



**City of Kingston
Report to Council
Report Number 21-278**

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: November 16, 2021
Subject: 2022 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, normally 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. 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's third quarter from 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

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policy and strategic direction. Fee changes are incorporated into the draft 2022 operating budget.

COVID-related pricing was introduced in 2021 in some areas to reflect changes in service levels required in response to Provincial directives and/or to support increased access to residents during the pandemic. As noted in this report, some fees will continue to incorporate adjustments in 2022 while others are being adjusted back to pre-pandemic levels.

The impact of the COVID-19 pandemic has added significant pressures to the most vulnerable populations of the community. Similar to last year, the fees and charges bylaw will continue to identify those recreational services that would be provided free of charge to individuals that qualify for the Municipal Fee Assistance Program (MFAP). The services identified are those where participation is unlimited, such as gym fitness memberships, open skating, open swims, etc. This will encourage more physical activity and increase access while having a minimal impact on the anticipated revenues.

Staff is requesting that Council pass an amendment to 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, to reflect the fees and charges for the 2022 fiscal year.

Recommendation:

That a draft 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 Council Report Number 21-278, in order to establish fees and charges for the 2022 fiscal year.

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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, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services

Peter Huigenbos, Commissioner, Business, Environment & Projects

Craig Desjardins, Acting Commissioner, Corporate Services

Jim Keech, President & CEO, Utilities Kingston

Not required

Brad Joyce, Commissioner, Transportation & Public Works

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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's third quarter from 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 Consumer Price Core Index average was 2.7% as at the end of the third quarter of 2021 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 2022, as permitted by the By-Law.

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, also subsidized in various proportions by taxation revenues; 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, normally representing approximately 15% of the City's total annual municipal revenue budget.

For the majority of recommended fees, an increase of up to 2% escalation plus 1% for capital purposes has been applied, effective January 1, 2022. Some fees have been adjusted slightly more or less than this amount as a result of rounding in order to maintain even dollar amounts

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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 21-278 where changes are other than the annual inflationary adjustments noted above. The majority of these adjustments 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;
-

Other Fees & Charges

Finance and Clerk's Departments

- There have been 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.
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Museums

Season Pass

- Season Pass rates are increasing in relation to the increase in admission prices, and to reflect a multiplier of approximately 3 visits.

Admissions

- Admission rates for children, youth, adults, and family are increasing by approximately 40% in order to align with market rates and provide for appropriate cost recovery.

Tour Programs

- Reduced rates implemented in 2021 will remain in place to support pandemic recovery.
-

Grand Theatre

Covid-related pricing was introduced in 2021 to reflect changes in service levels required in response to Provincial directives. With recent regulation changes, regular rental rates related to venues and equipment have been re-instated.

Rates, Kingston Non-Profit (Artists) and Kingston Community Groups

- Rates for Kingston Non-Profit (Artists) and Kingston Community Groups have been held at 2021 levels to recognize the impact the COVID-19 pandemic has had on local artists and arts organizations. This includes lease rates, rates for equipment and staffing as well as ticket related service fees specific to these groups.

New fees for the following services have been added in order to recover related costs

- Recording and Streaming Services
- Marketing Support for Commercial rentals

Capital Improvement Surcharges

- Increased by slightly more than an inflationary measure for cash management purposes.
- Note that capital improvement surcharges will not apply to tickets purchased for streamed events.

Service Fees to Lessee (per Ticket, Baby Grand) – Kingston Community Groups

- Rate reduced to align with rates for Kingston Non-Profit (Artists) Fee
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Recreation & Leisure

The following fees were adjusted slightly more or less than an inflationary measure (between 0% and 5%) for rounding and ease of cash handling:

Training

- Per Visit –1 Hour Personal Training at 2nd person rate

Wellness Membership

- Per Visit Per Person for Child, Adult, and Parent(s) with Child(ren)
- 12 Visit for Price of 11 for Child and Adult
- 1 Month for Youth and Senior and Adult

Outdoor Aqua Park

- Drop in Day Pass
- Drop in Evening Pass
- Camp Fee Per Visit

Other Fees

- Camp Swim Rate (per Child)
- Shower (per Visit)
- Membership Card Replacement
- Karaoke Machine
- Skate Rentals

Events & Programs

- Coed Recreational Beach Volleyball
- Fitness – 2 Days Per Week Per Class
- Fitness – Specialty
- Public Skating

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Artillery Park Programs

- Swim Lessons, Youth Level 1-4
- Swim Lessons, Preschool

Other adjustments were made to the following fees:

Other Fees

- No change to the following fees:
 - Toonie Swim, Skate or Gymnasium – equal to \$2 coin
 - Swim booklets - equal to \$1 per visit
 - “Add a Child” or “Add a Caregiver” for birthday parties – aligns with Child Drop in Swim Rate

Events and Programs

- Removed fees for Fitness – Pilates per Class due to changes in service structures
 - Removed the following fees as these camps are no longer operated directly by the City:
 - Camp Grass Creek / Camp Cat – 5 days per week
 - Camp Holiday / PA Day Camps – per day
 - Camp Holiday / PA Day, Plus Climbing Gym per day
 - Camp Sports of all Sorts Camp Theatre – 10 days
 - Camp Extended Supervision (per day)
 - Outdoor Golf Lessons
 - Power Skating (10 Classes)
 - Power Skating (5 Classes)
-

Rental Rates

- Added new fees to recover related costs for services and facilities:
 - Rental Rates - Other Fees for Arena Floor No Ice - Full Day Event
 - Outdoor Aqua Park - Pool - Tank
 - Kingston East Community Centre

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- Multi Purpose Room
 - Large Hall 1
 - Large Hall 2
 - Large Hall 1 & 2
 - Half Gymnasium
 - Gymnasium
 - Kitchen
 - Hotelling Office
- Removed fees for Equipment Rentals - TV and DVD as they are no longer offered.
 - Reduced introductory rates for room rentals at Kingston East Community Centre are being offered in the first year to community partners with significant hours of block bookings on a weekly basis in order to assist in establishing community programming at the new facility.
-

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.
 - Labour surcharge has been increased from 32% to 33% to better reflect direct staffing costs.
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Arenas, Sports Fields, and Artificial Fields

- A comprehensive review of ice and sports field rates is ongoing however community sporting groups are currently focusing on post pandemic recovery; there is no change to fees before the review is completed in 2022.
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Marinas

- The daily rates for an unserviced or serviced wall or dock have increased by less than an inflationary measure for rounding and ease of promotion.
 - 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.
 - Added rates to recover related costs for the following services:
 - Storage – Summer (per foot)
 - Haul Out – 30' and under (per foot)
 - Haul Out – 31' and over (per foot)
 - Launching – 30' and under (per foot)
 - Launching – 31' and over (per foot)
-

Airport

- Passenger Facility Fee (per departing passenger) – no change in order to remain competitive with other airports
 - AVGAS and Turbine Fuel Surcharge (per litre) – no change as current rate remains sufficient to cover related costs.
 - Motor Vehicle Parking Fees - Short-term – increased less than the inflationary measure for rounding and ease of cash handling.
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Planning

- **Heritage Permit Application Fee** – no change as current fee remains sufficient to recover costs.
- **Other Miscellaneous Committee of Adjustment Fees**
 - Added a new fee for Legal Non-Compliance Letter due to the work specific to determining legal non-conforming uses.
- **Pre-Application Fee**

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- This fee has been increased by more than an inflationary measure to better reflect staff time associated with an application and to align with fees charged by other comparable municipalities.
 - **Miscellaneous Fees**
 - No change to Photocopies or Printing of Documents – Black and White as fee remains sufficient to recover related costs.
 - Photocopies or Printing of Documents – Colour - increased by slightly more than an inflationary measure for ease of cash management.
-

Engineering & Transportation Services

Corridor Control Permits

The following fees are increasing by 50% - 100% in order to appropriately recover the related costs of service. A more detailed review of the costs of these services and related recoveries is pending.

- Cut Permits
 - Municipal Utility Consents
 - Permanent Encroachment on City Highway Application
 - Temporary Encroachment on City Highway Application
-

Parking

Parking rates remain in accordance with EITP Report 16-017 (November 1, 2016) which provided for a pricing framework to ensure parking management objectives for the City were met, including maintaining the long-term health of the Parking Reserve Fund. The report provided for future rate increases every five years, starting in 2024. Parking rates continue to reflect the pricing framework as follows:

- No increase to On Street Parking - Meters and Pay and Display
- Inflationary increase to On Street Permits
- No increase to Residential On Street Permit rates (in valid on-street residential permit areas) which were added per EITP Report 17-155 (June 2018).
- No increase to Hourly and Other Rates by Lot
- Inflationary increase to Monthly Permits by Lot

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- No increase to Event Rates by Lot
 - Inflationary increase to Parking Space Rental Fees
 - 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

Rates are recommended to be reviewed and increased every three years. Transit rates were increased in 2020 and are due for review for fiscal 2023.

Building & Licensing

- The following fees remain unchanged as they are sufficient to recover respective costs:
 - Sewage System Permit Fees
 - 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
 - Short-term Rental License By-Law Appeal (each)
 - Short-term Rental Operator's License
- The Photocopies or printing of documents – colour fee increased by more than an inflationary measure for cash management purposes.

Animal Registration

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

Other Animal Related Fees

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

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Administrative Monetary Penalties

- The following fees remain constant as they would be subject to a separate approval by Council, in a manner similar to set fines:
 - Screening officer appeal fee
 - Hearing officer appeal fee
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Solid Waste

- Garbage Bag Tags (each) remain at \$2.00 in order to encourage proper disposal.
 - No change to disposal fees for the following fees to encourage proper disposal noting that fees are sufficient to cover the disposal costs:
 - Aerosol containers, liquid industrial waste, fluorescent lamps, oil per litre, miscellaneous organics, pesticides, and petroleum distillates/light fuels.
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Fire and Rescue:

Reports & Records

- Photographs per copy (print or digital) increased by slightly more than an inflationary measure for cash management purposes.
- The following fees had no change as they are currently aligned with Ontario Ministry of Transportation (MTO) or the Ontario Fire College rates:
 - False Alarms
 - Unauthorized Burning
 - Non-Resident Responses
 - Ontario Fire College Registration per course and Kingston Fire and Rescue course fee for individuals

Existing Policy/By-Law:

[Accessibility Standards Policy](#)

[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.

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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.

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

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: November 16, 2021

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: November 16, 2021

John Bolognone
City Clerk

Bryan Paterson
Mayor

Finance	2022 Fees	HST
Tax Certificate / Statement per Section 352, <i>Municipal Act, 2001</i>	\$77.60	No
Returned or Dishonoured Payment	\$40.45	No
New Owner / New Roll Setup	\$33.90	No
Additional Charges Added to Tax Bill	\$33.90	No
Refund of Payments on Overpaid Taxes	\$33.90	No
Transfer of Payments Between Tax Accounts	\$22.50	No
Tax Payer's Account Information / Statement; Letter for Income Tax, per tax year	\$16.60	No
Administering Oaths or Declarations	\$39.45	No
Marriage Licence	\$172.40	No
Burial Permit	\$42.35	No
Affidavits for Non-Profit Housing Matters	\$10.00	No
Human Resources & Organization Development	2022 Fees	HST
Corporate Training Workshops - per participant (Full Day)	\$162.12	Yes
Corporate Training Workshops - per participant (Half Day)	\$85.75	Yes
Administrative Search and Record Preparation (Hourly)	\$58.14	Yes
Clerk's Department	2022 Fees	HST
Document Searches (pursuant to MFIPPA) per hour (Note 1)	\$30.00	No
Document Searches (other) per hour (Note 2)	\$51.59	Yes
Photocopies of Documents, including by-laws	\$0.31	Yes
Photocopies or Printing of Documents - Colour	\$1.20	Yes
Packages of Council/Council of the Whole Agendas and Minutes (if picked up)	\$225.40	Yes
Packages of Council /Council of the Whole Agendas and Minutes (if mailed)	\$431.90	Yes
Request for Attendance of Fence Viewers	\$300.49	Yes
Daily Rate of Remuneration per Fence Viewer	\$191.24	Yes

Clerk's Department continued	2022 Fees	HST
<p>Note 1: MFIPPA - Municipal Freedom of Information and Privacy Protection Act</p> <p>Note 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) .</p>		
Information Systems - Geographic Information Systems	2022 Fees	HST
GIS Specialist Rate for Custom Mapping per Hour	\$90.09	Yes
Legal	2022 Fees	HST
Subdivision Agreement	\$1,952.70	Yes
Site Plan Control Agreement	\$642.57	Yes
Construction Lien Search	\$115.95	No
Pre-Servicing and Model Home Agreements	\$642.57	Yes
Construction Agreements	\$642.57	Yes
Road Closures	\$642.57	Yes
Simple Agreements: COA Agreement; Granny Suite / Garden Suite, Encroachment Agreements and Release Agreements from Title	\$558.41	Yes
Complex Agreements: Front-End Agreements; Cost Sharing Agreements; Development Agreements; and Utility Agreements	\$1,457.74	Yes
Amending Subdivision Agreement and Site Plan Control Agreements	\$642.57	Yes
Registering By-Laws / Documents on Title: Part Lot Control By-Laws; Other Documents	\$373.72	Yes
Consent to Applications to First Registration in Land Titles	\$225.09	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)	\$4,822.21	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)	\$8,511.24	Yes

Legal continued	2022 Fees	HST
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	2022 Fees	HST
Courtroom - per hour	\$45.09	Yes
Meeting Room - per hour	\$13.05	Yes
Interview Room - per hour	\$13.05	Yes
Real Estate & Land Development	2022 Fees	HST
Property Disposition Request Initiated by External Party (Notes 1 and 2)	\$727.17	Yes
<p>Note 1: Plus all associated costs including but not limited to legal fees, disbursements, appraisals, surveys, and registration costs.</p> <p>Note 2: Excludes Employment Land Sales.</p>		
Public Works - Commemorations (Note 1)	2022 Fees	HST
10 Year Commemoration on Bench	\$978.50	Yes
10 Year Extension to Commemoration on Bench	\$652.39	Yes
Commemorative Tree	\$562.74	Yes
<p>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.</p>		

Museums			2022 Fees	
Season Pass (Plus Applicable Taxes)	Fee	HST		
Children (3-14 Years)	\$10.50	No		
Youth (15-24 Years) & Seniors (65+ years)	\$17.25	Yes		
Adult	\$21.00	Yes		
Family (max 2 adults and their children/youth)	\$45.00	Yes		
Admissions (Plus Applicable Taxes)	Fee	HST		
Children (3-14 Years)	\$3.50	No		
Youth (15-24 Years) & Seniors (65+ years)	\$5.75	Yes		
Adult	\$7.00	Yes		
Family (max 2 adults and their children/youth)	\$20.00	Yes		
Tour Programs (Plus Applicable Taxes) (COVID-19) *	Fee	HST		
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.				

Pump House Steam Museum and MacLachlan Woodworking Museum - Venue Rental Rates				2022 Fees	
Engineerium	Kingston Non-Profit	Out of Town Non-Profit	Commercial	HST	
Weekday Hourly Rate	\$77.83	\$89.51	\$178.98	Yes	
Weekend and Evening (after 6:00 p.m.)	\$90.88	\$104.56	\$209.12	Yes	
Full Day Rental	\$560.35	\$644.38	\$1,288.76	Yes	
Gordon C. Leitch Discovery Centre	Kingston Non-Profit	Out of Town Non-Profit	Commercial	HST	
Weekday Hourly Rate	\$69.25	\$79.56	\$159.25	Yes	
Weekend and Evening (after 6:00 p.m.)	\$78.54	\$90.31	\$180.62	Yes	
Full Day Rental	\$498.32	\$573.10	\$1,142.30	Yes	
Entire Museum	Kingston Non-Profit	Out of Town Non-Profit	Commercial	HST	
Weekday Hourly Rate	\$86.19	\$99.16	\$198.32	Yes	
Weekend and Evening (after 6:00 p.m.)	\$103.23	\$118.76	\$237.43	Yes	
Full Day Rental	\$619.87	\$713.89	\$1,427.79	Yes	
Note:					
Museum spaces cannot be reserved for less than 2 hours.					
All time blocks must be inclusive of all pre- and post-event preparation time.					
Pump House Steam Museum - Equipment				2022 Fees	
Engineerium - House Sound System and Equipment	Kingston Non-Profit	Out of Town Non-Profit	Commercial	HST	
Full PA System (per space rental)	\$18.45	\$21.24	\$23.98	Yes	
Additional Rental Equipment and Furniture Arranged by Pump House Steam Museum	COST + 10%	COST + 10%	COST + 10%	Yes	

Grand Theatre					2022 Fees				
Performance Lease Rates		Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee	HST				
Regina Rosen Auditorium, 775 Seats depending on set-up									
Full Day	\$1,015.25	\$1,066.25	\$2,218.00	Yes					
Additional Same Day Performance	\$554.00	\$581.00	\$1,108.00	Yes					
Rehearsal for Each Day of Performance (Monday - Thursday)	\$554.00	\$581.00	\$1,108.00	Yes					
Rehearsal for Each Day of Performance (Friday - Saturday)	\$761.75	\$800.00	\$1,663.25	Yes					
Full Week (6 Days)	\$5,534.75	\$5,811.25	\$11,084.75	Yes					
Daily rental includes use of Green Room and Main Level lobby, Davies Lounge and Balcony Lobby (excludes use of the Baby Grand and Springer Lounge). All time blocks must be inclusive of all pre- and post-event preparation time. Base rate includes cleaning, Front of House Coordinator, Ushers and Ticket Takers.									
Baby Grand, 75-110 Seats depending on set-up									
Full Day	\$191.25	\$201.00	\$886.75	Yes					
Half Day or Additional Same Day Performance	\$141.75	\$148.50	\$665.50	Yes					
Full Week (6 Days)	\$632.50	\$663.25	\$3,104.50	Yes					
Daily rental includes use of Baby Grand and Springer Lounge (excludes use of the Regina Rosen Auditorium, Davies Lounge or other lobby spaces). All time blocks must be inclusive of all pre- and post-event preparation time. Base rate includes cleaning, Front of House Coordinator, Ushers and Ticket Takers.									
Non Performance Lease Rates (Meeting, Conferences, etc.) - Davies Lounge (only available when Regina Rosen Auditorium is not booked) (Note 2)		Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee	HST				
Minimum 1/2 day (3 hours = 3 x hourly rate)	\$116.00	\$122.00	\$234.50	Yes					
Non Performance Lease Rates (Meeting, Conferences, etc.) - Baby Grand (Note 2)		Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee	HST				
Minimum 1/2 day (3 hours = 3 x hourly rate)	\$52.25	\$55.00	\$317.00	Yes					
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.									

Grand Theatre		2022 Fees		
Equipment and Staffing	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee	HST
House Sound System - Regina Rosen Auditorium				
Full PA System (per Performance)	\$271.75	\$285.25	\$537.25	Yes
Full System with On-Stage Monitoring and Monitor Console (per Performance)	\$437.00	\$459.50	\$731.50	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	\$406.00	Yes
Piano - Per Week	\$666.50	\$700.00	\$1,045.00	Yes
Piano - Tunings	at cost	at cost	at cost	Yes
Drum Kit - House	\$79.00	\$82.75	\$114.00	Yes
Bass Amplifier - House	\$39.25	\$41.00	\$74.00	Yes
Projector and Screen - Regina Rosen Auditorium	\$174.00	\$182.00	\$298.50	Yes
Recording and Streaming Services*				
Regina Rosen Auditorium, Basic (one camera)	\$50.00	\$60.00	\$150.00	Yes
Regina Rosen Auditorium, Intermediate (three cameras)	\$100.00	\$120.00	\$300.00	Yes
Regina Rosen Auditorium, Advanced (five cameras)	\$150.00	\$180.00	\$450.00	Yes
*Plus applicable Production Personnel Costs				
Production Personnel Costs - Regular (Rates applied as per the IATSE Agreement)				
House Technician (Lighting and Sound)	\$40.00	\$40.00	\$40.00	Yes
Regular Stage Hands	\$38.00	\$38.00	\$38.00	Yes
Security - Commissionaire	\$30.00	\$30.00	\$30.00	Yes
Marketing Support - E-blast	n/a	n/a	\$500.00	Yes

Grand Theatre		2022 Fees		
Ticket Office Charges to Renter	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee	HST
Service Fees to Lessee (per ticket, Regina Rosen Auditorium)	\$1.55	\$1.55	\$1.59	Yes
Service Fees to Lessee (per Ticket, Baby Grand)	\$1.20	\$1.20	\$1.59	Yes
Service Fees to Lessee (per Ticket, School performances in Regina Rosen Auditorium or tickets sold under \$10)	\$1.20	\$1.20	\$1.24	Yes
Credit Card Fees to Renter	4%	4%	4%	No
Ticket Office Service Charges To Ticket Buyer	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee	HST
On Line, Phone and Counter Sales Service Charge (per Ticket)	\$3.67	\$3.67	\$3.67	Yes
Subscription Handling Charge - (per Subscription)	\$12.00	\$12.00	n/a	Yes
Capital Improvement Surcharge (Not applied to tickets purchased for streamed events as they happen online)	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee	HST
Per Seat Sold	\$2.70	\$2.70	\$2.70	Yes
Per Seat Sold (Student Performances Tickets)	\$1.24	\$1.24	\$1.24	Yes
Per Seat Sold (Baby Grand Performances)	\$1.24	\$1.24	\$1.24	Yes

Recreation & Leisure		2022 Fees			
* Child (3-14 Years); Youth (15-24 years); Senior (65+ years); Adult (25-64 Years); and Child(ren) & Parent(s) (minimum 1 adult, maximum 2 adults with their children 24 years and under)					
Fitness Centres: INVISTA and Artillery Park					
Pool or Gym Membership (Cardio, Weight Room, Gym) (Note 1 and Note 2)	Child*	Youth* and Senior*	Adult*	Child(ren) with Parent(s)*	HST
Per Visit (Pool - Swim / Sauna Only) - inclusive of taxes	\$3.60	\$5.25	\$6.25	\$3.85	Yes
12 Visits - inclusive of taxes	\$39.60	\$57.75	\$68.75	n/a	Yes
1 Month	\$23.00	\$30.00	\$37.00	\$74.00	Yes
6 Month	\$92.00	\$122.00	\$152.00	\$286.00	Yes
Annual	\$150.00	\$205.00	\$255.00	\$489.00	Yes
Note 1: Child & Parent rate for pool or gymnasium only. Does not include access to Cardio/ Weight Room.					
Note 2: No fee for Municipal Fee Assistance program users (MFAP)					
Training	Child*	Youth* and Senior*	Adult*	Child(ren) with Parent(s)*	HST
Fitness Orientation (Note 1)	\$19.00	\$19.00	\$19.00	\$19.00	Yes
Per Visit 45 Minutes - Team Circuit Training	\$95.00	n/a	n/a	n/a	Yes
Per Visit 1 Hour - Personal Training (Note 2)	n/a	\$70.00	\$70.00	n/a	Yes
Personal Training Start Up 3 Session package (1 hour assessment & 3 hours training)	n/a	\$234.00	\$234.00	n/a	Yes
Personal Training Start Up 5 Session package (1 hour assessment & 5 hours training)	n/a	\$387.00	\$387.00	n/a	Yes
Personal Training Start Up 10 Session package (1 hour assessment & 10 hours training)	n/a	\$700.00	\$700.00	n/a	Yes

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.

Recreation & Leisure		2022 Fees			
* Child (3-14 Years); Youth (15-24 years); Senior (65+ years); Adult (25-64 Years); and Child(ren) & Parent(s) (minimum 1 adult, maximum 2 adults with their children 24 years and under)					
Fitness Centres: INVISTA and Artillery Park					
Training continued	Child*	Youth* and Senior*	Adult*	Child(ren) with Parent(s)*	HST
Personal Training Start Up 15 Session package (1 hour assessment & 15 hours training)	n/a	\$999.00	\$999.00	n/a	Yes
Per Visit - 1 Hour Personal Training at 2nd person rate (Note 3)	n/a	\$53.00	\$53.00	n/a	Yes
<p>Note 1: No fee for Municipal Fee Assistance program users (MFAP)</p> <p>Note 2: Discounts - 3 hours-3%, 5 hours-5%, 10 hours-8%, 15 hours-10%</p> <p>Note 3: 25% discount for 2nd person.</p>					
Wellness Membership (Note 1 and Note 2)	Child*	Youth* and Senior*	Adult*	Child(ren) with Parent(s)*	HST
Per Visit, Per Person-- inclusive of taxes	\$6.50	\$9.25	\$11.25	\$7.25	Yes
12 Visit for Price of 11 -- inclusive of taxes	\$71.50	\$101.75	\$123.75	n/a	Yes
1 Month	\$33.00	\$43.00	\$56.00	\$111.00	Yes
6 Month	\$158.00	\$212.00	\$264.00	\$474.00	Yes
Annual	\$278.00	\$370.00	\$464.00	\$741.00	Yes
<p>Note 1: Artillery Park - Pool, Gym, Cardio / Weight Room</p> <p>Note 2: INVISTA Centre - Public Skating, Fitness Classes, Weight / Cardio Equipment</p>					
Startup Membership Incentive Discount	Child*	Youth* and Senior*	Adult*	Child(ren) with Parent(s)*	HST
Annual Discount (13 Month)	\$278.00	\$370.00	\$464.00	\$741.00	Yes

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. 10 of 66

Recreation & Leisure		2022 Fees			
* Child (3-14 Years); Youth (15-24 years); Senior (65+ years); Adult (25-64 Years); and Child(ren) & Parent(s) (minimum 1 adult, maximum 2 adults with their children 24 years and under)					
Fitness Centres: INVISTA and Artillery Park					
All Inclusive Annual Membership - Fit Pass	Child*	Youth* and Senior*	Adult*	Child(ren) with Parent(s)*	HST
Fit Pass - Access to Artillery Park Aquatic Centre, Fitness Centre at INVISTA Centre, and Outdoor Aqua Park for recreational swims, fitness equipment, and member fitness classes. Includes public skating at INVISTA Centre and 5 large buckets of balls at Belle Park Driving Range.	\$355.00	\$475.00	\$596.00	\$1,029.00	Yes
Outdoor Aqua Park	Child*	Youth* and Senior*	Adult*	Child(ren) with Parent(s)*	HST
Season Pass	\$135.00	\$135.00	\$135.00	\$269.00	Yes
Drop In Day Pass (11:30 AM - 4:00 PM) per person - inclusive of tax (Note 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 (Note 1)	\$2.50	\$2.50	\$2.50	\$2.50	Yes
12 Visit Day Pass - inclusive of tax	\$42.50	\$42.50	\$42.50	n/a	Yes
Camp Fees per visit (group of 10 or more)	\$2.50	n/a	n/a	n/a	Yes
Note 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. 11 of 66

Recreation & Leisure		2022 Fees	
Other Fees	Fee	HST	
Toonie Swim, Skate or Gymnasium -- inclusive of taxes (Note 1)	\$2.00	Yes	
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	\$7.25	Yes	
Membership Hold Fee (1-3 Months)	\$17.50	Yes	
Lifeguards	\$25.25	Yes	
Instructors	\$25.25	Yes	
Report Cards and Badges	\$3.70	Yes	
Birthday Party:			
Pool, Public - Artillery Park	\$130.00	Yes	
Pool, Private - Artillery Park	\$246.00	Yes	
Gym - Artillery Park	\$217.00	Yes	
Outdoor Pool - Outdoor Aqua Park	\$131.00	Yes	
Skate, Public - INVISTA	\$123.00	Yes	
Skate, Private - INVISTA	\$466.00	Yes	
Skate, Public - Memorial Centre	\$125.00	Yes	
Skate, Public - Centre 70	\$139.00	Yes	
Add a Child	\$3.50	No	
Add a Caregiver	\$3.50	Yes	
Karaoke Machine	\$21.00	Yes	
Skate Rental:			
Child - inclusive of taxes	\$2.75	No	
Youth & Senior - inclusive of taxes	\$4.00	Yes	
Adult - inclusive of taxes	\$5.75	Yes	
Group (maximum 5)	\$11.25	Yes	
Family (minimum 4 - Child Rate Each)	n/a	Yes	
Note 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.

Recreation & Leisure		2022 Fees	
Events & Programs		2022 Fees	HST
Coed Recreational Beach Volleyball		\$48.00	Yes
Fitness - 1 day per week		\$8.60	Yes
Fitness - 2 days per week per class		\$6.50	Yes
Fitness - Specialty		\$9.00	Yes
Leader-In-Training		\$114.00	Yes
Leisure Connections, per month		\$7.75	No
Learn To Skate - 10 Classes		\$118.00	No
Learn To Skate - 5 Classes		\$68.00	No
Learn To Skate - Adult (8 weeks)		\$151.00	Yes
Public Skating - Adult - inclusive of taxes (Note 1)		\$5.00	Yes
Public Skating - Youth and Senior - inclusive of taxes (Note 1)		\$4.00	Yes
Public Skating - Child (Note 1)		\$3.00	No
Public Skating - Child(ren) & Parent(s) (each) - inclusive of taxes (Note 1)		\$3.25	Yes
Public Skating - 12 Visits for 11 - Adult - inclusive of taxes (Note 1)		\$55.00	Yes
Public Skating - 12 Visits for 11 - Youth & Senior - inclusive of taxes (Note 1)		\$44.00	Yes
Public Skating - 12 Visits for 11 - Child (Note 1)		\$33.00	No
Shinny Hockey - Adult - inclusive of taxes		\$9.50	Yes
Shinny Hockey - Adult - 12 Visits for 11 - inclusive of taxes		\$104.75	Yes
Shinny Hockey - Youth		\$8.00	No
Tennis Lessons - Adult		\$91.75	Yes
Tennis Lessons - Youth		\$86.50	No
Recreational Badminton/Volleyball - 10 week program - 2 hours		\$69.00	Yes
Note 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.

Recreation & Leisure		2022 Fees	
Artillery Park Programs		2022 Fees	HST
Swim Lessons, Youth Level 9 - 10		\$104.00	No
Swim Lessons, Youth Level 5 - 8		\$90.00	No
Swim Lessons, Youth Level 1 - 4		\$82.00	No
Swim Lessons, Preschool		\$82.00	No
Swim Lessons, Adult		\$90.00	Yes
Swim Lessons, Private		\$220.00	Yes
Swim Lessons, Private maximum 2 per person		\$169.00	Yes
Low Ratio Swim Lessons, Preschool		\$114.00	No
Low Ratio Swim Lessons, Level 1 - 4		\$115.00	No
Low Ratio Swim Lessons, Level 5 - 8		\$125.00	No
Low Ratio Swim Lessons, Level 9 - 10		\$131.00	No
Swim To Survive - 3 Classes		\$40.00	No
Bronze Star		\$118.00	No
Bronze Medallion (+ Emergency First Aid)		\$197.00	Yes
Bronze Cross		\$203.00	Yes
National Lifeguard Service		\$339.00	Yes
National Lifeguard Service Recertification		\$96.00	Yes
Standard First Aid		\$127.00	No
Standard First Aid Recertification		\$99.00	No
Water Safety Instructor		\$399.00	Yes
Water Safety Instructor Recertification		\$96.00	Yes

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.

Recreation & Leisure		2022 Fees	
Springer Market Square - Basic Lease Rate		Fee	HST
First Row Corner		\$944.07	Yes
First Row		\$866.59	Yes
Second Row Corner		\$866.59	Yes
Second Row		\$793.45	Yes
Third Row Corner		\$866.59	Yes
Third Row		\$721.90	Yes
Market Street Stall 67 to 78 - Parking Provided		\$721.90	Yes
Market Street Stall 67 to 78 - Parking Not Provided		\$436.90	Yes
Springer Market Square - Daily Rates		Fee	HST
Casual - Produce		\$30.88	Yes
Casual - Craft		\$50.22	Yes
Advertising		\$17.70	Yes
Additional Fees		Fee	HST
Jury Fees		\$26.37	Yes

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.

Rental Rates		2022 Fees	
Other Fees		Hourly	HST
Commercial/Profit Surcharge on all rates		20%	Yes
Arena Floor No Ice - Activity Rental		\$78.76	Yes
Arena Floor No Ice - Show or Booth		\$140.13	Yes
Special Event Concession Commission		15%	Yes
Parking Lot (Truck and Trailer per day)		\$143.23	Yes
Vending Rate (10' by 10' booth)		\$63.32	Yes
Bar (For Licensed Events)		\$114.40	No
Staffing - Usher/Ticket Takers (Part Time Arena Operators)		\$40.66	Yes
Ticketed Event Surcharge (per event)		\$174.69	Yes
Arena Floor No Ice - Full Day Event Rate		\$630.08	Yes
Note: Additional costs may be applied to any and all rentals and will be on a charge back basis.			
Rideaucrest		Hourly	HST
Boardroom		\$39.20	Yes
Multi-Purpose Servery		\$39.20	Yes
Courtyard Use		\$39.20	Yes
Conference Room B		\$45.09	Yes
Conference Room C		\$45.09	Yes
Conference Room BC		\$51.81	Yes
Portsmouth Olympic Harbour		Hourly	HST
Lobby Lounge/Area		\$39.25	Yes
Front Lounge		\$45.09	Yes
Press Lounge		\$51.77	Yes
The Sailroom		\$116.37	Yes

Rental Rates		2022 Fees	
Artillery Park Aquatic Centre		Hourly	HST
Meeting Room A - Boardroom		\$39.20	Yes
Meeting Room B - Poolside Room		\$45.09	Yes
Meeting Room C - Multi-Purpose Room		\$51.77	Yes
Gymnasium		\$59.60	Yes
Pool - Leisure		\$64.42	Yes
Pool - Tank (Vicki Keith Pool)		\$74.03	Yes
Pool - Leisure & Tank (Vicki Keith Pool)		\$112.57	Yes
Outdoor Aqua Park		Hourly	HST
Entire Facility		\$186.55	Yes
Pool - Tank		\$74.03	Yes
Party - Patio and Pool Access		\$137.70	Yes
Rideau Heights Community Centre		Hourly	HST
Hotelling Office		\$16.86	Yes
Sound Room		\$22.52	Yes
Kitchen		\$28.14	Yes
Youth/Senior one room (A, B or C)		\$39.20	Yes
Youth/Senior two rooms (AB, BC or CA)		\$45.09	Yes
Youth/Senior three rooms (ABC)		\$51.77	Yes
Multi-Purpose Room		\$45.09	Yes
Large Hall		\$51.77	Yes
Half Gymnasium		\$51.81	Yes
Gymnasium		\$59.60	Yes

Rental Rates		2022 Fees	
INVISTA Centre		Hourly	HST
Boardroom		\$39.20	Yes
Fitness Studio		\$45.09	Yes
Meeting Room A		\$45.09	Yes
Meeting Room B		\$45.09	Yes
Meeting Room AB		\$51.77	Yes
Meeting Room C		\$51.77	Yes
Kingston Memorial Centre		Hourly	HST
Barn		\$39.20	Yes
Rotunda		\$45.09	Yes
Special Event - Minimum 8 hour booking		\$324.25	Yes
Cataraqui Community Centre		Hourly	HST
Conference Room		\$45.09	Yes
Cloverdale and Sunnyside Halls		\$51.77	Yes
Centre 70		Hourly	HST
Reddendale Hall		\$51.77	Yes
Community Centres		Hourly	HST
Woodbine Park, others as applicable		\$39.20	Yes
City Hall		Hourly	HST
Heritage Resource Centre		\$39.20	Yes
Councillors Lounge		\$39.20	Yes
Stationview Room		\$39.20	Yes
Council Chambers		\$45.09	Yes
Memorial Hall		\$51.77	Yes
Shoal Tower Room		\$13.10	Yes

Rental Rates		2022 Fees	
City Hall continued		Hourly	HST
Custodian Fee - Regular Hours		\$35.62	Yes
Custodian Fee - Weekday After Hours		\$53.41	Yes
Custodian Fee - Saturday (4 Hour Minimum)		\$53.58	Yes
Custodian Fee - Sunday (4 Hour Minimum)		\$71.24	Yes
Commissionaire Fee - Saturday (4 Hour Minimum)		\$24.29	Yes
Commissionaire Fee - Sunday (4 Hour Minimum)		\$24.29	Yes
Mobile Stage		Hourly	HST
Mobile Stage Per Day		\$2,015.88	Yes
Deck Extension Or Sound Wing Deck		\$134.34	Yes
Set up, Take Down, and Monitoring (Flat Rate)		\$914.60	Yes
Movie Screen & Projector		Hourly	HST
Screen, Sound, Projector (3.5 Hrs)		\$134.34	Yes
Note: Set up, take down and monitoring costs are not included in this rental and will be applied on a charge back basis.			
Kingston East Community Centre		Hourly	HST
Multi-Purpose Room		\$45.09	Yes
Large Hall 1		\$45.09	Yes
Large Hall 2		\$45.09	Yes
Large Hall 1 & 2		\$51.77	Yes
Half Gymnasium		\$51.81	Yes
Gymnasium		\$59.60	Yes
Kitchen		\$28.14	Yes
Hotelling Office		\$16.86	Yes
Note: Reduced rates for room rentals at Kingston East Community Centre offered in the first year to community partners with significant hours of weekly block bookings.			

Rental Rates		2022 Fees	
Equipment Rentals (Where Available)	Hourly	HST	
Coffee Per Cup (Minimum 12 Cup Pot)	\$1.19	Yes	
Large Screen TV (52")	\$84.12	Yes	
Flip Chart (Each)	\$24.47	Yes	
Markers (Box Of Four)	\$24.47	Yes	
Powerpoint Projector, Overhead Projector And Screen	\$39.16	Yes	
Podium	\$15.44	Yes	
Tablecloths (Each)	\$16.46	Yes	
Easel	\$8.27	Yes	
Sound System	\$32.30	Yes	
Telephone Line (POH Only)	\$162.70	Yes	
Additional Chairs (20) and Tables (5) for Meeting Room	\$13.85	Yes	

Rideaucrest Catering		2022 Fees	
Beverages		Fee	HST
Coffee (small pot - serves 8)		\$4.07	Yes
Percolator / Urn (serves 30-40)		\$15.09	Yes
Tea Bag (each) (plus pot of water)		\$0.62	Yes
Hot Chocolate (packages)		\$0.66	Yes
Juice (bottle)		\$0.84	Yes
Pop		\$0.84	Yes
Water (jug)		\$0.33	Yes
Punch Bowl, small (serves 35-40)		\$12.39	Yes
Punch Bowl, large (serves 50)		\$15.13	Yes
Bakeshop		Fee	HST
Muffins		\$1.02	Yes
Gourmet Baked Cookies		\$0.49	Yes
Scones / Biscuits		\$0.66	Yes
Squares, Tea cut (per piece)		\$0.97	Yes
Buffet Trays		Fee	HST
Salad, small (5 people)		\$11.06	Yes
Salad, medium (10 people)		\$21.42	Yes
Salad, large (15 people)		\$30.27	Yes
Vegetables and Dip (10 people)		\$25.84	Yes
Cheese, Fruit and Crackers (10 people)		\$49.34	Yes
Fruit, Tray (10 people)		\$33.63	Yes
Tea Cut Sandwich		\$1.95	Yes
Gourmet Sandwich		\$3.36	Yes

Rideaucrest Catering		2022 Fees	
Other Fees	Fee	HST	
Lunch Service (hot meal, beverage, dessert)	\$11.68	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	\$8.85	Yes	
Special Event Meal	\$18.94	Yes	
Labour surcharge	33%	Yes	

Arenas		2022 Fees	
Regular Ice		Hourly	HST
School Board Ice Monday to Friday (9:00 a.m. to 4:30 p.m.)		\$68.00	Yes
Non-Prime Refer to Ice Allocation Policy for designated times		\$176.19	Yes
Prime (Youth) - Last Minute Ice (Note 1) Monday to Friday, 4:30 p.m. to 12 a.m. Saturday and Sunday, 8:00 a.m. to 12 a.m.		\$171.06	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) - Last Minute Ice (Note 1) Monday to Friday, 4:30 p.m. to 12 a.m. Saturday and Sunday, 8:00 a.m. to 12 a.m.		\$225.35	Yes
Prime (Adult) Refer to Ice Allocation Policy for designated times		\$301.15	Yes
<p>Note 1: Some charges may be tax exempt (i.e. supervised programs for children 14 years of age and under).</p>			

Parks			2022 Fees	
Park Rentals	Hourly	HST		
Picture taking	\$17.79	Yes		
Rental for 1-99 attendees	\$17.79	Yes		
Rental for 100-249 attendees	\$33.23	Yes		
Rental for 250 - 499 attendees	\$50.09	Yes		
Rental for 500 - 999 attendees	\$62.61	Yes		
Rental for 1,000 - 2,499 attendees	\$78.27	Yes		
Rental for 2,500 + attendees	\$117.39	Yes		
Special Events	Hourly	HST		
Special Event Park Rental - Half-Day	\$405.71	Yes		
Special Event Park Rental - Full Day	\$579.60	Yes		
Large Scale Event Park Rental - Half-Day	\$563.81	Yes		
Large Scale Event Park Rental - Full Day	\$790.35	Yes		
Mega Event Park Rental - Half-Day	\$721.86	Yes		
Mega Event Park Rental - Full Day	\$1,001.11	Yes		
Set-up / Tear Down Daily Rate	\$263.45	Yes		
Commercial Surcharge 20% on all rates	20%	Yes		
Daily Event Camping Fees - Lake Ontario Park	Hourly	HST		
Site Fee	\$27.79	Yes		
Site Fee with services (electricity, water)	\$33.01	Yes		

Sports Fields		2022 Fees	
Baseball & Softball Diamonds (Youth)		Hourly	HST
Major		\$7.70	Yes
Major - lighted		\$23.35	Yes
Minor		\$4.89	Yes
Tournament - half day		\$83.46	Yes
Tournament - full day		\$128.27	Yes
Baseball & Softball Diamonds (Adult)		Hourly	HST
Major		\$18.35	Yes
Major - lighted		\$51.13	Yes
Minor		\$11.36	Yes
Tournament - half day		\$187.01	Yes
Tournament - full day		\$287.41	Yes
Soccer Fields (Cricket / Frisbee / Lacrosse) (Youth)		Hourly	HST
Major		\$31.05	Yes
Major - lighted		\$81.37	Yes
Minor		\$20.34	Yes
Soccer Fields (Cricket / Frisbee / Lacrosse) (Adult)		Hourly	HST
Major		\$77.95	Yes
Major - lighted		\$159.63	Yes
BMX Track (Youth)		Hourly	HST
Rental		\$9.77	Yes
All - Security Deposit (Seasonal Users Partner Groups)		\$1,989.02	Yes
BMX Track (Adult)		Hourly	HST
Rental		\$23.55	Yes
All - Security Deposit (Seasonal Users Partner Groups)		\$1,989.02	Yes

Artificial Fields		2022 Fees	
CaraCo Home Field and John Machin Field Prime (Youth) (Note 1)		Hourly	HST
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) (Note 1)		Hourly	HST
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)		Hourly	HST
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)		Hourly	HST
Lights		\$35.53	Yes
Specialty Sports Camps (Note 2)		\$85.00	Yes
Special Events (Note 3)		\$85.00	Yes
Commercial/Profit Surcharge (Note 4)		20%	Yes
<p>Note 1: Prime Time: Monday-Friday 6 p.m. to 11 p.m. and Saturday and Sunday 6 a.m. to 11 p.m.</p> <p>Note 2: Specialty Sports Camps are non-profit/operated partner groups</p> <p>Note 3: Special Event is defined as a Community or School Event</p> <p>Note 4: Commercial/Profit is a for Profit Sport, Camp or other event</p>			

Belle Park		
Seasonal Memberships (Note 1 and Note 2)	2022 Fees	HST
Driving Range - inclusive of tax	\$262.00	Yes
Driving Range (Half Season) - inclusive of tax	\$170.00	Yes
Driving Range (Monthly) - inclusive of tax	\$70.00	Yes
Other Services	2022 Fees	HST
Driving Range - Large Bucket - inclusive of tax	\$11.00	Yes
Driving Range - Small Bucket - inclusive of tax	\$8.00	Yes
Locker (Junior, Student, Intermediate) - inclusive of tax	\$32.50	Yes
Locker (Adult, Senior) - inclusive of tax	\$85.00	Yes
<p>Note 1: Seasonal Memberships purchased after September 1st are eligible for the remainder of the current year in addition to the applicable season</p> <p>Note 2: Half season memberships only available after July 15th</p>		

Marinas				2022 Fees			
Seasonal Rates (Note 1)		Confederation Basin Fee	Portsmouth Olympic Harbour Fee	HST			
Seasonal Mooring (per foot)		\$84.56	\$79.42	Yes			
Add Power: 15 Amp		\$289.73	\$289.73	Yes			
Add Power: 30 Amp		\$504.78	\$504.78	Yes			
Add Power: 50 Amp		\$737.92	\$737.92	Yes			
Pump Out		n/a	\$205.53	Yes			
Sea-Doo Seasonal (flat fee) *		\$526.90	\$474.20	Yes			
* Sea-Doo's can be parked behind vessel in slip or at sea doo dock by arrangement.							
Monthly Rates (Note 2)		Confederation Basin Fee	Portsmouth Olympic Harbour Fee	HST			
May, June, September and October (per foot)		\$30.00	\$24.90	Yes			
July & August (per foot)		\$34.78	\$28.87	Yes			
Add Power: 15 Amp		\$79.78	\$79.78	Yes			
Add Power: 30 Amp		\$142.92	\$142.92	Yes			
Add Power: 50 Amp		\$216.64	\$216.64	Yes			
Weekly Rates		Confederation Basin Fee	Portsmouth Olympic Harbour Fee	HST			
May, June, September and October (per foot)		\$10.00	\$8.30	Yes			
July & August (per foot)		\$11.59	\$9.62	Yes			
Add Power: 15 Amp		\$19.96	\$19.96	Yes			
Add Power: 30 Amp		\$35.71	\$35.71	Yes			
Add Power: 50 Amp		\$54.20	\$54.20	Yes			

Marinas				2022 Fees			
Daily Rates		Confederation Basin Fee		Portsmouth Olympic Harbour Fee		HST	
Unserviced Wall or Dock - (May, June, September, October, per foot)		\$1.81		\$1.81		Yes	
Unserviced Wall or Dock - (July, August, per foot)		\$1.99		\$1.99		Yes	
Serviced Wall or Dock (May, June, September, October, per foot)		\$1.99		\$1.99		Yes	
Serviced Wall or Dock (July, August, per foot)		\$2.30		\$2.30		Yes	
Add Power: 15 Amp		\$3.67		\$3.67		Yes	
Add Power: 30 Amp		\$10.18		\$10.18		Yes	
Add Power: 50 Amp		\$14.51		\$14.51		Yes	
Hourly Rates		Confederation Basin Fee		Portsmouth Olympic Harbour Fee		HST	
Day Docks - per hour (maximum \$15.00)		\$2.00		n/a		Yes	
Storage		Confederation Basin Fee		Portsmouth Olympic Harbour Fee		HST	
Winter (per foot)		n/a		\$32.64		Yes	
Summer (per foot)		n/a		\$45.00		Yes	
Mast Storage (per foot)		n/a		\$2.33		Yes	
Cradle Storage (collapsible)		n/a		\$143.32		Yes	
Cradle Storage (non-collapsible)		n/a		\$214.98		Yes	
<p>Note 1: Seasonal Memberships paid in full between October 1 and December 31 for the following year will lock in the current year's rate</p> <p>Note 2: Monthly rates are based on a calendar month or 30 days</p>							

Marinas			
2022 Fees			
Other Fees	Confederation Basin Fee	Portsmouth Olympic Harbour Fee	HST
Ice	\$3.54	\$3.54	Yes
Pump Out - per service	n/a	\$23.79	Yes
Haul Out - 30' and under (per foot)	n/a	\$12.71	Yes
Haul Out - 31' and over (per foot)	n/a	\$14.37	Yes
Launching - 30' and under (per foot)	n/a	\$12.71	Yes
Launching - 31' and over (per foot)	n/a	\$14.37	Yes
Stands - 24" and smaller (each)	n/a	\$41.98	Yes
Stands - 25" and larger (each)	n/a	\$85.52	Yes
Commercial Crafts: Surcharge	20%	20%	Yes
Administration Fee (including tax) - Cancelled Booking	\$34.61	\$34.61	Yes
Site Crain - Manual Chain	n/a	\$45.87	Yes
Trailer or Boat Relocation on site	n/a	\$95.01	Yes
Dock Step Rental	\$63.34	\$63.34	Yes
Dock Box Platform Rental	\$77.67	\$77.67	Yes
Note: Additional costs may be applied to any and all services and will be on a charge back basis.			
Launch Ramp	Confederation Basin Fee	Portsmouth Olympic Harbour Fee	HST
One Time	n/a	\$18.42	Yes
Five Times	n/a	\$64.46	Yes
Ten Times	n/a	\$128.91	Yes
Parking (per day) car and trailer	n/a	\$9.56	Yes
Season Unlimited	n/a	\$155.23	Yes
Regatta Clinic	Confederation Basin Fee	Portsmouth Olympic Harbour Fee	HST
Dry Sail per night	n/a	\$3.64	Yes
Wet Berth per night	\$9.46	\$9.42	Yes

Marinas		2022 Fees	
Crawford Wharf		Fee	HST
Cruise Ships (tendering per day)		\$368.85	Yes
Overnight Mooring		Fee	HST
Preferred Rate (per foot) *		\$2.08	Yes
Regular Rate (per foot)		\$2.35	Yes
* Preferred rate applies to vessels staying more than 15 nights			

Airport		2022 Fees		
Landing Of Aircraft In Excess Of 2,270 kg (5,000 lbs)		Domestic	International	HST
Minimum for Jet and Turbine Aircraft		\$25.71	\$35.93	Yes
Minimum for Commercial Rotary Wing		\$14.38	\$21.46	Yes
Per 1,000 kg or Fraction for Jet Aircraft: not more than 21,000 kg		\$7.83	\$10.88	Yes
Per 1,000 kg or Fraction for Jet Aircraft: 21,000 to 45,000 kg		\$10.18	\$14.20	Yes
Per 1,000 kg or Fraction for Jet Aircraft: more than 45,000 kg		\$11.86	\$16.55	Yes
Per 1,000 kg or Fraction for Turbo / Piston Powered Aircraft: not more than 21,000 kg		\$7.12	\$9.73	Yes
Per 1,000 kg or Fraction for Turbo / Piston Powered Aircraft: 21,000 to 45,000 kg		\$8.67	\$12.08	Yes
Per 1,000 kg or Fraction for Turbo / Piston Powered Aircraft: more than 45,000 kg		\$10.35	\$14.42	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	International	HST
Scheduled Passenger Aircraft 1 - 9 Seats		\$17.65	\$40.66	Yes
Scheduled Passenger Aircraft 10 - 15 Seats		\$34.96	\$53.45	Yes
Scheduled Passenger Aircraft 16 - 19 Seats		\$49.73	\$115.18	Yes
Scheduled Passenger Aircraft 20 - 25 Seats		\$68.14	\$193.19	Yes
Scheduled Passenger Aircraft 26 - 45 Seats		\$111.64	\$239.65	Yes
Scheduled Passenger Aircraft 46 - 60 Seats		\$159.42	\$337.30	Yes
Scheduled Passenger Aircraft 61 - 89 Seats		\$254.78	\$539.87	Yes
Scheduled Passenger Aircraft 90 - 125 Seats		\$351.24	\$742.35	Yes
Scheduled Passenger Aircraft over 125 Seats		\$415.09	\$877.26	Yes

Airport		2022 Fees		
Passenger Facility Fee (Per Departing Passenger)		Domestic	International	HST
Passenger Facility Fee (per departing passenger)		\$20.00	\$20.00	Yes
Aircraft Ground Power Per Use		Domestic	International	HST
Aircraft Ground Power and Heating / Start		\$9.07	\$9.07	Yes
Surcharges		Domestic	International	HST
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)		\$1.68	\$1.68	Yes
Hangar Storage		Per Day	Per Month	HST
Aircraft Storage		\$63.32	\$360.58	Yes
Airside or Apron Storage per m ²		N/A	\$45.00	Yes
Aircraft Parking		Per Day	Per Month	HST
Aircraft of less than 2,000 kg		\$14.12	\$107.26	Yes
Aircraft from 2,000 to 5,000 kg		\$14.12	\$107.26	Yes
Aircraft from 5,000 to 10,000 kg		\$25.00	\$496.46	Yes
Aircraft from 10,000 to 30,000 kg		\$46.24	\$943.36	Yes
Aircraft from 30,000 to 60,000 kg		\$71.68	\$1,489.47	Yes
Aircraft of 60,000 kg or more		\$108.14	\$2,184.60	Yes

Airport		2022 Fees	
Annual Aircraft Parking		Per Year	HST
Aircraft of less than 2,000 kg		\$695.13	Yes
Aircraft from 2,000 to 5,000 kg		\$812.52	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.			
Land Lease Rates Per Year Per m2		Per Year	HST
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.			
Air Terminal Building Fees		Per Year	HST
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
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.			

Airport		2022 Fees	
Motor Vehicle Parking Fees (are inclusive of HST)		Term	HST
Short term (maximum 2 hours) (inclusive of applicable taxes)		\$2.21	Yes
Per day (inclusive of applicable taxes)		\$8.89	Yes
Per 7 days (inclusive of applicable taxes)		\$44.38	Yes
Per 14 days (inclusive of applicable taxes)		\$86.64	Yes
Per 21 days (inclusive of applicable taxes)		\$128.76	Yes
Per 35 days (inclusive of applicable taxes)		\$139.96	Yes
Property Maintenance			HST
Natural Growth Trimming and/or Removal		Note: Property Maintenance	Yes
<p>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.</p>			

Planning		2022 Fees	
Heritage Planner		Fee	HST
Volumes - Buildings of Architectural Significance		\$74.20	Yes
Public Meeting Notice (PMN) (Note 1)		Fee	HST
Concurrent Applications PMN (per Application Deposit)		\$378.90	No
Notice to Cancel Public Meeting		\$458.40	No
Remailing of PMN		\$458.40	No
Public Notice (PN)		\$248.90	No
Public Notice - Committee of Adjustment		\$149.45	No
Official Plan (OP) Amendment (Note 1)		Fee	HST
Official Plan (OP) Amendment		\$7,696.60	No
Developments in excess of 3,000 m ² of floor area or 50 dwelling units (plus PN or PMN)		\$13,307.50	No
Letter of Compliance		\$115.90	No
Zoning By-Law Amendment (Note 1)		Fee	HST
Minor Application (plus PN or PMN)		\$3,792.55	No
Basic Fee (plus PN or PMN)		\$7,696.60	No
Developments in excess of 3,000 m ² of floor area or 50 dwelling units (plus PN or PMN)		\$12,566.35	No
Application Submitted Concurrently with an OP Amendment (plus PN or PMN)		\$3,792.55	No
Removal of 'H' Holding Symbol: Basic Fee		\$2,342.55	No
Temporary Use By-Law (Note 1)		Fee	HST
Basic Fee (plus PN or PMN)		\$7,696.60	No
Developments in excess of 3,000 m ² of floor area or 50 dwelling units (plus PN or PMN)		\$11,846.80	No
Applications to Extend Approval (plus PN or PMN)		\$2,231.10	No

Planning		2022 Fees	
Plan of Subdivision (Note 1)		Fee	HST
Removal of Part Lot Control: Basic Fee		\$3,457.95	No
Draft Approval: less than 50 units (plus PN or PMN)		\$5,923.10	No
Plus per unit or lot		\$127.80	No
Draft Approval: 50 units or more (plus PN or PMN)		\$10,375.20	No
Plus per unit or lot		\$142.60	No
Request to Amend Conditions of Draft Approval		\$1,998.55	No
Subdivision Agreement		\$13,250.95	No
Request to Amend Subdivision Agreement		\$2,231.10	No
Request for Pre-Servicing Agreement		\$2,231.10	No
Request for Model Home Agreement		\$669.35	No
Letter of Compliance		\$115.90	No
Plan of Condominium (Note 1)		Fee	HST
Draft Approval: less than 50 units (plus PN or PMN)		\$4,417.60	No
Plus per unit		\$87.40	No
Draft Approval: 50 units or more (plus PN or PMN)		\$5,922.60	No
Plus per unit		\$111.45	No
Request to Amend Conditions of Draft Approval		\$2,231.10	No
Final Plan and Condominium Agreement		\$4,417.60	No
Request to Amend Condominium Agreement		\$2,231.10	No
Request to Amend Condominium Description and/or Declaration		\$520.15	No
Letter of Compliance		\$115.90	No
Site Plan Control (Note 1)		Fee	HST
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)		\$1,060.50	No
Modification to Minor Application		\$435.45	No

Planning		2022 Fees	
Site Plan Control Multi-Residential (Note 1)		Fee	HST
Residential Development: 3 - 10 units		\$3,123.25	No
Residential Development: 11 - 50 Units		\$4,127.20	No
Plus per unit		\$111.45	No
Residential Development: over 50 Units		\$4,685.10	No
Plus per unit		\$122.35	No
Site Plan Control Other (Note 1)		Fee	HST
All Other Development (less than 3,000 sq. m. of floor area)		\$4,127.20	No
Plus per 100 sq. m. of gross floor area		\$127.80	No
All Other Development (in excess of 3,000 sq. m. of floor area)		\$4,685.10	No
Plus per 100 sq. m. of gross floor area		\$134.65	No
Modification to Plans, Conditions or Agreements (Amending Agreement Required)		\$2,185.45	No
Modification to Plans, Conditions or Agreements (No Amending Agreement Required)		\$781.05	No
Letter of Compliance (per Agreement)		\$115.90	No
Above ground utilities infrastructure containing less than 300 metres squared floor area (plus PN)		\$2,119.65	No
Request for Security Reduction/Release		\$546.35	No
Committee of Adjustment: Consents (Note 1)		Fee	HST
Technical Consent (plus PN)		\$2,096.65	No
Consent Filed Concurrently with a Minor Variance (plus PN)		\$1,115.40	No
All Other Consents (plus PN)		\$2,731.80	No
Resubmission of Application within 3 months of lapsing		\$1,283.45	No
Change Conditions of Consent (plus Recirculation Fee)		\$635.70	No
Minor Variances (Note 1)		Fee	HST
All Other Minor Variances (plus PN) - Category 1		\$2,231.10	No
Minor Variances (plus PN) - Category 2 (Note 2)		\$443.35	No

Planning		2022 Fees	
Other Miscellaneous Committee of Adjustment Fees (Note 1)		Fee	HST
Notice to Cancel Public Hearing		\$458.40	No
Recirculation of Public Hearing Notice		\$458.40	No
Letter of Compliance		\$115.90	No
Legal Non-Compliance Letter		\$500.00	No
Community Improvement Plans (Note 1)		Fee	HST
Basic Fee (plus PN or PMN) – New Area or Project Plan		\$13,307.50	No
Community Improvement Plan Amendment		\$7,696.60	No
Deeming By-Law (Note 1)		Fee	HST
Deeming By-Law: Basic Fee		\$2,208.10	No
Cash In Lieu Of Parking (Note 1)		Fee	HST
Cash in Lieu of Parking: Basic Fee		\$2,208.10	No
Civic Addressing and Road Naming (Note 1)		Fee	HST
Civic Address Change		\$423.45	No
Change of Assigned Road Name (not including administration fees and road signage preparation and installation fees as determined by Public Works)		\$3,182.70	No
Miscellaneous Fees (Note 1)		Fee	HST
Administration Fee		\$446.35	No
Photocopies or Printing of Documents - Black and White		\$0.31	Yes
Photocopies or Printing of Documents - Colour		\$1.20	Yes
Information Search (per hour)		\$84.70	No
Site Alteration Permit		\$436.86	Yes
Site Alteration Permit (Renewal) (Note 3)		\$217.70	Yes

Planning		2022 Fees	
<p>Note 1: 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.</p> <p>Note 2: Category 2 Fee will be applicable for the following minor variance applications:</p> <ul style="list-style-type: none"> (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. <p>Note 3: Renewal fee valid only if a Site Alteration Permit is renewed thirty (30) days before the original expiry date.</p>			
Tree Permit Fee (includes Administrative Fee and 3 hours of staff review/inspection)		Fee	HST
1 - 5 Trees		\$106.50	No
6 - 15 Trees		\$213.10	No
More than 15 Trees		\$425.90	No
Tree Permit Renewal Fee (valid only if a tree permit is renewed 30 days before original expiry date)		Fee	HST
1 - 5 Trees		\$35.25	No
6 - 15 Trees		\$71.00	No
More than 15 Trees		\$141.80	No
Pre-Application Fee		Fee	HST
Pre-Application Fee		\$400.00	No

Planning	2022 Fees
Planning 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>	

Engineering & Transportation Services		2022 Fees	
Development Application Review Additional hourly rates may apply in addition to those noted below.		Fee	HST
Committee of Adjustment Review (all submissions)		\$122.45	No
Official Plan Amendment Review (all submissions)		\$122.45	No
Zoning By-Law Amendment Review		\$122.45	No
Site Plan Control Review: Minor Application (including modifications)		\$122.45	No
Site Plan Control Review: Major Application (including modifications)		\$1,021.60	No
Plan of Subdivision: Construction cost of less than \$300,000 (Deposit) Final fees calculated as per Subdivision Agreement		\$5,463.65	No
Plan of Subdivision: Construction cost of more than \$300,000 (Deposit) Final fees calculated as per Subdivision Agreement		\$10,927.25	No
Resubmitted Lot Grading Certificate: Previously Rejected		\$205.55	No
Resubmitted Plot Plan: Previously Rejected		\$122.45	No
Design Revision of Subdivisions including Part Lot Lift		\$1,021.60	No
Renewable Energy Projects - Completion Of Municipal Consultation Form		Fee	HST
Projects 10 kw and less		\$201.55	Yes
Projects greater than 10 kw and less than 1mw		\$1,060.35	Yes
Projects 1 mw and greater		\$4,684.91	Yes
Plus per 1 mw		\$134.47	Yes
Corridor Control Permits		Fee	HST
Entrance Permit		\$155.84	Yes
Cut Permits		\$391.43	No
Municipal Utility Consents		\$521.90	No
Temporary Street Closure		\$324.60	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)		\$271.42	Yes
Permanent Encroachment on City Highway Per Annum on Taxes of Subject Property		\$43.58	Yes

Engineering & Transportation Services		2022 Fees	
Corridor Control Permits continued		Fee	HST
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)		\$271.42	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 the rate noted below for Professional Engineer or Technologist)		\$139.78	Yes
Street Banners (Installation Fee to Utilities Kingston)		\$664.42	Yes
Application For Use of City of Kingston Roadways (Moving of Excess Load Permits, Oversized Loads)		Fee	HST
Escort Fee		\$93.50	Yes
Single Trip Permit		\$139.78	Yes
Annual Permit		\$487.30	Yes
Patio Permit		Fee	HST
Application Fee		\$130.60	No
Application Deposit (non-refundable)		\$489.60	No
Amendment to Existing Permit		\$243.20	No
Zone A (per square meter)		\$92.40	No
Zone B (per square meter)		\$83.15	No
Zone C (per square meter)		\$64.85	No
Zone D (per square meter)		\$46.20	No
Non-Serving Patio Permit		\$184.95	No
Rain Screen (per square meter)		\$10.90	No
Parking Meter/Stall Displacement (per meter/per month)		\$211.45	No
Fixed Site Location Permit for Seasonal Applicants		\$2,493.67	Yes

Engineering & Transportation Services		2022 Fees	
Other	Fee	HST	
Fee for Professional Engineer Services per hour	\$195.18	Yes	
Fee for Engineering Technologist Services per hour	\$116.19	Yes	
Legal Compliance Letter and/or Request for Lot Grading Certificate Information	\$115.90	No	
Drawing (Printed)	\$17.21	Yes	
Municipal Addressing Blades	\$86.50	Yes	
Detailed Traffic Count	\$173.01	Yes	
Traffic Sign/Post	Note 1	Yes	
<p>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.</p>			

Parking (Inclusive of Applicable Taxes)						2022 Fees
On Street Parking (Zone information reference Bylaw 2010-128 "Regulate Parking")						
Meters and Pay and Display:	Per Hour	Daytime Maximum	Per Month	Event Rate	HST	
Schedule A-1: Zone1	\$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:	Per Hour	Daytime Maximum	Per Month	Event Rate	HST	
Permit Parking - MO-1	n/a	n/a	\$84.25	n/a	Yes	
Permit Parking - MO-2	n/a	n/a	\$96.75	n/a	Yes	
Permit Parking - MO-3	n/a	n/a	\$115.75	n/a	Yes	
Permit Parking - MO-4	n/a	n/a	\$145.00	n/a	Yes	
Residential On Street Permits (in valid on-street residential permit areas):	Per Hour	Daytime Maximum	Per Month	Event Rate	HST	
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	

Parking (Inclusive of Applicable Taxes)						2022 Fees
On Street Parking (Zone information reference Bylaw 2010-128 "Regulate Parking")						
Residential Contractor	Per 2 Weeks	Per Month	Per 4 Months	Per Year	HST	
Permit	\$26.25	\$52.50	\$177.00	\$511.50	Yes	
Residential Visitor	Per Week	Per Month	Per 4 Months	Per Year	HST	
Permit	\$13.25	n/a	n/a	n/a	Yes	

Parking (Inclusive of Applicable Taxes)		2022 Fees		
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

Parking (Inclusive of Applicable Taxes)				2022 Fees	
Other Rates by Lot:	Monday to Saturday 0700-1659 Per 1/2 hour	Monday to Saturday 0700-1659 Daily Maximum	Monday to Saturday 1700-0659 Flat Rate	Sunday 0700 to Monday 0659 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
	Monday to Friday 0800-1459 Per 1/2 hour	Monday to Thursday 1500-0759 Flat Rate	Friday to Monday 1500-0759 Flat Rate	Monthly Family Permit Flat Rate	HST
Rideaucrest Lot	\$1.50	\$3.00	\$3.00	\$47.80	Yes
	Monday to Saturday 0600-1759	Monday to Saturday 1800-0559	Sunday 0600 to Monday 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

Parking (Inclusive of Applicable Taxes)				2022 Fees	
Monthly Permits by Lot:	Category ML-1 \$84.25	Category ML-2 \$96.75	Category ML-3 \$115.75	Category ML-4 \$145	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		X			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

Parking (Inclusive of Applicable Taxes)			2022 Fees
Parking Space Rental Fees	Per Hour	Per Year	HST
Application Fee, if applicable (including HST, based on 1.5 hours staff time). Additional time charged at hourly rate listed below	\$77.75	n/a	Yes
Staff Rate per hour (including HST)	\$52.00	n/a	Yes
Setup Fee	\$47.50	n/a	Yes
Churches - Weddings and Funerals 6 Spaces - from one hour prior to service to end of service	n/a	\$134.50	Yes
Funeral Homes - Funerals 6 Spaces - from one hour prior to service to end of service	n/a	\$134.50	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	\$65.25 Deposit per sign, meter hood, barricade \$33.00 Deposit per pylon	Yes
Electrical Vehicle Charging Stations	Per Hour	Per Year	HST
Level 2 Charging Station per hour	\$1.50	n/a	No
Level 3 Charging Station per hour	\$17.00	n/a	No

Transit			2022 Fees		
Cash Fares		Fee	HST		
Single Cash Fare - Adult (Note 1)		\$3.25	No		
Single Cash Fare - Youth/Senior (Note 1)		\$3.25	No		
Single Cash Fare - CNIB Cardholder		\$0.10	No		
Multi-Ride		Fee	HST		
6 Ride Card - Adult (Note 1)		\$16.50	No		
6 Ride Card - Youth/Senior (Note 1)		\$13.50	No		
Passes		Fee	HST		
Commuter - 5 consecutive weekdays		\$22.25	No		
Weekly - 7 Consecutive Days - Adult (Note 1)		\$29.25	No		
Weekly - 7 Consecutive Days - Youth/Senior (Note 1)		\$21.00	No		
Monthly Commuter		\$68.75	No		
Monthly Pass - Adult (Note 1)		\$80.00	No		
Monthly Pass - Youth/Senior (Note 1)		\$59.50	No		
Affordable Transit Pass - Adult (Note 1)		\$40.00	No		
Affordable Transit Pass - Youth/Senior (Note 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 (Note 2)		\$119 per academic term (4 months)	No		
Queen's University Post- Secondary (Note 3)		\$119 per academic term (4 months)	No		
Employer Group Pass		Fee	HST		
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		

Transit - Notes for 2022 Fees

Note 1: The 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+

Note 2: St. 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

Note 3: Queen's University Post-Secondary Student Pass is available to all full-time undergraduate and graduate students of Queen's University

Building Permit And Related Fees		2022 Fees	
Minimum Fee (all permits)	n/a	\$135.05	No
Group A: Assembly Buildings	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
Shell Permit	\$23.10	n/a	No
New and Additions	\$29.55	n/a	No
Alterations and Renovations	\$6.50	n/a	No
Group B: Institutional Buildings	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
Shell Permit	\$23.40	n/a	No
New and Additions	\$29.80	n/a	No
Alterations and Renovations	\$6.50	n/a	No
Group C: Residential Buildings	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
New and Additions (Single Detached, Semi-Detached and Row House)	\$13.30	n/a	No
New and Additions (Multi-Unit Buildings, Motels, Hotels)	\$15.60	n/a	No
Alterations and Renovations	\$4.20	n/a	No
Secondary Suites (Single-Detached, Semi-Detached and Row House)	\$4.20	n/a	No
Swimming Pool Enclosures	n/a	\$223.95	No
Accessory Structures (Garage/Carport, Shed)	n/a	\$223.95	No
Solar Panels (any area)	n/a	\$301.70	No
Group D: Business and Personal Services Buildings	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
Shell Permit	\$14.35	n/a	No
New and Additions	\$20.80	n/a	No
Alterations and Renovations	\$6.50	n/a	No

Building Permit And Related Fees		2022 Fees	
Group E: Mercantile Buildings	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
Shell Permit	\$11.20	n/a	No
New and Additions	\$17.65	n/a	No
Alterations and Renovations	\$6.50	n/a	No
Group F: Industrial and Agricultural Buildings	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
Shell Permit	\$7.30	n/a	No
New and Additions	\$13.80	n/a	No
Alterations and Renovations	\$6.50	n/a	No
Other Permit Classes	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
Decks/Patios (each)	n/a	\$223.95	No
Solar Panels (Non-Residential) - per application	n/a	\$603.15	No
Temporary Structures - per application	n/a	\$223.95	No
Demolitions (each)	\$1.03	n/a	No
Wood Burning Appliances (each)	n/a	\$223.95	No
Designated Structures (each)	n/a	\$427.70	No
Signs - per application	n/a	\$225.10	No
Mechanical and Fire Protection Systems (independent of Building Permit)	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
HVAC Permit (Residential and Non-Residential per suite)	n/a	\$223.95	No
New and Alterations to Sprinkler System, Standpipe System, or Fire Suppression System	n/a	\$570.60	No
Commercial Kitchen Exhaust Systems, Spray Booths, Dust Collectors	n/a	\$405.15	No
New and Alterations to Fire Alarm System	n/a	\$223.95	No
Electromagnetic Locks, Hold Open Devices, Emergency Lighting - per application	n/a	\$223.95	No

Building Permit And Related Fees		2022 Fees	
Plumbing Permits (independent of Building Permit)	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
New and Alterations (Residential per fixture)	n/a	\$11.25	No
New and Alterations (Non-Residential per fixture)	n/a	\$13.50	No
Backflow Prevention Devices - per application	n/a	\$135.05	No
Sewer Lateral (each)	n/a	\$223.95	No
Back Water Valve (each)	n/a	\$135.05	No
Sewage System Permits	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
Class 2 (greywater pit) Sewage Systems and Class 3 (cesspool) Sewage Systems	n/a	\$950.00	No
Class 4 (leaching bed) Sewage Systems (4500 litres per day or less)	n/a	\$950.00	No
Class 4A (leaching bed) Sewage System (greater than 4500 litres per day)	n/a	\$1,050.00	No
Class 5 (holding tank) Sewage Systems (4500 litres per day or less)	n/a	\$950.00	No
Class 5A (holding tank) Sewage System (greater than 4500 litres per day)	n/a	\$1,050.00	No
Additional Inspections and Changes of Installers	n/a	\$250.00	No
Septic Tank Installation only	n/a	\$750.00	No
Performance Review for Renovations or Building Additions	n/a	\$500.00	No
Performance Review for Adding a Pool, Shed or Garage	n/a	\$250.00	No
Minor Variances or Zoning Bylaw Amendments	n/a	\$450.00	No
Minor Variances or Zoning Bylaw Amendments with Performance Review	n/a	\$700.00	No
Subdivision or Condominium Applications (per lot)	n/a	\$500.00	No
Severance or Lot Addition Applications (per lot)	n/a	\$500.00	No
Certificate of Approval Renewals	n/a	\$150.00	No

Building Permit And Related Fees		2022 Fees	
Administrative Fees	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
File Searches	n/a	\$150.00	No
Conditional Permit Fee	n/a	10% of required permit fee	No
- Minimum Fee	n/a	\$300.00	No
Pre Inspection (prior to permit issuance) or Re-Inspection Fee (per inspection or suite)	n/a	\$56.30	No
Expedited Plan Review (per hour)	n/a	\$103.80	No
Fence and Sign By-law Appeal (each)	n/a	\$309.00	No
Alternative Solution Proposal (per hour)	n/a	\$300.00	No
- Minimum Fee	n/a	\$2,000.00	No
Preliminary Project Review and Revisions to an Issued Permit (per hour)	n/a	\$103.80	No
Limiting Distance Agreement (each)	n/a	\$337.65	No
Change of Use Permit (no construction)	n/a	\$337.65	No
Construction Prior to Permit Issuance	n/a	40% of required permit fee	No
- Minimum Fee	n/a	\$200.00	No
Failure to Obtain a Portable Sign or Sandwich Board Sign Permit - Administrative Fee	n/a	\$137.70	No
Property Standards/Yards Re-Inspection Fee (after first inspection to confirm compliance of any Order)	n/a	\$56.80	No
Sign Permit For Portable Sign, per month	n/a	\$72.15	No
Sign Permit "A" Frame or Sandwich Board, per year	n/a	\$86.30	No
Sign Permit, Boulevard Sign, per week	n/a	\$55.75	No
Written Request for Bylaw and/or Work Orders and/or Compliance Letters	n/a	\$115.90	No

Building Permit And Related Fees		2022 Fees	
Administrative Fees continued	Permit Fee (\$ per m2)	Flat Fee (\$)	HST
Photocopies or printing of documents including Freedom of Information, per side, plus search fees	n/a	\$0.31	Yes
Photocopies or printing of documents - colour	n/a	\$1.20	Yes
Property Standards Application for Appeals	n/a	\$114.75	No
Property Standards/Yards - Charges for Administration of Remedial Work and Repairs	n/a	\$133.30	No
Administrative Penalty Fee - Screening No-Show	n/a	\$53.05	No
Administrative Penalty Fee - Hearing Appeal No-Show	n/a	\$106.10	No
Administrative Penalty Fee - Delinquent Payment of Fine	n/a	\$26.50	No
Short-term Rental License By-Law Appeal (each)	n/a	\$309.00	No
Short-term Rental Operator's License	n/a	\$180.00	No
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. 			

Licensing		2022 Fees	
Animal Registration			
Dogs (Note 1 and Note 2)		Flat Fee (\$)	HST
Intact (No Microchip)		\$60.00	No
Intact (Microchip)		\$50.00	No
Spayed/Neutered (Microchip) - Cost per dog - first 2 dogs		\$30.00	No
Spayed/Neutered (Microchip) - Cost per dog - each additional dog		\$10.00	No
Spayed/Neutered (No Microchip) - Cost per dog - first 2 dogs		\$40.00	No
Spayed/Neutered (No Microchip) - Cost per dog - each additional dog		\$15.00	No
Cats (Note 1 & Note 2)		Flat Fee (\$)	HST
Cats - Intact (Microchip)		\$20.00	No
Cats - Intact (No Microchip)		\$30.00	No
Spayed/Neutered (Microchip) - Cost per cat - first 2 cats		\$13.00	No
Spayed/Neutered (Microchip) - Cost per cat - each additional cat		\$4.00	No
Spayed/Neutered (No Microchip) - Cost per cat - first 2 cats		\$15.00	No
Spayed/Neutered (No Microchip) - Cost per cat - each additional cat		\$5.00	No
Note 1: No fees apply for under 6 months of age at first time registration.			
Note 2: No fees for spayed/neutered over 6 months at first time registration.			
Other Animal Related Fees		Flat Fee (\$)	HST
Administrative Fee for not obtaining a tag		\$129.40	No
Appeals - Administrative Fee		\$148.65	No
Bylaw & DOLA - Additional Fee for Convicted Owner		50%	No
Hen Coop Registration		\$27.30	No
Kennels		\$301.70	No
Recovery of Animal from Animal Shelter		\$90.70	No
Tag Replacement Fee		\$6.60	No

Licensing		2022 Fees	
Application For Noise Exemption		Flat Fee (\$)	HST
Application for Noise Exemption		\$327.80	No
Re-application for Noise Exemption		\$206.00	No
Business Licenses		Flat Fee (\$)	HST
Adult Entertainment Attendants		\$158.00	No
Adult Entertainment Establishment		\$1,552.00	No
Adult Entertainment Store		\$466.00	No
Alarm Monitoring – Administrative Fee for failure to obtain alarm vendor license		\$152.00	No
Alarm Monitoring – Administrative Fee for failure to register alarm system		\$57.00	No
Alarm Monitoring – False Alarm		\$136.00	Yes
Amusement Arcade		\$158.00	No
Annual Alarm Monitoring Fee - Fee will be waived if no false alarms in previous year		\$57.00	Yes
Annual Alarm Vendor License		\$153.00	No
Auctioneer		\$158.00	No
Automotive Repair		\$82.00	No
Bill Poster		\$157.00	No
Billiards (First Table)		\$81.00	No
Billiards (Each Additional Table)		\$41.00	No
Food Premises - Low Risk 0 - 99 Seats		\$121.00	No
Food Premises - Low Risk over 100 Seats		\$199.00	No
Food Premises - Medium Risk 0 - 99 Seats		\$239.00	No
Food Premises - Medium Risk over 100 Seats		\$315.00	No
Food Premises - High Risk 0 - 99 Seats		\$397.00	No
Food Premises - High Risk over 100 Seats		\$474.00	No
Gas Stations - Per Station		\$81.00	No
Group Home Registration		\$158.00	No

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

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Licensing		2022 Fees	
Business Licenses continued		Flat Fee (\$)	HST
Hawkers & Peddlars (Non-Resident)		\$161.00	No
Hawkers & Peddlars (Resident)		\$81.00	No
Lodging House		\$157.00	No
Meat / Fish Sales		\$81.00	No
Motorized Refreshment Vehicle - Class A		\$356.00	No
Motorized Refreshment Vehicle - Class B		\$356.00	No
Non-Motorized Refreshment Vehicle - Class C		\$161.00	No
Non-Motorized Refreshment Vehicle - Class D		\$81.00	No
Non-Motorized Refreshment Vehicle - Class E		\$184.00	No
Pawnbroker		\$157.00	No
Pay Day Loans - Initial Licensing Fee		\$309.00	No
Pay Day Loans - Annual Renewal Fee		\$157.00	No
Pet Shop		\$157.00	No
Salons		\$81.00	No
Specific Day Sales - Class A-1		\$41.00	No
Specific Day Sales - Class A-2 (location or vendor)		\$41.00	No
Specific Day Sales - Class A-3 (location or vendor)		\$930.00	No
Specific Day Sales - Class A-4 (per vendor)		\$776.00	No
Specific Day Sales - Class A-5		\$2,325.00	No
Specific Day Sales - Class B-1 - First month		\$157.00	No
Specific Day Sales - Class B-1 - Additional month		\$41.00	No
Specific Day Sales - Class B-2 - First month		\$1,551.00	No
Specific Day Sales - Class B-2 - Additional month		\$465.00	No
Specific Location Sale: Class 1		n/a	No
Specific Location Sale: Class 2 per day		\$48.00	No

Licensing		2022 Fees	
Business Licenses continued		Flat Fee (\$)	HST
Specific Location Sale: Class 3 per year		\$9,840.00	No
Street Performer		\$41.00	No
Theatre (per theatre)		\$315.00	No
Tobacco Sales		\$310.00	No
Plumbing Contractors & Masters		Flat Fee (\$)	HST
Contractor - Resident		\$306.00	No
Contractor - Non Resident		\$377.00	No
Master Plumber - Resident		\$151.00	No
Master Plumber - Non Resident		\$184.00	No
Refreshment Vehicles in Parks		Hourly	HST
Class A/B - Approved Parks (1 month)		\$404.69	Yes
Class A/B - Approved Parks (12 months)		\$3,885.09	Yes
Class C/D - Confederation Park (12 months)		\$3,885.09	Yes
Class C/D - Other Approved Parks (1 month)		\$201.68	Yes
Class C/D - Other Approved Parks (12 months)		\$1,936.06	Yes
Class E - Approved Parks (per day)		\$134.91	Yes
Non vehicle - Self contained food and beverage		\$4,856.33	Yes
Administrative Monetary Penalties		Flat Fee (\$)	HST
Hearing officer appeal fee		\$200.00	No
Screening officer appeal fee		\$50.00	No

Solid Waste		2022 Fees	
Garbage		Fee	HST
Garbage Bag Tags (each)		\$2.00	No
Source Separated Organics & Composting		Fee	HST
Kitchen Containers (each)		\$3.45	Yes
Backyard Composters (each)		\$43.36	Yes
Industrial, Commercial & Institutional Users Of Municipal And Contracted Compost Sites		Fee	HST
Compostable Yard Waste and Brush (per tonne) (Note 1)		\$66.99	Yes
Hazardous Waste From Residents Of Neighbouring Municipalities Without A Service Agreement		Fee	HST
Handling and Disposal Fee (maximum 100 kg or litres) (Note 2)		\$39.47	Yes
Small Quantity Industrial, Commercial & Institutional Hazardous Waste that is exempt from Registration (Maximum of 100 kg or litres in total per month)		Fee	HST
Handling Fee (per delivery)		\$34.87	Yes
Disposal Fees:		Fee	HST
Fertilizer (per litre or kg container capacity)		\$1.46	Yes
Aerosol Containers - including empty but pressurized (each)		\$0.53	Yes
Fire Extinguishers (each)		\$4.73	Yes
Liquid Industrial Waste - Fire Fighting Foam		\$2.30	Yes
Fluorescent Lamps - maximum 100 linear feet (per linear foot)		\$0.31	Yes
Compact Fluorescent Lamps (Each)		\$1.24	Yes
High Pressure Sodium, Mercury Vapour, Metal Halide		\$1.77	Yes
Inorganic Acids - Hydrochloric, Sulphuric, Phosphoric, etc. (per litre container capacity)		\$1.68	Yes
Inorganic Bases - Ammonia, Carbonates, Hydroxides, etc. (per litre or kg container capacity)		\$1.68	Yes
Inorganic Oxidizers - Fertilizer, Peroxide, Nitrates, etc. (per litre or kg container capacity)		\$2.61	Yes
Mercury - Thermometers, Thermostats, Switches, etc. (each)		\$1.50	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)		\$1.77	Yes

Solid Waste			2022 Fees	
Disposal Fees - continued...	Fee	HST		
Pesticides - Incl. Herbicides, Insecticides, Fungicides, etc. (per litre or kg container capacity)	\$2.39	Yes		
Petroleum Distillates/Light Fuels - Gasoline, Kerosene, etc. (per litre)	\$0.71	Yes		
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	Fee	HST		
Recycling Boxes - in addition to Blue and Grey provided (each)	\$5.13	Yes		
Recycling - Commercial Users (Note 3)	Fee	HST		
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	Fee	HST		
Recycling Toter Delivery and Collection - up to 6 toters (Note 4)	\$201.33	Yes		
Recycling Toter Delivery and Collection - 7-15 toters (Note 4)	\$360.49	Yes		
Mobile Recycling Trailer Delivery and Collection (Note 4)	\$54.12	Yes		
Contamination Fee per tonne collected (contains more than 5% non-recyclables) (Note 5)	\$117.04	Yes		
Miscellaneous	Fee	HST		
Use Of Weigh Scale (per transaction)	\$14.34	Yes		

Solid Waste**2022 Fees**

Note 1: Fee charged to municipality. Resident must have a letter from their municipality acknowledging that they will pay the City of Kingston fee.

Note 2: Fee waived if source is residential City property and hauler has letter to confirm.

Note 3: Fee charged to users shall be adjusted monthly based on market conditions at the delegated discretion of the director of solid waste.

Note 4: No Recycling Processing Fee, and delivery and collection fee may be waived at the delegated discretion of the director of solid waste.

Note 5: 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).

Fire and Rescue		2022 Fees	
Reports & Records		Fee	HST
Request For Fire Report, Investigation Report		\$115.90	Yes
File Search		\$115.90	No
Photographs per copy (print or digital) \$20.00 minimum fee		\$3.05	Yes
Compliance Inspections (Note 1)		Fee	HST
Dwelling Units		\$75.10	Yes
Part 9 Buildings (Other Than Dwellings) (Note 2)		\$135.20	Yes
Part 3 Buildings (Note 2)		\$187.65	Yes
Recycling or other outdoor premises		\$149.80	Yes
False Alarms (Note 3)		Fee	HST
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		Fee	HST
Per Unit for each response		\$485.00	No
Non-Resident Responses (Note 4)		Fee	HST
Per Unit for first hour or part thereof		\$485.00	No
Per Unit for each additional half hour		\$242.50	No
Live Fire Training (Note 5)		Fee	HST
Burn Tower Rental (Full Day)		\$1,639.10	Yes
Burn Tower Rental (Half Day)		\$819.50	Yes
Car & Quad Prop Rental (Full Day)		\$655.65	Yes
Car & Quad Prop Rental (Half Day)		\$327.80	Yes

Fire and Rescue		2022 Fees	
Non-Live Fire Training (Note 5)		Fee	HST
Confined Space Rescue Simulator Rental		\$382.45	Yes
Structural Collapse Simulator Rental		\$327.80	Yes
Trench Rescue Simulator Rental		\$382.45	Yes
Facility Monitor (per person, per hour)		\$81.95	Yes
Lead Instructor (per person, per hour)		\$96.15	Yes
Portable Classroom (Full Day)		\$327.80	Yes
Portable Classroom (Half Day)		\$163.90	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		Fee	HST
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
<p>Note 1: Fees apply only to requested inspections and are non-refundable.</p> <p>Note 2: As classified under the Ontario Building Code.</p> <p>Note 3: False alarm fees will be invoiced as per the City of Kingston False Alarm By-Law.</p> <p>Note 4: Non-resident response fees apply to non-residents of the City of Kingston on provincially, federally or municipally controlled lands or highways.</p> <p>Note 5: Discounts to multi-day/week rentals may be applied at the discretion of the Fire Chief.</p>			