cost per cat - each additional cat		\$4.00
Notes:		
1. No fees apply for under 6 months of age at first time registration		
2. No fees for spayed/neutered over 6 months at first time registration		

	2021 Fees	HST
Building & Licensing		
Other Animal Related Fees	Flat Fee (\$)	HST
Kennels	\$292.90	No
Recovery of Animal from Animal Shelter	\$88.05	No
Administrative Fee for not obtaining a tag	\$125.65	No
Bylaw & DOLA - Additional Fee for Convicted Owner	50%	No
Tag Replacement Fee	\$6.40	No
Appeals - Administrative Fee	\$144.30	No
Hen Coop Registration	\$26.50	No
Application For Noise Exemption		
Application for Noise Exemption	\$318.25	No
Re-application for Noise Exemption	\$200.00	No
Business Licenses		
Adult Entertainment Establishment	\$1,507.00	No
Adult Entertainment Store	\$452.00	No
Adult Entertainment Attendants	\$153.00	No
Annual Alarm Vendor License	\$148.32	No
Annual Alarm Monitoring Fee - Fee will be waived if no false alarms in previous year	\$55.62	Yes
Alarm Monitoring – False Alarm	\$131.84	Yes
Alarm Monitoring – Administrative Fee for failure to obtain alarm vendor license	\$148.00	No
Alarm Monitoring – Administrative Fee for failure to register alarm system	\$55.62	No
Amusement Arcade	\$153.00	No
Automotive Repair	\$80.00	No
Auctioneer	\$153.00	No
Billiards (First Table)	\$79.00	No
Billiards (Each Additional Table)	\$40.00	No
Bill Poster	\$152.00	No
Food Premises - Low Risk 0 - 99 Seats	\$117.00	No
Food Premises - Low Risk over 100 Seats	\$193.00	No
Food Premises - Medium Risk 0 - 99 Seats	\$232.00	No
Food Premises - Medium Risk over 100 Seats	\$306.00	No
Food Premises - High Risk 0 - 99 Seats	\$385.00	No
Food Premises - High Risk over 100 Seats	\$460.00	No
Hawkers & Peddlars (Resident)	\$79.00	No
Hawkers & Peddlars (Non-Resident)	\$156.00	No
Gas Stations - Per Station	\$79.00	No
Group Home Registration	\$153.00	No
Lodging House	\$152.00	No
Meat / Fish Sales	\$79.00	No

	2021 Fees	HST
Building & Licensing		
Business Licenses - Continued...	Flat Fee (\$)	HST
Pawnbroker	\$152.00	No
Pay Day Loans - Initial Licensing Fee	\$300.00	No
Pay Day Loans - Annual Renewal Fee	\$152.00	No
Pet Shop	\$152.00	No
Motorized Refreshment Vehicle - Class A	\$346.00	No
Motorized Refreshment Vehicle - Class B	\$346.00	No
Non-Motorized Refreshment Vehicle - Class C	\$156.00	No
Non-Motorized Refreshment Vehicle - Class D	\$79.00	No
Non-Motorized Refreshment Vehicle - Class E	\$179.00	No
Salons	\$79.00	No
Specific Day Sales - Class A-1	\$40.00	No
Specific Day Sales - Class A-2 (location or vendor)	\$40.00	No
Specific Day Sales - Class A-3 (location or vendor)	\$903.00	No
Specific Day Sales - Class A-4 (per vendor)	\$753.00	No
Specific Day Sales - Class A-5	\$2,257.00	No
Specific Day Sales - Class B-1 - First month	\$152.00	No
Specific Day Sales - Class B-1 - Additional month	\$40.00	No
Specific Day Sales - Class B-2 - First month	\$1,506.00	No
Specific Day Sales - Class B-2 - Additional month	\$451.00	No
Specific Location Sale: Class 1	N/C	No
Specific Location Sale: Class 2 per day	\$47.00	No
Specific Location Sale: Class 3 per year	\$9,553.00	No
Street Performer	\$40.00	No
Theatre (per theatre)	\$306.00	No
Tobacco Sales	\$301.00	No
Plumbing Contractors & Masters		
Master Plumber - Resident	\$147.00	No
Master Plumber - Non Resident	\$179.00	No
Contractor - Resident	\$297.00	No
Contractor - Non Resident	\$366.00	No
Administrative Monetary Penalties		
Fail to comply with An Emergency Order	\$2,060.00	No
Obstruct an Officer	\$515.00	No
Host, Conduct, Sponsor a Nuisance Party Offence (per contravention)	\$2,060.00	No
Noise By-Law Offence - Amplified Music	\$206.00	No
Noise By-Law Offence - Yelling, Screaming, Shouting, Hooting and Hollering	\$103.00	No
Screening officer appeal fee	\$50.00	No
Hearing officer appeal fee	\$200.00	No

	2021 Fees	HST
Solid Waste		
Garbage		
Garbage Bag Tags (each)	\$2.00	No
Source Separated Organics & Composting		
Kitchen Containers (each)	\$3.36	Yes
Backyard Composters (each)	\$42.26	Yes
Industrial, Commercial & Institutional Users Of Municipal And Contracted Compost Sites		
Compostable Yard Waste and Brush (per tonne) ¹	\$65.27	Yes
Hazardous Waste From Residents Of Neighbouring Municipalities Without A Service Agreement		
Handling and Disposal Fee (maximum 100 kg or litres) ²	\$38.45	Yes
Small Quantity Industrial, Commercial & Institutional Hazardous Waste that is exempt from Registration (Maximum of 100 kg or litres in total per month)		
Handling Fee (per delivery)	\$33.98	Yes
Disposal Fees:		
Fertilizer (per litre or kg container capacity)	\$1.42	Yes
Aerosol Containers - including empty but pressurized (each)	\$0.53	Yes
Fire Extinguishers (each)	\$4.60	Yes
Liquid Industrial Waste - Fire Fighting Foam	\$2.26	Yes
Fluorescent Lamps - maximum 100 linear feet (per linear foot)	\$0.31	Yes
Compact Fluorescent Lamps (Each)	\$1.19	Yes
High Pressure Sodium, Mercury Vapour, Metal Halide	\$1.73	Yes
Inorganic Acids - Hydrochloric, Sulphuric, Phosphoric, etc. (per litre container capacity)	\$1.64	Yes
Inorganic Bases - Ammonia, Carbonates, Hydroxides, etc. (per litre or kg container capacity)	\$1.64	Yes
Inorganic Oxidizers - Fertilizer, Peroxide, Nitrates, etc. (per litre or kg container capacity)	\$2.52	Yes
Mercury - Thermometers, Thermostats, Switches, etc. (each)	\$1.46	Yes
Oil - per litre	\$0.04	Yes
Miscellaneous Organics(>4L) - Solvents/Non-Solvent and Adhesives, Glue, Turpentine, Naptha, etc. (per litre or kg container capacity)	\$0.53	Yes
Miscellaneous Organics(<4L) - Solvents/Non-Solvent and Adhesives, Glue, Turpentine, Naptha, etc. (per litre or kg container capacity)	\$1.73	Yes
Pesticides - Incl. Herbicides, Insecticides, Fungicides, etc. (per litre or kg container capacity)	\$2.35	Yes
Petroleum Distillates/Light Fuels - Gasoline, Kerosene, etc. (per litre)	\$0.71	Yes

	2021 Fees	HST
Solid Waste		
Disposal Fees - continued...		
Other Materials: - Propane Tanks - up to 40 lbs - Pressurized Cylinders - helium, oxygen, etc. - Up to 40 lbs - Dry Cell Batteries - Single Use and Rechargeable - Paint - Latex & Alkyd - maximum 30 litre containers - Oil Filters - Empty Automotive Containers - maximum 30 litre containers - Antifreeze - maximum 30 litre containers	Subject to Handling Fee only	
Recycling		
Recycling Boxes - in addition to Blue and Grey provided (each)	\$5.00	Yes
Recycling - Commercial Users³		
Newsprint and Mixed Office Paper (per tonne)	Note 3	Yes
Mixed Fibres (per tonne)	Note 3	Yes
Corrugated Cardboard (per tonne)	Note 3	Yes
Mixed Containers - Blue Box Mix (per tonne)	Note 3	Yes
Mixed Containers - No Glass (per tonne)	Note 3	Yes
Polycoat (per tonne)	Note 3	Yes
Polystyrene (per tonne)	Note 3	Yes
Film Plastic (per tonne)	Note 3	Yes
Clear Glass Containers (per tonne)	Note 3	Yes
Coloured and Mixed Glass Containers (per tonne)	Note 3	Yes
Steel Cans (per tonne)	Note 3	Yes
Recycling - Special Events		
Recycling Toter Delivery and Collection - up to 6 toters ⁵	\$196.11	Yes
Recycling Toter Delivery and Collection - 7-15 toters ⁵	\$351.15	Yes
Mobile Recycling Trailer Delivery and Collection ⁵	\$52.70	Yes
Contamination Fee per tonne collected (contains more than 5% non-recyclables) ⁴	\$114.03	Yes
Miscellaneous		
Use Of Weigh Scale (per transaction)	\$13.98	Yes
<p>1 Fee charged to municipality. Resident must have a letter from their municipality acknowledging that they will pay the City of Kingston fee.</p> <p>2 Fee waived if source is residential City property and hauler has letter to confirm.</p> <p>3 Fee charged to users shall be adjusted monthly based on market conditions at the delegated discretion of the director of solid waste.</p> <p>4 Fee charged per tonne of material delivered that at the discretion and authority of the director of Solid Waste contains more than 5% by weight contamination (non-recyclables)</p> <p>5 No Recycling Processing Fee, and delivery and collection fee may be waived at the delegated discretion of the director of solid waste</p>		

	2021 Fees	HST
Fire and Rescue		
Reports & Records		
Request For Fire Report, Investigation Report	\$112.50	Yes
File Search	\$112.50	No
Photographs per copy (print or digital) \$20.00 minimum fee	\$2.95	Yes
Compliance Inspections¹		
Dwelling Units	\$72.90	Yes
Part 9 Buildings (Other Than Dwellings) ²	\$131.25	Yes
Part 3 Buildings ²	\$182.20	Yes
Recycling or other outdoor premises	\$145.45	Yes
False Alarms³		
First offence in fiscal year	\$0.00	No
Second offence in fiscal year	\$250.00	No
Third offence in fiscal year	\$500.00	No
Additional offences in fiscal year	\$500.00	No
Standby Fee per half hour	\$205.00	No
Non-notification of fire alarm work	\$250.00	No
Unauthorized Burning		
Per Unit for each response	\$485.00	No
Non-Resident Responses⁴		
Per Unit for first hour or part thereof	\$485.00	No
Per Unit for each additional half hour	\$242.50	No
Live Fire Training⁵		
Burn Tower Rental (Full Day)	\$1,591.35	Yes
Burn Tower Rental (Half Day)	\$795.65	Yes
Car & Quad Prop Rental (Full Day)	\$636.55	Yes
Car & Quad Prop Rental (Half Day)	\$318.25	Yes

Non-Live Fire Training⁵		
Confined Space Rescue Simulator Rental	\$371.30	Yes
Structural Collapse Simulator Rental	\$318.25	Yes
Trench Rescue Simulator Rental	\$371.30	Yes
Facility Monitor (per person, per hour)	\$79.55	Yes
Lead Instructor (per person, per hour)	\$93.35	Yes
Portable Classroom (Full Day)	\$318.25	Yes
Portable Classroom (Half Day)	\$159.15	Yes
Ontario Fire College Registration per course	\$69/person	Yes
Kingston Fire & Rescue course fee for individuals (includes cost of Ontario Fire College course registration)	\$597/person	Yes
Miscellaneous		
Incidentals and optional equipment (i.e. thermal imaging cameras, portable radios, etc.)	Call For Quote	Yes
Consumables (i.e. liquid smoke, wooden pallets)	At Market Rate	Yes

¹ Fees apply only to requested inspections and are non-refundable.

² As classified under the Ontario Building Code.

³ False alarm fees will be invoiced as per the City of Kingston False Alarm By-Law.

⁴ Non-resident response fees apply to non-residents of the City of Kingston on provincially, federally or municipally controlled lands or highways.

⁵ Discounts to multi-day/week rentals may be applied at the discretion of the Fire Chief.