



**City of Kingston
Report to Council
Report Number 24-005**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: December 5, 2023
Subject: 2024 Annual Amendment to Fees and Charges – City of Kingston By-Law Number 2005-10

Council Strategic Plan Alignment:

Theme: Policies & by-laws

Goal: See above

Executive Summary:

The [Municipal Act, 2001](#) authorizes a municipality to impose fees for services. Fees charged to users for various services are a primary source of municipal revenue, representing approximately 15% of the City's total municipal revenue budget. The purpose of this report is to recommend that Council pass a by-law to amend City of Kingston [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 user fees and charges for the 2024 fiscal year.

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.

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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 policy and strategic direction. Fee changes will be incorporated into the draft 2024 operating budget.

This report also recommends an amendment to City of Kingston [By-Law Number 2005-10](#) to provide for the delegation of authority to the Chief Administrative Officer and/or the Chief Financial Officer & City Treasurer to waive fees and charges related to special events, provided sufficient funds to cover any revenue loss, are incorporated in approved annual operating budgets.

Recommendation:

That By-Law Number 2005-10, entitled “A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston”, as amended, be further amended as per Exhibit A to Report Number 24-005.

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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, Development & Growth Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston

Not required

Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives

Not required

Brad Joyce, Commissioner, Infrastructure, Transportation
& Emergency Services

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Options/Discussion:**Background**

City of Kingston [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 for adjustments to fees for services. It is important that fee adjustments are reviewed on an annual basis to ensure that the related costs of providing the respective service are appropriately recovered.

The City's policy dictates that fees and charges be reviewed and adjusted annually 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 or more years; 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 and continues to be the target of the Bank of Canada fiscal policy. 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 City of Kingston By-Law Number 2005-10 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 to filter out volatile price movements that can be caused by factors specific to certain components.

Analysis

The Consumer Price Core Index average of the three measures of core inflation was 3.9% as at the end of the third quarter of 2023. In cases where fee adjustments have been made to account for inflation, the assumed fee increase incorporated into City of Kingston By-Law Number 2005-10 represents a 2% escalation, in addition to the 1% for capital purposes. This is a reasonable proxy for recovering expected service costs and maintaining relative proportions of user fees and taxation subsidy and has been a consistent historical practice in response to the annual variability of the CPI measure.

For the majority of recommended fees, an increase of up to 2% escalation plus 1% for capital purposes has been applied, effective January 1, 2024. Some fees have been adjusted slightly more or less than this amount as a result of rounding in order to maintain even dollar amounts after tax for ease of cash handling or to support the constraints of respective cash collection equipment.

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It is important to note that the City provides a variety of services at no cost or reduced cost for residents that qualify under the Municipal Fee Assistance Program (MFAP). Details are noted, where applicable, in the attached fee schedules and any related changes are noted in the summary below. There is a review of MFAP underway which will be brought back for Council's consideration by Q2, 2024.

Fee changes

For ease of review, the sections referenced below provide detailed explanations for schedule fee changes 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.
-

Schedule A - Administration

Finance and Property Taxation

- Affidavit for non-profit housing matters – fee remains unchanged for low-income renters.
- Marriage licence – fee remains unchanged to be comparable with the market.
- The following fees have been added, at half the regular rate, to support eligible residents under the Municipal Fee Assistance Program:
 - Administering oaths or declarations – MFAP eligible residents
 - Marriage licence – MFAP eligible residents
- A Payment reversal fee has been added to provide for the recovery of service fees incurred by the City related to the cancellation of a customer payment.
- Cemetery One-Time Care & Maintenance Fee is increasing from 24% to 40% of lot fee as per Bereavement Authority of Ontario (BAO) requirements.

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City Clerk's Office

- There have been no changes to the following fees as they continue to be sufficient to recover costs:
 - Document search (pursuant to the Municipal Freedom of Information and Privacy Protection Act (MFIPPA))
 - Photocopy of document, including by-laws
- The following fees have been added to recover costs for the copying and scanning of format drawings and have been set to be consistent with other fees of this nature.
 - Copy of large format drawings
 - Scan of format drawings
- New fees have been added to conduct marriage solemnization ceremonies as approved by Council in Report 23-182:
 - Civil marriage solemnization – each
 - Civil marriage solemnization (MFAP eligible residents)
 - Provision of witness for civil marriage solemnization

Environment

- Environmental compliance letter – increased greater than the inflationary measure to be consistent with other corporate fees of this nature.

Human Resources & Organization Development

- The following services are no longer required and related fees have been removed:
 - Corporate training workshop – per participant
 - Administrative search and record preparation

Legal

- Complex agreements definition has been amended to include development agreements.
- Fees for Provincial Offenses Room Rentals have been removed as the space is no longer available for rent:
 - Meeting Room
 - Interview Room

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Schedule B – Museums

Heritage Planning – Reference Materials

- The rate for Volumes – Buildings of Architectural Significance is being held constant as it continues to be sufficient to recover the cost of inventory.
-

Schedule C - Grand Theatre

Marketing Support

- Fee for Marketing Support has been reduced to be comparable to market rates.

Ticket Office Service Charges to Renter and Ticket Office Service Charges to Ticket Buyer

- The majority of fees in these sections have been increased slightly more than the inflationary adjustment for ease of cash handling.
-

Schedule D - Recreation & Leisure

Fitness or Pool Membership

- Pool (swim and sauna only) – Child rate remains at 2023 rates to encourage use and for ease of cash handling.

All Inclusive Fit Pass Membership

- Addition of a monthly fit pass fee to respond to public interest.

Culligan Water Park

- Increased Camp fees – group of 10 or more - slightly higher than the inflationary measure to be consistent with market comparators.

Other Fees

- Toonie Swim, Skate or Gymnasium fees remain the same for ease of cash handling.
- Removed Swim booklets, 10 visits - Child rate, as this rate package is no longer offered.

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- Camp swim – Child rate has increased slightly more than the inflationary measure as fee has remained the same for several years for cash handling purposes.

Events & Programs

- Held all public skating fees at 2023 rates to be consistent with surrounding municipalities.
- Shinny hockey – 12 Visits for 11 - increased slightly less than the inflationary measure to reflect the desired proportion of the single visit rate.

Schedule E – Facility Rentals

INVISTA Centre and Kingston East Community Centre

- Changed the Parking lot rental fee from an hourly fee to daily per 3 stalls to better reflect how the space is being utilized.

Leon's Centre

- New fees have been added to reflect room rentals previously not available to the public:
 - Concourse Wall of Fame Space
 - Meeting Room
 - Boardroom

Mobile Stage

- Fee for use of the Mobile stage (SL100) has increased significantly to recover additional costs resulting from changes to the building code.
- New Stage Monitoring fee (beyond the 8-hour day included in daily fee) - an hourly rate was added to recover additional security and administrative costs.
- New Mobile Stage (SL75) daily fee has been added to reflect a smaller stage option.

Movie Screen and Projector

- Screen, Sound, Projector fees have increased significantly to fully recover related costs.

Kingston Penitentiary and Filming

Removed all fees associated with Kingston Penitentiary rentals and filming as these fees are charged through Tourism Kingston.

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Schedule F - Rideaucrest Catering & Coffee Shop

A detailed review of food and beverage related items has been undertaken in light of recent cost increases to ensure appropriate recovery of costs.

Beverages and Bakeshop

- The following fees have stayed at 2023 rates to remain competitive with market prices and/or the fees are currently sufficient to recover costs:
 - Coffee (cup), coffee (small pot), coffee (percolator / urn), tea, hot chocolate, gourmet baked cookies
- The following fees increased more than the inflationary adjustment to recover the related increase in costs:
 - Pop, juice, milk, muffin, packaged cookies, squares, chips
- The following food and beverage options were removed as costs have increased well past affordability:
 - Cranberry juice, scones / biscuits

Buffet Trays

- The following fees have increased by more than an inflationary adjustment to recover related increases in the cost of raw food:
 - Salad, small, medium and large and gourmet sandwich

Other fees

- The following fees have been adjusted to remain competitive in the external catering market:
 - Plates, utensils, napkins, cups, straws
- Guest meal costs are increasing more than the inflationary measure to harmonize fees with other meal options.
- Fees for special event meals and soup are currently sufficient to recover costs and remain the same as 2023.
- Fees for coffee shop gift items have been added to reflect a cost plus 30% pricing strategy.

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Schedule G - Arenas

Ice Rentals

- Added a new Skate patrol fee to recover costs of ice maintenance support.
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Schedule H - Parks

Event Camping Fees – Lake Ontario Park

- These fees have been removed as the pilot program originally approved by Council in Report 20-077 has ended.
-

Schedule L - Airport

- The following fees are being held constant to remain competitive with other airports:
 - Passenger facility fee (per departing passenger)
 - AVGAS and Turbine Fuel Surcharge (per litre)
 - Motor Vehicle Parking – Short term parking space – two hours maximum has increased more than the inflationary measure for the ease of cash management.
-

Schedule M - Planning

Miscellaneous Fees

- No change to Photocopies or Printing of Documents – Black and White, as fee remains sufficient to recover related costs.

Development Application Review - Development Engineering

- The following fees are increasing to recover additional costs after reviewing fees charged by similar-sized municipalities and to recover costs related to noise studies that are reviewed in house:
 - Committee of Adjustment review
 - Official Plan Amendment review
 - Zoning By-Law Amendment review

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- Site Plan Control review – major application – including modifications
 - Resubmitted Plot Plan – previously rejected
 - Plan of Subdivision deposit fees remain the same for ease of calculation.
 - Urban Design Review fees were added to recover the costs of providing this service.
-

Schedule N - Engineering & Transportation Services

Temporary Encroachment

- Restructured Temporary Encroachment fees into better defined measures of time and daily rates resulting in a more graduated Occupancy Fees schedule.

Patio Permit – Downtown Area

- Downtown area is as defined by the Downtown and Harbour Area identified in Schedule DH1: Special Policy Area of the City's Official Plan.
 - Fees have been updated to reflect Council Report Number 23-080 which approved a phase-in of changes to patio fees over the 2023/2024 fiscal years.
-

Schedule O - Parking

EITP Report 16-017 (November 1, 2016) 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. As a result of the impacts that the pandemic continues to have on parking services, the following parking fees have remained constant for 2024.

- On Street Parking - Meters and Pay and Display
- Residential On Street Permit rates
- Parking lots and parking garages – Hourly, Daily, Flat Rates (including event rates)

Parking lot permit fees have increased by a 3% inflationary measure.

A comprehensive fee study will be completed in 2024 to inform all future parking fees and charges.

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Commuter On-Street Permits

- Area B – zones 4 and 6 were reduced to be in line with Area A permits.

Parking Lot Event Rates

- Level 2 and 3 charging station electric vehicle rates have increased more than an inflationary measure to ensure full-cost recovery.
-

Schedule P - Solid Waste**Garbage**

- Garbage Bag Tags (each) remain constant to encourage proper disposal.
-

Schedule Q – Transit

- Kingston Transit fares normally increase every three years with rates originally scheduled to increase in 2023 based on that strategy. 2024 rates continue to be held at pre-pandemic levels in order to rebuild ridership.
 - Adult, youth and senior monthly affordable transit passes under the Municipal Fee Assistance Program (MFAP) reflect a 50% cost reduction from regular rates, after being reduced to 25% of the regular rate in 2023.
-

Schedule R - Building Permits

The following fees remain unchanged as they are sufficient to recover respective costs and to ensure consistency in fee structures:

- Sewage System Permit Fees
 - Alternative Solution Proposal (per hour) and minimum fee
-

Schedule S - Licensing and By-Law Enforcement**Animal Registration**

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

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Other Animal Related Fees

- Administrative fee for appeal is increasing by 28% in order to align all appeal fees.

Business Licenses and Sign Permits

- Business licensing and sign permit fees are adjusted to the nearest dollar.
- Pawnbroker license fees, previously removed, are being added back.
- License fee for specific location sale: Class 3 (Two Locations: Schedule S-3 of By-Law 2006-213) has been reduced in order to align with similar fees.

Administrative Monetary Penalties

- The following fees remain unchanged and will be reviewed periodically in a manner similar to set fines:
 - Hearing officer appeal fee
 - Screening officer appeal fee

Administrative Fees

- The following fees remain unchanged as they are sufficient to recover respective costs:
 - Photocopies or printing of documents including Freedom of Information, per side, plus search fees
 - Short-term Rental License By-Law Appeal
 - The Property Standards Application for Appeals fee is increasing by 48% in order to align all appeal fees.
-

Schedule T - Fire and Rescue

Records and Reports

- New fees have been added, based on recovering the costs to provide the following services:
 - Clearance letter
 - Request for letters or reports within 48 hours

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- Fire Safety Plan Review of Revisions
- Smoke and CO Alarm Replacement
- Request for fire report and/or investigation report (per address) and File search (per address) fees have increased by 68% in order to adequately recover costs.

Compliance Inspections

- The following fees were removed and replaced by a new fee structure below:
 - Dwelling unit
 - Part 9 building other than dwelling classified under the Ontario Building Code
 - Part 3 building as classified under the Ontario Building Code
 - Recycling or other outdoor premises
- The following new fees have been added based on recovering the costs to provide the following services:
 - Vulnerable occupancy compliance drill retest
 - Fire Code – 2nd Re-inspection and Subsequent Inspection
 - Paid inspection - Commercial (Group A, D & E Occupancy)
 - Inspect base building
 - Inspect each occupancy in addition to base building
 - Paid Inspection – Industrial (Group F Occupancy)
 - Inspect base building
 - Inspect each tenant/occupant in addition to base building
 - Paid Inspection – Residential (Group C)
 - Daycare, Group Home, single Family resident, PLASP, one to two floors
 - Multi-Tenant Low Rise – three to six floors
 - Inspect base building
 - Inspect each tenant/occupancy/apartment

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- Multi-Tenant High Rise – Over six floors
 - Inspect base building
 - Inspect each tenant/occupancy/apartment
- Special request inspection services (inspections performed outside of normal business hours) minimum three-hour fee
- False Alarms – first offence in fiscal year remains no charge.
- The following hazardous material fees have been added:
 - Physical resources and supplies – replacement cost
 - Hazardous material miscellaneous by apparatus
- The following fees are increasing by 6% - 9% in order to align with Ontario Ministry of Transportation rates:
 - Fire Alarms - second, third and additional offences in fiscal year
 - Unauthorized Burning
 - Non-resident Response
- New fire extinguisher training fees have been added to recover the cost of full and half day sessions.

Non-live Fire Training

- Structural collapse simulator rental has increased by 20% in order to fully recover the cost of service.
- A new roof top prop rental fee has been added.

Miscellaneous

- The following new fees have been added based on the actual cost of service:
 - Scene security – contracted services
 - Building security/boarding - contracted services
-

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Special Event Fee Waivers

In order to streamline the planning process for future special events, this report also recommends an amendment to City of Kingston [By-Law Number 2005-10](#) to provide the Chief Administrative Officer and/or the Chief Financial Officer & City Treasurer delegated authority to waive fees and charges that relate to general public access in support of City special events, as long as sufficient funds have been incorporated into approved annual operating budgets, to cover any loss of revenues. This is similar to the temporary delegation of authority endorsed by Council for 2023 in [Report Number 23-137](#) which also directed that future delegated authority be considered as part of the 2024 Fees and Charges By-Law.

Public Engagement

None

Climate Risk Considerations

None

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

None

Existing Policy/By-Law

[Municipal Act, 2001, S.O. 2001, c. 25 PART XII, Section 391](#) authorizes a municipality to impose fees or charges on persons, (a) for services or activities provided or done by or on behalf of it; (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and (c) for the use of its property including property under its control.

[City of Kingston 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. This By-Law provides authorization in a consolidated fashion for the purposes of establishing fees and charges in a fiscal year.

Notice Provisions

None

Financial Considerations

Financial considerations are included within the body of the report.

Contacts:

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

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Other City of Kingston Staff Consulted:

Applicable municipal departments.

Exhibits Attached:

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

City of Kingston By-Law Number 2024–XX By-Law to Amend City of Kingston By-Law Number 2005–10,

A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston

Whereas:

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

Subsection 5 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”) provides that the powers of a municipality must be exercised by its council.

Subsection 5 (3) of the *Municipal Act, 2001* provides that a municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise.

Pursuant to Subsection 391 (1) of the *Municipal Act, 2001*, a municipality may impose fees or charges on persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities done or done by or on behalf of any municipality or other local board, and for the use of its property including property under its control.

On December 14, 2004, council for the *City* enacted *City of Kingston By-Law Number 2005-10, “A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston”*.

Council for the *City* considers it necessary to amend *City of Kingston By-Law Number 2005-10*.

Therefore, *council* enacts:

1. Amendment

1.1 *City of Kingston By-Law Number 2005-10, A By-Law to Establish Fees and*

By-Law to Amend By-Law ...-..

Charges to be Collected by The Corporation of the City of Kingston is amended as follows:

(a) Section 11 is added with the following text:

The Chief Administrative Officer and/or the Chief Financial Officer & City Treasurer are authorized to waive fees and charges related to special events, provided sufficient funds to cover any revenue loss, are incorporated in approved annual operating budgets.

(b) Schedules A through T are hereby deleted in their entirety and replaced with the 2024 User Fees and Charges Schedules A through T attached hereto.

2. Coming into Force

2.1 This by-law will come into force and take effect on the day it is passed.

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

City of Kingston By-Law Number 2005-10

Schedule A

Administration

2024 User Fees and Charges

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Schedule A: Administration

Finance and Property Taxation

All fees listed in the table below do not include applicable taxes and are HST exempt.

Fee Description	Unit	Fee
Additional charge added to tax bill	Each	\$35.95
Administering oaths or declarations	Each	\$41.85
Administering oaths or declarations – Municipal Fee Assistance Program (MFAP) eligible residents	Each	\$20.95
Affidavit for non-profit housing matters	Each	\$10.00
Burial permit	Each	\$44.90
Marriage licence	Each	\$177.55
Marriage licence - Municipal Fee Assistance Program (MFAP) eligible residents	Each	\$88.80
New owner / new roll setup	Each	\$35.95
Payment reversal fee	Each	Service fee recovery
Refund of payment on overpaid taxes	Each	\$35.95
Returned or dishonoured payment	Each	\$42.90
Tax certificate / statement (Section 352, <i>Municipal Act, 2001</i>)	Each	\$82.35
Taxpayer's account information / statement; letter for Income Tax per tax year	Each	\$17.60
Transfer of payment between tax accounts	Each	\$23.90

Cemetery Fees

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Single lot	Each	\$1,287.50
One time care and maintenance fee	Each	\$515.00
Burial fee - casket	Each	\$515.00
Burial Fee - Cremains Urn	Each	\$206.00

City Clerk's Office

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Document search [pursuant to the Municipal Freedom of Information and Privacy Protection Act (MFIPPA)]	Hourly	\$30.00 HST exempt
Photocopy of document, including by-laws	Page	\$0.31
Photocopy or printing of document - colour	Page	\$1.28
Copy of large format drawings	Page	\$15.00
Scan of large format drawings	Page	\$10.00
Request for attendance of Fence Viewer	Request	\$319.29
Fence Viewer remuneration	Daily	\$206.02
Civil marriage solemnization	Each	\$320.00
Civil marriage solemnization - Municipal Fee Assistance Program (MFAP) eligible residents	Each	\$160.00
Provision of witness for civil marriage solemnization	Each	\$25.00

Geographic Information Systems (GIS)

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
GIS rate for custom mapping	Hourly	\$95.58

Real Estate & Land Development

All associated costs, including but not limited to legal fees, disbursements, appraisals, surveys, and registration costs, are in addition to the fee.

Fee excludes employment land sales.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Property disposition request initiated by external party	Each	\$771.46

Environment

An Environmental Compliance Letter includes, but is not limited to, environmental records search, record on site condition (RSC) standards, dewatering review, and as applicable.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Environmental Engineer/Geoscientist	Hourly	\$195.18
Environmental Technologist	Hourly	\$119.69
Environmental compliance letter	Each	\$123.00 HST exempt
Spill response vehicle	Hourly	\$25.75
Maximum for spill response vehicle	Daily	\$103.01
Consumables - spill response materials	Each	At market rate

Human Resources & Organization Development

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Full day corporate training workshop	Participant	\$171.99

Public Works – Commemorations

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.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Commemoration on bench	10 years	\$1,038.05
Extension to commemoration on bench	Additional 10 years	\$692.12
Commemorative tree	Tree	\$597.04

Legal

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Subdivision agreement	Each	\$2,071.64
Site plan control agreement	Each	\$681.73
Construction lien search	Each	\$123.05 HST exempt
Pre-servicing and model home agreement	Each	\$681.73
Construction agreement	Each	\$681.73
Road closure	Each	\$681.73
Simple agreement - committee of adjustment (COA) agreement; granny suite / garden suite, encroachment agreement	Each	\$592.43

Fee Description	Unit	Fee
Release agreement from title	Each	\$238.81
Complex agreement - front-end agreement; cost sharing agreement; development agreement, and utility agreement	Each	\$1,546.50
Amend subdivision agreement or site plan Control agreement	Each	\$681.73
Registration of by-laws or documents on title - part lot control by-laws; other documents	Each	\$396.46
Consent to applications to first registration in Land Titles	Each	\$238.81
Attend court or Ontario Land Tribunal (OLT) 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	\$5,115.88
Attend court or Ontario Land Tribunal (OLT) 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	\$9,029.60
Other agreements - cost recovery as per agreement including 10% administration fee	Each	Cost recovery
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	Each	20%

Provincial Offences Room Rentals

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Courtroom	Hourly	\$47.88

City of Kingston By-Law Number 2005-10

Schedule B

Museums and Heritage

2024 User Fees and Charges

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Schedule B: Museums and Heritage

Definitions:

Children: 3 to 14 years (HST exempt)

Youth: 15 to 24 years

Senior: 65 plus years

Adult: 25 to 64 years

Family: Maximum of 2 adults and their children/youth

Season Pass

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for 'Children' are HST exempt.

Fee Description	Unit	Fee
Children	Each	\$11.10
Youth	Each	\$18.32
Senior	Each	\$18.32
Adult	Each	\$22.30
Family	Each	\$47.74

Admission

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for 'Children' are HST exempt.

Fee Description	Unit	Fee
Children	Each	\$3.70
Youth	Each	\$6.11
Senior	Each	\$6.11
Adult	Each	\$7.43
Family	Each	\$21.24

Tour Programs

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for 'Children' are HST exempt.

Fee Description	Unit	Fee
Children	75 minute programme - Each	\$4.80
Children	Half day - Each	\$8.70
Children	Full day - Each	\$17.10
Youth	Each	\$7.21
Senior	Each	\$7.21
Adult	Each	\$7.21
Walking tours	Each	\$5.27

Heritage Reference Materials

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Volumes – Buildings of Architectural Significance	Each	\$74.20

Venue Rentals

Museum spaces cannot be reserved for less than two hours.

All time blocks must be inclusive of all pre-event and post-event preparation time.

Engineerium (Pump House Steam Museum)

Additional rental equipment and furniture arranged by Pump House Steam Museum is charged at cost plus 10%.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit Fee	Out of Town Non-Profit Fee	Commercial Fee
Weekday	Hourly	\$82.57	\$94.96	\$189.87
Weekend	Hourly	\$96.42	\$110.93	\$221.86
Evening (after 6:00 p.m.)	Hourly	\$96.42	\$110.93	\$221.86
Rental	Full day	\$594.47	\$683.63	\$1,367.21
Full PA system	Space rental	\$19.60	\$22.57	\$25.44

Gordon C. Leitch Discovery Centre (Pump House Steam Museum)

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit Fee	Out of Town Non-Profit Fee	Commercial Fee
Weekday	Hourly	\$73.45	\$84.42	\$168.98
Weekend	Hourly	\$83.32	\$95.80	\$191.64
Evening (after 6:00 p.m.)	Hourly	\$83.32	\$95.80	\$191.64
Rental	Full day	\$528.67	\$608.01	\$1,211.86

Entire Museum**(Pump House Steam Museum and MacLachlan Woodworking Museum)**

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit Fee	Out of Town Non-Profit Fee	Commercial Fee
Weekday hourly rate	Hourly	\$91.42	\$105.22	\$210.40
Weekend	Hourly	\$109.51	\$125.97	\$251.90
Evening (after 6:00 p.m.)	Hourly	\$109.51	\$125.97	\$251.90
Rental	Full day	\$657.61	\$757.35	\$1,514.73

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Schedule C

Kingston Grand Theatre

2024 User Fees and Charges

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Schedule C: Kingston Grand Theatre

Performance Lease Rates

All time blocks must be inclusive of all pre-event and post-event preparation time.

Base rate includes cleaning, front of house coordinator, ushers, and ticket takers.

Regina Rosen Auditorium

Seats up to 775 depending on set-up.

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).

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Rental	Full day	\$1,077.08	\$1,131.19	\$2,353.10
Rental	Full week (6 Days)	\$5,871.81	\$6,165.13	\$11,759.82
Additional same day performance	Each	\$587.74	\$616.42	\$1,175.49
Rehearsal for each day of performance	Monday - Thursday	\$587.74	\$616.42	\$1,175.49
Rehearsal for each day of performance	Friday - Sunday	\$808.14	\$848.72	\$1,764.56

Baby Grand

Seats 65 to 100 depending on set-up.

Daily rental includes use of Baby Grand and Springer Lounge (excludes use of the Regina Rosen Auditorium, Davies Lounge, or other lobby spaces).

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Rental	Full day	\$202.92	\$213.23	\$940.75
Rental	Half day	\$150.40	\$157.57	\$706.06
Rental	Full week (6 days)	\$671.02	\$703.63	\$3,293.58
Additional same day performance	Each	\$150.40	\$157.57	\$706.06

Non-Performance Lease Rates

Space rentals to accommodate meetings, conferences, etc.

Spaces cannot be reserved for less than 3 hours.

All time blocks must be inclusive of all pre-event and post-event preparation time.

Davies Lounge is only available when the Regina Rosen Auditorium is not booked.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Davies Lounge	Hourly	\$123.05	\$129.42	\$248.81
Baby Grand	Hourly	\$55.40	\$58.32	\$336.28

Equipment and Staffing

House Sound System – Regina Rosen Auditorium

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Full PA system	Performance	\$288.32	\$302.61	\$569.96
Full System with on-stage monitoring and monitor console	Performance	\$463.58	\$487.48	\$776.06
Weekly Rental	Single performance	2.5 times	2.5 times	2.5 times
Rental equipment arranged by Grand Theatre	Each rental	Cost + 10%	Cost + 10%	Cost + 10%

Other Equipment

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Piano	Single use	\$282.48	\$297.35	\$430.75
Piano	Week	\$707.08	\$742.65	\$1,108.67
Piano tuning	Each	Cost + 10%	Cost + 10%	Cost + 10%
Drum kit - house	Each	\$83.81	\$87.79	\$120.97
Bass amplifier - house	Each	\$41.64	\$43.50	\$78.54
Hazer - house	Single use	\$30.88	\$30.88	\$30.88
Projector and Screen - Regina Rosen Auditorium	Single use	\$184.56	\$193.10	\$316.64
Materials/Supplies	Each rental	Cost + 10%	Cost + 10%	Cost + 10%
Music licensing fees (Entandem)*	As required	Cost	Cost	Cost

- * Music licensing fees are established by Entandem on behalf of SOCAN and Re-Sound and are charged as required and where applicable as an industry standard (<https://www.entandemlicensing.com/>)

Recording and Streaming Services* - Regina Rosen Auditorium

* Plus applicable Production Personnel Costs

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Basic	One camera	\$53.05	\$63.67	\$159.16
Intermediate	Three cameras	\$106.11	\$127.30	\$318.23
Advanced	Five cameras	\$159.16	\$190.97	\$477.39

Production Personnel Costs – Regular

Rates applied as per the IATSE Agreement

These fees are associated with and in addition to the Recording and Streaming Services fees.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
House technicians (carded)	Hourly	\$42.43	\$42.43	\$42.43
Regular stagehands	Hourly	\$40.35	\$40.35	\$40.35
Security	Hourly	\$31.81	\$31.81	\$31.81

Marketing Support

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Marketing Support	E-blast	n/a	n/a	\$350.00

Ticket Office Charges to Renter

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless “HST exempt” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Service fee to lessee - Regina Rosen Auditorium	Ticket	\$1.64	\$1.64	\$1.68
Service fee to lessee - Baby Grand	Ticket	\$1.28	\$1.28	\$1.68
Service fee to lessee - school performances in Regina Rosen Auditorium	Ticket	\$1.28	\$1.28	\$1.33
Service fee to lessee - Tickets sold under \$10	Ticket	\$1.28	\$1.28	\$1.33
Credit card fees to renter	Ticket	4% HST exempt	4% HST exempt	4% HST exempt

Ticket Office Service Charges to Ticket Buyer

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Online, phone and counter sales	Ticket	\$3.89	\$3.89	\$3.89
Subscription handling charge	Subscription	\$15.44	\$15.44	n/a

Capital Improvement Surcharge

Not applied to tickets purchased for streamed events.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Seat sold	Seat	\$2.88	\$2.88	\$2.88
Student performances tickets	Seat	\$1.33	\$1.33	\$1.33
Baby Grand performances	Seat	\$1.33	\$1.33	\$1.33

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Schedule D

Recreation and Leisure

2024 User Fees and Charges

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Schedule D: Recreation and Leisure

Definitions

Child: 3 to 14 years

Youth: 15 to 24 years

Senior: 65 plus years

Adult: 25 to 64 years

Family: Adult(s) and child(ren) in same household; 2 – 8 individuals

Fitness Centres: INVISTA Centre, Kingston East Community Centre and Artillery Park Aquatic Centre

Fitness or Pool Membership

Includes access to one facility. Cardio/weight room and gym or pool.

Family rate for pool or gymnasium only. Does not include access to cardio/weight room.

No fee for Municipal Fee Assistance Program (MFAP) users.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “taxes included”.

Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Pool – swim and sauna only – taxes included	Visit	\$3.75	\$5.65	\$6.70	\$4.10
Gym or pool – taxes included	12 visits	\$42.50	\$62.50	\$73.50	n/a
Gym or pool	1 Month	\$24.75	\$32.00	\$39.25	\$78.25
Gym or pool	6 Month	\$97.75	\$129.75	\$161.75	\$303.75
Gym or pool	Annual	\$159.75	\$217.25	\$271.00	\$519.00

Training

Fitness Orientation: No fee for Municipal Fee Assistance Program (MFAP) users.

Personal Training Start Up:

- 3 sessions package: One hour assessment and 3 hours training
- 5 sessions package: One hour assessment and 5 hours training
- 10 sessions package: One hour assessment and 10 hours training
- 15 sessions package: One hour assessment and 15 hours training

Personal Training discounts:

- 3 hours - 3%
- 5 hours - 5%
- 10 hours - 8%
- 15 hours - 10%

Personal Training at second person rate: 25% discount for second person. One hour assessment required prior to discounted per visit rate.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Fitness orientation	30 minutes	\$20.00	\$20.00	\$20.00	n/a
Assessment	One hour	\$40.25	\$40.25	\$40.25	n/a
Team circuit training	45 minutes	\$101.00	\$101.00	\$101.00	n/a
Personal training	One hour	n/a	\$74.25	\$74.25	n/a
Personal training start up	3 sessions package	n/a	\$248.25	\$248.25	n/a
Personal training start up	5 sessions package	n/a	\$411.00	\$411.00	n/a

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Personal training start up	10 sessions package	n/a	\$742.75	\$742.75	n/a
Personal training start up	15 sessions package	n/a	\$1,059.75	\$1,059.75	n/a
Personal training at second person rate	One hour	n/a	\$56.75	\$56.75	n/a

All Inclusive Fit Pass Membership

Includes access to Artillery Park Aquatic Centre, INVISTA Centre, Kingston East Community Centre, Outdoor Aqua Park, Rideau Heights Community Centre and YMCA facilities.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Fit pass	Annual	\$378.00	\$504.00	\$633.00	\$1,092.00
Fit pass	One month	\$31.50	\$42.00	\$52.75	\$91.00

All Inclusive Racquet Sport Pass

Includes access to Artillery Park Aquatic Centre, Kingston East Community Centre, Rideau Heights Community Centre and the Kingston Racquet Centre for City of Kingston racquet sports programming (badminton, pickleball & tennis).

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Racquet sport pass	One month	\$27.00	\$39.75	\$46.75	n/a
Racquet sport pass	Six months	\$154.50	\$226.50	\$267.75	n/a

Culligan Water Park

Drop In Pass: No fee for Municipal Fee Assistance Program (MFAP) users.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “taxes included”. Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Season pass	Person	\$143.25	\$143.25	\$143.25	\$285.25
Drop in pass - taxes included	Person	\$3.85	\$3.85	\$3.85	\$3.85
12 visit pass – taxes included	Person	\$45.00	\$45.00	\$45.00	n/a
Camp visit – group of 10 or more	Child	\$2.60	n/a	n/a	n/a

Other Fees

Toonie Swim, Skate or Gymnasium: No fee for Municipal Fee Assistance Program (MFAP) users.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “taxes included”. Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Fee
Toonie swim, skate or gymnasium – taxes included	Person	\$2.00
Camp swim rate - HST exempt	Child	\$2.60
Shower - taxes included	Visit	\$3.85
Membership card replacement - taxes included	Each	\$7.75
Membership hold fee – minimum of 30 days	Each	\$18.60
Lifeguards	Person	\$26.75
Instructors	Person	\$26.80
Report cards and badges	Person	\$3.90

Events and Programs

Public Skating: No fee for Municipal Fee Assistance Program (MFAP) users.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “taxes included” or HST exempt. Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Fee
Fitness - 1 day per week	Person	\$9.10
Fitness - 2 days per week per class	Person	\$6.95
Fitness - specialty	Person	\$9.55
Public skating - taxes included	Adult	\$5.25
Public skating - taxes included	Senior	\$4.00
Public skating - taxes included	Youth	\$4.00
Public skating - HST exempt	Child	\$3.00
Public skating - family - taxes included	Each	\$3.25
Public skating - 12 visits for 11 - taxes included	Adult	\$56.75
Public skating - 12 visits for 11 - taxes included	Senior	\$45.25
Public skating - 12 visits for 11 - taxes included	Youth	\$45.25
Public skating - 12 visits for 11 - HST exempt	Child	\$34.00
Shinny hockey - taxes included	Adult	\$10.00
Shinny hockey - 12 Visits for 11 - taxes included	Adult	\$110.00
Shinny hockey – youth – HST exempt	Youth	\$8.50

Artillery Park Programs

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates "HST exempt". Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Fee
Swim lessons, Rookie, Ranger, Star - HST exempt	Youth	\$110.00
Swim lessons, level 5-7, Fitness Swimmer - HST exempt	Youth	\$96.00
Swim lessons, level 1 - 4 - HST exempt	Youth	\$86.50
Swim lessons, preschool - HST exempt	3 - 5 years of age	\$86.50
Swim lessons	Adult	\$96.00
Swim lessons, private	Person	\$234.00
Swim lessons, private - maximum of 2 lessons	Person	\$179.00
Swim lessons, parent with tot - HST exempt	Parent with tot/child under 5 years of age	\$82.00
Low ratio swim lessons, preschool - HST exempt	3 to 5 years of age	\$122.00
Low ratio swim lessons, level 1 - 4 - HST exempt	Person	\$122.00
Low ratio swim lessons, level 5 - 8 - HST exempt	Person	\$133.00
Low ratio swim lessons, level 9 - 10 - HST exempt	Person	\$139.00
Swim to survive - 3 classes - HST exempt	Person	\$42.25
Bronze star - HST exempt	Person	\$126.00
Bronze medallion - plus emergency first aid	Person	\$209.00
Bronze cross/SFA	Person	\$215.00

Fee Description	Unit	Fee
National lifeguard service	Person	\$359.00
National lifeguard service recertification	Person	\$102.00
Standard first aid - HST exempt	Person	\$135.00
Standard first aid recertification - HST exempt	Person	\$105.00
Lifesaving society - swim/lifesaving instructor	Person	\$309.00
Lifesaving society - lifesaving instructor	Person	\$206.00
Lifesaving society - swim Instructor	Person	\$206.00

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Schedule E

Facility Rentals

2024 User Fees and Charges

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Schedule E: Facility Rentals

Other Fees

Additional costs may be applied to any and all rentals and will be on a charge back basis.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Arena floor, no ice - activity rental	Hourly	\$83.54
Arena floor, no ice - show or booth	Hourly	\$148.67
Arena floor, no ice - full day event (Sports Tourism)	Full day	\$668.45
Parking lot	Daily	\$151.95
Vending - 10' by 10' booth	Hourly	\$67.17
Bar - licensed event	Hourly	\$121.40 HST exempt
Additional staffing charge - (three hour minimum)	Hourly	\$43.16
Ticketed event surcharge	Per ticket	\$1.60
Microphones – refundable deposit fee	-	\$51.50

Rideaucrest

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Boardroom	Hourly	\$41.59
Multi-purpose servery	Hourly	\$41.59
Courtyard use	Hourly	\$41.59
Conference room B	Hourly	\$47.88
Conference room C	Hourly	\$47.88
Conference room BC	Hourly	\$54.96

Portsmouth Olympic Harbour (seasonal use only)

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Lobby lounge/area	Hourly	\$41.64
Front lounge	Hourly	\$47.88
Press lounge	Hourly	\$54.91
The sailroom (additional permits required)	Hourly	\$123.45

Artillery Park Aquatic Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Meeting room A - boardroom	Hourly	\$41.59
Meeting room B - poolside room	Hourly	\$47.88
Meeting room C - multi-purpose room	Hourly	\$54.91
Gymnasium	Hourly	\$63.23
Pool - leisure	Hourly	\$68.36
Pool - tank (Vicki Keith Pool)	Hourly	\$78.54
Pool - leisure & tank (Vicki Keith Pool)	Hourly	\$119.42

Culligan Water Park

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Entire facility (slide, lazy river, diving board & tank)	Hourly	\$197.88
Pool - tank	Hourly	\$78.54

Rideau Heights Community Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Hoteling office	Hourly	\$17.88
Sound room	Hourly	\$23.89
Kitchen	Hourly	\$29.87
Pod (one)	Hourly	\$41.59
Pod (two)	Hourly	\$47.88
Pod (three)	Hourly	\$54.91
Multi-purpose room	Hourly	\$47.88
Large hall	Hourly	\$54.91
Half gymnasium	Hourly	\$54.96
Gymnasium	Hourly	\$63.23
Parking lot (restrictions apply)	Hourly	\$18.85
Front lawn (restrictions apply)	Hourly	\$18.85

INVISTA Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Fitness studio (does not include access to fitness equipment)	Hourly	\$47.88
Meeting room A	Hourly	\$47.88
Meeting room B	Hourly	\$47.88
Meeting room AB	Hourly	\$54.91
Meeting room C	Hourly	\$54.91
Parking lot (restrictions apply)	Per 3 stalls (daily)	\$18.85
Front lawn (restrictions apply)	Hourly	\$18.85

Kingston East Community Centre

Reduced rates for room rentals at Kingston East Community Centre offered to community partners with significant hours of weekly block bookings.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Meeting room 1	Hourly	\$47.88
Meeting room 2	Hourly	\$47.88
Meeting room 3	Hourly	\$47.88
Meeting room 2 & 3	Hourly	\$54.91
Meeting room 4	Hourly	\$47.83
Half gymnasium (A or B)	Hourly	\$54.96
Full gymnasium (A and B)	Hourly	\$63.23
Kitchen	Hourly	\$29.87
Hotelling office	Hourly	\$17.88
Front lawn (restrictions apply)	Hourly	\$18.85
Parking lot (restrictions apply)	Per 3 stalls (daily)	\$18.85
Bleachers	Hourly	\$14.69

Kingston Memorial Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Barn	Hourly	\$41.59
Rotunda	Hourly	\$47.88
Special event - minimum eight-hour booking	Hourly	\$343.98

Cataraqui Community Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Conference room	Hourly	\$47.88
Cloverdale and Sunnyside Halls	Hourly	\$54.91

Centre 70

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Reddendale Hall	Hourly	\$54.91

Leon’s Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Concourse Wall of Fame space	Hourly	\$54.91
Meeting room	Hourly	\$47.88
Boardroom	Hourly	\$41.59

Mobile Stage

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Mobile stage (based on availability) - SL100	Daily	\$7,395.00
Stage monitoring (beyond the eight-hour day included in daily fee)	Hourly	\$80.00
Mobile stage - SL75	Daily	\$1,555.00
Deck extension or sound wing deck	Hourly	\$142.52

Movie Screen and Projector

Set up, take down, and monitoring costs are not included in this rental and will be applied on a charge back basis.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Screen, sound, projector – 3.5 hour minimum	Hourly	\$240.00

City Hall

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Damage deposit is not taxable.

Fee Description	Unit	Fee
Heritage Resource Centre	Hourly	\$41.59
Councillors' Lounge	Hourly	\$41.59
Stationview Room	Hourly	\$41.59
Council Chambers	Hourly	\$47.88
Memorial Hall	Hourly	\$54.91
Shoal Tower Room	Hourly	\$13.89
Custodian fee - regular hours	Hourly	\$37.79
Custodian fee - weekday after hours	Hourly	\$56.64
Custodian fee - Saturday - four hour minimum	Hourly	\$56.81
Custodian fee - Sunday - four hour minimum	Hourly	\$75.58
Security guard fee - Saturday - four hour minimum	Hourly	\$54.07
Security guard fee - Sunday - four hour minimum	Hourly	\$72.08
Damage deposit - room rentals (refundable deposit fee)	-	\$515.00

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Schedule F

Rideaucrest Catering & Coffee Shop

2024 User Fees and Charges

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Schedule F: Rideaucrest Catering & Coffee Shop

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Beverages

Fee Description	Unit	Fee
Coffee - cup - includes cream/milk and sugar	Each	\$1.77
Coffee - small pot - serves 8 - includes cream/milk and sugar	Each	\$5.31
Percolator/ urn (serves 30-40) - includes cream/milk and sugar	Each	\$17.70
Tea bag - includes cream/milk and sugar	Each	\$1.77
Hot Chocolate	Package	\$1.77
Pop	355 millilitres	\$1.15
Juice – apple/ orange	2 litre pitcher	\$10.62
Chocolate milk	473 milliliters	\$2.26
Milk	237 milliliters	\$0.97
Milk	473 milliliters	\$1.95

Bakeshop

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Muffin	Each	\$1.55
Packaged cookies	Each	\$1.24
Gourmet baked cookies	Tray of 20	\$10.62
Squares - tea cut	Each	\$1.42
Chocolate bar	Each	\$1.81
Chips	40g Bag	\$1.15

Buffet Trays

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Salad, small - serves 5 people	Each	\$14.60
Salad, medium - serves 10 people	Each	\$24.34
Salad, large - serves 15 people	Each	\$29.20
Vegetables and dip - serves 10 people	Each	\$27.35
Cheese, fruit and crackers - serves 10 people	Each	\$36.46
Fruit tray - serves 10 people	Each	\$31.90
Tea cut sandwich	Each	\$1.81
Gourmet sandwich	Each	\$3.81

Other Fees

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Lunch service - hot meal, beverage, and dessert	Each	\$11.95
Plate, large (9")	Each	\$0.13
Plate, small (6")	Each	\$0.09
Knife	Each	\$0.04
Fork	Each	\$0.04
Spoon	Each	\$0.04
Styrofoam cup	Each	\$0.04
Napkin	Each	\$0.04
Straw	Each	\$0.04
Guest meal	Each	\$11.95
Special event meal	Each	\$17.70
Soup	Each	\$1.77
Labour surcharge	% of goods ordered	35%
Labour surcharge – full day event	Hourly	\$41.02
Coffee shop gift items	Each	Cost plus 30%

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Schedule G

Arenas

2024 User Fees and Charges

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Schedule G: Arenas

Some charges may be tax exempt (i.e., supervised programs for children 14 years of age and under).

Refer to Ice Allocation Policy for designated rate timings and for room rentals for tournaments.

Last minute ice opens Monday of respective week.

Ice Rental

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
School Board ice - Monday to Friday (9:00 a.m. to 4:30 p.m.)	Hourly	\$70.05
Morning ice - 6:00 a.m. to 8:00 a.m. or 6:30 a.m. to 8:30 a.m.	Hourly	\$141.40
Non-prime time - youth and adult	Hourly	\$186.95
Prime time - youth	Hourly	\$239.05
Prime time - tournament rate - September to March - 16 hour minimum at the designated tournament center	Hourly	\$239.05
Prime time – adult	Hourly	\$310.20
Non-prime time - last minute ice - INVISTA only Monday to Friday, 8:30 am to 4:30 pm	Hourly	\$141.40
Skate patrol	Hourly	\$18.77

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Schedule H

Parks

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Schedule H: Parks

Park Rentals

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Picture taking	Hourly	\$18.81
Rental for 1 - 99 attendees	Hourly	\$18.81
Rental for 100 - 249 attendees	Hourly	\$35.13
Rental for 250 - 499 attendees	Hourly	\$52.96
Rental for 500 - 999 attendees	Hourly	\$66.24
Rental for 1,000 - 2,499 attendees	Hourly	\$82.74
Rental for 2,500 + attendees	Hourly	\$124.12

Special Events

- As defined in Special Events Policy.
- Half day rental is a maximum of 5 hours.
- Full day rental is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Special event park rental	Half day	\$428.94
Special event park rental	Full day	\$612.83
Large scale event park rental	Half day	\$596.11
Large scale event park rental	Full day	\$835.66
Mega event park rental	Half day	\$763.23
Mega event park rental	Full day	\$1,058.54
Set-up/tear Down	Daily	\$278.54
Commercial surcharge on all rates	Hourly	20%

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Schedule I

Sports Fields

2024 User Fees and Charges

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 Baseball and Softball Diamonds – Adult 1

 Rectangular Fields (Cricket, Frisbee, and Lacrosse) – Youth 2

 Rectangular Fields (Cricket, Frisbee, and Lacrosse) – Adult 2

 Miscellaneous 3

 BMX Track 3

Schedule I: Sports Fields

Baseball and Softball Diamonds – Youth

Half day is a maximum of 5 hours.

Full day is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Major	Hourly	\$14.29
Minor	Hourly	\$9.07
Tournament	Half day	\$62.08
Tournament	Full day	\$124.12

Baseball and Softball Diamonds – Adult

Half day is a maximum of 5 hours.

Full day is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Major	Hourly	\$26.46
Minor	Hourly	\$21.06
Tournament	Half day	\$115.04
Tournament	Full day	\$230.09

Rectangular Fields (Soccer, Cricket, Frisbee, and Lacrosse) – Youth

Half day is a maximum of 5 hours.

Full day is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Major	Hourly	\$16.02
Minor	Hourly	\$10.49
Tournament	Half day	\$69.51
Tournament	Full day	\$139.07

Rectangular Fields (Soccer, Cricket, Frisbee, and Lacrosse) – Adult

Half day is a maximum of 5 hours.

Full day is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Major	Hourly	\$26.77
Tournament	Half day	\$116.33
Tournament	Full day	\$232.70

Miscellaneous

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Security deposit - Seasonal Users Partner Groups	Seasonal	\$2,110.18
Light Fee - Sport Fields	Hourly	\$20.62

BMX Track

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Rental - Adult	Hourly	\$24.96
Rental - Youth	Hourly	\$10.35

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Schedule J

Artificial Fields

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Schedule J: Artificial Fields

Definitions:

Operational dates are weather permitting.

Prime time: May 15th - October 15th.

Non-Prime time: April 1st - May 14th and October 16th - November 1st

Specialty Sports Camps are non-profit/ operated partner groups.

Special Event is defined as a community or school event.

Commercial/ Profit is for a profit sport, camp, or other event.

CaraCo Home Field and John Machin Field

Prime time – Youth

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of payment.

Fee Description	Unit	Fee
Entire Facility	Hourly	\$112.35
Track or Field	Hourly	\$89.87
High Jump or Pole Vault	Hourly	\$42.17
Long Jump, Shot Put, Discus, Javelin, Hammer	Hourly	\$28.14

Prime time – Adult

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of payment.

Fee Description	Unit	Fee
Entire Facility	Hourly	\$149.87
Track or Field	Hourly	\$119.87
High Jump or Pole Vault	Hourly	\$56.19
Long Jump, Shot Put, Discus, Javelin, Hammer	Hourly	\$37.48

Non-Prime Time - Youth and Adult

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of payment.

Fee Description	Unit	Fee
Entire Facility	Hourly	\$89.87
Track or Field	Hourly	\$71.95
High Jump or Pole Vault	Hourly	\$26.99
Long Jump, Shot Put, Discus, Javelin, Hammer (Clubs Only)	Hourly	\$18.01

Other Fees – Youth and Adult

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of payment.

Fee Description	Unit	Fee
Lights	Hourly	\$37.57
Specialty Sports Camps	Hourly	\$89.87
Special Events	Hourly	\$89.87
Commercial/Profit Surcharge	Hourly	20%

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Schedule K

Marinas

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Schedule K: Marinas

Seasonal

Seasonal Memberships paid in full between October 1st and December 31st for the following year will lock in the current year's rate.

Sea-doo's can be parked behind vessel in slip or at sea-doo dock by arrangement.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Seasonal mooring	Per foot	\$89.40	\$84.00
Add power	15 Amp	\$306.37	\$306.37
Add power	30 Amp	\$533.72	\$533.72
Add power	50 Amp	\$780.27	\$780.27
Pump out	Per service	n/a	\$217.30
Sea-doo seasonal	Flat fee	\$557.12	\$501.42

Monthly

Monthly rates are based on a calendar month or 30 days.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
May, June, September, and October	Per foot	\$31.73	\$26.37
July and August	Per foot	\$36.77	\$30.49
Add power	15 Amp	\$84.38	\$84.38
Add power	30 Amp	\$151.11	\$151.11
Add power	50 Amp	\$229.07	\$229.07

Weekly

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
May, June, September, and October	Per foot	\$10.58	\$8.81
July and August	Per foot	\$12.26	\$10.18
Add power	15 Amp	\$21.11	\$21.11
Add power	30 Amp	\$37.74	\$37.74
Add power	50 Amp	\$57.35	\$57.35

Daily

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Unserviced wall or dock - May, June, September, and October	Per foot	\$1.91	\$1.91
Unserviced wall or dock - July and August	Per foot	\$2.10	\$2.10
Serviced wall or dock - May, June, September, and October	Per foot	\$2.10	\$2.10
Serviced wall or dock - July and August	Per foot	\$2.42	\$2.42
Add power	15 Amp	\$3.87	\$3.87
Add power	30 Amp	\$10.75	\$10.75
Add power	50 Amp	\$15.35	\$15.35

Hourly

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Day docks	Hourly – \$15.00 maximum daily	\$2.06	n/a

Storage

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Winter storage	Per foot	n/a	\$34.51
Summer storage	Per foot	n/a	\$47.57
Mast storage	Per foot	n/a	\$2.45
Cradle storage - collapsible	Each	n/a	\$151.55
Cradle storage - non-collapsible	Each	n/a	\$227.35

Other Fees

Additional costs may be applied to any and all services and will be on a charge back basis.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Ice	Per bag	\$3.76	\$3.76
Pump out	Per service	n/a	\$25.18
Haul out - 30' and under	Per foot	n/a	\$13.45
Haul out - 31' and over	Per foot	n/a	\$15.18
Launching - 30' and under	Per foot	n/a	\$13.45
Launching - 31' and over	Per foot	n/a	\$15.18
Stands - 24" and smaller	Each	n/a	\$44.38
Stands - 25" and larger	Each	n/a	\$90.44
Commercial crafts - surcharge	Per craft	20%	20%
Administration fee - cancelled booking	Per service	\$36.59	\$36.59
Site crane - manual chain	Per service	n/a	\$48.50
Trailer or boat relocation on site	Per service	n/a	\$100.44
Dock step rental	Per rental	\$66.95	\$66.95
Dock box platform rental	Per rental	\$82.12	\$82.12
Unstep mast with mobile crane	Each	n/a	\$329.78
Unstep mast - additional mast with crane	Each	n/a	\$164.87

Launch Ramp

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Launch ramp	One time	n/a	\$19.47
Launch ramp	Five times	n/a	\$68.14
Launch ramp	Ten times	n/a	\$136.33
Parking - car and trailer	Daily	n/a	\$10.13
Parking - car and trailer	Weekly	n/a	\$49.25
Parking - car and trailer	Monthly	n/a	\$147.70
Seasonal - boat launch	Unlimited	n/a	\$164.12

Regatta Clinic

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Dry sail	Nightly	n/a	\$3.88
Wet berth	Nightly	\$10.04	\$9.96

Crawford Wharf

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Cruise ships - tendering	Daily	\$390.00

Overnight Mooring

Preferred rate: Applies to vessels staying more than 15 nights.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Preferred rate	Per foot	\$2.19
Regular rate	Per foot	\$2.45

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Schedule L

Airport

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Schedule L: Airport

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.

Landing of Aircraft in Excess of 2,270 kilograms (5,000 lbs.)

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Minimum for jet and turbine aircraft	Each plane	\$27.17	\$38.01
Minimum for commercial rotary wing	Each plane	\$15.22	\$22.70
Jet aircraft not more than 21,000 kilograms	Per 1,000 kilograms or fraction	\$8.27	\$11.55
Jet aircraft 21,000 to 45,000 kilograms	Per 1,000 kilograms or fraction	\$10.75	\$15.04
Jet aircraft more than 45,000 kilograms	Per 1,000 kilograms or fraction	\$12.52	\$17.52
Turbo/piston powered aircraft not more than 21,000 kilograms	Per 1,000 kilograms or fraction	\$7.52	\$10.31
Turbo/piston powered aircraft 21,000 to 45,000 kilograms	Per 1,000 kilograms or fraction	\$9.16	\$12.74
Turbo/piston powered aircraft More than 45,000 kilograms	Per 1,000 kilograms or fraction	\$10.93	\$15.27

Air Terminal Facility - Incoming Flight

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Scheduled passenger aircraft	1 - 9 seats	\$18.67	\$42.96
Scheduled passenger aircraft	10 - 15 seats	\$36.95	\$56.50
Scheduled passenger aircraft	16 - 19 seats	\$52.61	\$121.77
Scheduled passenger aircraft	20 - 25 seats	\$72.04	\$204.25
Scheduled passenger aircraft	26 - 45 seats	\$118.05	\$253.41
Scheduled passenger aircraft	46 - 60 seats	\$168.58	\$356.64
Scheduled passenger aircraft	61 - 89 seats	\$269.38	\$570.84
Scheduled passenger aircraft	90 - 125 seats	\$371.37	\$784.91
Scheduled passenger aircraft	Over 125 seats	\$438.89	\$927.57

Passenger Facility

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Passenger Facility	Departing passenger	\$20.00	\$20.00

Aircraft Ground Power

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Aircraft ground power and heating/start	Each	\$9.56	\$9.56

Surcharges

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Avgas fuel surcharge	Litre	\$0.05	\$0.05
Turbine fuel surcharge	Litre	\$0.05	\$0.05
Flying surcharge	Revenue hour	\$1.77	\$1.77

Hangar Storage

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Daily Fee	Monthly Fee
Aircraft storage	Storage unit	\$66.95	\$381.24
Airside or apron storage	Square metre	n/a	\$47.57

Aircraft Parking

Parking fees will apply for any six-hour period, per calendar day.

Double billing for overnight (two calendar days) will not apply if the aircraft departs prior to 0900 hours.

For aircraft requiring tie-downs for more than seven days and up to one-month, monthly rate will apply.

Daily

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Aircraft	Less than 2,000 kilograms	\$14.91
Aircraft	2,000 to 4,999 kilograms	\$14.91
Aircraft	5,000 to 9,999 kilograms	\$26.42
Aircraft	10,000 to 29,999 kilograms	\$48.89
Aircraft	30,000 to 59,999 kilograms	\$75.80
Aircraft	60,000 kilograms or more	\$114.34

Monthly

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Aircraft	Less than 2,000 kilograms	\$113.41
Aircraft	2,000 to 4,999 kilograms	\$113.41
Aircraft	5,000 to 9,999 kilograms	\$524.96
Aircraft	10,000 to 29,999 kilograms	\$997.48
Aircraft	30,000 to 59,999 kilograms	\$1,574.91
Aircraft	60,000 kilograms or more	\$2,309.87

Annual Aircraft Parking

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Aircraft	Less than 2,000 kilograms	\$735.00
Aircraft	2,000 to 5,000 kilograms	\$859.16

Land Lease - Annual

All sites under 1,000-metre square (m²) should have a minimum rent of \$500.00.

Land lease fees are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Sites under 200-metre square	Metre square	To be negotiated
Sites between 200-metre square and 1,000-metre square	Metre square	To be negotiated
Sites between 1,000-metre square and 10,000-metre square	Metre square	To be negotiated
Sites over 10,000-metre square	Metre square	To be negotiated

Air Terminal Building - Yearly

Inside Tenants - Exclusive Use Area:

- All costs for materials and installation to be paid for by the tenant.
- All modifications and advertising to be subject to the airport manager's or designates approval.

Outside Tenants - Exclusive Use Area:

- All costs for materials and installation to be paid for by the client.
- All modifications and advertising to be subject to the airport manager's or designates approval.
- All fixed materials to become the property of the airport unless otherwise negotiated.

Air terminal building fees are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Counter space	Metre square	To be negotiated
Queuing area	Metre square	To be negotiated
Baggage area	Metre square	To be negotiated
Office, storage, and washroom areas	Metre square	To be negotiated
Ramp storage area - subject to a license fee	Metre square	To be negotiated
Public address system - subject to a license fee	Annual usage	To be negotiated
If power is required	Per use	To be negotiated

Motor Vehicle Parking

All motor vehicle parking fees listed in the table below include applicable taxes.

Fee Description	Unit	Fee
Short term parking space	2 hours maximum	\$2.35
Parking space	Daily	\$9.38
Parking space	7 days	\$46.95
Parking space	14 days	\$91.59
Parking space	21 days	\$136.15
Long term parking space	35 days	\$147.96

Property Maintenance

Fee to remove natural growth (i.e., trees) that violates the Federal Airport Zoning Regulations. Actual costs and disbursements incurred by the City.

Property maintenance fees are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Natural growth trimming and/or removal	Vary by service	Actual costs and disbursements

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Schedule M

Planning

2024 User Fees and Charges

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Schedule M: Planning

Planning Notes

- 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.
- The term "Minor Site Plan Control Application" shall include applications regarding one-unit or two-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.
- 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; or
 - (vii) an application for validation of title.
- 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.
- 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.
- Legal Fees will be invoiced at the time documentation is executed.
- Peer Review - Fee to be paid by the applicant prior to staff authorizing the consultant to commence work.

- 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 Canadian Mortgage and Housing Corporation (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.

Public Meeting Notice (PMN)

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Concurrent applications PMN	Application	\$409.80
Notice to cancel public meeting	Notice	\$495.75
Remailing of PMN	Remailing	\$495.75
Public Notice (PN)	Notice	\$269.20
Public Notice - Committee of Adjustment	Notice	\$161.60

Official Plan (OP) Amendment

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Official Plan (OP) Amendment	Amendment	\$8,165.35
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Amendment	\$14,117.95
Letter of Compliance	Amendment	\$123.00

Zoning By-Law Amendment

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Minor application (plus PN or PMN)	Application	\$4,023.55
Basic fee (plus PN or PMN)	Request	\$8,165.35
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Application	\$13,331.65
Application submitted concurrently with an Official Plan (OP) Amendment (plus PN or PMN)	Application	\$4,023.55
Removal of 'H' Holding Symbol - basic fee	Request	\$2,485.25
New complete application after application is withdrawn	Application	\$1,030.00

Temporary Use By-Law

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Basic fee (plus PN or PMN)	Request	\$8,165.35
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Application	\$12,568.25
Applications to extend approval (plus PN or PMN)	Application	\$2,367.00

Plan of Subdivision

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Removal of part lot control - basic fee	Part lot	\$3,668.55
Draft approval - less than 50 units (plus PN or PMN)	Approval	\$6,283.80
Plus per unit or lot	Unit or lot	\$135.60
Draft approval - 50 units or more (plus PN or PMN)	Approval	\$11,007.05
Plus per unit or lot	Unit or lot	\$151.30
Request to amend conditions of draft approval	Request	\$2,120.25
Subdivision agreement	Agreement	\$14,057.95
Request to amend subdivision agreement	Request	\$2,367.00
Request for pre-servicing agreement	Request	\$2,367.00
Request for model home agreement	Request	\$710.15
Letter of Compliance	Agreement	\$123.00

Plan of Condominium

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Draft approval - less than 50 units (plus PN or PMN)	Part lot	\$4,686.65
Plus per unit	Approval	\$92.70
Draft approval - 50 units or more (plus PN or PMN)	Unit or lot	\$6,283.30
Plus per unit	Approval	\$118.25
Request to amend conditions of draft approval	Unit or lot	\$2,367.00
Final plan and condominium agreement	Each	\$4,686.65
Request to amend condominium agreement	Agreement	\$2,367.00
Request to amend condominium description and/or declaration	Request	\$551.80
Letter of Compliance	Agreement	\$123.00

Site Plan Control

Minor Site Plan Control Application: One- and two-family dwellings, group homes, and applications with less than 300 square metres of floor area that result from an approval of a rezoning request.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Minor Site Plan Control Application	Application	\$1,125.05
Modification to Minor Application	Modification	\$461.95

Site Plan Control - Multi-Residential

All pre-application fees that are paid for the same proposal on the same property above \$1,000.00 will be subtracted from the site plan control fee.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Residential Development	11 - 50 units	\$4,378.55
Plus per unit	Unit	\$118.25
Residential Development	Over 50 units	\$4,970.40
Plus per unit	Unit	\$129.80

Site Plan Control – Other

All pre-application fees that are paid for the same proposal on the same property above \$1,000.00 will be subtracted from the site plan control fee.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
All other development (less than 3,000 square metres of floor area)	Less than 3,000 square metres of floor area	\$4,378.55
Plus per 100 square metres of gross floor area	Floor area	\$135.60
All other development (in excess of 3,000 square metres of floor area)	In excess of 3,000 square metres of floor area	\$4,970.40
Plus per 100 square metres of gross floor area	Floor area	\$142.85
Modification to plans, conditions, or agreements (amending agreement required)	Modification	\$2,318.55
Modification to plans, conditions, or agreements (no amending agreement required)	Modification	\$828.65
Letter of Compliance (per agreement)	Agreement	\$123.00
Above ground utilities infrastructure containing less than 300 metres squared floor area (plus PN)	Less than 300 meters square	\$2,248.75
Request for security reduction/release	Request	\$579.65

Radiocommunication Facilities

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Review of radiocommunication facilities (plus third-party review fees charged by CRINS-SINRC)	Review	\$2,248.75

Committee of Adjustment – Consents

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Technical consent (plus PN)	Each	\$2,224.35
Consent filed concurrently with a minor variance (plus PN)	Each	\$1,184.00
All other consents (plus PN)	Each	\$2,898.15
Resubmission of application within three months of lapsing	Each	\$1,361.60
Change conditions of consent - plus recirculation fee	Each	\$674.40

Committee of Adjustment – Minor Variances

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

- (i) Urban Residential - Accessory Uses
(e.g., 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
(e.g., 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.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
All other minor variances (plus PN) - Category 1	Each	\$2,367.00
Minor variances (plus PN) - Category 2	Each	\$471.00

Committee of Adjustment – Other

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Notice to cancel public hearing	Each	\$486.30
Recirculation of public hearing notice	Each	\$486.30
Letter of Compliance	Each	\$123.00
Legal non-compliance letter	Each	\$530.45

Community Improvement Plans

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
New area or project plan - basic fee (plus PN or PMN)	Each	\$14,117.95
Community Improvement Plan amendment	Each	\$8,165.35

Deeming By-Law

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Deeming by-law - basic fee	Each	\$2,342.60

Cash In Lieu of Parking

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Cash in lieu of parking - basic fee	Each	\$123.00

Civic Addressing and Road Naming

Change of Assigned Road Name: Does not include administration fees and road signage preparation and installation fees as determined by Public Works.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Civic address change	Each	\$449.25
Change of assigned road name	Each	\$3,376.55

Miscellaneous Fees

Site Alternation Permit - Renewal: Renewal fee valid only if a Site Alteration Permit is renewed 30 days before the original expiry date.

All fees listed in the table below are HST (Harmonized Sales Tax) exempt unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Administration fee	Permit	\$473.55
Photocopies or printing of documents - black and white	Page	\$0.31 plus HST
Photocopies or printing of documents - colour	Page	\$1.28 plus HST
Information search	Hourly	\$89.85

Tree Permit (removal/cutting)

Fee includes Administrative Fee and three hours of staff review/inspection.

The waiving of fees does not apply to tree permits.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Tree Permit	1 - 5 trees	\$113.00
Tree Permit	6 - 15 trees	\$226.10
Tree Permit	More than 15 trees	\$451.85

Tree Permit Renewal

Valid only if a tree permit is renewed 30 days before original expiry date.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Tree Permit renewal	1 - 5 trees	\$37.40
Tree Permit renewal	6 - 15 trees	\$75.35
Tree Permit renewal	More than 15 trees	\$150.45

Pre-Application Fee

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Standard pre-application - minor	Each	\$424.35
Standard pre-application - major	Each	\$1,030.00
Zoning By-Law Amendment Pre-Application - initial application	Application	\$2,060.00
Zoning By-Law Amendment Pre-Application - revised technical circulation	Modification	\$1,030.00
Site Plan Control Pre-Application - initial application	Application	\$2,060.00
Site Plan Control Pre-Application - revised technical circulation	Modification	\$1,030.00

Site Alteration Permit

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Site alteration permit	Permit	\$463.45
Site alteration permit - renewal	Permit	\$230.97

Urban Design Review

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Urban Design Review - minor	Each submission	\$1,000.00
Urban Design Review	Each submission	\$3,000.00

Development Application Review – Development Engineering

Additional hourly rates may apply in addition to those noted below.

Plan of Subdivision: Final fees are calculated in accordance with the Subdivision Agreement.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Committee of Adjustment review	Each submission	\$429.90
Official Plan Amendment review	Each submission	\$429.90
Zoning By-Law Amendment review	Each	\$429.90
Site Plan Control review - minor application - including modifications	Each	\$129.90
Site Plan Control review - major application - including modifications	Each	\$1,383.80
Plan of Subdivision - construction cost of less than \$300,000	Deposit	\$5,000.00
Plan of Subdivision - construction cost of more than \$300,000	Deposit	\$10,000.00
Resubmitted Lot Grading Certificate - previously rejected	Each	\$218.05
Resubmitted Plot Plan - previously rejected	Each	\$429.90
Design revision of subdivisions, including part lot lift	Each	\$1,083.80

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Schedule N

Engineering and Transportation

2024 User Fees and Charges

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Schedule N: Engineering and Transportation

Stormwater Management

Consolidated Linear Infrastructure - Environmental Compliance Approvals

Fees listed in the table below do not include applicable taxes and are HST (Harmonized Sales Tax) exempt.

Name Description	Unit	Fee
Storm sewers - includes standard system components (e.g., ditches, swales, inlets, structures, outlets)	Submission	\$1,545.00
Manufactured treatment device only (e.g., oil-grit separator unit, filter unit)	Each	\$1,030.00
Stormwater Management Facility (e.g., wet pond, engineered system with treatment) or Low Impact Development Filtration Facility (e.g., bioretention facility)	Facility	\$5,150.00
Stormwater Storage Facility (e.g., engineered system without treatment) or Low Impact Development Retention Facility (e.g., infiltration, evapotranspiration)	Facility	\$1,030.00

Dewatering Permit

Application - Initial Inspection and Final Inspection: Fee includes five hours of staff time. Additional hours will be charged at the rate noted below for Professional Engineer or Technologist.

Reinspection: Fee is based on 1.5 hours of staff time.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Application - initial inspection and final inspection	Five hours of staff time	\$616.42
Reinspection	Visit	\$184.91
Dewatering	Daily	\$56.28

Renewable Energy Projects – Completion of Municipal Consultation Form

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Projects 10 kilowatts and less	Each	\$213.85
Projects greater than 10 kilowatts and less than one megawatt	Each	\$1,124.91
Projects one megawatt and greater	Each	\$4,970.22
Plus per one megawatt	Each	\$142.65

Right-of-Way Permits

Fees listed in the table below are HST (Harmonized Sales Tax) exempt, unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Municipal Utility Consent	Each	\$553.70
Cut Permit	Each	\$415.25
Entrance Permit – permanent	Each	\$246.55 plus HST
Entrance Permit for construction – temporary	Each	\$165.35
Road Closure for construction – temporary	Each	\$369.85
Right-of-Way closure for event or neighbourhood program (single or recurring) – temporary	Each	\$123.30

Encroachment on City Right-of-Way

Inadvertent Encroachment

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Application	Each	\$287.96
Taxes of subject property	Annual	\$46.24

Temporary Encroachment

Fees listed in the table below are HST (Harmonized Sales Tax) exempt, unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Application	Each	\$287.96 plus HST
Occupancy fee for period up to 4 weeks	Daily plus any associated parking fees	\$23.10
Occupancy fee for period 29 days to 12 weeks	Daily plus any associated parking fees	\$32.34
Occupancy fee for period 85 days to 26 weeks	Daily plus any associated parking fees	\$35.57
Occupancy fee for period after 26 weeks	Daily plus any associated parking fees	\$37.35
Hoarding, covered ways, and scaffolding	Daily per 6-metre segment	\$18.45
Dumpster	Daily	\$18.45
Mobile crane	Daily	\$148.30
Other objects or equipment	Daily	\$148.30

Signage and Banners

Fees listed in the table below are HST (Harmonized Sales Tax) exempt, unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Variable message board rental - event	Up to two boards per event	\$412.00
Variable message board rental	Daily	\$257.50
Variable message board rental	Weekly	\$721.00
Variable message board rental	Monthly	\$2,060.00
Signage setup and removals	Hourly	Costs plus 20%
Right-of-Way closure and encroachment materials	Daily	Costs plus 20%
Street Banner (to City) Application	Each	\$148.32 plus HST
Street Banner - installation fee paid to Utilities Kingston	Each	\$704.87 plus HST

Application For Use of City of Kingston Roadways - Moving of Excess Load Permits, Oversized Loads

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Escort	Each	\$99.16
Permit	Single trip	\$148.32
Permit	Annual	\$516.95

Patio Permit – Downtown Area

"Downtown area" is as defined by the Downtown and Harbour Area identified in [Schedule DH1: Special Policy Area of the City of Kingston's Official Plan](#).

Fees are "annual" unless otherwise specified.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Name Description	Unit	Fee
Application	One-time fee	\$300.00
Amendment to existing permit	Each	\$200.00
Table on non-fenced café style patio	Per table per year	\$51.50
Small scale public seating arrangement	One-time fee	\$123.60
Fenced patio	Base fee per year	\$500.00
Fenced patio (downtown) rate for first 10 square metres (m ²) of space	Square metres (m ²) per year	\$70.00
Fenced patio (downtown) rate for next 10 square metres (m ²) of space (up to 20 m ²)	Square metres (m ²) per year	\$80.00
Fenced patio (downtown) rate for next 10 square metres (m ²) of space (up to 30 m ²)	Square metres (m ²) per year	\$90.00
Fenced patio (downtown) rate for next 10 square metres (m ²) of space (up to 40 m ²)	Square metres (m ²) per year	\$100.00
Fenced patio (downtown) rate for next 10 square metres (m ²) of space (up to 50 m ²)	Square metres (m ²) per year	\$110.00
Fenced patio (downtown) rate for space in excess of 50 square metres (m ²)	Square metres (m ²) per year	\$120.00
Fenced patio (outside the Downtown Kingston Business Improvement Area)	Square metres (m ²) per year	\$50.00

Other Fees

Fees listed in the table below are HST (Harmonized Sales Tax) exempt, unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Professional Engineer Services	Hourly	\$207.04 plus HST
Engineering Technologist Services	Hourly	\$123.27 plus HST
Right-of-Way Damage Reinstatement	Each	Costs plus 20%
Non-Compliance Permit Work - in addition to applicable permit fees	Each	Costs plus 20%
Permit Extension	Each	\$123.27 plus HST
Reinspection	Per visit	\$184.91 plus HST
Active Permit Violation Investigation	Incident	\$184.90
Permit Contravention Investigation	Incident	\$493.10
Legal Compliance Letter and/or Request for Lot Grading Certificate information	Each	\$123.00
Drawing - printed	Each	\$18.27 plus HST
Municipal Addressing Blades	Per location	\$91.77 plus HST
Detailed traffic count – existing location	Per location	\$183.54 plus HST
Detailed traffic count – new location	Per location	\$678.85 plus HST
Traffic sign/post	Each	Cost of materials and labour through delegated authority of the Operations Manager or Public Works - plus HST

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Schedule O

Parking

2024 User Fees and Charges

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Schedule O: Parking

On Street Parking

Meters and Pay and Display

For zone information, reference City of Kingston [By-Law Number 2010-128](#), “A By-Law to Regulate Parking”.

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Schedule A-1: Zone 1	Hourly	\$2.00
Schedule A-1: Zone 2	Hourly	\$1.50
Schedule A-1: Zone 3	Hourly	\$1.50
Schedule A-1: Zone 4	Hourly	\$1.50
Schedule A-1: Zone 5	Hourly	\$2.00
Schedule A-1: Zone 6	Hourly	\$1.00
Schedule A-1: Zone 6	Daily maximum	\$5.00
Schedule A-1: Zone 7	Hourly	\$2.00
Schedule A-1: Zone 8	Hourly	\$2.00
Schedule A-1: Zone 9	Hourly	\$1.50
Schedule A-1: Zone 10	Hourly	\$2.00
Schedule A-2: Accessible Parking Meter Zones	Hourly	\$1.50
Schedule A-3: Tour Bus Parking Meter Zones	Hourly	\$2.00

Commuter On-Street Permits

For zone information, reference City of Kingston [By-Law Number 2010-128](#), “A By-Law to Regulate Parking”.

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Area A - all zones	Monthly	\$123.00
Area B - zones 1 and 2	Monthly	\$102.75
Area B - zone 3	Monthly	\$123.00
Area B - zones 4 and 6	Monthly	\$123.00
Area C - all zones	Monthly	\$102.75
Area F - all zones	Monthly	\$102.75

Residential On-Street Permits

Valid for on-street residential parking permit areas only.

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Residential contractor	Two weeks	\$28.00
Residential contractor	Monthly	\$55.75
Residential contractor	Four months	\$187.75
Residential contractor	Annually	\$542.75
Residential on-street parking	Monthly	\$25.00
Residential on-street parking - no driveway	Monthly	\$12.00
Residential on-street parking - accessible	Monthly	\$12.00
Residential visitor	Weekly	\$14.25

Parking Lots

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Angrove Lot	Hourly	\$1.50
Armstrong Memorial Lot	Hourly	\$1.50
Barrack Lot	Hourly	\$1.50
Crawford Wharf Lot	Flat Rate	\$12.25
Drury Lot	Hourly	\$1.50
Frontenac Lot	Hourly	\$1.50
Frontenac County Court House Lot	Hourly	\$2.00
Gorsline Lot	Hourly	\$1.50
Kingston Frontenac Public Library Lot	Hourly	\$1.50
Lower Robert Bruce Memorial Lot	Hourly	\$1.50
McKee Memorial Lot	Hourly	\$1.50
Ordnance Lot	Hourly	\$1.50
Pump House Lot (Steam Museum)	Hourly	\$1.50
Richardson Beach Lot (Macdonald/Memorial Park)	Hourly	\$2.00
Richardson Beach South Lot (Macdonald/Memorial Park)	Hourly	\$2.00
Springer Memorial Lot	Hourly	\$1.50
Upper Robert Bruce Memorial Lot	Hourly	\$1.50
Waterfront Lot - Kingston General Hospital (Macdonald/Memorial Park)	Hourly	\$2.00

Parking Lots - Other Rates

Ontario/Brock Lot - May 1st to November 30th

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Saturday between 07:00 to 16:59 hours	Half hour	\$1.50
Monday to Saturday between 07:00 to 16:59 hours	Daily maximum	\$15.00
Monday to Saturday between 17:00 to 06:59 hours	Flat rate	\$5.00
Sunday 07:00 hours to Monday 06:59 hours	Flat rate	\$5.00

Ontario/Brock Lot - December 1st to April 30th

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Saturday between 07:00 to 16:59 hours	Half hour	\$1.25
Monday to Saturday between 07:00 to 16:59 hours	Daily maximum	\$10.00
Monday to Saturday between 17:00 to 06:59 hours	Flat rate	\$4.00
Sunday 07:00 hours to Monday 06:59 hours	Flat rate	\$4.00

Rideaucrest Lot

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Friday between 08:00 to 14:59 hours	Hourly	\$1.50
Monday to Thursday between 15:00 to 07:59 hours	Flat rate	\$3.00
Friday 15:00 hours to Monday 07:59 hours	Flat rate	\$3.00
Family permit	Monthly	\$50.75

Chown Memorial Garage

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Saturday between 06:00 to 17:59 hours	Hourly	\$1.50
Monday to Saturday between 18:00 to 05:59 hours	Flat rate	\$3.00
Sunday 06:00 hours to Monday 05:59 hours	Flat rate	\$3.00
Lost ticket charge	Flat rate	\$18.00

Hanson Memorial Garage

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Saturday between 06:00 to 17:59 hours	Hourly	\$1.50
Monday to Saturday between 18:00 to 05:59 hours	Flat rate	\$3.00
Sunday 06:00 hours to Monday 05:59 hours	Flat rate	\$3.00
Lost ticket charge	Flat rate	\$18.00

Parking Lot Permits

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Anglin Lot	Monthly	\$102.75
Armstrong Memorial Lot	Monthly	\$102.75
Barrack Lot	Monthly	\$102.75
Byron Lot	Monthly	\$102.75
Chown Memorial Garage	Monthly	\$153.75
Doug Fluhrer Lot	Monthly	\$89.50
Four Points Sheraton Garage	Monthly	\$153.75
Frontenac Lot	Monthly	\$102.75
Frontenac County Court House Lot	Monthly	\$123.00
Gorsline Lot	Monthly	\$102.75
Hanson Memorial Garage	Monthly	\$153.75
McKee Memorial Lot	Monthly	\$102.75
Ordnance Lot	Monthly	\$102.75
Pump House Lot (Steam Museum)	Monthly	\$102.75
Rideaucrest Lot	Monthly	\$102.75
Springer Memorial Lot	Monthly	\$123.00

Parking Lot Event Rates

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Anglin Lot	Flat rate	\$5.00
Angrove Lot	Flat rate	\$5.00
Barrack Lot	Flat rate	\$6.00
Drury Lot	Flat rate	\$6.00
Frontenac Lot	Flat rate	\$6.00
Lower Robert Bruce Memorial Lot	Flat rate	\$4.00
Springer Memorial Lot	Flat rate	\$4.00
Upper Robert Bruce Memorial Lot	Flat rate	\$4.00

Parking Space Rental

Application: Fee includes HST, based on 1.5 hours staff time. Additional time charged at hourly rate listed below.

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Application	Hourly	\$82.50
Staff rate	Hourly	\$55.25
Set up	Hourly	\$50.50
Contractors, movers, producers - construction projects, moving of furniture or goods, filming, or other legitimate projects	Hourly	25%, 50% or 100% rounding up on the daily meter rate in the area, per space, based on occupancy in the area
Contractors, movers, producers - construction projects, moving of furniture or goods, filming, or other legitimate projects	Deposit per sign, meter hood, barricade	\$69.25
Contractors, movers, producers - construction projects, moving of furniture or goods, filming, or other legitimate projects	Deposit per pylon	\$35.25
Churches - weddings and funerals - 6 spaces - from one hour prior to service to end of service	Annually	\$142.75
Funeral homes - funerals - 6 spaces - from one hour prior to service to end of service	Annually	\$142.75

Electrical Vehicle Charging Stations

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Level 2 charging station (240VAC)	Hourly	\$1.80
Level 2 charging station (208VAC)	Hourly	\$1.55
Level 3 charging station	Hourly	\$20.15

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Schedule P

Solid Waste

2024 User Fees and Charges

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Schedule P: Solid Waste

Garbage

Fees in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Garbage bag tags	Each	\$2.00

Source Separated Organics and Composting

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Kitchen containers	Each	\$3.63
Backyard composters	Each	\$47.79

Industrial, Commercial, and Institutional Users of Municipal and Contracted Compost Sites

Fee is waived if the hauler has a letter confirming the source is a residential City property.

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Compostable yard waste and brush	Tonne	\$70.84

Hazardous Waste from Residents of Neighbouring Municipalities without a Service Agreement

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

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Handling and disposal fee	Maximum 100 kilograms or litres	\$41.73

Small Quantity Industrial, Commercial & Institutional Hazardous Waste that is exempt from Registration (Maximum of 100 kilograms or litres in total per month)

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Handling fee	Per delivery	\$36.86

Disposal Fees

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Fertilizer	Litre or kilogram container capacity	\$1.55
Aerosol containers - including empty but pressurized	Each	\$0.53
Fire extinguishers	Each	\$5.00
Liquid industrial waste - fire fighting foam	Litre or kilogram container capacity	\$2.43
Fluorescent lamps - maximum 100 linear feet	Linear foot	\$0.31
Compact fluorescent lamps	Each	\$1.33
High pressure sodium, mercury vapour, metal halide	Each	\$1.86
Inorganic acids - hydrochloric, sulphuric, phosphoric, etc.	Litre container capacity	\$1.77
Inorganic bases - ammonia, carbonates, hydroxides, etc.	Litre or kilogram container capacity	\$1.77
Inorganic oxidizers - fertilizer, peroxide, nitrates, etc.	Litre or kilogram container capacity	\$2.79
Mercury - thermometers, thermostats, switches, etc.	Each	\$1.59
Oil	Litre	\$0.04
Miscellaneous organics greater than 4 litres - solvents/non-solvents and adhesives, glue, turpentine, naphtha, etc.	Litre or kilogram container capacity	\$0.53
Miscellaneous organics less than 4 litres - solvents/non-solvents and adhesives, glue, turpentine, naphtha, etc.	Litre or kilogram container capacity	\$1.86
Pesticides - herbicides, insecticides, fungicides, etc.	Litre or kilogram container capacity	\$2.52
Petroleum distillates/light fuels - gasoline, kerosene, etc.	Litre	\$0.71

Disposal Fees for Other Materials

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Propane tank	Up to 40 pounds	Handling fee
Pressurized cylinder - helium, oxygen, etc.	Up to 40 pounds	Handling fee
Dry cell batteries	Single use and rechargeable	Handling fee
Paint - latex & alkyd	Maximum 30 litre container	Handling fee
Oil filters	Each	Handling fee
Empty automotive containers	Maximum 30 litre container	Handling fee
Antifreeze	Maximum 30 litre container	Handling fee

Recycling

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Recycling boxes – in addition to blue and grey boxes provided	Each	\$5.75

Recycling – Commercial Users

The fee charged to users shall be adjusted monthly, based on market conditions, at the delegated discretion of the Director of Solid Waste.

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Newsprint and mixed office paper	Tonne	Adjusted monthly
Mixed fibres	Tonne	Adjusted monthly
Corrugated cardboard	Tonne	Adjusted monthly
Mixed containers - blue box mix	Tonne	Adjusted monthly
Mixed containers - no glass	Tonne	Adjusted monthly
Polycoat	Tonne	Adjusted monthly
Polystyrene	Tonne	Adjusted monthly
Film plastic	Tonne	Adjusted monthly
Clear glass containers	Tonne	Adjusted monthly
Coloured and mixed glass containers	Tonne	Adjusted monthly
Steel cans	Tonne	Adjusted monthly

Recycling – Special Events

No recycling processing fee is charged for toters and trailers and the delivery and collection fee may be waived at the delegated discretion of the Director of Solid Waste.

A contamination fee is 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).

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Recycling toter delivery and collection	Up to 6 toters	\$212.88
Recycling toter delivery and collection	7 – 15 toters	\$381.15
Mobile recycling trailer delivery and collection	Trailer	\$57.21
Contamination fee collected (contains more than 5% non-recyclables)	Tonne	\$123.72

Miscellaneous

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Use of weight scale	Per transaction	\$15.18

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Schedule Q

Transit

2024 User Fees and Charges

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Schedule Q: Transit

Definitions:

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+

Single Cash Fares

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Adult, youth and senior	Single case fare	\$3.25
CNIB cardholder	Single case fare	\$0.10

Multi-Ride Cards

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Adult	6 ride card	\$16.50
Youth and senior	6 ride card	\$13.50

Passes

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Commuter	5 consecutive weekdays	\$22.25
Adult	Week - 7 consecutive days	\$29.25
Youth and senior	Week - 7 consecutive days	\$21.00
Commuter	Month	\$68.75
Adult	Month	\$80.00
Youth and senior	Month	\$59.50
Adult – Municipal Fee Assistance Program (MFAP) eligible Affordable Transit Pass	Calendar month	\$40.00
Youth and senior – Municipal Fee Assistance Program (MFAP) eligible Affordable Transit Pass	Calendar month	\$29.75
Adult, youth and senior	Day	\$8.25
Adult, youth and senior	Conference and Event Pass - up to five days per attendee	\$8.75
CNIB cardholder	Annual	\$25.00
Smart Cards - reloadable	Initial and replacement	\$3.00

Employer Group Pass

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Employer Group Pass - per employee 0 - 10 employees enrolled	Month	\$68.75
Employer Group Pass - per employee 11 - 25 employees enrolled	Month	\$66.25
Employer Group Pass - per employee 26 - 100 employees enrolled	Month	\$63.00
Employer Group Pass - per employee 101 - 250 employees enrolled	Month	\$58.75
Employer Group Pass - per employee 250 + employees enrolled	Month	\$55.25

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Schedule R

Building Permits

2024 User Fees and Charges

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Schedule R: Building Permits

Requirements for Determining Permit Fees:

- Gross 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 there is no floor or walls, the gross floor area shall be the greatest horizontal area of the structure (birds eye view).
- 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.
- The minimum fee for all permits is \$143.25, when applicable.

Group A: Assembly Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$24.50
New and additions	Meter square	\$31.35
Alterations and renovations	Meter square	\$6.90

Group B: Institutional Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$24.80
New and additions	Meter square	\$31.60
Alterations and renovations	Meter square	\$6.90

Group C: Residential Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
New and additions - single detached, semi-detached and row house	Meter square	\$14.10
New and additions - multi-unit buildings, motels, hotels	Meter square	\$16.55
Alterations and renovations	Meter square	\$4.50
Secondary suites - single-detached, semi-detached and row house	Meter square	\$4.50
Swimming pool enclosure	Each	\$237.55
Accessory structure - garage, carport, shed	Each	\$237.55
Solar panel - any area	Each	\$320.05

Group D: Business and Personal Services Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$15.25
New and additions	Meter square	\$22.05
Alterations and renovations	Meter square	\$6.90

Group E: Mercantile Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$11.90
New and additions	Meter square	\$18.75
Alterations and renovations	Meter square	\$6.90

Group F: Industrial and Agricultural Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$7.75
New and additions	Meter square	\$14.65
Alterations and renovations	Meter square	\$6.90

Other Permit Classes

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Decks/patios	Each	\$237.55
Solar panels - non-residential	Application	\$639.90
Temporary structures	Application	\$237.55
Demolitions	Meter square	\$1.10
Wood burning appliances	Each	\$237.55
Designated structures	Each	\$453.75
Signs	Application	\$237.55

Mechanical and Fire Protection Systems

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Independent of Building Permit

Fee Description	Unit	Fee
HVAC Permit - residential and non-residential	Suite	\$237.55
New and alterations to sprinkler system, standpipe system, or fire suppression system	Each	\$605.35
Commercial kitchen exhaust system, spray booth, dust collector	Each	\$429.80
New and alterations to fire alarm system	System	\$237.55
Electromagnetic locks, hold open devices, emergency lighting	Application	\$237.55

Plumbing Permits

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Independent of Building Permit

Fee Description	Unit	Fee
New and alterations - residential	Fixture	\$11.95
New and alterations - non-residential	Fixture	\$14.30
Backflow prevention devices	Application	\$143.25
Sewer lateral	Each	\$237.55
Back water valve	Each	\$143.25

Sewage System Permits

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Class 2 (greywater pit) sewage systems and Class 3 (cesspool) sewage system	System	\$950.00
Class 4 (leaching bed) sewage systems – 4,500 litres per day or less	System	\$950.00
Class 4A (leaching bed) sewage systems - greater than 4,500 litres per day	System	\$1,050.00
Class 5 (holding tank) sewage systems – 4,500 litres per day or less	System	\$950.00
Class 5A (holding tank) sewage systems - greater than 4,500 litres per day	System	\$1,050.00
Additional inspections and changes of installers	Each	\$250.00
Septic tank installation only	Each	\$750.00
Performance review for renovation or building addition	Each	\$500.00
Performance review for adding a pool, shed or garage	Each	\$250.00
Minor Variance or Zoning By-law Amendment	Each	\$450.00
Minor Variance or Zoning By-law Amendment with performance review	Each	\$700.00
Subdivision or Condominium Application	Lot	\$500.00
Severance or Lot Addition Application	Lot	\$500.00
Certificate of Approval renewal	Certificate	\$150.00

Administrative Fees

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
File search	File	\$159.13
Conditional permit - minimum fee - \$300.00	Permit	10% of required permit fee
Pre-inspection prior to permit issuance or re-inspection	Inspection/Suite	\$59.75
Expedited plan review	Hourly	\$110.10
Fence and Sign By-law Appeal	Each	\$318.25
Alternative solution proposal - minimum fee - \$2,000.00	Hourly	\$300.00
Preliminary project review and revisions to an issued permit	Hourly	\$110.10
Limiting Distance Agreement	Each	\$358.25
Change of Use Permit - no construction	Each	\$358.25
Construction prior to permit issuance - minimum fee - \$200.00	Each	40% of required permit fee

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Schedule S

Licensing and By-Law Enforcement

2024 User Fees and Charges

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Schedule S: Licensing and By-Law Enforcement

Animal Registration

First time registration fee is waived for dogs and cats that are:

- under 6 months of age.
- over 6 months of age but are spayed/neutered.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Dogs – with microchip

Fee Description	Unit	Fee
Intact	Each	\$50.00
Spayed/neutered - first 2 dogs	Each	\$30.00
Spayed/neutered - each additional dog	Each	\$10.00

Dogs – without microchip

Fee Description	Unit	Fee
Intact	Each	\$60.00
Spayed/neutered - first 2 dogs	Each	\$40.00
Spayed/neutered - each additional dog	Each	\$15.00

Cats – with microchip

Fee Description	Unit	Fee
Intact	Each	\$20.00
Spayed/neutered - first 2 cats	Each	\$13.00
Spayed/neutered - each additional cat	Each	\$4.00

Cats - without microchip

Fee Description	Unit	Fee
Intact	Each	\$30.00
Spayed/neutered - first 2 cats	Each	\$15.00
Spayed/neutered - each additional cat	Each	\$5.00

Other Animal Related Fees

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Administrative fee for not obtaining a tag	Occurrence	\$137.30
Administrative fee for appeal	Occurrence	\$318.25
By-Law Number 2021-166 , Animal Control By-Law, and/or Dog Owners' Liability Act - fee for convicted owner	Occurrence	50%
Hen coop registration	Each	\$29.00
Kennel registration	Each	\$320.00
Recovery of animal from animal shelter	Each	\$96.20
Tag replacement	Each	\$7.00

Noise Exemption

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Application for noise exemption	Each	\$347.80
Re-application for noise exemption	Each	\$218.35

Business Licenses

Fees listed in the table below are HST (Harmonized Sales Tax) exempt unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Adult entertainment attendants	Each	\$168.00
Adult entertainment establishment	Each	\$1,647.00
Adult entertainment store	Each	\$494.00
Alarm monitoring – administrative fee for failure to obtain alarm vendor license	Each	\$162.00
Alarm monitoring – administrative fee for failure to register alarm system	Each	\$61.00
Alarm monitoring - if no false alarms in previous year, the fee will be waived	Annually	\$61.00 plus HST
Alarm monitoring – false alarm	Each	\$145.00 plus HST
Annual alarm vendor license	Each	\$163.00
Amusement arcade	Each	\$168.00
Auctioneer	Each	\$168.00
Automotive repair	Each	\$87.00
Bill poster	Each	\$167.00
Billiards - first table	Each	\$86.00
Billiards - additional table	Each	\$43.00
Food premises - low risk	0 - 99 seats	\$128.00
Food premises - low risk	100 seats and over	\$211.00

Fee Description	Unit	Fee
Food premises - medium risk	0 - 99 seats	\$253.00
Food premises - medium risk	100 seats and over	\$334.00
Food premises - high risk	0 - 99 seats	\$421.00
Food premises - high risk	100 seats and over	\$503.00
Gas Station	Station	\$85.00
Group Home registration	Each	\$168.00
Hawkers & Peddlars - non-resident	Each	\$171.00
Hawkers & Peddlars - resident	Each	\$85.00
Lodging House	Each	\$167.00
Meat/Fish Sales	Each	\$85.00
Motorized Refreshment Vehicle - Class A Food prepared and cooked on-site	Each	\$378.00
Motorized Refreshment Vehicle - Class B Food prepared and cooked off-site	Each	\$378.00
Non-Motorized Refreshment Vehicle - Class C Food prepared and cooked on-site	Each	\$171.00
Non-Motorized Refreshment Vehicle - Class D Food prepared and cooked off-site	Each	\$86.00
Non-Motorized Refreshment Vehicle - Class E Class A/B operating less than 1 month	Each	\$196.00
Pawnbroker	Each	\$167.00
Pay day loans	Initial	\$328.00
Pay day loans	Annual renewal	\$167.00

Fee Description	Unit	Fee
Pet shop	Each	\$167.00
Salon	Each	\$85.00
Short-term rental operator's license	Each	\$191.00
Specific day sales - Class A-1: sale by a local hobby group or club (one to five days)	Each event	\$44.00
Specific day sales - Class A-2: flower sale by a local flower vendor (one to five days)	Location or vendor	\$44.00
Specific day sales - Class A-3: flower sale by another person (one to five days)	Location or vendor	\$987.00
Specific day sales - Class A-4: special sale and/or purchase by a resident (one to five days)	Vendor	\$823.00
Specific day sales - Class A-5: special sale and/or purchase by a non-resident (one to five days)	Each event	\$2,467.00
Specific day sales - Class B-1: sale and/or purchase by a resident (6 days to 6 months)	First month	\$167.00
Specific day sales - Class B-1: sale and/or purchase by a resident (6 days to 6 months)	Each additional month	\$44.00
Specific day sales - Class B-2: sale and/or purchase by a non-resident (6 days to 6 months)	First month	\$1,646.00
Specific day sales - Class B-2: sale and/or purchase by a non-resident (6 days to 6 months)	Each additional month	\$493.00
Specific location sale: Class 1 8 Locations: Schedule S-3 of By-Law 2006-213	Each	No cost
Specific location sale: Class 2 Market Square	Daily	\$50.00
Specific location sale: Class 3 2 Locations: Schedule S-3 of By-Law 2006-213	Annually	\$8,400.00 plus HST
Street performer	Each	\$43.00
Theatre	Each	\$334.00

Fee Description	Unit	Fee
Tobacco sales	Each	\$329.00
Transportation Network Company license	1 to 50 vehicles	\$1,061.06 plus HST
Transportation Network Company license	51 to 100 vehicles	\$5,304.42 plus HST
Transportation Network Company license	101 to 500 vehicles	\$10,608.85 plus HST
Transportation Network Company trip fee	Each	\$0.27 plus HST

Sign Permits

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Portable sign	Monthly	\$77.00
"A" Frame or sandwich board	Annually	\$92.00
Boulevard sign	Weekly	\$59.00

Plumbing Contractors & Masters

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Contractor - resident	Each	\$324.00
Contractor - non-resident	Each	\$400.00
Master Plumber - resident	Each	\$161.00
Master Plumber - non-resident	Each	\$196.00

Refreshment Vehicles in Parks

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Class A/B - approved parks	1 month	\$429.20
Class A/B - approved parks	12 months	\$4,122.12
Class C/D - Confederation Basin	12 months	\$4,122.12
Class C/D - other approved parks	1 month	\$214.16
Class C/D - other approved parks	12 months	\$2,053.98
Class E - approved parks	Daily	\$143.36
Non vehicle - self-contained food and beverage	Each	\$5,152.21

Administrative Monetary Penalties

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Hearing officer appeal	Each	\$200.00
Screening officer appeal	Each	\$50.00

Attendance at Nuisance Party

Fees are per officer, per hour (or part thereof).

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Kingston Fire & Rescue	Officer/Hourly	\$95.50
Kingston Police	Officer/Hourly	\$95.50
City of Kingston By-Law	Officer/Hourly	\$95.50

Administrative Fees

Fees listed in the table below are HST (Harmonized Sales Tax) exempt unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Failure to obtain a portable sign or sandwich board sign permit - administrative fee	Each	\$146.10
Property standards/yards re-inspection - after first inspection to confirm compliance of any order	Each	\$60.25
Written request for by-law and/or work order and/or compliance letter	Each	\$123.00
Photocopies or printing of documents including Freedom of Information, per side, plus search fees	Each	\$0.31 plus HST
Photocopies or printing of documents - colour	Each	\$1.28 plus HST
Property Standards Application for Appeals	Each	\$318.25
Property Standards/Yards - Charges for administration of remedial work and repairs	Each	\$141.40
Administrative Penalty Fee - screening no-show	Each	\$56.30
Administrative Penalty Fee - hearing appeal no-show	Each	\$112.60
Administrative Penalty Fee - delinquent payment of fine	Each	\$28.10
Short-term Rental License By-Law Appeal	Each	\$318.25

City of Kingston By-Law Number 2005-10

Schedule T

Fire

2024 User Fees and Charges

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Schedule T: Fire and Rescue

Reports and Records

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless “HST exempt” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Request for fire report and/or investigation report (per address)	Report	\$200.35
Clearance letter	Letter	\$200.35 HST exempt
File search (per address)	File	\$200.35 HST exempt
Request for letters or reports within 48 hours	Letter	\$300.53 HST exempt
Fire Safety Plan review of revisions	Each	\$200.35
Smoke and CO alarm replacement	Each	cost
Copy of photograph - print or digital - \$20.00 minimum	Copy	\$3.23

Compliance Inspections

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

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Vulnerable occupancy compliance drill retest	Each	\$200.35
Fire Code - second re-inspection and subsequent inspection	Inspection	\$200.35

Paid Inspection – Commercial (Group A, D & E Occupancy)

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Inspect base building	Inspection	\$280.49
Inspect each occupancy in addition to base building	Each	\$13.62

Paid Inspection – Industrial (Group F Occupancy)

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Inspect base building	Inspection	\$420.74
Inspect each tenant/occupant in addition to base building	Each	\$13.62

Paid Inspection – Residential (Group C)

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Daycare, Group Home, Single Family resident, PLASP, one to two floors	Inspection	\$200.35

Multi-Tenant Low Rise – three to six floors

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Inspect base building	Inspection	\$560.98
Inspect each tenant/occupancy/apartment	Each	\$13.62

Multi-Tenant High Rise – over six floors:

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Inspect base building	Inspection	\$1,121.96
Inspect each tenant/occupancy/apartment	Each	\$13.62

Special Request Inspection Services

Fees listed in the table below do not include applicable taxes and are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Inspections performed outside of normal business hours - minimum three-hour fee	Hourly	\$120.21

False Alarms

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

Fees in the table below are HST exempt.

Fee Description	Unit	Fee
First offence in fiscal year	Property	\$0.00
Second offence in fiscal year	Property	\$271.51
Third offence in fiscal year	Property	\$543.03
Additional offences in fiscal year	Property	\$543.03
Standby fee	Half hour	\$211.15
Non-notification of fire alarm work	Property	\$257.50

Hazardous Material

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless “HST exempt” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Physical resources and supplies	Each	Replacement cost
Hazardous material miscellaneous	Apparatus	\$543.03 HST exempt

Unauthorized Burning

Fees in the table below are HST exempt.

Fee Description	Unit	Fee
Unauthorized burning	Response	\$543.03

Non-Resident Response

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

Fees in the table below are HST exempt.

Fee Description	Unit	Fee
First hour or part thereof	Apparatus	\$543.03
Each additional half hour	Apparatus	\$271.15

Fire Extinguisher Training

Fees are per requested date, per location, for a group of up to a maximum of 25 people per session.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Monday to Friday - between 09:00 – 17:00 hours	Half day session	\$320.56
Monday to Friday - between 09:00 – 17:00 hours	Full day session	\$641.12
Monday to Friday, weekends and statutory holidays - between 17:00 – 09:00 hours	Half day session	\$480.84
Monday to Friday, weekends and statutory holidays - between 17:00 – 09:00 hours	Full day session	\$961.68

Live Fire Training

Discounts to multi-day and weekly rentals may be applied at the discretion of the Fire Chief.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Burn tower rental	Full day	\$1,733.10
Burn tower rental	Half day	\$869.40
Car and quad prop rental	Full day	\$693.23
Car and quad prop rental	Half day	\$346.59

Non-live Fire Training

Discounts to multi-day and weekly rentals may be applied at the discretion of the Fire Chief.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Confined space rescue simulator rental	Each	\$404.38
Structural collapse simulator rental	Each	\$404.38
Trench rescue simulator rental	Each	\$404.38
Roof top prop rental	Each	\$404.38
Facility monitor	Person/hourly	\$86.64
Lead instructor	Person/hourly	\$101.68
Portable classroom	Full day	\$346.59
Portable classroom	Half day	\$173.27
Ontario Fire College course registration	Person	Call for quote
Kingston Fire and Rescue course fee - includes cost of Ontario Fire College course registration	Person	Call for quote

Miscellaneous

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Incidentals and optional equipment (e.g. thermal imaging camera, portable radio, etc.)	Each	Call for quote
Scene security - contracted services	Each	Cost
Building security/boarding - contracted services	Each	Cost
Consumables (e.g. liquid smoke, wooden pallets, etc.)	Each	At market rate